



ASIA PACIFIC
THEOLOGICAL
SEMINARY

International
Missional
Pentecostal

ASIA PACIFIC THEOLOGICAL SEMINARY
STUDENT HANDBOOK
2025-2026

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SEMINARY PROFILE



GENERAL INTRODUCTION

The Asia Pacific Theological Seminary (APTS) was established in joint cooperation with the various Assemblies of God General Councils in the Asia Pacific and the General Council of the Assemblies of God, U.S.A. to serve the educational and spiritual needs of the Asia Pacific constituency. APTS is administered by a predominantly Asian Board made up of leaders selected from various Asian countries, along with missionary representation.

Students attending APTS are expected to hold to the highest standards of Christian biblical conduct and exemplify maturity in all actions and decisions related to the spiritual, academic, financial, and social well-being of the students and the institution. By design, this is a multi-cultural institution that seeks to broaden every student's perspective, enlarge their understanding, and enrich their insights on mutual submission, respect, and growth together in the Body of Christ.

STATEMENT OF OBJECTIVES

To make the student the focus of concern and to encourage development in Christian ideals, social graces, character training, and the acquiring of leadership skills.

To provide those auxiliary services, which enable the academic program to be carried on more effectively: e.g. pastoral counseling, medical counseling, assistance with visas and passports, and orientation.

To provide an atmosphere for spiritual growth and development.

ADMINISTRATION AND FACULTY

A. Administration

Solomon Wang – *President (Ext. 101)*

Jun Kim – *Vice President & Academic Dean (Ext. 142)*

Tony Philip Oseso – *Dean of Students (Ext. 303)*

Ed Benish – *Business Administrator (Ext. 102)*

William Toh – *Global Missions Center Director (Ext. 124)*

Joe Liu (Chin Chan Liu) – *Chinese Program Director (Ext. 335)*

Galen F. Hertweck – *Faculty Representative (Ext. 155)*

B. Faculty Administration/Office Holder

Amy Dela Cruz – *Registrar (Ext. 107)*

Darin R. Clements – *Doctor of Ministry Coordinator (Ext. 313)*

Dave M. Johnson – *AJPS Editor & APTS Press (Ext. 301)*

Dianna Clements – *Director for Online Learning*

Dickie Hertweck – *Director for English Language Program (Ext. 212)*

Galen F. Hertweck – *Director for Distance Learning (Ext. 155)*
Joe Liu (Chin Chan Liu) – *Director for Chinese Program (Ext. 335)*
Jun Kim – *Vice President, Academic Dean & Field Ed Coordinator (Ext. 142)*
Solomon Wang – *President (Ext. 101)*
Stuart Rochester – *Ph.D. & M.Th. Coordinator (non-resident)*
Tony Philip Oseso – *Dean of Students (Ext 303)*
William Toh – *Global Missions Center Director (Ext. 124)*

C. Non-Teaching Office Holder

Ed Benish – *Business Administrator (Ext. 102)*
Rey Bernardes – *Director for Seminary Advancement (non-resident)*

IV. STAFF

A. President's Office

Eleanor Sebianio – *PA to the President, Personnel Manager, & Alumni Services (Ext. 111)*
Abel Baclangen – *Administrative Assistant/Multimedia Support Specialist (Ext. 104)*

Visa Services Office:

Eleanor Sebianio (Ext. 111)

IT and Multimedia Department:

Michael Marlon Malit – *Head of IT & Technical Support/Network Admin (Ext. 190)*
Vinzel Levi Niturada – *Multimedia Support Specialist/Digital Designer (Ext. 191)*

B. Academic Office

Jolina Pascual – *Faculty Secretary (Ext. 308)*
Beverly Conceja – *Administrative Assistant (Ext. 115)*
Alpha Magno – *Press Marketing Assistant (Ext. 331)*

Registrar's Office:

Richard Yang-ed – *Admission Assistant (Ext. 108)*
Jeanette Onongen – *Records Clerk (Ext. 109)*
Isabel Sabelo – *Registration Assistant & ILC Administrative Assistant*

Library:

Ruvilyn Rimando – *Librarian (Ext. 122)*

C. Dean of Students Office

Chouri Tavera – *Administrative Assistant (Ext. 229)*

D. Global Mission Center Office

Ria Bal-isen - GMC Assistant Director (Ext. 339)
Carla Talo-an - Administrative Assistant (Ext. 320)

E. Business Office

Grace Cheryl Gapuz - PA to the Business Administrator & Accounting Supervisor (Ext. 103)

Alicelle Bagalay - Bookkeeper (Ext. 105)

Jonathan Perez - Accounting Clerk (Ext 106)

Bookstore:

Karen Mores - Bookstore Sales Assistant (Ext. 276)

Housing, Guest Services, and Food Services:

Merlyn Ramos - Housing and Food Services Supervisor (Ext. 283)

Transportation and Vehicles:

Michael Bagalay - Driver/Mechanic (Ext. 360)

Plant and Facilities:

Vacant - Maintenance Supervisor (Ext. 210)

Grounds:

Romeo Baltazar - Groundskeeper Supervisor

ON-CAMPUS STUDENT HANDBOOK

The on-campus student handbook is not exhaustive and from time to time there may be additional rules/policies or modifications of existing policies. Failure to comply with the rules and guidelines may result in the loss of privileges and may in some cases, lead to disciplinary action, and expulsion from APTS. The administration and faculty reserve the right to interpret policies in keeping with the best interests of the APTS community.

STUDENT LIFE

A. Spiritual Life

APTS endeavors to encourage its family to strengthen their spiritual life through a variety of spiritual activities. All onsite students are required to participate fully in the onsite services/activities/events, and online students are required to attend services/activities/events where online broadcast is provided. Some of the services/activities/events are listed below.

1. Chapel Services: Every Tuesday and Wednesday, 11:30 a.m.-12:20 p.m. Other chapel services may be added. The APTS chapel is considered an integral part of the educational experience and spiritual development of each student. Attendance is expected and monitored. Onsite

students are required to come onsite to attend all chapel services, and online students are required to attend only on Wednesdays until further notice. Students who are unable to attend chapel for any reason are required to watch the recorded chapel service on the APTS YouTube channel, write a brief reflection, and email it to the Dean of Students Office within a week. This will ensure that you are marked as having attended the chapel service.

2. Spiritual Emphasis Week: during the first trimester.
3. Missions Convention: during the second trimester.
4. Small Groups: onsite students are assigned to a small group hosted by missionaries/faculty members. Students are to inform their small group host(s) if they are unable to attend the small group.
5. SELAH – occasional student-led evening chapel.
6. Prayer Meetings: prayer meetings organized by the Student Council or the Dean of Students. Students are to inform the Dean of Students if they plan to organize any voluntary fasting and prayer meetings based on nationality, ministry, and language.
7. Personal Devotions
 - a. Prayer Mountain (keys are located in front of the prayer house).
 - Two unmarried people are not allowed to use one room at the same time.
 - Those who use the prayer garden are to avoid praying or singing overly loudly that may cause disturbances to the neighborhoods.

- b. A prayer room is also located in the GMC Building.

APTS family members are encouraged to spend time in prayer in these rooms. The chapel can also be available for prayer as long as this does not disturb other regular activities in the chapel as well as in the adjacent classrooms. The prayer rooms are not to be used for any other purpose (including small group meetings, entertaining guests, or socialization).

B. Christian Conduct

Honesty among all of the APTS family is considered to be a high priority in all relationships. It is expected that all students conduct themselves within the guidelines of the Christian biblical community. This means that should any problem develop between individuals in the APTS family, that problem should be handled on an individual basis between the two individuals or in counseling with the Dean of Students or a trusted mentor, rather than spreading the "news" to others.

C. Language

Since English is the medium of instruction and students must function in this language in pursuing studies at APTS, and since APTS is an international seminary with students from many countries, APTS recognizes the vital importance of using English on the APTS campus. Faculty and staff are expected to lead the way by example and to correct others who violate this policy.

Except in the situation where no other ethnic groups are present, students must use English as the language of communication. This applies not only in the classrooms, but also in the library, dining hall, dorm rooms, and offices when more than one ethnic group is present.

D. Announcements

All announcements to be put on bulletin boards must be neat and have prior **approval from the Dean of Students**. Any request for announcements to be made in chapel should be emailed or given to the DOS administrative assistant and/or the Dean of Students at least a day before the chapel service.

E. Courtship and Marriage

in the most favorable circumstances, it requires adjustments. The pressures of student life, adapting to a new culture, and isolation from family and friends further impact marriage development. It is also a fact that the maturity and health of a minister's marriage and family will greatly influence his effectiveness in ministry. Therefore, students are encouraged to plan their seminary program in ways to minimize difficulties and stress for their marriages and families. Further, since there are considerable resources (classes, workshops, seminars, and counseling) at the seminary, married students or those anticipating marriage are encouraged to take full advantage of them during their APTS stay.

1. COURTSHIP

The seminary recognizes courtship to be an important time in preparation for marriage. Students are expected to conduct themselves following biblical principles. As Christians, we must also be sensitive to the culture in which we reside. Behavior, judged inappropriate by the Student Life Committee or administration, will be dealt with accordingly.

2. CROSS-CULTURAL COURTSHIP

Asia Pacific region and elsewhere. When students become romantically involved with those from another country, the training that has been invested in them may not benefit either country. Indeed, in some countries, a cross-cultural relationship that leads to marriage minimizes the potential

effectiveness of the couple in either of their home cultures. With this in mind, APTS cautions single students to consider carefully the potential effect of a cross-cultural relationship on their future ministry. Some students are endorsed and/or financed by a sponsoring agency with the expectation that they will return to their country to serve in the ministry. As part of the application and acceptance process for such students, APTS encourages sponsors to specifically communicate their expectations concerning any obligations of the student to return to the country for ministry and their view of the impact that a cross-cultural relationship might have in this regard. APTS expects students as servants of God and ministers of the gospel to honor these expectations and commitments.

Where any actions of a student, as reported by any member of the APTS community, seem to be contrary to the stated expectations of his/her sponsor, the student will be asked to consult with the Dean of Students to clarify the matter. The administration reserves the right to notify the sponsor of any actions of the student that appear to be contrary to the stated expectation. In such cases, APTS will abide by the decisions of the sponsor regarding the continued enrollment of the student at APTS.

3. BEHAVIOR OF SINGLES WHO ARE DATING

Singles who are dating must, at all times, conduct themselves in a manner that will not embarrass APTS or others who are in their presence. All public displays of affection such as kissing, hugging, or holding hands are considered unacceptable for singles. Unmarried students who are involved in a romantic relationship are not permitted to travel together outside of the Baguio area or on any overnight trip except when accompanied by at least two other students (who are not themselves involved in a romantic relationship) and with the permission of the Dean of Students. This also applies to term break and summer periods for students who have not completed their studies at APTS.

F. Divorce and Remarriage

APTS recognizes the sanctity of marriage as established by the Scriptures (1 Tim. 3:1-13). While the different general councils of the Assemblies of God in Asia may have varying ways of dealing with details, it is generally understood by the Assemblies of God that marriage is a binding agreement that is not to be severed by any action other than death. These various general councils have the privilege and right to determine their position in such matters.

The seminary encourages the student to consider bringing his/her spouse when beginning his/her educational program so that

married life should not be interrupted. However, we also recognize that, in the course of marriage relationships, stress causes difficulties to arise. The faculty and administration stand available to the student for assistance and counseling in support of the continuance of the marriage relationship. If, and when difficulties arise, then the student should, at the earliest point, consult with the Dean of Students so that guidance might be given.

When difficulties arise to the point that divorce or separation is the chosen option, the following steps are to be followed:

1. The President must be informed in writing of the impending action.
2. The President will determine what action is to be taken in consultation with the administration and faculty, and will also inform the appropriate national body or sponsor. In addition, failure to report within (30) thirty days any legal action leading to divorce or separation shall be grounds for dismissal. If divorce has already taken place and should remarriage be a pending option, the student must inform the President so that he may take any appropriate action. The school reserves the right to take any necessary action in these matters.

G. Campus Services

1. Food Services

Located on the 5th floor of the Global Missions Center, the Food services welcome all APTS missionaries, staff, and their families and guests to sample the variety of dishes prepared daily by its competent crew.

Meal schedules are as follows:

- Breakfast 6:45 a.m. – 8:00 a.m. (Monday – Sunday)
- Lunch 11:30 a.m.– 1:30 p.m. (Monday – Saturday)
- Supper 4:45 p.m. – 6:00 p.m. (Monday – Sunday)

** During block courses dining hall doors close at 6:30 p.m. daily.*

Meals are priced per dish. Fresh baked goods like bread, cinnamon rolls, cakes, and pastries can be made as ordered. Catering services for special functions are also available upon request. Meals are charged to the student's APTS account. Students staying in the dorm are on a meal package plan and are charged for the whole term. Students are to consume their meals at the dining hall or at the designated places.

Dining and other kitchen utensils are not to be taken out of the dining hall unless authorized by the Food Services Staff.

Otherwise, any removal of items without prior authorization or unreturned items will be billed to the student's account.

2. IT Services

Computers are available for student use in the library. They are on a first-come-first-use basis. If you encounter any problem with the machine, please fill out a Computer Work Request at the reception area. Network routers for computers with wireless capability are located throughout most of the campus and in many classrooms.

Based on time availability and on a first-come-first-served basis, a student may request an APTS computer technician for assistance at a reasonable cost to the student. Office computers throughout the APTS campus are NOT for student use.

3. Health Services

APTS maintains a basic health program to provide for immediate needs and to encourage the overall physical health of the APTS students. An updated medical history of each student will be kept on file. The basic health services are under the supervision of the Dean of Students. Any emergency health need should be referred to the campus nurse and the Dean of Students should be informed as needed. APTS has contacts with doctors and any emergency will be coordinated through the campus nurse in consultation with the Dean of Students. The APTS clinic is open at regularly scheduled hours. Medical counseling should be sought during regular clinic hours unless it is an emergency. Both hepatitis B and typhoid immunizations are required for students and residents of the campus. The APTS clinic can arrange for these immunization for those who arrive on campus without these inoculations. All resident students and their family members are encouraged to be covered by an approved medical insurance plan. APTS is not responsible for any medical expenses incurred by the student and the student's family member(s) at the APTS clinic or any other health clinic or hospital. (*see Annex A for the List of Health Clinics in Baguio*).

4. Housing Services

The school maintains housing units for both single and married students. There are two types of housing: dormitories for single students and apartments for students with a family (*see Annex B for Campus Map on the location of the housing*). Specific policies about single students and those with a family can be found under Dormitory Life and Family Life respectively.

a. The Housing Supervisor will assign all students housing,

subject to students meeting the criteria for on-campus housing and in consultation with the Dean of Students. The allocation of housing for students is for the academic year. Students requiring on-campus housing in the new academic year shall submit a housing application request to the Registrar's Office during the course registration exercise.

- b. Only full-time students (i.e. students taking a minimum of 9 credit hours per trimester) are eligible to apply for on-campus housing. Consideration is granted to part-time and audit students on a case-by-case basis, subjected to approval by the Registrar's Office, Dean of Students Office, and Business Office. All housing will be assigned according to the general order of this list:
 1. Full-time APTS students with families
 2. Full-time English Language Program (ELP) students with families
 3. Full-time APTS single students
 4. Full-time ELP single students
 5. International Language Centre (ILC) English students with families
 6. ILC English single students
 - Priority for apartments is given to students accompanied by their families. Single students assigned to apartments may be asked to move to a dormitory should a need for apartments arises.
 - When housing is limited, foreign students will be given priority over Filipino students, since Filipinos have fewer cultural and language adjustments.
 - Exceptions will be considered for graduating students who are in their last term.
 - Students may remain on-campus housing during the summer break following graduation subject to availability. This must be requested in writing by Feb. 15.
 - The provision of housing and assignment of housing (dormitory or apartment) is a privilege and not a right. APTS retains the right to assign housing in a manner that best suits the needs of the APTS community as a whole.
5. Immigration Services

The Visa Services Office processes visas for foreign students. APTS will not provide any immigration service once you are no longer a student at the school. Consideration will be given in the case of illness or family problems requiring temporary leave.

6. Laundry Services

a. Housekeeping staff are the only ones allowed to operate APTS washing machines and dryers. All the school washing machines and dryers, and the laundry area on the south end of Sampaguita Bldg., are for the exclusive use of the APTS housekeeping staff. Laundry cards/tickets may be purchased at the bookstore.

b. For those desiring to do their own laundry, the designated wash areas are on the west side of Bethesda Hall and the south side of Esperanza Hall. These areas are for hand washing only.

1. The clotheslines above the maintenance building, east of Bethesda, and in the handwashing areas may be used. Do not hang clothes over railings and out of windows. Students are to collect their clothing from the clotheslines once the clothes are dried.
2. Overnight soaking of clothes in the sink in the handwashing area is not permitted. If such is needed, it should be done in the individual units.
3. After washing in the washbasins, the basins must be cleaned. No water should be left in the basins and empty soap containers should be disposed of properly.

7. Mail Services

Incoming mail and packages (DHL, LBC, Forex, Fed Ex, etc.) can be picked up at the business office upon notification from the staff, or unless mail is sent to the Baguio Post Office.

8. Photocopy Services

The school provides a photocopy machine for students. This is located on the 2nd floor of ARC Building. The photocopier in ARC Building, 4th floor and Administration Office are NOT for student's use.

9. Telephone Services

Cell phone cards can be purchased in the Bookstore. Students are not allowed to make long distance calls on APTS lines.

a. The dormitory phones are only for the purpose of trying to make contact with students by the receptionist and other resident members of APTS. Office phones throughout the APTS campus are NOT for student use.

b. The student should not expect the receptionist to look

for him/her if a phone call is received, except in an emergency. The receptionist will take the information and will try to pass the message to that individual as soon as possible.

- c. Students should talk together and find an acceptable way to handle the answering of the phone at the apartments if there is a hallway community phone.
10. Transportation Services
- a. Students with children in school may be taken to school and brought home by the APTS jeepney service. Please see Ma'am Eleanor Sebian (Ely) for details and scheduling.
 - b. APTS vehicles are not for student use.

H. Students' Visitors/Guests

1. Visitors and guests of students are NOT allowed to be entertained in the Dorm rooms. Students can entertain their visitors in the dorm lobby, the GMC lobby, or the Coffee Bar, and they are to leave the campus by the latest 11 p.m.
2. No overnight stay in the students' dormitory or apartment is allowed for their visitors and guests.
3. Students may arrange with the Housing Supervisor for their visitors and guests to stay in GMC apartments at the normal housing guest rate. The cost of an overnight guest will be the responsibility of the student. If charges are not paid by the time the visitor leaves, the charges will be added to the students' account. The student will be billed the normal housing guest rate for the overnight guest.

I. Student Discipline

1. The intent of disciplinary action at APTS is "redemptive" rather than "punitive." It is an avenue for learning, growth, ministerial and/or professional development. In this regard, there is a difference between counseling and discipline. As members of the body of Christ, we uphold the need to encourage and counsel one another regarding difficulties in life or relationships. The Dean of Students office is open to help with dormitory problems, relationship trouble, marital or family issues or whatever personal issues students would like to bring to the office for prayer and advice. Students are urged to talk to their pastors about life concerns and our faculty and missionaries are also dedicated to help in any way possible so that our students have a warm, loving environment to work out issues and problems that we all face in life.

2. **Reasons for Discipline.** Discipline is needed when students in some way compromise the integrity of the ministry or the safety of our APTS community by failing to uphold the minimum acceptable standards for ministers of the Assemblies of God or by disobedience to scripture and/or the law of the Philippines. Reasons for discipline include but are not limited to stealing, causing physical harm to another person, sexual harassment, committing any crime, lying, drinking alcohol, or smoking.

3. **Categories of Discipline Action.** The following is the list of disciplinary actions, which is non-exhaustive, that the Disciplinary Committee or Administrative Committee (ADCOM) may prescribe to the offender:
 - **Verbal Reprimand.** This represents the lowest degree of censure. It involves the verbal reproof of the offender with a warning regarding the consequences of the offender's misconduct.

 - **Written Reprimand.** The offender is reproved in writing with the specific charge against the offender's misconduct. The offender will be warned of the consequences should he continue in or be found to commit a further offence again.

 - **Written Reprimand with Restrictive/Corrective Measure(s).** Besides a written reprimand, restrictive/corrective measure(s) can be prescribed by the Disciplinary Committee to show that the student is remorseful over the misconduct.

 - **Suspension.** The student will be suspended from school for a specific period.

 - **Dismissal.** The student will be terminated immediately from APTS, without any date for readmittance.

4. **Discipline Procedures**
 - a. The Dean of Students or the Assistant Dean of Students will conduct an initial finding of the charge against the offender

 - b. If needed, the Dean of Students will call for a Disciplinary Committee, comprised of three to five members, to hold an investigation to find the facts of the case.

 - c. The Discipline Committee will study and consider all facts of the matters to decide on the disciplinary actions to take on the offender. If it is a misconduct that warrants

a verbal or written reprimand with or without restrictive or corrective measure(s), the Disciplinary Committee, after obtaining the concurrence from the Dean of Students who will moderate as necessary, will proceed with the disciplinary actions to the accused student. Any disciplinary action for suspension or dismissal is to be surfaced to the ADCOM for decision.

- d. The student who feels that his/her case is unfairly decided may appeal against the disciplinary decision. The appeal must be in writing to the ADCOM within 5 calendar days from the date that the disciplinary decision has been pronounced to him/her. The appellant student must set forth his/her grounds of appeal. The ADCOM can reject, accept to moderate the decision, call for another sub-committee to review the case, or take other actions they deem appropriate.
- e. In the case of a student under the disciplinary action of a suspension, the student may write to the Admission Committee to be re-admitted after having fulfilled the specified period of suspension. The student must set forth his/her ground for re-admission and explain the evidence of his/her repentance. **The Admission Committee will consult with the faculty members before recommending re-admission to the ADCOM for approval.** In a case where the student under the disciplinary action of suspension is graduating, this procedure will apply likewise.

J. Campus Life and General Guidelines

1. All doors in Bethesda Building. will be secured at 11:00 p.m. except the east wing door.
2. All equipment should be handled with care and appreciation
3. Recreational equipment is handled through the Dean of Students' office. Any damage or destruction of equipment through misuse will be billed to the student's account.
4. Scriptures teach modesty and temperance in all things, and that the student should be sensitive to those around him/her. Therefore, the students' appearance and dress should be appropriate at all times. All students must be properly and modestly dressed when going out of their rooms, particularly in the administrative offices, chapel, library, classrooms, and dining hall. Please refrain from wearing immodest clothes and beach slippers in these places. Shorts are appropriate when exercising.

5. Use of the racquetball and basketball court is restricted to the hours between 7:00 a.m. and 10:00 p.m. only.
6. To conserve energy, lights, electric fans, and radios should be turned off in any room when not in use, especially if you are the last to leave the room. In addition, ensure that the windows and doors are closed.
7. Playing of musical instruments is only allowed after class/office hours until 8:00 pm unless the Dean of Students has approved an evening service or activity. At all times students must refrain from disturbing students who are studying in their rooms or designated areas.
8. Students are not allowed to remove or transfer any equipment or furniture in any room without permission from the Business Administrator or Dean of Students.
9. Snacks may be purchased at the Coffee Bar at ARC, 2nd floor. Students are asked not to expect service outside the specified times of operation.
10. Borrowing items belonging to others without the owner's permission is prohibited.
11. There should be no gatherings before 7:00 a.m. and after 11:00 p.m. without permission from the Dean of Students.
12. The TV at the ARC, 2nd floor is for students' use for music or movies which the students can bring on a thumb drive. The use of the TV is considered to be a privilege and not a right. This means it can and will be removed should its use become a hindrance to spiritual growth on campus. It will be the responsibility of the students to see that only proper programs are viewed. The decision as to what is "proper" rests finally with APTS. Parents are responsible to keep their children from watching programs unacceptable to the APTS community. Volume should be kept down so as not to disturb guests, faculty, prayer groups, etc.
13. No pets are allowed in any of the dorm rooms or apartments.
14. If a student wants to engage in off-campus activities, which are not APTS school functions that conflict with the APTS schedule, the Dean of Students must approve it before the student makes a commitment.
15. Single ladies are not permitted to enter men's dorm rooms or single men's apartments unless a third person is present in

the room. Single men are not permitted to enter ladies' dorm rooms or single ladies' apartments unless a third person is present in the room. The term "single" means unmarried singles as well as married individuals without their spouses residing on campus.

16. Students are not allowed to be off-campus after 11 p.m. on weeknights (Sunday through Thursday) and 12 midnight on weekends (Friday and Saturday) without permission from the Dean of Students.
17. Students are not allowed to drink or smoke no matter where they are.
18. Campus resident students leaving campus overnight or more must inform the Dean of Students by completing a form "Travel Information Overnight or more". This includes any public holidays, weekends, Christmas, and term and summer breaks. The form is available at the Dean of Students' office or from the Dean of Students' Administrative Assistant. This is very important for emergency and security purposes.

DORMITORY LIFE



DORMITORY LIFE

Living in a dorm with people of various cultures is, in itself is a learning experience. The dorm is also a training ground where theological understanding of Christian ethics will be tested. Therefore, each student should take advantage of this learning opportunity. Students will learn submission, humility, and love as it is expressed in Christ.

A. Housing

1. The dormitories are intended for single students, that is, students who are studying here alone (whether married or unmarried).
 - a. Normally, not less than four, but not more than six students may occupy a room.
 - b. All dormitory students take their meals in the APTS dining hall, thus, cooking is prohibited in the dorm, and refrigerators, gas stoves or any electrical cooking appliances are not allowed.
 - c. During the term and summer breaks, students who are not continuing their stay are not allowed to store their belongings in the dormitories. They may pack their belongings and place them in storage at the Bethesda building only after obtaining the clearance with the Housing department. However, APTS will not be held responsible for the loss of such personal belongings.
 - d. During term and summer breaks, dorm occupants may be consolidated into different rooms in order to maintain up to six students per room. Students wishing to leave their belongings while away from campus may be asked to move their things to another room.
 - e. During the term breaks, students have three options:
 1. The student stays in the dorm and pay the daily room rate as prescribed by Housing Department.
 2. The student does not stay in the dorm but will rent a storage cubicle to keep their belongings with a monthly charge of USD \$25.00.
 3. The student places his/her belongings in a storage area at no charge, but this is subject to the student obtaining clearance from Housing department. APTS will not be held responsible for the loss of such personal effects.
 - f. Students are responsible to give notice to the Housing

department of the days during term breaks when they are not staying in the room or they will be charged the daily rate.

- g. Students may not simply leave their belongings with other students as a way of avoiding the cost of leaving things in the room. Any personal items remaining in the room will be subject to storage fees.
2. The day following graduation will be considered the last day of the school year. Students must vacate their rooms by noon to avoid further charges. The Business Office will establish the cost of staying beyond this.
3. When available, a single student can apply for an apartment. Both the Dean of Students and Business Administrator must grant approval.
4. Students are responsible for cleaning their apartment or dormitory room when they leave or move to another apartment or dorm room. If the returned room is not clean to an acceptable level of cleanliness by the Housing department, the students will be billed for the cleaning service.

B. Dormitory Rules

In addition to the above "Guidelines", single students who are living in Bethesda Hall dormitory are expected to abide by the following rules:

1. All lights in the dorm rooms must be turned off at 11:00 p.m. Those who want to study after this time must use table lamps.
2. All guests must be entertained in the lobby of the GMC building and not in the dorm rooms.
3. APTS provides every dorm student with bedding for the first week of their stay. After that, the student is supposed to purchase his own. Those who wish to continue using APTS linens may do so for a small monthly rental fee. Sheets and pillowcases must be washed each week. Bedding items must be turned in clean before leaving the dorm at the conclusion of the regular school year or at the conclusion of the summer season.
4. The ironing of clothes can only be done in the designated areas and only SINGLE dormitory students are allowed to use the iron and ironing board.
5. If any repairs are needed in the dorm, please submit a "Work Request Form" (*available from the Business Office reception*) to the Business office.

6. The use of small electrical appliances (radio, shaver, hairdryer, and personal computer) is allowed in the dormitory rooms. Cooking appliances (e.g. refrigerator, microwave oven, electric stove, rice cooker, etc.) or ironing clothes in the room is not allowed.
7. Dorm students are expected to show courtesy and concern for their dorm mates. This includes respecting "lights out" and being quiet when others are sleeping.
8. No wet clothes are to be dried inside the bathrooms, dorm rooms, study rooms, or on fences, trees, or plants. Lines are provided for this purpose.
9. Study rooms are available on both the ladies' and men's floors of the Bethesda dormitory. Students using the rooms are responsible for maintaining order and cleanliness in these facilities. Men are not permitted in the ladies' study room or ladies in the men's study room.
10. Non-compliance with the APTS housing/dormitory rules may result in the loss of APTS housing privileges.

FAMILY LIFE



FAMILY LIFE

Married students with families are given the priority to stay in apartments, subject to availability. Students who stay in Bethesda, Esperanza, or Sampaguita buildings are expected to follow the following guidelines.

A. Housing/Apartment

1. Studio, one-bedroom, two-bedroom, and three-bedroom apartments are available at Bethesda, Sampaguita, and Esperanza buildings, and these apartments are intended primarily for married couples and families.
 - a. Priority is given based on family size. APTS reserves the right to request students to move to accommodate those needing larger facilities.
 - b. When available, a single student may apply for an apartment. However, this is subject to the approval of the Business Administrator and the Dean of Students. In addition, such a student account must not be overdrawn. Single students receiving financial aid from APTS may not live in an apartment.
 - c. Those using apartments are provided with basic furnishings such as a gas stove and refrigerator with the understanding that the student and his family intend these for personal use. With the exception of having guests on occasion for meals, it is understood that the facilities are not to be used for the provision of meals at a fee to other students since regular meals can be ordered/arranged at the APTS cafeteria.
2. Any request for changing apartments must be approved by the Business Administrator and the Dean of Students.
 - a. Any request may or may not be granted subject to the availability of apartments and will be made at the discretion of the Dean of Students and the Business Administrator.
 - b. The applicant must fill out a Request for Change in Housing form available at the Housing office.
 - c. There will be no approval to move to a larger apartment unless the size of the family necessitates the need for a larger apartment. Requests will be considered on a case-by-case basis.
 - d. No consideration will be given for a larger family to occupy a smaller apartment.
3. A single student is allowed to occupy an apartment by special

permission. It is understood that should the apartment be needed for a family, the single student may be reassigned to the dormitory or a smaller apartment depending on the availability of space.

4. Domestic Help
 - a. Students must receive a briefing from Ma'am Eleanor Sebian (Ely) about the legal requirements of hiring a domestic helper in order to avoid possible lawsuits.
 - b. Those in apartments with domestic helpers (whether day-care, part-time, or stay-in) must register the names of the helpers with the Dean of Students' office.
 - c. Helpers must comply with APTS health regulations, including an annual chest X-ray.
5. Only the immediate family members (ie spouse and children) of a married student may occupy the family housing units. The maximum number of individuals occupying the family housing units will be as follows:

Apartment	Adults	Children above 3	Children under 3
Studio	2	0	0
1 Bedroom	2	0	1
2 Bedrooms	3	1	1
3 Bedrooms	3	3	1

6. Non-compliance with the APTS housing/apartment rules may result in loss of APTS housing privilege.

B. Children

1. Children age 7 and under must have adult supervision at all times when outside their home. This means a responsible adult must be with his/her children at all times. If this is a helper, the helper must be instructed to do more than just watch the children. She must keep them from actions that would be harmful to them or to the campus environment.
2. Any damage caused by a child to campus facilities will be charged according to the following policy approved by the Administrative Committee.

When children damage school property, such as destroying plants, the parents will be responsible for paying actual damages. Parents are responsible for any damage incurred by their children or guests.

3. Climbing trees, fences, walls, and steep hills are strictly prohibited.
4. Parents are to advise their children not to make noise in the hallways. If complaints are made, the family may be reassigned to another unit.
5. Parents still have the ultimate responsibility for any child's behavior whether a helper is watching the child or not. The helper is responsible to know the APTS rules of conduct for children.
6. Children are not allowed to roam freely or play in campus buildings, such as GMC, ARC, and Hurst Building. The playground has been provided for your children where children can play under supervision. The staff has been instructed to report any children who are found violating this policy.
7. Though APTS will maintain play equipment, children play on the equipment at their own risk.

C. Other Guidelines

1. Consideration should be given to all residents as to noise level (i.e. radio, cassette playing, etc.), especially during early morning and late evening hours.
2. The hanging of all pictures, mirrors, etc. will be handled by maintenance upon submission of a Work Request Form.
3. Work Request Forms may be obtained from the Business Office reception and must be submitted to the Business Administrator or his/her representative for approval.
4. If needed, each apartment is allowed only 1 shoe rack outside of the apartment, 1 meter tall. All shoes must be kept off the floor and placed on the rack. This way no one will trip and fall and it will be neat, clean, and tidy.
5. All water bottles must be kept inside the apartment and are not to be stored in the hallway. It will only be allowed if water is delivered when no one is at home. Upon arrival, bottles must be put inside.
6. Only one scooter or bike toy may be placed at each end of the hallway for children. Otherwise, it will block the stairs.

CHRISTIAN MINISTRIES



CHRISTIAN MINISTRIES

A. Other Guidelines

Students are encouraged to seek ministry involvement and to respond positively to an invitation(s) extended (see Annex C for List of Churches in Baguio). Here are some suggestions:

1. Ministry is to be in a supportive role where someone is trained to carry on the work after the student is gone.
2. Students should take responsibility for helping to find a substitute or replacement if they are going to be absent.
3. Students are urged to consider the cost of commitment to make sure they are capable and willing to complete the task.
4. Financial arrangements for this ministry should be the responsibility of the churches and students involved.
5. Ministerial ethics are to be observed at all times. Behavior should bring glory to God and reflect positively on APTS.
6. Students are required to submit a Student Ministry Report Form to the Dean of Students' office at the end of every trimester before receiving clearance for final exams.

B. Student Ministry Fund

A student ministry fund is available to qualified students. These funds accumulate through weekly chapel offerings and are primarily for ministry during vacation periods; consideration may be given to ministry during school terms. An application must be made through the office of the Dean of Students. Forms are available at the Dean of Students' office.

APTS STUDENT BODY



APTS STUDENT BODY

A. APTS Student Body Constitution

1. Purpose of the Student Body
The purpose of the student body is to contribute to a healthy campus life. This is conducive to building the total person in Christ in line with the purposes of APTS.
2. Membership in the Student Body
 - a. All APTS students presently enrolled shall be members of the student body.
 - b. Only full-time APTS students and graduating students, as advised by Registrar and Chinese Program Director, shall be voting members of the student body.
 - c. The part-time students shall have a voice but **NO VOTE**.
3. Organization of the Student Body
Officers shall be elected to form the Student Council to represent the student body. The elected Student Council shall consist of a president, a vice president, a secretary, and a treasurer. The elected officers will receive a form of a financial grant from the school designated for tuition or books in appreciation of their ministry to the student body. The Dean of Students shall be the Student Council Advisor. In addition to the Student Council, two representative members, each representing the students of the Alphacrusis and the APTS Chinese department, may be appointed.
 - a. Purpose of the Student Council

The Student Council exists to promote:

1. A spiritual atmosphere for the development of spiritual life.
 2. A social atmosphere for the encouragement of school spirit, loyalty, and fellowship among the students, and for helping to plan school social functions which relate to student affairs.
 3. An academic interaction for the provision of a channel for the interchange of academic ideas.
 4. An open, and healthy dialogue with the administration by providing a communication channel.
- b. Formation of the Student Council
 1. Qualifications
 - i. The president should be an:

- A/G member
 - APTS full-time student for at least two trimesters
 - On-campus student
- ii. The rest of the Student Council officers should have been full-time APTS students for at least a trimester and should be on-campus students.
 - iii. Student Council officers should show evidence of a Spirit-filled life and give evidence of leadership ability.
 - iv. Each Student Council officer should have at least a minimum GPA of B+.
 - v. The term of office of the Student Council officers shall be from the beginning of the first trimester until the end of the academic year, at which time all records of the Student Council shall be turned over to the Dean of Students.
4. Nominations and Elections
- a. Election of the Student Council officers is held near the end of the academic year for the following year.
 - b. Those nominated come from a list of eligible students provided by the Registrar's office and approved by the Dean of Students. The Dean of Students or the Dean of Students' secretary should post the list of eligible students on the bulletin board one week before the date of the election.
 - c. The Dean of Students, or his appointed representative, shall preside over the election of the Student Council officers. These shall be elected by a simple majority vote
 - d. If for any reason a vacancy occurs in any office, special meetings to nominate and elect a replacement will be called by the Dean of Students.
 - e. No student who is absent from the election can be elected to the Student Council.
5. Job Descriptions
- The brief job description of the respective members is listed below.
- a. President:
 - Shall preside at all business meetings of the Student

Council and the student body.

- Shall provide leadership and coordination to enable all Student Council projects and activities to run smoothly.
- Shall sit on the Student Affairs Committee or appoint an individual as his representative.
- In view of his/her additional responsibilities, the Student Council President is granted a one-fourth (1/4) scholarship.

b. Vice-President:

- Shall fulfill the functions of the Student Council President in his/her absence and perform any other functions when necessary, such as, being the mission's prayer coordinator or appointing an individual as his representative.

c. Secretary:

- Shall keep an up-to-date record of all minutes of the Student Council and student body meetings.
- Shall distribute minutes of each Student Council meeting to all members of the Student Council, President of APTS, and Dean of Students. He shall also distribute the minutes of each student body meeting to all the members of the Student Council and President of APTS.
- Shall keep a file of all students' personal information, especially their birthdays.
- Shall inform officers of the Student Council of any forthcoming meetings.

d. Treasurer:

- With the help of a member of the student body, shall count the faith promise and student ministry offerings, and hand them over to the business office on the same day.
- Shall keep an up-to-date financial record of the offerings collected.
- Shall inform the student body periodically of the status of the faith promise projects.

- b. Financial Procedure of the Student Body
 - 1. The student body shall abide by the financial procedures of APTS.
 - 2. Methods of obtaining finance can be suggested by the Student Council to the administration for approval through the Dean of Students.
- c. Relationship of the Student Council to the Administrative Committee of APTS
 - 1. As a group, the Student Council makes recommendations to the administration through the Dean of Students. The Student Council can also make a direct appeal to the administration.
 - 2. When appropriate, the APTS administration will inform the Student Council concerning decisions that will affect students.
 - 3. The Student Council and the Administration Committee shall meet at any time if there is an issue that either side would like to discuss.
- d. Amendments to the Constitution
 - 1. Suggestions for amendment(s) to the Constitution may be made by the administration or proposed by one-fifth of the student body to the Student Council.
 - 2. The student body shall consider suggestions for amendment(s) to the constitution in a specially called meeting. Fourteen days before such a meeting, the proposed amendment(s) shall be circulated among the student body and a copy posted on the bulletin board. A two-thirds vote of all the student body present in the meeting shall be necessary. The proposed amendment(s) shall then be sent to the administration for consideration and its decision shall be considered final.

APPENDIX



STUDENT COVENANT

As a child of God and minister of the Gospel, I recognize the importance of honesty and integrity in all of the work I undertake in my studies at APTS. I pledge myself to uphold the highest standards of ministerial ethics during my stay on campus.

I, therefore, desiring to serve God fully, do solemnly promise before God, and with Asia Pacific Theological Seminary to abide by the regulations stipulated in the student handbook and to cooperate in creating and maintaining a spirit of Christian fellowship throughout my days on campus as a student.

I have read the student handbook. I understand the consequences when I fail to uphold its specific provisions stipulated therein, and I agree to be bound by these descriptions and understandings.

Name: _____

Date: _____

Signature: _____

*Note: Please fill out the form with your signature and send it back to us via email to: Chouri Tavara, DOS Admin. Assistant (chouri.tavara@aptsedu)

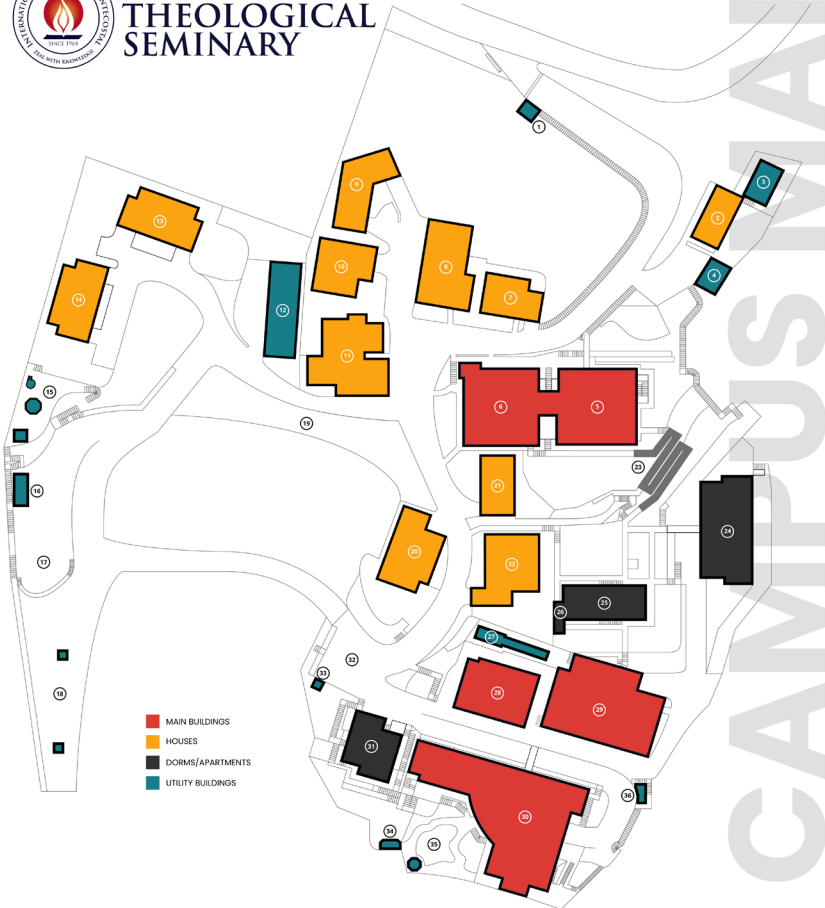
Annex A – List of Hospitals/Health Clinics in Baguio (Non-Exhaustive List)

- Baguio General Hospital and Medical Center Location: Governor Pack Road, Baguio City Contact Numbers:
661-7985 Loc 396 (Landline)
0977 6748 928 (Globe/TM)
- Baguio Medical Center
Location: #9 Military Cut-Off, Baguio City Contact Number:
442-3448 (Landline)
0908 866 5474 (Smart)
0917 502 2110 (Globe/TM)
- Notre Dame de Chartres Hospital
Location: 25 General Luna Road, Baguio City, Philippines
Contact Number:
619-8530 local 123/105 (Landline)
0917 503 4215 (Globe/TM)
0917 503 4239 (Globe/TM)
- Pines City Doctors Hospital Pines City Doctors Hospital
Location: Magsaysay Avenue, Baguio City Contact Number:
445-3020 local 103 (Landline)
0906 079 5348 (Globe/TM)
0946 001 1120 (TNT)
- Saint Louis Hospital of the Sacred Heart Location: Assumption Road, Baguio City Contact Number:
443-2000 (Landline)
0995 649 9909 (Globe/TM)
0921 740 8253 (Smart)
- Mines View Health Center Dr. Edna Tabo-oy
Contact Number:
Landline: 665-8702
Email address: minesviewhc@gmail.com

Annex B – Campus Map on the location of the housing



ASIA PACIFIC THEOLOGICAL SEMINARY



1. Guard House & Entry Gate

2. House J

3. Green House

4. Generator Room

5. Hurst Building

3rd Floor (Lobby)

- Business Office

- Presidents Office

2nd Floor

- Choral Office

- Philip Hogan Chapel

1st Floor

- Chinese Library

- Asia Pacific Research Center

6. ARC Building

4th Floor

- Academics

- Faculty Office & Lounge

- Conference Room

3rd Floor

- Class Rooms

2nd Floor (Ground Floor)

- Registrar's Office

- IT Office

- Visa Services Office

- Dean of Students Office

- Clinic

- Student Body Office

- Coffee Bar

1st Floor (Basement)

- Main Library

7. House F

8. House E1 & E2

9. House G

10. House H

11. House C

12. Garage

13. Duplex 1 & 2

14. Duplex 3 & 4

15. Prayer Mountain

- Baptismal Tank

- Prayer Tower

- Guard Shack

16. Prayer Rooms

17. Prayer Mountain

18. Nipper Huts

19. Children's Playground

20. House A

21. House D

22. House B

23. Covered Stair Case

24. Bethesda Building

25. Sompaguito Building

26. Laundry Room

27. Covered Clothes line

28. Maintenance Building

29. Open Basketball Court

30. GMC Building

7th Floor

- GMC Office

6th Floor (Ground Floor)

- Alton Garrison Chapel

- Classrooms

- Bookstore & Gift Shop

- Faculty Offices

- Housing Office

5th Floor

- Cafeteria

- Conference Rooms

4th Floor

- Burline Commons

- Suites and Apartments

3rd Floor

- Apartment & Dormitories

- Parking Area

2nd Floor

- Apartment & Dormitories

1st Floor

- Russ Turney Educational Center

31. Esperanza Building

32. Parking Lot

33. Shed

34. Shed/View Deck

35. Generator Room

36. Generator Room

Annex C – List of Churches in Baguio, Itogon, and La Trinidad (Non-Exhaustive List)

NAME OF CHURCHES	PASTOR	LOCATION / MOBILE
Agape Church of Gumatdang	Ptr. Ely Sebiano	Gumatdang, Itogon, Benguet
Agape Family Christian Church	Rev. Richard M. Chawag	206 Kennon Road, Camp 7, Baguio City
Atok Trail Assembly of God	Rev. Johnson A. Duagan	Atok Trail, Baguio City
Baguio Full Gospel Int'l Church	Ptr. Jemon Subang	Lower Bonifacio Road, Baguio City
Baguio International Chinese Church	Rev. Mark Kwong	Albergo Hotel Building, unit #116, Baguio City
Baguio Missions Church	Rev. Jerry Pay-as	Mabini St., Baguio City
Balatoc Assembly Mission Center	Ptr. Ana Lisa Domingo	Balatoc Mines, Itogon, Benguet
Beckel Assembly of God	Ptr. Jerry Gavino	Beckel, La Trinidad, Benguet
Believer's A/G Worship Center	Ptr. Rodlofo P. Domingo	#48 Naguillian Road, Baguio City
Benguet Assembly Community Church	Rev. Dominador A. Lopez	Amos Bldg., Km. 6 Betag, La Trinidad, Benguet
Dalicno Mountain Light A/G	Ptr. Johnny Busacay	Dontog, Dalicno, Itogon, Benguet
Dasarang Baptist Church	Rev. Ko Min Hwan	Leonard Wood St. Baguio City
Epicenter Church, Baguio	Rev. Dominador A. Lopez	209 Bonifacio St. Baguio City
Faith Assembly of God	Rev. Wilson B. Ritual	Gulon, Ambiong, La Trinidad, Benguet
Flocks of the Lord Christian Center	Rev. Elmer G. Batuyong	185 Blk , Cypress, Irisan, Baguio City
Garrison Assembly of God	Ptr Bernice Ongican	Garrison, Ucab, Itogon, Benguet
Goldfields Assembly of God	Ptr. Tito C. Inio	Goldfield, Poblacion, Itogon, Benguet
Green Valley Assembly of God	Ptr. Angelita T. Mangosan	0394 Purk 6, Dontogan, Baguio City
Guiding Light Christian Church	Rev. Robert Casas	Magsaysay Road, Baguio City
Happy Hallow Assembly of God	Rev. Johnson A. Duagan	Happy Hallow, Baguio City
Hilltop Assembly of God	Rev. Joni C. Simeon	2nd floor Pua Building., Lower Magsaysay Avenue, Baguio City

Hosanna Community Church	Ptr. Fernando Lausa	# 18 Tuding, Baguio City
International Praise Center	Ptr. Joseph Manuel Antolin	#28 Happy Glen Loop, Salud Mitra, Baguio City
Irisan Assembly of God	Ptr. Adrian C. Docayso	Purok 2, Irisan, Baguio City
Jesus Christ the Chief Cornerstone Assembly of God	-----	Pinsao Proper, Baguio City
Labilab Full Gospel A/G	Ptr. Rolando Marquez	Pinsao Proper, Baguio City
Lamut Assembly of God	Rev. Mayo Catanes	Labilab, Loacan, Itogon, Benguet
La Trinidad A/G Church	Rev. Walter Caput	Lamut, Beckel, La Trinidad, Benguet
Life-Giving Christian Ministries A/G	Rev. Allen A. Dante	Puguis, La Trinidad, Benguet
Loakan Assembly of God	Rev. Efren Lidem	Loacan, Baguio City
Loakan Foursquare Gospel Church	Rev. Saturnino Gadingan	Loakan Road Ext., Baguio City
Midas Assembly of God	Rev. Patricio M. Aguiwas	Banig, Tawang, La Trinidad,
Mountain View A/G Church	Ptr. Patrick Aguiwas	Benguet Banig, , La Trinidad, Benguet
Pines Ville Assembly of God	Ptr. Robert C. Olo-an	Pines Ville, Baguio City
Teachers Camp AG	Ptr. Samuel Carrao	Teachers Camp, Baguio City
The Highland Metropolitan Assembly of God Church	Rev. Walter T. Caput	Puguis, La Trinidad, Benguet
Tiptop Christian Assembly of God	Rev. Romel Maquiwe	Upper Ambiong, La Trinidad, Benguet
Tuding Assembly of God, Inc.	Rev. Ignacio Caput	Tuding, Itogon, Benguet
United Church of Christ in the Philippines, UCCP, Baguio	Rev. Rommel Marigsa	Chugum St., Westside of Burnham
Virac Assembly of God	Rev. Marcelo P. Vicente	1307 Balatoc Village, Balactoc
Word of Life Assembly of God	Ptr. Elmo Dio-alan	Lucnab, Baguio City



www.qpts.edu

#444 Ambuklao Rd., 2600, Baguio City, Philippines

(+63) (74) 442 2779

info@qpts.edu