

FACULTY MANUAL

PREFACE

The committee developed this Faculty Manual to provide information and assistance relating to the role and responsibility of the faculty, University policies and procedures, as well as, the university and campus resources available.

This manual provides the faculty not only the delineation of function and responsibilities, but it also presents one's accountabilities and corresponding legal allusions.

This faculty manual discusses the recruitment and appointment of personnel, terms and conditions of employment, career advancement and other personnel actions, training and development, personnel relations and welfare services and other employee benefits and privileges. It also deals with accountability of college personnel, complaints and grievance, separation, discipline, protest and complaints involving other personnel actions.

In particular, this manual is an indispensable tool, guiding the faculty to familiarize themselves with the administrative and academic policies, their rights and privileges and in responding to their duties as the classroom instructor/professor, researcher, extension implementer and actively contributing in any income generation projects of the university.

The preparation of this Faculty Manual started years back from previous members of a similar Committee. Some of the provisions are based from the University Code, and other related laws to ensure appropriate and sound decisions. Similarly, in the University, policies and procedures are regularly in the process of review and revision. The University reserves the right to amend its policies and procedures periodically. Such amendments, as well as any new policies deemed for the University's interest need to be presented and approved by the appropriate bodies.

Chapter I

SULTAN KUDARAT STATE UNIVERSITY (SKSU) HISTORICAL BACKGROUND AND DEVELOPMENT

The Sultan Kudarat State University (SKSU) formerly Sultan Kudarat Polytechnic State College (SKPSC) was established on December 5, 1990, by virtue of a bill authored in Congress by then Cong. Estanislao V. Valdez and sponsored in the Senate by then Sen. Edgardo J. Angara. The bill became Republic Act 6973, otherwise known as the Sultan Kudarat Polytechnic State College (SKPSC) Charter, which merged five (5) previously DECS- supervised High Schools in five (5) municipalities of the province, namely; the Sultan Kudarat National High School in Isulan, the Lutayan National Agricultural School in Lutayan, the Tacurong Municipal High School in what is now Tacurong City, the Kalamansig Municipal High school in Kalamansig and the Palimbang Municipal High School in Palimbang. Its central site and main office is in SKSU – ACCESS, EJC Montilla, Tacurong City. The Institution started under the visionary and dynamic leadership of its first and longest-serving President, Dr. Nelson T. Binag, who, later, also initiated the operation of extension programs in the municipalities of Sen. Ninoy Aquino and Bagumbayan in Sultan Kudarat and in Glan, Sarangani Province through a Memorandum of Agreement with the Local Government Units and Surallah in South Cotabato with Surallah National Agricultural School.

Dr. Nelson T. Binag, the 1st President of SKPSC served for a period of eighteen (18) years. His unique leadership brought SKPSC to a milestone. Through an intensified faculty and staff development program, numerous scholarship programs, trainings, conferences were attended to by the college personnel in the local, national and international levels. The strong impetus given by the administration to qualify its personnel has gone through the roof. Statistically, it has produced a number of Master's and Doctor's degree holders.

Guided by its pragmatic policies, SKSU continues to offer programs and special courses that help totally develop locally homegrown industries utilizing indigenous resources and raw materials peculiar to the locality where the campuses are located. Agriculture-related courses are offered in the College of Agriculture located in Lutayan while Fishery-related courses are offered in the College of Fisheries in Kalamansig, Sultan Kudarat. The Colleges of Arts and Sciences, Bachelor of Science in Hotel and Restaurant Management, Bachelor of Accounting Technology, Bachelor of Science in Criminology and other Liberal and Science courses in Tacurong City campus, drawing enrollees not only in the Province but also in the nearby cities of Koronadal, General Santos and Davao. Engineering, Information Science and Industrial Technology courses are offered in the College of Engineering, Information Science and Industrial Technology in Isulan, the capital town of the Province. From the usual four-year technical courses, a five-year course in Computer Engineering is also offered along with short-term courses in Driving, Building Wiring Construction, Automotive and Computer Literacy among others. Palimbang, an extension campus of the College of Teacher Education offers education programs while the newly opened campuses in Bagumbayan and Senator Ninoy Aquino offer academic as well as agriculture-

related courses. In the ACCESS, post-graduate studies in Management, Institutional Development and Management, Agricultural Science and Technology and Diploma in Teaching are offered while undergraduate courses in education are offered in the College of Teacher Education. Pursuant to its Vision and Mission, SKSU opened the College of Law and the College of Nursing. The Laboratory High School exhibits its prowess in national and even in international competitions, an evidence of quality and excellence.

Significantly, the Sultan Kudarat State University has been rated Level III-A in the SUC leveling. Having subjected itself to accreditation, SKSU is at par with other leading institutions in the country. The alliances and partnerships with international organizations and institutions brought SKSU into the realm of the global world.

During the last three years of Dr. Binag's term, he started preparing for the Institution's conversion into a University, but, did not prosper. With the installation of the next President, Dr. Teresita L. Cambel, she pursued the dream of Universityhood. On January 18, 2010, on sponsorship by then Cong. Pax S. Mangudadatu, Al Hadj and Cong. Arnulfo F. Go in Congress, as well as, by Sen. Manuel A. Roxas, Sen. Edgardo J. Angara, Sen. Panfilo M. Lacson and Sen. Juan Miguel F. Zubiri in the Senate, Republic Act No. 9966 was enacted converting what was then Sultan Kudarat Polytechnic State College into what is now Sultan Kudarat State University.

Dr. Rolando F. Hechanova, the 3rd President of SKSU took his oath of office on August 12, 2014. Characterized by his deep sense of commitment, dedication to public service guided by the acronym FATES which means Fairness, Accountability, Transparency, Excellence and Service. He was able to spur various developments and initiatives in the university ranging from the infrastructures; promotions of faculty through the implementation of NBC 461, Cycles 4-7; grant of Collective Negotiation Agreement (CNA) incentives; more accredited programs in the various colleges by the Accrediting Agency of Chartered Colleges and Universities in the Philippines (AACCUP), more Commission on Higher Education (CHED) compliant curricular programs; increased passing percentage rate in the licensure examination; strengthened the mandated functions of the University; and, more linkages in the national and international partnership via research and extension programs.

SKSU's journey in history and its development is greatly attested by the increase in student and personnel population, the number of graduates it has produced from the numerous program offerings, the facilities and structures it has put in place, linkages and partnerships it has forged with government and non-government organizations and most importantly, its reputation as provider of quality and affordable education.

To date, the SKSU administration, teaching and non-teaching personnel and the whole studentry never cease to work tediously and cooperatively to reach the apex of its development.

Chapter 2

SKSU VISION, MISSION, GOAL, OBJECTIVES, CORE VALUES AND GENERAL POLICY

Sec. 1. VISION: A trailblazer in arts, science and technology in the region.

Sec. 2. MISSION: The University shall primarily provide advanced instruction and professional training in science and technology, agriculture, fisheries, education and other relevant fields of study. It shall also undertake research and extension services, and provide progressive leadership in its areas of specialization.

Sec. 3. GOAL: To produce graduates with excellence and dignity in arts, science and technology.

Sec. 4. OBJECTIVES:

- a. Enhance competency development, commitment, professionalism, unity and true spirit of service for public accountability, transparency and delivery of quality services;
- b. Provide relevant programs and professional trainings that will respond to the development needs of the region;
- c. Strengthen local and international collaborations and partnerships for borderless programs;
- d. Develop a research culture among faculty and students;
- e. Develop and promote environmentally-sound and market-driven knowledge and technology at par with international standards;
- f. Promote research-based information and technologies for sustainable development; and
- g. Enhance resource generation and mobilization to sustain financial viability of the university.

Sec. 5. CORE VALUES:

F- airness

A-ccountability

T-ransparency

E- xcellence

S-ervice

a. Fairness: Impartiality

1. To give an equal or equitable chance to everybody
2. To see, hear, and know all sides
3. To implement participatory governance

b. Accountability: Responsibility

1. To institute accountability at all levels
2. To report accurately and timely through tri-media
3. To reward good performers and sanction non-performers

c. Transparency: Honesty

1. To ensure that all operations of the university will be made transparent
2. To be factual and cost-effective
3. To be truthful
4. To computerize processes that will streamline operations and decision-making and minimize red tape and bureaucratic procedures

d. Excellence: Quality

1. To be visionary and think outside the box
2. To develop centers of excellence and development in different disciplines
3. To develop regional capabilities in R&D, Science and Technology
4. To advocate stake ownerships not just stakeholderhood to all constituents
5. To seek for excellence and not stop at "good"

e. Service to God and people: God-fearing

1. To lead by example and inspire constituents and be proud as SKSUans
2. To effect God-centered governance
3. To be fair, accountable, and transparent within and without.

Sec. 6. SKSU General Policy: The Sultan Kudarat State University is committed to produce market-driven professionals in arts, science and technology, imbued with its core values. Together, it will satisfy the needs of its clients in adherence to the regulatory and statutory requirements through continuous improvement of Quality Management System.

Chapter 3

UNIVERSITY SEAL, LOGO, MASCOT AND COLOR

Sec. 1. The University Seal. The Official Seal of the University was approved by the SKSU Board of Regents, through Board Resolution No. 60, s. 2010 during its Special Board Meeting held at CHED-HEDC Conference Room, UP Diliman, Quezon City on April 27, 2010.



The **outer** and **inner BLACK CIRCLES-RIM** perfectly round line figure bears the name, **SULTAN KUDARAT STATE UNIVERSITY**, and the year of its inception (1990) and denotes firmness of character, completeness, and sturdiness of the SKSU family.

The **outer** and **inner circles** provide a perfect and strong protection with black lines that shield the institution from harm and destruction. These guard and defend the university from attack or injury and indicate a condition of safety and security of its key officials, faculty and employees, students, parents, as well as, other stakeholders of the campuses.

The **Flame** of the torch in embossed-form from the initials of **Sultan Kudarat State University (SKSU)** symbolizes light and energy for the university, the campuses, its four-fold functions, and its core values. The SKSU community is unceasingly performing its four-fold functions to realize its vision, mission, goals, and objectives for the growth and development, especially, in the Sultan Kudarat Province and the country as a whole.

The **TORCH** symbolizes education which is the great equalizer in life, providing knowledge and wisdom, values, skills, and talents regardless of one's status in life and could be handed down to the next generation.

The **Yellow Rays** are the emissions of beams of light that radiate from a bright and luminous object. The six (6) big rays depict the five (5) original campuses as defined in R.A. 6973, and the Administration Center and Central Educational Sites and Services (ACCESS) while the smaller rays represent the newly established campuses.

The **Green Map of Mindanao indicates** one of the three major islands of the Philippines where SKSU is strategically located, and is depicted as a silhouette behind the torch, flame and rays.

The **Light Blue Diamond** represents the sky and the ocean to mean that SKSU provides borderless and accessible education.

The **Quadrangle** represents the mandated functions of SKSU namely; Instruction, Research, Extension and Resource Generation identified by its color. It also provides an enduring and powerful safeguard from poor performance and strong shield against corruption in the university. **Orange**, for Instruction, resembles the highest esteem and knowledge; **Green**, for Research, and the vastness of new generated knowledge and technology; **Maroon**, for Extension, denotes deep concern and desire to reach out to the needy; and the **Navy Blue**, for Resource Generation, means abundant blessings from Almighty God.

The **Angles** of the quadrangle represent the vision, mission, goals and objectives of the University based on its four-fold functions.

The **Green background** signifies great hope and life for the University to succeed with freshness and vigor. The **Yellow** hue resembles ripe lemons or sunflowers that provide maturity, tolerance and prosperity.

The **White Prints** of SKSU and **Stars** denote freedom, purity and transparency.

Sec.2. The University Logo. The official logo of SKSU was approved by the SKPSC Board of Trustees, through Board Resolution No. 62, s. 1992, in its 7th Board Meeting on September 24, 1992 at the SKPSC Arts and Sciences Bldg., Tacurong, Sultan Kudarat.



The logo of the Sultan Kudarat State University depicts the **Ball Figure** which symbolizes the Sultan Kudarat State University system as it rolls for its growth and development. The **Imaginary Curve** portrays the well-known Allah River that provides water coming from the Daguma Range to quench the thirst of the sun-parched and drought-stricken countryside. The **Finger-like Projections in letters and M** represent the five original campuses of the State University i. e., Tacurong, Isulan, Lutayan, Kalamansig and Palimbang. Letter **V** signifies the vision of the Sultan Kudarat State University. The **Imaginary Straight Line** across the ball, crossing the center area, connotes the central site and administrative center of the State University at EJC Montilla, Tacurong City where it serves the five campuses and the communities in the province, especially the towns where the five campuses are located. It symbolically underlines the SKSU Motto: "Service to God and Country." The **four irregular shapes with colors Green, Blue, Red, and Yellow** represent the four-fold functions of SKSU namely: **Instruction, Research, Extension, and Resource Generation.**

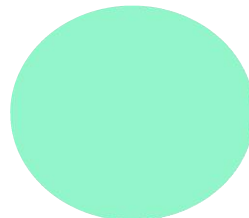
Sec. 3.The Institutional Mascot. The Deer, a clever-toed, hooved ruminant mammal of the family Cervidae, characteristically bearing branched deciduous antlers (horns) is the SKPSC Institutional Mascot.



They are one of the most handsome, graceful and beautiful members of the animal kingdom. The Deer exemplifies beauty, uniqueness elegance and wisdom. Most of all, the Cervids (the Deer) have very keen senses of sight, hearing, touch, smell and taste.

In view of these attributes and peculiarities of the Deer, the SKPSC Administration, Faculty, Facilitative Staff and students would like to be identified with this wonderful zoological creature, which they consider as the one which brings luck to them and the Institution they represent.

Sec. 4. The University Color. The color of the University is Mint Green which symbolizes the verdant fields indicating healthy vegetation and, for the Institution, indicates sustained growth and development.



Chapter 4

RECRUITMENT AND APPOINTMENT OF PERSONNEL

I. GENERAL PROVISIONS

Sec. 1. Opportunity for employment in the University shall be opened to all qualified citizens of the Philippines. Positive efforts shall be extended to attract the best-qualified applicants, preferably from among the outstanding graduates of the College to enter the Service.

Sec. 2. All appointments for employment in the University shall be made strictly on the basis of merit and fitness, in accordance with the policies, rules and procedures laid down in two (2) separate Merit System and Promotion Plans promulgated by the University for the faculty and the non-teaching personnel and, as far as practicable, the qualification standards established by the Civil Service Commission and such other evaluation criteria as may be adopted by the University.

Sec. 3. The University shall see to it the right Faculty is placed to the appropriate position in consideration of the inherent duties and responsibilities of the position.

Sec. 4. No religious inquiry shall be applied nor shall the religious opinions or political and tribal affiliation of an applicant for employment in the University of examination or inquiry.

Sec. 5. As far as practicable, vacant positions in the University shall be filled-up through chain promotions, thus, preference shall be given to the qualified next in – rank employee, provided that he meets the entire requirement for promotion as prescribed by applicable laws and regulations.

Sec. 6. All personnel of the University shall be appointed by the University President, subject to the confirmation of the Board of Regents. The precise terms and conditions of every appointment shall be stated in *writing*.

Sec. 7. Whenever required, the appointments of University personnel shall be submitted to the Civil Service Commission for appropriate action.

II. THE MERIT SYSTEM AND PROMOTION PLANS

Sec. 1. In order to adhere to the merit and fitness principle in the recruitment, appointment and promotion of personnel, the college shall, establish one (1) Merit System and Promotion Plan each for the faculty and facilitative staff in accordance with Civil Service laws regulations.

Sec. 2. The said Merit System and Promotion Plans shall define the composition of the Selection and Promotion Boards for both sectors of employees of the University, which shall assist the President in the judicious and objective selection and promotion employees of the University.

III. RECRUITMENT OF REGULAR FACULTY

Sec. 1. The policies and procedures established in the Merit System and Promotion Plan for Faculty shall be observed in the appointment and promotion of faculty members.

Sec. 2. Recruitment and appointment of facilitative staff shall be made on the basis of the qualification standards, rules and regulations promulgated by the Civil Service Commission.

IV. RECRUITMENT OF JOB ORDER AND CONTRACTUAL PERSONNEL

Sec. 1. When the exigency of the service so requires, the University shall recruit job order and contractual faculty in accordance with the existing laws, rules and regulations and subject to the availability of funds for the purpose.

Sec. 2. Services of the job order employee must have a specific scope of work and must not exceed beyond 5.5 months unless his services is to be re-hired but shall be considered as new job order contract.

Sec. 3. For purposes of determining the effectivity of contract of services, the date of execution or signing between the University President or his duly authorized representative and the contractual employee shall be the controlling date. Periods of service in the contract shall be stipulated to take effect not earlier than the date of execution or signing of the contract of both parties concerned and to automatically terminate at the end of said period without necessity of prior notice.

V. PROCEDURES IN THE RECRUITMENT AND PROMOTION

Sec. 1. The College/s of the University shall recruit and appoint its faculty in accordance with the following procedures:

- a. Publish vacant positions in accordance with RA 7041 (Publication Law) for transparency. The published vacant positions shall also be posted in at least three (3) conspicuous places in the SUC for at least ten (10) calendar days and should be sent to other educational institutions within the region for the information of other people who may be interested in them. Other appropriate modes of publication shall be considered. Men and women shall be encouraged to apply.
- b. Be SUC shall create a "Faculty Selection Board" herein referred to as the FSB. This body shall assist the University President in selecting applicants or candidates for recommendation to the governing board, who shall confirm the appointment of faculty members to positions/ranks.
- c. The members of the FSB of the University are the following:
 - c.1. The Vice President for Academic Affairs as Chairman;
 - c.2. The Dean/Director of the College/Unit where the vacancy exists;
 - c.3. The Human Resource Management (HRM) Officer as the FSB Secretary, who shall continuously make an inventory of all vacant positions and coordinate with the department chairman/head in

- determining qualified insiders who may be considered for appointment;
- c.4. The President of the SUC-accredited Faculty Association in the SUC, or if there is no accredited faculty association/union, representative chosen through general election;
 - c.5. A ranking faculty member who is chosen by the University President;
 - c.6. Chairman of the department to which the appointee will be assigned;
 - c.7. A ranking professor whose specialization is in line with the nature of the teaching position to be filled and who shall be chosen by the head of the college/department requiring such expertise.
- d. The FSB shall make its activities and decisions as transparent as possible.
 - e. The HRMO shall list candidates aspiring for the vacant position, whether from within or outside the SUC.
 - f. The HRMO shall conduct preliminary evaluation of the qualifications of all candidates. Those initially found qualified shall undergo further assessment such as written examination, skills test, interview and others. After which, a selection line-up shall be prepared and posted in three (3) conspicuous places in the SUC for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice.
 - g. The HRMO shall notify all applicants of the outcome of the preliminary evaluation.
 - h. The HRMO shall submit the selection line-up to the FSB for its deliberation en banc.
 - i. The FSB shall make a systematic assessment of the competence and qualifications of candidates for appointment to the corresponding level or positions of those listed in the selection line-up.
 - j. The FSB shall submit a comprehensive evaluation report of all the candidates screened for appointment so that the appointing authority will be guided in choosing the one who can efficiently perform the duties and responsibilities of the position to be filled. This evaluation report should not only specify whether the candidates meet the qualification standards of the position but should also include observations and comments on the candidates' competence and other qualifications that are important in the performance of the duties and responsibilities of the position to be filled. Likewise, information about the candidate's preference of assignment should be mentioned in the report.

The evaluation report should specify the top five ranking candidates whose over-all point scores are comparatively at par based on the comparative assessment in terms of performance, education and training, experience and outstanding accomplishments, and other relevant criteria.
 - k. The governing board or the SUC President, as the case may be, shall assess the merits of the FSB's evaluation report of candidates screened for appointment and in the exercise of sound discretion, select, in so far as practicable from among the top five ranking candidates deemed most qualifies for appointment to the vacant position.

The top five ranking candidates, however, should be limited to those whose overall point scores are comparatively at par based on the comparative assessment.

VI. PROMOTION OF FACULTY MEMBERS

Sec. 1. A faculty member may be considered for promotion to a higher faculty rank/sub-rank on the basis of the minimum requirements (education, training and scholarship grants) of the position, including performance rating of at least *Very Satisfactory* during the last two (2) rating periods.

Sec. 2. In cases where the competence and qualification of two or more faculty members are comparatively at par, preference shall be given to the candidate in the department where the vacancy exists.

Sec. 3. The filing and pendency of an administrative case against a faculty member shall not be allowed excepts otherwise provided by law.

Sec. 4. Promotion within six (6) months prior to compulsory retirement shall not be allowed excepts otherwise provided by law.

Sec. 5. Positions belonging to the closed career system are exempted from the three-salary grade limitation on promotion.

Sec. 6. A faculty member who is on local or foreign scholarship or training grant or on maternity leave or on secondment may be considered for promotion.

For this purpose, the performance rating to be considered shall be the two ratings immediately prior to the scholarship or training grant or maternity leave or secondment.

If promoted, the effectivity date of the date of the promotional appointment, including those on secondment, shall be after the scholarship or training grant or maternity leave or upon assumption to duty.

VII. PROCEDURES IN THE PROMOTION OF FACULTY MEMBERS

- a. The HRMO or a duly authorized representative of the SUC upon approval of the President/Governing Board shall cause the publication and posting of all vacant positions or ranks to be filled.
- b. The FSB shall evaluate the candidates' credentials or documents submitted to it by the HRMO of the SUC or its duly authorized representative and submit a comprehensive evaluation report or candidates screened for promotion to the President/Governing Board accordingly, informing the candidates of the results of the evaluation through the HRMO.
- c. All promotional appointments, including the upgrading/reclassification of positions/ranks, shall be posted in conspicuous places throughout the SUC to enable aggrieved parties to file their protest within fifteen (15) days from the date of notice of the promotion/upgrading/reclassification.

VIII. CAREER AND PERSONNEL ADVANCEMENT

Sec. 1. The SUC shall develop a career and personnel development program for faculty members who shall include provisions on trainings, including foreign and local scholarships and training grants, job rotation, counseling, mentoring and other HRD interventions.

The career and personnel developmental program shall form part of the SUC merit system.

Sec. 2. Human Resource Development Interventions – To achieve the main objective of the SUC's personnel development program in bringing about highly educated and professional faculty members, the following policies are promulgated:

1. The SUC shall develop and implement a continuing program of training and developmental for its faculty members.
2. The SUC shall encourage its faculty members to pursue relevant local and foreign-assisted training/scholarship grants, attend seminars, conferences, workshops or related human resource development courses.
3. Selection of participants in training programs shall be based on actual needs for specialization and enhancement of competence, taking into consideration organizational priorities.
4. Preferences shall be given to candidates with permanent appointment.
5. The SUC may adopt other human resource development interventions such as the following:
 - a) **Counseling** – entails a one-on-one close interaction between a faculty members and a supervisor to jointly look at problems besetting him/her performance and relationships with others. It is sued generally as a corrective approach in helping a employee overcome his/her problem, which may be either personal or work related.
 - b) **Mentoring** – a mechanism that guides a faculty member to the inner network of the SUC, which may assist him/her in career advancement. It involves a manager's investment on a high potential faculty member, providing an objective assessment of one's strength and weaknesses and ensuring opportunities to address them. This mechanism allows the faculty member to clarify "ambiguous" expectations of the SUC and facilitates career growth.
 - c) **Job Rotation** – the sequential or reciprocal movement of a faculty member from one office to another or from one division to another within the same SUC as a means for developing, and enhancing his/her potentials in an organization by being exposed to the various functions of the SUC.

The duration of the job rotation shall be within the period prescribed by the SUC head but shall not exceed twelve (12) months.

Sec. 3. The SUC shall create a "Faculty Training and Development Committee (FTDC)" to be composed of the Vice-President for Academic Affairs as Chair; Vice-President for Administrative and Business Affairs as Vice-Chair; President of CSC-accredited Faculty Association, or if there is no accredited faculty association/union, representative chosen through general election, as member; Department or unit heads where the field of grant/scholarship/training occurs, as member, and the HRMO as Secretary. The term of its members shall be two (2)

years. This Committee shall formulate its own rules for approval by the President subject to established CHED, CSC, and SUC policies. Its main function shall be that of selecting and recommending those who should attend specific programs conducted by the SUC or by government agencies or duly accredited non-governmental organizations, local or foreign.

Each department/unit head shall determine the training needs of his/her faculty members through training need analysis in accordance with organizational priorities. He/she shall submit annually to the President, through the FTDC, his/her plan embodying the kind of training programs and the names of those who shall attend such program.

The FTDC, through the HRMO, shall inform all faculty members concerned about the study grants and scheduled seminar/conferences or workshops and invite qualified faculty members to avail of such program.

The participant or recipient of a training grant/scholarship agreement, in accordance with existing rules and regulations, shall submit a report on the prescribed form on the training he/she has completed and furnish the HRMO a copy of the training certificate he/she has received and report activities for entry in his/her personnel files. The trainee shall also be given the opportunity to share with his/her colleagues what he/she has learned.

Chapter 5

TERMS AND CONDITIONS OF EMPLOYMENT

I. WORKING HOURS

Sec. 1. Non-teaching personnel and faculty members on continuous duty shall render not less than eight (8) hours a day for five (5) working days a week, exclusive of time spent for lunch. Such period shall be from 8:00 a.m. to 12:00 noon and from 1:00 – 5:00 p.m. daily, exclusive of Saturdays, Sundays and Legal Holidays.

Sec. 2. Any deviation from the provisions of the preceding selection such as the flexible working hours shall be subjected to the approval of the University President taking into consideration the applicable law and regulations appertaining thereto.

Sec. 3. Full time faculty members shall render a minimum of **eighteen** (18) teaching hours a week which shall include the actual classroom instruction workload and other teaching related activities such as lesson and syllabi preparations.

Sec. 4. Part time members of the faculty shall carry a workload of not more than 12 hours a week and shall also be available for consultation with students at reasonable number of hours but may be lesser than the time required for full-time faculty.

Sec. 5. When the exigency of the service so requires, the University President may authorize the extension of the daily working hours of the rendering of overtime services, even during Saturdays, Sundays and Legal Holidays, by any faculty member or non-teaching employee of the University with additional compensation unless, otherwise, provided for by applicable laws and regulations.

Sec. 6. It shall be the duty of the head of department or units to require all personnel under him/her to strictly observe the prescribed working hours.

II. SERVICE SUPPORT

Sec. 1. With the exception of the University President all members of the faculty and non-teaching personnel shall be required to submit their duly accomplished daily time records to the Human Resource Management Office within five (5) day following the last day of each month. Non-submission of said documents should be a valid reason to hold the salary and other compensation of the employee concerned until he/she submits the same.

Sec. 2. Every head of department or unit of the College shall require the proper accomplishment of the daily time records of all personnel under him, including those on field assignments, to kept in prescribed form and placed, and whenever possible, registered on the bundyclock.

Sec. 3. The use of the bundyclock for the purpose mentioned in the immediately preceding section is purely a personal duty of every employee and in no case shall the said duty be delegated.

Sec. 4. Falsification or irregularities in the observance of working hours and the keeping and accomplishment of daily time records shall valid grounds for appropriate disciplinary action.

III. FACULTY WORKLOAD

Sec. 1. All College personnel with academic rank shall teach.

Sec. 2. The normal workload of each regular faculty of the University shall be **eighteen** (18) units per semester.

Sec. 3. Incidental to the function of teaching may include, among other things, the following activities: a). lesson preparation; b). correcting papers; c). student consultation; d). attendance in committee meeting; e). preparation of course syllabi, teaching guides, and other related instructional materials.

Sec. 4. The basic function of the faculty in academe is classroom instruction. In view thereof, all regular faculty of the University shall be required to handle at least one (1) course every semester which will be complemented by any of such additional functions as:

a). Administrative duties; b). Academic-related assignments; c). Research work; or d). Extension activities, which are provided with corresponding credit load equivalents.

Sec. 5. In excess of the workload units, a faculty may be granted an honorarium for overload.

Sec. 6. Full-time faculty members shall devote at least **five** (5) hours a week of consultation with students; part-time faculty members and that non-regular status shall allot a proportionate amount of time for the same purpose.

Sec. 7. In the undergraduate/high school level, a lecture is given a credit-load of 1.0 unit per contact hour/week/semester; a laboratory class is 0.75 unit per contact hour/week/semester.

Sec. 8. A graduate course is given a credit – load of 1.5 units per contact hour/week/semester for lecture and 1.0 unit per contact hour/week/semester for laboratory numbers of preparation and excess students shall be given their corresponding factors in the computations of credit load.

Sec. 9. In team teaching, the workload units shall be divided proportionally among the concerned parties.

Sec. 10. The equivalent workload units for duly designated administrative duties shall be as follows:

DELOADING SCHEME

a. Administrative Designations

DESIGNATION	EQUIVALENT WORKLOAD UNITS
A. COLLEGEWIDE	
1. VP, PAO, PA	15
2. Director	12
3. Division Chairman (w/ at least 5 regular members)	9
4. Chairman (w/ less than 5 regular)	6
5. SSC Adviser	9
B. CAMPUS LEVEL	
1. Campus Dean	12
2. Program Chairman	9
3. Admission & Students Record Services/ Campus Registrar	6
4. Cashier/ Disbursing Officer	6
5. Chairman for Instruction, HRD and Accreditation	6
6. Library Services/ Librarian	6
7. G & C Services/ Guidance Counselor/ Teen's Center/ Health Services	6
8. Internship/ OJT Supervisor	6
9. Hotel and Restaurant Manager	6
10. Sports & Socio-Cultural Dev't	3
11. Laboratory-In-Charge	3
12. Property Custodian/ Supply Officer	3
13. Coordinator-Landscaping and Beautification	3
14. AVR-In-Charge	3
15. Coordinator LET & Training	3
16. Coordinator Research & Extension	3

17. ROTC Coordinator	3
18. SBO Adviser/ Student Affairs	3
19. Alumni Services and Linkages Coordinator	3
20. School Publication Adviser	3
21. Area Chairman for Accreditation Adviser	3
22. Varsity Sports Coach	3
23. Project In-Charge (IGP's)	3

b. Approved Extension Activities

- Approved Extension Activities undertaken for which a faculty does not receive any honorarium (school funded or externally funded) shall be entitled to the following (but not to exceed 9 units) workload units:

- a) One Program* 9 units
- b) One Project* 6 units
- c) One Activity* 3 units

c. Approved Production Activities

- Approved Production Activities undertaken for which a faculty does not receive any honorarium (school funded or externally funded) shall be entitled to the following (but not to exceed 9 units) workload units:

- a) Project In-charge*(2 or more components) 6 units
- b) Project In-charge*(1 component only) 3 units

Note: *Upon the approval of the project proposal

- **Faculty members designated to administrative positions receiving honorarium (external or school funded) shall not be entitled to load displacement.**
- **Output or accomplishment shall be evaluated at the end of the term using the Annual Target they prepared.**

Sec. 14. Deans of Institute shall submit to the President of the University, through the Vice-President for Academic Affairs, for his/her approval, the names of faculty members for whom non-teaching credit is allowed, as well as the names of those entitled to honoraria for services rendered beyond the normal workload requirement.

IV. BASIC SALARIES

Sec. 1. All members of the faculty shall receive salaries in accordance with the salary schedule provided by the faculty positions under existing compensation circular issued by the Department of Budget and Management and/or other competent authorities.

Sec. 2. Non-regular and/or contractual employees shall be entitled to compensation stipulated in their contract of employment as provided for by applicable laws, rules and regulations.

V. ADDITIONAL COMPENSATION

Sec. 1. All regular employees shall be entitled to other compensations such as allowances, year-end bonus and other forms of compensation in accordance with existing laws and regulations.

Sec. 2. Authorized officials of the college shall be entitled to fixed representation and transportation allowances and other incentives prescribed by existing laws and regulations.

Sec. 3. Members of the faculty or non-teaching personnel who are designated by the University President to perform other duties and functions in addition to those prescribed in their appointive positions shall be entitled to receive appropriate incentive pays or be afforded with such other forms of incentives allowed under existing laws and regulations for extra services rendered.

Sec. 4. Honorarium for teaching overload and teaching during summer sessions for faculty members shall be given at rates authorized by existing laws and regulations.

VI. PART-TIME TEACHING

Sec. 1. To maintain the quality of education in teaching areas, the SUC may appoint teaching staff on a part-time basis provided that they meet the requirement of the position.

Part-time appointment may either be to a regular plantilla faculty position or hiring through a contract of service or a job order.

Working hours of part-time teaching staff shall be as follows:

- 1) Part-time teaching staff may be allowed to render an accumulated twenty (20) hours per week instead of the four-hour continuous service every working day provide the needs of the SUC are served.
- 2) The head of the department may, with the approval of the President of the SUC and in the exigency of the service, further reschedule the time of part-time teaching staff to satisfy the 20-hour work per week requirement provided that continuous service is available to the SUC at all times during the week.

- 3) Part-time teaching staff may not be required to use the bundyclock. However, they shall be required to keep records of their attendance in a logbook and accomplish CS Form 48 (DTR) consistent with the entries in the logbook for accounting and auditing requirements.
- 4) Part-time contract of service shall be submitted to the CSC regional office (CSCRO) having jurisdiction over the SUC for review of its stipulations within thirty (30) days from the execution and signing of the contract of service, MOA or job order which shall be the date indicated on the said instruments. (CSC MC No. 17, s. 2002).
- 5) The SUC's shall establish a mechanism if accountability with appropriate sanctions relative to part-timers covered by contract of service/job order.

Sec. 2. Flexi-time Schedule – Each head of the department in the SUC may allow flexible working hours for his/her faculty members so they can perform their four-fold functions of instruction, consultation, research and extension services and production, provided that the prescribe forty hours or work per week shall strictly be implemented.

VII. LEAVE BENEFITS

Sec. 1. Leave benefits of faculty members of SUCs shall be at the discretion of the SUC governing board pursuant to Section 4 (h) of the Higher Education Modernization Act of 1997 (RA 8292). However, in the absence of such specific provisions, the general leave law and the Omnibus Rules on Leave shall be applicable. Hence, SUCs should promulgate their own implementing rules relative thereto. Said implementing rules should be submitted to the Civil Service Commission for Recording.

Chapter 6

CAREER ADVANCEMENT AND OTHER PERSONNEL ACTIONS

I. ADVANCEMENT IN RANK OR POSITION

Sec. 1. Advancement in rank or position of faculty and non-teaching employees of the College shall either be by promotion to next higher position or by appointment to an upgrade or reclassified position, usually accompanied by an increase in salary.

Sec. 2. The policies and procedures established in the Merit System and Promotion Plans for the faculty and non-teaching personnel of the [University](#) shall be strictly observed in the promotion or advancement in rank or position.

Sec. 3. The Civil Service rules and procedures for promotion of employees in government service shall be supplementary to the duly approved by Merit System and Promotion Plans of the [University](#).

Sec. 4. Upgrading and reclassification of appointive positions of the [University](#) Shall be subject to the approval of higher authorities.

II. APPOINTIVE OF UNIVERSITY AND COLLEGE PROFESSORS

Sec. 1. Subject to the provisions of applicable laws and regulations, and the confirmation of the Board of Regents, the [University](#) President shall appoint at least one (1) University Professor and one (1) College Professor from among the qualified full-fledged professors of the college.

Sec. 2. To qualify for the position of University or College Professor, a faculty with a full-fledged professional rank must have reached the required number of credits points for the position, as prescribed by pertinent laws and regulations, and must be an outstanding scholar, scientist or artist, must have expert knowledge in at least on field and a board understanding of other branches of knowledge along his field of expertise, and must be regionally, nationally and/or internationally recognized in the field.

III. OTHER PERSONNEL ACTIONS

Other personnel actions such as transfer, reinstatement, reemployment, detail, demotion, separation and other actions shall be governed by existing Civil Service laws, rules and regulations and other pertinent policies prescribed by the college.

Chapter 7

PERFORMANCE APPRAISAL AND INCENTIVE AWARD SYSTEM

I. PERFORMANCE APPRAISAL SYSTEM

Sec. 1. The performance of all [University](#) personnel shall be evaluated in accordance with the performance appraisal system established by the College which shall be administered in such manner as to continually foster the improvement of individual employee efficiency and organizational effectiveness.

Sec. 2. The performance appraisal system may provide for at least five adjectival ratings, such as: outstanding, very satisfactory, satisfactory, unsatisfactory and poor.

Sec. 3. No employee shall be considered for promotion without a record of two performance rating of at least very satisfactory immediately preceding the assessment of candidates for advancement to higher ranks or positions. Performance ratings of officials and employees of the University shall also be the main basis in the granting of the production incentive bonus, if available.

II. SUGGESTIONS AND INCENTIVE AWARD SYSTEM

Sec. 1. There shall be established and strengthened suggestions and incentive award system in the college which shall encourage creativity, innovativeness, efficiency and integrity in the public service by recognizing and rewarding faculty and non-teaching personnel, individually or in groups, for their suggestions, inventions, superior accomplishments, and other personnel efforts which contribute to the efficiency, economy, or other extraordinary acts and service in the public interest.

Sec. 2. All permanent members of the faculty and non-teaching staff who meet the criteria for each specific award shall be the entitled to receive the award including those whose responsibilities include the making of suggestions, formulation of plans, and policies or making recommendations to achieve greater efficiency and economy in the [university](#).

Sec. 3. Recipients of honor awards shall be given preference in promotion and training scholarship grants.

Sec. 4. The [University](#) shall create a suggestion and Incentive Award Committee headed by a ranking officer chosen by the President, with the Director for Human Resource Management as secretary which shall formulate rules and procedures to attain the objectives of the program in accordance with established guidelines.

Sec. 5. Guided by established policies, awards shall be in any form, kind or category for each idea or accomplishment in addition to those already adopted by the government.

Chapter 8
TRAINING AND DEVELOPMENT

I. GENERAL PROVISIONS

Sec. 1. In order to achieve the objectives of bringing about highly educated and professionalized manpower resources, the college shall develop and implement a continuing program of training and development for its faculty and non-teaching personnel

Sec. 2. Selection of participants to training and development programs shall be based on actual needs of the college for specialization and enhancement of competence, taking into consideration the development program thrust and development plans of the Institution.

Sec. 3. The **University** President shall create a Committee on Personnel Career Development, with the Vice-President for Academic Affairs as Chairman and Director for HRMO as Secretary which shall formulate rules to implement the personnel training and development programs of the University for approval of the **University** President and confirmation of the Board of Trustees, subject to the provisions of established policies and guidelines.

II. SCHOLARSHIPS, FELLOWSHIPS AND TRAINING GRANTS

Sec. 1. The **University** shall encourage its faculty and non-teaching staff to pursue relevant local and foreign-assisted scholarships and training grants, and to a limited extent, attend seminars, conferences, workshops and other related human resource development courses.

Sec. 2. The heads of units shall determine scholarship, fellowship and training needs to their respective faculty and/or non-teaching staff in accordance with the concerned units established development plans and shall submit the same to the **University** President through the Committee or Personnel Career Development for appropriate action.

Sec. 3. The committee shall inform all faculty and non-teaching staff through their respective unit heads about available study grants and scheduled conferences and seminars/workshops and invite qualified personnel to avail of such programs.

Sec. 4. Every participant or recipient of a training/scholarship or fellowship grant shall sign a memorandum of agreement and submit a report on the grant he/she has completed and furnish the HRMO a copy of the certificate or proof of completion he/her received for entry in his/her personnel file. The trainee shall also be given the opportunity to share with his/her colleagues what he/she has learned.

III. PROFESSORIAL CHAIRS

Sec. 1. Members of the faculty with the rank of Professor/ and higher may be assigned professorial chairs, subject to pertinent policies and guidelines promulgated by the University.

IV. SABBATICAL ASSIGNMENT

Sec. 1. A sabbatical assignment, with full salary which may be commuted, may be granted to any regular member of the faculty to conduct study or research work, pursue a new idea or invention or perform any other extraordinary activity with national or global importance and at the same time meets the following qualifications.

- a. He/Her must have a continuously served the University as regular faculty member for not less than six (6) consecutive years immediately preceding his application for sabbatical assignment, the last two (2) years of which with a rank not lower than Associate Professor 1; and,
- b. His/Her records in the University shall be in accordance with the reasonable assurance of fulfilling the purpose of the assignment expressed in his application.

Sec. 2. A sabbatical assignment shall not be longer than one (1) year and shall be granted once every seven (7) years of continuous service, provided that the requirements prescribed in the immediately preceding selection are satisfied.

Sec 3. Sabbatical assignment shall also be subjected to pertinent laws and regulations and other implementing guidelines promulgated by the University.

Chapter 9

PERSONNEL RELATIONS AND WELFARE SERVICES

I. HEALTH, SAFETY AND SOCIAL SERVICES

Sec. 1. In order to sustain a high level of productivity and morale among the faculty and staff, the University shall:

- a. Take proper steps towards the creation of an improvement of the morale of the University personnel by making provisions for health, safety, counseling, recreation, cooperatives, canteen and related services;
- b. Keep and maintain workplaces free from hazards that are causing or likely to cause physical harm to employees or damage to property; and
- c. Provide security measures for the safety and protection of persons and properties inside the campus.

II. PERSONNEL RELATIONS

Sec. 1. To promote harmony and better management – employee relationship and cooperation, the University shall:

- a. Provide a system of informing the faculty and staff of their rights and privileges, as well as, the rules governing their duties and obligations;
- b. Facilitate the dissemination of information and the discussion of ideas among the official and employees;
- c. Encourage other activities, whether athletic, social, recreational or field trips, provided, that such activities are conducive to the well-being of the faculty and staff and consistent to the objectives of personnel development; and
- d. Encourage faculty and staff to form, join or assist employee organizations or work councils of their choice for purposes not contrary to law.

Chapter 10

OTHER EMPLOYEE BENEFITS AND PRIVILEGES

I. OFFICIAL LEAVE OF ABSENCE

Sec. 1. Subject to the provisions of Civil Service and other applicable laws, rules and regulations, leave benefits for permanent employees of the college shall include but not limited to the following:

- a. Vacation leave
- b. Sick leave
- c. Teacher's leave for Faculty
- d. Maternal leave
- e. Paternity leave
- f. Special leave privileges such as: funeral/mourning leave, graduation leave, enrollment leave, wedding/anniversary leave, birthday leave, hospitalization leave, accident leave, relocation leave and such other special leave benefits as may be granted by existing and subsequent laws and orders.

Sec. 2. All permanent officials and employees of the [University](#) shall be required to go on vacation leave for a minimum of five (5) working days annually which need to be successive, subject to the provisions of applicable law and regulations.

Sec. 3. Employees hired on contractual basis not entitled to vacation, sick leave and other leave benefits. Their employment contracts shall not provide for such leave benefits, subject to such limitations as may be provided by law.

II. LEAVE WITHOUT PAY

Sec. 1. Leave without pay not exceeding one (1) year may be granted to an employee in addition to the vacation and/or sick leave earned, provided that such employee has no more leave with pay to his credit, subject to pertinent rules and regulations.

III. SOCIAL SECURITY AND INSURANCE BENEFITS

Sec. 1. The [University](#) shall participate and enforce a compulsory membership of all its permanent employees in the Government Service Insurance System (GSIS) to provide them with social security, insurance and other benefits, subject to such limitations as may be provided by law.

Sec. 2. In the event a subsequent law and regulation so provides, compulsory coverage may also be extended to non-permanent employees, either simultaneously, in phases or by groups, subject to availability of funds for the purpose.

Sec. 3. Subject to the provision of applicable laws and regulations, the University shall also affect the membership, compulsory or otherwise, as the case maybe of its employees in all other government-sanction programs for medical care,

employee's compensation, have development mutual fund, and other related for their welfare and well-being.

Sec. 4. The [University](#) shall include in its annual budget appropriate funds for its share of the contributions needed for the implementation of the provisions of this Article.

IV. STUDY PRIVILEGES FOR LEGITIMATE CHILDREN

Sec. 1. Legitimate children of permanent and temporary faculty and non-teaching personnel and those who died in line of duty or in the service of the [University](#), shall be entitled to free tuition and other privileges as may be deemed proper, upon enrolment, subject to the admission requirements and other applicable policies and guidelines adopted by the [University](#).

V. HOUSING AND LAND PRIVILEGE

Sec. 1. The [University](#) shall give privilege as far as practicably provide and maintain adequate and convenient housing facilities for its academic and non-teaching personnel at very low and affordable rental charges, exclusive of light and water rental charges. The administration shall implement this provision by tapping both public and private sources of funding.

Sec. 2. In the absence of an available unit of government cottage or housing facilities, a bonafide employee of the College may, upon permission of the [University](#) President or his duly authorized representative, build a temporary residential house using light materials at his own expense at a designated area in the campus duly reserved for the purpose. Such structure, however, can be removed or demolished anytime upon appropriate prior notice by the school administration of a development project intended to be established in the said area.

Sec. 3. The [University](#) shall formulate and implement policies, rules and regulations on housing and land use privileges for its personnel. In granting the privilege, priority shall be afforded to permanent employees of the [University](#).

Sec. 4. A Housing and Land Use Regulatory Committee shall be constituted by the [University](#), to be headed by a Chairman, who shall act as the Housing Administration of all housing facilities of the [University](#).

VI. LEGAL SERVICES

Sec. 1. Subject to applicable laws and regulations, the [University](#) shall provide free legal and other related services to its official or employees who is charged in an Administrative, Civil and/or criminal proceedings by parties other than the [University](#) or government law enforcement and regulatory authorities for acts or omissions committed which are directly related to the lawful discharge of their official duties and functions and or defense or [University](#) policies and regulations.

VII. RETIREMENT PRIVILEGES

Sec. 1. In addition to the benefits granted under existing laws, retired members of the academic staff shall be afforded the privilege to participate in major University programs and activities. Qualified retirees may be appointed to consultancy and affiliate faculty positions, subject to existing policies and regulations.

Sec. 2. Subject to the provisions of applicable laws and regulations, a retired faculty with the rank of full pledge professor may be appointed Professor Emeritus, subject for the foregoing conditions:

- a. He must have rendered at least twenty (20) consecutive years of active and faithful service to the university;
- b. He must have achieved marked distinction as productive scholar, scientist, artist or educator is widely acknowledge as an effective and dedicated teacher; and
- c. He must be a holder of an appropriate doctoral degree and preference shall be made in favor of those who have served the University as at least Dean or Director.

Sec. 3. A special committee shall be constituted by the President of the [University](#) among members of the faculty in active duty which shall be responsible in evaluating nominations of required professors for emeritus appointment. The Committee shall submit its recommendations to the President, subject to the confirmation of the Board of [Regents](#).

Chapter 11

ACCOUNTABILITY OF COLLEGE PERSONNEL

I. CODE OF CONDUCT AND ETHICAL STANDARDS

Sec. 1. All personnel of the University must uphold the time-honored principle that public office is a public trust and must at all times be accountable to the people.

Sec. 2. The University personnel shall observe the implementing rules of the provisions of *Section XII of the Republic Act 6713*, otherwise known as the "*Code of Conduct and Ethical Standards for Public Officials and Employees*" as well as in *Republic Act 9293*, otherwise known as the "*Code of Professional Ethics for Teachers*"

Sec. 3. The aforementioned rules shall be interpreted in the light of the Declaration of Policy stated in Section 2 of the above-mentioned Code as follows:

"It is the policy of the State to promote high standard of ethics in public service. Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence and loyalty, and with patriotism and justice, lead modest lives and uphold public interest over personal interest."

II. CIVIL SERVICE AND UNIVERSITY RULES AND REGULATIONS

Sec. 1. It is incumbent upon every employee of the University to strictly observe and adhere to the rules and regulations promulgated by the Civil Service Commission which aim to promote morale, efficiency, integrity, responsiveness and courtesy in the Civil Service.

Sec. 2. Officials and employees of the University shall likewise be expected to abide by the policies, rules and regulations adopted by the Board of [Regents](#) and the Councils, and memoranda or orders issued from time to time by the [University President](#) and other competent authorities and to discharge their duties and responsibilities in accordance with the vision, mission and objectives of the [University](#).

Chapter 12
COMPLAINTS AND GRIEVANCES

I. GENERAL PROVISIONS

Sec. 1. Employees of the [University](#) shall have the right to present their complaints or grievances to the management and have them adjudicated as expeditiously as possible in the best interest of the [University](#) and the employee concerned.

Sec. 2. Without necessarily adhering to legal technicalities, employee's complaints and grievances shall be resolved at the lowest possible level in the University and the employee shall have the right to appeal such decision to higher authorities free from any form of reprisal or discrimination.

Sec. 3. Possible areas for complaints and grievance are working conditions, work assignment, tools and equipment, work processes, job placement, employee tenure, salary rates, transfer of assignment, exercise of discretion, rules and regulations, interpretations of policies and guidelines and other matters affecting the morale of employees.

Sec. 4. The University shall promulgate and Employees' Complaints and Grievance Machinery that shall govern the expeditious, fair and equitable adjudication of complaints and grievance with the policies enunciated by the Civil Service Commission. Such set of guidelines shall prescribe the composition of the University Employees' Complaints and Grievance Committee tasked to implement the provisions of the Article.

Chapter 13
RIGHT TO SELF-ORGANIZATION

I. GENERAL PROVISION

Sec. 1. All University employees, irrespective of employment status, can form, join or assist employees' organization of their own choosing for purposes not contrary to law for the furtherance and protection of their interests. They can also form, in conjunction with appropriate authorities, labor management committees, work councils and other forms of workers participation schemes to achieve the same objectives.

Sec. 2. High-level employees whose functions are normally considered as policy-making or managerial or whose duties are of highly confidential in nature shall not be eligible to join the organization of rank-and-file employees. They can, however, form and join an association of their own.

II. PROTECTION OF THE RIGHT TO ORGANIZE

Sec. 1. The University employees shall not be discriminated against in respect to their employment by reason of their membership in employees' organizations or participation in the normal activities of their organizations. Their employment shall not be subject to the condition that they shall relinquish their membership in the employees' organizations.

Sec. 2. The University administration shall not interfere in the operation and the management of the employees' organizations.

Sec. 3. Subject to the pertinent provisions of the Constitution and applicable laws and regulations on the right of government employees to form associations, the administration shall use peaceful means in the settlement of labor-management disputes.

Chapter 14

SEPARATION

I. RESIGNATION AND TRANSFER

Sec. 1. No resignation or request for transfer shall be considered unless proper notice to that effect has been given by the concerned employee to the [University](#) President through channel, at least thirty (30) days prior to the date of its effectivity. For faculty members, no resignation shall be accepted until after the end of the current semester.

Sec. 2. The provision of the preceding section shall not apply to resignation or transfer due to serious illness and/or any inevitable circumstance that may endanger the life of the concerned employee.

Sec. 3. A resignation or request for transfer shall only be approved and effected after the employee concerned shall have been duly cleared from financial and properly accountabilities with the [university](#).

II. OTHER MODES OF SEPARATION

Sec. 1. Other modes of separation from the [University](#) such as retirement, expiration of appointment, death and disability shall be governed by applicable laws and pertinent rules and regulations.

Chapter 15

DISCIPLINE

I. GENERAL PROVISION

Sec. 1. The **University** President shall have concurrent jurisdiction with the Regional Office of the Civil Service Commission to investigate, through a committee duly constituted for the purposes, and decided matters involving disciplinary actions against officials and employees of the University, subject to the confirmation of the Board of **Regents**. Such decision shall be final and executory in case the penalty imposed is suspension for not more than thirty (30) days or fine in an amount not exceeding thirty (30) days' salary.

In the case the decision rendered by the **University** President is appealable to the Civil Service Commission (**CSC**), a motion for reconsideration shall first be filed with the Board of **Regents** through the **University** President, and if denied, an appeal shall then be lodged in the **CSC** and pending appeal, the decision shall be final and executory.

Sec. 2. An appeal shall not stop the decision from being executory, and in case the penalty is suspension or removal, the respondent shall be considered as having been under preventive suspension during the pendency of the appeal in the event he wins an appeal.

II. GROUNDS FOR DISCIPLINARY ACTION

Sec. 1. The administrative offenses specified under existing Civil Service laws and its implementing rules and regulations on personnel discipline shall be the grounds for disciplinary action.

Sec. 2. Administrative offences and its corresponding penalties are classified into grave, less grave and light, depending on the gravity of its nature and effects of said acts on the government service.

III. COMMENCEMENT OF ADMINISTRATIVE DISCIPLINARY ACTION

Sec. 1. An administrative disciplinary action shall be commenced at the instance of the University President, or by the filing of the appropriate complaint by any person against any official or employee of the University or any of the grounds prescribed by law and regulations with the Office of the University President. Said complaint shall be in writing and under oath, otherwise, the same shall not be given due course.

Sec. 2. No action shall be taken on an anonymous complaint unless there is **an established prima facie** or merit to the allegations thereof. No employee shall be required to answer or comment on an anonymous complaint.

IV. FORM AND CONTENT OF COMPLAINT

Sec. 1. The complaint shall be written in clear, simple and concise language and in systematic manner as to the [complaint](#) against the respondent.

Sec. 2. The complaint shall contain [the following](#):

- a. Full name and address or office unit of employment of the complainant;
- b. Full name and address of the respondent and his position and office unit of employment; and
- c. [The](#) brief statement relevant and material facts, accompanied by certified true copies of the documentary evidence, if any, and sworn statements covering the testimony of the witnesses.

V. EFFECT OF WITHDRAWAL OF THE COMPLAINT

Sec. 1. The withdrawal of the complaint shall not necessarily discharge the respondent from any administrative liability. Where there is a prima facie or merit to the charges of [the](#) complaint, the same shall be given due course.

VI. COMMITTEE ON PERSONNEL DISCIPLINE

Sec. 1. There shall be a committee on Personnel Discipline to be constituted by the [University](#) President which shall be headed by at least third ranking official of the [University](#) and shall include the Legal Officer.

Sec. 2. The Committee shall formulate the rules in the conduct of the administrative investigations in accordance with Civil Service rules and regulations without necessarily adhering to the technical rules of procedures applicable to judicial proceeding.

Sec. 3. The Committee shall make the necessary report and recommendation to the [University](#) President within the period prescribed by applicable rules and regulations after duly conducted the investigation of a case brought before it.

VII. PREVENTIVE SUSPENSION

Sec. 1. The [University](#) President may preventively suspend any University official or employee pending an investigation, if applicable rules so provide.

Sec. 2. Preventive suspension is not a punishment or penalty for misconduct in office but is considered to be a preventive measure. It shall not be considered part of the actual penalty imposed upon the respondent found guilty.

VIII. PENALTIES

Sec. 1. In enforcing punishment, like penalties for light offenses, only one penalty shall be imposed in each case. "Each case" means one administrative case which may involve one or more charges.

Sec. 2. Subject to the confirmation of the Board of Regents and the provisions of applicable Civil Service rules and regulations, the University President by the authority of the Board may impose the principal penalty of removal/dismissal from the service, forced resignation with or without prejudice to benefits, demotion in rank, suspension for not more than one (1) year without pay, and or a fine in the amount not exceeding six (6) months salary, transfer or reprimand, all without prejudice to the respondent's corresponding criminal or civil liability.

Sec. 3. Subject to applicable rules and regulations, accessory penalties shall include cancellation of eligibility, forfeiture of leave credits and retirement benefits, disqualification for employment in the government service or reemployment in a specific class of position, disqualification for promotion for a certain period.

Sec. 4. A reprimand shall be considered a penalty. However, a warning or an admonition shall not be considered a penalty.

Sec. 5. In the determination of penalties to be imposed, mitigating and aggravating circumstances may be considered. Nevertheless, in the appreciation thereof, the same must be invoked or pleaded by the proper party, otherwise, the said circumstances shall not be considered in the determination of the proper penalty to be imposed against the respondent concerned.

Sec. 6. If the respondent is found guilty of two or more charges or counts, the penalty imposed shall be that corresponding to the most serious charge or count and the rest may be considered an aggravating circumstances.

Sec. 7. The penalty of transfer, or demotion, or fine maybe imposed instead of suspension from one (1) month and one (1) day to one (1) year except in cases of fine which not exceed six (6) months.

Chapter 16

DISCIPLINE

I. PROTEST

Sec. 1. A question involving an appointment or promotion may be a subject of protest.

Sec. 2. The aggrieved party who is next in rank employee shall first exhaust available administrative remedies in the University by filing a motion for reconsideration with the University President against an appointment thereto as previously confirmed by the Board of Regents and attested by the Civil Service Commission.

Sec. 3. If the complainant is not satisfied with the written special reason or reasons given by the University President for issuing the contested appointment in the reply to the motion for reconsideration, the former may then formally file his protest with the Civil Service Commission through the Regional Office, subject to applicable rules and regulations.

Sec. 4. A protest shall not render an appointment ineffective but the same shall be subject to the outcome of the protest.

II. COMPLAINTS INVOLVING OTHER PERSONNEL ACTIONS

Sec. 1. Other personnel actions, such as separation from the service due to unsatisfactory or poor performance, dropping from the rolls, disapproval of appointments, claims for back pay/salaries and other benefits, may be brought to the Civil Service Commission by means of a formal complaint for the said purpose, subject to pertinent rules and regulations.