



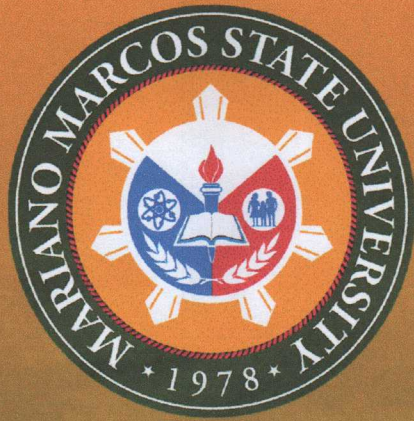
# MARIANO MARCOS STATE UNIVERSITY

## Anti-Discrimination Policy

The **Equal Opportunity Policy (EOP)** upholds the commitment of MMSU to promote equal opportunity in employment and service delivery in recognition of the universal principles of equity, fairness and social justice and in accordance with anti-discrimination laws across all functions and services. It aims to develop a positive environment that is conducive for working, teaching, learning and conducting business through the practice and unbiased treatment that respects diversity. **The provisions of the policy apply to all employees, job candidates or applicants, students, suppliers, contractors, stakeholders, partners and visitors of the University.**

The **MMSU Personnel Scholarship Guidelines and Policies** govern all scholarships and fellowships whether fully or partly funded by the University or by other institutions and shall be applicable to all University personnel: whether teaching or non-teaching, rank and file or officials, adhering to equal opportunity policies.

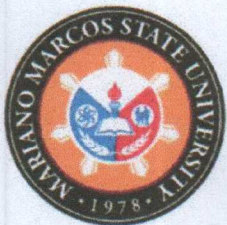




# MARIANO MARCOS STATE UNIVERSITY EQUAL OPPORTUNITY POLICY AND IMPLEMENTING GUIDELINES







# MARIANO MARCOS STATE UNIVERSITY

## EQUAL OPPORTUNITY POLICY AND IMPLEMENTING GUIDELINES

### FOREWORD

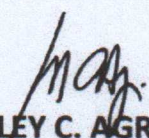
Pursuant to CSC Memorandum Circular No. 24, s. 2016, "Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Enhanced Maturity Level Indicators," the Mariano Marcos State University commits to uphold equal opportunity in employment, education and service delivery in recognition of the universal principles of equity, fairness and social justice and in accordance with anti-discrimination laws across all functions and services.

This Equal Opportunity Policy (EOP) aims to cater not only to employees but to everyone including job candidates or applicants, students, suppliers, contractors, stakeholders, partners and visitors of the University across all functions and services. We value every employee, job candidate or applicant, student, supplier, contractor, stakeholder, partner and visitor and commit to treat them equally without prejudice or bias.

We shall ensure that everyone is aware of the provisions of this EOP. We shall regularly review and update the policy to align these processes to evolving needs, values and practices.

Through this EOP, MMSU shall indeed be a "University for All," a positive environment that is conducive for working, teaching, learning and conducting business through fair practices that promote inclusivity and respect diversity.



  
**SHIRLEY C. AGRUPIS, Ph. D.**  
University President





# MARIANO MARCOS STATE UNIVERSITY

## EQUAL OPPORTUNITY POLICY AND IMPLEMENTING GUIDELINES

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## EQUAL OPPORTUNITY POLICY AND IMPLEMENTING GUIDELINES

### I. RATIONALE

The Mariano Marcos State University (MMSU) envisions to become a leading institution for inclusive management and shared leadership in gender, cultural sensitivity and operating systems for higher education institutions and development. The University adheres to the promotion of social justice and human rights' clause under Section 1, Article XIII of the 1987 Constitution which states the enactment of measures that protect and enhance the right of all people to human dignity, reduce social, economic, and political inequalities, and remove cultural inequities by equitably diffusing resources and political authority for the common good and to create economic opportunities based on freedom of initiative and self-reliance.

The University upholds the various laws that were enacted to promote equal opportunity and equality. Topmost is the Republic Act 7277, the Magna Carta for Disabled Persons, which stipulates the removal of all social, cultural, economic, environmental and attitudinal barriers that are prejudicial against disabled persons. Moreover, Republic Act 10524 (An Act Expanding the Positions Reserved For Persons With Disability, Amending for the Purpose Republic Act No. 7277, As Amended, Otherwise Known as the Magna Carta For Persons With Disability), explicitly prohibits the denial of access of persons with disability to opportunities for suitable employment, provided they are qualified. Accordingly, they shall be subject to the same terms and conditions of employment and the same compensation, privileges, benefits, fringe benefits, incentive or allowances as a qualified able person.

The Philippines, as a state party to the United Nations (UN) Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW), known as the International Bill of Rights of Women, is obliged to pursue and implement programs, projects, and activities that will contribute to the achievement of women's empowerment, gender equality and to end discrimination among women. Moreover, the Women in Development and Nation Building Act or RA No. 7192 likewise reiterates the principle of gender equality and directs all government agencies and departments to review and revise all regulations to remove gender bias.

Further, Republic Act 8371 (An Act to Recognize, Protect and Promote the Rights of Indigenous Peoples, Creating a National Commission, Appropriating Funds thereof and for Other Purposes") or the Indigenous People's Rights Act of 1997 guarantees that members of the ICCs/IPs regardless of sex, shall equally enjoy the full measure of human rights and freedoms without distinction or discrimination.





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Pursuant to CSC Resolution 89-463, Policy Directions on Equality of Employment Opportunity in the Government Service (1989), MMSU aims to institutionalize an Equal Opportunities System. Hence, this Equal Opportunity Policy is promulgated to cater not only to employees but to everyone including job candidates or applicants, students, suppliers, contractors, stakeholders, partners and visitors of the University.

### II. LEGAL BASES

- 2.1. Philippine Constitution (1987)
- 2.2. Batas Pambansa Bilang 344, An Act to Enhance the Mobility of Disabled Persons by Requiring Certain Buildings, Institutions, Establishments, and Public Utilities to Install Facilities and Other Devices (1983)
- 2.3. Republic Act No. 6725, "An Act Strengthening the Prohibition on Discrimination Against Women with Respect to Terms and Conditions of Employment" (1989)
- 2.4. Republic Act 6713, "An Act Establishing a Code of Conduct and Ethical Standards for Public Officials and Employees, to Uphold the Time-Honored Principle of Public Office Being a Public Trust, Granting Incentives and Rewards for Exemplary Service, Enumerating Prohibited Acts and Transactions and Providing Penalties for Violations Thereof and for Other Purposes" (1989)
- 2.5. Republic Act No. 7192, "Women in Development and Nation Building Act" (1991)
- 2.6. Republic Act No. 7041, "An Act Requiring Regular Publication of Existing Vacant Positions in Government Offices, Appropriating Funds thereof and for other Purposes" (1991)
- 2.7. Republic Act 7277, "An Act Providing for the Rehabilitation, Self-Development and Self-Reliance of Disabled Persons and their Integration into the Mainstream of Society and for Other Purposes" (1992)
- 2.8. Republic Act No. 7877, "Anti-Sexual Harassment Act of 1995 "An Act Declaring Sexual Harassment Unlawful in the Employment, Education or Training Environment and for other Purposes"
- 2.9. Republic Act No. 8371, "An Act to Recognize, Protect and Promote the Rights of Indigenous Peoples, Creating a National Commission, Appropriating Funds thereof and for other purposes" (1997)
- 2.10. Republic Act No. 8972, "The Solo Parents' Welfare Act of 2000", An Act Providing for Benefits and Privileges to Solo Parents and their Children, Appropriating Funds therefor and for other purposes
- 2.11. Republic Act No. 9262, "Anti-Violence Against Women and Their Children Act of 2004"
- 2.12. RA 9442, "An Act Amending Republic Act No. 7277, Otherwise Known as the "Magna Carta For Disabled Persons, And For Other Purposes" (2007)





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- 2.13. Republic Act 11032, An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, Amending for the Purpose Republic Act No. 9485, Otherwise Known as the Anti-Red Tape Act of 2007, and for Other Purposes
- 2.14. Republic Act No. 10028, "An Act Expanding the Promotion of the Breastfeeding, amending for the purpose Republic Act No. 7600" (2010)
- 2.15. Republic Act No. 9994, "An Act Granting Additional Benefits and Privileges to Senior Citizens, Further Amending Republic Act No. 7432, As Amended, Otherwise Known as "An Act to Maximize the Contribution of Senior Citizens to Nation Building, Grant Benefits and Special Privileges and for Other Purposes" (2010)
- 2.16. RA 10524, "An Act Expanding the Positions Reserved For Persons With Disability, Amending For The Purpose Republic Act No. 7277, As Amended, Otherwise Known As The Magna Carta For Persons With Disability" (2012)
- 2.17. Republic Act RA 10754 "An Act Expanding the Benefits and Privileges of Persons With Disability (PWD)" (2016)
- 2.18. Republic Act No. 10911, "An Act Prohibiting Discrimination Against and Individual in Employment on Account of Age and Providing Penalties therefor" (2016)
- 2.19. Republic Act No. 10931, "An Act Promoting Universal Access to Quality Tertiary Education by Providing for Free Tuition and Other School Fees in State Universities and Colleges, Local Universities and Colleges and State-Run Technical-Vocational Institutions, Establishing the Tertiary Education Subsidy and Student Loan Program, Strengthening the Unified Student Financial Assistance System for Tertiary Education, and Appropriating Fund Therefor (2016)
- 2.20. Republic Act No. 11210 "An Act Increasing the Maternity Leave Period to One Hundred Five (105) Days for Female Workers With an Option to Extend for an Additional Thirty (30) Days Without Pay, and Granting an Additional Fifteen (15) Days for Solo Mothers, and for Other Purposes" (2019)
- 2.21. Presidential Decree 966, "Declaring violations of the international convention of the elimination of all forms of racial discrimination to be criminal offenses and providing penalties therefor" (1976)
- 2.22. Batas Pambansa Blg. 344, An Act to Enhance the Mobility of Disabled Persons by Requiring Certain Buildings, Institutions, Establishments and Public Utilities to install Facilities and Other Devices (1982)
- 2.23. CSC Resolution 89-463, Policy Directions on Equality of Employment Opportunity in the Government Service (1989)
- 2.24. CSC Memorandum Circular No. 10, s. 1989 "Establishing the Personnel Development Committee (PDC)"
- 2.25. CSC Memorandum Circular No. 28, s. 1990 "Reiterating Certain Policies in the Conduct of Government Training and Development Program"





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- 2.26. CSC Memorandum Circular No. 43, s. 1993 "Streamlining and Deregulating Human Resource Development Function"
- 2.27. CSC Memorandum Circular No. 2, s. 2001 "Revised Policies on the Settlement of Grievances in the Public Sector"
- 2.28. CSC Memorandum Circular No. 07, s. 2007 Program on Awards and Incentives for Service Excellence"
- 2.29. CSC Memorandum Circular No. 6, s. 2012 "Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS)"
- 2.30. CSC Memorandum Circular No. 48, s. 2013 "Directing all Concerned Government Agencies to Adopt the Gender Equality Guidelines in the Development of their Respective Media Policies and Implementing Programs in Order to Promote Gender Mainstreaming"
- 2.31. CSC Memorandum Circular No. 7, s. 2014 "Encouraging Government Agencies to hire PWDs pursuant to Republic Act No. 7277"
- 2.32. CSC Memorandum Circular No. 30, s. 2014 "Adoption of HR Maturity Level Indicators for the Human Resource Management System in the Public Sector"
- 2.33. CSC Memorandum Circular No. 24, s. 2016 "Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Enhanced Maturity Level Indicators"

### III. POLICY STATEMENT

The Equal Opportunity Policy (EOP) upholds the commitment of the Mariano Marcos State University to promote equal opportunity in employment, education and service delivery in recognition of the universal principles of equity, fairness and social justice and in accordance with anti-discrimination laws across all functions and services.

We value every employee, job candidate or applicant, student, supplier, contractor, stakeholder, partner and visitor and commit to treat them equally without prejudice or bias.

MMSU commits to protect everyone who transacts with MMSU who may face discrimination or harassment in relation to their age, sex, sexual orientation, gender identity, gender expression, sex characteristics, pregnancy, family or carer's responsibility, social origin, ethnicity or cultural heritage, ability, religious affiliation or religious beliefs, civil status, education, socio-economic status, geographical origin, political opinion, language, property or other characteristics or factors.





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### IV. OBJECTIVE

This Equal Opportunity Policy aims to develop a positive environment that is conducive for working, teaching, learning and conducting business through the practice of fair and unbiased treatment that respects diversity.

### V. DEFINITION OF TERMS

For the purpose of this policy, the following terms are defined:

- 5.1. **Breastfeeding Room** – a private, clean, sanitary, and well-ventilated room with appropriate facilities strategically located at MMSU premises provided for nursing employees, students, and all clients to wash up, breastfeed, or express their milk for storage (RA 10028; Magna Carta of Women).
- 5.2. **Discrimination** – refers to any distinction, exclusion, or restriction on the grounds of status, or condition such as ethnicity, age, poverty, or religion or sex, sexual orientation, gender preference, identity and expression, hereinafter referred to as “SOGIESC” which has the effect or purpose of impairing or nullifying the recognition, enjoyment, or exercise by a person, on a basis of equality of men and women, of human rights and fundamental freedoms in the political, economic, social, cultural, civil, or any other field. It includes any act or omission, including by law, policy, administrative measure, or practice, that directly or indirectly excludes or restricts anyone, especially women, in the recognition and promotion of their rights and their access to and enjoyment of opportunities, benefits, or privileges (Anti-Discrimination Act; Magna Carta of Women).
- 5.3. **Flexible Working Schedule** – flexible work arrangements by granting an employee to vary his/her arrival and departure time without affecting the core work hours in support to balancing family obligations and work responsibilities (Solo Parent Act; Magna Carta of Women).
- 5.4. **Gender Equality** – refers to the principle asserting the equality of men and women and their right to enjoy equal conditions realizing their full human potential to contribute to and benefit from the results of development, and with the State recognizing that all human beings are free and equal in dignity and rights (CHED Memorandum Order No. 01 Series of 2015).
- 5.5. **Harassment** – the act of systematic and/or continued unwanted, unwelcome, uninvited and annoying actions or behavior, including threats and demands which makes a person feel offended, humiliated or intimidated such as but not limited to sexual harassment, intimidation, ridicule, assault, and/or offensive jokes or pictures (Magna Carta of Women; Anti-Sexual Harassment Act; Anti-Violence Against Women).





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- 5.6. **Indigenous Cultural Communities/Indigenous Peoples** – refer to a group of people or homogenous societies identified by self-ascription and ascription by others, who have continuously lived as organized community on communally bounded and defined territory, and who have, under claims of ownership since time immemorial, occupied, possessed and utilized such territories, sharing common bonds of language, customs, traditions and other distinctive cultural traits, or who have, through resistance to political, social and cultural inroads of colonization, non-indigenous religions and cultures, became historically differentiated from the majority of Filipinos. ICCs/IPs shall likewise include peoples who are regarded as indigenous on account of their descent from the populations which inhabited the country, at the time of conquest or colonization, or at the time of inroads of non-indigenous religions and cultures, or the establishment of present state boundaries, who retain some or all of their own social, economic, cultural and political institutions, but who may have been displaced from their traditional domains or who may have resettled outside their ancestral domains (Indigenous Peoples' Rights Act of 1997);
- 5.7. **Lactating Mothers** – refers to employees, students, and clients who is lactating or breastfeeding her infant or young child.
- 5.8. **LGBTQ+** - is an acronym for lesbian, gay, bisexual, transgender and queer or questioning which is an inclusive term used to describe a person's sexual orientation or gender identity. The symbol "+" represents other sexual identities including pansexual, intersex, and asexual.
- 5.9. **Persons with Disability** – include those who have long term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society in equal basis with others (Magna Carta for Persons with Disability).
- 5.10. **SOGIESC** – refers to sexual orientation, gender identity, expression, and sex characteristics
- 5.10.1. **Sexual Orientation** – each person's capacity for profound emotional, affectional and sexual attraction to, and intimate and sexual relations with, common as heterosexual, homosexual, bisexual, pansexual, androsexual, gynosexual, and asexual.
- 5.10.2. **Gender Identity** – refers to each person's deeply felt internal and individual experience of gender, which may or may not correspond with the sex assigned at birth, termed as cisgender, transgender, gender fluid, and agender
- 5.10.3. **Gender Expression** – the way in which a person expresses gender identity, typically through their appearance, dress, and behavior termed as feminine, androgynous, and masculine.
- 5.10.4. **Sex Characteristics** – biological and physical traits that indicate biological sex such as chromosomes, genitalia, gonads, hormones, and reproductive organs categorized as male, female and intersex.





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- 5.11. **Senior Citizen** – any resident citizen of the Philippines at least sixty (60) years old (Expanded Senior Citizens Act of 2010)
- 5.12. **Solo Parent** – any person/individual who falls under any of the following categories:
- 5.12.1. A woman who gives birth as a result of rape and other crimes against chastity even without a final conviction of the offender: Provided, That the mother keeps and raises the child;
  - 5.12.2. Parent left solo or alone with the responsibility of parenthood due to death of spouse;
  - 5.12.3. Parent left solo or alone with the responsibility of parenthood while the spouse is detained or is serving sentence for a criminal conviction for at least one (1) year;
  - 5.12.4. Parent left solo or alone with the responsibility of parenthood due to physical and/or mental incapacity of spouse as certified by a public medical practitioner;
  - 5.12.5. Parent left solo or alone with the responsibility of parenthood due to legal separation or de facto separation from spouse for at least one (1) year, as long as he/she is entrusted with the custody of the children;
  - 5.12.6. Parent left solo or alone with the responsibility of parenthood due to declaration of nullity or annulment of marriage as decreed by a court or by a church as long as he/she is entrusted with the custody of the children;
  - 5.12.7. Parent left solo or alone with the responsibility of parenthood due to abandonment of spouse for at least one (1) year;
  - 5.12.8. Unmarried mother/father who has preferred to keep and rear her/his child/children instead of having others care for them or give them up to a welfare institution;
  - 5.12.9. Any other person who solely provides parental care and support to a child or children;
  - 5.12.10. Any family member who assumes the responsibility of head of family as a result of the death, abandonment, disappearance or prolonged absence of the parents or solo parent (Solo Parents' Welfare Act of 2000).
- 5.13. **University** – refers to the Mariano Marcos State University.

### VI. SCOPE AND COVERAGE

The Mariano Marcos State University's Equal Opportunity Policy applies to all employees, job candidates or applicants, students, suppliers, contractors, stakeholders, partners and visitors of the University across all functions and services.





# MARIANO MARCOS STATE UNIVERSITY

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### VII. GENERAL GUIDELINES

#### 7.1. GENERAL PROVISIONS

These provisions apply to all employees, job candidates or applicants, students, suppliers, contractors, stakeholders, partners and visitors of the University.

- 7.1.1. The University shall develop and institutionalize a sex-disaggregated databank of students, employees, job candidates, contractors, stakeholders, partners and visitors that have been systematically gathered, regularly updated, and subjected to gender analysis for planning, programming, and policy formulation.
- 7.1.2. The University shall provide comprehensive health/mental services and facilities that are gender-responsive and culture-sensitive in support to family obligations and work and school responsibilities, hence:
  - 7.1.2.1. Breastfeeding rooms shall be provided and strategically located at MMSU premises to be accessible for nursing employees, students, and all clients to wash up, breastfeed, or express their milk for storage. Nursing employees/students shall be granted break intervals in addition to the regular time-off for meals to breastfeed or express milk. This interval shall include time spent in going to and from the nearest breastfeeding room and shall be counted as compensable hours worked for employees.
  - 7.1.2.2. Establishment of Drop-in (Child Day Care) Center where employees, students, and other clients can entrust and leave their children for care as they perform their tasks, responsibilities or transactions in the University.
  - 7.1.2.3. Provision of reproductive, sexuality education as well as prevention and management of reproductive diseases/infections, including sexually transmitted diseases, HIV, and AIDs through awareness campaign, seminars and other health-related program applicable to all to be spearheaded by the Health and Wellness Services in collaboration with the College of Medicine and College of Health Sciences.
  - 7.1.2.4. Unmarried pregnant employees/students shall not be terminated/nor subject for expulsion but shall be given appropriate counselling and due assistance.
- 7.1.3. The University shall adopt a special queuing scheme that gives priority to senior citizens, pregnant women and PWD. Facilities such as seat and railings shall also be provided to ensure ease and comfort of clients.





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- 7.1.4. The University shall identify and designate a sign language interpreter/practitioner to promote inclusive communication in the University.
- 7.1.5. The University shall ensure indiscriminate access through the installation of accessibility features not limited to ramps, signage, and stickers in strategic areas within the University. Dedicated parking slots for PWD shall also be designated as provided in BP 344.
- 7.1.6. The University shall adopt the use tactile paving surfaces to ensure easier and safer movement for visually impaired pedestrians.
- 7.1.7. The University shall provide supportive equipment such as wheelchair and similar equipment to the differently-abled.
- 7.1.8. The University shall provide mechanisms to prevent and eliminate the occurrence of any forms of grievance, violence and harassment. Assistance shall be extended to individuals who are victims of harassment and other forms of violence and discrimination.
- 7.1.9. The University shall endeavor to provide specifically designed comfort rooms for men, women, PWD, and universal comfort rooms for LGBTQ+ equipped with sanitation facilities and appropriately located in the premises to ensure safety of all users.
- 7.1.10. The University shall not impose a dress code for visitors but shall encourage the observance of appropriate and decency in manners of dressing upon admission/entry in the University premises. Employees and students shall wear appropriate attire as prescribed in the Student Handbook and Civil Service rules.
- 7.1.11. The University shall adopt the use of gender-fair language in writing letters, memoranda, correspondence, issuances and other publications.
- 7.1.12. The University shall implement capacity building program on gender and human rights education for all.

### 7.2. SPECIFIC PROVISIONS

#### 7.2.1. ADMINISTRATIVE TRANSACTIONS

##### 7.2.1.1. HUMAN RESOURCE MANAGEMENT

###### 7.2.1.1.1. Recruitment and Selection

Selection of employees for appointment in the University shall be open to all candidates applying the EO Policy at all levels of position, provided they meet the qualification requirements for the position to be filled. Recruitment and selection procedures shall be non-discriminatory, employing tools/aids/measures to facilitate needed services to groups with special needs.





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- 7.2.1.1.1.1. The basis for acceptance of application is the minimum qualification standards set by the CSC and other competency requirements set by the University and concerned unit/end-user.
- 7.2.1.1.1.2. Data on age, sex, sexual orientation, gender identity, gender expression, sex characteristics, pregnancy, family or carer's responsibility, social origin, ethnicity or cultural heritage, ability, religious affiliation or religious beliefs, civil status, education, socio-economic status, geographical origin, political opinion, language, property and other characteristics or factors are part of information processing only as it is contained in the personal information of the applicant and are not part of the pre-evaluation of the application.
- 7.2.1.1.1.3. LGBTQ+ applicants shall be provided equal opportunity in the selection process based on qualification standards prescribed for the position.
- 7.2.1.1.1.4. Applicants with disability who signify their intention to apply in any of the available vacant position in the university shall be considered. Qualified PWDs shall be provided equal opportunity in the selection process based on qualification standards prescribed for the position. No PWD shall be denied access to opportunities for suitable employment. A qualified employee with disability shall be subjected to the same terms and conditions of employment and the same compensation, privileges, benefits, incentives or allowances as an employed able-bodied person
- 7.2.1.1.1.5. Special assistance to applicants or candidates with disabilities shall be provided as may be needed.





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- 7.2.1.1.1.6. The screening process shall be done in an easily accessible venue with ramps, railings and/or, if available, elevator or escalator.
- 7.2.1.1.1.7. If accompanied, the Promotion and Selection Board shall allow the companion to assist the applicant during the duration of the screening process. If unaccompanied, a University personnel may be assigned to assist the applicant during the duration of the screening process.
- 7.2.1.1.1.8. An applicant/candidate who is deaf or has a hearing impairment shall be afforded, if available, assistance of a sign language practitioner.
- 7.2.1.1.1.9. For applicants/candidates who are blind or with poor eyesight, coordination and arrangement with the Department of Social Welfare and Development (DSWD) or other relevant offices/agencies may be made for auxiliary aids and assistive devices.
- 7.2.1.1.1.10. Promotion, the advancement in rank or position of an employee with an increase in duties and responsibility as authorized by law, usually accompanied by an increase in salary, is based on established policies as provided by Civil Service, DBM, CHED, PASUC and/or as clearly stated in the University Merit System regardless of age, sex, sexual orientation, gender identity, gender expression, sex characteristics, pregnancy, family or carer's responsibility, social origin, ethnicity or cultural heritage, ability, religious affiliation or religious beliefs, civil status, education, socio-economic status, geographical origin, political opinion, language, property or other characteristics or factors.





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### 7.2.1.1.2. Learning and Development

All employees are given equal opportunity for a comprehensive and balanced learning and development programs designed to improve their efficiency, effectiveness, and morale incorporated with gender and cultural sensitivity and competency and diversity awareness such as but not limited to the following:

- 7.2.1.1.2.1. Regular conduct of gender sensitivity trainings for faculty members, non-teaching staff and students to develop a gender sensitive environment and promote gender-responsive delivery of services based on mutual respect.
- 7.2.1.1.2.2. Conduct of Disability Awareness Training to capacitate all employees in providing PWD-responsive and client-sensitive services and ensure the developing and maintaining good working relationships with PWD colleagues.
- 7.2.1.1.2.3. Equal opportunity will be given to men, women, LGBTQ+ and PWDs to attend relevant trainings in pursuit of improving their efficiency and effectivity in the conduct of their duties and responsibilities provided that they meet the qualifications required by the training program.
- 7.2.1.1.2.4. All employees shall have equal access to available scholarship and fellowship programs regardless of age, sex, sexual orientation, gender identity, gender expression, sex characteristics, pregnancy, family or carer's responsibility, social origin, ethnicity or cultural heritage, ability, religious affiliation or religious beliefs, civil status, education, socio-economic status, geographical origin, political opinion, language, property or other characteristics or factors, without prejudice to any limitations imposed due to legal and practical considerations,





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provided they meet the basic qualifications stipulated in the case of scholarships/fellowships awarded by funding institutions and the approved Personnel Development Plan of the University.

### 7.2.1.1.3. Performance Management

The University will ensure that performance standards and evaluation procedures free of bias to guarantee a fair and equitable planning, monitoring, coaching, review and evaluation of employee performance. Performance management measures shall not be limited to:

- 7.2.1.1.3.1. Installation of auxiliary aids and assistive devices for PWDs to perform assigned tasks with ease.
- 7.2.1.1.3.2. Adoption of flexible work schedule for solo parents and/or lactating/breastfeeding mothers to vary their arrival and departure time to perform parental duties and responsibilities. Likewise, nursing employees shall be granted break intervals as long as this shall not affect individual and agency productivity and provided further they comply with the minimum work reporting hours prescribed by the CSC.

### 7.2.1.1.4. Rewards and Recognition

The University shall administer an incentive and award systems without discrimination. Rewards and recognition procedure shall ensure fairness and equality in the acknowledgement of contributions and conferment of awards and incentives.

- 7.2.1.1.4.1. Pursuant to CSC Resolution No. 010112, the University regularly implements the Program on Awards and Incentives for Service Excellence (PRAISE) to recognize





# MARIANO MARCOS STATE UNIVERSITY

## EQUAL OPPORTUNITY POLICY AND IMPLEMENTING GUIDELINES

the meritorious performance of employees.

- 7.2.1.1.4.2. Institutionalization of the GAD HALAGA Award as localized version of the PCW GADTIMPALA with specific guidelines formulated by the GAD HALAGA Committee.

### 7.2.1.1.5. Other Personnel Services

All employees, regardless of age, sex, sexual orientation, gender identity, gender expression, sex characteristics, pregnancy, family or carer's responsibility, social origin, ethnicity or cultural heritage, ability, religious affiliation or religious beliefs, civil status, education, socio-economic status, geographical origin, political opinion, language or property, shall have equal access to personnel services such transportation, housing, health and wellness, legal assistance, among others, as provided in existing guidelines.

### 7.2.1.2. PROCUREMENT/BIDDING SERVICES

Consistent with anti-discrimination laws, it is the policy of the University that age, sex, sexual orientation, gender identity, gender expression, sex characteristics, pregnancy, family or carer's responsibility, social origin, ethnicity or cultural heritage, ability, religious affiliation or religious beliefs, civil status, education, socio-economic status, geographical origin, political opinion, language, or property will not be used as criteria in its business contracting practices provided contractors meet the basic qualifications prescribed in RA 9184 or the Government Procurement Reform Act. MMSU shall exert every effort to ensure that all persons, regardless of age, sex, sexual orientation, gender identity, gender expression, sex characteristics, pregnancy, family or carer's responsibility, social origin, ethnicity or cultural heritage, ability, religious affiliation or religious beliefs, civil status, education, socio-economic status, geographical origin, political opinion, language or property, have equal access to contracts and other business opportunities with the University.





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### 7.2.1.3. STUDENT SERVICES

#### 7.2.1.3.1. Admission

All aspiring students regardless of age, sex, sexual orientation, gender identity, gender expression, sex characteristics, pregnancy, family or carer's responsibility, social origin, ethnicity or cultural heritage, ability, religious affiliation or religious beliefs, civil status, education, socio-economic status, geographical origin, political opinion, language or property are allowed to enroll in the University provided that they have meet the minimum qualifications and requirements as prescribed in the admission policy of the University.

#### 7.2.1.3.2. Instruction

Gender-sensitive and culture-sensitive curriculum shall be developed along with gender-fair instructional materials through the following:

7.2.1.3.2.1. setting minimum standards on gender and cultural sensitivity integrated in the subjects/courses/training curricular, co-curricular and extra-curricular for student trainees;

7.2.1.3.2.2. integration of principles of gender sensitivity in curricular offerings and pedagogical systems and strategies; ensure that all counselling and career education programs are gender- and culture-responsive; and

7.2.1.3.2.3. adoption of comprehensive gender-fair or gender-neutral language policy (e.g. Ms. instead of Mrs., Chair or Chairperson instead of Chairman or Chairwoman, personnel, staff or employees instead of manpower, among others)

#### 7.2.1.3.3. Other Student Services

All students, regardless of age, sex, sexual orientation, gender identity, gender expression, sex characteristics, pregnancy, family or carer's





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responsibility, social origin, ethnicity or cultural heritage, ability, religious affiliation or religious beliefs, civil status, education, socio-economic status, geographical origin, political opinion, language or property, shall have equal access to student services related to Student Development, Scholarship and Assistantship, Medical and Dental Services, Guidance and Counseling, and Accommodation.

### 7.2.1.4. RESEARCH AND EXTENSION

Research and extension services shall be provided to all persons regardless of age, sex, sexual orientation, gender identity, gender expression, sex characteristics, pregnancy, family or carer's responsibility, social origin, ethnicity or cultural heritage, ability, religious affiliation or religious beliefs, civil status, education, socio-economic status, geographical origin, political opinion, language, or property provided they meet the basic qualifications as determined in the Terms of Reference (TOR) of the project. This shall be guided by the following:

7.2.1.4.1. Promotion of social protection to reduce poverty and risk vulnerability; enhance social status and rights of all women, men, PWDs, senior citizens, IPs, LGBTQ+ and all other marginalized groups; promote and protect livelihood employment; protect people against hazards and sudden loss of income; and improve people's capacity to manage risks.

7.2.1.4.2. Delivery of appropriate/suitable technologies that usually comprise skills and materials easily available in the locality and that address gender, issues, inequality, inequity and other concerns.

## VIII. COMMUNICATION PLAN

The Office of the Strategic Communication (StratCom) shall develop annual communication plan for the widest dissemination of this EOP through the regular conduct of various communication, education and public awareness (CEPA) activities.





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### IX. REPEALING CLAUSE

All other existing orders, rules and regulations which are inconsistent with this issuance are hereby repealed or amended.

### X. SEPARABILITY CLAUSE

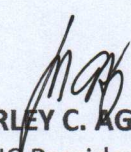
If any section or part of this policy is held unconstitutional or invalid by virtue of issuances by competent authorities, the other sections not otherwise affected shall remain in full force and in effect.

### XI. EFFECTIVITY CLAUSE

This EOP shall take effect immediately after approval by the MMSU Board of Regents and shall remain in force and effect until suspended or rescinded. This policy is subject to revisions from time to time based on existing laws and issuances by competent authorities.

### XII. COMMITMENT

I hereby commit to implement and abide by the provisions of this Equal Opportunity Policy of the Mariano Marcos State University, City of Batac, Ilocos Norte.

  
**SHIRLEY C. AGRUPIS**  
SUC President IV





# MARIANO MARCOS STATE UNIVERSITY

## EQUAL OPPORTUNITY POLICY AND IMPLEMENTING GUIDELINES

### MARIANO MARCOS STATE UNIVERSITY EQUAL OPPORTUNITY POLICY

#### TECHNICAL COMMITTEE

**NATALIZA L. LLAPITAN**  
*Training Specialist I*

**JOYCE R. TOLENTINO**  
*Administrative Assistant*

#### ADVISORY COMMITTEE

**SHIRLEY C. AGRUPIS**  
*University President*

**ANDRES Y. TUNGPALAN**  
*Acting VP for Administration and Finance  
and Concurrent Director, Administrative Services Division*

**CARMELO J. ESTEBAN**  
*VP for Research, Extension and Business*

**AMI RUTH R. COCSON**  
*VP for Planning and Development*

**PRIMA FE R. FRANCO**  
*VP for Academic Affairs*

**MARCELA V. AISON**  
*Director, Human Resources Management Office*



# MMSU Personnel Scholarship Guidelines and Policies

(Revision approved by the MMSU Administrative Council in August 2019 and approved by the MMSU Board of Regents on December 12, 2019)

## Article I TITLE AND RATIONALE

- Section 1. **Title.** This document shall be known and cited as MMSU Personnel Scholarship Guidelines and Policies.
- Section 2. **Coverage.** These shall govern all scholarships and fellowships whether fully or partly funded by the University or by other institutions and shall be applicable to all University personnel: whether teaching or non-teaching, rank and file or officials, adhering to equal opportunity principles.
- Section 3. **Rationale.** The University shall establish a comprehensive personnel development plan through the University Personnel Development (UPD) program in order to produce highly competent professionals. For this purpose, all personnel development programs shall be in consonance with the goals of the University and for the interest and improvement of public service.

## Article II DEFINITION OF TERMS AND GENERAL PROVISIONS

- Section 1. **Definition of Terms.** As used in these guidelines, the following terms shall have the following meanings:
- a. *University* – the Mariano Marcos State University (MMSU)
  - b. *President* – the MMSU President
  - c. *Unit* – a college, office, directorate or center of MMSU.
  - d. *University personnel* – any MMSU rank and file employee/staff or official occupying a regular plantilla item, which may either be permanent or temporary.
  - e. *Study privilege* – a privilege authorized to any University personnel including contractual faculty who have served the University for at least two (2) consecutive years, with a very satisfactory performance in the last four (4) evaluation periods, to avail of the free tuition and other school fees at MMSU to pursue graduate program relevant to their field of specialization.
  - f. *Scholarship* – a study or training grant, either full or partial, sponsored by the University and awarded to any University personnel.
  - g. *Full scholarship* – a full study or training grant awarded to any qualified University personnel who wishes to enroll in any HEI defined in Section 4 to pursue higher degree or attend training relevant to their baccalaureate and functions in the University.
  - h. *MMSU-funded Partial Scholarship (PS)* – a study grant awarded by MMSU to any qualified University personnel that include either of the following categories:
    - h.1. PS1 - MMSU funded weekend classes. The grantee is entitled to free tuition and other school fees, weekly economy transportation allowance, semestral book allowance, thesis support, reduced load for faculty and flexi time for non-teaching, and official time during Fridays or a preferred day of the week.
    - h.2. PS2 - Comprehensive degree program. The grantee is entitled to free tuition and other school fees, two-way economy transportation allowance every semester break and summer sessions, semestral book allowance, and thesis support.
    - h.3. PS3 - Open University System without fellowship. The grantee is entitled to free tuition and other school fees, economy transportation allowance every academic sessions, semestral book allowance, thesis support, official time



during academic sessions, and reduced load for faculty or flexi time for

- h.4. PS4 - Personally funded weekend classes. The grantee is entitled to thesis support, reduced load and official time during Fridays only or a preferred day of the week. Scholars enrolling at MMSU shall be granted free study privilege.
- h.5. PS5 - Thesis/Dissertation support. The grantee is entitled to thesis/dissertation support only.
- h.6. PS6 - Flexi-time. The grantee is entitled to flexi-time (e.g. 40-hour work from Monday to Thursday).

To support the professional development of non-plantilla faculty, PS5 and PS6 may be availed by contractual faculty who have served the University for at least two (2) consecutive years, with a very satisfactory performance in the last four (4) evaluation periods.

- i. *Full fellowship* – a study, training or exchange program grant sponsored by agencies other than MMSU where the latter shall provide only salary and other benefits, and official time during the entire duration of the fellowship.
- j. *Partial fellowship* – a partial study grant sponsored by agencies other than MMSU where the latter shall provide only salary and other benefits, reduced load and official time either during academic sessions or during Fridays only.
- k. *Delinquent scholar/fellow* – any scholar/fellow who violated any of the terms and conditions in the scholarship/fellowship contract which resulted to non-completion of the program within the prescribed scholarship/fellowship period.
- l. *Official time* – refers to the authorized time given to University personnel in attending classes or any related activities towards the completion of his program, which could either be full or partial official time. Full time when the grantee takes full time study leave and partial if he is only entitled to a designated days/time of the week which shall in no case exceed two (2) days a week.
- m. *Reduced load* – refers to a reduction in the normal teaching load equivalent to a maximum of nine (9) units per semester only i.e. 9-unit and 6-unit reduced load for those pursuing doctorate and master's degrees, respectively.
- n. *Training* – staff development in the local, national or international level with a duration of at least 30 days.
- o. *Exchange Program* – an opportunity to work, teach or conduct research for a year or less in a national or international partner institution of the University.
- p. *University Personnel Development (UPD)* – The UPD implement career and personnel development, and scholarship programs in the University, in accordance with existing civil service policies and standards and ensuring observance of equal opportunity principles.

Section 2. **All scholarships and fellowships undertaken with public interest.** All development programs are pursued and awarded primarily for and in the interest of public service. The main consideration is to improve the staff's technical know-how and performance through manpower development. Therefore, any qualified University personnel may be granted and awarded scholarships and fellowships primarily for the interest of public service and secondarily, for their professional and personal development.

Section 3. **Encouraging qualified University personnel to go on scholarship and fellowship.** As a matter of policy, the University shall encourage qualified University personnel to go on scholarship and fellowship within their respective fields of specialization or relevant to their positions and designations, subject, however, to the availability of funds and upon approval by the President.

Section 4. **Attendance to University scholarships.** As a general rule, all necessary expenses incurred by the awardee in his attendance in any development program, shall be borne by the University, subject to the availability of funds as well as to accounting and auditing rules and regulations.



Scholars/fellows of the University shall enroll in any of the following:

- a) HEIs which are included in the Top 1000 universities of the world;
- b) Centers of Excellence for the program of the scholar/fellow/grantee; and
- c) Member-institution of a national consortium offering scholarships/fellowships.

Exception shall be in cases where the scholarship/fellowship granting agency specifies the HEI where the scholar/fellow/grantee will study.

- Section 5A. **Preference due to budgetary constraints.** Due to budgetary constraints and subject to other provisions of these guidelines on scholarship or fellowship and the needs of the University, preference shall be given to the most ranking employee who needs most the development program related to his/her position and designation, the extent of the impact of the program to the University and other qualification requirements defined in Article III. In case two or more employees concerned are relatively equal in terms of the need, the extent of their program's impact and the qualification requirements defined in Article III, preference shall be given to the personnel who has attended the least number of development programs.
- Section 5B. **Preference not applicable to competitive or personally solicited scholarship or fellowship.** The rule on preference mentioned in the immediately preceding section shall not be applicable to competitive or personally solicited scholarship or fellowship subject to the provisions of Article III.
- Section 6. **Official time granted to personally funded schooling.** If for some budgetary constraints, any qualified employee is willing to attend a development program at his own expense, he/she shall be allowed to attend on official time; provided that his/her duties and functions can be taken cared of during said program, without additional expense on the part of the University, except for units with limited number of faculty/staff. Provided further that the field that shall be enrolled shall be endorsed by the Head of the Unit, and duly authorized by the President through the UPD.
- Section 7. **Withdrawal, suspension, or termination of scholarships and fellowships.** Scholarships and fellowships granted and awarded may be withdrawn, suspended, or terminated with due process when any of the provisions of the scholarship contract is violated by the awardee.
- Section 8. **Voluntary nature of scholarships and fellowships.** Scholarships and fellowships, being covered by contracts, shall be voluntary. No employee shall be sanctioned for refusing to accept a scholarship or fellowship.
- Section 9. **Delinquent scholar/fellow.** After due process, any delinquent scholar/fellow shall be disqualified for any future scholarship or fellowship and shall be required to pay the MMSU counterpart incurred during the scholarship term as stipulated in the contract.
- Section 10. **Non - sponsorship of full scholarship abroad.** Due to the expensive nature of scholarships abroad, the University shall not fully sponsor foreign scholarship. Instead, it will partly support those who have acquired fellowship abroad. The University will pay the salary of the scholar and may provide, subject to availability of funds, benefits for official foreign travel based on existing policies and laws, if such benefits are not provided for by the sponsoring agency.

To support internationalization of faculty and staff, fellows abroad may be awarded financial support equivalent to the amount provided to full scholarship recipients, subject to availability of funds.

- Section 11. **Repayment/Return Service.** Scholar/fellow shall render return service to MMSU immediately after finishing the program subject to Article IX Sections 3 or 4. Active service being rendered by the fellow/scholar who have standing return service from previous scholarship but granted another partial scholarship/fellowship as defined in either of the items in Article II Section 1 letter H, shall be counted as his return service to his/her previous scholarship/fellowship obligation. His/her return service obligation to the present



scholarship, however, shall be computed accordingly as defined in Article IX Section 4. Return service for such shall commence only after finishing his/her partial scholarship/fellowship.

Section 12. **Pregnancy within the duration of the scholarship/fellowship.** The contract of scholarship/fellowship provides for the non-pregnancy clause within the duration of the scholarship/fellowship.

However, in case the scholar/fellow gets pregnant, she may request for a deferment of her scholarship for the approval of the President subject to the provisions in Article VIII, Section 2. If approved, the period of pregnancy shall not be included in the scholarship duration and in no way shall be a reason for the scholar/fellow not to finish his/her degree within the prescribed period.

Section 13. **Equal Opportunity.** All scholarships, fellowships, trainings, exchange programs and other similar learning and development programs shall be applicable to all University personnel without discrimination to age, gender and sex, civil status, disability, religious beliefs and political affiliation.

### **Article III QUALIFICATION REQUIREMENTS**

Section 1. **Scholarship/fellowship awarded to qualified University personnel.** A University personnel can apply for scholarship/fellowship subject to the provisions in Articles III and IV.

Section 2. **Age limit.** Without prejudice to the provision of Section 13 of the preceding Article, no University personnel shall be awarded full scholarship if he/she has reached his 46th birthday at the time of the awarding of such scholarship, except in highly meritorious cases when the interest of the service so requires, provided the employee is not more than 50 years old. However, any University personnel who finished the academic requirements of a thesis or dissertation proposal, totally on his/her own or through a previous UPD program, may be entitled to a partial scholarship (Article II Section H) provided further that, he/she is not more than 50 years old at the time of the award, must be enrolled in HEI described in Article II Section IV, and the field must be in line with his/her specialization.

Section 3. **Service and performance requirements.** No University personnel can avail of a scholarship/fellowship unless he has served the University for at least two (2) consecutive years with a very satisfactory performance in the last four (4) evaluation periods before the award is given, except in meritorious cases such as in the case of highly competitive fellowship. In no case however, that any University personnel can avail of fellowship unless he/she has served the University for at least one year.

Section 4. **Required Service for Previous Scholarship/Fellowship.** Before a faculty can qualify for another scholarship/fellowship, he/she must have completed at least one-thirds (1/3) of the required repayment service for previous scholarships or fellowships. Unpaid services shall be added to the succeeding repayment services.

Section 5. **Requirement of Good Moral Character and Dedication to the University.** A scholar/fellow must have good moral character and reputation. Moreover, only those who have shown dedication to the University may be awarded a scholarship or a fellowship grant.

Section 6. **Medical requirements.** An employee shall be certified physically and mentally fit by an accredited government Physician before he/she can be considered for scholarship/fellowship.



**Article IV**  
**DOCUMENTS FOR SCREENING SCHOLARSHIP/  
FELLOWSHIP APPLICANTS**

- Section 1. **Inclusion in staff development plan of the Unit.** Any scholarship or fellowship should be in accordance with the staff development program submitted by the unit, provided that such application shall not cause the number of scholars to exceed ten percent (10%) of the total number of faculty or staff of the Unit during that semester. This provision is required in order to avoid impairment of the services of the Unit. However, the hierarchical consideration in the staff development plan and the 10% provision may be waived in cases of competitive fellowship.
- Section 2. **Letter of request for scholarship, fellowship.** Any University personnel who wishes to apply for a scholarship or fellowship shall write a letter of request addressed to the President through the UPD before the bi-annual application deadline set by the UPD, for full and partial scholarship; at least three (3) months before the intended study leave commences, for full fellowship and those attending training/exchange abroad; and at least two (2) months, for partial fellowship, except for meritorious cases. The request shall be endorsed by the Unit Head upon the recommendation of the Unit Scholarship Committee which shall be composed of the College Secretary as Chair and Department Chairs as members of the Committee for the Colleges while Head of the Unit and selected senior staff for the other Units of the University. Merits of their recommendation shall be based on the following attached documents:
- a) Application Form (UPD Form 1);
  - b) Manpower development program of the Unit;
  - c) Notice of admission to the degree or training/exchange program applied for;
  - d) Proposed plan of study with timeline;
  - e) Notice of scholarship award, for fellowship applicants;
  - f) Curriculum, schedule of fees and an estimate of total fees, for scholarship applicants; and,
  - g) Waiver of responsibilities by the applicant and corresponding acceptance by the other members in the Unit.
- Section 3. **Letter of request of faculty/staff for extension.** Any University personnel who wishes to apply extension to complete his/her program shall write a letter or request addressed to the President through the UPD at least two (2) months before the intended extension commences. The request shall be endorsed by the Unit Head upon the recommendation of the Unit Scholarship Committee (USC). Merits of their recommendation shall be based on the following attached documents:
- a) Progress Report (UPD Form 2)
  - b) Certified true copy of grades from the start to the latest semester he/she is enrolled;
  - c) Revised Study Plan duly signed by adviser or graduate program coordinator;
  - d) Gantt chart of thesis/dissertation activities signed by adviser, for those on thesis/dissertation stage;
  - e) Required documents by granting agency, for those on fellowship; and,
  - f) Other relevant documents to support request.
- Section 4. **Evaluation and endorsement of the UPD Thesis/Dissertation Evaluation Committee.** The endorsement of the approved copy of the thesis or dissertation proposal by the UPD Thesis/Dissertation Advisory Committee shall be required for those who would like to avail of a thesis or dissertation support. The same shall be a requirement for the release of thesis/dissertation support.
- Section 5. **Accomplishment of a clearance from accountabilities.** Any University personnel whose request for scholarship or fellowship has been approved shall accomplish the college and University clearances prior to the study leave. Failure to do so shall cause the suspension of scholarship entitlements and other benefits.



Section 6. **Scholarship, fellowship or extension contract.** Upon approval of the request for a scholarship, fellowship or extension, a scholar/fellow shall sign a scholarship, fellowship or extension contract.

## **Article V**

### **UPD Working and Advisory Committees**

Section 1. **Composition and Appointments of the UPD Working and Advisory Committee.** The UPD working and advisory committees shall be composed of three (3) working and one (1) review and advisory committee. The working committees shall include:

- 1) UPD-Scholarship Committee (UPD-SC);
- 2) UPD-Learning Needs Committee (UPD-LNC);
- 3) UPD-Linkages Committee (UPD-LC);

The review and advisory committee shall be named Thesis/Dissertation Review and Advisory Board (UPD-TDAB). The Chairs and the members of the committees shall be designated by the President.

Section 2. **UPD-SC.** The SC shall be composed of the UPD who shall serve as the Chair, and members representing the teaching staff, non-teaching staff, legal office and finance office. The committee shall:

- a) Review, strengthen, and strictly implement the University policies and guidelines on scholarship, fellowship and training programs;
- b) Act as the University review board with recommendatory powers on the qualifications and other requirements of the incoming applicants for scholarship, training or fellowship, as submitted and endorsed by the concerned Head of the Unit;
- c) Review, evaluate and endorse scholarship/fellowship applications;
- d) Establish and implement a scheme in monitoring on-going scholars to ensure strict compliance on their development plan;
- e) Review, evaluate and recommend requests of on-going scholars for extension and other matters related to their scholarship privileges;
- f) Make a semestral review on the academic progress and problems of scholars, fellows, and trainees; and
- g) Recommend the termination or extension of scholarship or fellowship contract.

Section 3. **UPD-LNC.** The UPD-LNC shall be composed of the UPD who shall serve as the Chair, core members representing the faculty, general administrative and support staff, auxiliary, research and extension staff, and Ad Hoc members from the different Units. They shall perform the following functions:

- a) Ensure the learning and development programs support the University's strategic goals and objectives;
- b) Evaluate the learning and development needs of MMSU employees;
- c) Identify needs-based interventions to enhance competencies and potentials of MMSU employees; and
- d) Formulate measures to assess effectiveness of learning and development;

Section 5. **UPD-LC.** The UPD-LC shall be composed of the External Linkages and Partnerships (ELP) Directorate who shall serve as the Chair and members representing the UPD, faculty, general administrative and support staff, auxiliary, research and extension staff. They shall perform the following functions:

- a) correspond and coordinate with experts, resource speakers, grant-giving bodies and external service providers - private or government from both national and international entities, and
- b) explore, evaluate and recommend international and local scholarship/fellowship opportunities offered by granting agencies and partner institutions.



Section 6. **UPD-TDAB.** The UPD-TDAB shall be composed of the Vice President for Research, Extension and Business Affairs, Director for Research, Research Coordinator of the College or Head of the Unit. They shall serve as the review and advisory board on the research proposals of MMSU full time and partial scholars to ensure that their thesis/dissertation is in line with their line of study and in line with the University R & D agenda. They may also assist externally funded scholars in formulating research problems, if solicited.

**Article VI**  
**SCHOLARSHIP OR FELLOWSHIP PERIOD**

Section 1. **Period to complete a full-time scholarship/fellowship.** A full scholar in the Philippines or abroad shall complete his/her scholarship/fellowship within two (2) years for a master’s degree, and three (3) years for a doctorate degree, or as prescribed by the scholarship grant, for fellows.

Section 2. **Period to complete a partial scholarship.** A partial scholar in the Philippines or abroad shall complete his/her scholarship within the prescribed number of years depending on the type of partial scholarship as described in Article II but in no case shall exceed three (3) years for master’s degree and four (4) years for doctorate, or as prescribed by the scholarship grant, for fellows.

Section 3. **Extension of scholarship or fellowship.** When the fellowship or scholarship whether full or partial cannot be finished within the required number of years as prescribed in the immediately preceding two sections due to justifiable reason(s), beyond the control and without the fault of the scholar or fellow, the period of the scholarship or fellowship may be extended for a maximum of one (1) year for each program, immediately after the expiration of the regular scholarship/fellowship period. Such extension of the contract maybe allowed on official time and shall be subjected to the evaluation and recommendation of the UPD-SC on the following basis, otherwise he/she shall use his/her accumulated leave credits and/or leave without pay.

- a) Academic records of the scholar;
- b) Revised Study Plan duly signed by adviser or graduate program coordinator;
- c) Gantt chart of thesis/dissertation activities signed by adviser, for those on thesis/dissertation stage;
- d) Compliance with the provisions in the scholarship contract.

Section 4. **Non-teaching employee who pursues a bachelor’s degree.** For a member of the non-teaching staff who wishes to avail of a scholarship or fellowship grant to finish a bachelor’s degree, the maximum period shall be within the normal length of time prescribed for the degree, subject to the provisions of Article III.

**Article VII**  
**SCHOLARSHIP/FELLOWSHIP ENTITLEMENTS**

Section 1. **Salaries of scholars/fellows.** University officials and employees on scholarship/fellowship shall receive their salaries and other entitlements for the duration of their scholarship/fellowship unless otherwise not provided by law. The scholar or fellow may designate a person with a special power of attorney to withdraw his/her salary during the scholarship/fellowship period.

Section 2. **Monthly stipend.** A full scholar, pursuing his/her graduate studies in MMSU recognized HEIs shall receive a monthly stipend amounting to ten thousand pesos (P10,000.00). The scholar may designate a person with a special power of attorney to withdraw his/her monthly stipend during the scholarship/fellowship period.



- Section 3. **Payment of tuition and other school fees.** The University shall pay for the tuition and other school fees of a full-time or part time scholar as defined in the appropriate sections in Article II, section 1. Payment of tuition and other school fees may be from institution to institution or by the scholar who chooses to pay his/her bill from his/her personal money and ask the University for reimbursement later upon presentation of official receipts.
- Section 4. **Book allowance.** A book allowance of five thousand pesos (P5,000.00) per regular semester and two thousand five hundred pesos (P2,500) per summer time shall be given to full-time or partial scholars pursuing either doctorate or master's degree. Book allowances are given upon submission of enrolment forms for the first semester on the first year of the grant, while progress report of the preceding semester in addition to enrolment forms for the current semester shall be required in the succeeding semesters.
- Section 5A. **Thesis or dissertation grant.** A thesis/dissertation assistance amounting to forty thousand pesos (P40,000.00) for the doctorate degree and thirty thousand (P30,000.00) for the masters' degree shall be given to a scholar or fellow upon the recommendation of the UPD as endorsed by the TDAB in coordination with the University Finance Office. Payment, shall be given in two releases as follows:  
\* 90% upon approval of the proposal, and  
\* 10% upon submission of the manuscript in hard and soft (CD) copies
- Section 5B. **Inadequate thesis/dissertation support.** If approved thesis or dissertation budget is more than the University support, the scholar or fellow may resort to external assistance, subject to the prior approval of the President through the UPD.
- Section 6. **Two-way travel expenses.** The University shall pay the full-time scholar the travel expenses to and from the place of study before and after the scholarship period. Partial scholars defined in Article II, Section 1, shall be given two-way travel expenses every study session/period.
- Section 7. **Other benefits for a full-time scholar/fellow.** A full-time fellow pursuing a degree in the Philippines shall receive all other benefits provided for by MMSU in accordance with the law. A fellow who goes abroad shall be given benefits for official foreign travel subject to availability of funds and based on existing policies and laws, if such benefits are not provided for by the sponsoring agency.
- Section 8. **Accumulation of leave credits.** Any non-teaching University personnel who is awarded with full scholarship/fellowship shall earn leave credits. as prescribed by law. Faculty members are entitled to the 70 days proportional Teacher's Leave pay.
- Section 9. **Source of Funding.** All scholarship and fellowship entitlements shall be drawn from Fund 101.

### **Article VIII**

#### **OBLIGATIONS OF THE SCHOLAR/FELLOW DURING THE SCHOLARSHIP/FELLOWSHIP PERIOD**

- Section 1. **Concentration on the approved program of study.** A scholar or fellow pursuing graduate studies shall devote full time to the program of study indicated in the letter of admission of the Graduate School. If a need for change in the program arises, there must be a request letter addressed to the President through the UPD. The letter should be recommended for approval by the Department Chair and endorsed by the Unit Head where the scholar/fellow comes from.
- Section 2. **Deferment of scholarship/fellowship.** A scholar or fellow may request the President through the UPD for a deferment of the scholarship/fellowship for a maximum of one year under any of the following conditions:



- a) Sickness which necessitates a long period of rest or recuperation. In such case, the grantee may go on a sick leave subject to pertinent Civil Service rules on leaves, otherwise such period of rest or recuperation shall be counted in determining the period within which to complete the scholarship/fellowship;
- b) Lack of subject offerings to be taken in which case, the grantee should inform the UPD and report back to work at the University; and
- c) Pregnancy, however, only one request of deferment within the period of scholarship/fellowship is allowed.

*The request should be recommended for approval by the Department Chair and endorsed by the Unit Head where the scholar/fellow comes from. Whichever is applicable, a medical certificate or certificate from the University Registrar where the scholar is enrolled shall be attached to the request letter.*

- Section 3. **Leave of absence from institution enrolled in.** When the request for a deferment of scholarship or fellowship is approved, the scholar or fellow shall request for a leave of absence (LOA) from the institution in which he is enrolled. A copy of the approved LOA shall be submitted to the UPD office promptly.
- Section 4. **Full-time efforts towards completion of degree.** A scholar or fellow pursuing a degree shall exert all efforts towards the completion of the degree being pursued within the maximum duration of the scholarship/fellowship as defined in Article VI, Sections 1 to 3. Further, the scholar or fellow shall not engage in any work for pay except for fellows on graduate assistantship or when he gives public addresses or lectures relative to his program that demand substantial time for preparation and travel.
- Section 5. **Acceptance of other scholarship/fellowship.** A scholar may accept other forms of scholarship or fellowship. However, his/her original scholarship automatically ceases, and the slot is given to another qualified faculty/staff member. Furthermore, a scholar or fellow pursuing a degree may accept additional thesis/dissertation assistance subject to the recommendation of the UPD as endorsed by the TDAB. While this does not affect the original scholarship/fellowship, the scholar/fellow should provide the UPD all documents related to the assistantship.
- Section 6. **Weighted average.** A scholar or fellow pursuing a degree shall maintain a weighted average of at least 2.0 or its equivalent for master's program and 1.75 for doctorate program or whichever is required in the Institution where the scholar is enrolled. If a scholar/fellow cannot meet the required weighted average, he/she may be given one semester to improve his/her grade. Otherwise, his/her scholarship/fellowship may be recommended for termination.
- Section 7. **Regular load.** For entitlement to the usual privileges and benefits as provided in Article VII, a scholar or fellow pursuing graduate studies shall carry a regular academic load of minimum of 9 units and maximum of 12 units each semester and not less than 3 units during summer while completing the course work phase of the program, except in the last term where less number of units may be allowed.
- Section 8. **Residency.** A scholar/fellow pursuing a degree may be allowed to enroll residency in any of the semesters within the scholarship duration for the sole purpose of preparing comprehensive examination or any related requirements for the degree but in no case shall exceed one (1) semester.
- Section 9. **Submission of requirements.** A scholar/fellow pursuing a degree must submit to the UPD the following pertinent papers, whichever is applicable:
- a) Progress Report (UPD Form 2), not later than two weeks after the end of the term.
  - b) For grantees with temporary appointment, latest appointment not later than two weeks after the date of receipt;



- c) Enrolment verification or copy of registration receipt not later than two weeks after registration;
- d) Certified true copy of grades, not later than two weeks after the end of the term;
- e) Approved plan of study not later than the first semester of regular admission;
- f) Result of the comprehensive examinations, oral/written, not later than two weeks after the examination results has been released;
- g) Approval of the thesis/dissertation proposal and copy of the outline not later than two (2) weeks after approval by the Advisory Committee; and
- h) Result of the thesis/dissertation defense not later than two (2) weeks after the examination.

Section 10. **Mailing dates.** All papers shall be considered submitted on the mailing dates.

Section 11. **Withholding of stipends and salaries.** If a scholar or a fellow fail to comply with the provisions of the immediately preceding sections, his/her stipend and other scholarship entitlements, as well as his/her salary will be withheld until compliance with the provisions are made.

## Article IX OBLIGATIONS OF SCHOLARS/FELLOWS AFTER SCHOLARSHIP/FELLOWSHIP

Section 1. **Resumption to duty.** The scholar/fellow shall inform the President through the UPD in writing the date of resumption of duty at the University after completion of the requirements for which the scholarship/fellowship was awarded or the expiration of the contract period, whichever occurs first. A scholar/fellow sent abroad shall report within two weeks after the end of the scholarship/fellowship.

Section 2. **Submission of documents to the UPD.** A scholar/fellow shall submit to the UPD not more than one month after resumption of duty pertinent documents such as (whichever is applicable):

- a) Certified true copy of grades by the school's Registrar' Office;
- b) Written certification of completion of the degree by the school's Registrar's Office;
- c) One copy of completed and duly signed thesis/dissertation with soft copy (CD);
- d) Re-entry plan.
- e) Copy of a published or publication ready article from the thesis/dissertation/research.

Photocopy of Diploma or Certificate of Training (certified true copy from the Record's Officer); and Certified true copy of the Transcript of Records/Certificate of Training and Diploma shall be submitted to the UPD and Personnel Office not more than 6 months upon resumption to duty.

Section 3. **Service Repayment for full scholar/fellow.** Full scholar should render three (3) years of service and fellow two (2) years of service to the University for every year of scholarship/fellowship or a fraction thereof of the scholarship/fellowship (i.e. 1:3 for scholar and 1:2 for fellow). Any scholarship/fellowship with duration of six months or more in a school year shall be considered one year period. Service shall be construed as active service at MMSU. In case of conflict in service repayment with sponsoring agency for outside grants, the MMSU policy shall prevail.

Section 4. **Service Repayment for partial scholar/fellow.** Depending on the type of partial scholarship/fellowship, the scholar/fellow shall render MMSU the following service obligations for every year of scholarship/fellowship or a fraction thereof of the scholarship/fellowship. Service shall be construed as active service at MMSU. Active service rendered while on partial scholarship shall not be considered as return service.

- a) PS1 - MMSU funded weekend classes. The grantee shall render MMSU two (2) year return service.



- b) PS2 - Comprehensive degree program. The grantee shall render MMSU two (2) year return service.
- c) PS3 - Open University System without fellowship. The grantee shall render MMSU two (2) year return service.
- f) PS4 - Personally funded weekend classes. The grantee shall render MMSU half (0.5) year return service.
- g) Partial fellowship - The grantee shall render MMSU half (0.5) year return service.

Section 5. **Schedule/commencement of service repayment.** Service repayment shall commence after the scholar/fellow has finished the degree/training/exchange program and upon resumption to official duty. However, in cases where the scholar has not finished the degree within the specified duration, for justifiable reasons, the computation of return service and additional obligation to MMSU shall prevail:

- 1) If the scholar/fellow is left with thesis/dissertation for justifiable reasons and reports back to office with full active service, the term rendered shall be considered and counted as fraction of his or her return service.
- 2) If the scholar/fellow is in full active service and uses his or her leave credits or leave without pay when attending to some courses or thesis/dissertation works, the term rendered shall be considered and counted as fraction of his or her return service.
- 3) If the scholar/fellow resumes the completion of his or her degree through any of the types of partial scholars, his or her services in that particular semester (if applicable) shall not be considered fraction of his or her return service but shall be added to his or her standing return service obligation to the University.
- 4) If the scholar/fellow resumes the completion of his or her degree using his or her leave credits or leave without pay, his or her services in that particular semester shall not be considered fraction of his or her return service.

Section 6. **Service to other agencies.** A scholar's/fellow's service to other government agencies after scholarship or fellowship shall not be allowed within the service repayment period and shall not in any case be considered in the computation of return service to MMSU.

Section 7. **Reimbursement of scholarship/fellowship value.** A scholar/fellow shall reimburse the University the total scholarship/fellowship value, including his/her salary and other entitlements, plus interest computed at the current rate in the following cases:

- a) Willful abandonment of scholarship, leave of absence without approval or dropping of courses without the approval of the President;
- b) Failure to render service repayment.
- c) Gross misconduct which puts the University in bad light;
- d) Other justifiable reasons presented by the MMSU; and
- e) Failure to finish the degree program within the allowable period as defined in Article VI, Sections 1-3.

For a scholar or fellow who has rendered partial repayment service, the equivalent of the unpaid service including interest shall be paid. Payment shall be made in full or on installment basis. The amount shall be determined by the University Accounting Office, and implemented by the Administrative Office.

Reimbursement shall commence one (1) year after the breach of contract, unless the degree is completed within one year after the breach.

Section 8. **Re-entry Plan.** Each scholar/fellow shall submit a realistic re-entry plan or proposal where his or her newly acquired expertise or specialization may be applied in his or her college and/or the University. The results of his/her study shall also be disseminated.



## Article X SCHOLARSHIP OR FELLOWSHIP CONTRACTS

- Section 1. **Scholarship/fellowship contract.** All scholars/fellows for a duration of 30 days or more, either local or foreign, full or partial shall be covered by a scholarship or fellowship contract. The contract shall be duly signed by the grantee and the President together with other four (4) signatories. The two (2) sureties shall be permanent employees whose salary grade is equal or higher than the scholar/fellow. The two (2) witnesses shall be the Head of the Unit of the grantee and the Director of UPD.
- Section 2. **Special and additional provisions on the scholarship/fellowship/extension contract.** In addition to the general terms and conditions of the scholarship, fellowship, or extension contract, the University may add special terms and conditions and these shall be valid and binding on the grantee or awardee as long as the terms and conditions are not illegal or against moral and good customs of the Philippines.
- Section 3. **Amendment of any terms of scholarship/fellowship/extension contract.** After the scholarship/fellowship/extension contract shall have been signed by the parties, no amendment of any of the terms of the contract shall be made except upon prior consent of all parties in the contract; provided that the University may opt to withdraw, suspend, or terminate any scholarship or fellowship contract as provided under Article II, Section 7.
- Section 4. **Condition of scholarship or fellowship contract found illegal.** If a term or condition of a scholarship contract is found illegal by the regular courts, only the particular term or condition found illegal shall be deleted but it shall not affect the other terms or conditions nor shall the entire scholarship or fellowship contract be considered void.
- Section 5. **Interpretations of the provisions of scholarship or fellowship contract.** If a term or a provision of the scholarship or fellowship contract is subject to two or more interpretations, the interpretation for the validity of the contract shall be preferred. Moreover, the contract shall be interpreted in favor of the University.
- Section 6. **General law on contracts applicable.** The general law on contracts shall be supplementary in the interpretation of the scholarship or fellowship contract.

## Article XI INCENTIVES FOR RETURNING SCHOLARS

- Section 1. **Permanency.** Any scholar/fellow who holds a temporary status in the University and who finishes a relevant graduate degree shall be given a permanent status, upon submission of the requirements as provided in Article IX, Section 2 and completion of the requirements specified by law.
- Section 2. **Promotion.** Any scholar/fellow, either local or foreign who finishes a graduate degree shall be automatically promoted upon submission of the requirements to the UPD, subject to availability of funds and plantilla item, and existing civil service policies. One salary grade increment shall be awarded for a master's degree and two salary grade increment for a doctorate degree.

For a master's scholar/fellow who completed the degree beyond the prescribed number of years as defined in Article VI, the one salary grade increment shall be awarded upon submission of the requirements to the UPD and completion of a proposed research.

For a doctorate scholar/fellow who completed the degree beyond the prescribed number of years as defined in Article VI, the one salary grade increment shall be awarded upon submission of the requirements to the UPD. The other increment shall be awarded upon completion of a proposed research.



- Section 3. **Recognition and Awarding Program.** Incentives and awards described in the previous sections shall be awarded during the MMSU Foundation Program in time for the awarding ceremony for deserving MMSU faculty and staff and officials.
- Section 4. **Publication Award.** Any scholar/fellow, either local or foreign, who publishes a paper (not thesis/dissertation) in any reputable refereed local or international journal, shall be awarded a cash gift and a Certificate of Commendation from the University subject to BOR Resolution Nos. 1224, s. 2012 and 1457, s. 2016.

**Article XII**  
**EFFECTIVITY**

These guidelines and policies shall take effect immediately upon approval by the MMSU Board of Regents.

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Revised by the University Personnel Development-Scholarship Committee (UPD-SC).

**Dr. Saturnina F. Nisperos**  
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