

BOOK I

THE ORGANIZATIONAL AND FUNCTIONAL STRUCTURE OF THE UNIVERSITY

TITLE ONE

GENERAL PROVISIONS

CHAPTER I

PRELIMINARY MATTERS

ARTICLE 1. Title, Coverage and Interpretation

Sec. 1. This Code shall be known as the "Code of the Sultan Kudarat State University (SKSU)", or referred to as the "SKSU Code".

Sec. 2. This Code shall govern and apply only to the Sultan Kudarat State University (SKSU) with principal address at E.J.C. Montilla, Tacurong City, Sultan Kudarat and its ten (10) satellite campuses.

Sec.3. This Code shall be liberally construed in favor of the policies and principles promulgated by the Sultan Kudarat State University.

ARTICLE 2. Declaration of Principles and Policies

Sec. 1. SKSU is a government institution of higher learning duly established, by law and principally supported by state funds and income derived from the utilization of its resources.

Sec. 2. 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. The University shall offer quality education that will produce globally competitive, productive and value-laden human resources for sustainable development.

Sec. 4. The University shall provide a better life for our people in a community of peace, unity, equality and prosperity.

Sec. 5. The mandated functions of the University, namely: instruction, research, extension and resource generation shall be constantly pursued (in an environment of

academic and individual freedom) in order to produce competent resources, to promote technologies, and to improve the life of people in the area.

Sec. 6. The University, through its philosophy, will promote sustainable improvement, maximum quality and excellence in manpower, management and material resources through relevant and high-standard education.

Sec. 7. Pursuant to the Constitution of the Republic of the Philippines, Republic Act No. 8292, and Republic Act No. 9966, the University shall exercise academic freedom and institutional autonomy.

Sec. 8. Gender and Development. Institutionalize and mainstream gender and development in SKSU System and Curriculum to engender a safe environment for women and ensure their rights and protection against all forms of violence

Sec. 9. The powers and responsibilities of the University, in addition to those provided for in the Constitution of the Philippines, shall bear those provided for in its Charter, Presidential Decree No. 6973, as amended by R.A. 8292, R.A. 9966 and the pertinent provisions of the Corporation Law and such other powers and responsibilities as may hereinafter be provided by law.

ARTICLE 3. SKSU Vision, Mission, Core Values, Quality Policy, Goals and Objectives

Sec. 1. Vision. A trailblazer in arts, science and technology in the region. *(Approved by the SKSU Board of Regents with Resolution No. 83, Series of 2013 on December 6, 2013 at El Bajada Hotel, Davao City)*

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. Core Values. *(Approved by BOT through Board Resolution No. 2009-11, S. 2009)*

F- airness

A-ccountability

T-ransparency

E- xcellence

S-ervice

Sec. 4. SKSU Quality Policy. The Sultan Kudarat State University is committed to produce market-driven professionals in arts, science and technology, imbued with its core values. Together, we will satisfy the needs of our clients in adherence to the

regulatory and statutory requirements through continuous improvement of Quality Management System.

Sec. 5. Goal. To produce graduates with excellence and dignity in arts, science and technology.

Sec. 6. Objectives are:

- 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;
- g. Enhance resource generation and mobilization to sustain financial viability of the university.

ARTICLE 4. Declaration of General Objectives

Sec. 1. In consonance with the national development goals and in order to translate and operationalize the principles and policies in the preceding article, SKSU shall pursue the following objectives:

- a. Strengthen and enhance competency development, commitment and professionalism of members of the SKSU community.
- b. Provide relevant and responsive academic programs and professional training that will enhance total development of graduates to be globally competitive, productive and value-laden manpower resources for national development.
- c. Strengthen local and international collaborations and partnerships for a borderless education.
- d. Develop and promote higher education programs and advance studies that will respond to the industry needs in the region.

- e. Instill and promote research culture among faculty and develop environmentally sound and market-driven technologies at par with international standards.
- f. Promote and disseminate information and technologies and expand linkages for productivity enhancement and community empowerment.
- g. Enhance resource generation and mobilization to sustain financial viability of the university.
- h. Strengthen organizational culture, anchored on professionalism, cooperation, unity and true spirit of excellence, for public accountability, transparency and quality delivery of services.

ARTICLE 5 . University Seal, Logo, and Mascot



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 of the State University- the SULTAN KUDARAT STATE UNIVERSITY- and the year of its conversion (2010) from a State College into a State University under R.A. 9966, 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 SKPSC is stamped on the handle of the torch to indicate that the SKSU has grown from a State College as its strong foundation to a State University since its inception in 1990.

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 is 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 a 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 V 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 exemplify 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 is Mint Green symbolizes the verdance of the fields indicating healthy vegetation and, for the Institution, indicates sustained growth and development.

TITLE TWO

THE GOVERNMENT OF THE UNIVERSITY

CHAPTER 2

THE BOARD OF VISITORS

ARTICLE 6. Composition and Special Functions

Sec. 1. The Board of Visitors of the University is composed of the President and the Vice President of the Republic of the Philippines, the Senate President, and the Speaker of the House of Representatives and the Chairman of the Commission on Higher Education.

Sec. 2. The Board of Visitors of SKSU shall make visits to the university, individually or otherwise, at such time and date as they may determine or deem proper, to examine the property, programs of study, accounts and the general conditions of the University.

CHAPTER 3
THE BOARD OF REGENTS

ARTICLE 7. Composition and Term of Office

Sec. 1. The Governing Board. The governing board of the University shall be the Board of Regents, hereinafter referred to as the Board, which shall be composed of the following:

(a) The Chairperson of the Commission on Higher Education (CHED), Chairperson;

(b) The President of the University, Vice Chairperson;

(c) The Chairperson of the Committee on Education, Arts and Culture of the Senate, member;

(d) The Chairperson of the Committee on Higher and Technical Education of the House of Representatives, member;

(e) The Regional Director of the National Economic and Development Authority (NEDA), member;

(f) The Regional Director of the Department of Science and Technology (DOST), member;

(g) The President of the federation of faculty associations of the University, member;

(h) The President of the federation of student councils of the University, member;

(i) The President of the federation of alumni associations of the University, member; and

(j) Two (2) prominent citizens from the private sector who have distinguished themselves in their profession or fields of specialization of the University, members.

The Board shall appoint two (2) prominent citizens from among a list of at least five (5) qualified persons in the Province of Sultan Kudarat, as recommended by the search committee constituted by the University President, in consultation with the Chairperson of the CHED and the other members of the Board, based on the normal standards and qualifications for the position.

Sec. 2. Term of Office. The term of office of the President of the federation of faculty associations, the President of the federation of student councils and the President of the federation of alumni associations shall be coterminous with their respective terms of office, as set forth in their respective constitutions and bylaws.

The two (2) prominent citizens shall serve for a term of two (2) years from the date of appointment.

ARTICLE 8. Meetings and Quorum of the Board

Sec. 1. The Board shall regularly convene at least once in every quarter. However, the chairperson of the Board may, upon three (3)-days' prior written notice, call a maximum of two (2) special meetings whenever necessary.

Sec. 2. A quorum of the board shall consist of majority of all its members holding office at the time of the meeting: *Provided, however,* that the chairperson of the Board of the President of the University is among those present in a meeting.

In the absence of the chairperson of the CHED, a commissioner of the CHED, duly designated by him/her, shall represent him/her in the meeting with all the rights and responsibilities of a regular member: *Provided, however,* That during this meeting, the President of the University as Vice Chairperson shall be the Presiding Officer: *Provided, Further,* That this *proviso* notwithstanding , the Chairperson of the CHED is hereby authorized to designate a CHED Commissioner as the regular Chair of the Board, in which case said CHED Commissioner shall act as the Presiding Officer.

In case the Chairpersons of the Congressional Committees on Education shall not be able to attend the Board meeting, they may duly designate their respective representatives to attend the said meeting, who shall have the same right and responsibilities as a regular member of the Board.

ARTICLE 9. Honoraria of the Board Members

Sec. 1. The members of the Board shall not receive any salary but shall be entitled to reimbursements for actual and necessary expenses incurred, either attendance to meetings of the Board or in connection with other official business authorized by resolution of the Board, subject to existing laws and regulations.

ARTICLE 10. Powers and Duties of the Board

Sec. 1. Powers and Duties of the Board of Regents. – The Board shall have the following specific powers and duties, in addition to its general powers of administration and the exercise of all the powers granted to the board of directors of a corporation under existing laws:

(a) To promulgate rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the University;

(b) To receive and appropriate all sums as may be provided, for the support of the University in the manner it may determine in its discretion, in order to carry out the purposes and functions of the University.

(c) To import duty-free economic, technical and cultural books and/or publications, upon certification by the CHED that such imported books and/or publications are for economic, technical, vocational, scientific, philosophical, historical or cultural purposes, in accordance with the provisions of the Tariff and Customs Code of the Philippines, as amended;

(d) To receive in trust legacies, gifts and donations of real properties of all kinds and to administer and dispose of the same when necessary for the benefit of the University and, subject to the limitations, directions and instructions of the donor, if any.

Such donations shall be exempt from the donor's tax and the same shall be considered as allowable deductions from the gross income in the computation of the income tax of the donor, in accordance with the provisions of the National Internal Revenue Code (NRC) of 1997, as amended: *Provided*, That such donations shall not be disposed of, transferred or sold;

(e) To fix the tuition fees and other necessary school charges such as, but not limited to, matriculation fees, graduation fees and laboratory fees, as the Board may deem proper to impose, after due consultations with the involved sectors.

Such fees and charges, including government subsidies and other income generated by the University, shall constitute special trust funds and shall be deposited in any authorized government depository bank, and all interests that shall accrue therefrom shall form part of the same funds for the use of the University.

Any provision of existing laws, rules and regulations to the contrary notwithstanding, any income generated by the University from tuition fees and other charges, as well as from the operation of auxiliary services and land grants, shall be retained by the University and may be disbursed by the Board for instruction, research, extension or other programs/projects of the University: *Provided*, That all fiduciary fees shall be disbursed for the specific purpose for which there are collected.

If, for reasons beyond its control, the University shall not be able to pursue any project for which funds have been appropriated and allocated under its approved program of expenditures, the Board may authorize the use of said funds for any

reasonable purpose which, in its discretion, may be necessary and urgent for the attainment of the objectives and goals of the University;

(f) To adopt and implement a socialized scheme of tuition and other school fees for greater access to poor but deserving students;

(g) To authorize the construction or repair of its buildings, machinery, equipment and other facilities, and the purchase and acquisition of real and personal properties, including necessary supplies, materials and equipment;

(h) To appoint, upon recommendation of the President of the University, Vice Presidents, Deans, Directors, heads of Departments, faculty members and other employees of the University;

(i) To fix and adjust salaries of faculty members and administrative officials and employees, subject to the provisions of the Revised Compensation and Position Classification System and other pertinent budget and compensation laws governing hours of service and such other duties and conditions as it may deem proper; to grant them, at its discretion, leaves of absence under such regulations as it may promulgate, any provision of existing law to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law;

(j) To approve the curricula, instructional programs and rules of discipline drawn by the Administrative and Academic Councils as herein provided;

(k) To set policies on admission and graduation of students;

(l) To award honorary degrees upon persons in recognition of their outstanding contribution in the fields of agriculture, public service, arts, science and technology, education or in any fields of specialization within the academic competence of the University; and to authorize the awarding of certificated of completion of non-degree and non-traditional courses;

(m) To establish and absorb no chartered tertiary institutions within the Province of Sultan Kudarat as branches and extension centers of the University, in coordination with the CHED and in consultation with the Department of Budget and Management (DBM), and to offer therein programs or courses to promote and carry out equal and greater access to educational opportunities as mandated by the Constitution;

(n) To establish research and extension centers of the University where such will promote the development of the latter;

(o) To establish professorial chairs in the University and to provide fellowships for qualified faculty members and scholarships to deserving students;

(p) To delegate any of its powers and duties provided for hereinabove to the president or Officer-in-Charge and/or other officials of the University as it may deem appropriate, so as to expedite the administration of the affairs of the University;

(r) To collaborate with other governing boards of state universities and colleges within the Province of Sultan Kudarat or Region XII, under the supervision of the CHED and in consultation with the DBM, and work towards the restructuring of the University to become more efficient, relevant, productive and competitive;

(s) To enter into joint ventures with business and industry for the profitable development and management of the economic assets of the University, the proceeds from which shall be used for the development and strengthening of the same;

(t) To develop consortia and other forms of linkages with local government units (LGUs), institutions and agencies, both public and private, local and foreign, in furtherance of the purposes and objectives of the University;

(u) To develop academic arrangements for institutional capability building with appropriate institutions and agencies, public and private, local and foreign, and to appoint experts/specialists as consultants, part-time or visiting or exchange professors, scholars or researchers, as the case may be;

(v) To set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual learning system, open learning or distance education and community laboratory for the promotion of greater access to the higher education and graduate studies, as the case may be;

(w) To establish policy guidelines and procedures for participative decision-making and transparency within the university;

(x) To privatize, where most advantageous to the University, the management of nonacademic services such as health, food, building, grounds or property maintenance and such other similar activities; and

(y) To extend the term of the President of the University beyond the age of retirement but not beyond the age of seventy (70), whose performance has been unanimously rated by the Board as outstanding, based on the guidelines, qualification and/or standards set by the Board, after unanimous recommendation by the search committee.

ARTICLE 11. The Secretary of the Board and the University. The Board shall appoint a secretary, who shall serve as such for both the Board and the University and shall keep all records and proceedings of the Board. He/She shall serve upon each member of the Board the appropriate notice of the Board of meetings.

The Secretary of the University shall have the following functions.

- a. Recording and preparation of minutes and records or proceedings in meetings of the Board and such other meetings as may be presided over by the University President except those of the University Council.
- b. Submission of minutes of all meeting to the President and providing the same to other relevant University officials.
- c. Custody of the corporate seal and affixing it on diplomas, Certificates, titles, or degrees awarded by the University, as well as all documents on which such seal is required to be affixed.
- d. Issuance of all notices for the regular and special meetings called by the President.
- e. Assisting the President in the preparation of the consolidated annual report of the University.
- f. Formulation and implementation of policy guidelines on the maintenance, retrieval and disposition of all original records and documents of the various offices of the University.
- g. Filing and maintenance of University records and documents; and
- h. Other functions assigned by the President and the Board of Regents

ARTICLE 12. Committees

Sec. 1. The Board of Regents may create committees, as it may deem necessary, for the proper performance of its functions.

Sec. 2. The President of the University shall be an ex-officio member of all standing committees of the Board.

ARTICLE 13. Annual Report

Sec. 1. Filing of Report. On or before the fifteenth (15th) day of the second (2nd) month after the opening of the regular classes each year, the Board shall file with the Office of the President of the Philippines, through the Chairperson of the CHED and

with both Houses of Congress, a detailed report on the progress, conditions and needs of the University.

CHAPTER 4

THE ADMINISTRATIVE COUNCIL

ARTICLE 14. Composition

Sec. 1. The Administrative Council. There shall be an Administrative Council consisting of the President of the University as Chairperson, Vice Presidents, deans, directors and other officials of equal rank as members, whose duty is to review and recommend to the Board the policies governing the administration, management and development of the University for appropriate action.

Sec. 2. The University/ Board Secretary shall be the Ex Officio Secretary of the Council, unless another official is designated by the University President to assume the position. As such, he shall discharge the duties and functions provided.

ARTICLE 15. Powers and Functions

Sec. 1. The Administrative Council shall have the following powers and functions:

- a. To review and recommend to the Board of Regents, policies governing the administration, management and development planning of the University for appropriate action;
- b. To implement policies approved by the Board of Regents by formulating pertinent rules and regulations to that effect; and,
- c. To perform such other powers and functions as may hereinafter be granted by the Board of Regents and by subsequent laws and regulations.

ARTICLE 16. Meetings and Quorum

Sec. 1. The Administrative Council shall hold at least one regular meeting every quarter without prejudice to the promulgation of internal rules set for the specific provision on the matter.

Sec. 2. A majority of all Council Members constitutes a quorum of the Board for transacting business.

Sec. 3. Special meetings of the Council maybe called by the President of the University provided that all members are properly notified of the venue and time.

Sec. 4. The President shall determine and prepare the agenda of all Administrative Council meetings.

ARTICLE 17. Committees

Sec.1.The Administrative Council may create committees, as it may deem necessary and convenient for the proper performance of its functions.

CHAPTER 5 THE ACADEMIC COUNCIL

ARTICLE 18. Composition

Sec.1. There shall be an Academic Council of the University consisting of the University President as Chairman, the Vice-President for Academic Affairs as Vice-Chairman, Director for Quality Assurance and Accreditation, and all faculty members with the rank of Assistant Professor 1 or higher as members.

ARTICLE 19. Powers and Functions of the Academic Council

Sec. 1. Subject to confirmation by the Board of Regents, the Academic Council shall have the following powers and functions:

- a. Review and recommend academic programs, curricular offerings, and rules on discipline of the University;
- b. Fix the requirements for admission, placement and retention of students, as well as, the requisites for graduation and conferment of degrees;
- c. Review and recommend the graduation of students, the conferment of the title Honoris Causa upon persons in recognition of their outstanding contribution in the field of SKSU's competence and the award of certificates of completion of degrees and non-degree programs;

- d. Review the findings of the committee assigned to investigate academic related problems, within the limits of the rules of student discipline prescribed by this Code and by subsequent rules and regulations; and
- e. Perform such other powers and functions as may be delegated by the Board.

ARTICLE 20. Officers

Sec. 1. The University President shall be the Chairman and presiding officer of the Academic Council. The Vice-President for Academic Affairs shall be the Vice-Chairman. The Vice Chairman shall act as the Presiding Officer in the absence of the chairman. In the absence of both and upon the instance of the University President, the Vice President for Administration, the Vice President for Research Development and Extension, in that order, shall preside over the meeting of the Council.

Sec. 2. The University Secretary shall be the Secretary of the Academic Council, unless another official is designated by the University President to assume the position. The Secretary shall be the custodian of the records of the Council. Upon the direction of the Vice President for Academic Affairs and in consultation with the University President, the Secretary shall prepare the agenda of the Academic Council meeting and shall cause the issuance of the corresponding notice at least two (2) days before the conduct of the said meeting except for emergency meetings.

ARTICLE 21. Meetings and Quorum

Sec. 1. The Academic Council shall meet at such time as the University President may determine, provided that there shall be at least one (1) regular meeting each semester. A Special meeting may be called by the University President as may be necessary or upon the written request of at least one-fifth (1/5) of the total members of the Council, specifying the agenda within the ambit of any function of the Academic Council.

Sec. 2. Attendance in all its meetings shall be required of every member. A member who shall be absent from the Academic Council Meeting must file the appropriate leave of absence at least a day before the said meeting. Two absences incurred in an academic year without leave of absence by any member shall be a ground for the Human Resource Management Office Director to require from the member an explanation of the absence and to reprimand him/her when warranted. The explanation and findings shall be entered in the Civil Service Commission (CSC) 201 file of the subject member.

Sec. 3. Quorum of Academic Council meetings shall consist of majority of all its members who are currently holding the academic rank, excluding those on leave of absence or official travel.

Sec. 4. A majority vote of all its members present shall be required to dispose of a question or to decide on an issue. The presiding officer shall vote only to break a tie.

CHAPTER 6

THE POLICY ADVISORY GROUP AND EXECUTIVE COMMITTEE

ARTICLE 22. The Policy Advisory Group

Sec. 1. The Policy Advisory Group (PAG) is composed of the University President, Vice Presidents, the Presidential Assistants, Director for Administrative and General Services Division, Director for Financial Management Services, Director for Resource Generation and Auxiliary Services, and, the Chief Legal Officer. The PAG shall have oversight function and shall meet once a month or as frequently as the University President decides to discuss policy issues.

ARTICLE 23. The Executive Committee (ExeCom)

Sec. 1. The ExeCom is composed of the President as Chairman, the Vice Presidents, and the Directors as members.

Sec. 2. The Executive Committee meets as frequently as the President decides to discuss issues and concerns of the university.

CHAPTER 7

KEY OFFICIALS OF THE ADMINISTRATION AND THEIR FUNCTIONS

ARTICLE 24. Composition

Sec. 1. The key officials of the university's administration shall be the President, the Vice Presidents, the Campus Directors, the Deans, the Center Directors, the Chief Administrative Officer and other officials as may be determined by the University President.

ARTICLE 25. The President of the University

Sec. 1. The University President shall be the Chief Executive of the institution, and shall render full-time service. He/She shall be appointed by the Board of Regents upon the recommendation of a duly constituted search committee. He/She shall have a term of four (4) years and shall be eligible for reappointment for another term. His/Her term may be extended beyond the age of retirement but not later than the age of seventy (70), if his/her performance has been unanimously rated as outstanding and upon unanimous recommendation by a duly created search committee.

Sec. 2. The University President shall have the following powers and responsibilities:

- a. To provide leadership for the University, preserve and protect its academic integrity and ensure the observance and implementation of the policies laid down by the Board of Regents;
- b. To exercise within the framework of the University's policies as approved by the Board of Regents, primary authority and responsibility over the following areas: development planning and resource allocations; grants, endowments and fund raising; external relations and public affairs; and university policy relating to regional development programs, curricula, and matters affecting the rights, privileges, responsibilities and welfare of the University's constituency;
- c. To formulate integrated and comprehensive plans for the University, including academic, research, extension, physical development, and fiscal plans, subject to confirmation by the Board of Regents;
- d. To coordinate the activities and programs of the University with the other component units and colleges, to review their goals and objectives, to appraise their performance in relation to such goals and recommend appropriate action to the Board of Regents;
- e. To exercise general administration and supervision of all business, financial and academic operations of the university, and over all officers, faculty and non-teaching staff of the university;
- f. To recommend to the Board of Regents designations of Vice President, Deans, Directors, Heads of Departments, as well as, appointment of faculty members and personnel in the support staff and other officials and employees;
- g. To award fellowships, assistantships, and scholarships to students, faculty members, and other personnel in accordance with the policies prescribed by the Board of Regents;

- h. To set up machinery for the resolution of all disciplinary and non-disciplinary cases involving the personnel of the university, and for the consideration of petitions for redress of grievances;
- i. To plan, prepare and implement, upon authority of the Board of Regents, a University program for the training and education of adult citizens and out-of-school youths, and mainstream the gender and development concerns;
- j. To submit to the Board of Regents and/or other competent higher authorities an annual report on the operation of the university, and such other reports as may be required;
- k. To preside at commencement and other public exercises of the university, and confer such degrees and honors as may be granted by the Board of Regents and all diplomas and certificates issued by the university shall be signed by him/her;
- l. To generate funds and grants-in-aid in support of the operation and development projects of the university to augment its annual budgetary allocations;
- m. To supervise the preparation of the university's budget, subject to confirmation by the Board of Regents, or for approval of competent higher authorities;
- n. To effect the promotion, transfer, detail, secondment, and other personnel action, of university personnel; grant leaves of absence and approve their additional assignments, additional compensation, resignation and retirement, subject to confirmation by the Board of Regents as it may be deemed appropriate;
- o. To approve service credits of any member of the academic staff from teacher's leave vacation and sick leave, or, vice versa in the interest of the service, subject to the policies approved by the Board of Regents and other pertinent laws and regulations;
- p. To execute and sign in behalf of the university all contracts, deeds and other instruments necessary for the implementation of the mandated functions of the university, provided, that in regular undertakings and transactions where his/her action is virtually ministerial, conditions and terms thereof having been fixed in the University's existing regulations and general laws, he may direct through written instruction, that approval in specified cases be made in his/her behalf by officers of administration or heads of units

concerned, subject to such safeguards to his/her power of revocation;

- q. To supervise and coordinate, through the Director of Student Affairs Services, all organizations and activities of students. In accordance with existing regulations, he/she shall issue adequate safeguards for the operation of student organizations and other student activities;
- r. To exercise other powers and duties delegated to him/her by the Board of Regents or as may hereinafter be provided by subsequent laws and regulations. These are:
 - 1. To authorize the external management audit of the University or college, and request the CHED to finance the same, subject to COA rules and regulations, and to institute reforms including academic and structural changes, on the basis of audit result and recommendations, subject to confirmation by the Board.
 - 2. To collaborate with other Governing Boards of Chartered SUCs within the province or the region, under the supervision of the CHED which must approved the same, and in consultation with the Department of Budget and Management, work towards their restructuring so that they will become efficient, relevant, productive and competitive.
 - 3. To enter into joint ventures with business and industry for the profitable development and management of the economic assets of the university or college, the proceeds from which are to be used for the development and strengthening of the University, subject to approval by the Board.
 - 4. To develop and establish consortia and other forms of linkages with the local government units, institutions and agencies, both public and private, local and foreign, in the furtherance of the purpose and objectives of the University, subject to confirmation by the Board.
 - 5. To enter a Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) with any government agencies, non-governmental organizations, local or foreign for the purpose of research and development (R&D) activities subject to confirmation by the Board.
 - 6. To develop academic arrangements for institutional capability building with appropriate institutions and agencies, both

public or private, local or foreign and to appoint experts/specialists as consultants, or visiting or exchange professors, scholars, researchers, as the case may be, subject to confirmation by the Board.

7. To set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual system, open learning community laboratory, etc., for the promotion of higher access to higher education.
8. To establish policy guidelines and procedures for participative decision-making and transparency within the University.
9. To privatize, where most advantageous to the University, the management of non-academic services such as health, food, building grounds, or property maintenance, and similar activities.
10. To establish research and extension centers of the University where such will promote its development.
11. To authorize the construction and repair of its buildings, machineries, equipment and other facilities and the purchase and acquisition of real and personal properties, including necessary supplies, materials and equipment, provided, that the same is within the Board-approved Program of Receipts and Expenditures. Purchase and other transactions entered into by the University through its Governing Board (GB) shall be exempt from all taxes and duties.
12. To authorize the President in approving financial transaction amounting to 5,000,000.00 or lower for supplies, materials or equipment.
13. To designate the Vice-Presidents, Division Directors, Campus Directors, Deans, Heads of Offices/Units, and other officials of the University in accordance with pertinent University, CHED, CSC, and DBM policies, rules and regulations, and subject to confirmation by the Board.
14. To appoint University personnel of Salary Grade 17 and below in accordance with pertinent University, CHED and CSC policies, rules and regulations, and subject to confirmation by the Board.

15. To recommend appointments of personnel of Salary Grade 18 and above in accordance with pertinent University, CHED and CSC policies, rules and regulations, and subject to confirmation by the Board.

16. To pass Referendum on urgent and unanticipated matters that need immediate Board action, provided that, there is a prior endorsement from appropriate councils, i.e. Academic, Administrative, etc., and the same has complied with pertinent University, CHED, CSC, and DBM policies, rules and regulations, and subject to the confirmation by the Board.

Sec. 3. In case of his/her brief absence, the President may designate a ranking officer of the Administration, who may be one of the Vice Presidents, to act as Officer-In-Charge, to carry out the day-to-day management of the university affairs.

ARTICLE 26. The Offices under the University President

Sec. 1. The Offices directly under the Office of the University President are the following:

- a. Line Offices
 1. The Vice President for Academic Affairs;
 2. The Vice President for Finance, Administration and Resource Generation; and
 3. The Vice President for Research Development and Extension.
- b. Staff Support System
 1. Executive Assistants;
 2. Office Utilities;
 3. Drivers; and
 4. Close-in Security Guards.
- c. The Board/University Secretary
- d. Legal Affairs Office
- e. The Planning and Monitoring
- f. Management Information System
- g. Bids and Awards Committee
- h. The Public Relations and Information Office
- i. The Internal Control Unit (ICU)
- j. International Affairs and GAD
- k. University Liaison Officer
- l. Special Programs & Amalgamation
- m. Security Services

ARTICLE 27. The Vice-President for Academic Affairs

Sec. 1. The VPAcA shall be designated by the University President subject to confirmation by the Board of Regents and shall serve for two (2) years term without prejudice to re-designation.

Sec. 2. The designated VPAcA shall possess the following qualifications:

- a. Holder of appropriate doctorate degree;
- b. At least Professor 1;
- c. With, at least, seven years of teaching experience; and
- d. Five (5) years of administrative function, preferably, with, at least, one (1) year experience as Campus Director/Dean of SKSU.

Sec. 3. He/She shall be primarily accountable to the University President and shall assist him/her in the general supervision of the academic and extra-curricular operations of the University in accordance with the existing government and university principles, policies, rules and regulations.

Sec. 4. He/She shall exercise the following duties and functions:

- a. Serve as Chairman for the Recruitment, Appraisal, Scholarship, Retention and Promotion Board for all academic positions, faculty development and other faculty movements or related purposes.
- b. Lead in academic program development and exercise general supervision over all academic units and programs of the University;
- c. Facilitate the COE and COD of the University;
- d. Recommend to the University President appropriate action on academic, disciplinary and related matters;
- e. Administer the over-all execution of gender fair policies on instruction duly approved by the BOR;
- f. Spearhead the curriculum review and development of instructional materials;
- g. Supervise the planning, preparation and collation of the proposed annual budget for the operation of the campuses, academic colleges and instrumentalities;
- h. Coordinate with and promote the research, development and extension and resource generation activities of the academic units;
- i. Link with local, regional, national and international educational institutions and/or related agencies to promote inter-

program/agency complementation and efficient maximation of the available resources;

- j. Submit to the University President a regular report of accomplishment every quarter of the school year;
- k. Serve as Vice Chairman of the Academic Council;
- l. Act as Chairman of the Student Scholarship and Financial Assistance Committee;
- m. Conduct periodic campus and faculty performance evaluation and feed backing sessions; and
- n. Exercise such other powers and functions as may be directed by the University President.

Sec. 5. The Vice President for Academic Affairs shall exercise direct supervision over the Instruction activities and the following offices:

- a. Office of Quality Assurance, Monitoring and Accreditation;
- b. Office of Student Records and Admission/the University Registrar;
- c. Office of Student Affairs and Alumni Relations;
- d. Office of the University Library and Museum;
- e. Office of Licensure Examination and Review Center;
- f. Office of the National Service Training Program;
- g. Office of the Graduate School;
- h. Office of the Directors of the Campuses/Deans of Colleges;

ARTICLE 28. The Vice-President for Finance, Administration and Resource Generation

Sec. 1. The university shall have a Vice President for Finance, Administration and Resource Generation who shall be appointed/designated by the President of the university, subject to confirmation by the Board of Regents. In case of a regular plantilla position, an appointment to the said position shall be governed by the existing qualification standards and other rules and regulations prescribed by the Civil Service Commission for the same. For a designation as such, however, he shall be at least a holder of an appropriate Master's degree with, at least, five (5) years of administrative and/or finance management experience. His/Her term of office as such designated official shall be two (2) years without prejudice to re-designation.

Sec. 2. He/She shall assist the University President in the general supervision of the fiscal and administrative affairs of the university in accordance with existing government and university policies, guidelines, rules and regulations.

Sec. 3. He shall have the following specific powers and functions:

- a. To supervise, coordinate and monitor the activities of the administrative and support services officials and employees of the university and the affiliate agencies/institutions operating within the campus, if so provided in the Memorandum of Agreement on the establishment of the same;
- b. To represent the university in conferences, seminars and other similar meetings on matters affecting administrative programs and activities if so authorized by the university President;
- c. To submit accomplishment report every quarter of the school year to the President;
- d. To serve as ex-officio chairman of the standing committee on the pre-qualifications, bids, and awards of infrastructure and other construction projects of the university;
- e. To get help and undertake activities that will keep the university abreast with recent developments;
- f. To act as Vice Chairman of the Administrative and Resource generation Councils; and
- g. To exercise such other duties and functions as may be delegated by the President.

Sec. 5. The Vice President for Academic Affairs shall exercise direct supervision over the Instruction activities and the following offices:

- a. Office of Quality Assurance, Monitoring and Accreditation;
- b. Office of Student Records and Admission/The University Registrar
- c. Office of Student Affairs and Alumni Relations;
- d. Office of the University Library and Museum;
- e. Office of Licensure Examination and Review Center
- f. Office of the National Service Training Program
- g. Office of the Graduate Studies
- h. Office of the Directors of the Campuses/Deans of Colleges/Laboratory High School.

ARTICLE 29. The Vice-President for Research Development and Extension

Sec.1.The Vice President for Research, Development and Extension shall be designated by the University President, subject to confirmation by the Board of Trustees. He shall have the appropriate doctoral degree in philosophy or science with an academic rank of, at least, Professor I, with, at least, five (5) years of research and extension experience and at least five (5) years of administrative experience. His term of Office shall be for two (2) years, subject to reappointment.

Sec.2. Duties and Functions of the VP-RD&E

- a. He shall exercise the general supervision and coordination of all programs, projects and activities of the various units under his Office;
- b. Recommend and implement policies and guidelines governing research, development and extension affairs of the University;
- c. Plan programs for research, development and extension activities which are geared towards the growth and development of the University and the region;
- d. Direct the implementation of research and development programs and extension work of the University;
- e. Coordinate, monitor, and appraise the performance of the various research, development and extension units of the University;
- f. Plan, promote, and carry out close working relations with appropriate government agencies and people's organizations;
- g. Act as Vice Chairman of the Research, Development and Extension council; and
- h. Perform other related functions as may be directed by the President.

Sec. 3. The Officers under the VPRDE.

- a. Director for Research & Development
- b. Chairman-RD & E External Linkages
- c. Chairperson, Research, Development & Extension Monitoring and Evaluation.
- d. Chairperson Publication and Communication
- e. Chairperson Research Management Information Services (RMIS)
- f. College Commodity Teams (CCT)
- g. Research and Technology Working Group (RTWG)

Sec. 4. The Centers under the VPRDE.

- a. Aqua-Marine Center
- b. Halal R&D Center
- c. Climate Change Center
- d. Disaster and Risk-Reduction Management Center
- e. Biodiversity Center

ARTICLE 30. The Board/University Secretary

Sec. 1. As Secretary of the Board of Regents, he/she shall exercise the following specific duties and functions:

- a. To prepare the agenda for all regular and special meetings of the Board of Regents in consultation with the University President and deliver/send the agenda folder to the Chairperson and the members of the Board at least five (5) days before each scheduled meeting;
- b. To write out the transcription of the minutes of each meeting and have the same attested by the Chairperson/Presiding officer for the confirmation of the Board in its next meeting;
- c. To prepare and pass any referendum for appropriate action of the Board of Regents;
- d. To prepare the excerpts of minutes of meetings of and /or certifications and resolutions on certain policies promulgated by the Board; and
- e. To perform such other functions as may be directed by the Board of Regents or the University President.

Sec. 2. As Secretary of the University, he/she shall exercise the following duties and functions:

- a. To act as Secretary of the Administrative and Academic Councils, unless another official shall be designated to the position by the University President. As such, he/she shall issue notices of meetings of the councils and take down the minutes of the proceedings thereof;
- b. To prepare memoranda, circulars, bulletins and other official communications for the signature of the University President or his/her duly authorized representative;

- c. To inform the members of the faculty and the non-teaching staff on various policies, rules and regulations promulgated by the Board of Regents or by the Council as approved by the Board;
- d. To keep custody of classified records, issue excerpts or appropriate certifications upon approved request of authorized officials and employees of the university and other entities; and
- e. To perform such other functions as may be directed by the University President.

ARTICLE 31. Legal Affairs Office

Sec. 1. The Legal Office shall be headed by a Chief Legal Officer who is a member of the Philippine Bar Association. He shall perform the following functions:

- a. To provide the University President and other official of the university legal assistance in the formulation and interpretation of laws and government and university rules and regulations;
- b. To represent the university in courts and quasi-judicial bodies in all legal actions instituted for or against the university;
- c. To handle the investigation of administrative cases involving university personnel and students and, if so required, to recommend appropriate disciplinary actions;
- d. To advise the University President from time to time on the status of the legal cases involving the university;
- e. To draft and review contracts and deeds involving the University; and,
- f. To perform such other functions as may be assigned to him/her.

ARTICLE 32. The Planning, Monitoring and MIS Office

Sec. 1. The Planning, Monitoring and MIS Office shall be headed by a Director to be designated by the University President, subject to confirmation by the Board of Regents, without prejudice to re-designation. He shall be at least a holder of the appropriate master's degree, preferably, with special training and/or working experience in planning and development and, at least, three (3) years of administrative experience.

Sec. 2. The Director for Planning, Monitoring and MIS shall perform the following functions:

- a. To prepare and evaluate the planning and development activities of all sectors of the university;
- b. To initiate the preparation of project/program plans and proposals;
- c. To provide assistance in packaging program plans and proposals;
- d. To serve as data bank and the center of project/program plans and proposals for the development of the university; and
- e. To ensure the participation of work in development planning and program implementation.
- f. To perform other related functions which the university President may assign to him/her from time to time.

ARTICLE 33.The Public Relations and Information Office

Sec. 1. The PRI office shall be managed by a Director to be designated by the University President for a term of two (2) years, without prejudice to re-designation, subject to confirmation of the BOR. He/She shall be at least a holder of an appropriate degree in communication with, at least, three (3) years of administrative experience.

Sec. 2. The Director of the PRI shall perform the following functions:

- a. Promote and foster cordial relations between and among the various sectors of the University constituents, stakeholders and with other agencies and institutions;
- b. Help project to the general public the good image and reputation of the University in all areas of endeavors;
- c. Establish effective relations with the media (print, radio, TV and others) on the dissemination of important information and breakthroughs of the University and of the general public;
- d. Take charge of the preparation and circulation of regular University publications;
- e. Take charge of the preparation and publication of information through quad media specifically on personnel and students' achievements, and other significant activities and accomplishments of the university; and
- f. Serve as clearing house of all announcements and publications of the university;

- g. Perform such other related functions as may be assigned to him/her by the University President.

ARTICLE 34. The Internal Control Unit (ICU)

Sec. 1. There shall be an Internal Control Unit in the university to safeguard assets, check the accuracy and reliability of accounting data, promote operational and encourage adherence to prescribed management policies.

Sec. 2. The Internal Control Unit shall be under the direct supervision of the University President and independent from other units since the former reviews the operations of the latter

ARTICLE 35. International Affairs

Sec. 1. The International Affairs Office is headed by a Director designated by the University President subject to the confirmation by the Board of Regents, without prejudice to re-designation. He/She shall do the following functions:

- a. Execute the University's policies on international affairs and the coordination of international academic exchange;
- b. Together with the University President, draft new policies concerning international relations and, thus, plan the development of projects involving international affairs of the university;
- c. Provide a platform for our students to reach out to the world through campus intranet and internal communication channels.
- d. Disseminate timely information on international opportunities and activities to students and the university community;
- e. Offer advice and information such as scholarships offered by foreign governments, international symposiums and conference invitations, educational and cultural activities launched by consulates, official foreign representatives, information about international networks of the university and general information about cultural exchange and study abroad;
- f. Monitor and evaluate on-going international linkages;
- g. Receive, supervise visiting scholars, visiting graduate researchers, internship and student exchange program;
- h. Facilitate drafting of memoranda of understanding with foreign agencies as well as proposals for joint international projects;

- i. Promote international collaboration with other institutions and organizations as avenue for the attainment of its four-fold functions: instruction, research, extension and resource generation;
- j. Facilitate international exposures for Key Officials, faculty and staff, students for appreciation course, OJT and internships;
- k. Develop model for faculty and students for research exchange and presentation in international for a;
- l. Provide timely information on Tips while abroad, jobs abroad, grant opportunities, foreign visits and exchange visitors; and
- m. Provide support for passports, booking and referral services.

ARTICLE 36. Gender and Development (GAD)

- a. The gender focal point position has the role to support the University President and Key Officials to carry out their responsibility in implementing gender mainstreaming of the substantive work programme. The position is linked to the promotion of gender equality within the university – i.e.to promotion of gender balance, work/life issues, harassment, including sexual harassment and a gender focal sensitive work environment;
- b. The work of a gender focal point is to support gender mainstreaming by advocating, advising and supporting professional staff and monitoring and reporting on progress;
- c. Act as adviser on gender mainstreaming to the University President;
- d. Provide advice on requests relative to gender perspectives in all aspects of the work of the department, using own resources or outside expertise;
- e. Represent the University President, on request, at workshops and events where information on gender mainstreaming in the university is requested;
- f. Attend important events on gender and the substantive area covered by the University at the local/national/international level, to disseminate information on progress made in gender mainstreaming in the University, as relevant.

ARTICLE 37. University Liaison Office. The University Liaison Officer is under the Office of the President. He/She must possess good communication skills; work under pressure and under time constraints. The University Liaison Officer shall do the following functions:

- a. Ensure proper communication as well as cooperation between the two entities or more by serving as connector of top ranking officials in the local, national, and international organizations;
- b. Make necessary changes/arrangements to make sure that the two organizations or entities complete the given tasks;
- c. Serve as representative/focal person for PASUC, AACCUP, ACAP and other related organizations where the University is involved in;
- d. Coordinate various activities with other groups and agencies that respond to natural and man-made disasters; and
- e. Perform other duties and functions as may be assigned to the Officer by the President.

ARTICLE 38. The Security Services

Sec. 1. The Security Services shall be headed by a Chief Security Officer designated by the University President and upon confirmation by the Board of Regents.

Sec. 2. The Civil Security Officers shall perform the following duties and functions:

- a. Responsible for all operations and control of the Security guards performing routine guard duties.
- b. To train security guards actually assigned with SKSU to be more effective and professional.
- c. To monitor any unusual incident that may arise within 24 hours of the day.
- d. To inspect the grooming of security guards reporting for duty and report any deficiency noted.
- e. To investigate all incidents that may occur inside and outside premises of the institution involving personnel or students of SKSU and promptly submit report to the Office of the University President;

- f. To conduct ocular and spot inspection of security guard performing guard duties, especially, during nighttime, report any violation committed in reference to PNPSSIA standards.
- g. To provide security escorts for the President and other VIP personnel on official business with the Institution.
- h. To see to it that all equipment issued to security guards are on top operational condition and report any loss or damage thereof.
- i. Closely perform other duties as may be directed by the President of the SKSU.

CHAPTER 8

THE LINE AND STAFF OFFICES UNDER THE VICE PRESIDENT FOR ACADEMIC AFFAIRS AND THEIR RESPECTIVE FUNCTIONS

ARTICLE 39. The Office of Quality Assurance, Monitoring and Accreditation

Sec.1. The Office of QAMA is headed by the Director designated by the University President and confirmed by the Board of Regents.

Sec.2. The following are the functions of the Director for Quality Assurance, Monitoring and Accreditation, to wit:

- a. Assist the Campus Directors/Deans of different colleges in supervising and coordinating the curricular offering, instructional and other related activities of the campuses/colleges;
- b. Conduct periodic monitoring and evaluation of curricular programs and projects in instruction, research and extension of Graduate and Undergraduate students;
- c. Assist in disseminating educational policies and programs of the University for implementation;
- d. Plan out for the accreditation activities of curricular programs for approval by the University President and the Academic and Administrative Councils;
- e. Assist and coordinate with the Campus Chairpersons for accreditation; and
- f. Establish priority areas, linkages and programs which are beneficial to target clientele and for the advancement of instruction.

ARTICLE 40. The Office of Student Records and Admission/ The University Registrar

Sec. 1. The University shall have its Central Office of Student Records and Admission. This office is managed by the Director for OSRA who is the University Registrar. He/She has the following duties and responsibilities:

- a. Is responsible for the custody of graduated records of students from all campuses and for the integrity, management, accounting, and releasing of the academic records of students;
- b. Decide on academic matters involving credentials, evaluation of subjects and/or credits earned student records management and accounting, academic placement and eligibility for graduation.
- c. Require reports from the campus registrars and collates the same for submission on time to the Department of Budget and Management, CHED and PRC.
- d. Is the official contact person of the academic community with the Commission on Higher Education (CHED).
- e. Perform such other functions as may be assigned by the Vice President for Academic Affairs and the President

ARTICLE 41. The Office of Student Affairs and Alumni Relations

Sec. 1. The Office of Student Affairs and Alumni Relations is headed by the Director for Student Affairs and Alumni Relations. He/She oversees the smooth operations of the following units:

- a. Guidance and Counseling;
- b. Testing, Career and Placement;
- c. Student Discipline;
- d. Scholarship, Grants-In-Aid, Financial Assistance and Insurance;
- e. Student Government Organizations and Clubs;
- f. Medical and Dental Services;
- g. Sports and Socio-Cultural activities;
- h. Dormitory;
- i. Food Services; and
- j. Alumni Relations.

ARTICLE 42.The Office of the University Library and Museum

Sec. 1. Office of the University Library and Museum shall be headed by a Director designated by the University President upon the recommendation of the Vice President for Academic Affairs subject to confirmation by the Board of Regents. He/She shall perform the following functions:

- a. Provide every learner access to the learning resource holdings of the Center;
- b. Draw the validation rules and the regulations in the learners' access to the holdings, equipment of the center for the appropriate action of University authorities;
- c. Formulate and administer library and museum policies and implement rules and regulations;
- d. Coordinate the activities of all library and museum units;
- e. Exercise general supervision over all library and museum personnel and staff;
- f. Acquire library materials, equipment, and supplies;
- g. Supervise the maintenance of records and statistics;
- h. Maintain library and museum records and other phases of library and museum administration;
- i. Guide library personnel on cataloguing and classifying library and museum collections; and
- j. Initiate continuous enrichment of the resources, methodologies for the development and improvement of the center.

ARTICLE 43.The Office of Licensure Examination and Mentoring Center

Sec. 1. The Office of Licensure Examination and Mentoring Center is managed by a Director designated by the University President upon the recommendation of the Vice President for Academic Affairs and the confirmation of the Board of Regents. He/She shall have the following functions:

- a. Conduct mentoring classes in preparation for the Licensure examinations;
- b. Determine the licensure examinees extent of readiness and identify areas that need further coaching and mentoring activities;

- c. Keep records of licensure examination takers and passers as well as regularly submit the corresponding reports to the Office of the Vice President for Academic Affairs.

ARTICLE 44. The Office of the National Service Training Program (NSTP)

Sec. 1. The National Service Training Program Office is headed by a Director designated by the University President upon the recommendation of the Vice President for Academic Affairs and subject to confirmation by the BOR. He/She shall perform the following functions:

- a. Exercise academic and administrative supervision over the design, formulation, adoption and implementation of the program components which are considered distinct and/or separate parts;
- b. Establish a functional chart based on the capability of the University to sustain the component program being offered;
- c. Implement plans and programs of the NSTP based on the thrusts mandated in the Republic Act;
- d. Coordinate with recognized organizations and other accredited associations of the CHED, TESDA, and DND in the formulation, resource generation and administration of training modules of any of the program components;
- e. Forge linkages with academic institutions, agencies of the government, NGOs, POs, and other civic-spirited organizations in furtherance of the NSTP thrusts;
- f. Prepare and submit required reports to the University and the CHED relative to NSTP implementation;
- g. Undertake projects in the community in close coordination with the concerned personnel of the University as well as the coordinators and facilitators of the different campuses of the university; and
- h. Oversee the NSTP implementation in the various campuses of the university.

ARTICLE 45. The College of Graduate Studies

Sec. 1. The College of Graduate Studies is headed by the Dean who must be a holder of the appropriate doctorate degree, with at least three (3) years of teaching

experience in the College of Graduate Studies, at least three (3) years of administrative experience and holder of the academic rank of, at least, Professor I.

Sec. 2. The Dean of the College of Graduate Studies has the following duties and functions:

- a. Implement the graduate programs and policies as well as the corresponding rules and regulations;
- b. Provide leadership in the preparation, implementation, development, evaluation and accreditation of graduate curricular programs;
- c. Coordinate with the Registrar's Office and other appropriate offices in the admission, registration, schedule of classes, classroom assignments, and other activities of graduate students;
- d. Assist the Vice President for Academic Affairs in the designation, termination, or transfer of graduate studies faculty and in planning the budget for the graduate college programs as well as regularly submit the corresponding reports;
- e. Serve as a faculty member of the graduate and undergraduate colleges in courses appropriate to his/her educational preparation;
- f. Coordinate and regularly submit reports to the Office of the Vice-President for Academic Affairs; and
- g. Perform other related functions assigned to him/her.

Sec. 3. The Program Chairman of the College of Graduate Studies must be a holder of an appropriate master's degree with at least two (2) years of teaching experience in the College of Graduate Studies.

Sec. 4. He/ She is designated by the University President upon recommendation of the Dean and shall perform the following duties and function:

- a. Assist the College Dean in the implementation and evaluation of programs and other activities of the unit;
- b. Prepare class schedules and professors' assignments in coordination with the Dean with the recommendation of the Vice President for Academic Affairs and approval of the University President;

- c. Assist the Dean in the preparing the unit's budget proposal and the requisition of equipment, supplies and materials;
- d. Assist in the planning and conduct of in-service training program for the unit's faculty and staff;
- e. Take charge of the preparation and circulation of the Graduate School's publication and other prints like journals, brochures, pamphlets, etc.
- f. Help the Dean in the development and evaluation of course outline and syllabi;
- g. Monitor the activities of the academic unit particularly on the area designated;
- h. Recommend to the Dean the establishment of linkages with foreign and local agencies, colleges and universities for the development of its resources;
- i. Review the subject load of faculty members and assist in the evaluation of their performances;
- j. Help plan, implement, supervise and evaluate the offerings, programs and activities of the Graduate School; and
- k. Perform such other functions as may be assigned to him/her by the College Dean.

Sec. 5. The Secretary of the College of Graduate Studies must be a full-time faculty of the university and appointed by the SKSU President.

Article 46. Office of the Campus Directors

Sec 1. Each Campus shall be headed by a Campus Director who shall be designated by the University President.

Sec 2. Qualification of a Campus Director:

- a. Holder of an appropriate doctorate degree in the field of specialization

- b. Has at least 5 years of satisfactory teaching experience in the University; and
- c. Has at least 3 years of satisfactory administrative experience
- d. Has at least an academic rank of Associate Professor IV.

Sec 3. The Campus Director shall perform the following:

- a. Provide leadership in all areas of management and program operations.
- b. Coordinate and monitor the implementation of the various programs in the campus
- c. Assure full compliance of the regulations and the requirements of the Commission on Higher Education, Programs Accreditation, International Organization for Standardization (ISO) and other government and private agencies.
- d. Prepare and provide appropriate information for annual budget development process.
- e. Coordinate with the various Colleges and other offices related to the functions of the University.
- f. Abide with the appropriate procedures as established by the Human Resource Management Office for effective implementation of recruitment and selection.
- g. Assist the University in training, developing, and maintaining a productive workforce.
- h. Responsible for planning, assigning and directing work; appraising employee performance; rewarding and disciplining employees; and addressing complaints and resolving problems.
- i. Ensure adherence to policies and procedures of the University by all employees
- j. Develop and maintain positive community relations.
- k. Provide updated reports on the activities and accomplishments of the College to the Academic Affairs Office.

- l. Recommend, through channels, the appointment, promotion, or separation of faculty members in his/her campus.
- m. Supervise all the curricular and co-curricular activities in the campus in collaboration with the campus deans and other officials concerned.
- n. Participate in all meetings of the University as required by the President, Academic Affairs and other offices and render the management and performance report.
- o. Perform other functions and responsibilities inherent to the position.

Article 47 . Office of the College Dean

Sec 1. Qualification of a Campus Dean

- a. Holder of an appropriate doctoral degree in the field of specialization;
- b. Has at least 4 years of satisfactory teaching experience in the University ;
- c. Has at least three (3) years of satisfactory administrative and managerial experience
- d. Has at least an academic rank of Assistant Professor III.
- e. A license holder in the practice of the profession for program with Licensure/Board Examination.

Sec 2. The Campus Dean shall perform the following:

- a. Assist the Campus Director in all matters affecting the general policies and in the proper implementation of the program in the College.
- b. Provide academic and administrative leadership in the preparation, implementation and development of the curricular programs in his department/unit;
- c. Require faculty members to submit syllabus for each course they handle every semester.

- d. Prepare workload of the faculty in line with their expertise/specialization.
- e. Recommend, through channels, the curriculum and program of study to be adopted for approval.
- f. Institute a definite program of supervision to raise the efficiency and quality of instruction.
- g. Initiate improvement and revision of curricular programs that will suit to the needs of time.
- h. Help formulate academic policies in his college and issue necessary rules and regulations for effective implementation.
- i. Perform other functions and responsibilities inherent to the position.

ARTICLE 48. The University Laboratory High School

Sec. 1. The University Laboratory High School shall be headed by a Chairperson to be designated by the University President for a term of four (4) years, without prejudice to re-designation, subject to confirmation by the Board of Regents. It shall consist of a secondary level only adopting the curriculum prescribed by the Department of Education.

Sec. 2. The Chairperson of the Laboratory High School shall at least be a master's degree holder in education, with, at least, three (3) years of teaching experience, preferably in the laboratory school, and three (3) years of administrative experience.

Sec. 3. The University Laboratory High School shall not only provide quality, yet affordable, education in the secondary level, but shall also serve as training ground to develop the teaching skills of tertiary students pursuing courses in education and other courses with teaching curricula.

Sec. 4. The Chairperson of the Laboratory High School shall have the following functions:

- a. Exercise over-all administrative supervision of the secondary level of the laboratory school;
- b. Plan, implement and monitor programs and activities to improve the academic climate of the laboratory school and to recommend to

the President through the Vice President for Academic Affairs development plans to attain its objectives;

- c. Coordinate with the other units of the University and other appropriate higher authorities in the efficient and effective performance of his/her inherent duties and functions;
- d. Coordinate with the College of Teacher Education on the assignments of practice teaching students in the laboratory school;
- e. Evaluate the performance of the faculty and staff of the laboratory high school; and
- f. Perform other duties and responsibilities inherent to his/her position and this may be assigned to him/her by higher authorities.

CHAPTER 9

THE LINE AND STAFF OFFICES UNDER THE VICE PRESIDENT FOR FINANCE, ADMINISTRATION AND RESOURCE GENERATION AND THEIR RESPECTIVE FUNCTIONS

ARTICLE 49. The Administration and General Services

Sec. 1. The Administration and General Services Office shall be headed by the appointed Chief Administrative Officer.

Sec. 2. The Chief Administrative Officer (CAO) shall perform the following functions:

- a. To assist the offices of the President and of the Vice President for Finance, Administration and Resource Generation in the day-to-day management/administrative operations of the university;
- b. To supervise the activities of the administrative services support staff and ensure the efficient and effective performance of their assigned duties and functions;

- c. To coordinate with the various offices performing administrative and financial functions in the performance of his/her duties and functions; and
- d. To perform such other duties and functions as may be assigned by the President and/or the Vice President for the Finance, Administration and Resource Generation.
- e. To supervise the utility personnel of the university in the beautification and general maintenance of the campus grounds;
- f. To initiate, coordinate and implement plans for the beautification and physical development of the university in coordination with the Planning Division;
- g. To perform other related functions which the university President may assign.

Sec. 3. The Offices directly under the Administration and General Services Office shall be the following:

- a. Administrative Office
- b. Property and Supply Management Office
- c. Health Services Office
- d. Utility Services

Sec. 4. The Administrative Office. The Administrative Office shall be headed by a designated Human Resource Management Officer (HRMO) who shall perform the following functions:

- a. To assist in the review and checking of all documents processed in the administration office to ensure that they comply with the requirements set forth by existing pertinent laws, policies, rules and regulations;
- b. To prepare and update Plantilla of Personnel;
- c. Records/update leave credits of Personnel;
- d. Take charge in scheduling applicants for interview;
- e. Conduct performance evaluation of administrative personnel; s
- f. Supervise/monitor the implementation of RA 9485;
- g. Prepare Human Resource Development Plan;
- h. To help prepare official communications and correspondence for the signature of higher officials; and,

- i. To perform other related functions as may be assigned to him/her by his/her superiors.

Sec. 5. The Property and Supply Management Office. The Property and Supply Management Office shall be headed by a designated Chief Supply Officer who shall perform the following functions:

- a. To receive and issue supplies and equipment to various offices and campuses
- b. To supervise and coordinate supply and property management activities in the university;
- c. To plan direct, and supervise the work of supply officers and personnel engaged in the receipt, control and issuance of supplies;
- d. To implement objectives, rules and regulation pertaining to supply and property management;
- e. To prepare and submit periodic, annual and other required reports on supplies and property inventory;
- f. To account for all office equipment and supplies, act as custodian of all records of property and conduct periodical inventory thereof as required by existing laws and regulations; and,
- g. To perform such other related work as may be assigned to him/her.

Sec. 6. The Health Services Office. The Health Services Office shall be headed by a Director who must be Doctor of Medicine. He shall be designated by the University President to the confirmation of the Board of Regents, without prejudice to re-designation. The Director for Health Services shall be assisted by the Chief Clinic-in Charge and the rest of the medical and dental staff, shall have the following functions:

- a. To conduct orientation on health services during university orientation.
- b. To conduct medical and dental examination of all incoming students and personnel;
- c. To attend to medical and dental consultations, diagnosis and treatment of minor ailments of students, personnel and their immediate dependents and to refer serious cases to medical specialists;

- d. To issue medical certificates to students and personnel whenever necessary;
- e. To safeguard and recommend healthful measure for cleanliness and environment sanitation within the campus;
- f. To monitor sanitation and hygiene of different food stalls of the university including solid waste management.
- g. To conduct/facilitate annual water analysis for the safe and clean water supply of the university.
- h. To provide health and sanitation information, lectures or orientation to students and personnel;
- i. To monitor sanitation and hygiene of different food stalls of the university including solid waste management; and
- j. To perform other related functions assigned to him/her.

Sec. 7. The Utility Services. The Utility Services is under the Office of the Administration General Services and shall have the following functions:

- a. Maintain in the cleanliness of school ground and surroundings, rest rooms and buildings;
- b. Responsible in trimming hedges and tree branches to include the nurturing of potted and non-potted plants;
- c. To conduct quarterly inspection of school facilities and make necessary recommendation for repair or replacement;
- d. Responsible in the safe keeping of school properties to be stored in the stock room; and
- e. To perform such other related functions as directed by Officials of the University.

ARTICLE 50. The Finance and Management Services Office

Sec. 1. The Finance and Management Services Office is headed by a designated Director who assumes the office of the Chief Finance and Management Officer appointed in a concurrent capacity, upon proper designation by the university President, subject to confirmation by the Board of Regents.

Sec. 2. The Director for Finance and Management Services shall perform the following functions:

- a. Direct and supervise the work and activities of the finance management officers and support staff;
- b. Supervise the preparation of the annual, supplemental, special budgets and the like, of the Campuses/ Division Officers in consultation with the university President, and in the consolidation of supporting justifications and explanations relative thereto;
- c. Supervise the distribution and allocation of funds to the various campus and division offices, projects and programs of the university in accordance with its duly approved budget;
- d. Backstop the university President in the justification of budget proposals to reviewing authorities during budget hearings and other similar fora;
- e. Follow up release of funds from concerned government agencies;
- f. Prepare and submit required reports on financial matters as required by proper authorities; and,
- g. Regularly update the President on the status of funds of the university;
- h. Perform such other related functions as may be assigned to him/her by the University President and other higher officials of the university.

Sec. 3. The Offices under the Finance and Management Services shall be the:

- a. Budget Office
- b. Accounting Office
- c. Cashier's Office

Sec. 4.The Budget Office. The Budget Office shall be headed by a Budget Officer who shall perform the following functions:

- a. To assist in the preparation of the Annual Budget Proposals of the University;
- b. To take charge in the allocation of allotments to various programs/projects and activities of the university;
- c. To prepare required financial reports as required by higher authorities; and,
- d. To perform such other related work as may be assigned to him/her.

Sec. 5.The Accounting Office. The Accounting Office shall be headed by a Chief Accountant who is a Certified Public Accountant. He shall have the following functions:

- a. To supervise the proper recording of financial transactions and the preparation of appropriate financial reports for review of higher authorities;
- b. To assist in the preparation of budget estimates;
- c. To implement government auditing and accounting rules and regulations and the financial policies promulgated and adopted by the university regarding control of allotments, expenditures and collection of revenues from the various departments of the university; and,
- d. To perform other related functions assigned to him/her.

Sec. 6.The Cashier's Office. The Cashier's Office is headed by a Chief Cashier who shall have the following functions:

- a. Supervise the preparation of checks and sign the same in accordance with approved disbursement vouchers.
- b. Disburse/ issue checks for the disbursing officer of the University;
- c. Supervise and participate in the payment of salaries, wages and other disbursement and the collection of revenues for the university;
- d. Supervise and guide accounting staff in the performance of their functions.

Sec.7. Collecting Officers.

- a. Receive and issue official receipts for the Collecting Officers have the following functions. All collections of revenues from students.
- b. Prepare daily Report of collections and Deposits.
- c. Deposit in the authorized depository bank all cash received for the day.
- d. Record al cash received and cash deposited.
- e. Maintain and post daily transactions in the cashbook.
- f. Do other related functions as may be assigned to him/her.

ARTICLE 51. The Human Resource Management Office

Sec 1. The Human Resource Management is directly responsible for the overall administration, coordination and evaluation of the human resource function. He/she shall be a holder of appropriate Master's degree preferably with special training/or work experience in personnel development and management with at least three (3) years administrative experience.

Sec 2. The HRMO shall perform the following functions;

- a. Provide advice and assistance to concerned offices and personnel. This may include information on training needs and opportunities, job descriptions, performance reviews and personnel policies of the Council.
- b. Develop and administer various human resources succession plans and procedures for the University personnel.
- c. Plan, organize and control all activities of the University. Participates in developing University Vision, mission, goals, and objectives.
- d. Implement and annually update compensation program; update job descriptions, conduct annual salary surveys and develop merit pool (salary budget); analyze compensation; monitor the personnel performance evaluation program and revise as necessary.
- e. Develop, recommend and implement personnel policies and procedures; prepare and maintain handbook on policies and procedures; perform benefits administration to include claims resolution, change reporting, approving invoices for payment, annual re-evaluation of policies for cost-effectiveness, information activities program and cash flow.
- f. Develop and maintain affirmative action program; maintain records, report and log to conform to Civil Service regulations.
- g. Conduct recruitment effort for all personnel, students and temporary employees; conduct new-employee orientations; monitor career-pathing program, employee relations counseling, outplacement counseling and exit interviewing; writes and places advertisements.
- h. Establish and maintain department records and reports. Participate in administrative staff meetings and attends other meetings, such as

seminars. Maintain and update the University employee's profile and directory.

- i. Evaluate and report, decisions and results of department in relation to established goals. Recommend new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.
- j. Perform other incidental and related duties as required and assigned.

Article 52. Human Resource and Development Office

Sec1. The Human Resource and Development Office shall be headed by a Director designated by the University President with at least five (5) satisfactory years of administrative experience with skills and qualifications in human resource management, hiring, developing standards, foster teamwork, management proficiency, promoting process improvement, building relationships, organizational astuteness, people skills, and retaining employees. The designation is subject to confirmation of the Board of Regents

Sec 2. The Director of the Human Resource Development Office shall perform the following functions:

- a. Develop organization strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to organization strategic thinking and direction; establishing human resources objectives in line with the University Vision, Mission, Goals and Objectives.
- b. Implement human resources strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, compliance, and labor relations.
- c. Accomplish special project results by identifying and clarifying issues and priorities; communicating and coordinating requirements; expediting fulfillment; evaluating milestone accomplishments; evaluating optional courses of action; changing assumptions and direction.

- d. Support management by providing human resources advice, counsel, and decisions; forecasting and analyzing information and applications.
- e. Guide management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicating and enforcing organization values.
- f. Update job knowledge by participating in conferences and educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- g. Enhance department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- h. Coordinate in the Office of the Vice Presidents concerned the needs of the campuses/colleges with proper endorsement and approval by higher authorities.
- i. Facilitate in the proper recording of applicants' documents for screening and hiring.
- j. Coordinate with the concerned University committee in the proper schedule for screening of applicants.
- k. Act as secretary during the screening process and submit reports to concerned Chairperson of the committee for proper endorsement to the Office of the President.

ARTICLE 53. Business Affairs Office

Sec. 1. The Business Affairs Office is headed by a Director in a concurrent capacity, upon proper designation by the university President, subject to confirmation by the Board of Regents.

Sec. 2. The Director for Business Affairs shall perform the following functions:

- a. Be responsible in coordinating, monitoring and reporting the activities of the various income generating projects of the university;
- b. Implement the policies, rules and regulations relative to the operation of the various income generating projects of the university;

- c. Formulate and recommend program proposals to improve the operation and productivity of existing agri-business projects and to expand its operations, and whenever feasible, to enter into other business ventures, subject to the approval of the Administrative Council and the confirmation of the Board of Regents; and
- d. Perform other related functions may be assigned to him/her.

ARTICLE 54. Information and Communication Technology (ICT) Services

Sec. 1. The University shall have an Information and Communication Technology Office headed by a Director to be designated by the University President subject to confirmation by the Board of Regents. He/She must be a graduate of Bachelor of Science in Computer Engineering or a Master in Information Management System or its allied field and must have an administrative experience of, at least, two years and teaching experience of ,at least, five (5) years in SKSU.

Sec. 2. The Director for ICT Office shall exercise the following functions:

- a. Lead in the development of a university-wide network to service the e-needs of all the divisions of the university from computerized enrolment, e-grade, parents access to their students' performance, fiscal management transparency, available technologies, knowledge and services; among others and upgrade the same;
- b. Supervise the personnel of the office; and
- c. Perform such other functions authorized by the University President.

CHAPTER 10

OTHER ADMINISTRATIVE OFFICIALS AND EMPLOYEES

ARTICLE 55. Director for Affiliated Renewable Energy Center

Sec.1 The Director for Affiliated Renewable Energy Center shall be designated by the President subject to confirmation by the BOR.

Sec.2. He/She shall perform the following functions:

- a. Assist the university President and the SKSU-AREC staff to accomplish/perform the mandated tasks prescribed by the DOE-NCED namely:

1. Update and completion, every quarter, the New and Renewable Energy (NRE) systems inventory for the provinces covered;
 2. Update the SKSU-AREC database every quarter;
 3. Maintain of all demonstration units of the projects;
 4. Provide assistance to the DOE, as may be necessary;
 5. Install addition demo units including the preparation of the needed feasibility study; and
 6. Provide information about of NRE through ad and print media.
- b. Recommend to the university President strategies/innovations to further improve the output of the SKSU-AREC;
 - c. Perform other related functions that may be assigned by the Office of the President.

ARTICLE 56. Records Management & Archives Officer

Sec.1. The Records Management and Archives Office shall be headed by a Chief Records Officer who shall perform the following functions:

- a. Keep custody and control of all vital documents and essential records pertaining to the University;
- b. Monitor the flow of incoming and outgoing official correspondences and communications;
- c. Help prepare official communications and correspondences for the signature of higher officials; and
- d. Perform other related functions as may be assigned to him/her by his/her superiors.

ARTICLE 57. Dormitory In-charge

Sec. 1. The Dormitory In-Charge shall be permanent personnel who shall be designated by the University President.

Sec. 2. The Rules and Guidelines for the Use of Student's Dormitories

- a. As part of the College Auxiliary Services, SKSU shall provide residence halls/dormitories for students during their stay in the College with priority given to nonresidents of Isulan and Tacurong and those who

belong to cultural minority groups. The College will collect minimum fees for rental and other services lower or not more than the rate of the outside boarding houses.

- b. The residence halls/dormitories shall be administered in accordance with the existing policies, rules, and regulations of the University, and shall be supervised by a Dormitory Manager from among the faculty or personnel, who shall be appointed or designated by the President.
- c. Contractual employees or student assistants may be hired, as the need may arise, to help perform housekeeping and custodial responsibilities, as helping maintain the cleanliness, orderliness, discipline inside the dormitory.
- d. The financial operation and administrative direction of the dormitory shall be the responsibility of the dormitory manager who shall be under the supervision of the office of the Auxiliary Services, to whom all budgetary and financial requests for the operation of the dormitory shall be submitted.
- e. The College shall also endeavor to provide for other services such as canteen or cafeteria, bookstore and supplies, recreational facilities, mail/telegrams, telephone and other related services.

ARTICLE 58. Physical Plant & Facilities Services Officer

Sec. 1. The maintenance of grounds and building of the University shall be under the general supervision of the Director for Planning, especially under the Unit of Physical Plant and Facilities Services.

- a. Landscape and aesthetic, maintain, repair, restore and/ or replace the University buildings and grounds as needed;
- b. Prepare and update, as needed, a campus map indicating the location and perspective drawing of all buildings and structures within the University campus.

ARTICLE 59. Other Administrative Officials and Employees

Sec. 1. All other administrative officials and employees whose duties and functions are not specifically defined in this Code shall perform the inherent functions of their respective positions as provided under existing laws and regulations and those prescribed by the Board of Regents and the University President from time to time.

ARTICLE 60. Primary Functions

Sec. 1. The officials and employees of the administrative offices of the University shall function primarily for the purpose of serving the educational programs of the institution.

ARTICLE 61. Standing Committees

Sec. 1. The University President shall organize Standing Committees in accordance with the provision of existing laws and regulations for the effective and efficient discharge of the functions of the University such as, but not limited to the following:

- a. Bids and Awards Committee
- b. Annual Campus Evaluation Committee
- c. Grievance Committee
- d. Committee on Personnel Discipline
- e. Committee on Student Discipline
- f. Recruitment, Placement, Selection and Promotion Board

Sec. 2. The University President may create other special offices or committees, as may be deemed necessary.

CHAPTER 11

THE LINE AND STAFF OFFICES UNDER THE VICE PRESIDENT FOR RESEARCH DEVELOPMENT AND EXTENSION AND THEIR RESPECTIVE FUNCTIONS

ARTICLE 62. Vice President for Research, Development & Extension (VPRDE)

Sec.1. The Vice President for Research, Development and Extension shall be designated by the University Presidents, subject to confirmation by the Board of Trustees. He shall have the appropriate doctoral degree in philosophy or science with an academic rank of at least Professor I, with, at least, five (5) years of research and extension experience and at least five (5) years of administrative experience. His/her term of Office shall be two (2) years, subject to reappointment.

Sec.2. Duties and Functions

- f. He shall exercise the general supervision and coordination of all programs, project and activities of the various units under his/her Office;
- g. Recommend and implement policies and guidelines governing research, development and extension affairs of the University;
- h. Plan programs for research, development and extension activities which are geared towards the growth and development of the University and the region;
- i. Direct the implementation of research and development programs and extension work of the University;
- j. Coordinate, monitor, and appraise the performance of the various research, development and extension units of the University;
- k. Plan, promote, and carry out close working relations with appropriate government agencies and people's organization;
- l. Act as Vice Chairman of the Research, development and Extension;
and
- m. Perform other related functions as may be directed by the President.

ARTICLE 63. Research and Development Office

Sec.1. The Research and Development Office shall be headed by a Director designated by the University President, subject to confirmation by the Board of Regents. He/She shall have at least the appropriate doctoral degree with an academic rank of, at least, Associate Professor, with, at least, three (3) years of research experience, and, at least three years of administrative experience. He/She shall hold office for a term of two (2) years, subject for reappointment. The Director for Research and Development shall perform the following duties and functions:

- a. Define priority research and development areas and identify projects towards the development of the University and service areas.
- b. Formulate general policies, plans guidelines and direction that would govern the operation of the various units/departments within the division and recommend these for approval to higher authorities.

- c. Initiate and administer the planning and implementation of programs and projects designed to promote and enhance the linkage of the University.
- d. Establish linkages with private and government sectors for possible research grants and programs/projects.
- e. Direct, coordinate, monitor and supervise the R&D programs and related activities of the University.
- f. Recommend patentable technologies for application and registration.
- g. Determine and recommend to higher authorities the financial requirements of the division and administer the use of the same.
- h. Recommend the recruitment and hiring of the needed personnel of the division and prescribe their duties and responsibilities.
- i. Conduct an annual inventory of resources, on-going and completed researches, and technologies generated for the development of the university and service areas.
- j. Encourage faculty and staff to conduct research and publish papers in the ISI & refereed journal.
- k. Conduct trainings and related activities to improve R&D capabilities of the division/campuses.
- l. Prepare and submit pertinent papers and recommendations to the VP-RDE (i.e. monthly, quarterly, annual reports, etc.
- m. Perform other functions pertinent to R&D as necessary on as directed by higher authorities.

ARTICLE 64. Chairperson-RD & E Extension Linkages

Sec. 1. The Chairman for RD & E Extension Linkages is appointed by the University President upon the recommendation of the Director for Research & Development and the VPRDE, He holds office for a term of two (2) years, subject for reappointment.

Sec.2. He reports to the Director for R & D and coordinates with the Campus Executive Officers, Campus Deans, and Chairmen of different units / division and R & D institutions.

Sec.3. Specific Functions

- a. Establish linkages with other agencies/ institutions.
- b. Assist the Research and Development & Extension Directors in the formulation and implementation of the policies, guidelines and management tools needed for the operation of the Division, particularly, on externally funded researches and extension projects.
- c. Encourage commodity team leaders, research and extension coordinators and faculty of the different campuses to prepare and submit R&D proposals for external funding.
- d. Provide direction and supervision for the proper implementation, monitoring, and evaluation of the different externally funded researches and extension projects of the University
- e. Submit research and extension proposals for external funding and recommend the same for RTWG evaluation and endorsement of the Research, Development and Extension Directors to higher authorities for implementation.
- f. Perform other related functions that may be delegated by higher authorities.

ARTICLE 65. Chairperson-Research, Development & Extension Monitoring and Evaluation

Sec.1. The RDE Monitoring and Evaluation Chairman are appointed by the University President upon recommendation of the Directors for RDE and VPRDE, and holds Office for a term of two (2) years, subject to reappointment.

Sec. 2. He/she reports to the Directors for RD & E and coordinates with Campus Executive Officers, Deans, Division Chairmen/Coordinators, other Unit/Division Directors, and line agencies.

Sec. 3. Specific Functions

- a. Monitoring:
 1. Recommend policies and guidelines for effective monitoring and evaluation of RD & E proposals and projects implemented.

2. Conduct regular monitoring and assessment of RD & E projects/ activities; give feedbacks and recommendations for effective project implementation.
 3. Prepare RD & E updates and regular reports/ feedbacks on the University RD & E.
- b. Evaluation:
1. Receive, pre-evaluate all program proposals for Research and Technology Working Group (RTWG) evaluation.
 2. Act as Secretary during RTWG evaluation of R&D proposals.
 3. Compile and prepare R&D reports.
 4. Supervise and coordinate the regular conduct of R&D Project Evaluation and In-House Reviews.
 5. Recommend generated technologies/information for dissemination based on recommendation in reviews.
 6. Do other functions as delegated by higher authorities.

ARTICLE 66. Chairman - Publication and Communication

Sec. 1. The Applied Communication Chairman is appointed by the University President upon recommendation of the Director for R&D and VPRDE, and holds office for a period of two (2) years, subject to reappointment.

Sec. 2. He reports to the Director for R&D and coordinates with the Deans, Units/Division Chairmen and other Unit/Division Directors and line agencies.

Sec. 3. Specific Function

- A. Package and disseminate generated technology and useful information to the different division, units of the institution and the community in coordination with the extension and trainings divisions using print and broadcast media.
- B. Facilitate dissemination of generated information and technologies.
- C. Establish local and external linkages with other agencies on various R&D programs and activities of institution for effective packaging and dissemination information and technologies.

- D. Document/package and publish R&D projects undertaken by the Division.
- E. Assist in the communication activities of the division.

ARTICLE 67. Chairman Research Management Information Services (RMIS)

Sec. 1. The Chairman for RMIS is appointed by the University President upon the recommendation of the Director for R&D and VPRDE, and holds office for a term of two (2) years, subject to reappointment.

Sec. 2. The members of the team shall be senior and technically competent researchers and are organized by commodity sector such as agronomic crops, industrial crops; fisheries, poultry and livestock, ICT, environment and conservation, post-harvest and processing; and socio-economics.

Sec. 3. Specific Functions

- A. Identify and recommend R&D agenda for a specific commodity
- B. Provide technical assistance to the Publication and Communication Unit on the appropriate packaging of technologies and technology transfer activities.

ARTICLE 68. Research and Technology Working Group (RTWG)

Sec. 1. The Research and Technology Working Group shall be appointed by the University President upon the recommendation of the VPRDE and holds office as an Ad Hoc Committee.

Sec. 2. The members of the group shall be senior and technically competent faculty researchers.

Sec. 3. The specific function of the RTWG is to evaluate, screen and consolidate proposals on the different commodities identified by the University.

ARTICLE 69. Research & Development Personnel and Support Services

Sec. 1. Research Personnel

- a. Full-/part-Time Research Staff

These are academic or non-academic personnel of the University not drawing their salaries from research and development funds but are assigned full- or part-time based on the designation made by the Presidents.

1. A faculty member performing research and development activities shall report to his/her Department Chairman/Chairperson as specified in his/her plan of work. On the programming of his/her activities, and in his/her performance evaluation, coordination between the Department Chairperson and the Research & Development Coordinator shall be enforced. The Research Coordinator shall be a signatory in the performance evaluation of the said faculty.
2. Outputs shall be the basis of evaluating the performance of the researcher, and shall determine whether he/she be
3. Allowed to conduct other research projects, i.e. after the submission of terminal reports.

Sec. 2.Support Services

As an intra-organizational coordination, research and development is coordinated with the research support services; namely: the administrative staff, personnel, and finance which are composed of the budget, auditing, and accounting offices; supply office, and motor pool. The R&D recognizes the continuous support of these units, since projects cannot be implemented without their cooperation.

Sec. 3.The Management of the Extension Division

- a. The Extension Division Office
- b. *General Functions.*
 1. The Director for Extension shall be designated by the University President subject to confirmation by the Board of Trustees. He/she shall have at least the appropriate doctoral degree with an academic rank of, at least, Associate Professor, with, at least, three (3) years of extension experience, and, at least three (3) years of administrative experience. He shall hold office for a term of two (2) years, subject for reappointment. The University Extension Division coordinates and operationalizes the extension activities of the University. It also serves the function of planning, directing, supervising of extension activities as well as documenting and disseminating of R&D results.
- c. The more specific functions of the Division are:
 1. Plan and implement extension programs directed towards the continuing development of competencies of extension

personnel and other faculty members who are involved in extension.

2. Coordinate, monitor and evaluate extension projects of the various campuses of the University.
3. Formulate and implement guidelines approved by the proper authority governing incentives and privileges.
4. Popularize and disseminate research outputs through mass media, demo farms, etc.
5. Exercise leadership on its own or through cooperative efforts with other units of the University in the promotion of research outputs and other adaptable technologies through seminars, conferences, fora, training programs and other similar activities.

Sec. 4. Duties and Responsibilities of the Staff of the Extension Division Office

a. The Director for Extension Division Office

b. *General Functions.*

1. The Director, preferably a doctoral degree holder with specialization in extension, rural development, development communication or community/institutional development, is tasked to coordinate, consolidate and operationalize extension activities of the University in coordination with the Extension Coordinators of the different campuses.
2. *Specific Responsibilities.* The specific functions of the Director of the Extension Division Office are the following:
 - 2.1. Make a periodic appraisal of extension programs affecting communities particularly those in the service areas of the University.
 - 2.2. Evolve or design extension plans, programs and new approaches that shall improve efficiency, productivity, income and general well-being of the people in the service area;
 - 2.3. Recommend the establishment of linkages with government and private organization on carrying out extension-type activities for approval and implementation.

- 2.4. Organize and manage training, seminar/activities designed for various clientele in cooperation with other units of the University;
- 2.5. Coordinate all extension activities of the various units of the University.
- 2.6. Relate closely the extension program of the University with those of research and make a periodic appraisal of extension problems affecting barangays instruction.
- 2.7. Recommend the budget for long and short range plans necessary for the efficient implementation of the University's extension function.
- 2.8. Prepare and submit periodic and other necessary reports to the President through the Vice Pres. for RD and E.
- 2.9. Disseminate information on new technologies and innovation and research findings to end-users;
- 2.10. Perform other related functions as may be assigned to him/her; and
- 2.11. Promote the application and commercialization of appropriate technologies through the establishment of Demo Projects, Plant Health Clinics, Field day and Agri-kapihan.

Sec. 5. Chairperson, Monitoring and Evaluation Unit

1. *Specific functions.* The specific functions of the Chairperson for Monitoring and Evaluation Unit are the following:
 1. Prepare guidelines and device forms for monitoring and evaluating extension projects implemented.
 2. Establish data bank i.e. community resources profile of the project site.
 3. Conduct monitoring and evaluation of extension projects implemented.
 4. Prepare monitoring/annual reports.

Sec. 6. The Campus Extension Coordinator

a. General Functions.

1. The Campus Extension Coordinators are the service arm of the EDO. The common function is to coordinate extension activities in the aspect of planning, organizing, monitoring, documenting and evaluating.

b. Specific Functions. The specific functions of the Campus Extension Coordinators are:

1. Coordinate with the extension area chairpersons who are based in the campus through proper channels in the planning and organization of extension activities in the respective areas of specialization.
2. Plan and carry out activities designed towards the improvement of the competencies of the faculty in the extension approaches and techniques.
3. Monitor and evaluate extension activities within the area of concern and submit progress reports thereof.

Sec. 7. The Administrative Support Staff

- a. The Administrative Support Staff of the EDO records communication is responsible for all clerical jobs; takes charge of all matters pertaining to the financial aspects of the project.
- b. The Administrative Support Staff supports the Director of EDO in the efficient management of extension activities.

ARTICLE 70. The Extension Services Office

Sec.1. The Extension Services Office shall be headed by a Director for Extension who shall be designated by the University President subject to confirmation by the Board of Regents. He/She shall have at least appropriate doctoral degree with an academic rank of, at least, Associate Professor, with, at least, three (3) years of extension experience, and, at least three (3) years of administrative experience. He/She shall hold office for a term of two (2) years, subject for reappointment. The University Extension Division coordinates and operationalizes the extension activities of the University. It also serves the function of planning, directing, supervising of extension activities as well as documenting and disseminating R&D results.

Sec.2. The Director for Extension Services shall perform the following functions:

- a. Plan and implement extension program directed towards the continuing development of competencies of extension personnel and other faculty members who are involved in extension.
- b. Coordinate, monitor and evaluate extension projects of the various campuses of the University.
- c. Formulate and implement guidelines approved by the proper authority governing incentives and privileges.
- d. Popularize and disseminate research outputs through mass media, demo farms, etc.
- e. Exercise leadership on its own or through cooperative efforts with other units of the University in the promotion of research outputs and other adaptable technologies through seminar, conferences, for a, field day, training program and other similar activities.

TITLE THREE

THE ORGANIZATION OF INSTRUCTION

CHAPTER 12

THE ACADEMIC UNITS, THEIR STRUCTURE AND PERSONNEL AND THE NATIONAL SERVICE TRAINING PROGRAM

ARTICLE 71. The Academic Unit

Sec. 1. There shall be ten campuses, many colleges and one (1) laboratory high school to carry out the mandated academic programs of the university to promote equal access to educational opportunities mandated by the Philippine Constitution. Each of the academic unit shall have as many departments as needed to carry out its curricular programs, policies and activities.

Sec. 2. Pursuant to Section 4 (1) of RA No. 8292 and 9966, the University may also absorb non-chartered tertiary institutions within the province where the university is situated in coordination with the Commission on Higher Education (CHED) and in consultation with the Department of Budget and Management (DBM).

ARTICLE 72. The Academic Personnel

Sec. 1. The academic personnel of the university shall consist of the University President, the Vice Presidents with academic ranks, the Campus Directors, and the Deans, the Department Chairmen, Professors, Associate Professors, Assistant Professors, and instructors.

Sec. 2. The academic personnel shall be classified as regular and non-regular faculty.

The regular faculty shall include the following based onto NBC 461:

- a. University Professor
- b. College Professor
- c. Professor 1 to VI
- d. Associate Professor 1 to IV
- e. Assistant Professor 1 to IV
- f. Instructor I to III

The non-regular faculty shall include the following who shall serve in accordance with the terms and conditions of their appointments:

- a. Professor Emeritus
- b. Visiting Faculty
- c. Affiliate Faculty
- d. Exchange Faculty
- e. Guest Lecturers
- f. Contract of Service
- g. Part-time Faculty

Repeated reappointment/re-designation of non-regular teaching personnel shall not create a right to another reappointment/re-designation or to security of tenure.

ARTICLE 73. The Academic Departments

Sec. 1. The Department shall consist of the members of the faculty engaged in instruction.

Sec. 2. The Department shall be based on the field of study or discipline of a Campus or College.

Sec. 3. A Department shall be headed by a Chairman and shall have a minimum of three (3) full time faculty members.

Sec. 4. The Department Chairperson shall perform the following functions:

- a. Lead academic governance, especially to collaborative development of appropriate procedure for governance within the department;
- b. Cause the formulation of the department's philosophy, goals and objectives in conformity with the effectively articulate the same;
- c. Develop a career development plan for the faculty of the department in consultation with the dean of the college.
- d. Serve as mentor to colleagues and work with other departments;
- e. Preside over department meetings, and served except when he/she delegates his/her function;
- f. Implement the department's policies and programs;
- g. Sit as member of the Faculty Selection Board for the department;
- h. Conduct semestral faculty performance evaluation;
- i. Spearhead classroom observation;
- j. Lead in the curricular review and development and the formulation of syllabi and teaching materials;
- k. Exercise sound academic advisement;
- l. Designate faculty members to necessary academic function of department;
- m. Lead the department toward the achievement of the highest possible level of excellence in the teaching, research, extension, resource generation and the other service activities;
- n. Be receptive to questions, complaints, grievances and suggestions from the members of the department, both academic and staff personnel, and students;
- o. Lead in the development of the department's academic programs within the context of the mission of the college; and
- p. Perform other functions as maybe designated by the dean or higher competent authority.

ARTICLE 74. The Campus/College Assembly

Sec. 1. There shall be college/institute assembly composed of the Unit Head a Chairperson and the faculty of the academic unit as members. For Graduate School, all faculty members constitute the Graduate School Assembly.

Sec. 2. The Assembly shall have the following functions;

- a. Plan, recommend academic policies, programs, projects and other activities pertaining to each academic unit to be coursed through the unit head and the Vice President For Academic Affairs and submitted to the Academic Council for final action or recommendation to the University President and appropriate action of the Board of Regents;
- b. Implement policies and guidelines governing the administration of the programs and operation of the unit;
- c. Recommend candidates for graduation from the concerned academic units; and
- d. Perform other functions as maybe designated by higher authorities.

Sec. 3. The Assembly shall meet at least once every semester and such other time as the academic unit head may prescribe or as proposed by a simple majority of the faculty of the unit present in the campus.

ARTICLE 75. The National Service Training Program (NSTP)

Sec. 1. Pursuant to Republic Act. No. 9163 the National Service Training Program (NSTP) shall enhance civic consciousness and defense preparedness in the youth by developing the ethics of service and patriotism while undergoing training in any of its three (3) program components.

Sec. 2. The Sultan Kudarat State University shall offer two (2) program components of the NSTP namely:

- a. The Reserved Officers' Training Corps (ROTC); and
- b. The Civic Welfare Training Service (CWTS).

The Literacy Training Service (LTS) components shall no longer be offered, unless otherwise provided.

Sec. 3. Each of the two aforementioned NSTP program components offered by the University shall be undertaken for a period of two (2) semester programs, a one (1) summer program or may be designed and formulated by the Department of National Defense, Commission on Higher Education and Technical Education and Skills Development Authority.

Sec.4. The University authorities shall exercise academic and administrative supervision over the design, formulation, adoption and implementation of the two (2) aforementioned NSTP program components in Section 2 pursuant to the provision of R.A. 9163 in its implementing rules and regulations.

Sec. 5. The provision of Republic Act No. 9163 shall form an integral part of this Code of Governance.

CHAPTER 13

RESEARCH, DEVELOPMENT AND EXTENSION

Article 76. Scope of Research and Extension

Sec. 1. Research Development and Extension programs and activities are both assumed functions of and mandates for the University and shall be pursued in consonance with its vision, mission, goals and objectives and in support of the national and regional development thrusts.

Sec. 2.The University shall lead progressive researchers in agriculture, natural resources, fisheries, industry, social sciences, and in such other development areas as the demands of the time may warrant. Being a premier agricultural state institution of higher learning in Southern Philippines, however the University shall have bias for agricultural researches.

Sec. 3. The university shall evolve, package and eventually extend appropriate technologies and other useful information to its service area in cooperation with the different units of the institution. Its services shall include short-term non-degree training courses in agriculture and other allied fields, action research programs and demonstration/income generating projects, specialist support and advisory services and information dissemination.

Sec. 4. Research activities of the University shall be geared towards the discovery and/or expansion of scientific knowledge and development of appropriate technologies.

Sec. 5. Extension services shall be geared towards the dissemination for utilization of research results and other useful information to individuals, organizations, and communities in order to increase agro-industrial productivity and profitability, develop human potential, improve nutrition and health, generate self-help programs, enhance economic development, strengthen individual and community resources and create environmental protection sensitivity.

ARTICLE 77. Policies and Guidelines Governing Research Development and Extension

Sec. 1. The overall administration and supervision of the research development and extension affairs of the university shall be vested in the Office of the Vice President for Research Development and Extension.

Sec. 2. Research Development and Extension plans, programs, or proposals shall be in accordance with the established criteria and priorities prescribed by University Research Development and Extension Council (URDEC) and approved by the Board of Regents (BOR).

Sec. 3. The operational policies and guidelines referred to in this Article and those which may hereinafter be provided shall be contained in a manual for research development and extension operation to be duly prepared by a competent body, subject to the approval of higher authorities concerned.

ARTICLE 78. Research Development and Extension Personnel

Sec. 1. The Research Staff shall be composed of the following:

- a. University officials and employees who are detailed/seconded or designated as research and development administrators, coordinators, and support services personnel; and
- b. Full-time research personnel as research administrators, coordinators, researchers, or support staff, with appointive positions as such.

Sec. 2. The Extension Services personnel shall be composed of the following:

- a. University officials and employees who are designated as extension services administrators, coordinators and support services personnel; and
- b. Full-time appointed extension services officials and employees.

CHAPTER 14
RESOURCE GENERATION

ARTICLE 79. The Business Development

Sec. 1. The resource generation unit of the University shall be known as the Business Development Center (BDC) which shall be headed by a Director to be assisted by the Campus Project managers. The BDC Office shall be directly under the VP-FARG.

ARTICLE 80. Scope

Sec. 1. The Business Development Center (BDC) shall undertake resource generation activities, the income of which shall be part of the special trust fund of the University.

Sec. 2. The BDC shall supervise and monitor all the activities of the various agricultural, non-agricultural and special projects of the University and shall implement all pertinent policies, rules and regulations promulgated by the University and duly approved by the Board of Regents.

Sec.3. The University shall engage in commercial agri-business programs, such as: diversified animal resource generation, food processing, animal feed and seed resource generation, cafeteria, hostel and guest houses and other resource generation projects to augment the operation budget of the University.

ARTICLE 81. Policies and Guidelines Governing Resource Generation

Sec. 1. The resource generation activities of the Business Development Center (BDC) shall operate under the special trust or revolving fund concept, subject to the usual government accounting, budgeting and auditing rules and regulations.

Sec.2. Only projects that are likely to succeed on the basis of an appropriate feasibility study shall be approved for funding by the University upon recommendation of the BDC Officers.

Sec.3. An incentive scheme based on the net income of the projects shall be instituted to encourage personnel in resource generation activities to do their best in managing their respective projects.

Sec.4. The policies and guidelines referred to in this article and those which may hereinafter be provided shall be contained in a manual of operation of

resource generation to be prepared by a competent body for approval of authorities concerned.

Sec. 5. The University shall engage in commercial agri-business programs such as: diversified crops and animal resource generation, food processing, animal feed and seed resource generation, cafeteria and pharmacy, hostel and guest houses and other resource generation projects to augment the operating budget of the University.

Sec.6. In addition to its resource generation function, the Business Development Center shall also provide an appropriate venue for training students enrolled in agribusiness and technical or special courses, provide areas and facilities for conducting basic and applied researches, and provide sources of information to bolster the research, development and extension programs/projects of the University.

ARTICLE 82.The Resource Generation Personnel

Sec. 1. The resource generation resource generation personnel shall be composed of the following:

- a. University officials and employees who are designated as resource generation administrators and support services personnel; and
- b. Full-time resource generation officials and employees with appointive positions

TITLE FOUR

THE INDEPENDENT/AFFILIATE OFFICES

CHAPTER 15

INDEPENDENT OFFICES

ARTICLE 83. The Commission on Audit

Sec. 1. The Commission on Audit (COA) shall be represented in the University by the duly designated Resident Auditor.

Sec. 2. All accounts and expenses incurred by the University, including foreign-assisted and government-funded special projects, shall be subject to COA review. Likewise, any disbursement of fund shall be in accordance with the COA rules and regulations and other rules issued by competent authorities.

CHAPTER 16

AFFILIATE AGENCIES/INSTITUTIONS

ARTICLE 84. Rules and Policies

Sec. 1. The University shall promulgate rules and policies aimed to promote collaborative endeavors and linkages and to enhance its purpose.

Sec.2.All linkage programs and projects entered into by the University with other institutions shall be covered by a Memorandum of Agreement or Memorandum of Understanding.

ARTICLE 85. Review of Existing Linkage Agreements

Sec. 1. The University shall conduct periodic review of existing contracts with affiliate agencies/institutions.

Sec.2. In all linkage agreements for collaborative endeavors, the University shall reserve the right to cause the termination of any contract or agreement for valid reasons.

BOOK II
THE ADMINISTRATION OF PERSONNEL, FINANCES AND PROPERTIES

TITLE FIVE
HUMAN RESOURCE MANAGEMENT

CHAPTER 17
RECRUITMENT AND APPOINTMENT OF PERSONNEL

ARTICLE 86. General Provisions

Sec. 1. All appointments at SKSU shall be made according to merit and fitness. The selection of employees shall be based on their qualifications, competence to perform the duties and responsibilities of the position, in accordance with the policies, rules and procedures laid down in the Merit System and Promotion Plans for the faculty and for the non-teaching personnel, whichever maybe applicable, pursuant to the rules of Civil Service Commission and such other evaluation criteria as may be adopted by SKSU.

Sec.2. There shall be no discrimination in the selection of employees on account of gender, civil status, disability, religion, ethnicity, or political affiliation.

Sec.3. Vacant positions in SKSU shall be filled-up through promotion as the need arises. Preference shall be given to the qualified next-in-rank employee, provided that all the requirements for promotion as prescribed by laws and regulations are satisfactorily met.

Sec.4. The University President shall appoint Salary Grade 18 and above to recommend to the BOR with personnel to plantilla positions and designate key administrative officials, subject to confirmation by the Board of Regents. The terms and conditions of appointment or designation shall be stated in writing.

Sec.5. Appointments of University officials and personnel shall be made in accordance with law.

Sec.6. All personnel of the University shall be appointed by the University President, subject to confirmation by 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 Civic Service Commission for appropriate action.

ARTICLE 87. The Merit System and Promotion Plans

Sec. 1.SKSU shall develop and implement a Merit System and Promotion Plan to attend to personnel movements and actions in accordance with Civil Service rules and regulations.

Sec.2. The Merit System and Promotion Plan shall define the composition of the Selection and Promotion Board which shall assist the University President in the judicious and objective selection and promotion of University officials and employees.

ARTICLE 88. Regular Faculty and Academic Support Staff

Sec. 1.The policies and procedures established in the Merit System and Promotion Plan and pertinent National Budget Circular issuances shall govern the appointment and promotion of faculty members.

Sec.2. Recruitment, appointment and promotion of academic support staff shall be made on the basis of the qualification standards, rules and regulations promulgated by the Civil Service Commission and the policies and guidelines set forth in the Merit System and Promotion Plan for non-teaching personnel.

ARTICLE 89. Part-time, Contractual Faculty and Academic Support Staff

Sec. 1. When the exigency of the service so requires, the University shall recruit part-time and Contract of Service faculty and academic support staff in accordance the existing laws, rules and regulations, subject to the availability of funds for the purpose.

Sec.2. Appointment of personnel in the University shall not carry with it any vested right to reappointment or renewal of contract of employment. Each contract of service to undertake a specific work shall be treated as a separate contractual employment.

Sec.3. For purposes of determining the affectivity of each contract of service, the date of its execution or signing between the University President or duly authorized representative and the contractual employee shall be the control. The contract shall automatically terminate at the end of the period stated therein, or the accomplishment of the purpose for which the contract has been entered into, without need of prior notice.

CHAPTER 18

TERMS AND CONDITIONS OF EMPLOYMENT

ARTICLE 90. Working Hours

Sec. 1. Subject to government rules and regulations prescribed by CSC and CHED, teaching and non-teaching personnel shall render work of not less than eight (8) hours a day, for five (5) working days (Monday to Friday) a week or four (4) days a week at ten (10) hours a day (Monday to Thursday).

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

Sec.3. Full time faculty members shall render a minimum of thirty (30) teaching hours a week, which shall include actual classroom instruction and 10 hours (10) a week for other teaching-related activities.

Sec.4. Part time faculty members shall carry a workload of not more than twelve (12) hours a week. They shall also make themselves available for consultation with students.

Sec. 5.When the exigency of the service so requires, the University President may authorize the extension of the daily working hours or the rendition of overtime services, even during Saturdays, Sundays, and Legal Holidays, by any University official or employee. The corresponding compensation of which shall be in accordance with applicable laws and regulations.

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

ARTICLE 91. Service Reports

Sec. 1.Except as may be provided in the immediately succeeding section, all members of the teaching and non-teaching personnel shall be required to submit their duly accomplished daily time records and other requested documents to the Human Resource Management, other concerned offices and Development Office within five (5) days following the last day each month. Non-submission of said document shall be valid reason to withhold the salary and other compensation due to the concerned employee until compliance shall have been made by her/him.

Sec. 2. Every head of department or unit of the University shall require the proper accomplishment of the daily time records of all personnel under him/her, including those on field assignments, to be kept in prescribed form and placed, and

whenever possible, registered on the Bundy clock or other acceptable mode of registration duly registered on the biometrics or any currently used time keeping machine.

Sec. 3. It is the personal duty of the non-teaching personnel to log in and out of work 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 be valid grounds for appropriate disciplinary action.

ARTICLE 92. Faculty Workload

Sec. 1. The normal teaching load of each regular faculty in the tertiary level of SKSU shall be based on the number of preparations per week per semester, i.e. 21 units for one (1) preparation 18 units for two (2) to three (3) preparations, and 15 units for four (4) to five (5) or more preparations. In team teaching, the workload credits shall be divided proportionately among the concerned parties.

Sec. 2. The basic function of the faculty in the academe is instruction. Nevertheless, all teaching personnel of SKSU may be required to perform additional functions such as: (1) administrative duties; (2) research and development work; (3) extension services; and (4) resource generation activities.

Sec. 3. Corollary functions of the teaching personnel may include the following: (1) lesson Plan preparation; (2) preparation of the table of specification and correction of papers; (3) student consultation; (4) attendance in committee meetings; and (5) preparation of course syllabi, teaching guides and other related instructional materials.

Sec. 4. The University President may designate one faculty member to render full-time services for any of the functional areas in research, extension, resource generation and in other project/program-involvements.

Sec. 5. Beyond the normal workload or fulltime equivalent (FTE) per of Agreement (MOA) or contractual appointments, in accordance with law. Their compensation shall be based on the number of working hours rendered, in accordance with existing policies and guidelines of SKSU.

Sec. 6. The contract hour (CH) per week of actual teaching (AT) in the Full-Time Equivalent (FTE) of the faculty shall be based on the following weighted values:

For graduate/undergraduate Lecture subject 1 hour AT=1.00 CH

For graduate/undergraduate Lecture lab/shop course 1 hour AT= 0.75 CH

For lecture/social laboratory classes, a load-credit unit of 0.02 shall be given to the faculty for every student in excess of 45 students per section.

Sec. 7. A faculty member designated to undertake officially approved research, development and extension, or resource generation activities without honorarium, shall be entitled to the following workload-credits or quasi-teaching assignments (QTA) equivalent.

One (1) program	9 units
One (1) project	9 units
One (1) study	3 units

Provided, that where one faculty member is designated to undertake more than one research, extension, or resource generation activities at the same time, in one given period, the workload-credits to be granted shall not exceed the total of nine (9) units.

In excess of 45 students per section for lecture/social laboratory classes, a load credit of 0.02 per student shall be given.

Sec. 8. A graduate Course is given a credit – load of 1.5 units per contact.

Vice Presidents	15 units
Campus Directors,	12 units
College Deans	9 units
Department Chairmen, Campus Registrars, Collecting Officers	
Guidance Counselor Coordinator (per 500 students; prorated, if less)	6 units

Sec. 9. In case of excess load, it shall be credited as service credit based on existing rules and regulations pertaining hereto.

Membership in Standing Special working Committees	3 units
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Adviser of dramatic/debating club/dance Troupe choir trainer	1.5 units
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Adviser of other recognized Campus Organizations; Math/Science, etc.	
Department – wide	5 units
Institute/University – wide	1.0 unit
University wide	1.25 units
Maximum of 3 units	

Publication Staff		
Technical Journal	Popular	Semi – Popular (Literary Article)
Editor	1.5 units/semester	1.0 unit/semester
Asso. Editor	1.0 unit/semester	0.75 unit/semester
Contributor	0.5 unit/semester	0.25 unit/semester

Sec. 10. Research work undertaken for which a faculty does not receive any honorarium shall be entitled to the following (but not to exceed 9) workload units.

- a. one program 9 units
- b. one project 6 units
- c. one study 3 units

Sec. 11. Extension activities undertaken for which a faculty does not receive any honorarium shall be entitled to the following (but not to exceed 9) workload units.

ARTICLE 93. BASIC SALARIES

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

Sec. 2. All non-teaching personnel shall receive salaries in accordance with the system of compensation standardization and position classification established by the Department of Budget and Management and/or other competent authorities.

Sec. 3. Non-regular and/or contract of service employees shall be entitled to compensation stipulated in their contracts of employment as prescribed by applicable laws, rules and regulations.

ARTICLE 94. 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 University 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 beyond this, they shall be entitled to receive an honorarium in accordance with applicable laws, regulations or policies.

Sec. 5. Non-teaching personnel shall be paid for rendering overtime services upon a previously approved request by the Chief of Office concerned at rates authorized by applicable laws and regulations, subject, however, to availability of funds for the purpose.

CHAPTER 19

CAREER ADVANCEMENT AND OTHER PERSONNEL ACTIONS

ARTICLE 95. ADVANCEMENT IN RANK OR POSITION

Sec. 1. Advancement in rank or position of faculty and non-teaching employees of the University shall either be by promotion to next higher position or by appointment to an upgraded 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 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.

Article 96. APPOINTMENT 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 University.

Sec. 2. To qualify for the position of University or College Professor, a faculty with a full-fledged professorial rank must have reached the required number of credit 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 one field and a broad understanding of other branches of knowledge along his/her fields of expertise, and must be regionally, nationally and/or internationally recognized in the field.

Article 97. 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 University.

CHAPTER 20

PERFORMANCE APPRAISAL AND INCENTIVE AWARD SYSTEMS

ARTICLE 98. PERFORMANCE APPRAISAL SYSTEM

Sec. 1. The performance of all University personnel shall be evaluated in accordance with the performance appraisal system established by the University 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 productivity incentive bonus, if available.

ARTICLE 99. PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)

Sec. 1. There shall be established and strengthened program on awards and incentives for service excellence (PRAISE) in the University 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 services in the public interest, subject to existing civil service law and regulations.

Sec. 2. All permanent members of the faculty and non-teaching staff who meet the criteria for each specific award shall be 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, training and scholarship grants.

Sec. 4. The University shall create a PRAISE Committee 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 21

TRAINING AND DEVELOPMENT

ARTICLE 100. GENERAL PROVISIONS

Sec. 1. In order to achieve the objective of bringing about highly educated and professionalized manpower resources, the University 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 University for specialization and enhancement of competence, taking into consideration the development program thrusts 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 HRMD 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 Regents, subject to the provisions of established policies and guidelines.

ARTICLE 101. 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, fellowship, 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 of 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 grants and scheduled conferences and seminars/workshops and invite qualified personnel to avail of such programs.

Sec. 3. Every participants or recipient of a training/scholarship or fellowship grant shall sign a memorandum of agreement and submit a report on the grant he has completed and furnish the HRMD a copy of the certificate or proof of completion he received for entry in his/her personnel file. The trainee shall also be given the opportunity to share with his/her colleagues what he has learned.

ARTICLE 102. PROFESSORIAL CHAIRS

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

ARTICLE 103. SABBATICAL ASSIGNMENT/ GUIDELINES FOR SABBATICAL LEAVE

Sec. 1. Sabbatical leave

Sabbatical leave is granted to members of a faculty as recognition of notable service through teaching and scholarly contributions and as an aid and inspiration to further achievements. Sabbatical leave is intended to provide professors with opportunities for scholarly development and contacts which shall contribute to their professional effectiveness and to the value of their future service to Tufts University. It is assumed that a faculty member who accepts leave intends to return to the university.

Sec. 2. Eligibility and Opportunity for Sabbatical Leave

Sabbatical leave is granted only to those of professorial rank (assistant professor, associate professor, professor) and in consideration of the nature and period of service with such rank at the Sultan Kudarat State University. The candidate for leave shall have served with professorial rank at SKSU for at least six years, but nothing herein contained shall limit the right of the president or his/her designee to enter into a special agreement concerning the time of the first sabbatical leave of a member of the faculty brought from another institution or organization.

The opportunity for taking sabbatical leave at regular intervals is not absolutely guaranteed by SKSU and will be granted only when the condition of the department involved and of the university in general is such that the professor's absence will not seriously impair the interests of the university.

It is understood that consideration will be given to the special conditions in small departments, even though additional expense to the university may be involved. Sabbatical leave cannot ordinarily be granted unless the applicant would, at the expiration of such leave, be eligible for continued service on a faculty of the University for at least one year before retirement.

Sec. 3. Periods of Leave; Compensation during Leave

Sabbatical leave may be granted for a period not to exceed one year, during which period the professor shall receive one-half of his/her regular salary; or it may involve absence for one-half year with full salary.

It is understood that a member of the faculty on sabbatical leave is not to receive compensation for services in another institution or organization without prior approval of the President. This shall not be so construed, however, as to preclude either fellowships or other grants for advanced study, or such occasional teaching, consulting, or other professional activities as may form an integral part of a program for advanced study.

Approval of a plan for a faculty member to receive compensation from another organization during a sabbatical leave will be contingent upon the ability of the University to work out an agreement with the faculty member and the sponsoring organization that the President, in his/her sole discretion, believes adequately protects the University's interests in intellectual property.

Sec. 4. Time and Requirements of Application for Leave

Completed application form (HR Office) for leave should be addressed to the President of the University through the Campus Director/Dens concerned and the Vice President for Academic Affairs.

The applicant must have a well-considered plan for spending the leave in a manner that will clearly contribute to the best interests of the university. A detailed written statement of this plan, together with clear indications of its professional advantages, shall accompany the application. Application forms should be received in the Vice President for Academic Affairs Office at least one (1) month in which sabbatical leave is desired.

Sec. 5. Leave of Absence

Leave of absence, without pay, may be granted at any time, for not more than one academic year. In certain cases the president and trustees may count such a period of leave as part of the consecutive years of service which are a prerequisite to sabbatical leave.

Sec. 6. Required Report

Upon returning to the University from sabbatical leave, the professor is required to write a detailed report of activities during leave and reinstatement of service and shall transmit the same to the Vice President for Academic Affairs and Campus Director. The report is due not later than three months following return from leave.

Sec. 7. Requirements for Sabbatical Leave

1. Application for Leave (CSC Form 6)
2. Current Curriculum Vitae (dated within 90 days of submission of the packet):
 - 2.1 education, degrees, licensure and board certification (if relevant);
 - 2.2 professional experience including research, teaching and service;
 - 2.3 complete summary year by year of educational activities including courses taught, number of students trained or mentored, grand rounds, among others;
 - 2.4 complete summary of service on committees, task forces, etc.;

- 2.5 complete bibliography with citations clearly separated and distinguished as original peer reviewed articles, abstracts, books or chapters, case reports and technical manuals;
 - 2.6 invited presentation at national and international meetings;
 - 2.7 service on editorial boards and study sections; grant award information, including grant agencies, award periods of total funds awarded;
 - 2.8 list of past post-docs and graduate students and their current positions.
- 3. Applicants shall submit, through channels, a description of the proposed work and intended output. The scope of the project is expected to be commensurate to the grant amount (if any).
 - 4. All sabbatical requests are subject to the approval of the University President subject to the endorsement of the Vice President for Academic Affairs and the Campus Directors concerned

Sec. 8. Obligations of Grantees

- 5.1 A grantee shall submit the final output to the VP-ACA upon report for duty after the sabbatical leave.
- 5.2 Grantees who fail to comply with the terms of the sabbatical leave shall return the full amount received. Furthermore, they shall be disqualified from all University grants.

Sec. 9. Intellectual Property Rights

Should the result of the project be published or publicly presented or exhibited, the University shall be acknowledged as the source of the grant. University revisions on intellectual property rights shall likewise be implemented.

CHAPTER 22

PERSONNEL RELATIONS AND WELFARE SERVICES

ARTICLE 104. 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 atmosphere conducive to management-employee relations and 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;
- c. Provide security measures for the safety and protection of persons and properties inside the campus;
- d. Must submit a Plan of Work to the SKSU Scholarship Committee and must pass the same to the Committee; and
- e. Must not be more than 60 years old.

CHAPTER 23

OTHER EMPLOYEE BENEFITS AND PRIVILEGES

ARTICLE 105. 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 University shall include but not limited to the following:

- a. Vacation leave
- b. Sick leave
- c. Teacher's leave for Faculty
- d. Maternity leave
- e. Paternity leave
- f. Sabbatical Leave

ARTICLE 106. Personnel Relations

Sec. 1. To promote harmony and better management-employee relationship and cooperation, SKSU shall:

- a. Provide a system of informing the teaching and non-teaching personnel 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 officers and employees through the administrative hierarchy by means of assemblies, congresses, dialogues, and other allied forms of discussion, and encourage their participation, to the greatest degree practicable, in the development of policies and other matter affecting them and their work;
- c. Conduct other activities, such as, athletics, social, recreational or fields trips, that promote the well-being of all its constituents and the best interest of public service; and
- d. Support teaching and non-teaching personnel to form, join, or assist employee organizations or work with councils of their choice for purposes not contrary to law.

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 not be successive, subject to the provisions of applicable law and regulations.

Sec. 3. Employees hired on contract of service basis shall not be 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.

ARTICLE 107. 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/her credit, subject to pertinent rules and regulations.

Sec. 2. Casual employees shall be entitled to vacation and sick leave after having rendered at least six (6) months aggregate service, provided such six (6) month period does not involve a single break of more than one (1) week or several breaks of one (1) to three (3) days, the total of which should not exceed fifteen (15) days. Annual five (5) day vacation leave of officials and employees, however, in the exigency of the service, they may cancel any previously scheduled leave.

ARTICLE 108. 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 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-sanctioned programs for medical care, employee's compensation, home development mutual fund, and other relate programs 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.

Sec. 5. Any official or employee, who has continually failed to report for work without an approved leave for a period thirty (30) calendar days, shall be considered on absence without official leave (AWOL) and shall be separated from the service or dropped from the rolls without prior notice. He/she shall, however, be informed, at his/her address appearing in his/her 201 files of his/her separation from the service, not later than five () 5 days from its effectively.

ARTICLE 109. HOUSING AND LAND PRIVILEGE

Sec. 1. The University shall give privilege as far as practicable, 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 University may, upon permission of the University President or his/her duly authorized representative, build a temporary residential house using light materials at his/her 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.

ARTICLE 110. STUDY PRIVILEGES OF EMPLOYEE'S CHILDREN

Sec. 1. Natural or legally adopted children of teaching and non-teaching personnel, whether permanent or temporary, including those who died in line of duty or in the service of SKSU, shall be entitled to free tuition and other privileges, as may be deemed proper, upon enrollment, subject to the admission requirements and other applicable policies and guidelines adopted by the University.

ARTICLE 111. 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 member with the rank of full professor may be appointed Professor Emeritus, subject to 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 a productive scholar, scientist, artist or educator is widely acknowledged as an effective and dedicated teacher; and

Sec. 3. University Housing Committee. There shall be a University Housing Committee Tasked to enforce policies, rules and regulations promulgated by SKSU for the administration of all housing facilities of the University. The Committee shall be headed by a Chairman, who shall also act as the Housing Administrator.

ARTICLE 112. LEGAL SERVICE

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 with 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 discharges of his/her official duties and functions and/or in defense of University policies and regulations.

CHAPTER 24

ACCOUNTABILITY OF UNIVERSITY PERSONNEL

ARTICLE 113. 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 rules implementing the provisions of Section XII of Republic Act 6713, otherwise known as the “Code of Conduct and Ethical Standards for Public Officials and Employees.”

Sec. 3. The 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.”

Sec. 4. Special Committee. A special committee shall be constituted by the University President from among the senior faculty members of the discipline where the retired professor belongs. The special committee shall be responsible for evaluating the credentials of the nominee for emeritus appointment. The special committee shall submit its recommendation to the University President for endorsement to, and approval by the Board of Regents.

CHAPTER 25

COMPLAINTS AND GRIEVANCES

ARTICLE 114. 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, employees' 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. SKSU shall promulgate an Employees' Grievances Procedure that shall govern the expeditious, fair and equitable adjudication of grievances in accordance with the policies enunciated by the Civil Service Commission.

Sec. 4. University Employees' Grievance Committee. A University Employees' Grievance Committee is hereby created and shall be charged with the implementation of the provision of this article.

Sec. 5. Modes of Setting Employee-Management Disputes:

- a. Conciliation- a process whereby a conciliator designated by University President or his/her authorize representative, calls together the parties involved in a dispute, encourages them to discuss their differences, and assists them in developing their own proposed solutions to their disputes. (Revised Procedures for Conciliation of Cooperative Disputes in the Cooperative Development Authority).
- b. Mediation- a voluntary process in which a mediator, duly chosen by the disputing parties, facilitates communication and negotiation, and assists the parties in reaching a voluntary agreement regarding a dispute. (Section 3(q) of R.A. No. 9285).
- c. Arbitration- means a voluntary dispute resolution process in which one or more arbitrators, appointed in accordance with the agreement of the parties, or rules promulgated pursuant to this Act, resolve.

CHAPTER 26

RIGHT TO SELF-ORGANIZATION

ARTICLE 115. General Provisions

Sec. 1. All SKSU employees, regardless of employment status, may form, join, or assist employees' organization of their own choice for purposes not contrary to law, for furtherance of their rights and protection of their interests. They may 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. Disqualification. High-level employees, including the Vice Presidents, Deans, and Directors, whose functions are normally considered as policy-making or managerial, or whose duties are highly confidential in nature, shall not be eligible to join the organization of rank-and-file employees. They may however, form, and join an association of their own.

ARTICLE 116. Protection of the Right to Organize

Sec.1.SKSU officials and employees shall not be discriminated against with respect to their employment by reason of their membership in an employees' organization or participation in the normal activities in their organizations. Neither shall their employment be subject to the condition that they shall not join employees' organization, or shall relinquish their membership therein.

Sec.2. SKSU shall not interfere in the establishment, operation, or administration of any employees' organization through acts designed to place such organizations under the control of any SKSU official.

Sec. 3. SKSU encourages employees' organizations to have constant dialogue with it, subject to the pertinent provisions of the Constitution and applicable laws, rules, and regulations on the right of government.

CHAPTER 27

SEPARATION

ARTICLE 117. Resignation and Reassignment

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

Sec.2. The provision of the immediately preceding section shall not apply to a resignation or reassignment due to serious illness or clear and present danger to the life of the concerned employee, or when after careful evaluation of the circumstances by the University President, the resignation or reassignment shall be for the best interest of the university and concerned employee.

Sec. 3.A resignation or request for assignment shall effect only after its approval by the University President and clearance of the employee concerned from all money and property accountabilities with SKSU.

ARTICLE 118. Other Modes of Separation

Sec. 1. Other modes of separation from SKSU, such as: retirement, expiration of term, death and disability, shall be governed by applicable laws and pertinent rules and regulations.

CHAPTER 28

DISCIPLINE

ARTICLE 119. General Provision

Sec. 1. No official or employee of SKSU shall be removed or suspended except for cause as provided by law and after observance of due process.

Sec. 2. There shall be a Committee on Personnel Discipline to be constituted by the University President.

Sec. 3. The committee on Personnel Discipline shall be composed of the following:

- a. Chairman-Vice President who has control and supervision over the person complained of;
- b. Vice Chairman - Director of the college or Division to whom the person complained of belongs;
- c. Members:

1. The Director of the University Human Resource Management and Development Office shall serve as Secretary;

The Representative of the recognized faculty association, if the person complained of is a faculty member. The Representative of the recognized rank-and file association, in case the person complained of is non-teaching personnel.

In case any member of the Committee is the person complained of, the University President shall designate another SKSU Official or employee to sit in the committee pro hac vice.

Sec. 4. The members of the Committee on Personnel Discipline shall observe neutrality on an impartial judgment.

Sec. 5. No member of the Committee shall perform his/her function when the complainant is related to him/her within the fourth civil degree of consanguinity or affinity.

Sec. 6.The Committee shall be guided by the rules of administrative investigations in accordance with the existing Civil Service Rules of Procedures.

ARTICLE 120. Disciplinary Jurisdiction

Sec. 1.As approved under existing laws and regulations, the Board of Regents is the disciplining authority for SKSU Officials and employees. Nevertheless, the University President shall have the authority to investigate and impose disciplinary sanctions on erring SKSU Officials and employees.

The decision promulgated by the University President shall be final and executory in case the penalty imposed is suspension of not more than thirty (30) days or fine in an amount not exceeding thirty day's salary. In case the decision is dismissal, it shall be subject to confirmation by the Board of Regents.

A motion for reconsideration of the decision dismissing the official or employee shall first be filed with the Board of Regents through the University President. If the motion is denied, respondent can appeal the denial to the Civil Service Commission but pending such appeal, the decision shall be executor.

Sec. 2.In case the penalty is suspension, respondent shall be considered as having been under preventive suspension during the dependency of the appeal. In an event of exoneration, respondent shall be reinstatement without loss of seniority rights and payment of back salaries for the period of suspension pending appeal.

ARTICLE 121. Commencement of Administrative Disciplinary Action

Sec. 1.An administrative disciplinary action can be done by any member of the Board of Regents, or the filing of a duly notarized complaint by any person against any official or employee of SKSU to the university President. If the complaint by the person, who is not the disciplining authority, is not in writing and under oath, the same shall not be given due course.

Sec. 2.If there is obvious truth or merit to the allegations in an anonymous complaint, meaning it is supported by documentary or testimonial evidence, any member of the Board of Regents may adopt the same as a motupropio complaint. If the person complained of is the University President himself/herself, the entire Board of Regents, excluding the University President and the Chairman of the Board of Regents, must unanimously adopt the anonymous complaint as their motupropio complaint. In such case, the Board of Regents shall constitute committees to conduct a preliminary investigation or of fact finding and eventually a formal investigation.

ARTICLE 122. Form and Content of Complaint

Sec. 1.The complaint shall be written in clear, simple, and concise language and in a systematic manner to apprise the SKSU officials or employees concerned on the nature of the charge/s against said officials/employees, and to enable them to prepare their defense.

Sec. 2.The complaint shall contain:

- a. The full name and address of the complainant;
- b. The full name and address, position, and office of the person complained of;
- c. A brief statement of relevant and material facts, accompanied by certified true copies of the documentary evidence, if any, and sworn statements covering the testimony of the complainant's witnesses; and
- d. Certification or statement of non-forum shopping.

In the absence of any one of the aforementioned requirements, the complaint shall be dismissed.

ARTICLE 123. Where to File the Complaint

Sec. 1.The complaint shall be filed at the office of the University President who shall endorse the same to the committee on Personnel Discipline for preliminary investigation. Otherwise, the same shall be dismissed outright pursuant to section 2 of Article 125.

ARTICLE 124. Effect of Withdrawal of the Complaint.

Sec. 1.The withdrawal of the Complaint shall not necessarily discharge the person complained of from any administrative liability. Where there is obvious truth or merit to the allegations of the complaint, the same should be given due course.

ARTICLE 125. Action on the Complaint

Sec. 1.Upon receipt of the complaint which is sufficient in form, the Committee shall require the person complained of to submit a Counter Affidavit/Comment under oath within seven (7) days from receipt of the notice.

ARTICLE 126. Preliminary Investigation

Sec. 1.A Preliminary Investigation involves the ex parte examination of records and documents submitted by the complainant and the person complained of, as well as documents readily available from other government OFFICES. During said

investigation, the parties are given the opportunity to submit affidavits and counter affidavits.

In the event the person complained of fails to submit his/her counter affidavit, it shall be considered as a waiver thereof.

Thereafter, if necessary, the parties may be summoned to a conference where the investigator may propound clarificatory and other relevant questions.

Upon receipt of the counter affidavit or comment under oath, the disciplining authority may now determine whether a prima facie case exists to warrant the issuance of a formal charge.

A fact-finding investigation may be conducted further or prior to the preliminary investigation for the purpose of ascertaining the truth. A preliminary investigation necessarily includes a fact-finding investigation.

The purpose of a fact-finding or preliminary investigation is to determine whether there is prima facie basis to file a formal charge against the person complained of. Otherwise stated, there must be probable cause that the person complained of committed the offense charged against him/her.

ARTICLE 127. Duration of Investigation

Sec. 1. A preliminary investigation shall commence not later than five (5) days from receipt of the complaint by the disciplining authority and shall be terminated within thirty (30) days thereafter.

ARTICLE 128. Committee Report

Sec. 1. Within five (5) days from the termination of the preliminary investigation, the investigating officer shall submit the Investigation Report and the complete records of the case to the disciplining authority.

Sec. 2. The ex parte fact finding or preliminary investigation shall be held not earlier than five (5) days and not later than ten (10) days from the date of receipt of the respondent's answer. The said investigation shall be finished within thirty (30) days from the filing of charges, unless extended for meritorious cases.

ARTICLE 129. Preventive Suspension

Sec. 1. The University President shall preventively suspend any University official or employee pending an investigation, in accordance with applicable laws, rules and regulations.

Sec. 2. Preventive Suspension is not a punishment or penalty for misconduct in office, but it is considered to be a preventive measure.

Sec. 3. The period within which a public officer or employee charged is placed under preventive suspension shall not be considered part of the actual penalty of suspension imposed upon the employee

ARTICLE 130. Penalties

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

Sec. 2. Subject to confirmation by the Board of Regents and the provisions of applicable Civil Service rules and regulations, the University President may impose the principal penalty or 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, fine of an amount not exceeding six (6) month's salary, transfer or reprimand.

Sec. 3. The penalty of dismissal may carry with it cancellation of eligibility, forfeiture of leave credits and retirement benefits, and the disqualification for re-employment in the government service. Further, it may be imposed without prejudice to criminal or civil liability.

Sec. 4. The penalty of forced resignation shall carry with it disqualification for employment in the government service for at least one (1) year. However, it may or may not contain conditions relative to the forfeiture of leave credits and retirement benefits, and the disqualification regarding employment in a specific class of position.

Sec. 5. The penalty for transfer shall carry with it disqualification from promotion for a period of six (6) months from the date of the respondent's assumption of the new position or station.

Sec. 6. The penalty of suspension shall carry with it disqualification for promotion corresponding to the period of suspension.

Sec. 7. The penalty of reassignment shall carry with it disqualification from promotion at the rate of two (2) months for every step or one month for every range of salary by which he/she was demoted to be computed from the date the respondent's assumption of the new position or station.

Sec. 8. The penalty of fine shall carry with it disqualification from promotion for a period twice the number of days fined.

Sec. 9.A reprimand shall be considered a penalty. However, a warning or an admonition shall not be considered a penalty.

Sec. 10.In the determination of penalties to be imposed, mitigating and aggravating circumstances may be considered. Nevertheless, in the appreciation thereof, the same must be involved or pleaded by the proper party; otherwise, they said circumstances shall not be considered in the determination of the proper penalty to be imposed upon the concerned respondent.

Sec. 11.The imposition of the penalty shall be made in accordance with the manner specified hereunder, provided that the penalty attached to the offense is divisible into minimum, medium, and maximum, to wit:

- n. The minimum of the penalty shall be imposed where only mitigating and no aggravating circumstances are present;
- o. The medium of penalty shall be imposed where no mitigating and no aggravating circumstances are present or when both are present and they are equally offset each other; and
- p. The maximum of the penalty shall be imposed where only aggravating and no mitigating circumstances are present.

Sec 12.Where both aggravating and mitigating circumstances are present, the minimum of the penalty shall be applied where there are more mitigating circumstances present and the maximum where there are more aggravating circumstances.

Chapter 29

PROTESTS AND COMPLAINTS INVOLVING OTHER PERSONNEL ACTIONS

ARTICLE 131. Protest

Sec. 1.A question involving an appointment or promotion may be subject of a protest. A protest shall not render an appointment ineffective, but the same shall be subject to the outcome of the protest.

Sec. 2.The above provision shall be governed by the pertinent laws, rules and regulations.

ARTICLE 132. Complaints Involving Other Personnel Actions

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

- a. Voluntary Arbitration- a method of setting dispute/s by submitting the dispute before an arbitrator chosen by both parties. The voluntary arbitrators shall render a decision after proper hearing of the issues. The decision of the arbitrator shall be final and binding on the contending parties.
- b. Compulsory Arbitration-a method of sitting dispute which has become hardened and irreconcilable and remains unresolved after exhausting all available remedies and exploring all avenues for a peaceful settlement of the dispute under existing laws and procedures. The dispute is thus submitted to the body established by law [(Public Sector Labor Management Council (PSLMC))] which shall render a decision after proper hearing of the issues. The decision of the Council shall final and binding on the contending parties.

ARTICLE 133. Civic Service and University Rules and Regulations

Sec. 1. All University officials and employees shall strictly observe and adhere to the Civil Service rules and regulations which aim to promote the morale, efficiency, integrity, responsiveness, and courtesy in the civil service.

Sec. 2. All University officials and employees shall abide by the policies, rules and regulations adopted by the Board of Regents.

TITLE SIX

ADMINISTRATION OF UNIVERSITY FINANCES

CHAPTER 30

THE UNIVERSITY BUDGET

ARTICLE 134. General Provisions

Sec. 1. The annual budget of the university shall be prepared within the context of existing budgetary laws, policies, and regulations of the government. It shall conform to the plans of SKSU and shall ensure effective, efficient, and economical methods of achieving its objectives.

Sec. 2. Any income generated by SKSU from tuition and other fees and charges, as well as those derived from the operation of auxiliary services, including land, hostel, and students' dormitory rentals shall be retained by SKSU and shall constitute a special budget subject to existing accounting and auditing laws and regulations. Such funds shall be deposited in any authorized government depository bank, and all interests accruing there from shall form part of the same fund.

Sec. 3. Pending approval of the annual budget for the current fiscal year, SKSU shall operate on the basis of the preceding year's budget.

ARTICLE 135. Preparation of Budget Proposal

Sec. 1. There shall be Committee on Budget Preparation to be constituted by the University President, with the Vice President for Finance, Administration and Resource Generation as Chairman and the heads or representatives of the campuses and the various divisions of the university as members.

Sec. 2. The committee shall convene not later than the end of the fiscal quarter of every year, to consolidate and submit to the University President the annual budget proposal of SKSU for the incoming year for approval of the Board of Regents.

Sec. 3. Prior to the convening of the Committee, the Chairman of the various academic departments and chiefs of administrative offices shall submit to the committee the annual budgetary requirements of their offices to be prepared in accordance with the prescribed guidelines. Said requirements shall be justified on the basis of the actual needs of each office and the development programs of the university.

CHAPTER 31
EXPENDITURES

ARTICLE 136. General Provisions

Sec. 1. The expenditures include all charges against the funds of SKSU for the current operating expenditures, capital outlays, and provisions for retirement of long term obligations. The charges include both the amounts actually paid and those incurred and recorded as liabilities to be paid in the future.

Sec. 2. No obligation shall be certified to accounts payable unless the obligation is funded on a valid claim, properly supported by sufficient evidence, and unless there is proper authority for its incurrence.

ARTICLE 137. Prohibition of Irregular, Unnecessary, Excessive, Extravagant, or Unconscionable (IUEEU) Expenditures

Sec. 1. No irregular, Unnecessary, Excessive, Extravagant, or Unconscionable (IUEEU) Expenditures of the University officials and employees shall be allowed.

CHAPTER 32
DISBURSEMENTS

ARTICLE 138. General Provisions

Sec. 1. Disbursements constitute all cash paid out during a given period, whether in cash or in check.

Sec. 2. All classes of disbursements shall comply with the following requirements:

- a. Certificate of availability of funds;
- b. Approval of claim or expenditures by the University President or a duly authorized representative;
- c. Documents to establish validity of claim;
- d. Conformity of the expenditure to existing laws and regulations; and
- e. Proper accounting treatment.

Sec. 3. Disbursement of SKSU funds shall be governed by the following rules:

- a. Revenue funds shall not be paid out of any depository except in pursuance of an appropriation law or other specific statutory authority;
- b. Trust funds shall not be paid out of any depository except in fulfillment of the purpose for which the trust was created and upon authorization of the University President or his/her duly authorized representative, subject to pertinent laws, rules and regulations.
- c. Revenue and trust funds shall not be withdrawn from any depository except upon instruments of withdrawal approved by the University President or his/her duly authorized representative.
- d. Temporary investment of investible funds authorized by competent authorities of SKSU shall be construed as disbursements of funds.

CHAPTER 33

CASH ADVANCE

ARTICLE 139. General Provisions

Sec. 1. Ideally, cash shall be handled under the general principles of the Imp rest system, to wit:

- a. Daily receipts on collections must be deposited intact with the authorized depository bank; and
- b. All payments must be made by checks except in instance when it may be very difficult, impractical or impossible to make payments by check. In such case, payments may be made by the disbursing officer in the form of cash through his/her cash advance.

ARTICLE 140.Types of Cash Advances

Sec. 1. Cash Advances may either be regular or special.

Sec. 2. Regular cash advances are those granted to cashiers and disbursing officers for any of the following purposes:

- a. Salaries and wages;
- b. Commutable allowances;
- c. Honoraria and other similar payments to officials and employees; and
- d. Petty operating expenses consisting of small payments.

Sec. 3. Special cash advances are those granted on the explicit authority of the University President only to duly designated disbursing officials or employees for those legally authorized purposes, such as:

- a. Current operating expenditures for an activity of SKSU in the field;
and
- b. Foreign travel expenditures.

ARTICLE 141. Guidelines in the Grant and Utilization of Cash Advances

Sec. 1. Only permanent officials and employees shall be granted cash advances.

Sec. 2. Only duly appointed or designated disbursing officers shall perform disbursing function, except those given cash advances for foreign travel.

Sec. 3. Only one disbursing officer shall be assigned/designated for a specific legal purpose, except when designation of additional disbursing officers for the same purpose is fully justified by the University President.

Sec. 4. Transfer of cash advance from one accountable officer to another shall not be allowed.

Sec. 5. The cash advance shall be used only for the specific purpose for which it has been granted.

Sec. 6. No additional cash advance shall be allowed to any official or employee unless the previous cash advance given to him/her shall have been settled or a proper accounting thereof shall have been made.

Sec. 7. No cash advance shall be granted on account of infrastructure or other undertakings on a project basis.

CHAPTER 34

PERSONNEL SERVICES

ARTICLE 142. Payment of Salaries, Wages and Allowances

Sec. 1. The basic requirements for payment of salaries and wages are:

- a. Existence of a legally created position, regardless of appointment status;

- b. Issuance of valid appointment;
- c. Record of services rendered; and
- d. Payment to the right person.

Sec. 2. Salaries and allowances of University employees shall be paid in legal tender of the Philippines through Automated Teller Machine (ATM) or through the Cashier's Office.

Sec. 3. Payment of salaries and wages under special circumstances, such as those intended for employees on detail or temporary assignment, de facto officers as defined by law, employees called to meet military service, employees on leave of absence, and other circumstances shall be governed by applicable laws and regulations.

Sec. 4. University officials and employees shall be granted allowances and honoraria as may be allowed by law.

Sec. 5. Payment of salaries and wages shall be made once a month, not beyond the 30th of the month.

Sec. 6. Allowances of SKSU employees shall be paid not later than the 15th day of the month.

ARTICLE 143. Salary retention or Deduction

Sec. 1. It shall be unlawful for a cashier or any other fiscal officer to withdraw or retain from the salary any amount, contribution, or payment of an obligation other than those due to the government and other agencies as may be allowed by SKSU.

Sec. 2. The following are allowable deductions:

- a. Withholding tax
- b. GSIS premium and loans repayment, Phil Health contributions, and PAG-IBIG contribution and loan repayments;
- c. Settlement of government claims against the employee;
- d. Cash disallowance;
- e. Allotment of a fixed monthly amount to members of the family or dependent of an employee upon written authorization of the same to the disbursing officer; and

- f. Deposits and payments of loans due to government lending institutions or duly recognized associations of SKSU officials and employees, upon written consent of the employee concerned.

CHAPTER 35

PROCUREMENT AND REQUISITION OF SUPPLIES AND MATERIALS

ARTICLE 144. General Provisions

Sec. 1. All procurement and requisitions shall be made in accordance with the provisions of existing laws, rules and regulations, and other implementing guidelines adopted by SKSU in accordance with the rules and regulations promulgated by the Commission on Audit and other competent authorities.

ARTICLE 145. Public Bidding/Electronic Procurement

Sec. 1. As a general rule, no contract for public service or for furnishing supplies, materials and equipment shall be entered by SKSU without public bidding, in accordance with the existing accounting and auditing rules and regulations.

Sec. 2. The preceding section shall not be applied in cases of emergency purchases.

Sec. 3. SKSU may acquire supplies, materials, and equipment through electronic procurement subject to the provisions of existing laws and regulations.

ARTICLE 146. Emergency Purchase

Sec. 1. Emergency purchases may be allowed in cases where the need for supplies, materials, furniture, equipment, or repair of equipment is urgent or indispensable to prevent immediate danger, loss of life and/or property, or to avoid damage to the public service, subject to the existing accounting and auditing rules and regulations.

ARTICLE 147. Bids and Awards Committee

Sec. 1. The University President shall constitute a Bids and Awards Committee that shall decide on winning bids and questions of awards on procurement and disposal of supplies and equipment, in accordance with existing laws and regulations.

ARTICLE 148. Payment of Contract

Sec. 1. SKSU shall, in no case make advance payments for services not yet rendered or for supplies, materials, and equipment not yet delivered under any contract.

Sec. 2. No full/partial payment shall be made by SKSU on any contract entered into, unless all legal requirements are complied with.

CHAPTER 36

SALE AND DISPOSAL OF UNIVERSITY PROPERTY

ARTICLE 149. General Provision

Sec. 1. The sale and disposal of SKSU property shall be in accordance with existing laws, rules and regulations.

ARTICLE 150. Disposal of Property

Sec. 1. Condemned properties of SKSU shall be disposed of either by shredding and pounding beyond recovery.

Sec. 2. Disposable property may also be transferred with or without cost to other government agencies after the Resident Auditor shall have approved it.

Sec. 3. In exceptional cases and for meritorious reasons, disposable property of SKSU may be donated to charitable, scientific, and cultural organizations upon approval by the Resident Auditor.

ARTICLE 151. Sale of Property

Sec. 1. Properties, which are in good condition but are not and shall never be used by SKSU, may be sold through public auction.

CHAPTER 37
INFRASTRUCTURE CONTRACT

ARTICLE 152. Mode of Contracting

Sec. 1. As a general rule, contracts on infrastructure projects shall be obtained through competitive public bidding, subject to existing laws and regulations appurtenant thereto. Infrastructure contracts may be negotiated under strict and limited conditions in a manner not contrary to laws, rules and regulations. However, it shall be the last recourse and the exception to the general rule of competitive public bidding for infrastructure contract.

ARTICLE 153. Creation of Bids and Awards Committee (BAC)

Sec. 1. There shall be a Bids and Awards Committee (BAC) for SKSU to be constituted by the University President, in accordance with existing laws, rules, and regulations. The PBAC shall be responsible for the conduct of pre-qualification, bidding, evaluation of bids, and recommending award of contracts.

Sec. 2. The University President or his/her duly authorized representative shall approve awards and contracts upon the recommendation of the BAC within the limits prescribed by laws, rules, and regulations.

CHAPTER 38
TRAVELLING EXPENSES

ARTICLE 154. General Provisions

Sec. 1. The incurrence of expenses for official travels, local and foreign, shall be governed by existing laws, rules, and regulations.

CHAPTER 39
INVESTMENTS

ARTICLE 155. General Provisions

Sec. 1. Idle funds of the University may be invested in government securities, money market placements, or with government financial institutions through a duly authorized body subject to the approval of the Board of Regents.

Sec. 2. The investments shall be only on a short-term basis. The proceeds of matured investments may, however, be rolled over as long as the funds are not yet needed, without prejudice to the requirements of the University for adequate instructional facilities.

Sec. 3. All investments shall be determined by the University President for a specific purpose subject to the limits set by law and by the Board of Regents. Interests earned on these investments shall be expended only for such purpose and upon authorization by the Board of Regents.

CHAPTER 40
UNIVERSITY PUBLICATIONS

ARTICLE 156. General Provisions

Sec. 1. The rates of subscription to university publications shall be recommended by the University President or other officials designated by him/her, and approved by the Board of Regents. Any income earned from there shall accrue exclusively to the maintenance and support of said publication, subject to accounting and auditing rules and regulations.

Sec. 2. All publication exchanges of the University shall be turned over to the library.

TITLE SEVEN

ADMINISTRATION OF PROPERTIES

CHAPTER 41

CUSTODIANSHIP OF PROPERTY

ARTICLE 157. Persons Primarily and Secondarily Accountable for Government Property

Sec. 1. The university President shall be primarily accountable for all government properties of the University. All other SKSU officials shall be responsible to him/ her with correlative liability to the government.

Sec. 2. Each head of unit or office of the University shall be primarily accountable for all government property assigned or issued to his/her unit office covered by a Memorandum Receipt. The faculty or staff entrusted with the profession or custody of government property under the accountability of the unit office head shall be immediately responsible to such officer.

ARTICLE 158. Accountable Officer: Bond Requirement

Sec. 1. Custody or possession of government property shall be the basis of accountability.

Sec. 2. The following University officials are required to post bond: a) Vice Presidents; b) Deans and Directors; c) Accountant; d) Cashier; e) Canvasser and Purchaser and other personnel mandated by law to post bond.

ARTICLE 159. Insurance of Property

Sec. 1. The University President, through his/her duly authorized representative, shall secure from the Government Service Insurance System all insurance and bonds covering properties, contracts, rights, and other insurance risks of the University, including all those in which the University has insurable interest.

ARTICLE 160. Use of Government Movable Property

Sec. 1. Movable properties issued by the Property Custodian for official use of the University officials and employees shall be covered by Memorandum Receipt (MR).

Sec. 2. Extraordinary care shall be observed in the use of movable properties. If the movable property is used by several persons, the unit head concerned shall designate one of them to be responsible for its proper care and upkeep.

Sec. 3. No property shall be used or taken out of the office without prior written approval of the authorities concerned.

Sec. 4. All accountable officers or employees for government property shall be liable for any losses, damages or deterioration occasioned by negligence.

Sec. 5. When the movable properties issued to an employee are no longer needed by him/her the same shall be returned to the property clerk who shall cancel the corresponding original Memorandum Receipt issued to the said employee. Similarly, unused supplies previously issued from stock shall also be returned.

Sec. 6. No equipment shall be dismantled or repaired unless authorized by the President and certified by the accountant as to availability of funds for such activity, and provided further, the estimated cost for repair shall not exceed fifty percent of its present value.

ARTICLE 161. Use and Operations of University Motor Vehicles

Sec. 1. The use and operation of motor vehicles owned by the University shall be in accordance with the rules and operations of the University and the pertinent provisions of existing laws, rules and regulations, as well as Commission on Audit circulars on the matter.

CHAPTER 42

BUILDING AND GROUNDS

ARTICLE 162. Names of Buildings and Other Structures

Sec. 1. The University Administrative Council may propose names of buildings, grounds, streets, and other structures of the University as it may deem fit.

Article 163. Maintenance and Repair of Building and Other Physical Structures

Sec. 1. All buildings and other physical structures of the University shall be properly inventoried and insured, and shall comply with the safety requirements provided by law.

Sec. 2. The maintenance of grounds and buildings of the University shall be under the general supervision of the Director for Planning, specifically under the Unit of Physical Plant and Facilities Services.

Sec. 3. The University buildings and premises used for academic purposes shall be under the direct supervision of the concerned Deans, Department Chairpersons, and other officials who shall be responsible for the upkeep and maintenance of the building assigned to them.

Sec. 4. Other University buildings used for the other purposes shall be under the direct supervision of the building-in-charge.

Sec. 5. No repair of building shall be undertaken if estimated cost exceeds fifty percent of its present appraised value.

Sec. 6. No building shall be demolished unless properly recommended for condemnation by the Appraisal Committee to be composed of authorized representatives from the University and other concerned agencies of the government as prescribed under existing laws and regulations.

ARTICLE 164. Use of Buildings, Premises and Equipment

Sec. 1. It shall be incumbent upon the University officials and employees to exercise extraordinary care and diligence in the use of its facilities. In this respect, the University President shall lead in the promulgation of rules and regulations on the use of university facilities and equipment.

Sec. 2. Except those specifically provided under applicable policies and regulations, official student and/or faculty activities shall have priority in the use of school buildings or any other university facilities intended for instructional purposes, provided, however, that the use of facilities shall not be in conflict with more important program/activities of the University.

ARTICLE 165. Solicitation within the University

Sec. 1. No Solicitation for funds, canvassing for the sale of merchandise, subscriptions, sale of tickets and any other promotional or charity schemes shall be conducted in the buildings or grounds of the University without prior approval of the President or his/her duly authorized representative.

Sec. 2. Streamers, placards, and similar materials, which are used to announce, advertise or publicize events, products or the like, shall not be posted or placed in any of the building or grounds of the University without the written permission of the President or his/her duly authorized representative.

CHAPTER 43

SUPPLIES, MATERIALS AND EQUIPMENT

ARTICLE 166. Recording and Inventories of Supplies, Materials and Equipment

Sec. 1. It shall be the prime responsibility of the University to promote greater service and economy in the use of supplies and materials. For this purpose, an adequate and complete record system shall be maintained by the University and periodic inventory of the same shall likewise be conducted.

Sec. 2. For effective control of supplies and materials, the University shall strictly adhere to the rules and regulations prescribed by the Commission on Audit and other competent authorities.

Sec. 3. Physical stock-taking is an indispensable procedure for checking the integrity of supplies and property custodianship and should be regarded with importance.

BOOK III
THE ACADEMIC AFFAIRS

TITLE EIGHT
THE ACADEMIC POLICIES

CHAPTER 44
COVERAGE

ARTICLE 167. General Provision

The academic policies and guidelines herein prescribed shall primarily apply to the Colleges of the University, including its extension, special programs and Distance Learning Programs, if any.

ARTICLE 168. University Laboratory High School

Academic policies and guidelines governing the University Laboratory High School shall be those promulgated by the Department of Education, other applicable rules and regulations adopted by the University, and as far as practicable, the provisions of this Code.

CHAPTER 45
ACADEMIC CALENDAR, SCHEDULE AND SIZE OF CLASSES

ARTICLE 169. Academic Calendar

Sec. 1. The annual academic calendar is prepared in accordance with the calendar issued by the Commission on Higher Education. The framework of the school calendar including major activities of the University shall be approved by the Administrative and Academic Councils and details thereof prepared by the Office of the University Registrar and other Offices concerned.

Sec. 2. The Academic Year shall be divided into two semesters of at least 18 weeks each of 54 contact hours per semester computed as follows:

- a. Contact hours for lecture is equivalent to one (1) unit per hour;
- b. Contact hours for laboratory should have an equivalent of 0.75 units per hour.
- c. Summer session is six (6) weeks and the course work is equivalent to a regular semester.

Sec. 3. The Distance Learning Program adopts the trimester. The first trimester begins in June, the second trimester in October and the third trimester in February.

Sec. 4. All academic units operate by semester, unless provided in special programs.

Sec. 5. The University observes the regular and special holidays, Foundation Anniversary, Recognition Day, and Teachers' Day, among others, subject to compulsory attendance of all concerned officials, faculty, non-teaching personnel and students.

ARTICLE 170. Schedule of Classes

Sec. 1. Schedule of classes is prepared by a Committee headed by the Campus Director, the Deans and the Program Chairmen.

Sec. 2. Classes start on the first day of the academic term.

Sec. 3. Undergraduate and laboratory high school classes are scheduled during regular school hours a daytime and or in night time in consideration of available facilities and/or instructors/professors.

Sec. 4. The classes for Graduate Studies are held on Saturdays or Sundays.

Sec. 5. Schedule of Classes is finalized and approved for submission to the Office of the Vice President for Academic Affairs and Registrar one (1) week before the first day of enrolment.

Sec. 6. Schedule of classes for requested subjects is upon the approval of the Dean, subject to the availability of the instructor, on or before the period of adding and dropping subjects.

ARTICLE 171. Class Size

Sec. 1. The standard class size of the University is based on CHED Guidelines.

Sec. 2. The minimum size to warrant the opening of a requested class for a particular subject treated as a regular offering is not less than twenty (20) students for the undergraduate level, and fifteen (15) students for nontechnical programs and

ten (10) students for technical programs; provided, the faculty to handle the subject must be based on his/her field of specialization.

Sec. 3. The students shall pay the prescribed total amount of tuition and other fees for the requested subject/s.

Sec. 4. No class shall be divided for either of the following reasons:

- a. To suit the personal preference of individual instructors in regard to time, place and monetary incentive; and
- b. To enable the instructors to comply with the governing teaching load.

Sec. 5. The University may limit its enrolment, if such limitation is reasonably necessary.

CHAPTER 46

DISMISSAL/SUSPENSION OF CLASSES AND CHANGE OF SCHEDULE

ARTICLE 172. Dismissal of Classes

Sec. 1. Classes may be dismissed ten (10) minutes before scheduled time to give time to transfer from one room/ building to another.

Sec.2. A class is dismissed fifteen (15) minutes after the time if the instructor/professor has not yet entered the classroom. Should this happen, the students must be advised to go to the library or other learning centers for research work and/or readings.

Sec.3. Classes shall not be dismissed by the Dean or Campus Director concerned without authority from the President or his/her duly authorized representative except when there is a reasonable necessity of doing it so as to prevent an impending clear and present danger to students and university personnel and other compelling reasons.

ARTICLE 173. Suspension of Classes

Sec. 1. Classes shall be suspended automatically in case of sudden natural and man-made calamities.

Sec.2. When deemed necessary and appropriate, classes may be suspended upon orders of the University President or his/her duly authorized representative.

ARTICLE 174. Change of Schedule

Sec.1.No student shall change class schedule without the approval of the Campus Director through the recommendation of the Dean or Program Chairman and acknowledged by the Registrar.

Sec. 2. No faculty shall change class schedule unless otherwise approved by the Dean or Campus Director concerned or his/her duly authorized representative.

ARTICLE 175. Make up Classes

Sec.1. Make-up classes shall be held in lieu of class hours due to fortuitous events such as typhoons, earthquakes, other natural calamities, and other official intervening factors.

ARTICLE 176. Classroom Utilization

Sec. 1. Classes shall be held in the assigned classroom. In case of change of classroom, proper notification shall be made by the faculty concerned to the students, Program Chairman, and Dean.

Sec. 2. Occupants of the classroom shall maintain its sanitation and orderliness.

Sec. 3. Classroom utilization shall be maximized.

CHAPTER 47

ADMISSION AND REGISTRATION

ARTICLE 177. Entrance Requirements

Sec. 1. Following are the requirements for student admission to the University:

a. Incoming College Freshmen

1. High School Card (Form 178)
2. Certificate of Good Moral Character
3. NSO Authenticated Copy of Birth Certificate
4. Medical Certificate
5. Certificate of Residence from Barangay Chairman

6. Parent's Income Tax Return (ITR)
7. 2 pcs. 2 x 2 ID Picture (white Background)
8. Result of Admission Test
9. Result of Interview
10. GPA of 85% and above for those seeking admission in courses which require licensure examination
11. 2 pcs long brown envelopes

b. Transferees

1. Certificate of Transfer Credential (Certificate of Honorable Dismissal)
2. Transcript of Records (TOR) for reference
3. Certificate of Good Moral Character
4. NSO Authenticated Copy of Birth Certificate
5. Medical Certificate
6. Certificate of Residence from Barangay Chairman
7. Parent's Income Tax Return (ITR)
8. 2 pcs. 2 x 2 ID Picture (white Background)
9. Result of Admission Test
10. Result of Interview
11. GPA of 85% and above for those seeking admission in courses which require licensure examination
12. 2 pcs of long brown envelopes

c. Foreign Student

1. University Admission Test
2. Certificate of Completion of a Secondary Curriculum
3. Original Transcript of Records
4. Personal Data with 2 x 2 ID Picture
5. Alien Certificate of Registration
6. Student Visa
7. Medical Certificate
8. Certification of Drug Test with Negative Result
9. 2 pcs. long brown envelopes

d. Graduate Students

1. Graduate Level Test
2. NSO Authenticated Copy of Birth Certificate
3. NSO Marriage Contract (Married Female)
4. Credential
5. Transcript of Records for reference
6. 2 pcs. 2 x 2 ID Picture (white Background)
7. 2 pcs. long brown envelopes
8. Permit to Study (for Government Employee)

Sec. 2. Entrance requirements for a particular program shall be prescribed by the University or Campus where the program is offered, subject to the approval of the Academic Council and the confirmation of the Board of Regents (BOR).

ARTICLE 178. Admission

Sec. 1. No student applicant shall be denied admission to the University for Reason of race, age, gender, socio-economic status, religion, political affiliation, conviction or ideology.

Sec. 2. A University Admission Examination shall be given to incoming freshmen and transferees which shall serve as one of the basic requirements to determine the qualification of the students to the program he/she intends to enroll in.

Sec. 3. As a prerequisite, every applicant for admission shall be required to pass a thorough physical, medical and other examinations deemed properly, to be conducted by the government or private medical unit. No student shall be admitted to this university if found to be suffering from a communicable, contagious or infectious disease or who is physically unfit to take programs in any College of the University.

Sec. 4. Graduates of recognized secondary schools may be admitted as freshman into the University on the following bases:

- a. Their performance in the University Admission Examination;
- b. Their weighted average in Senior High School; and
- c. Their performance in the interview conducted by the College/Campus concerned.

Sec 5. Every student shall, upon admission, sign the following pledge: "In consideration of my admission to the Sultan Kudarat State University and of the privileges of a student in this institution, I hereby promise and pledge to abide by and comply with all the rules and regulations and procedures of the university in which I am enrolled without prejudice. " Refusal to take the pledge or violation of its terms shall be sufficient cause for summary dismissal or denial of admission".

Sec.6. New/Beginning Freshmen must not have enrolled in any academic college subject/s prior to their enrolment as beginning freshmen otherwise they shall be classified as transferees.

Sec.7. New/beginning freshmen shall not be accepted during the Second Semester or during the Summer Term.

Sec.8. Students enrolled in vocational courses or those not leading to a degree program shall be classified as beginning freshmen.

Sec. 9. Transferees who seek enrolment in any academic program requiring licensure examination must not have failing grade in any academic and non-academic subjects.

Sec. 10. Only students who have enrolled in any course leading to a degree program shall be admitted as transferees.

Sec. 11. Transferees from recognized institutions of higher learning shall be admitted on probation basis provided the subjects have been validated or re-enrolled and upon compliance of the requirements for admission.

Sec. 12. An applicant who has already a baccalaureate degree from the University or from another institution may be admitted without the necessity of qualifying in the University Admission Examination, provided that he/she meets all other requirements prescribed by the University/Campus concerned.

Sec. 13. Government employees seeking admission to the University shall be required to meet the conditions prescribed for enrolment by the College/Campus concerned and to submit the following documents:

- a. Permit to study duly signed by the Head of the agency or his/her authorized representative
- b. Original copy of the Official Transcript of Records

Sec. 14. Students coming from foreign countries may be admitted to the University subject to the availability of slots; provided they shall be required to meet all admission requirements prescribed for the program applied for.

Sec.15. Entering graduate students shall be required to take the qualifying examination in the master's degree program or in the doctoral degree program, as the case may be, before they are admitted to any graduate program in the University.

Sec.16. Only students who have graduated from the baccalaureate level with, at least, an average rating of "2.0" or its equivalent shall be eligible for admission to the master's degree program related to the course.

Sec.17. Only students who are holders of a master's degree with, at least, an average rating of "1.75" or its equivalent shall be eligible for admission to the doctoral degree program related to the master's degree program already finished. For a non-thesis master's degree holder, thesis writing is required as a prerequisite to Dissertation Writing.

Sec.18. Applicants to the master's degree program and the doctoral program shall be required to have the proper and corresponding undergraduate and graduate academic backgrounds to qualify for admission; provided that the

satisfactory completion of 18 academic units in the former and 21 academic units in the latter shall be required for admission.

ARTICLE 179. Registration

Sec. 1. Registration of students shall only be conducted during the regular period as indicated in the Academic Calendar.

Sec. 2. A student shall be considered officially enrolled for the whole semester/term when he/she has paid his/her tuition and other fees duly validated by the Office of the Registrar.

Sec. 3. A student must be officially registered in order to receive credit for the course work.

Sec. 4. A student shall not be allowed to enroll in more than one (1) curricular program at the same time during his/her stay in the University.

Sec. 5. Rules on sequencing of subjects (pre-requisites) in the curriculum shall be observed and followed in enrolment. Enrolling in and attendance in a subject without passing its pre-requisite shall earn no academic credit.

Sec. 6. Registration of a returning student shall be dependent on his/her previous scholastic standing.

Sec. 7. An old returning student shall be re- admitted upon presentation of a Leave of Absence duly signed and after validation of records by the Campus Registrar.

Sec. 8. A returning student who exceeds the allowable number of residency with the University shall be considered new student provided he/she opts to enroll in another curricular program.

Sec. 9. Late registration fee shall be charged per day to a student who enrolls after the regular registration period as provided for in the academic calendar not to exceed five (5) school days:

Sec. 10. No registration shall be allowed after the last day of registration except for the following reasons:

- a. Interruption of regular transportation due to natural or man-made calamity such as: typhoons, floods, earthquakes or military operations, etc.
- b. Accidents while in transit that need immediate hospitalization.

(Medical certificate or an affidavit by the student stating the causes for late registration must be attached to the application for exemption)

- c. Emergencies at home like death of immediate member of the family. (Death Certificate issued by the Local Civil Registrar must be attached for exemption).

ARTICLE 180. Cross-Registration

Sec. 1. Cross-registration should be done within the period of registration.

Sec. 2. Cross-registration shall be allowed in all curricular levels, provided a) these subjects are not offered in the institution, b) must have the same course description and number of units, and c) must not be a major subject.

Sec. 3. Cross-registration outside the University should be authorized by the University Registrar in coordination with the concerned Deans for the subject/s to be given official credit by the university.

Sec. 4. Students shall be allowed to cross-register in an accredited HEI. However, students who need to cross-register in another campus within the university must seek written permission from the Campus Registrar stating the subject and number of units to register in.

Sec. 5. Total credit a student shall cross-register should not exceed six units.

Sec. 6. Students from another institution may cross-register at SKSU provided the following conditions are satisfied:

- a. A written permit from the College/University Registrar where he/she is officially enrolled is submitted to the Office of the Registrar.
- b. The subject/s to be cross-enrolled in is/are regularly offered.

Sec. 7. The University reserves the right to deny admission to a student who seeks to cross-register.

CHAPTER 48
STUDENTS & THEIR CLASSIFICATION

ARTICLE 181. Student Defined

Sec. 1. Students are those who are officially enrolled in and who are regularly attending an educational institution of secondary or higher level or a person engaged in formal study (Educ. Act 1982).

ARTICLE 182. Classification of Students

Sec. 1. Students shall be classified as follows:

- a. A **regular student** is one who is registered for formal academic credits and who carries the full load for a given semester under the curriculum in which he/she is enrolled, including the cases of graduating students who may carry less than the full load for purposes of completing the requirements of the curriculum.
- b. An **irregular student** is one who is registered for formal credits but who carries less than the full load for a given semester under the curriculum in which he/she is registered.
- c. A **transferee** is one who comes from another institution where he started studying for a course and who is now registered in the University after qualifying for admission.
- d. A **working student** is one who is employed on a full-time/part-time basis in or outside the University
- e. A **special course student** is one who is registered in short/opportunity courses for duration of six months or less. The work done by a special course student shall not be given any credit; however this will be reported either as "Satisfactory" or "Unsatisfactory" after the end of the course.
- f. A **foreign student** is one who comes from another country and who is not a citizen of the Republic of the Philippines.
- g. Cross-enrollee –students are those who cross enroll from other campuses and other HEI's.
- h. Second Courser is one who already holds a Bachelor's degree an enrolls in another course/ programs.

Sec. 2. Students shall also be classified for curricular level placement as follows:

- a. A freshman (First) is a student who has not finished the prescribed subjects of first year in College or has completed 25% of the total number of units required in his/her course.
- b. Sophomore (Second) is a student who has finished the prescribed subjects of first year or has completed 25% of total number of units required in his/her course but not more than 50% of the total number of units required in his/her course.
- c. Junior (Third) is a student who has completed the first 2 years of his/her course, or has finished 50% of the total number of units required in his/her course.
- d. Senior (Fourth) is a student who has completed the first 3 years of his/her curriculum or has finished 75% but not more than 85% of the total number of units required his/her course.
- e. Terminal (Fifth) is a student who has completed the first 4 years of his/her curriculum or has finished 85% of the total number of units required in his/her course.

CHAPTER 49

STUDENT'S ACADEMIC LOAD

ARTICLE 183. Number of Hours per Unit of Credit

Sec. 1. One unit of credit shall be a t least 18 full hours of instruction per semester in the form of lecture, discussion, seminar, tutorial or equivalent field of laboratory work or any combination of these forms within a semester; provided that a substantial equivalent shall be observed for other terms such as trimestral or quarterly system.

Sec. 2. The standard number of hours for every one unit of credit per class session shall be as follows:

- a. Lecture class ----- 1 hour
- b. Laboratory class ----- 3 hours

Sec 3. Other hours per Unit in some programs, the CMO shall be followed.

ARTICLE 184. Normal Load of Students

Sec. 1. The normal load for undergraduate students shall not exceed 27 units or shall be in accordance with the curricular program the student is enrolled in.

Sec. 2. During the summer term, a student may enroll in nine (9) units except for graduating students who shall be allowed a higher load not exceeding twelve (12) units.

Sec. 3. Only graduating students may be permitted to carry an overload of not more than six (6) units.

Sec. 4. A student who is scholastically delinquent shall not be allowed to carry overload.

Sec. 5. The load of a transferee shall be limited only to subject/s without pre-requisites until such time that said subject shall have been validated/accredited.

Sec. 6. On the graduate level, the normal academic load of a graduate student for a semester/summer shall be nine (9) units but not to exceed ten (10) units.

Sec. 7. Graduate Seminar shall be the last academic load or shall be simultaneously taken with the last course/s before taking Thesis/Dissertation Writing.

Sec. 8. All academic requirements of the program shall have been satisfied by a student before enrolling a Thesis Writing/Dissertation Writing.

CHAPTER 50 CURRICULAR CHANGES

ARTICLE 185. Dropping of Subjects

Sec. 1. Dropping of subjects shall be allowed, subject to the payment of corresponding fees, by filling out the prescribed form; provided that this is done within two weeks after the start of classes.

Sec. 2. Dropping a subject shall be allowed after the scheduled adding/dropping/changing of subjects for a valid and justifiable reason but he/she has to pay the corresponding tuition fee for the particular subject/s dropped.

Sec. 3. A student who unofficially drops a subject shall be given a failing grade of 5.0 by the Campus Registrar and shall entirely lose his/her registration privilege in the said subject.

ARTICLE 186. Changing/ Adding Of Subjects

Sec. 1 Changing/adding of subject shall be allowed only for valid reasons and stated in writing to be recommended by the Program Chairman/Dean.

Sec. 2. Changing/adding of subjects shall be made within two weeks after the start of classes subject to payment of corresponding fees.

Sec. 3. Subject changed/added without approval of the University/Campus Registrar shall not be given credit.

Sec 4. Total load carried by a student including additional subject/s must not exceed the maximum under the rule on academic load or that which is prescribed for his/her curriculum year during the term/semester.

ARTICLE 187. Requested Subject/s

Sec. 1. Any student shall apply for requested subject/s only for valid reasons and stated in writing to be recommended by the Program Chairman, the Dean and approved by the University Registrar.

Sec. 2.A student could request for a maximum overload of six (6) units during the semester or term.

Sec. 3. Students who request subjects shall pay the approved amount per subject for both undergraduate and Graduate Studies which amount shall be divided equally among the students.

Sec. 4. Requested subject shall be approved upon presentation of Official Receipt of full payment.

Sec. 5. The approved requested subject shall be done during the changing and adding of subject period. The units of subject/s requested shall be added to the registered academic load of a student during the semester/term.

Sec. 6. Requested subject shall be handled by an Instructor/Professor in line of his/her specialization and shall be conducted after his/her official time.

Sec. 7. Requested subjects shall have students not exceeding fifteen (15) for both undergraduate and graduate studies.

Sec. 8. Requested subject with a minimum of Twenty (20) students shall be considered a regular subject, if the instructor handling it is under loaded, for him/her to meet the required minimum faculty teaching load.

ARTICLE 188. Substitution of Subjects

Sec. 1. Substitution of subjects is allowed when a student is pursuing a curriculum that has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new.

Sec. 2. Every petition for substitution must involve subjects allied to each other and with the same number of units or greater than the units of the required subject.

Sec. 3. No substitution shall be allowed for a subject prescribed in a curriculum in which the student failed, except when the subject is no longer offered, provided, that the proposed substitution substantially covers the same subject matter as the required subject.

Sec. 4. Petition for substitution must be recommended by the Program Chairman or by the Dean to be approved by the Campus Registrar.

ARTICLE 189. Withdrawal from Program

Sec. 1. Withdrawal of registration shall be allowed only on meritorious cases as recommended by the Program Chairman and the Dean.

Sec. 2. Credentials shall be released after payment of necessary school fees based on the Schedule of Fees.

Sec. 3. No withdrawal of registration shall be made after four (4) weeks from the start of classes. The rules for dropping shall apply.

ARTICLE 190. Shifting of Course/ Enforcing a New Curriculum

Sec. 1. A student is allowed to shift his/her course provided his/her application to shift course be recommended by his/her Program Chairman, approved by the Dean and acknowledged by the Registrar.

Sec. 2. When a new curriculum is enforced, only new students shall be covered.

Sec. 3. A student shall follow the same curriculum that he/she started on the maximum length of time allowed for residence.

Sec. 4. In case additional subject is mandated to be taken by a student as a requirement, it shall be immediately enforced.

Sec. 5. If a student fails to finish the course within the prescribed number of years of residence, he/she shall not be allowed to re-enroll further in that program. If a student wishes to take another program, he/she shall be considered new student.

ARTICLE 191. Changing Of Section

Sec. 1. Change of section shall be allowed upon request for valid reason, subject to the consent of the Instructor(s) concerned, approval of the Dean and acknowledgment of the University/Campus Registrar.

CHAPTER 51

TRANSFER OF STUDENTS AND VALIDATION OF SUBJECTS

ARTICLE 192. Transfer of Students

Sec. 1. Transfer of students from a recognized institution of higher learning to the University shall be allowed subject to the existing rules and regulations prescribed by the University.

Sec. 2. A transferee may not be allowed to enroll in subject(s) the prerequisite(s) of which taken elsewhere has/have not yet been validated or repeated in the University.

ARTICLE 193. Validation of Subjects

Sec. 1. A transferee must apply for validation, with corresponding fee, by filling out the prescribed form for advanced credits corresponding to the subjects taken in another institution of higher learning and upon presentation of credentials showing that he/she has attended and passed the course/s equivalent to that/those given by the University for which advanced credits are sought.

Sec. 2. Subjects and units taken from any SUC shall be credited provided that they are prescribed in the curriculum and have the same course content and number of units.

Sec. 3. Subjects and units taken from a private institution with courses duly accredited by an accrediting agency may be accredited provided that they are prescribed in the curriculum and have the same course content and number of units.

Sec. 4. Only subjects leading to a degree program taken by a transferee shall be validated and accredited.

Sec. 5. Validation/accreditation should be done within the period of three semesters from the start of admission to the University.

Sec. 6. Subjects to be accredited must not exceed 50% of the total number of units prescribed in the curriculum.

Sec. 7. Transfer student with subjects taken from other institution whose rating is lower than 2.0 shall be required to take the validation examination for said subjects to be conducted by the subject specialist assigned by the Program Chairman subject to payment of required validation fee.

Sec. 8. For master's and doctoral units earned outside the University may be credited with or without a validation provided it has been taken within a period of five (5) years at the time of registration in the University. Not more than nine (9) units of transfer credits shall be granted to a graduate student.

Sec. 9. No units earned in the undergraduate level maybe credited to graduate studies.

Sec. 10. No credit shall be given for course work in the graduate program that has already been credited to another graduate course.

Sec. 11. All academic units leading to the master's and doctoral degrees earned in one Graduate School in consortium with the University shall be recognized and accredited.

CHAPTER 52

CLASS ATTENDANCE

ARTICLE 194. Rules on Attendance of Students

Sec. 1. Whenever a student has been absent for three (3) consecutive meetings, he shall seek admission slip from the Guidance Counselor to be submitted to the respective instructor.

Sec. 2. Students who incurred at least seven (7) absences shall be automatically dropped from the subject and should receive a grade of 5.0.

Sec. 3. Time lost by students' late enrolment shall be considered as time lost by non-attendance.

Sec. 4. Absences due to following reasons are considered excused:

- a. Student sent on official business by the university to attend athletic meets, conferences, and similar cases or who joined class field trips. Approved Travel order and Itinerary of Travel or Approved request of field trip should be attached to the application form for excused absences.
- b. Student who has been ill or/and confined for hospitalization provided a medical certificate shall be submitted to the Dean and should not exceed 25% of the class hours required in the subject.
- c. Excuse is for the time missed only. All work covered by the class during his/her absence will be made to satisfy the requirements missed within the semester before any final grade is given.

Sec. 5. For Post Baccalaureate and Graduate Programs, students who have incurred a maximum of four (4) absences shall be automatically dropped from the course.

CHAPTER 53

EXAMINATION AND GRADING SYSTEM

ARTICLE 195. Examination

Sec. 1. Examinations are integral components of instruction and shall be administered by the instructor/professor for the purpose of evaluating the students' performance.

Sec. 2. Giving of the examination ahead or later than the schedules shall need a written permission from the Dean of the colleges.

Sec. 3. No student shall be allowed to take the final examination unless he/she settles all his/her obligations to the college/campus.

Sec. 4. Two examination terms shall be given per semester: midterm and final examinations.

Sec. 5. Special examination is given to a student who had an excused absence during the scheduled examination.

Sec. 6. Special examination shall be given immediately within a semester and shall not go beyond the following academic year.

Sec. 7. A student shall take a special examination upon payment of the required fee per subject to the campus cashier. Official receipt shall be presented to the subject instructor/professor before taking the Special Examination.

Sec. 8. Removal Examination shall be given to students whose rating in a particular course is conditional. It shall be administered within five (5) working days after the scheduled final examination.

Sec. 9. Consent of the instructor shall be sought before a student could take the Special or Removal examination and shall be recommended by the Program Chairman, and approved by the Dean concerned, subject to payment of required fees.

Sec.10. Removal of deficiencies for non-pre-requisite subjects must be done within the academic year following the incidence of said deficiency by passing the examination or meeting the requirements for the course after which, the student shall be given a final grade based on his/her over-all performance.

Sec. 11.Removal/Special examination may be taken on recommendation of the Program Chairman concerned and approved by the Dean, upon payment of an approved examination fee per subject.

ARTICLE 196. Comprehensive Examination for Graduate Studies

Sec. 1. An applicant for Comprehensive Examination must have a minimum GPA of 2.0 or better in the approved plan of course work at the time of application for examination.

Sec. 2. A comprehensive examination both in oral and in written for Doctoral and in written only for Master's Degree program is given after the student passed all courses indicated in the approved plan of course work.

Sec. 3. A student must be currently enrolled in Thesis Writing/Dissertation Writing at the time of the examination.

Sec. 4. Application for the comprehensive examination must be filed with the Office of Graduate Studies at least one (1) month before the proposed date of examination.

Sec. 5. All faculty members who had taught subjects in the examinee's course of work may provide two to three written questions.

Sec. 6. The Dean shall assign proctors to administer the written examinations. Examination papers shall be returned to the Dean's Office and shall be distributed to the professor's concerned for checking with passed or failed mark.

Sec. 7. Report on the result of the comprehensive examination shall be submitted to the Graduate Studies by the Advisory Committee not later than two (2) weeks after the date of examination.

Sec. 8. If the student fails in the comprehensive examination, the examining committee has the option to require him/her to take the re-examination or to prescribe additional courses for the student to gain more competence in the area(s) in which he/she is found deficient.

Sec. 9. After having taken the prescribed additional course(s), the student is given a re-examination within four (4) weeks following the semester during which the additional course(s) was/were taken. If the student fails for the second time, he/she is advised to drop from the Graduate Studies program.

Sec. 10. Postponement of the approved examination date shall be rescheduled and be properly disseminated.

Sec. 11. In the temporary absence of the Advisory Committee Chairperson during the examination of the student, the Program chairman shall designate a substitute from among the faculty members in the same discipline in case a scheduled examination cannot be re-scheduled or postponed for highly justifiable reason. Such substitute shall be recommended by the Program Chairman to the Dean for approval.

ARTICLE 197. Grading System

Sec. 1. The academic performance of students shall be evaluated and graded at the end of each term in accordance with the prescribed grading system.

Sec. 2. The grading system for the undergraduate shall be uniform using the numerical value in the multiple of .25 from 1.0 where 1.0 is the highest and 3.0 is the lowest passing grade.

Numerical Value	% Equivalent	Letter Equivalent	Description
1.0	99-100	A+	Excellent
1.25	96-98	A	Very Good
1.5	93-95	A-	Very Good
1.75	90-92	B+	Above Average
2.0	87-89	B	Above Average

2.25	84-86	B-	Average
2.5	81-83	C+	Average
2.75	78-80	C	Passing
3.0	75-77	C-	Passing
4.0	71-74	D	Conditional
5.0	70 & Below	F	Failed
INC			Incomplete
DRP			Dropped

Sec. 3. For the Graduate Studies, the highest passing grade is 1.0 and the lowest passing grade is 2.0.

1.0	-	95-100	A*	Excellent
1.25	-	90-94	A	Very Good
1.5	-	85-89	B+	Above Average
1.75	-	81-84	B	Average
2.0	-	75-80	C+	Passing
2.25	-	71-74	C	Conditional
2.5	-	65-70	D	Failed
INC	-	Incomplete		
DRP	-	dropped		
IP	-	In Progress		

Sec. 4. The instructor/professor is the sole authority to determine and give grades to his/her students based on the components of computing grades: Midterm/final Exam-50%, Quizzes, Project, and Oral Participation in which percentage shall be subject to the discretion of the Instructor/Professor concerned.

Sec. 5. The quizzes missed by students who were excused from classes due to participation as official representative of the university in any related competition/activity in the local, national and/or international shall not be included in the total computation for that particular component.

Sec. 6. The grade of INC is given if a student is passing but fails to take the Final Examination or fails to complete all academic requirements for the course due to illness or other valid reasons.

Sec. 7. Completion of INC shall be the sole responsibility of the student. Only the Instructor who gave the INC could issue the completion grade. In justifiable cases however, another instructor handling the same subject as the one involved may conduct the removal examination and issue the completion grade provided the said instructor is duly authorized by the Dean concerned.

Sec. 8. Payment of a Completion Fee shall be required for students completing the INC within the grace period. A mark of "INC" in a prerequisite should be removed before the next subject is taken.

Sec. 9. A grade of 4.0 means conditional failure. It may be done by unsuccessful repetition of the course, or by passing the re-examination. If the student passed the re-examination, he shall be given a rating of 3.0, but if he/she fails, a rating of 5.0.

Sec. 10. Conditional grade not removed within the prescribed number of days specified on the preceding article shall be converted to a grade of 5.0.

Sec. 11. For unfinished Thesis/Dissertation, a grade of "In Progress" shall be given. As such, Thesis must be completed for a maximum of only one (1) year. In case the student fails to complete the thesis for a maximum of one year, the student shall re-enroll the Thesis Writing/Dissertation.

Sec. 12. In case of suspended student, completion of Thesis/Dissertation during the period of suspension shall not be honored. Re-enrolment may be made later after the termination of suspension.

ARTICLE 198. Submission of Grades

Sec. 1. Every faculty member shall submit his/her report of grades not later than ten (10) working days after the scheduled final examination.

Sec. 2. Penalties for late submission of grades shall be required.

The following implementing rules and regulations shall be given to faculty members who without good reason, fail to submit grades of students within the deadline prescribed above;

- a. Since prompt submission of grade is an important part of good management, discipline, and enforcement of University regulations, Program Chairman, College Deans, Campus Registrars and Campus

Directors are enjoined to bend all efforts towards compliance of provisions regarding deadlines for submission of grades.

- b. Faculty members who fail to meet deadline for the submission of grades should be reported to the appropriate authorities of the University. The delinquencies should be entered in the personnel records of the erring faculty members.
- c. Upon recommendation of the Dean and Campus Director and subject to the approval of the President, a faculty member who, without justifiable cause fails to submit grades on time, shall be liable to any of the following penalties:
 1. Reprimand;
 2. Fines of the approved amount per subject per day of delay;
or
 3. Suspension without pay for a period not exceeding one semester in case of repeated delinquency.

Sec. 3. Procedures for the imposition of penalty shall consist of the following steps:

- a. Notification of the deadline of submission.
- b. Issuance of Reminder Slip prepared by the Registrar to be issued by the Campus Director/Dean.
- c. Memorandum for an explanation of non-compliance from the Dean/Director.
- d. Report of delinquency by the Campus Registrar through channel ;
and
- e. Order imposing the penalty from the University President through VP
ACA.

Sec. 4. Grade issued by a former faculty member, who at the time of submission of grades is no longer employed in the University shall not be honored.

Sec. 5. In the event the Instructor has not submitted grades after separation from the University, a validation examination shall be administered by the Office of the Program Chairman.

Sec. 6. No faculty member shall change any grade after the report of the rating has been filed with the Office of the Registrar. In exceptional cases, as where an error in computation, wrong entry or omission of names/grades has been committed, the instructor may request the authority from the Dean and Campus Director concerned, through presentation of Class records, to make the necessary change. If the request is granted, the concerned faculty member shall forward the change of rating through an approved accomplished Rectification Form to the Office

of the Registrar for correction of records and filing purposes. However, in no case shall Grades be changed beyond one (1) year after initial filing, nor shall any change operate to the prejudice of student.

CHAPTER 54

ACADEMIC SCHOLARSHIP

ARTICLE 199. General Provision

Sec. 1. Evaluation of student records for purposes of academic scholarships shall be based on the standards set herein.

Sec. 2. Entrance Scholarships shall be enjoyed by:

- a. Valedictorians
- b. Salutatorians, and
- c. Top 200 students in the Freshmen Entrance Examination.
 1. Top 100 will be enjoying full scholarship from the tuition fee; and
 2. Rank 101-200 will be enjoying full scholarship from the tuition fee.

ARTICLE 200. RULES ON ACADEMIC SCHOLARSHIP

Sec. 1. Valedictorians and Salutatorians of recognized public and private secondary schools shall enjoy the privilege of 100% free tuition fee for the former and 50% for the latter.

Sec. 2. The Valedictorians and Salutatorians should belong to a graduating class of, at least, 100 students.

Sec. 3. Students who belong to top 100 in the Entrance Scholarship Examination shall enjoy either full or half tuition fee free.

Sec. 4. University Scholarship shall be awarded to an undergraduate student who obtains a grade point average (GPA) of 1.5 or better; has no grade below 2.0, nor has any mark of 'INC.' or 'Dropped' by the end of the semester; and thus, shall enjoy free tuition fees during the following semester.

Sec. 5. College Scholarship - shall be granted to an undergraduate student who obtains a grade point average (GPA) of 1.75; has no grade below 2.5, nor has

any mark of 'INC.' or 'Dropped' by the end of the semester; and thus, shall enjoy 75% discount from tuition fees.

Sec. 6. To qualify for academic scholarship, the prescribed load of a student should be at least 18 academic units or the normal load prescribed in his/her curricular program.

Sec. 7. The academic scholarship shall be for a period of one semester only and shall continue during the succeeding semesters, as long as the student satisfies the prescribed GPA and other requirements.

Sec. 8. If a student qualifies for two or more scholarships, he/she shall be made to choose only one of them.

CHAPTER 55

SCHOLASTIC DELINQUENCY

ARTICLE 201. General Provision

Sec. 1. The University shall promulgate suitable and effective provisions governing rules on scholastic delinquency for all levels in accordance with the rules hereinafter set forth.

ARTICLE 202. Rules on Scholastic Delinquency

Sec. 1. Scholastic delinquencies shall be dealt with in accordance with the following policy standards:

- a. Warning. Any student who, at the end of the semester, obtains 5.0 or failed in two subjects/courses which he/she is registered shall receive a Warning from the Dean/Registrar to improve his/her academic work. He/she shall be given less three (3) units from normal load the following semester.
- b. Shift Curricular Program.
 1. Any student, who at the end of the semester, obtains 5.0 or failed in three subjects/courses which he/she is registered

2. . Students who failed in the same subject thrice; shall be advised to shift from his/her curricular program to another curricular program not requiring licensure examination.
 - c. Debarred. Any student who, at the end of the semester, obtains 5.0 or failed in four (4) subjects/courses which he/she is registered shall not be eligible for readmission to the University.
- Sec. 2.** Readmission of any debarred student shall not be honored.

CHAPTER 56

LEAVE OF ABSENCE AND RESIDENCE RULES

ARTICLE 203. Leave of Absence Defined

Sec. 1. Leave of absence refers to temporary discontinuance of studies by the student due to illness, employment, pregnancy and other similar cases.

ARTICLE 204. Policies on Leave Of Absence

Sec. 1. Leave of absence shall be granted through written permission to the Campus Registrar stating the reason and the period of leave which must not exceed a period of one year.

Sec. 2. A student who needs to go on leave of absence beyond the allowable period of one year should be advised to apply for certificate of transfer credential without prejudice to readmission.

Sec.3. Student who leaves the university without formal leave of absence shall have his/her registration privileges curtailed or entirely withdrawn.

Sec. 4. Leave of absence officially filed to the Office of the University/Campus Registrar shall not be counted in the maximum residency whereas, unofficial leave of absence shall be included in the maximum residency.

ARTICLE 205. Residence Defined

Sec. 1. Residence refers to the number of years or terms required of a student to finish a curricular program.

ARTICLE 206. Maximum Residence Rules

Sec. 1. An undergraduate student must finish the requirements of a course within a period of actual residence equivalent to a maximum of one and one half times the normal length prescribed for the course; otherwise the student shall not be allowed to re-enroll further in that program.

Sec. 2. For Graduate programs, a student shall be in residence for a minimum of one (1) year prior to the award of the degree.

Sec. 3. All requirements for a Master's degree program shall be completed in not more than five (5) calendar years after the student's first enrolment, including leaves. Meritorious cases, however, may be given extension not exceeding one year at a time, provided that the student is required to take three additional units of graduate courses for every year lapsed.

Sec. 4. All requirements for a doctoral degree program shall be completed in not more than seven (7) calendar years after the students first enrolment in the doctoral program, including leaves for those who start the program with a master's degree in the same or similar field. If the master's degree is an unrelated field, the time limit shall be nine (9) years. Meritorious cases, however, may be given extension not exceeding one year at a time, provided that the student is required to take three additional units of graduate courses for every year lapsed.

Sec. 5. A student, who passed the comprehensive examination but exceeded the 5-year limit for the master's degree program and the 9-year limit for the doctoral degree program, may be given an extension of one year only to complete all requirements after passing the comprehensive Examination the second time.

CHAPTER 57

TRANSFER CREDENTIAL

ARTICLE 207. Issuance of Transfer Credential

Sec. 1. A transfer credential is issued only once to a student who wishes to transfer to other school or to a graduate student, who wishes to proceed to advanced education or to take another degree in another institution.

Sec. 2. A student who was not able to use his/her Transfer Credential to other learning institution and wishes to return to the University is required to surrender the transfer Credential issued to him/her.

Sec. 3. Before a Transfer Credential is issued, the student is required to submit an accomplished clearance form and have to pay the required amount.

Sec.4. The personnel in-charge of issuing the transfer Credential must see to it that the form 137 A/Transcript of Records with Remarks "Copy for SKSU" is in file and all subjects and grades are all accounted for.

Sec. 5. The Transfer Credential including the copy of grades shall be forwarded to the Office of the University Registrar for Signature and for impression of University Seal after validating the records.

Sec. 6. The University Registrar shall release the Transfer Credential together with the copy of grades.

CHAPTER 58

INTERNSHIP/ON-JOB TRAINING

ARTICLE 208. Guidelines for Internship Program for Teacher Education

Sec. 1. Internship shall be offered to a graduating student either during the first or second semester of each academic year.

Sec. 2. A student without any subject deficiency is qualified to undergo internship.

Sec. 3. An intern incurring twenty percent (20%) absence of the total number of hours shall be given a grade of INCOMPLETE.

Sec. 4. The intern shall observe strictly the guidelines stipulated in the MOA signed by both parties-the Cooperating School and the SKSU.

Sec. 5. In case the attendance of the interns is required for important intra-curricular activities of the University, they are considered excused from their respective cooperating school.

ARTICLE 209. Policies on On-Job-Training

Sec. 1. On-Job-Training shall be offered to graduating students either during the first semester, second semester or summer of each academic year.

Sec. 2. Only graduating students, who complied with all subjects required in the curriculum including thesis writing, shall be allowed to undergo On-Job-Training.

Sec. 3. He /she shall observe strictly the guidelines stipulated in the Memorandum of Agreement.

Sec. 4. A trainee incurring twenty percent (20%) absence of the total number of hours shall be given a grade of INCOMPLETE.

Sec. 5. In case the attendance of the Trainees is required for important intra-curricular activities of the University, they are considered excused from their respective assignments.

CHAPTER 59

RESEARCH WRITING AND ADVISING

ARTICLE 210. Title Proposal for Undergraduate

Sec. 1. Students shall fill up Form 1 (Plan of Course Work) before applying for a title proposal.

Sec. 2. The student shall apply for a Guidance Committee (Form 2), secured from the Campus Research Chairman. The Guidance Committee is composed of one (1) adviser and two (2) panel members as examiners. The application shall be recommended by the Research Chairman, Dean and approved by the Campus Director.

Sec. 3. Application for Thesis Title (Form 3). Students shall fill up the application form for research proposal title after the following conditions are met:

- a. The student must have, at least, taken and passed 75% of his/her academic courses with the inclusion of courses on Methods of Research and Statistics.
- b. The researcher shall prepare at least three (3) title proposals. The proposed titles must be within the thrust of the University.

Sec. 4. Change of Title (Form 4). If the title has been approved, but the student later decides to change it, he may do so using the same form.

Sec. 5. Change of Research Study. If the student opts to change his/her research study, a form (form 5) must be filled up and the thesis title must be redirected towards the new field of interest.

Sec. 6. Change of Adviser and Panel (Form 6). Change of adviser or panel member/s shall be approved by the Guidance Committee only with the consent of the previous adviser, and, upon stating justifiable reasons through a formal letter addressed to the Guidance Committee.

ARTICLE 211. Outline Writing For Undergraduate

Sec. 1. Outline can be done only after the approval of title in coordination with the Guidance Committee.

Sec. 2. Outline defense can be applied for after approval of the final draft by the Guidance Committee (Form 7).

Sec. 3. Prescribed outline format should be followed.

Sec. 4. The outline defense shall be chaired by the adviser with members of the Guidance Committee as members.

Sec. 5. The Guidance Committee shall be furnished copies of the outline one (1) week before the defense.

Sec. 6. Final copy of outline shall be reproduced in hard copy after revision based on the comments and suggestions of the Guidance Committee. A copy shall be furnished each members of Guidance Committee.

ARTICLE 212. Conduct of the Study for Undergraduate

Sec. 1. Thesis shall be individually conducted by the student as requirement for graduation.

Sec. 2. Thesis shall be conducted after approval by the Guidance Committee during the outline defense.

Sec. 3. Thesis may be conducted in absentia with the recommendation of the Guidance Committee. A student working in absentia shall make a periodic report of his/her program of work to his/her adviser.

Sec. 4. Conduct of research shall be closely supervised by the Guidance Committee, especially by the adviser.

Sec. 5. In the conduct of a research study, all activities to be undertaken shall be closely coordinated with the adviser. The following are to be strictly observed:

- a. Secure the approval of the adviser. Have the adviser monitor the progress of the study.

- b. Inform the adviser of any destruction or damages caused by animals, pilferage, or any unusual observation(s) for experimental studies. Delayed reports regarding any or all of these can be grounds for suspicion of manipulating data by the student and also by the adviser.
- c. Have adviser affix his/her signature on raw data sheet every time datum/data is/are collected. Data gathered without close coordination on the part of the student and adviser and shown only at the end for scrutiny, analysis and approval may be the cause for disapproval by the adviser, and may be declared null and void.
- d. Secure adviser's permission for collating, analyzing and writing results and implications of the study.

Sec. 6. When writing manuscript, an adviser may be consulted on any problem or concern such as the guidelines for the format and some technicalities.

Article 213. Thesis Processing and Defense for Undergraduate

Sec. 1. The Guidance Committee members shall affix their signatures or their comments on the flyleaf each time the thesis paper is presented for evaluation.

Sec. 2. Data presentation, analysis and interpretation shall be checked by a statistician before final examination.

Sec. 3. The students may apply for final examination after approval of the final draft by the Guidance Committee (Form 7).

Sec. 4. The final draft must be checked by the English critic/reader before the final defense presentation.

Sec. 5. Application for final defense must be filed two weeks before the proposed date of examination. The Guidance Committee shall be furnished a copy each one (1) week before the Final Defense schedule.

Sec. 6. The adviser shall act as Chairman of the Guidance Committee.

Sec. 7. Panel 1 and 2 shall serve as examiners of the study.

Sec. 8. A student conducting a research study and thesis writing shall pay an amount as prescribed by the University.

ARTICLE 214. Title and Outline Defense for Graduate Studies

Sec. 1. A student may start conceptualizing his/her title and outline in consultation with his/her Advisory committee during his/her graduate Seminar Course.

Sec. 2. He/She shall apply for outline defense after passing the comprehensive examination upon the recommendation of the Advisory Committee.

Sec. 3. The Advisory Committee with the participation of the College Secretary or Program Chairman concerned shall administer the outline defense.

Sec. 4. The Dean and another faculty member with specialization in line with the student's specialization may sit in the Outline Defense.

Sec. 5. In the case of technical program of the CGS (e.g. MAST), after finishing at least 50% of a student's academic courses especially Statistics and Methods of Research, a student may apply for outline defense.

Sec. 6. The outline proposal shall follow the standard thesis style prescribed by the College of Graduate Studies.

Sec. 7. The Advisory committee shall be furnished with the copy of the outline one week before the scheduled defense.

Sec. 8. Each of the Advisory committee members and the Office of Graduate Studies shall be furnished with copies of approved proposed outline.

Sec. 9. The student shall prepare five (5) copies of the approved outline proposal for master's degree program and seven (7) for doctorate degree program.

ARTICLE 215. Conduct of Thesis/Research Work for Graduate Studies

Sec. 1. A student after passing the Comprehensive Examination, Title Defense and after the approval of his/her outline by the Advisory Committee may start conducting his/her thesis/research work.

Sec. 2. The thesis/dissertation of a student may be done in absentia with the recommendation of the Advisory committee and approved by the Dean if the research activity requires the performance outside the University or shall be facilitated by the resources of other institutions.

Sec. 3. A student working in absentia shall make a periodic report of his/her program to his/her adviser.

Sec. 4. The student must be officially registered in the University while working on his/her thesis.

ARTICLE 216. Final Defense for Graduate Studies

Sec. 1. The student may apply for final defense upon recommendation of the Advisory Committee and upon approval of the Dean.

Sec. 2. Application for final oral defense must be filed with the Graduate Studies for approval at least fifteen (15) days before the proposed date of final oral defense.

Sec. 3. The Thesis/Dissertation Committee shall be given copies of the manuscript one (1) week before the scheduled defense.

Sec.4. The thesis/dissertation committee shall conduct the final oral defense on the thesis/dissertation of at least four (4) weeks prior to graduation.

Sec. 5. The statistician may be invited to attend the final defense on a non-voting capacity.

Sec. 6. The result shall be submitted to the Graduate Studies not later than one week after the date of final oral defense.

Sec. 7. The Dean shall act as Chairman in the final defense and the program chairman shall assist/guide the examinee in a non-voting capacity.

Sec.8. The University President or his/her representative, an Adviser and majority of the Advisory Committee shall sit in the final thesis/dissertation defense.

Sec.9. The accomplished survey questionnaires for social research and field data for technical research and permission to conduct from Head Agencies together with the manuscript shall be submitted to the CGS Program chairman for counter checking purposes.

Sec. 10. A copy of corrected and final draft of the thesis/dissertation shall be submitted to the Graduate Studies for subsequent endorsements.

Sec. 11. The student thesis/dissertation should be signed by the respective Advisory Committee and accepted by the Dean.

Sec. 12. A Thesis/Dissertation Defense fee shall be paid by the examinee to the Cashier's Office.

Sec. 13. Intellectual Property Rights laws shall be observed.

CHAPTER 60

GRADUATION POLICIES

ARTICLE 217. Graduation Requirements

Sec. 1. Candidates for graduation must have satisfied all academic and non-academic requirements prior to graduation.

Sec. 2. No student shall graduate unless he is approved as candidate for graduation by the Academic Council of the University and confirmed by the University Board of Regents.

Sec. 3. The campus evaluation committee headed by the Campus Registrar shall assess, evaluate, and recommend candidates for graduation to the University Registrar who shall validate the evaluated records prior to presentation during the University Academic Council meeting.

Sec. 4. Candidates for graduation having deficiencies must complete their requirements and records except for the subjects currently being taken not later than the date specified in the academic calendar.

Sec. 5. The University Registrar shall counter check, scrutinize the records of candidates for graduation and certify to the BOR that the candidates for graduation have satisfactorily complied unit all academic requirements prescribed by the University and the CHED.

Sec. 6. All candidates for graduation shall be required to attend the Commencement Exercises as scheduled.

Sec. 7. Graduation in absentia for a just reason shall be allowed, but must be properly supported by a valid certification, application for graduation in absentia and shall be submitted to the University Registrar ten (10) days before the commencement program.

Sec. 8. The candidate for graduation must file an application form for graduation thru the Registrar's Office at least 45 days before graduation.

Sec. 9. For Graduate Studies, nine (9) hardbound copies of the thesis/dissertation shall be submitted to the Office of Graduate Studies for approval at least two (2) weeks prior to graduation for subsequent distribution to offices concerned.

Sec. 10. Candidates for graduation shall submit clearance duly signed by the College/Campus authorities.

ARTICLE 218. Graduation with Honors

Sec. 1. The general average of a candidate for graduation with honors, specifically, Summa cum laude, Magna cum laude, and Cum laude, shall be based on the grade requirements prescribed by the University, to wit:

Summa Cum Laude -	1.25 – 1.0
Magna Cum Laude -	1.50 – 1.26

Cum Laude - 1.75 – 1.51

Sec. 2. Only final grades shall be the basis in the computation of the general average of a candidate for graduation with honors. Final grades shall be significant up to two decimal places only.

Sec. 3. A candidate for graduation with honors must have completed at least 75% of the total number of academic units for graduation in the University and must have been a resident therein for at least 3 years prior to graduation.

Sec. 4. A candidate for graduation with honors must have taken, during each semester, not less than 18 units of credit or the normal/regular load prescribed in the curriculum.

Sec. 5. A candidate for graduation with honors shall have no grade of Incomplete, and Dropped marks. Also, he shall not have a grade lower than 2.25 for cum Laude; 2.0 for Magna cum Laude; and 1.75 for Suma cum laude in any academic subject whether prescribed or not in his/her curriculum which he has taken in the University, or in any other educational institution.

Sec. 6. In the case of transferees, only credits / grades earned during residency shall be included in the computation of the final average of a candidate for graduation with honors.

Sec. 7. A candidate for graduation with honors must belong to the campus of not less than One Hundred (100) student population.

Sec. 8. A candidate for graduation with honors must not have records of violation of the existing University rules and regulations.

Sec. 9. Non-academic recognition shall be awarded to candidate for graduation to include the following:

- a. Best Thesis/Dissertation. The award in the thesis in either the undergraduate and graduate programs or dissertation in the graduate program shall have three categories: social, experimental and developmental (invention and innovation). There shall be one recipient per category for the graduate and for the undergraduate program.
- b. Leadership Award (include description)
- c. Service Award
 1. Outstanding Student Organization Award
 2. Outstanding Student Award
 3. Athlete of the Year Award
 4. Artist of the Year Award
 5. Others

Sec. 10. Criteria for awards shall be based on the current /latest criteria set by the University and other granting agencies.

ARTICLE 219. Baccalaureate, Recognition and Commencement Exercises

Sec.1. The University shall have two (2) baccalaureate, recognition and commencement exercises for the tertiary and graduate studies levels and one for the secondary level, a regular graduation at the end of the school year.

Sec. 2. The baccalaureate, recognition and commencement exercises for tertiary degree programs and advanced studies shall be held on the same scheduled date for graduation in the school calendar.

Sec. 3.The baccalaureate, recognition and commencement exercises for the two-year technical and short term courses shall have separate commencement exercises.

Sec. 4. The baccalaureate, recognition and commencement exercises for the Laboratory High School shall be held on a date separate from the tertiary and advanced studies.

Sec.5. The Office of Academic Affairs shall be responsible for the commencement and baccalaureate exercises and may call upon other personnel of the University for assistance in carrying out the plans for the said exercises.

ARTICLE 220. Academic Attire

Sec.1. Candidates for graduation shall be required to wear appropriate academic attire during the baccalaureate service, and in commencement exercises.

Sec.2.The attire for graduation for the tertiary level shall be black academic gown, black cap with tassel in accordance with the color of the prescribed cape/hood indicated below:

HOOD

Bachelor of Laws	-	Lavender
BS Computer Engineering	-	Orange
BS Civil Engineering	-	Orange
BS Accountancy	-	Cream

CAPE

Bachelor of Science in Biology	-	Golden Yellow
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Bachelor of Science in Mathematics	-	Golden Yellow
BS Hotel and Restaurant Management	-	Red
Bachelor of Arts in Social Science	-	Maroon
BS Management Accounting	-	Cream
BS Accounting Technology	-	Cream
BS in Information Technology	-	Navy Blue
Bachelor in Industrial Technology	-	Powdered Blue
Bachelor in Secondary Education	-	Yellow
Bachelor in Elementary Education	-	Yellow
Diploma in Teaching	-	Yellow
Bachelor in Agricultural Technology	-	Green
Bachelor of Science in Environmental Mgt/	-	Green
Bachelor of Science in Sustainable Agri.	-	Green
Bachelor in Agribusiness Management	-	Green
Bachelor of Science in Fisheries	-	Aqua Blue
Bachelor in Fishery Technology	-	Aqua Blue
BS in Nursing	-	White
BS in Criminal Justice Education	-	Brown

Sec. 3. The attire for graduation for Master's and Doctorate degrees shall be moss green gown, moss green cap with mint green tassel and hood (3 feet long) with the following colors: PhD – Moss Green, MAT- Yellow, MAST – Green, and MM - Blue

Sec. 4. Key Officials and members of the Academic Council of the University and those who have part in the program shall wear an academic attire of the institution where they obtained their degrees.

Sec. 5. Candidates for graduation in the non-degree programs of the University shall wear black academic gown with black cap and tassel following their respective degree program color.

ARTICLE 221. Second Baccalaureate Degree

Only one baccalaureate degree may be conferred at a time. A holder of an SKSU bachelor's degree may earn another bachelor's degree upon the successful completion of units prescribed by a discipline, after the previous degree.

ARTICLE 222. Conferment of Doctoral Degree (Honoris Causa) and Other Honorary Title

Sec. 1. The University shall award the doctorate degree (Honoris Causa) to an individual whose contribution to the university and the community is exemplary based on the CMO.

Sec. 2. The conferment of doctorate degree (Honoris Causa) and other honorary title to an individual shall be endorsed by the University Academic Council to the Board of Regents for Confirmation.

Chapter 61

LICENSURE REVIEW AND EXAMINATION

ARTICLE 223. Licensure Review for Undergraduate Students with Board Examination

Sec. 1. Licensure examination review shall be included in the curriculum of Programs requiring Licensure Examination.

Sec. 2. After graduation, students must attend intensive Review Classes and pass the pre-board examination before taking a licensure examination.

Sec. 3. Conduct of intensive review shall be supervised by the Director for Licensure & Review, Campus Director/Deans and Program Chairman.

Sec. 4. In the conduct of the intensive review the following must be strictly followed:

- a. Student must take the in-house review classes in the University (esp. BEED, and BSED students);
- b. Students must pass the pre-board examination in the review classes;
- c. Only students who pass the pre-board examination in the review classes will be given the Transcript of Records (TOR) for licensure examination purposes;

- d. The University Registrar shall release TOR with remarks "Copy for Board Examination", if students can secure clearance from the Office of the Director for Licensure & Review and the Dean;

Section 5. For other programs with Board Examination, provisions of the CMO shall be followed.

CHAPTER 62 SCHOOL FEES

ARTICLE 224. Classification of School Fees

Sec. 1. School fees shall be classified into:

- a. Regular School Fees – which include tuition fee, medical, dental, athletic, diploma, laboratory fee, guidance fee, library fee, registration fee, & development fee, internet fee, etc.
- b. Student Fees- which include fees for student publication, identification card, insurance, SBO, SSC, Yearbook, workbook, graduation fee for seniors and student handbook, SIFE fee, etc.
- c. Administrative Fees – which include fines for late enrolment and other authorized fines, fees for changing, adding and dropping of subjects, special services for validation, for removal examination, Official Transcript of Records (TOR), Certification, Authentication Fees, and testing services, etc.

Sec. 2. All published tuition and other fees are subject to change by action of the Board of Regents at any time. In the event of any increase in the tuition and other fees, payment already paid shall be treated as partial payment. Notification shall be given on the additional amount due and the required date of payment.

ARTICLE 225. Refund of Fees

Sec. 1 Student who have paid their fees in full and wish to withdraw their registration or are granted transfer credential or leave of absence shall be entitled to a refund of his/her payment except entrance and registration fees, in accordance with the following schedule:

- a. Before opening of classes - 100%

- b. within first week of classes - 80%
- c. within 2nd, 3rd and 4th week - 50%
- d. after 4th week – no more refund

Sec. 2. The same terms and conditions above shall apply to students who have partially paid their regular school fees.

Sec. 3. Refund of tuition and laboratory fees for a subject may be allowed in case of forced dropping due to sequencing, overload or for other valid reasons.

ARTICLE 226. Payment of School Fees

Sec. 1. School fees shall be paid in three installments in the following manner:

- a. 50% of total charge during enrolment
- b. 40% before the mid-term
- c. 10% before the final term

Sec. 2. Incoming freshmen shall pay the tuition fee for the academic year as set and approved by the BOR.

Sec. 3. A student who shifts to another course and is classified as first year shall follow the prevailing rate set in the course he/she qualifies.

Sec. 4. An old returning student shall follow the prevailing rate of tuition fee set in his/her level of classification.

Sec. 5. A student who drops / is dropped from school whether officially or unofficially shall pay the total/ full charges for the whole semester,

Sec. 6. The student's Statement of Accounts shall be distributed two (2) weeks before the periodic examination.

Sec. 7. Payment shall be made directly to the cashier who will issue the corresponding official receipt.

CHAPTER 63

POLICIES ON RECORDS

ARTICLE 227. General Provision.

Sec. 1. Student records are confidential in nature. Access to records shall be based on the following:

- a. Each type of student record is the responsibility of a University Registrar and a designated Campus Registrar, who has the sole authority to release the record.
- b. Confidential educational or personal records may be released to other university personnel without the consent of the student involved if the record is a student's application for financial aid or if it is in response to a judicial order or subpoena, or due to any legal or safety emergency reasons.
- c. All information about student records shall only be released to a third party duly authorized by the concerned student.
- d. The student should pay the required fee for transcript of records, transfer credential and certifications.
- e. The TOR, Diploma, Certifications and Transfer Credential should be impressed with the University Seal.
- f. The Transcript of Records shall bear the signatures of the one who prepared it, the one who verified it and the University Registrar.
- g. Official Receipt number and the Documentary Stamp Fee shall be affixed on it.
- h. Accomplished Clearance form is required.

ARTICLE 228. Transcript of Records

Sec. 1. Student records are confidential and information is released only at the request of the student or of an appropriate institution. . No "Partial" transcripts shall be issued.

Sec. 2. Official transcript of records obtained from other institution and which have been submitted to the University for Admission and/or transfer of credits become a part of the student's permanent record and shall be issued as true copy along with SKSU's official transcript of records.

ARTICLE 229. Certifications

Sec. 1. Certifications such as Certification of Grades, Certification of Enrolment, and Certification of Good Moral Character of students shall be issued by the Office of the University Registrar and shall always indicate the purpose for which it would be issued.

ARTICLE 230. Diploma

Sec. 1. Diploma is a proof that a student has obtained a particular degree or academic program. It shall bear the signatures of the University President, the finished a Campus Director/Dean and the University Registrar and shall be impressed with University's dry seal.

ARTICLE 231. Transfer Credential

Sec.1. A student in good standing who desires to sever his/her connection with the University shall present a written petition to this effect to the University Registrar. If the petition is granted, the student shall be given transfer credential. Without such petition and favorable action, no record of transfer credential shall be issued.

Sec.2. All indebtedness to the University must be settled before a statement of transfer credential shall be issued. The statement indicates that the student withdrew in good standing as far as character and conduct are concerned. If the student has been dropped from the rolls on account of poor scholarship, a statement to that effect may be added to the transfer credential.

ARTICLE 232. Requesting of Documents

Sec. 1. Request of documents shall be on "first come, first served" basis and a Request form shall be personally accomplished by the requesting student. In the event the requesting student is not the one personally requesting for the document, a written authority from the owner of the record/s shall be presented by the authorized client to the Registrar's to show Office that he/she has been authorized to secure the academic Document/s requested.

Sec. 2. Requesting student is required to present a duly accomplished clearance before requesting for a document from the Office of the Registrar.

Sec. 3. Required fees shall be paid to the University/Campus Cashier before the processing of requested document/s.

ARTICLE 233. Withholding of Records

Sec. 1. When a student has a pending financial obligation to the University, or when official records from a previous school (e.g. Transcript of Records with remarks copy for SKSU) has not yet been submitted to the Office of the University Registrar or when the student has been charged for official disciplinary action, the appropriate University official may request that the student's record, e.g Transcript of Records and/or registration forms, be withheld.

ARTICLE 234. Releasing of Records

Sec. 1. Requested academic records of students shall be released when the academic records from a previous institution are on file and upon presentation of accomplished Clearance showing that the student is free from all financial and material obligations with the university and proof of payment for requested documents.

Sec. 2. Academic records are sent directly to requesting school or institution. It cannot be entrusted to the student, unless he authorized to hand carry the said record. It has to be placed in a sealed envelope addressed to Registrar concerned with the flap of envelope signed by the Registrar.

Sec. 3. The records released shall always indicate the purpose for which the record will be used and must have signatures of the concerned signatories in every page as well as and impressed with the University seal.

Sec. 4. Normally, requested documents/records shall be issued within the prescribed period after filing:

Certifications - maximum of three (3) working days

Transfer Credential & TOR - 15 working days for regular periods and 30 working days for peak seasons, such as enrolment and graduation periods'

Diploma - one month after the date of graduation

Sec. 5. Re-issuance of Diploma is allowed when the original copy is lost, or damaged by fire, water and man-made calamity upon presentation of the appropriate affidavit subject to payment of required fees.

ARTICLE 235. Student Clearance

Sec. 1. Each student shall be required to present a duly accomplished clearance form before taking the midterm and final examination.

Sec. 2. Graduating students must present/ submit a duly accomplished clearance form before graduation.

Sec. 3. Any student who intends to transfer to any other institution must first present a duly accomplished clearance before requesting for release of his/her school records.

Sec. 4. Exit clearance is required to a student requesting for his/her TOR, Diploma and Certifications.

Chapter 64

UNIFORMS & IDENTIFICATION CARDS

ARTICLE 236. Students' Uniform

Sec. 1. The prescribed school uniforms are as follows and shall be worn on the days designated:

- a. Female - plain buttoned green skirt and white blouse with University button seal and black close shoes of at least two (2) inches heels but not stiletto heels.
- b. Male - white polo shirt with blind buttons, with university button seal, black slacks, and black shoes with socks.

Sec. 2. Wearing of PE Uniform is strictly during PE classes only while OJT/Internship uniform is worn during OJT/Internship only.

Sec. 3. Wearing of short pants of any style for male and tight-fitting halter-top, micro miniskirts or transparent (seductive) attire for female are prohibited on regular school days.

Sec. 4. Wearing of earrings for Male and dazzling, excessive or vulgar jewelries for female students are not allowed during regular school days.

Sec. 5. Shoes shall be worn at all times in the campus. Slippers (rubber-thong or leather) or "bakya" are not allowed except for medical reasons as duly certified by the physician.

Sec. 6. Hats and caps must be taken off when entering the classroom. Muslim students may wear head covering as required by their religion.

Sec. 7. Students not wearing the prescribed school uniforms shall not be allowed to enter the school premises.

ARTICLE 237. School ID Card

Sec. 1. Identification Card shall be issued by the University Registrar to incoming freshmen and transferees only and shall be worn at all times during the school and activity days.

Sec. 2. ID Cards issued to students in the higher years shall be validated every semester with a corresponding fee.

Sec. 3. In case of loss, a presentation of affidavit of loss and a payment of corresponding amount for re-issuance of ID Card shall be required.

BOOK IV

THE RESEARCH, DEVELOPMENT AND EXTENSION

TITLE NINE

RESEARCH, DEVELOPMENT AND EXTENSION POLICIES

CHAPTER 65

DUTIES AND FUNCTIONS OF THE RD&E

ARTICLE 238. General Provision

The policies of the Research Development and Extension herein prescribed shall be primarily applied to the university. This includes duties and functions of the Vice-President, Directors, Chairpersons, its centers and support staff.

ARTICLE 239. The Vice-President for Research Development and Extension

Sec.1.The Vice President for Research, Development and Extension shall be designated by the University President, subject to confirmation by the Board of Trustees. He shall have the appropriate doctoral degree in philosophy or science with an academic rank of at least Professor I, with, at least, five (5) years of research and extension experience and at least five (5) years of administrative experience. His term of Office shall be for two (2) years, subject to reappointment.

Sec.2. Duties and Functions of the VP-RD&E

- a. He shall exercise general supervision and coordination of all programs, projects and activities of the various units under his Office;
- b. Recommend and implement policies and guidelines governing research, development and extension affairs of the University;
- c. Plan programs for research, development and extension activities which are geared towards the growth and development of the University and the region;
- d. Direct the implementation of research and development programs and extension work of the University;
- e. Coordinate, monitor, and appraise the performance of the various research , development and extension units of the University;

- f. Plan, promote, and carry out close working relations with appropriate government agencies and people's organizations;
- g. Act as Vice Chairman of the Research, Development and Extension council; and
- h. Perform other related functions as may be directed by the President.

ARTICLE 240. The Officers under the VPRDE

Sec. 1. Director for Research & Development

- a. The Director for Research & Development shall be designated by the University President subject to confirmation by the Board of Trustees. He/she shall have, at least the appropriate doctoral degree with an academic rank of, at least, Associate Professor with, at least three (3) years of research and development experience and at least three (3) years of administrative experience. He shall hold office for a term of two (2) years, subject to reappointment.

Sec. 2. General Functions of the Director for Research & Development

- a. Define priority research and development areas and identify projects towards the development of the University and service areas.
- b. Formulate general policies, plans, guidelines and direction that would govern the operation of the various units/departments within the division and recommend these for approval to higher authorities.
- c. Initiate and administer the planning and implementation of programs and projects designed to promote and enhance the linkage of the University.
- d. Establish linkages with private and government sectors for possible research grants and programs/projects.
- e. Direct, coordinate, monitor and supervise the R&D programs and related activities of the University.
- f. Determine and recommend to higher authorities the financial requirements of the division and administer the use of the same.
- g. Recommend the recruitment and hiring of the needed personnel of the division and prescribe their duties and responsibilities.
- h. Conduct an annual inventory of resources, on-going and completed researches, and, technologies generated for the development of the college and service areas.

- i. Encourage faculty and staff to conduct research.
- j. Conduct trainings and related activities to improve R&D capabilities of the division/campuses.
- k. Prepare and submit pertinent reports and recommendation to the VPRDE (i.e. monthly, quarterly, annual reports, etc.)
- l. Perform other functions pertinent to R&D as necessary and as directed by higher authorities.

Sec. 3. Specific Duties of the Director for Research & Development

- a. Review periodically the Philosophy, Mission and Vision of the University in relation to the specific goals and objectives of the Research & Development Division.
- b. Relate new perceptions or beliefs with the current projected conditions of the Division and recommend innovations for further development or implementation.
- c. Propose research and development programs of the University in collaboration with other units/divisions and institutions whose interest and functions are similar to those of the research division.
- d. Direct and supervise technology generation, technology transfer and commercialization.
- e. Promote dynamic and strong linkages with other institutions, GOs, LGUs and NGOs.
- f. Push for strong market development and promotion activities of technologies generated.

Sec. 4. Chairman-RD & E External Linkages

- a. The Chairman for RD & E External Linkages is appointed by the University President upon the recommendation of the Director for Research & Development and the VPRDE; He holds an office for a term of two (2) years, subject for reappointment.
- b. He reports to the Director for R & D and coordinates with the Campus Executive Officers, Campus Deans, Chairmen of different units/divisions and R & D institutions.
- c. Specific Functions

- 3.1. Establish linkages with other agencies / institutions.
- 3.2. Assist the Research and Development & Extension Directors in the formulation and implementation of the policies, guidelines and management tools needed for the operation of the Division, particularly, on externally funded researches and extension projects.
- 3.3. Encourage commodity team leaders, research and extension coordinators and faculty of the different campuses to prepare and submit R&D proposals for external funding.
- 3.4. Provide direction and supervision for the proper implementation, monitoring, and evaluation of the different externally funded researches and extension projects of the University.
- 3.5. Submit research and extension proposals for external funding and recommend the same for RTWG evaluation and endorsement of the Research, Development and Extension Directors to higher authorities for implementation.
- 3.6. Perform other related functions that maybe delegated by higher authorities.

Sec. 5. Chairman - Research, Development & Extension Monitoring and Evaluation

- d. The RDE Monitoring and Evaluation Chairman is appointed by the University President upon recommendation of the Directors for RDE and VPRDE, and holds Office for a term of two (2) years, subject for reappointment.
- e. He/she reports to the Directors for RD & E and coordinates with Campus Executive Officers, Deans, Division Chairmen/ Coordinators, other Unit/Division Directors, and line agencies.

f. Specific Functions on Monitoring:

- 3.1. Recommend policies and guidelines for effective monitoring and evaluation of RD & E proposals and projects implemented.
- 3.2. Conduct regular monitoring and assessment of RD & E projects/activities; give feedbacks and recommendations for effective project implementation.
- 3.3. Prepare RD & E updates and regular reports / feedbacks on the University RD & E.

4. Specific Functions on Evaluation:

- 4.1. Receive and pre-evaluate program proposals for the Research and Technology Working Group's (RTWG) evaluation.
- 4.2. Act as secretary during RTWG evaluation of R & D proposals.
- 4.3. Compile and prepare R & D reports.
- 4.4. Supervise and coordinate the regular conduct of R&D Project Evaluation and In-House Reviews.
- 4.5. Recommend generated technologies/information for dissemination based on recommendations from reviews.
- 4.6. Do other functions as delegated by higher authorities.

Sec. 6. Chairman of Publication and Communication

- a. The Applied Communication Chairman is appointed by the University President upon recommendation of the Director for R & D and VPRDE, and holds an office for a period of two (2) years, subject for reappointment.

- b. He reports to the Director for R & D and coordinates with the Deans, Units/Division Chairmen and other Unit/Division Directors and line agencies.
- c. Specific Functions
 - 3.1. Package and disseminate generated technology and useful information to the different divisions, units of the institution and the community in coordination with the extension and training divisions using print and broadcast media.
 - 3.2. Facilitate dissemination of generated information and technologies.
 - 3.3. Establish local and external linkages with other agencies on various R&D programs and activities of the Institution for effective packaging and dissemination information and technologies.
 - 3.4. Document/package and publish R&D projects undertaken by the Division.
 - 3.5. Assist in the communication activities of the Division.

Sec. 7.Chairman Research Management Information Services (RMIS)

- d. The Chairman for RMIS is appointed by the University President upon the recommendation of the Director for R & D and VPRDE, and holds office for a term of two (2) years, subject for reappointment.
- e. He reports to the Director for R & D and coordinates with Campus Executive Officers, Deans, Unit/Division Coordinators and other Unit/Division Directors and other line agencies.
- f. Specific Functions
 - 3.1. Plan, develop, implement and maintain in-house information system for SKSU.

- 3.2. Establish data bank and provide management with information related to R&D.
- 3.3. Provide the Divisions with regular / specialized reports from the information system.
- 3.4. Extend the information systems to SKSU campuses, R&D consortium and National Research Systems.
- 3.5. Assist SKSU R&D Division / campuses in computer configuration and in hardware and software acquisition.
- 3.6. Promote and facilitate information within the network.

Sec. 8. College Commodity Teams (CCT)

- a. The Commodity Team Leaders shall be appointed by the University President upon the recommendation of the VPRDE and hold office for a term of two (2) years, subject for reappointment.
- b. The members of the team shall be senior and technically competent researchers and are organized by commodity sector such as agronomic crops, industrial crops; fisheries, poultry and livestock, ICT, environment and conservation, post-harvest and processing; and socio-economics.
- c. Specific Functions
 - 3.1. Identify and recommend R & D agenda for a specific commodity
 - 3.2. Provide technical assistance to the Publication and Communication Unit on the appropriate packaging of technologies and technology transfer activities.

Sec. 9. Research and Technology Working Group (RTWG)

- d. The Research and Technology Working Group shall be appointed by the University President upon the recommendation of the VPRDE and holds office as an Ad Hoc Committee.
- e. The members of the group shall be senior and technically competent faculty researchers

- f. The specific function of the RTWG is to evaluate, screen and consolidate proposals on the different commodities identified by the University.

Sec. 10. Campus Organizational Structures

- a. At the campus level, the research and development coordinators perform the same functions as that of the CRDE staff, and are directly accountable to their respective campus executive officers.

Sec. 11. Research & Development Personnel and Support Services

b. Research Personnel

1. Full-/part-Time Research Staff

- 1.1. These are academic or non-academic personnel of the University not drawing their salaries from research and development funds but are assigned full- or part-time based on the designation made by the President.
- 1.2. A faculty member performing research and development activities shall report to his/her Department Chairman/Chairperson as specified in his/her plan of work. On the programming of his/her activities, and in his/her performance evaluation, coordination between the Department Chairperson and the Research & Development Coordinator shall be enforced. The Research Coordinator shall be a signatory in the performance evaluation of the said faculty.
- 1.3. Outputs shall be the basis for evaluating the performance of the researcher, and shall determine whether he/she be
- 1.4. Allowed to conduct another research project, i. e. after the submission of terminal report/s.

Sec. 12. Support Services

- a. As an intra-organizational coordination, research and development is coordinated with the research support services; namely: the administrative staff, personnel, and finance which are composed of the budget, auditing, and accounting offices; supply office, and

motor pool. The R & D recognizes the continuous support of these units, since projects cannot be implemented without their cooperation.

Sec. 12. The Management of the Extension Division

a. The Extension Division Office

b. *General Functions.*

1. The Director for Extension shall be designated by the University President subject to confirmation by the Board of Trustees. He/she shall have at least the appropriate doctoral degree with an academic rank of, at least, Associate Professor, with, at least, three (3) years of extension experience, and, at least three (3) years of administrative experience. He shall hold office for a term of two (2) years, subject for reappointment. The University Extension Division coordinates and operationalizes the extension activities of the University which consist of six (6) campuses. It also serves the function of planning, directing, supervising of extension activities as well as documenting and disseminating of R&D results.

c. The more specific functions of the Division are:

6. Plan and implement extension programs directed towards the continuing development of competencies of extension personnel and other faculty members who are involved in extension.
7. Coordinate, monitor and evaluate extension projects of the various campuses of the University.
8. Formulate and implement guidelines approved by the proper authority governing incentives and privileges.
9. Popularize and disseminate research outputs through mass media, demo farms, etc.
10. Exercise leadership on its own or through cooperative efforts with other units of the University in the promotion of research outputs and other adaptable technologies through seminars, conferences, for a, training program and other similar activities.

Sec. 13. Duties and Responsibilities of the Staff of the Extension Division Office

c. The Director for Extension Division Office

d. *General Functions.*

1. The Director, preferably a doctoral degree holder with specialization in extension, rural development, development

communication or community/institutional development, is tasked to coordinate, consolidate and operationalize extension activities of the University in coordination with the Extension Coordinators of the six campuses.

2. *Specific Responsibilities.* The specific functions of the Director of the Extension Division Office are the following:

2.12. Make a periodic appraisal of extension programs affecting communities particularly those in the service areas of the University.

2.13. Evolve or design extension plans, programs and new approaches that shall improve efficiency, productivity, income and general well-being of the people in the service area;

2.14. Recommend the establishment of linkages with government and private organization on carrying out extension-type activities for approval and implementation.

2.15. Organize and manage training, seminar/activities designed for various clientele in cooperation with other units of the University;

2.16. Coordinate all extension activities of the various units of the University.

2.17. Relate closely the extension program of the University with those of research and to make a periodic appraisal of extension problems affecting barangays instruction.

2.18. Recommend the budget for long and short range plans necessary for the efficient implementation of the extension function of the University.

2.19. Prepare and submit periodic and other necessary report to the President through the Vice Pres. for RD and E.

2.20. Disseminate information on new technology and innovation and research findings to end-users;

2.21. Perform other related functions as may be assigned to him/her; and

2.22. Promote the application and commercialization of appropriate technologies through the establishment of Demo Projects, Plant Health Clinics, Field Day and Agri-Kapihan.

Sec. 14. Chairperson, Monitoring and Evaluation Unit

2. *Specific Functions.* The specific functions of the Chairperson for Monitoring and Evaluation Unit are the following:
 5. Prepare guidelines and device forms for monitoring and evaluating extension projects implemented.
 6. Establish data bank i.e. community resources profile of the project site.
 7. Conduct monitoring and evaluation of extension projects implemented.
 8. Prepare monitoring/annual reports.

Sec. 10. The Campus Extension Coordinator

- a. General Functions.
 2. The Campus Extension Coordinators are the service arm of the EDO. The common function is to coordinate extension activities in the aspect of planning, organizing, monitoring, documenting and evaluating.
- a. Specific Functions. The specific functions of the Campus Extension Coordinators are:
 4. Coordinate with the extension area chairpersons who are based in the campus through proper channels in the planning and organization of extension activities in the respective areas of specialization.
 5. Plan and carry out activities designed towards the improvement of the competencies of the faculty in the extension approaches and techniques.
 6. Monitor and evaluate extension activities within the area of concern and submit progress reports.

Sec. 15. The Administrative Support Staff

- a. The Administrative Support Staff of the EDO records communication, responsible for all clerical jobs; takes charge of all matters pertaining to the financial aspects of the project.

- b. The Administrative Support Staff supports the Director of EDO in the efficient management of extension activities.

Sec. 16. The Centers of the RD & E. The Centers under the Research, Development and extension are:

- a. **Aqua-Marine Center.** The center is established for the following purposes:
 - 1. Provide training on the development and management of fishery resources;
 - 2. Undertake research in Marine environment research fisheries: its impact to human interaction;
 - 3. Provide support tools for the marine management and conservation by developing deeper understanding of the marine ecosystem in order to promote a sound and sustainable fisheries undertakings; and
 - 4. Assess condition of marine resources and determine their impacts of human activities through fishing, coastal development and municipal charges.

- b. **Halal R&D Center**
 - 1. The Center will focus on the development of protocols on the production and processing of staple food crops, commercial crops, as well as "Tilapia" and Milkfish. It will also develop the Halal assurance e-system for the focus commodities of goat and other livestock.
 - 2. Eventually, the center will become an incubation hub for the S & T Halal products in this region

- c. **Climate Change Center**
 - 1.
- d. **Disaster and Risk Reduction Management Center.** The center is a knowledge-based facility that will undertake both research and extension activities related to:
 - 1. Research.
 - 1.1. Generation of hazard risk information
 - 1.2. Collection of relevant hazard and vulnerability data
 - 1.3. Knowledge development
 - 1.4. Development of innovative tools and implementation of innovations
 - 1.5. Policy Formulation

 - 2. Extension
 - 2.1. Implementation of awareness and advocacy program
 - 2.2. Hazard information exchange with public and other agencies

- 2.3. Exchange basic information on hazard and risk assessment
- 2.4. Improvement of access to information.

2.4.1. Biodiversity Center. Its functions are:

1. The SKSU Center for Biodiversity caters to scientific researches in of various fields of biological diversity such as faunistic diversity, ecological and environmental diversities;
2. It upholds and increase institutional capacities which addresses the loss of biological and cultural diversity as well as traditional and local knowledge that would lead into conservation action;
3. It will also foster connections and collaborations with those who engage in the practice of conservation and sustainability;
4. It will mainstream ecosystem biodiversity on genetic resources, increase sustainability and stability of the ecosystem, dilution of the effect of resource concentration, enhancement of the ecosystem process that humans deem useful, preservation of the ecosystem aesthetics, support wildlife population in the local and national scale;
5. It will identify researchable areas across various biodiversity disciplines, identifying needs that would serve as models or protocols towards conservation management;
6. It will spearhead advocacy in the promotion, protection and sustainable use of the natural resources by the people; keeping high priority in maintaining the ecological balance of various ecological zones of the region landscapes (local and national scale); and
7. The information management generated by the Center shall be kept for the benefits of the constituents in the belief that that sustainability and stability of the ecological landscape is everybody's responsibility.

BOOK V
THE STUDENT CODE

TITLE TEN
STUDENT AFFAIRS

CHAPTER 66
RIGHTS AND DUTIES OF STUDENTS

ARTICLE 241. Rights of Students

Sec. 1. In addition to the fundamental rights guaranteed under the Constitution, and subject to the limitations prescribed by law and regulations, students of this University shall enjoy the following rights:

- a. The right to receive, primarily through competent instruction, relevant quality education in line with national goals and an environment conducive to their full development as persons with human dignity;
- b. The right to freely choose their field of study subject to existing curricula and to continue their course therein up to graduation, except in cases of academic deficiency, or violation of disciplinary regulations;
- c. The right to guidance and counseling services, thereby, making decisions and selecting the course suited to their potentialities, and , be assisted through the provision of current and adequate information on work opportunities;
- d. The right to be informed of their scholastic standing/performance at least two weeks after the Mid-term and Final Examinations;
- e. The right to access of their respective school records, the confidentiality of which the school shall maintain and preserve;
- f. The right to issuance of official certificates, diplomas, transcript of records, grades, credentials and other similar documents upon compliance of the requirements set by the University within five (5) to fifteen (15) working days from request except during peak seasons;

- g. The right to publish a student newspaper and similar publications, as well as the right to invite resource persons during assemblies, symposia and other activities of similar nature;
- h. The right to free expression of opinions and suggestions and to effectively channel communications with concerned authority/ies/office/s of the University;
- i. The right to form, establish, join and participate in organizations and societies duly recognized by the University in order to foster intellectual, cultural, spiritual and physical growth and development; or, to form, establish, join and maintain organizations and societies for purposes not contrary to law;
- j. The right to be free from involuntary contributions, except those approved by their own organizations or societies;
- k. The right to be represented in the formulation and development of policies affecting the University;
- l. The right to receive reasonable protection and security within the University premises;
- m. The right to know or be informed of the rules and regulations of the University affecting them;
- n. The right to be dealt with professionally by the authorities of the University;
- o. The right to participate in relevant curricular and co-curricular activities duly authorized and recognized by the University;
- p. The right to due process and equal protection of law;
- q. The right to receive medical and dental services as well as first-aid services; and
- r. The right to exercise one's rights and responsibilities in the knowledge that he is answerable for any infringement or violation of public welfare and of the rights of others.

ARTICLE 242. Duties and Responsibilities of Students

- Sec. 1.** In addition to those provided for under existing law, every student shall:
- a. Endeavor to achieve academic excellence;
 - b. Attend classes regularly;

- c. Participate actively in academic and non-academic activities of the University;
- d. Uphold the integrity of the University;
- e. Abide by the rules and regulations of the University;
- f. Respect the faculty and staff and other personnel of the University;
- g. Promote and maintain the peace and orderliness, cleanliness of the University;
- h. Protect and preserve the properties of the University;
- i. Promote environmental awareness and protection for global sustainability; and
- j. Fulfill his responsibilities and be answerable for any infringement or violation committed against public welfare and the rights of others.

CHAPTER 67

STUDENT WELFARE SERVICES

ARTICLE 243. Guidance and Testing Services

Sec.1. The University shall provide guidance, counseling and consultation services to students in connection with their programs of studies.

Sec. 2. Guidance and Testing Center shall be composed of competent personnel, to provide the following services;

a. Counseling Service:

This service aims to help students in their difficulties as well as actualize their potentials to the maximum.

b. Group Counseling

This aims to help students explore and appreciate their feelings, develop mature decision making, acquire self-understanding and self-acceptance, and grow in interpersonal relationships.

c. Individual Counseling

This is to help students in private matters related to educational, career and personal development.

d. Peer Counseling

Some students are trained as peer counselors in order to help their co-students in their difficulties/problems.

e. Testing Service

This is designed to enhance deeper understanding of self. An individual to explore his/her capacities, achievements, interest, aptitudes and personality may avail of a battery of psychological tests. Through the use of testing instruments, a student will have an objective assessment of his/her self whereby he/she can process himself/herself in areas which need improvement and proper facilitation.

f. Individual Inventory

Records and files of each student enrolled in SKSU which are of paramount importance in their academic endeavor and development are updated and kept. These data are essential elements for future reference whenever the student in his/her development will seek for assistance.

g. Information Service

This is devised to provide necessary information beneficial to the student's adjustment, growth, educational and occupational pursuits.

h. Placement Service

This is intended to assist students regarding occupational and educational opportunities for self-realization and help them in their adjustments to curricular programs.

i. Follow-through/Follow-up Service

This is designed to maintain proper assistance to students by keeping track of their performance in school both in their behavioral and academic life.

Students will be called by their respective counselor for an interview regarding their adjustments and endeavors in the institution. Guidance counselors may visit the student's family or guardian if necessary.

It is also designed to keep track of present situations of former student, both drop-outs and graduates.

j. Referral

Students who need specialized professional help are referred to competent persons in the school and in the community for proper help/guidance.

k. Career Placement and Follow-up

As soon as a freshman enters the university, he/she is guided in identifying and developing career paths through interviews conducted by a panel of interviewers. Career aptitudes and interests are discussed taking into considerations psychological sessions. These are followed-up by subsequent counseling sessions. When they graduate, students are informed of the job placement, opportunities and follow-up as to their career status.

ARTICLE 244. Health Services

Sec. 1. The University shall provide and maintain health facilities and services in terms of the following:

- a. Medical and Dental Examination of University students and personnel shall be conducted once per semester.
- b. Medical and Dental Examination of High School students shall be conducted once a year.
- c. Clinic services during class days shall be observed as scheduled.
- d. Referral of cases to retainer Physician and Dentist for further medical management.
- e. First aid and Emergency Treatment.
- f. Free medicines for First aid treatment only.

Other Services:

- a. Scheduled Dental Services
- b. First aid during Sports Activities
- c. Training of Red Cross Youth Council Volunteer Members.
- d. Routine Ocular inspection of Campus Canteens
- e. Symposium on Health Awareness
- f. Blood Letting Program
- g. Regular Water Analysis

ARTICLE 245. Library Services

Sec. 1. The University shall provide library and consultation services to students in connection with their research needs.

Sec. 2. Library shall have competent and qualified personnel and staff to deliver the following services:

- a. Reference Services
- b. Library Tours
- c. Library Orientation/Instruction Program
- d. Reserved Services
- e. Circulation Services
- f. New Acquisition Display
- g. Photocopying Services
- h. Technical Services
- i. Acquisition Services
- j. Indexing Services
- k. Current Awareness Services
- l. Information Services and
- m. Bibliographic Services
- n. E-library Services

Sec. 3. Librarians must adhere to perform the following duties and functions:

- a. Facilitate the competence of University students, faculty, staff and researchers through a well-stocked and relevant quality library collections;
- b. Organize efficiently and effectively the library collections for maximum service to clientele;
- c. Prepare a comprehensive literature searches and biographies;
- d. Initiate continuous enrichment of the resources, methodologies and techniques for the development and improvement of the library;
- e. Establish networks with local and foreign agencies and other academic institutions for the development of its existing resources;
- f. Plan out viable initiatives like linkages with people organization, non-government organizations, local government units and national agencies to boost the current library collections;
- g. Link with other library organizations in the local and national sector and keep abreast with the changing trends in libraries and librarianship;

- h. Coordinate with Campus Director/Dean and Campus Librarian in terms of library needs and programs
- i. Perform other related functions mandated by the Vice President for Academic Affairs or the President.

ARTICLE 246. Other Scholarship Grants, Financial Assistance and Grant in Aids

Sec. 1. Scholarship grants, assistantships, grants-in-aids and other forms of financial aid shall be provided and awarded to deserving students under the supervision of the Office on Student Affairs and in accordance with the provisions stated in the Academic Policies.

Sec. 2. The University through the Office of Student Affairs shall likewise provide opportunities for student assistantship to deserving and promising students upon the recommendation of the Campus Director/Dean concerned or its equivalent of the various units of the University with financial assistance based on the nature and scope of their responsibilities. The working hours, academic load and assistance of such student shall be in accordance with the rules of the university, subject to existing laws and regulations.

Sec. 3. The Socio-Cultural Scholarship is granted to students who are members of University Dance Troupe, Chorale, Literary and Visual Arts & Band and those who actively participate and win in different competitions in local, regional and national and international level.

Sec. 4. The Sports Scholarship is granted to students who represent the university in both athletics and sports and who actively participate and win in provincial, regional and national sports competition.

Sec. 5. The Students in Free Enterprise, (SIFE) Scholarship is granted to students for having extended services & performances representing the University in regional, national and international competitions.

Sec. 6. The elected University student government president shall enjoy the 100% discount from Tuition Fees during his/her incumbency, while the elected USG Vice-President, Senators, and Campus Governor shall enjoy the 50% discount from his/her tuition fees during their incumbency provided they accomplish their targets and are supportive to the programs of the university.

Sec. 7. The University/Campus Publication Editor-in-Chief shall avail of 50% discount from his/her tuition provided the editorial board can publish at least one issue per semester.

Sec. 8. Dependents of SKSU personnel presently employed on permanent & non-permanent status, except part-time workers shall enjoy the 100% discount from tuition fees.

Sec. 9. Legitimate children of SKSU employees who die while in the service of the University shall also enjoy the 100% discount from tuition fees.

Sec. 10. Other grants from different private and government agencies shall be enjoyed by the deserving students subject to the approved policies/guidelines.

ARTICLE 247. Sports and Socio-Cultural Services

Sec. 1. Every student of SKSU shall be entitled to use the University's athletic and socio-cultural facilities and equipment during official time for free to develop his skills and talents.

Sec. 2. There shall be In-charge for the Sports and Socio-cultural activities that shall formulate and implement the approved sports and socio-cultural policies and shall administer its financial requirements subject to compliance of existing COA rules and regulations.

ARTICLE 248. Housing and Other Facilities

Sec. 1. The University shall provide residence halls/dormitories for students where they are expected to reside, particularly for freshmen. Students not living in the University residence halls/dormitories shall be advised to reside in the homes or dormitories included in the duly accredited list of boarding houses as determined by the Office of the Director for Student Affairs.

Sec. 2. The residence halls/dormitory/boarding house shall be administered in accordance with the following rules:

- a. Each residence hall/dormitory/boarding house shall be supervised by a Dormitory Manager.
- b. Contractual Employees or student assistants may be hired as the need arises, to help perform housekeeping and custodial responsibilities as well as the maintenance, orderliness, discipline and improvement of student personal behavior and academic work.
- c. The financial operation and administrative direction of the residence hall/dormitory shall be the responsibility of the Dormitory Manager who shall request for repair and maintenance.
- d. There shall be created student housing committee under the supervision of the Director for Student Affairs, who shall be responsible

for the assignment of students in his/her respective campus, to the different residence halls.

Sec. 3. The University, if possible, shall provide other auxiliary services to cater to the needs of the students like canteen or cafeteria; bookstore and supplies; recreational facilities; mails/telegrams/telephones; and lost and found services.

CHAPTER 68

THE STUDENT ORGANIZATION

ARTICLE 249. General Provision

Sec. 1. A duly recognized student organization of the University or of any of the University/Campus shall be any association, club, society and others, whose members are bonafide students of this University.

ARTICLE 250. University Student Government

Sec. 1. There shall be a University Student Government that will serve as the highest governing body of the students with the following functions:

- a. Establish an integrated body which shall promote and safeguard the interests and welfare of the members of the organization.
- b. Work actively in full cooperation with fellow students and the administration in the formulation and/or implementation of policies, plans, projects or measures for the development of the students and the improvement of the educational standards of the University.
- c. Uphold the honor and dignity of the SKSU students by establishing an atmosphere of excellence along their lines of endeavor; and
- d. Enhance the student's active participation in the educational, social, cultural, and spiritual and sports development programs and activities of the school and community as well.

Sec. 2. As provided by law, the President of the University Student Government shall serve as member of the Board of Regents of the University during his/her term of office.

Sec. 3. The President of the University Student government shall also be allowed by invitation to represent the students in the Administrative/Academic Council of the University during his/her term.

ARTICLE 251. Campus Student Body Organization

Sec. 1. There shall be Student Body Organization in each campus with the following functions:

- a. Adopt its own Constitution and By-Laws for the governance of their organization in their respective campuses but not to contradict with the USG Constitution and By-Laws.
- a. Foster the intellectual, cultural, spiritual and physical growth and development of the students;
- b. Develop school spirit among the ranks of students and promote their general welfare;
- c. Organize and direct student activities in accordance with the existing rules and regulations;
- d. Inform or consult the President of the University through the Office of Student Affairs on student matters, affairs and activities; and,
- e. Adopt its own Constitution and By-Laws for the governance of their organization.

ARTICLE 252. Supervision of Student Organizations and Activities

Sec. 1. All student organizations shall be directly under the general supervision of the Director for Student Affairs who shall work in close cooperation and consultation with the Campus Directors/Deans concerned.

Sec. 2. Every student organization shall have one faculty adviser of permanent status of employment, chosen by its members and approved by the Director for Student Affairs after consultation with the Campus Directors/Deans. No student organization may hold any meeting or undertake any activity for any purpose whatsoever, except that of adopting a constitution, before its adviser is appointed and has assumed office as such.

Sec. 3. No student organization shall be allowed to function without a Constitution and By-Laws recommended by the Director for Student Affairs upon the recommendation of the faculty adviser.

Sec. 4. There shall be created a committee on student organization and activities which shall coordinate and supervise University-wide student organizations in accordance with the existing rules, regulations and laws. The Committee may be composed of the Director for Student Affairs as Chairman; faculty representative from the various units/departments as members; and the student representative recommended by the Student Government, also as member.

Sec. 5. All student Organizations shall be subject to the existing rules and regulations and those that the Board of Regents may hereafter promulgate.

ARTICLE 253. Elections

Sec. 1. The SBO Election must be held during March.

Sec. 2. USG Election shall be conducted during the Annual Leadership Training Seminar and Workshop.

Sec. 3. Department, class/clubs elections shall be scheduled 2 weeks after the start of the classes of the 1st semester.

Sec. 4. In case the elected SBO/USG officer decides to transfer to another school or is removed from the office for one reason or another, the rule of succession will be applied.

Sec. 5. In case the SBO/USG officer is found out to have incurred a failing grade during the 2nd semester, he/she shall be removed from the elective office.

Sec. 6. A Committee on Election shall be composed of SBO advisers for USG election and Class Advisers for SBO election.

CHAPTER 69

CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

ARTICLE 254. General Provision

Sec. 1. Participation in co-curricular and extracurricular activities shall be encouraged to promote leadership and social awareness for constructive purposes.

Sec. 2. Student's participation in such activities shall not excuse them from attending classes and fulfilling other requirements and such participation shall be their own personal responsibility, unless such activities have been duly sanctioned by proper University authorities.

Sec. 3. As much as possible, all co-curricular and extracurricular activities of the University/Campus shall be suspended one week before the mid-term examination and two weeks before the final examination.

Sec.4. The Vice President for Academic Affairs through the Director for Student Affairs, in consultation with the Campus Directors/Deans and Student Government, shall formulate policies and guidelines on the conduct of co-curricular and extracurricular activities of students, subject to the approval of the Administrative Council and confirmation by the Board of Regents.

ARTICLE 255. Student Convocation

Sec. 1. Student convocations of the University shall be held under the auspices of any of its academic or student organizations upon approval of the President of the University or his/her duly designated representative.

Sec. 2. Any person with invitation from or permission of the President of the University or his/her designated representative, through the Director for Student Affairs may speak before a student group or organization of the University.

ARTICLE 256. Educational Tour/Field Trip

Sec. 1. Planning for educational tours or field trip outside of the state university, whether subject related or not, should be done with utmost discretion and in consonance with the rules and regulations stipulated in CMO 17, s 2012. Proper coordination and detailed preparation by the parties concerned should be done before presenting these plans to the Office of the President through the Office of the Vice President for Academic Affairs and the Office of Student Affairs. The following guidelines should be followed:

- a. Educational/Field Trip should be reflected in the course syllabus.
- b. Such trips should be calendared at the start of the class, and approved by the University authorities.
- c. Only concerned teachers should go along with the students. A ratio of one teacher to a maximum of twenty five (25) students is required for the trip.
- d. Participation shall be allowed only after satisfaction of requirements such as approved travel request, itinerary of travel, parent's permission, approved itemized contributions, approval from the agency/is to be visited.

- e. Contribution for the trip which would cover expenses like fare, food, lodging, etc. should be reasonable.
- f. The official permit/approval of the trip should be available two weeks before the actual trip.
- g. No trips are allowed during summer time.
- h. Evaluation report including pictorials, documentations and other proof of activity shall be submitted to the Office of Student Affairs 5 days after the trip.

ARTICLE 257. Other Activities

Sec. 1. The students shall participate actively in other required activities such as:

- a. Intramural Meet
- b. Intercampus Meet
- c. Socio, moral spiritual and other activities

CHAPTER 70

STUDENT PUBLICATION

Article 258. Philosophy, Goals and Objectives

Sec. 1. The student publication shall define its philosophy, goals and objectives for the information and guidance of the students, members of the academic community, of the University and the general public.

Sec. 2. The philosophy, goals and objectives of the student publication shall support the University in the quest for educational excellence, particularly in the improvement of instruction, promotion of research, and involvement in meaningful activities of the community.

Sec. 3. The student publication shall maximize its leadership and influence to foster and enhance the attainment of the goals of institutional, regional and national development.

ARTICLE 259. Statement of Principles

Sec. 1. Freedom of expression which subsumes free speech, press and assembly is an inalienable and cherished right that is enshrined and guaranteed by

the Philippine Constitution and existing laws; as well as, national policies and democratic traditions.

Sec. 2. Freedom of expression is the mother of all human rights and for as long as this freedom exists; violation of other rights can be prevented and denounced.

Sec. 3. Freedom of expression, like other human rights, is neither absolute nor unbounded; the right imposes the correlative duty to exercise it responsibly with due regard for the rights of others in the larger interest of harmony and welfare of society, and to preclude mob rule.

ARTICLE 260. Organization and Recognition

Sec. 1. There shall be a University Student Publication other than the campus student publication which shall be the official organ of the students of the University, anchored on the principle of freedom of the press and the same shall be financed with such sum which may be allotted from the publication fees paid by the students.

Sec. 2. Student publication and its mechanism for implementation shall be established, organized and maintained in the University only after prior recognition and authorization have been obtained from the University administration.

ARTICLE 261. Selection and Qualification Standards for University Student Publication

Sec. 1. The editor-in-chief, associate editor, section editors and business circulation manager are the chief staff members of the student publication.

Sec. 2. The reporters, art/layout staff, encoders, among others, compose the support personnel of the publication who shall assist the staff members in the performance of their official functions.

Sec. 3. The Editorial Board of the University Publication shall be chosen among Campus Publication Advisers through voting to be recommended by the Director for Public Relations and Information and approved by the University President.

Sec.4. The senior staff members of the Campus Publication shall be chosen through interviews and competitive examination to be conducted by the committee, recommended by the publication adviser and approved by the Campus Directors/Deans, copy furnished the Office of the Director for Public Relations and Information.

Sec. 5. To qualify for the examination, the committee/adviser shall determine a general weighted academic average requirement from all candidates and shall include a provision that the candidates shall have no failing grades. Further, good

and unblemished character and reputation and with potential experience in campus journalism shall be considered by the Committee/adviser.

Sec. 6. In the event of vacancy in the above-mentioned positions by reasons of death, illness, transfer, removal from office, resignation and/or similar causes, the same shall be filled up immediately according to the next-in-rank rule. In cases where the next-in-rank rule cannot apply, the screening and appointment shall be made by the Editor-in-Chief, subject to the approval of the Adviser.

ARTICLE 262. Powers, Duties and Privileges of the Publication Staff

Sec. 1. The powers, duties and privileges of the student publication staff, including disciplinary actions against them shall be subject to the policies/guidelines formulated by the Office of the Director for Public Relations and Information and shall be confirmed by the Academic Council.

Sec. 2. Only the members of the publication shall determine the content of the student publication. The editor and members of the staff are fully responsible for any consequence arising out of the publication of any editorial, comment, article, or other material.

Sec. 3. The Campus Director shall designate the campus publication adviser based on the competence in the field upon recommendation by the VP for Academic Affairs and Director for Public Relations and Information and approved by the President, subject to existing internal policies, rules and regulations. The functions of the adviser shall be limited to technical guidance.

Sec. 4. Student papers shall enjoy the right of access to University records unless otherwise provided by law.

CHAPTER 71

STUDENT CONDUCT AND DISCIPLINE

ARTICLE 263. General Provision

Sec. 1. Every student shall obey the laws of the land, the rules and regulations of the University and the accepted standards of society.

Sec. 2. The definition of specification of certain offenses or breaches of discipline, formulated by the Academic Council and approved by the Board of Regents, shall not be construed to exclude other offenses or breaches against the

rules of discipline promulgated by the offices of the University President, Campus Director, Dean or by the Committee on Student Discipline in cases not provided by said bodies.

Sec. 3. The provisions of this chapter shall apply to all bonafide students of the University, for offense/s committed within the University jurisdiction and the provisions herein shall apply whenever applicable. The existing pertinent laws and regulations of the Philippines shall be supplementary to the provisions hereof.

Sec. 4. The composition of the University Student Discipline Committee (USDC) is: Director for Student Service and Alumni Relations, Chairperson of the Guidance and Testing Center, President of the University Student Government and Concerned Dean.

ARTICLE 264. Norms of Conduct and Discipline

Sec. 1. For the guidance of all concerned, the following Norms of Conduct and Discipline of students are hereby promulgated:

- a. Moral Character. A student is imbued with moral character, among other qualities:
 1. He/She has learned to act, live and think as a person whose values, attitudes and convictions are in accord with the University Ethical Norms of right reason and the accepted values and approved levels of conduct in the society where he/she lives;
 2. He/She is honest to himself/herself, accepting his/her shortcomings, striving to improve and change;
 3. He/She is fair and just in his/her dealings with his fellowmen;
 4. He/She lives by the precepts of love, justice, equality, compassion and concern for others; and
 5. He/She respects the right of others as he would want his/her right to be respected.
- b. Personal Discipline. A student is imbued with personal discipline, among other qualities:
 1. He/She devotes himself/herself to the fulfillment of his/her obligations and considers his/her rights as means to or rewards for the same;

2. He/She learns to forego the enjoyment of certain rights and privileges that others who are more in need may be benefited and for the greater good of the society/ies
 3. He/She resolves his/her problems and conflicts without prejudicing others;
 4. He/She is tolerant of others, and humble to accept what is better than his/her;
 5. He/She has a developed temperance and modesty in words and in actions, especially against vices, e.g. gambling, drinking liquor, drugs, sexual excesses and aberrations, etc.;
 6. He/She possess right reasoning, guides and controls his/her life, actions and emotions; and
 7. He/She shall practice and internalize the university core values (FATES).
- c. Civic Conscience and Patriotism. A student is imbued with civic conscience and patriotism. Among other qualities:
1. He/She devotes himself/herself to the growth and development of the Philippines;
 2. He/She puts the welfare of the entire country above his/her personal, family and community interest;
 3. He/She settles all disputes, problems, and conflicts through the channel provided by law and society;
 4. He/She strives to bring about necessary changes through peaceful means; and
 5. He/She promotes love and respect for the environment.

ARTICLE 265. Basis of Discipline

Sec. 1. At all times, every student must observe, follow and abide by all the laws of the land and all the policies and regulations adopted by the University. The investigation, disposition and corresponding sanction on a student disciplinary case shall follow the procedures set in this Code.

Sec. 2. Every student shall observe at all times the pledge of loyalty and discipline to the University.

Sec. 3. The maintenance of student conduct and discipline is anchored on the willful acceptance by the student of all policies, rules and regulations prescribed by

the University as signified by their enrolment pledge and the guidance and counseling provided by the faculty who shall be exercising substitute authority.

Sec. 4. All University personnel are mandated to enforce and supervise overall compliance to this Code in their respective areas of responsibility. For the purpose of implementing University policies, rules and regulations and the provisions of this Code, the President, Vice Presidents, Deans, Directors, Chairmen, and members of the faculty and security force are all deemed agents of persons in authority.

ARTICLE 266. Grounds for Student Disciplinary Action

Sec. 1. A student shall be subject to disciplinary action after due process for any of the following offenses with corresponding penalties:

- a. Any form of cheating in examinations, quizzes or any act of dishonesty in relation to his/her studies:
 1. 1st Offense. Invalidation of the Examination paper and or suspension for 2-3 days
 2. 2nd Offense. Suspension for one (1) Semester
 3. Subsequent offense. Expulsion from the University

- b. Carrying within the University premises any firearm, knife with a blade longer than 2 ½ inches, or any dangerous explosives and other dangerous explosives and other deadly weapon with or without license or permit to carry;
 1. 1st and last Offense - Expulsion from the University

- c. Drinking of alcoholic beverages within the university jurisdiction and outside the university premises.
 1. 1st Offense. Suspension for 5-10 days
 2. 2nd Offense. Suspension for one (1) month
 3. 3rd offense. Suspension for one (1) month and one (1) Day to one (1) semester

- d. Unauthorized or illegal possession or use of prohibited drugs or chemicals, or other banned substances enumerated in the Dangerous Drugs Act of 1972 (as amended), such as LSD, marijuana, heroin, shabu, or opiates and hallucinogenic drugs in any form within the University premises;
 1. 1st and last offense – Expulsion from the University and turning-over of the accused to proper law enforcing authorities and filing of appropriate charges

- e. Fighting or resorting to physical force or violence within or 50 meters away from the university premises to settle dispute, provided that the party who shall be proven to have acted in self-defense shall be exempted from the punishment
 - 1. Slight Physical Injuries
 - 2.5. 1st offense. Suspension for one (1) week
 - 2.6. 2nd offense. Suspension for one (1) month to one (1) semester
 - 2.7. 3rd offense. Expulsion from the University
 - 3. Serious Physical Injuries
 - 3.1. 1st and last offense - Expulsion from the university
 - 4. Gambling inside the campus with or without cash bets.
 - 4.1. 1st offense. Suspension for one (1) week and one (1) month
 - 4.2. 2nd offense. Suspension for one (1) month and one (1) day to one (1) semester
 - 4.3. 3rd offense. Expulsion from the University
- f. Robbery/Theft
 - 1. Attempted Robbery/Theft
 - 1.1. 1st offense - Suspension for one (1) month
 - 1.2. 2nd offense - Expulsion from the University
 - 2. Consummated Robbery/Theft
 - Cases involving values worth P500.00 or less
 - 1st offense - Suspension for one (1) month and payment of damages
 - 2nd offense - Suspension from the University for One (1) Semester and restitution of stolen goods and payment of damages.
 - Subsequent offenses - Expulsion from the University
 - 2.2 Cases involving values worth more than P500.00
 - 3. Expulsion from the university and restitution of stolen goods and payment of damages.

- 3.1. Forging signatures, falsifying of public documents, impersonating or giving names, perjury, misrepresentation of facts and dishonesty.
1st offense and last offense - Expulsion from the University
5. Scandalous Disturbance of Public Order and University Activity:
1st offense - Suspension for one (1) week month
2nd offense - Suspension for one (1) semester
3rd offense - Expulsion from the University
6. Connecting or disconnecting electrical wires and plumbing device without permission from the authorities concerned
1st offense – Reprimand
2nd offense – Suspension for one (1) month
3rd offense – suspension for one semester
7. Cooking and doing toilet necessities in unauthorized places
1st offense - Reprimand
2nd offense - Suspension for one week
Subsequent offense - Suspension for one (1) month
8. Undue noise and disturbance in the classroom, library quarters, and other University premises.
1st offense - Reprimand
2nd offense - Suspension for one week
Subsequent offense - Suspension for one (1) month
9. Acts of bribery to gain favor in violation of the standards on instruction.
1st offense - Suspension for one (1) month
2nd offense - Suspension for (1) semester
3rd offense - Expulsion from the University
10. Vandalism or destruction of public property, such as destruction of building parts, fixtures, walls, tearing of pages of library books, magazines, etc.

1st offense- Suspension for two (2) weeks and payment of damages

2nd offense-Expulsion from the university and payment of damages.

11. Littering or scattering of trash in public places.

1st offense - Picking up the litters for one (1) hour

2nd offense - hard labor for one day

Subsequent offense- Suspension for one (1) week and hard labor for one week.

12. Violation of legally posted signs and notices such as "No Trespassing", "Keep off the Grass", "Off Limits", and/or marring legally posted signs and notices and marring public buildings, furniture's, etc.

1st offense - Warning

2nd offense - Suspension for 5 days

3rd offense - Suspension for one (1) month for every offense

13. Speeding within the University jurisdiction with a motorized vehicle, i.e. driving at more than 40kph.

1st offense - Reprimand

2nd offense - Suspension for one (1) week

3rd offense - Suspension for one (1) month

Subsequent Offenses - suspension for one (1) semester for each offense committed

14. Non-position of a school ID and failure to wear the prescribed school uniform upon the demand by authorities of the University.

1st offense - Warning

2nd offense and Subsequent offense- Exclusion from the classes for each offense

15. Smoking in classroom/laboratory rooms and other "no smoking" areas:

1st offense - Warning

2nd offense - Suspension for 2 days

Subsequent offense - Suspension for one (1) week for each offense

(Implementation of anti-smoking law)

16. Coming late to class, i.e., 10 minutes but not to exceed 15 minutes after the start of the classes with no valid reason:

1st offense- Warning with letter of excuse

2nd offense- Reprimand and inform parent/guardian

Subsequent offense- Non-admission to class, considered unexcused absence

17. Insulting, Uttering derogatory remarks or flagrant indecency in language against faculty, staff and any person in authority and another student.

1st offense – Suspension for one week and with letter of apology

2nd offense - Suspension for one month with letter of apology

3rd offense – Expulsion from the university

18. Assault against a person in authority or an agent or a person in authority as defined by law, e.g. teacher

1st offense - Suspension for one (1) semester

2nd offense - Expulsion from the University

19. Public display of affection (hugging, kissing, necking & petting) within the university premises;

1st offense - Warning and Call parents/guardians

2nd offense - Suspension for one (1) semester

3rd offense - Expulsion from the University

20. Bringing and displaying of pornographic materials

1st offense - Warning

2nd offense and Subsequent offenses -
Suspension for one (1) week for each offense committed

21. Cutting, uprooting, stoning, picking of fruits, trees, ornamental plants and unauthorized hunting and fishing within the campus:

1st offense- Suspension for 2-3days and payment of damages.

2nd offense- Suspension for one (1) week and payment of damages

22. Uttering something false and malicious that damages somebody's reputation or attacking somebody's reputation, character or good name by making slanderous statements:

1st offense - Warning

2nd offense - Suspension for one (1) week

3rd offense - Suspension for one (1) month

Subsequent offenses - Expulsion from the

University

23. Mass action and subversive activities. joining, instigating or leading rallies, demonstrations, and other forms of unapproved group actions which create disorder

1st offense – suspension for one week

2nd offense – Suspension for one semester

3rd offense – Expulsion from the university

Posting, distributing disseminating and circulating leaflets and other printed matters that tend to instigate subversion towards the government and cause chaos to the university

1st offense – suspension for one week

2nd offense – Suspension for one semester

3rd offense – Expulsion from the university

Sec. 2.Organizing and joining any fraternity, sorority and other unauthorized organization are strictly prohibited by the university.

ARTICLE 267. Sanctions and Operative Effects

Sec. 1 .Any student who is reprimanded for any violation made shall be issued a written agreement filed in the guidance office for proper recording.

Sec. 2.Where the suspension is for one semester or more, the student shall move out of the University jurisdiction within 72 hours after the suspension order took effect.

Sec. 3. In the case of those students who reside with their parents inside the University campus, they shall not be allowed to freely roam around the campus during class hours within the period of suspension.

Sec. 4. Any student whose suspension covers the final examination period shall have to miss the final examination.

Sec. 5. In all cases of suspension, a written promise of future exemplary conducts by the student and countersigned by his/her parent(s) or guardian(s) is required as a condition for readmission.

Sec. 6. When penalty of expulsion is meted, the student cannot re-enroll in any course in the University. He cannot get his/her Honorable Dismissal and other scholastic records within one year

CHAPTER 72
RULES IN THE CONDUCT OF INVESTIGATION OF STUDENT
DISCIPLINARY CASES

ARTICLE 268. Student Discipline Investigating Bodies

Sec. 1. There shall be a University Student Discipline Committee composed of a Chairman, who shall be a member of the Philippine Bar or shall have some background in Legal Education, the Director for Student Affairs as Vice Chairman and another members to be appointed by the University President for a period of one (1) year from among the faculty and staff of the University. In any disciplinary case before the Committee, a respondent may request that two (2) students be appointed to sit without right to vote, with the Committee.

Sec. 2. The lower investigating body which is the Campus Student Discipline Committee composed of Campus Director,/Dean, Program Chairman, Campus Faculty Representative, SBO representative and Campus PTA representative who in turn will submit its findings/results to the University Student Discipline Committee.

Sec. 3. The chairman and non-student members of the University Student Discipline and Campus Student Discipline Committee shall receive an honoraria in the amount of five hundred pesos (P500.00) if funds available.

Sec. 4. The University and Campus Student Discipline Committee shall be under the general supervision of the Vice President for Academic Affairs, who shall designate, whenever requested, the student members to sit with the Committee.

ARTICLE 269. Authority to Investigate

Sec. 1. The University Student Discipline Committee shall have exclusive authority to investigate student disciplinary cases officially filed before the proper authority in the University/Campus.

Sec. 2. The University Student Discipline Committee shall review final judgments, decisions, resolutions, and orders from the Campus Student Discipline Committee as the case maybe and shall submit its findings and recommendations to the University President within the period prescribed in these rules.

ARTICLE 270. Jurisdiction

Sec. 1. All cases involving discipline of students under these rules shall be subject to the jurisdiction of the Campus Student Discipline Committee.

ARTICLE 271. Filing of Charges

Sec. 1. A disciplinary proceeding shall be instituted *motu proprio* by the appropriate authority or upon the filing of a written charge specifying the acts or omissions constituting the misconduct and subscribed to by the complainant or upon submission of an official report of any violation of existing rules and regulations.

Sec. 2. Upon the filing of said charge or report with the Campus Student Discipline Committee or the Office of the Dean/Director, as the case may be, an entry shall be made in an official record book kept for the purpose, specifying the person or persons charged, the complainant or complainants, his/her witnesses, if any, the date of filing, and the substance of the charge.

ARTICLE 272. Preliminary Inquiry

Sec. 1. Upon receipt of the complaint or report, the Campus Student Discipline Committee or the Director/Dean of the Campus, as the case may be, shall determine whether such complaint or report is sufficient to warrant formal investigation. In all cases where the complaint or report is found sufficient, formal charge or charges shall be drawn up and served upon each respondent. In every case, the parents or guardians of the students charged shall be furnished with a copy of the same.

ARTICLE 273. Answer

Sec. 1. Each respondent shall be required to answer in writing within three (3) days from receipt of the charge or charges. Formal investigation shall be held on notice as provided in the succeeding Articles.

ARTICLE 274. Notice of Hearing

Sec. 1. All parties concerned shall be notified of the time, place and date set for hearing at least two (2) days before such hearing. Notice to counsel of record or duly authorized representative of a party shall be sufficient notice for the purpose of this Article.

ARTICLE 275. Hearing

Sec. 1. Hearings shall be given not later than three (3) days after receipt of the respondent's answer or after the expiration of the period within which the respondent should answer.

Sec. 2. No hearing on any case shall last beyond five (5) calendar days.

ARTICLE 276. Failure to Appear at Hearing

Sec. 1. In case either complainant or respondent fail to appear for the initial hearing after due notice and without sufficient cause, this fact shall be noted and the hearing shall proceed *ex parte* without prejudice to the party's appearance in subsequent hearings.

ARTICLE 277. Postponement

Sec. 1. Application for postponement may be granted for good cause for such period as the ends of justice and the right of the parties to a speedy hearing require; provided that not more than two (2) postponements per party to the litigation should be allowed.

ARTICLE 278. Investigation Report and Decision of the Campus Student Discipline Committee

Sec. 1. The Campus Student Discipline Committee shall decide each case within fifteen (15) days from final submission of the complaint. The decision shall be in writing and signed by a majority of its members upon the recommendation of the

Campus Director/Dean. It shall be submitted to the University Student Discipline Committee for review and shall include brief statement of the findings of fact and the specific regulations on which the decision is based.

ARTICLE 279. Decision of the University Student Discipline Committee

Sec. 1. Where the decision of the USDC is not final and executory as provided in this rule, he shall within three (3) days after he/she has rendered his/her decision, transmit the same together with his/her decision to the University President.

Sec. 2. Within three (3) days after receipt, the University President shall transmit the records of the case to the USDC through the Vice President for Academic Affairs for action.

ARTICLE 280. University Student Discipline Committee

Sec. 1. The USDC shall forward to the Campus Director/Dean concerned within (15) days after the termination of the hearing the complete record of the case, with its report and recommendation. The recommendation signed by a majority of the members of the Committee shall state the findings of fact and the specific regulations on which it is based.

ARTICLE 281. Finality of Decision

Sec. 1. Any decision of the Campus Student Discipline Committee or of a Campus Director, other than expulsion, permanent disqualification from enrollment, or suspension for more than thirty (30) calendar days, shall become final and executory after fifteen (15) days from receipt of the decision by the respondent unless within five (5) days from receipt thereof a motion for reconsideration of the same is filed, in which case the decision shall be final after fifteen (15) days from receipt of the action on the motion for reconsideration.

ARTICLE 282. Appeal to the President

Sec. 1. In all cases in which final decision is not conferred by the Dean or the Campus Student Discipline Committee, the respondent may file an appeal to the President within ten (10) days exclusive of Sundays and official holidays after receipt of the decision.

ARTICLE 283. Action by the President

Sec. 1. Action of the President or Vice-President on recommendation coming from the Director/Dean shall be rendered within ten (10) days exclusive of Sundays and official holidays after the receipt of the appeal.

ARTICLE 284. Action by the Executive Committee

Sec. 1. The Executive committee shall automatically review and decide all student disciplinary cases which the penalty of suspension for one (1) year or more expulsion, and withdrawal of registration privileges is imposed.

Sec. 2. The authority given to the Executive Committee under this rule is understood to include the power to affirm, reverse, decrease or increase the penalties imposed in the case under review.

Sec. 3. The decision of the Executive Committee shall be final executory after fifteen (15) days from receipt of the decision by the respondent unless, in the meantime, an appeal is made to, and given due course by the Board of Regents.

ARTICLE 285. Action by the Board of Regents

Sec. 1. The Board may review on appeal decisions of the President or Vice-President for Academic Affairs when the penalty imposed is expulsion, suspension for more than one (1) academic year, or any other penalty of equivalent severity.

ARTICLE 286. Rights of the Respondents

Sec. 1. Each respondent shall enjoy the following rights:

- a. Not to be subjected to any disciplinary penalty except upon due process of law;
- b. To be convicted only on the basis of substantial evidence, the burden of proof being with the person bringing the charge;
- c. To be convicted only on evidence introduced at the proceedings or of which the respondent has been properly apprised;
- d. Pending final decision on any charge, to enjoy all his/her rights and privileges as a student, subject to the power of the Campus Director/Dean or the Campus Student Discipline Committee or order the preventive suspension of the respondent for not more than fifteen (15) days where suspension is necessary to maintain the security of the University;

- e. To defend himself/herself personally, or by counsel, or representative of his/her own choice. If the respondent should desire but is unable to secure the services of counsel, he should manifest that fact two (2) days before the date of hearing, and request the Campus Student Discipline Committee to designate counsel for him/her from among the members of the University constituency.

Sec. 2. Effectivity of Decision - Decisions shall take effect as provided in these rules. However, final decision of suspension or dismissal within thirty (30) days prior to any final examination, shall take effect during the subsequent semester, except when the respondent is graduating in which case the penalty shall immediately take effect.

ARTICLE 287. Summary Investigation of the Director/Dean

Sec. 1. Notwithstanding the provision of the foregoing sections, a Director/Dean may proceed summarily against a student of the University in the following cases:

- a. violation of rules and regulations issued by the Dean of the unit in accordance with Article 257(Grounds for Disciplinary Actions/Sanctions) of these rules;
- b. Misconduct committed in the presence of a faculty member or any official of the University within the classrooms or premises of a University, or in the course of an official function sponsored by the University.

Sec. 2. The respondent shall be summoned to appear before the Director/Dean of the unit, informed of the charge against him/her, and afforded the opportunity to present his/her side.

Sec. 3. Decision taken under this Article shall be in writing, stating the grounds for which disciplinary penalty is imposed. Such decisions shall be final and executory upon the issuance of the order. The penalty imposed shall not exceed suspension for fifteen (15) days exclusive of Sundays and official holidays.

- a. The Director for Student Affairs may likewise proceed summarily against students in cases of:
- b. Misconduct committed as provided in paragraph (b) Section one (1) of this Article, when committed within the University premises not falling within the University jurisdiction of any University, school, or unit or in the course of an official function sponsored by the University or a Unit other than a University, school, or academic unit.

- c. Misconduct as defined in Article ____ (Grounds for Disciplinary Actions/Sanctions) whether or not the acts are committed within the premises of, and by persons belonging to, one or several Universities, schools, or units.

ARTICLE 288. Records of Proceedings

Sec. 1. All proceedings before any Investigating Committee or Committee on Student Discipline shall be reduced in writing.

Sec. 2. Original records pertaining to student discipline shall be under the custody of the Director for Student Affairs. Such records are hereby declared confidential and no person shall have access to the same for inspection or copying unless he is officially involved therein or has a legal right which cannot be protected or vindicated without access to or copying such records.

Sec. 3. Any official or employee of the University who shall violate the confidentiality of the records mentioned in this Article shall be subject to disciplinary action.

ARTICLE 289. Offenses and Penalties for Non-Student and Non –Campus Residents

Sec. 1. For the offenses of non-student and non-campus residents and in cases where the provisions of this Code cannot be applied, the same shall be brought to the appropriate court of justice or law enforcement agency.

CHAPTER 73

DEFINITION OF TERMS

Sec. 1. The following terms used in this Code shall have the meaning:

University. It refers to Sultan Kudarat State University.

Code. It refers to a set of systems, or policies which a certain organization follows to guide the officials, students and other stakeholders in its operation.

Administrative Experience. It refers to service rendered as a Program Chairman, Dean, Director, or Vice President.

Academic Freedom. It is the freedom of teachers and students to teach, study, and pursue knowledge and research without unreasonable

interference or restriction from law, institutional regulations, or public pressure. Its basic elements include the freedom of teachers to inquire into any subject that evokes their intellectual concern; to present their findings to their students, colleagues, and others; to publish their data and conclusions without control or censorship; and to teach in the manner they consider professionally appropriate. For students, the basic elements include the freedom to study subjects that concern them and to form conclusions for themselves and express their opinions.

Appointing Authority. It means the person or body authorized by law to issue appointments.

Board of Regents. It is the highest policy-making body and governing body of the chartered SUC.

Career Development. It encompasses career management and career planning.

Career Management. It is the process through which the organization selects, assesses, assigns and develops employees to provide a pool of qualified people to meet future needs.

Career Planning. It is the process through which individual employees identify and implement steps to attain career goals.

Contract of Service. It refers to employment described as follows:

- a. work or services such as janitorial, security, or consultancy services for which there are no plantilla position;
- b. The job order covers piece of work and intermittent job of short duration, not exceeding six (6) months on a daily basis;
- c. The contract of services and job orders shall be subject to COA rules;
- d. The employees involved in the contracts or job orders do not enjoy benefits enjoyed by regular government employees.

Designation. It is merely an imposition of additional functions to be performed by a public official. It is temporary and can be terminated anytime at the pleasure of the designated authority.

Dismissal. It is termination of employment by the employer

Evaluation. It is a systematic determination of a subject's merit, worth and significance, using criteria governed by a set of standards. It can assist an organization, program, project or any other intervention or initiative to assess any aim, realizable concept/proposal, or any alternative, to help in decision-making; or to ascertain the degree of achievement or value in regard to the aim and objectives and results of any such action that has been completed.

Faculty. It refers to the academic staff of a university: senior teachers, lecturers, and/or researchers

Faculty Rank. This refers to the position attained by an instructor/professor through evaluation of educational attainment, achievements, training and seminars, researches, and etc.

Selection Board. They are comprised of the following:

TEACHING: SKSU President, Vice-President for Academic Affairs, Requisitioner (Deans or Campus Director), Chairman for Guidance and Counseling, Faculty Federation President and Human Resource Management Office

NON-TEACHING: Vice-President for Finance, Administrative, and Resource Generation, Requisitioner (Heads of Divisions), Finance and Audit Division, Chairman for Guidance and Counseling, and Human Resource Management Office.

Full Load. This means reaching the maximum working load of faculty.

Full Time Faculty Member. This refers to a permanent teacher and/or contract of service who regularly renders 40 hours a week which includes his/her designation.

Student. It is referred to any person (1) admitted and registered, in a degree or non-degree program or cross-registered in any course of the University on a regular or part-time basis, including those who are officially on leave of absence and (2) who has not yet been separated from the University formally through either transfer, graduation, honorable or dishonorable dismissal or expulsion or expiration of the period allowed for maximum residence, at the time of the commission of the offense, regardless of whether or not he is enrolled in any unit of the University at the time of the filing of the charge or during the pendency of the disciplinary proceedings against him/her.

Laws of the land. It refers to general enactments in force in the Philippines.

Official Report. It includes any report duly submitted in writing to any proper authority in the University by a faculty member, any member of the University security force, any officer of a University or unit, or any officer of the University administration.

Graduation. It is an act of conferring a degree upon students who have complied all academic requirements set in the curricular program the students have enrolled in.

Justice. It is the concept of moral correctness based on law, equity, ethics, rationality, religion and fairness.

Lay-off. It is the temporary suspension or permanent termination of employment of an employee.

Merit System. It is the process of promoting and hiring government employees based on their ability to perform a job, rather than on their political connections.

Part-time Faculty. It is an employed faculty who carries fewer hours per week than a full-time job.

Performance Evaluation System. It is a tool used to measure individual performance and to develop employees into high-performing individuals.

Position Reclassification. It is a way to ensure equal pay for substantially equal work. The classification system and standards are tools for assisting management in accomplishing the agency's mission. It assists in management activities such as designing organizations, recruiting for necessary expertise to perform the work, and establishing performance standards

Qualification Standards. This refers to the set of principles governing the correct level of recruitment and selection of employees of SKSU.

Recruitment. It refers to the overall process of attracting, selecting and appointing suitable candidates an organization, either permanent or temporary, unpaid positions, such as for jobs within voluntary roles or training programs.

Resignation. It is the formal act of giving up or quitting one's office or position.

Retirement. It is the point where a faculty or personnel stops employment completely.

Secondment. It is the process or state of being seconded, the temporary transfer of a person from their normal duty to another assignment.

Selection. It is the process of screening and ranking qualified applicants to a certain position applied for based on their qualifications and professional potentials.

Salary Upgrading. This means to raise the compensation of the faculty or personnel of SKSU in accordance with his/her qualifications.

Student Welfare. It is the state of the students' well-being, which includes uplifting their interests.

CONCLUDING TITLE
CHAPTER 74
ENCLOSURES AND AMENDMENTS

ARTICLE 290. Enclosures

Sec. 1. All existing laws, orders and other government rules and regulations and those which shall hereinafter be promulgated which reinforced any provision of this Code shall be incorporated as integral parts hereof.

Sec. 2. This Code also incorporate as integral parts hereof all existing and subsequent pertinent policies and implementing guidelines, rules and regulations promulgated by the Board of Regents, the University President and other competent authorities of the University, provided that the same are not inconsistent with any of its provisions.

ARTICLE 291. Manner Amendment

Sec.1. The Administrative Council of the University may propose in any of its meetings, amendments to this Code relative to administrative matters, subject to the approval of the Board of Regents.

Sec. 2. The Academic, Research and Extension, and Resource generation Councils of this University may propose in any of its meetings, amendments to this Code relative to Academic, research and extension and agri-business resource generation matters respectively, subject to the approval of the Board of Regents.

Sec. 3. Any approved amendment to this Code shall take effect after the completion of its publication and/or dissemination through a University-wide memorandum issued by the University President or his duly authorized representative.

CHAPTER 75
REPEALING, SEPARABILITY AND EFFECTIVITY CLAUSES

ARTICLE 292. Repealing Clauses

Sec. 1. All other existing policies, rules and regulations which are not embodied in this Code shall remain in force and effect in so far as they are not inconsistent with any of the provisions hereof.

Sec. 2. This Code shall hereby supersede all existing policies, rules and regulations which are inconsistent with any of its provisions.

ARTICLE 293. Separability Clause

Sec. 1. If, for any reason or reasons, any part of the provision of this Code shall be declared invalid, the other parts or provisions hereof which are not affected thereby shall continue to be full force and effect.

ARTICLE 294. Effectivity Clause

Sec. 1. This Code shall take effect immediately upon the completion of its publication in at least one (1) official organ or paper of the University-wide circulation.

Sources: UP Diliman Faculty Manual

USM Code

ISU Code

R.A. 4670

R.A. 9966

Civil Service Commission

ACKNOWLEDGMENT

The Sultan Kudarat State University gratefully expresses its profound gratitude to the professors/instructors who had collaboratively worked for the realization of the SKSU Code spearheaded by the Office of the Vice-President for Academic Affairs.

Thank you very much and more power!

POLICY ON INBREEDING

1. Baccalaureate Graduate of SKSU with excellent track records may apply at SKSU. Provided, that he/she shall take his/her Masteral and/or Doctoral Degrees from CHED recognized HEIs and ASEAN institutions.
2. SKSU Personnel who graduated outside SKSU is required to enroll his/her Masteral and/or Doctoral Degrees from CHED recognized HEIs and ASEAN institutions.
3. In the case when the SKSU employee had earned his/her Masteral Degree at SKSU should enroll his/her Doctoral Degree from CHED recognized HEIs and ASEAN institutions.
4. In the case when the SKSU employee had earned his/her Masteral and/or Doctoral Degrees at SKSU should attend trainings and seminars in their field of specialization from other agencies and related organization or take post-graduate studies in CHED recognized HEIs and if possible in ASEAN institutions.