



MARIANO MARCOS STATE UNIVERSITY

# FACULTY MANUAL

SECOND EDITION 2016



# MARIANO MARCOS STATE UNIVERSITY

## FACULTY MANUAL

SECOND EDITION 2016

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MARIANO MARCOS STATE UNIVERSITY

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SECOND EDITION 2016



# FOREWORD



The Mariano Marcos State University *Faculty Manual* is a compendium of the rules and policies of MMSU, as well as of relevant government statutes and issuances; they serve as the primary framework and guide in the management and administration of the “Instruction” mandate of MMSU.

The rules, policies and statutes are clustered into eight basic components: first, the operational framework of the University Academic Affairs, identifying the offices and units within its sphere, the functions of each, and the various curricular offerings; second, faculty qualifications, selection and appointment, their classifications, their duties and responsibilities, workload and designations, performance evaluation, as well as wages and salaries; third, academic processes, covering among others, scheduling and conduct of classes, examination, and grading system; fourth, faculty rights and privileges, their benefits and incentives; fifth, conditions of employment; sixth, faculty development program; seventh, administrative protocol and procedure; and eight, complaints and grievance procedures.

This compendium is enduring, but by no means dogmatic or static. Rather, it is a tool in the quest for quality and relevance in the academe, in an effort to raise the quality of life of the Filipino. It will prudently flow with changing times, yet must address only the valid demands of reality. It is therefore incumbent upon the succeeding generations of MMSU leaders and constituents to shape the manual to suit the needs of their times, guided only by MMSU’s Vision, Mission and its Core Values of excellence, integrity and service to God and country.

We are very grateful to the Faculty Manual Development Committee and the MMSU Faculty Association, Inc., for their invaluable contribution in the crafting of this manual.

I invite each member of the MMSU community to take time to go over this important document for their information, guidance and reference.

**PRIMA FE R. FRANCO**

Officer-in-charge  
Office of the President and  
Vice President for Academic Affairs



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President, University Student Council



## UNIVERSITY SEAL

The emblem of the Mariano Marcos State University depicts its prime objective to search for knowledge and truth. This is shown by the burning torch shining eternally to illuminate the book of knowledge. The pair of laurel leaves indicates the glorious beginnings and triumphs of the university in its intellectual endeavors.

The open book shows the responsibility of the university in the education and training of the young. The atom is the symbol for science and technology that will be harnessed by the young as they grow to become scientists in the service of humanity.

The seven rays protruding from the circle represent the seven institutions of higher learning in Ilocos Norte that were merged by Presidential Decree No. 1279 on January 6, 1978 to form the nucleus of the university. These were the integrated schools of the Mariano Marcos Memorial College of Science and Technology such as the Ilocos Norte Institute of Technology in Batac, Dingras National Agricultural School (DNAS) in Dingras, Currimao School of Fisheries (CSF) in Currimao, and Paoay School for Craftsmen (PSC) in Paoay; the then Northern Luzon State College (NLSC) in Laoag City; and the college departments of the Ilocos Norte College of Arts and Trades (INCAT) in Laoag City and the Ilocos Norte Agricultural College (INAC) in Pasuquin.

The colors red, white, and blue were taken from the Philippine national flag, indicating that in its search for knowledge and truth, MMSU shall forever uphold the values and traditions of the Filipino nation that funds and supports it.

The university was created in 1978, hence, the year is written in the seal to indicate its historic establishment.



## UNIVERSITY AND COLLEGE LOGOS

The capital letters “MMSU” are boldly depicted in green against a yellow circular background. The massive structural letters in green depict the aggressive and fast development of the university and the solid foundation that enables it to stand and endure in its educational mission to become the center of learning in Ilocandia. They also signify the fresh, innovative and developmental approach of the University in its instructional, research, and extension programs to serve the needs of the people within its service area.

The colors of the university, green and gold are beautifully mixed against an expansive background. This depicts the merging in 1978 of two national chartered state colleges, Northern Luzon State College (NLSC) and Mariano Marcos Memorial College of Science and Technology (MMMCST), three national secondary and post-secondary schools (Dingras National Agricultural School, Paoay School for Craftsmen, and Currimao School of Fisheries) and two post-secondary schools (Ilocos Norte College of Arts and Trades and Ilocos Norte Agricultural College) to become the nucleus of the University. It also shows the blending of the two developed state colleges with the five developing state national schools to form the foundation units of the university.

The green color stands out against a yellow background and reflects the fertile and verdant fields of Ilocandia. The gold color signifies the perseverance, thrift, industry, dedication and loyalty of the Ilocano, whose fine virtues and qualities form the solid and unshakable foundation of the university’s search for excellence in the field of higher education. The gold color also signifies abundant harvest and the production of quality graduates who will be actively involved in the mainstream of regional and national development.



## GRADUATE SCHOOL

This is the logo of the Graduate School (GS) which has its main office at the College of Teacher Education Campus, Laoag City. Dominantly seen are the superimposed and intertwined letters G and S which are the initials of the college set on a clear white background.

The round shape of the logo represents holistic development of competent and innovative leaders with a high standard of morality, spirituality, socio-cultural and aesthetic capability of spearheading development-oriented initiatives through instruction, research, extension and production to alleviate the quality of life.

The “T” formed at the middle of the figure symbolizes a radiating light of knowledge that serves as the foundation of all perspectives to learning depicted by the color magenta which is the hue for universal change and transformation while the white background is the symbol for the continuous search for TRUTH.



## COLLEGE OF LAW

The logo is an attempt to symbolize the Mission, Vision and Core Values of the University in general, and the MMSU College of Law in particular; essentially as an institution of learning that is truly Filipino, and responsive to the needs of Filipinos.

The laurel leaves signify honor and integrity; the armor, one's unwavering service to God and country, especially those who have less in life; the open book, academic excellence; the balance, justice and equal protection under the law; the plain white background, purity and simplicity; purple, the generally accepted color of the law profession; green and gold, the colors of MMSU; and the MMSU seal at the top, in recognition of the fact that the MMSU College of Law is a part of the MMSU family.



## COLLEGE OF MEDICINE

This is the logo of the College of Medicine. The seal stands for the core values of the University: Excellence, Integrity, and Service To God And Nation.

The Green Circle depicts the dedication of the College in living up to the expectations of producing a general practitioner who will serve the community, the region and the whole country. The dominance of the viridian color signifies zest, freshness and health. According to recent research, green is the true color of power.

The bold, white letters which spell COLLEGE OF MEDICINE symbolize the pure and solid commitment of the College as it pursues its objectives.

The two stars on both end of the name of the university allude to the two Board of Regents (BOR) Resolutions serving as legal bases to the establishment of the medical school.

The yellow, five-rayed sun symbolizes the goal of the MMSU Doctor of Medicine Curriculum: to produce a five-star physician who is a health practitioner, academician, researcher, leader-manager and social mobilizer.

Inside the sun are four icons, the Stethoscope, the Native Hut or *Bahay Kubo*, the open book, and the Microscope which depict the roles of the MMSU MD graduate as a health practitioner, a culturally-sensitive social mobilizer and community leader/manager, an academician, and a researcher, respectively.





## COLLEGE OF AGRICULTURE, FOOD AND SUSTAINABLE DEVELOPMENT

This is the logo of the College of Agriculture, Food and Sustainable Development (CAFSD). The overall color, green, expresses the greenery of the Ilocos farms, orchards and forests; the unlimited ingenuity of the Ilokano farmers in making the small arable lands productive, utilizing age-old techniques unique in Ilocos small farming systems like the “sanjera” or the communal Ilokano irrigation system and backyard farming with poultry and piggery. The white lines bordering the green colour symbolize the purity and industry of the Ilokano farmers which blend effectively with the brown earth in the caring and nurturing of plants and animals. The caring and loving hands of the Ilokano farmer are typified by the upstretched tree branches that soar upward to the sky seeking God’s blessing for a bountiful harvest. The triangle resting on its base effectively describes the stability and fortitude of the Ilokano farmer in harnessing nature.



## COLLEGE OF AQUATIC SCIENCES AND APPLIED TECHNOLOGY

This is the logo of the College of Aquatic Sciences and Applied Technology (CASAT) located in Currimao, Ilocos Norte. The blue circle with the silhouettes of three fishes laid against a light blue background symbolizes the thrust of the school – to advance knowledge in aquaculture, marine fisheries and marine biology. The blue color, playing on a silvery white surface which looks like the wavelets of a calm ocean, stands for the West Philippine Sea, Balintang and Babuyan Channels bordering the Ilocos coastlines, home of the teeming fishes in the North. The College is committed to improve its resources as the regional center for instruction, research, production and extension center with specialization in marine fisheries and aquaculture of rare and endemic species thriving within the province.



## COLLEGE OF ARTS AND SCIENCES

This is the logo of the College of Arts and Sciences (CAS) located at the Main Campus in the City of Batac. Using the color orange as the main motif, the logo stresses the unity and commonality of all the disciplines as reflected in the pattern of instruction in the college as signified by the colored letter, S, inside the circle. The letter, C, is subdued by a white background and points towards the shaded sphere of the circle to signify the still-to-be-discovered penumbra of knowledge that challenges the imagination. The totality of the human knowledge is typified by the big brown circle through the general and broad education programs in the college which open the way to the specialized courses in the professional schools and the necessary intellectual development and understanding in preparation for graduate work. This, in essence, is also the mission of the college: to provide a broad and integrated approach to the study of the whole body of human knowledge necessary to a better understanding of the specialized fields.



## COLLEGE OF BUSINESS, ECONOMICS AND ACCOUNTANCY

This is the logo of the College of Business Economics and Accountancy (CBEA) at the Main Campus. The buildings symbolize the partnership of the College with the industry. They show that CBEA offers relevant degree programs that meet the needs of the industry. The line graph denotes optimism, readiness and growth. It means that the College strives to surpass challenges by making itself ready towards continued growth. The use of the University colors represents CBEA's full and unconditional assent to the University policies and plans. This goes without saying that CBEA subordinates its vision to the University's. CBEA strives to bring glory, crown and contribute all efforts, big and small, for the realization of the MMSU's vision. Red in business means a physical color which calls for action to be taken. Its high energy and strength draws attention to itself and demands to be noticed. CBEA as a College strives to be globally competitive as it is engaged to continuously make its programs relevant not only in the local scene but international as well. It is also engaged in the holistic development of students and faculty through relevant exposures local and abroad. Orange also means adventure which inspires and creates enthusiasm. It is optimistic and sociable and suggests affordability. The College serves as an inspiration not only to its constituents but to the community as well. It actively participates in research and extends its services to the community. The logo shows that CBEA is committed to provide industry-ready graduates for both the local and global market by continuously updating its programs. It is also committed to help in the development of the community by continuously providing extension services.



## COLLEGE OF HEALTH SCIENCES

The logo of the College of Health Sciences (CHS) is set as a group of four interlocking figures that form a modified green cross on a white background.

The first three figures depict the three departments that compose the CHS, namely: Nursing, Pharmacy and Physical Therapy. The fourth figure represents the MMSU Administration. The cross that they form together which is a modification of the universal *Red Cross* and the *Star of Life* found in emblems of ambulances connotes the strong partnership in upholding the health condition of the community that these four entities have maintained throughout the years. This is exemplified by the numerous endeavors that CHS continues to undertake in order to live up to its main objective of producing globally-competitive health professionals.

Also, the shape formed by the said figure could be seen as a windmill propeller which has made the province of Ilocos Norte currently famous of. This embodies the spirit of dynamism that is imbibed in every CHS student, faculty and staff which aids in pursuing excellence and integrity within and even outside that of the disciplines. Alongside these traits is the innate love and respect of each CHS family member to his or her socio-cultural heritage.

Both green and white colors represent purity and life – appropriate hues to represent one of the premier health science colleges in the region and even in the country.



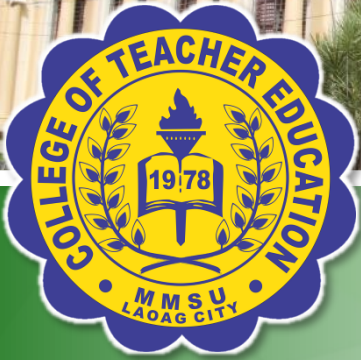
## COLLEGE OF ENGINEERING

This is the logo of the College of Engineering (COE). The eight degree programs offered by the college namely; Bachelor of Science in Agricultural Engineering, Bachelor of Science in Ceramic Engineering, Bachelor of Science in Chemical Engineering, Bachelor of Science in Computer Engineering, Bachelor of Science in Electrical Engineering, Bachelor of Science in Electronics Engineering, and Bachelor of Science in Mechanical Engineering, are circumscribed by a golden mechanical gear. The gear, as it is circular, symbolizes continuity and movement, reflective of the sustainability of the different fields of engineering in contest with the fast technological progress. The color gold represents balance and unity among the diverse programs of the college. Gold dominates in the logo as it embodies the supreme quality products of the college – globally competitive engineers along their fields of specialization. The color maroon denotes controlled and more thoughtful action.



## COLLEGE OF INDUSTRIAL TECHNOLOGY

This is the logo of the College of Industrial Technology (CIT) whose campus is located in Laoag City. It gives the feeling of motion as one perceives the circular saw blade. University artist Emmanuel Belen actually caught the mission of the College by representing letter *I* as a big dot at the center and letter *T* surrounding it; the Institute breeding Technology to turn poverty-stricken rural communities into productive places where people share in material wealth. Technological education is the bridge between individuals and their work. The colors maroon for the background, and the gold for the letters remind us all of the dignity and worth of the individual.



## COLLEGE OF TEACHER EDUCATION

The College of Teacher Education (CTE) logo bespeaks of the threefold virtues which every Normalite is expected to exhibit: scholarship, leadership and character. The blue outer edges indicate its humble beginnings since its establishment in 1917. Solid and strong, its noble foundation has made it stand despite the vicissitudes of nature and reaped honors through the years. The wide yellow circle stands for the vibrant learning environment that promotes fairness, respect and care to encourage learning. At the center of the circle is an open book which tells of its role as a teacher education institution through excellent and quality instruction; relevant and useful research and effective continuing education and extension. It likewise stands for the wealth of knowledge, skills, attitude, values and experiences essential for effective teaching which it continuously offers. Surrounding the book is a pair of laurel leaves that indicates the unparalleled and excellent achievements of the College in various areas of competition in international, national and local scenes. Lastly, the torch on the top of the book symbolizes light that shines upon the path of every graduate's mission and burning desire to serve the people and the country.



# ABOUT THE UNIVERSITY

## GEOGRAPHICAL LOCATION

The Mariano Marcos State University (MMSU) is a comprehensive institution of higher learning in the Ilocos region. It is located in Ilocos Norte, a province in the northwestern part of Luzon Island.

MMSU has six campuses: Main campus – Batac, Campus 2 and Campus 3 - Laoag; Campus 4 – Currimao; Campus 5 – Dingras; and Campus 6 – Paoay. Its main campus of about 300 hectares is in the City of Batac, Ilocos Norte, 472 km away from Manila. Batac is an agricultural and peaceful city, which affords an excellent environment for educational and rural development. The location allows convenient commuting from the boundaries of Batac and the towns of Paoay, Currimao, San Nicolas and Laoag City (Fig. 1). Passenger jeepneys, mini buses, and buses pass by the campus. In addition, the province has an international airport in Gabu, Laoag City and a seaport at Maglaoi, Currimao.

## OUR VISION

A world class university dedicated to the development of virtuous human resources and innovation for inclusive growth.

## OUR MISSION

To develop globally competitive professionals and industry- ready graduates via various modalities and generate new knowledge and technologies for the improvement of the quality of life.

## CORE VALUES

Integrity, Excellence and Service to God and Nation

## FUNCTIONS AND OBJECTIVES

MMSU is mandated by its charter to provide advanced education in the arts, agriculture and the sciences as well as technological and professional fields. The university specifically endeavors to:

- a. offer a wide range of academic programs at the certificate, associate, baccalaureate, master's and doctorate levels;
- b. maintain a broad range of research programs both in the basic and applied sciences, especially in the arts, agriculture, agribusiness, agroforestry, fisheries, teacher education, sociology, management, and technology which will generate knowledge and provide a basis for solutions to the development needs of the province and the region;
- c. provide off-campus instructional continuing education and extension services to meet the needs of residents of the province and the region within the context of the regional and national non-formal education program; and
- d. serve as the locus for the regional cooperative and development center for public and private colleges and universities in the Ilocos Region.

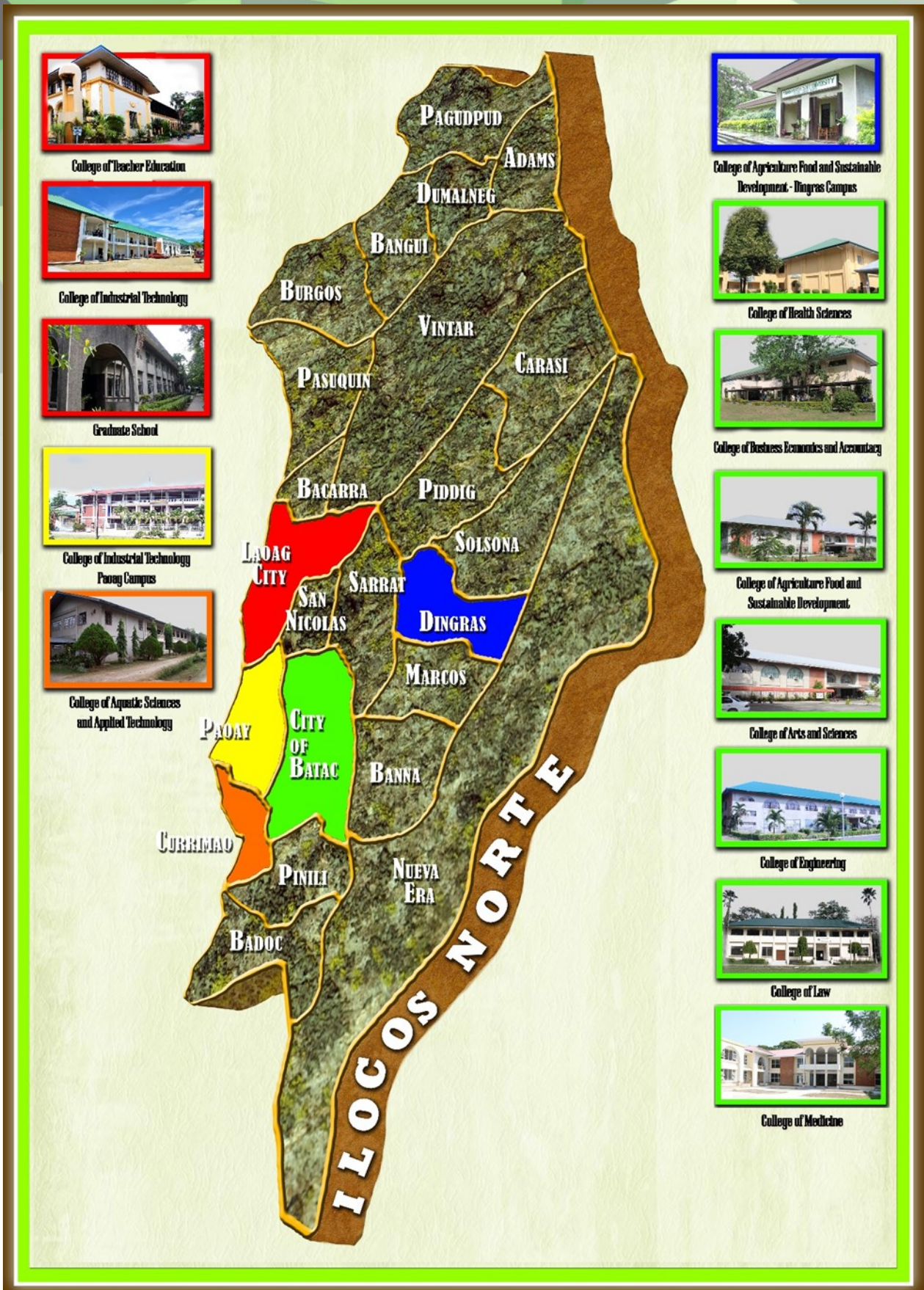


Fig 1. Location Map of MMSU Campuses

# HISTORICAL BACKGROUND

## Enabling Act and Merged Institutions

MMSU was established on January 6, 1978 by Presidential Decree 1279 and is named after the father of former President Ferdinand E. Marcos. The decree merged the then Mariano Marcos Memorial College of Science and Technology (MMMCST) with the campuses in Batac, Currimao, Paoay, and Dingras and the Northern Luzon State College (NLSC) in Laoag City. It also integrated the college departments of the Ilocos Norte College of Arts and Trades (INCAT) in Laoag City and the Ilocos Norte Agricultural College (INAC) in Pasuquin.

The university is relatively young compared to other state universities. However, MMSU's roots are anchored deep, its foundation is strong, and its beginnings all proven historical turning points. This is so because the merged institutions existed as far back as the early 1900s.

The MMMCST was founded as the Batac Farm School on November 1, 1906. Twelve years later, it became the Batac Rural High School, and then the Ilocos Norte Institute of Technology (INIT) on June 18, 1964 through RA 4085. Thereafter, INIT started to offer bachelor's degree courses in agriculture, agricultural education, agricultural engineering, industrial education and a two-year course, Associate in Agricultural Technology. Twelve years later, on December 19, 1974, PD 614 converted INIT into MMMCST. One and a half years later, the Currimao School of Fisheries, Dingras National Agricultural College and Ilocos Norte School for Craftsmen, which were created by virtue of RA 4214 in 1971, RA 3882 in 1963 and RA 4036 in 1964, respectively, were integrated with MMMCST through PD 945.

In a much similar vein, the NLSC started as an experimental vacation school of the Philippine Normal School (now the Philippine Normal University) in 1917. After 35 years it was named as the Ilocos Norte National College (INNC) on June 19, 1952 and began to offer a bachelor's degree in education. After another 11 years, RA 3705 converted INNC into the Northern Luzon Teachers College (NLTC) on June 17, 1963, and the college started to offer a master's degree program. On June 16, 1976, NLTC was renamed the Northern Luzon State College.

To date, MMSU has 11 academic units: Graduate School (GS), College of Law (COL), College of Medicine (COM), College of Agriculture, Food and Sustainable Development (CAFSD), College of Aquatic Sciences and Applied Technology (CASAT), College of Arts and Sciences (CAS), College of Business, Economics and Accountancy (CBEA), College of Engineering (COE), College of Health Sciences (CHS), College of Industrial Technology (CIT) and College of Teacher Education (CTE). These are distributed in six campuses : main campus (Batac), campus 2- Laoag, campus 3- Laoag, campus 4-Currimao, campus 5- Dingras, and campus 6-Paoay. The main campus houses seven academic units: COL, COM, CAFSD, CAS, COE, CBEA, CHS; campus 2, CTE and GS; campus 3, CIT; and campus 4, CASAT. The two other campuses, campus 5 and 6, are satellite campuses of CAFSD and CIT, respectively.

# LEADERSHIP

Since its establishment in 1978, MMSU has had six presidents: Drs. Consuelo S. Blanco, Santiago R. Obien, Felipe B. Cachola, Elias L. Calacal, Saturnino M. Ocampo Jr., and Miriam E. Pascua.



**Dr. Consuelo S. Blanco**  
**June 1, 1978 - April 30, 1985**

The first President of the university is Dr. Consuelo S. Blanco, a graduate of Doctor of Education from the University of California, Los Angeles, California, U.S.A. Under her administration, the physical plant and academic programs of the university developed markedly. One additional academic unit and two academic programs were created, the College of Arts and Sciences, Engineering Degree Program and Business Management Degree Program.

To keep abreast with education, technology and science, MMSU became an active member in international organizations such as the International Association of Universities, International Association of Higher Learning and Association of Technological Education in the ASEAN. It also became the seat of an American Studies Resource Center in Northern Luzon, one of four chosen in the country by the United States Information Service, Asia Foundation and American Studies Association of the Philippines.



**Dr. Santiago R. Obien**  
**May 1, 1985 - May 31, 1987**

Dr. Santiago R. Obien, a renowned agricultural scientist, became the second President in May 1985. Dr. Obien led the university until he was appointed as the first Executive Director of the Philippine Rice Research Institute (PhilRice) in 1987. A graduate of Doctor of Philosophy (major in Soil Science with cognates in Herbicide and Weed Control) from the University of Hawaii, Dr. Obien enhanced the commitment of the university to attain excellence and bring about a better life and education for all: students, faculty, administrative staff, farmers, home-makers, and out-of-school youth alike. This commitment was embodied in the thrust of MMSU through formal and non-formal education for technology transfer not only in agriculture but also in the arts and trades, and in the MMSU credo for Excellence, Relevance, and Efficiency.

His administration, formalized the research unit, strengthened research manpower by strengthening linkages with international and national research institutions/organizations, and by building up of existing manpower resources through short-term training courses and seminar-workshops. Research took off and researchers from north to south came to observe the R&D activities of the university. New programs were prepared such as the university manpower development program (UMDP) and research proposal, *Strengthening Applied Research and Training Dryland*

*Agriculture* (SARTDA), which was funded by the Food and Agriculture Organization of the United Nations (FAO-UN). The engineering and business management degree programs were fine-tuned and eventually converted into College of Engineering and College of Economics and Management (now College of Business, Economics and Accountancy), respectively.



**Dr. Felipe B. Cachola**  
**June 1, 1987- May 31, 1993**

The third epoch in the history of MMSU came under the leadership of Dr. Felipe B. Cachola. He graduated from the University of the Philippines at Los Baños, Laguna, Philippines, with the degree of Doctor of Philosophy major in Agricultural Education.

Under his administration, the UMDP was at its peak. Several faculty members attended graduate studies, short-term trainings, study tours and conferences in accredited Higher Education Institutions (HEIs) not only in the Philippines but also in the United States, Europe, Australia and Asia. The curricular offerings of three academic units, GS, CAF (now College of Agriculture, Food and Sustainable Development or CAFSD), and College of Education (now College of Teacher Education or CTE), were accredited by the Accrediting Agency for Chartered Colleges and Universities of the Philippines (AACUP), which raised the integrity and quality of teacher education and agriculture degree programs both in the undergraduate and graduate levels. Students excelled not only in academics but also in co-curricular activities. For example, the ROTC Unit was adjudged as Outstanding in Region I and the CAF Student Council became one of the Three Most Outstanding Youth Organizations of the Philippines (TOYOPHIL).

Other notable accomplishments include the implementation of two internationally funded research projects, *Strengthening Applied Research and Training for Dryland Agriculture* or SARTDA and *Strengthening Garlic Industry, Philippines*. The Food and Agriculture Organization of the United Nations and the International Development Research Center funded these projects, respectively. These projects were instrumental in the implementation of the university manpower development program in various HEIs abroad.



**Dr. Elias L. Calacal**  
**June 1, 1993- May 31, 1999**

The fourth university president was Dr. Elias L. Calacal, a material science specialist who finished his Doctor of Philosophy major in **Material Science and Engineering** at the University of Washington, Washington DC, USA.

Under his administration, university facilities were improved with the repair of many buildings and expansion of the

university theater, which was later renamed as *Teatro Ilocandia*. Excellence in academics and co-curricular activities handed over by the past presidents was sustained and under his administration, the university was designated as Center of Excellence in Teacher Education and Center of Development in Ceramic Engineering. Most degree programs in the various colleges were accredited by the AACUP. The CBEA and CHS became the third among the top performing schools in accountancy and nursing, respectively, in the Licensure Examinations.

Extension became extensive as the university with its social reform agenda reached to depressed municipalities. In research, the Ilocos Agriculture and Resources Research and Development Consortium (ILARRDEC), with MMSU as the lead agency, won the prestigious UGNAY Award in 1996. MMSU full-time and faculty researchers also won most research awards at the regional and national levels.



**Dr. Saturnino M. Ocampo Jr.**  
**June 1, 1999- October 27, 2004**

Dr. Saturnino M. Ocampo Jr. is the fifth president of the University. He served the university for one and a half terms (6 years) until he was appointed as a Commissioner of the Commission on Higher Education (CHED).

Dr. Ocampo is a renowned agricultural scientist and a popular personality in the scientific community, he being the Director of the Department of Science and Technology in Region I for 14 years before he was appointed MMSU President in June 1999. He graduated from Ohio State University, Ohio, USA, with the degree, Doctor of Philosophy major in Research Design and Methodology.

Dr. Ocampo's administration implemented a well-balanced fourfold function: instruction, research, extension and production. Internal efficiency was heightened by closing/freezing programs, which did not prove viable. External linkages were highly strengthened, R&D was refocused for relevance and impact. Innovative technology promotion strategies were initiated and computer literacy was highly promoted among university constituents. Additionally, efforts were intensified in agribusiness projects which were generating substantial income, while those on the borderline were scrap off.

Moreover, facilities were augmented through the establishment of a physical therapy building, tissue culture and biotechnology laboratory and glasshouse, four staff housing units and a two-story students' dormitory under the congressional fund of Hon. Maria Imelda "Imee" R. Marcos, then representative of the second congressional district of Ilocos Norte. The University was also awarded an institutional development grant for the purchase of the state-of-the-art biotechnology and IT equipment.

During his administration, the university was re-designated as Center of Excellence in Teacher Education and designated as Center of Excellence in Agricultural Engineering, Special Center of Development in Agriculture, CHED Zonal Research Center for Region 1, Region 2 and the Cordillera Administrative Region (CAR) and Northern Luzon Cluster leader of the DA-BAR Agriculture and Fisheries R&D Information System (AFRDIS). Additionally, MMSU students and graduates showed exemplary performance in various competitions and licensure examinations, giving honor to the university as one among the top performing schools in nursing, pharmacy, physical therapy, accountancy and electrical engineering. During his term, ILARRDEC won again the prestigious UGNAY Award in 2004



**Dr. Nancy GB Balantac**  
**OIC, Office of the President**  
**October 28, 2004 – May 2, 2005**

Dr. Nancy GB Balantac served as Officer-in-Charge of the university upon the appointment of Dr. Ocampo as Commissioner of CHED.

She is known for her “motherly” management style. She was very hands-on in the various functions in the academe, research, extension and production. She is a great motivator with compassionate heart especially in the improvement of teaching methodology, research output as well as in dissemination of mature technologies for countryside for the improvement of income, hence, improvement of socio-economic status. She continued Dr. Ocampo’s legacy of complete staff work (CSW) before it reaches her office for final decision and the accreditation of several programs.

A soft spoken leader, she is always easy to approach and deal with. She does not hesitate to give advice anytime in any venue. A very humble leader, she always prioritizes the welfare of everyone and considers all personnel as members of her own family.



**Dr. Miriam E. Pascua**  
May 3, 2005 – May 31, 2015

The 6th President of the University is Dr. Miriam E. Pascua. She took her oath of office as the 6<sup>th</sup> President on April 28, 2005 with CHED Commissioner Dr. Cristina Padolina, as the administering officer. She accepted the MMSU mace, symbol of authority and responsibility of the president of the university, in a simple turn over ceremony on May 3, 2005. The ceremony was conducted in front of the University Administration building and was attended by MMSU constituents from all campuses. In that ceremony, Dr. Pascua expressed her desire to continue and/or put some modification/innovations to the existing programs and projects of the university in its four-fold function of instruction, research, extension and agribusiness. She likewise reiterated that she cannot do the work all alone. Corollary to this, she solicited the cooperation of each of the MMSU constituents in governing the university.

In her acceptance, Dr. Pascua described the following 10-point as guide of her administration in upholding the legacy of excellence left by her predecessors. These are in the first 10 letters of the English alphabet as follows:

- A. Accreditation of academic programs;
- B. Better facilities and services to students;
- C. Comprehensive review of curricular offerings, so that these become more responsive to the needs of the industry and employment agency;
- D. Develop faculty and staff so that they can pursue relevant graduate and post-graduate studies;
- E. Expand extension services and resource sharing;
- F. Fiscal budgeting in all academic units to optimize resources;
- G. Generate more income by intensifying farm development, agricultural and marine fish production; creation of business affair directorate;
- H. Have more responsible, relevant scholarly R&D activities not only in agriculture and fisheries but also in the basic sciences such as the fields of engineering; health sciences; business, economics, and accountancy; teacher education; and industrial technology among others;
- I. Improve all physical properties in all colleges and units, including the library system; and
- J. Just, fair and honest governance.

It was during her incumbency when various colleges were recognized as Centers of Excellence and Development and was instrumental in the recognition gained by the University as National University both of Agriculture and Fisheries which proves the University's commitment to improved educational standards by incorporating research and extension outputs in instruction.

Dr. Pascua likewise initiated the globalization of the degree programs by way of institutional linkages with schools in Asia, Europe, Latin America particularly the United States of America.

It was also during her term that the College of Law and College of Medicine were established.





**Dr. Prima Fe R. Franco**  
**OIC, Office of the President**  
**June 1, 2015 - present**

The present Officer-in-Charge of the Office of the President is Dr. Prima Fe R. Franco. Her administration mantra revolves around the maximum utilization of financial allocations per program expenditure to improve delivery of services in instruction, research and extension. She emphasizes compliance to CHED requirements which has resulted in the recognition of almost all of the program offerings of the University. She also stresses the need to adopt Diploma Supplement to qualify graduates to work abroad and be on a par with graduates of Asian and other universities.

Her management style is ultra democratic where maximum consultation is a must before any plan or decision is considered in the Administrative Council and University Academic Council prior to confirmation or approval by the BOR.

Her support toward periodic assessment of the program offerings resulted in the streamlining of program offerings based on knowledge and skills providing better opportunities of graduates for work and entrepreneurial opportunities.

Moreover, during her administration the College of Medicine and Science and Technology Park II were launched. On June 25, 2016, the university received from the Commission on Higher Education the official Government Authority to Operate the Doctor of Medicine Program with 18 students belonging to the pioneer batch. The College of Medicine is now a duly recognized member of the Association of Philippine Medical Colleges Foundation, Inc. The P30-M Phase I College of Medicine building was completed in October 2015. Phase II is expected to be completed before the start of AY 2016-2017.

At CAFSD, the BS in Agribusiness program was opened in response to the demand for more agricultural entrepreneurs. Moreover, 14 disciplines at CIT, CASAT, and CAFSD have embedded TESDA competencies in their curriculum allowing students to obtain national certifications that beef up their employability.

It is also during her term that the Board of Regents approved the free use of university facilities for student activities.



# INSTITUTIONAL PERFORMANCE

The history of MMSU and its predecessor schools has always been loaded with significant academic achievements. Indeed, university constituents are humbled more and more whenever they hear people say that MMSU has already become a leading institution in Northern Luzon, if not in the whole country, in terms of instruction, research, and technology promotion and utilization.

If the number of graduates who pass the licensure examinations and those who land in the top 20 places are valid indicators of the quality of students that a university is getting and the quality of its instruction programs, MMSU has many reasons to be proud of its accomplishments. It can also acclaim in all honesty that MMSU is where education is at its finest in this part of the country. In fact, MMSU was acclaimed nationwide by the Professional Regulation Commission as a top performing school in teacher education, nursing, physical therapy, electrical engineering, accountancy and fisheries.

With its 38 years of experience, MMSU has also continuously upheld its commitment to further improve and promote research and development in this part of the country. It has developed technologies responsive to the needs of its clientele and generated information relevant to planning and policy formulation. Significant research results are written in publishable form and submitted in local, national and international journals. These are likewise presented in scientific conferences and meetings, research, fora, and training workshops either as plenary, scientific or poster paper. Further, research results are packaged and promoted for the use of intended clientele of the university. In like manner, these are used in the university production projects to generate income.

These significant accomplishments have made MMSU at par with the best universities/colleges and research institutions in the country. The CHED-Zonal Research Center for Region 1, Region 2 and CAR was established; one Center of Excellence (Teacher Education) and four Centers of Development (Agriculture, Biology Education, Forestry and Information Technology Education) have been identified by the Commission on Higher Education. In addition, the College of Agriculture, Food and Sustainable Development and the College of Aquatic Sciences and Applied Technology were recognized as National Universities/Colleges of Agriculture and Fisheries, respectively.

In collaboration with the Commission on Higher Education, the university serves as a delivering higher education institution for advanced degrees in biology, math, English language, crop science, and animal science under the faculty development program.

Also, the university is home to UNESCO Resource Distribution and Training Center, Center for Teaching Excellence and DOST-SEI Science Teachers Academy in the Region (STAR).

With such recognition, bountiful research grants were poured to the university. Said grants provided funds for the acquisition of state-of-the-art scientific and information and communication technology equipment. Moreover, university personnel received plaques/certificates of recognition/distinction; cash awards; fellowships for degree and non-degree programs which resulted to increased participation in conferences and study tours in-country and abroad; and the opportunity to collaborate with renowned national and international scientists. In effect, these grants have further enhanced the capability of MMSU in educational and research undertakings.

In 2014, the university was Institutionally Accredited by AACCUP and was accorded the pioneer state university to be recognized along the Outcomes-Based Education framework.

# UNIVERSITY ACADEMIC AFFAIRS

## Organizational Structure

The highest governing body of the university is its Board of Regents (BOR) composed of nine members. The members represent the following sectors: the Commission on Higher Education (CHED), Senate Committee on Education, Culture and Arts (SCECA); Congress Committee on Higher and Technical Education (CCHTE); National Economic and Development Authority-Region I; Department of Agriculture-Region I; and MMSU Administration, Faculty, Studentry, and Alumni. The CHED representative and the university President chairs and co-chairs the board, respectively, for a term of four years. The term of the SCECA and CCHTE representatives is co-terminus with senatorial and congressional seats, respectively, while the other members have a term co-terminus with office.

The University President is the chief executive who is directly assisted by the three Vice Presidents: the Vice President for Academic Affairs (VPAA), Vice President for Research and Extension (VPRE), and the Vice President for Administration and Business (VPAB).

The Office of the VPAA is responsible for carrying out the academic affairs (educational policies and programs, instructional research and other academic activities) of the university. Thus, under the supervision of the VPAA are (11) colleges, namely: Graduate School (GS); College of Law (COL); College of Medicine (COM); College of Agriculture, Food and Sustainable Development (CAFSD); College of Aquatic Sciences and Applied Technology (CASAT); College of Arts and Sciences (CAS); College of Business, Economics and Accountancy (CBEA); College of Engineering (COE); College of Health Sciences (CHS); College of Industrial Technology (CIT) and College of Teacher Education (CTE). Also under the VPAA are seven academic support directorates such as: University Registrar; Student Services and Development; University Admission; University Library System; Center for Human Movements Studies; Information Technology Center; and University Manpower Development Program.

The Administrative Council (ADCO) and the University Academic Council (UAC) are the recognized councils of the University as stipulated in the Republic Act No. 8292. The ADCO consisting of the President of the university as Chairperson, the Vice Presidents, Deans, Directors and other officials of equal rank as members, reviews and recommends to the Board of Regents policies governing the administration, management, and development planning of the university or college for appropriate action.

On the other hand, the UAC is composed of the President of the university as Chairperson and all members of the instructional staff with the rank of not lower than assistant professor as members. The academic council has the power to review and recommend curricular offerings and rules of discipline of the university subject to appropriate action by the Board of Regents. It fixes the requirements for the admission of students as well as for graduation and the conferment of degrees subject to review and/or approval by the Board of Regents through the President of the university.



# ACADEMIC EXECUTIVE COMMITTEE

The VPAA, the College Deans and the heads of the Academic Support Directorates compose the Academic Executive Committee (AEC) that advises the university on academic matters. The VPAA chairs the AEC while the University Registrar serves as the secretary.

The AEC reviews and recommends to the Administrative and Academic Council policies governing the administration, planning, and implementation of academic concerns in the university for appropriate action. It also acts in an advisory capacity to the VPAA in all matters pertaining to his/her office.

## **Vice President for Academic Affairs**

- a. Supervises the administration and management of the colleges and other academic-related units;
- b. Acts as Officer in Charge whenever the University President is out on official business or on leave;
- c. Chairs the University Faculty and Academic Staff Selection and Promotion Board (UFASSPB) and the Library Advisory Committee;
- d. Supervises the professional development of all academic staff in the aspects of advanced retooling, further study along the field of specialization, and participation in consultancy work, research results in refereed journals;
- e. Introduces, re-designs, proposes and executes educational plans, programs and projects for quality, relevance and excellence;
- f. Supervises the periodic initiation, review and re-engineering of curricular and academic programs to fit to current global demands and trends;
- g. Establishes and strengthens domestic and foreign linkages, networking and twinning for faculty, student and information exchange, collaborative projects, resource and expertise sharing, and attracting foreign students to pursue a program of study in the University;
- h. Organizes and manages participative internal quality checks in teaching-learning performance of faculty and students as well as in the welfare service and development of students;
- i. Conceptualizes and recommends innovative approaches and strategies that would enhance effectiveness and efficiency in the organization and governance of the University; and
- j. Does other related assignments as may be directed by the University President.

## **College Dean**

- a. Exercises administrative and managerial responsibilities over the College including the faculty;
- b. Exercises educational leadership among the faculty by:
  - initiating and instituting a faculty development program,
  - recommending the appointment, promotion or separation of faculty members in the College,
  - preparing the schedule of courses and faculty loads with the assistance of the College Secretary, and



- initiating development and revisions of academic programs and curricula.
- c. Institutes a definite program of supervision to keep the efficiency of instruction at the highest possible level by;
  - exercising supervision over classroom strategies for instructional improvement,
  - supervising co-curricular activities of the College, and
  - implementing a system of faculty evaluation.
- d. Implements University rules and regulations on the conduct and discipline of students, faculty and non-teaching personnel;
- e. Coordinates with the Office of Student Services and Development (OSSD) for student welfare;
- f. Initiates programs/projects which are considered relevant/innovative to the College;
- g. Conceptualizes, implements and evaluates research, extension, and production programs and projects with the assistance of the College Secretary and faculty, which duly approved by proper University authorities;
- h. Initiates linkages with appropriate networks in the country and in the international community;
- i. Represents the College in fora and other gatherings; and
- j. Performs other duties and responsibilities assigned by the University President or the VPAA.

### **Director for Admissions**

The duties and responsibilities of the Director for Admissions are stipulated in a Special Order No. 11-058 dated November 11, 2011:

- a. Constructs, validates and produces test materials;
- b. Administers tests and scores the same papers;
- c. Coordinates with college deans as to cut-off scores; and
- d. Disseminates results.

### **University Registrar**

- a. Evaluates entrance certificates and college transcripts;
- b. Determines terms and conditions for enrollment;
- c. Coordinates the preparation of class and examination schedules;
- d. Supervises the preparation of transcripts of records, diplomas and other vital documents emanating from the Registrar's Office;
- e. Participates in the formulation of academic policies, rules and regulations;
- f. Spearheads the preparation of academic manuals, brochures, and announcements; and
- g. Performs other duties and responsibilities assigned by the University President and/or the VPAA.

### **Director, University Manpower Development Program (UMDP)**

- a. Upgrades the faculty profile through a fair and equal distribution of scholarship, fellowship and training opportunities among faculty in the different colleges of the University;
- b. Reviews and fine-tunes the University guidelines on scholarship, fellowship and training programs;



- c. Establishes a University-wide manpower development program based on the college manpower development plans;
- d. Establishes linkages with grant-giving bodies, private or government, from both local and international entities;
- e. Establishes and institutionalizes a UMDP web page in the MMSU-web site where all grant opportunities are posted for open access to all MMSU constituents;
- f. Establishes a scheme in monitoring on-going scholars to ensure strict compliance of their individual developmental plan;
- g. Establishes linkages with the National Bureau of Investigation and the Immigration Office for a possible control mechanism for delinquent MMSU scholars going out of the country without settling their obligations to the University as stipulated in their scholarship contracts;
- h. Institutionalizes incentives to returning fellows/grantees who finish the degree on time and with good scholastic standing; and
- i. Monitors the strict implementation of the UMDP policies and guidelines.

**Director, Information Technology Center (ITC)**

- a. Ascertains that every college, including its special information and communication technology (ICT) needs, identifies its requirements for ICT provision;
- b. Coordinates the effective use of ICT across the whole curriculum and encourages aspects of inter curricular planning among colleges served;
- c. Monitors the acquisition, maintenance, replacement and repairs of equipment including software as well as the use of such by students, faculty and staff;
- d. Encourages and supports the professional development of faculty and staff on the use of ICT in their subjects, in line with the whole university policies and thrusts;
- e. Liaises with partner government agencies and other linkages in ICT-related functions;
- f. Manages the university's ICT network infrastructure (intranet) which includes internet services, network resources sharing and other network related services; and
- g. Supervises the university Network and System Administrators including the ICT technicians.

**Director, Student Services & Development (SSD)**

- a. Plans and prepares strategic activities and functions of the SSD office to improve student services in the following areas:
  - Guidance and Counseling Services
  - Student Organizations, Activities and Publications
  - Student Assistantship Program
  - Student Dormitories
- b. Supervises/directs and assists the different chiefs of the identified units in the efficient implementation and evaluation of the different service areas;
- c. Prepares the annual budget and procurement plan of the unit;
- d. Prepares documents and submits reports to the VPAB and other concerned offices; and



- e. Performs other tasks assigned by the VPAA and/or the University President.

**Director, University Library System (ULS)**

- a. Teaches and conducts researches according to field of specialization;
- b. Coordinates with Deans/Department Heads in the planning, enriching, updating and trying out of instructional activities, strategies and materials;
- c. Coordinates with the College Dean/Committee concern on the curriculum, programming, and staffing of the Library Science Department;
- d. Directs, supervises and controls the activities, projects and programs of the University Library System (ULS), including the establishment of linkages with internal and external agencies and institutions to enrich the resources and services of the System;
- e. Directs and supervises the personnel and administrative matters in the ULS, including recruitment, appointment, assignment, training and termination of employees;
- f. Directs and supervises the selection, acquisition, organization, classification, cataloging/indexing, disseminating and lending of books, periodicals, audiovisual and other instructional and research materials and collections in the ULS;
- g. Directs and coordinates with the heads of libraries and instructional media/reading centers of the different campuses, colleges, schools and departments of the University and recommend to the President of the University necessary measures to be taken to improve the collection, facilities and services of the different libraries and instructional media/reading centers;
- h. Prepares and submits necessary reports;
- i. Presides/attends meetings called for administrative and instructional improvement; and
- j. Performs such other duties as may be necessary.

**Chief, Center for Teaching Excellence (CTEx)**

- a. Provides leadership role in the implementation of activities in cooperation with the Commission on Higher Education and other partner agencies;
- b. Spearheads the development of training programs for teachers for possible funding of local and foreign cooperating agencies according to the identified various needs and implement the same in coordination with funding agencies;
- c. Conducts researches in the field of education to improve teaching and learning;
- d. Cooperates in the planning/pooling of resources with other CTEx within the bounds of the schools' existing rules and regulations; and
- e. Prepares reports and provides CHED with the needed information relevant to the various programs and projects implemented and for monitoring evaluation purposes.



**Director, Center for Human Movement Studies (CHuMS)**

- a. Plans, develops and implements a viable university wide physical education, sports and socio-cultural development program;
- b. Plans, programs and coordinates physical education, sports, cultural, social, recreational activities that enhance the development of the students, faculty and staff of the University;
- c. Formulates policies pertaining to the recruitment, organization, staging, management and training of physical education, sports and performing arts group from among the students, faculty and staff of the University;
- d. Establishes linkages with other institutions and organizations in matters pertaining to physical education, sports and socio-cultural affairs; and
- e. Performs other duties and responsibilities as deemed necessary by the University President and/or VPAA.

**Chief, Expanded Tertiary Education Equivalency Accreditation Program (ETEEAP)**

- a. Coordinates with CHED and Deans of the colleges where the University is deputized in the operation of the ETEEAP (recruitment, selection and admission, among others);
- b. Identifies the needs and conducts trainings for the internal and external assessors and those involved in the Program;
- c. Helps in the development and validation of instructional materials/ accreditation instruments for the various disciplines under the program;
- d. Initially assesses documents/portfolios of applicants; interviews applicants;
- e. Monitors ETEEAP enrollees in their workplace;
- f. Prepares progress reports/documents to be evaluated by National ETEEAP team; and
- g. Submits reports to the President through the VPAA regarding the activities of the ETEEAP.

**Chief, Instructional Materials Development (IMD)**

- a. Ensures that all IMs designed, developed, and produced by faculty members of the different colleges and academic units are of excellent quality
- b. Evaluates and certifies the validity of the IMs in consonance with the approved Intellectual Property Rights Policy of the University;
- c. Identifies available/existing IMs designed, developed, produced and utilized by each academic unit;
- d. Facilitates the development, validation and evaluation of other needed IMs;
- e. Coordinates the conduct of research studies on faculty members' IM-related training needs; and
- f. Assists in managing training programs on IMs design and development.



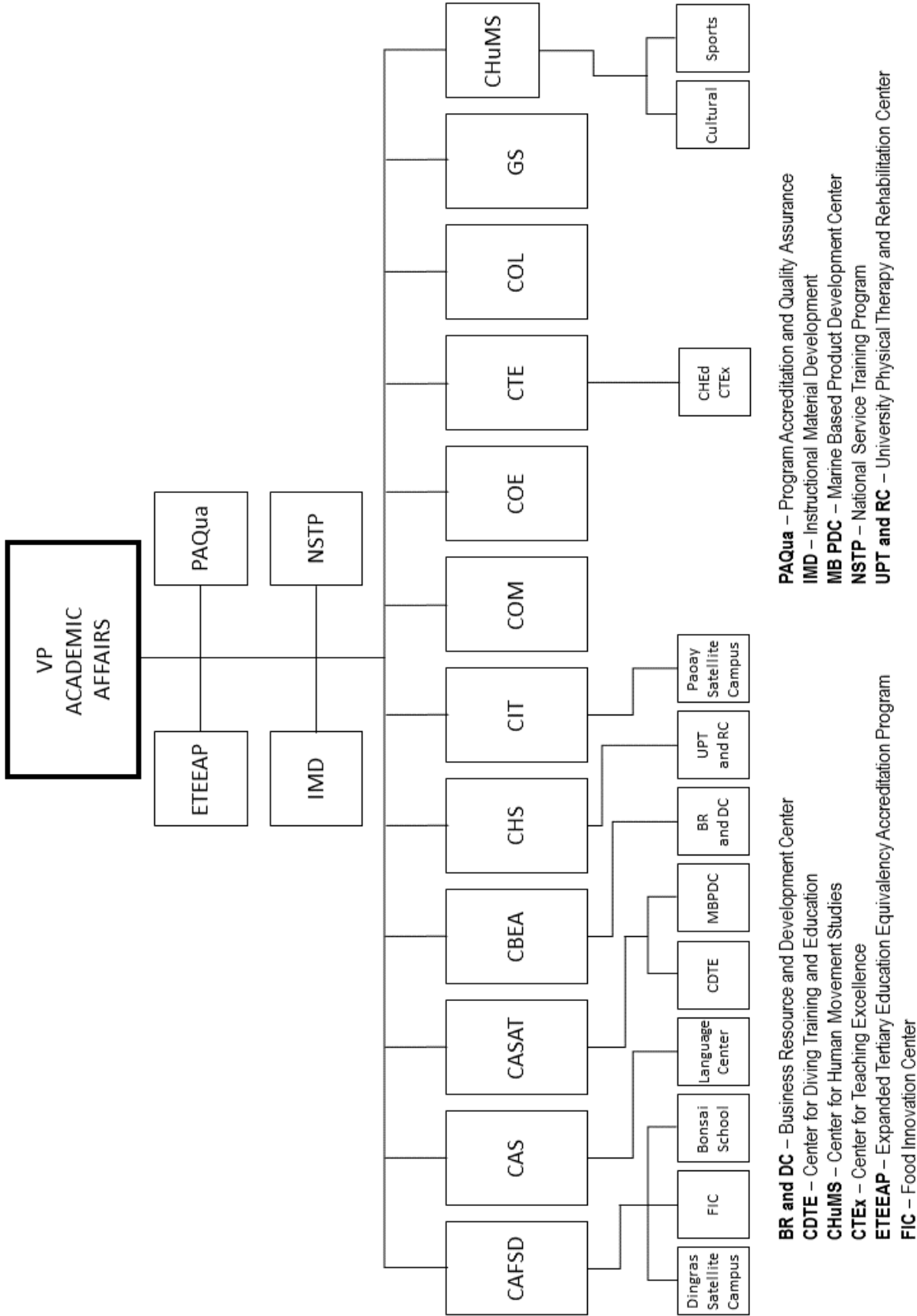


Fig 2. University Academic Affairs Organizational Structure



# CURRICULAR PROGRAMS

The University through the different academic units offers a wide range of doctorate, master's and baccalaureate degree programs in various fields of specialization.

## GRADUATE PROGRAMS

### **Doctor of Philosophy**

Linguistics

### **Doctor of Philosophy**

Rural Development

### **Doctor of Education**

Major in: Educational Management

### **Master of Arts in Education/Master in Education**

Major in: Biology  
Chemistry  
Early Childhood Education  
Educational Management  
Guidance and Counseling  
Ilokano Studies  
Language and Literature  
Library & Information Management  
Technology & Home Economics  
Mathematics  
MSEPK/PEHM  
Physics  
Science Education  
Social Studies  
Special Education  
Technical-Vocational Education  
Wika at Panitikan

### **Master of Arts in English Language and Literature**

### **Master of Arts in Mathematics**

### **Master in Management**

### **Master of Arts in Nursing**

### **Master in Nursing**

Major in: Maternal and Child Health Nursing  
Medical-Surgical Nursing

### **Master of Arts in Public Administration**

### **Master of Public Administration**

### **Master of Science in Animal Science**

### **Master in Animal Science**

### **Master of Science in Biology**

### **Master of Science in Crop Science**

### **Master in Crop Science**

### **Master of Science in Agricultural Engineering**

Major in: Soil and Water Resources Engineering  
Agricultural Machineries

### **Master of Science in Mathematics**



**Master of Science in Rural Development**  
**Master in Rural Development**  
**Master of Science in Agroforestry**  
**Master in Information Technology**  
**Master in Management major in Strategic Management**  
**Master in Management major in Financial Management**  
**Professional Science Masters - Renewable Energy Engineering**

**College of Law**

Bachelor of Laws

**College of Medicine**

Doctor of Medicine

**UNDERGRADUATE PROGRAMS**

**College of Agriculture, Food and Sustainable Development**

**Bachelor of Science in Agri Business**  
**Bachelor of Science in Agriculture (Ladderized)**

- Major in:
- Agricultural Education
  - Agricultural Economics
  - Agricultural Entrepreneurship
  - Agricultural Extension
  - Agronomy/Crop Science
  - Horticulture
  - Soil Science
  - Crop Protection
  - Animal Science

**Bachelor of Science in Development Communication**  
**Bachelor of Science in Environmental Science**  
**Bachelor of Science in Forestry**  
**Bachelor of Agricultural Technology (Ladderized)**

- Major in:
- Animal Production Technology
  - Crop Production Technology

**Bachelor of Science in Food Technology**

**College of Arts and Sciences**

**Bachelor of Science in Biology**  
**Bachelor of Science in Computer Science**  
**Bachelor of Science in Mathematics**  
**Bachelor of Arts in English Language**  
**Bachelor of Arts in Communication**  
**Bachelor of Arts in Sociology**

**College of Aquatic Sciences and Applied Technology**

**Bachelor of Science in Marine Biology**  
**Bachelor of Science in Fisheries**



### College of Business, Economics and Accountancy

**Bachelor of Science in Accountancy**

**Bachelor of Science in Accounting Technology (Ladderized)**

**Bachelor of Science in Business Administration**

Major in: Human Resource Development Management  
Marketing Management

**Bachelor of Science in Cooperative Management**

**Bachelor of Science in Economics**

**Bachelor of Science in Entrepreneurship**

**Bachelor of Science in Hospitality Management (Ladderized)**

**Bachelor of Science in Tourism Management(Ladderized)**

Major in: International Services Management  
Tour and Travel Management

### College of Engineering

**Bachelor of Science in Agricultural Engineering**

**Bachelor of Science in Civil Engineering**

**Bachelor of Science in Computer Engineering**

**Bachelor of Science in Electrical Engineering**

**Bachelor of Science in Mechanical Engineering**

**Bachelor of Science in Electronics Engineering**

**Bachelor of Science in Ceramic Engineering**

**Bachelor of Science in Chemical Engineering**

### College of Health Sciences

**Bachelor of Science in Nursing**

**Bachelor of Science in Pharmacy**

**Bachelor of Science in Physical Therapy**

### College of Industrial Technology

**Bachelor in Automotive Technology**

**Bachelor in Technical Teacher Education**

Major in: Automotive Technology  
Computer Technology  
Drafting Technology  
Electronics Technology  
Electrical Technology  
Food Service Management  
Garments and Fashion Design

**Bachelor of Science in Industrial Technology**

Major in: Ceramics Technology  
Civil Technology  
Computer Technology  
Drafting Technology  
Electrical Technology



Electronics Technology  
Electronics and Communication Technology  
Food Technology  
Garments Technology  
Refrigeration and Air-conditioning Technology

### **College of Teacher Education**

#### **Bachelor in Elementary Education**

Major in: Generalist  
Pre-School Education  
Special Education

#### **Bachelor in Secondary Education**

Major in: Biological Sciences  
Filipino  
English  
Mathematics  
Music, Arts, Physical Education & Health  
Physical Sciences  
Social Studies  
Technology and Livelihood Education

#### **Short-Term Programs**

##### **Professional Education**

##### **Teacher Certificate Program**

##### **Diploma in Early Childhood Education**

##### **Distance Learning Program**



# THE FACULTY: CLASSIFICATION AND QUALIFICATIONS

## FACULTY RESPONSIBILITIES

A faculty is a member of the academic personnel engaged in actual teaching (instruction), research, extension and production activities either on full-time or part-time basis.

### Instruction

Instruction focuses on the process of facilitating the acquisition of knowledge and skills to develop the analytical and creative faculties of students. It also includes other specific tasks such as student consultation, academic advising and all other initiatives that facilitate the process of learning.

Every faculty member is expected to:

- a. identify learner needs;
- b. prepare and follow a course syllabus based on the needs identified;
- c. facilitate the learning process through active engagement in classroom tasks and activities;
- d. develop students' analytical and creative thinking skills through purposive activities with focus on higher order thinking skills;
- e. design alternative and innovative models of teaching for all types of students: regular, gifted and those with special needs;
- f. make oneself available for consultation, academic advising and other relevant functions that help the students' well-being;
- g. manifest a strong commitment to the development of highly competent and qualified graduates by constantly improving one's craft; and
- h. vary teaching methodologies and techniques in the pursuit of effective teaching and learning process.

### Research

Faculty members should not only be transmitters of knowledge but generators as well. Thus, they need to continually explore areas of inquiry through active participation in research endeavors. In line with this, faculty members are expected to:

- a. participate in formulating university/college research agenda;
- b. generate research paradigm to enhance instruction in their field of specialization;
- c. encourage students to become creative, innovative and productive researchers;
- d. study recently published papers on basic and applied researches, instructional materials development and feasibility studies, among others;
- e. participate actively in scientific conferences, symposia, fora and research reviews at all levels: local, regional/national and international; and



- f. publish articles/monographs in recognized and refereed journals and magazines.

### **Extension**

Faculty members are strongly encouraged to participate or to render service either in university/college-sponsored community extension projects or in their own community, sectoral and/or professional organizations. Faculty participation in extension activities is regarded as part of their professional and personal commitment to the academic profession. Their participation likewise is expected to enhance the university's/college's institutional linkages, collaboration and networking.

In fulfillment of their extension concern/responsibility, faculty members are encouraged to:

- a. conduct/coordinate in-service training programs along their field of specialization;
- b. act as resource speakers in trainings, seminars, workshops, and the like, conducted by the university extension service or by other organizations/agencies;
- c. contribute in strengthening institutional ties and network with local, regional, national and international and research institutions/agencies.

### **Production**

As an integral part of the fourfold function of the University, faculty members are likewise encouraged to engage in production such as income-generating projects not limited to preparation of instructional materials, technology commercialization, to name a few.

## **FACULTY CLASSIFICATION**

Based on the type of appointment, faculty members may either be regular or non-regular.

### **a. Regular Faculty**

These are faculty members who are hired on a full-time basis and whose main functions include instruction, research, extension, and production in pursuance of the vision and mission of the university.

### **b. Non-regular Faculty**

The following faculty members comprise the non-regular teaching force of the university:

#### **a. Part-time Faculty**

These are faculty members employed to teach on a term (semestral or summer) basis. They receive remuneration on an hourly rate. Though their presence is required during class hours only, they are also expected to undertake assigned tasks and spend time to conduct research, improve and augment productivity, and promote and develop extension services in pursuance of the vision and mission of the university.



#### **b. Visiting Faculty**

Visiting faculty are those invited by the university from other institutions to render services in the form of instruction, research, extension and production for the duration of a program.

International professors who are invited to speak in a forum, symposium, or a lecture series fall under this category.

#### **c. Exchange Faculty**

Exchange faculty are those coming from other universities locally and abroad and assigned to render services in the university for a period, usually from six months to two years. Services may be in the form of instruction, research, extension or supervisory/administrative functions.

#### **d. Affiliate Faculty**

These are faculty members based in a particular college/department who are invited to render instruction, research, extensions or production services to other colleges/departments within the university.

#### **e. Contractual Faculty**

These are faculty members hired on a full-time, semestral basis to conduct instruction and/or research services to the university. Appointment is on a semestral basis subject to availability of funds and workload.

### **ACADEMIC RANKS**

Full-time faculty members include the following categories or academic ranks: Instructor, Assistant Professor, Associate Professor, Professor, College Professor, and University Professor.

The number of faculty members given the ranks of full professor is governed by a quota system described in Section 5 of NBC No. 461, s. 1998 as follows:

- a. The quota for the rank of Professor shall be adjusted to 20 percent of the total number of faculty positions of each SUC; and
- b. Only one position of College/University Professor per College/University shall be authorized for every six years, the total of which shall not exceed the number of authorized colleges and external campuses of the respective SUC. Candidates to said rank shall be required to undergo screening as stipulated in Section 4.3 of NCC No. 69.

### **QUALIFICATION STANDARD**

Qualification standard (QS) refers to the minimum qualifications which an applicant to a faculty position must possess in order to be considered for the recruitment process.

#### **General Policies and Guidelines**

- a. No candidate or applicant to the faculty or academic staff (position) is appointed to any academic rank unless he or she meets the minimum





- qualifications set down in the corresponding (prescribed) QS by the CSC or CHED.
- b. Original appointment to the faculty and academic staff starts at the lowest sub-rank of the appropriate faculty rank.
  - c. An applicant with academic rank from private educational institutions is evaluated from the QS and when appointed, is considered as original appointee subject to the immediately preceding section.

### **Appointment of Full-Time Faculty**

The classification of academic ranks of full-time faculty is based primarily on the common criteria for evaluation of SUCs.

#### **a. Instructor**

Appointment to the position of Instructor is subject to one of the following qualifications:

1. Master's degree holder in the area of specialization preferred;
2. Bachelor's degree holder with academic honors such as Summa Cum Laude, Magna Cum Laude or Cum Laude;
3. Bachelor's degree holder who belongs to the top ten in the appropriate board examination;
4. Bachelor's degree holder who passed the appropriate board examination with at least two years of active practice in the profession;
5. Bachelor's degree holder who has been in collegiate teaching on full-time basis or doing educational research work for at least three years.

In the exigency of the service and in the absence of a qualified applicant based on the foregoing qualifications, an applicant may be considered for appointment through the recommendation of the University Faculty and Academic Staff Selection and Promotion Board (UFASSPB).

#### **b. Assistant Professor**

Appointment to the position of Assistant Professor is subject to the following requirements:

1. CCE points of at least 88 points;
2. Doctorate degree preferred; and
3. Master's degree in the field of specialization with at least four years of experience related to educational/research work and/or in professions related to teaching.

#### **c. Associate Professor**

Appointment to the position of Associate Professor is subject to the following requirements:

1. CCE points of at least 124;
2. Earned MA/MS degree;
3. Qualitative contributions in instruction, research, extension and production.
4. Must have contributed significantly in at least two of the four functional areas.



#### **d. Professor**

Appointment to the position of Professor is subject to the following requirements:

1. CCE points of at least 159;
2. Doctorate degree for Professor IV to VI;
3. Qualitative contributions in at least three of the four functional areas; instruction, research, extension and production.
4. In cases where a doctorate is not normally part of career preparation, or where such doctoral program is rare, the doctorate requirement may be waived provided that the candidate has an appropriate master's degree, has at least 159 CCE points (including educational qualification) and has earned at least 20 points in the following areas;
  - 4.1 Books, monographs, compendiums and major bodies of published work
  - 4.2 Scientific articles in publications of international circulation, and other works of similar nature
  - 4.3 Discoveries, inventions and other significant original contributions
  - 4.4 Research recommendations transformed public policy benefiting the country
  - 4.5 Research results applied or utilized in industrial and/or commercial projects or undertaking.

#### **Appointment of Part-Time Faculty**

Part-time faculty members are those employed to teach an assigned number of loads based on the needs of the Department, the total of which shall not exceed allowable limit provided by the rules and regulations of the university;

Part-time faculty members are informed of their tentative teaching loads at least two weeks before the start of classes. If there are changes in the schedule, these shall be communicated to the faculty concerned at least one day before the start of classes.

#### **a. Professorial Lecturer**

Appointment to this rank requires a Doctorate degree. In the absence of the required degree, all of the following requirements are considered as a substitute for the doctoral requirement, except those where the terminal degree is a master's degree:

- Recognition in the form of an award, grant or fellowship by a reputable and recognized national/international organization for outstanding contribution to this field of specialization;
- Consistent involvement in a major research project either as proponent or as a major consultant;
- Consistent scholarly publication in the field of specialization; and
- Significant service to the academic community and/or active membership and involvement in university/college, community, professional, national or international organization.



**COMPENSATION**

**Regular Faculty**

Full-time members of the faculty receive compensation on the basis of a fair and systematic schedule as provided by and/or approved by the BOR on recommendation of the university President.

Summarized below is the faculty academic rank and the corresponding salary grade:

Academic Rank	Sub-Rank	Salary Grade
Instructor	I	12
	II	13
	III	14
Assistant Professor	I	15
	II	16
	III	17
	IV	18
Associate Professor	I	19
	II	20
	III	21
	IV	22
	V	23
Professor	I	24
	II	25
	III	26
	IV	27
	V	28
	VI	29
College/University Professor		30

Source: NBC 461 5<sup>th</sup> Cycle

**Non-Regular Faculty**

Non-regular faculty members such as lecturers are paid each hour of actual service in accordance with the schedules as provided in existing laws.

Rates/Hour for Part-time and Affiliate Faculty of the University				
Education	Graduate School	College of Law	College of Medicine	Other Colleges
BS (4 years)				PhP 200.00
BS (5 years)				PhP 250.00
MA/MS	PhP 400.00			PhP 300.00
EdD/PhD/MD/Law	PhP 500.00	PhP 500.00	Asst. Prof – Php 700.00 Assoc. Prof – Php 800.00 Prof. – Php 900.00	PhP 400.00
MD with Specialization				PhP 450.00

Source: BOR Resolution No. 1264, S. 2013



Provided that the rates shall be flexible for faculty with rare expertise and provided further that laboratory rates shall be computed at 1.0 of the lecture rates or in accordance with the approved BOR resolution.

## RECRUITMENT, SELECTION AND APPOINTMENT

### RECRUITMENT AND SELECTION

The University recruits and appoints faculty and academic staff following three basic procedures: a) request to recruit or fill-up a position, b) publication of vacancies, and c) interviews and teaching demonstration.

#### Recruitment and Selection Board

The University has a recruitment and selection board for faculty and academic staff, known as the University Faculty and Academic Staff Selection and Promotion Board (UFASSPB) which is responsible for the screening and selection of candidates for original appointment to the faculty and academic staff of the university including cases of reinstatement and re-employment. Following is the composition of the UFASSPB:

Regular members:

- a. The VPAA as Chair;
- b. The University Human Resource Officer (HRMO) who serves as the Secretary, hence, is responsible in keeping records of the proceedings of the UFASSPB, keeping them in readiness for inspection and audit by the CSC;
- c. The President of the Federated Faculty Association of the university;

Adhoc Members:

- a. The Dean of the college where the vacancy exists;
- b. The University Registrar who determines the faculty workload;
- c. The chairperson of the University Faculty Evaluation Committee as in-charge of faculty evaluation;
- d. The chairperson of the department or a senior faculty along the needed expertise/specialization.

#### Hiring Procedures

Hiring of faculty members is primarily based on the need of the department for services, which cannot be fulfilled by the full-time faculty members of the department. This need is determined by the Department Chair and then reported to the Dean of the College.

The university recruits and appoints faculty and academic staff in accordance with the following procedures:



### a. Request for hiring

The College Dean must request the University President in writing through the VPAA for the recruitment of a faculty or academic staff. Accompanying the request is a certificate of the HRMO of the existence of an available position and justification of the need of hiring. The request should also state the special qualification(s) which an applicant must have but which must not be lower than the QS of the position.

### b. Publication of vacancies

When the request for hiring is approved by the university President, a copy of the approval is furnished to the HRMO who in turn announces/disseminates such vacancy. The announcement specifies the following:

- vacant position,
- minimum qualifications and the special qualifications needed,
- nature of the job to be performed, and
- deadline for submission of the application letters.

### c. Submission and coursing of application letters

The HRMO is responsible in setting the deadline for submission of application letters. The deadline must not be earlier than 10 calendar days from the date of the announcement nor more than 30 calendar days from announcement or publication of the vacancy.

### d. Recording of application

The HRMO indicates the time and date of receipt on the first page of the application letter. For recording purposes, the HRMO maintains a logbook of application letters received in the chronological order of receipt.

To ensure fairness, no application letter is considered received by the Personnel Office unless it is properly entered in the logbook. The date of receipt as actually registered in the logbook is conclusive as to whether an application was received within the prescribed deadline of submission.

## Screening

### Criteria

Following are the criteria used in selecting faculty:

- Educational qualification
- General weighted average
- Interview/personality – criteria include
  - Communication competence and persuasive ability
  - Appearance, health and disposition (poise, posture, grooming, health, sociability and pleasantness)



- Potential (depth of knowledge, evidence that he/she meets the job requirements, willingness, family conditions and ability); and
- Must not have been involved in questionable transactions of any kind.
- Experience
- Honors received
- Demonstration teaching – criteria include:
  - Personal qualities (pleasant disposition, well-groomed, modulated voice and communication skills);
  - Mastery of subject (knowledge of subject matter, presentation evokes interest/attention and illustrates concepts and principles effectively); and
  - Teaching strategies (uses teaching materials/tools effectively, motivates students, explains clearly objective of lesson, uses question technique effectively, encourages student participation and summarizes lessons at the end of the period).

### **Procedures**

#### **a. Preliminary screening/Interview**

The HRMO may interview applicants regarding any matter contained in the application letter, verify entries or require additional papers or documents to support entries in the application letter.

The HRMO may disqualify an applicant on the basis of the preliminary interview. In such case, the HRMO attaches to the application the reason(s) for disqualification.

#### **b. Evaluation of applicants' credentials by the Department Chair**

After the preliminary screening/evaluation, the HRMO forwards the documents of qualified applicants to the Department Chair.

The Department Chair evaluates the applicants' credentials primarily to determine the appropriateness of their educational qualifications and the adequacy of teaching experiences required by the position as well as their scholastic standing as revealed by their transcript of records. The department may likewise set some enhancing evaluation criteria. The evaluation result is submitted to the HRMO along with the shortlist of qualified applicants.

#### **c. Forwarding/Submission of the list of qualified applicants to the UFASSPB**

After the last day for the submission of application letters, the HRMO notifies and furnishes the UFASSPB the list of applicants who have passed the preliminary interview along with their application letters.

#### **d. Notice for further screening**

Upon order of the UFASSPB, the HRMO notifies by postal mail, e-mail, telephone, hand delivery, telegram and/or radio all qualified applicants for the



screening. The notice includes the date that they report for screening and what are expected of them to do.

**e. The final screening and selection**

The final screening and selection includes:

- further evaluation of the applicant's credentials;
- an interview of the applicant to validate the credentials and to determine his/her communication skills and predispositions; and
- a teaching demonstration to assess teaching/research proficiency and extent of knowledge on a subject matter relevant to the position applied for.

**f. Submission for recommendation to the University President**

After its final screening, the UFASSPB submits to the University President a list of the most qualified applicants, at least three recommendees, from which the former may choose to be appointed. However, in the exigency of the service and the unavailability of required number of applicants, this provision shall be waived.



# APPOINTMENT

## General Policies and Guidelines

Following are the general guidelines and policies concerning appointment to the faculty rank:

- a. All appointments are made strictly based on merit. No religion-related test is applied, nor are the religious opinions or political affiliations of the faculty be a matter of examination or inquiry.
- b. Members of the faculty must have the appropriate degree and/or license as required by the existing laws.
- c. Members of the faculty are exempted from any civil service examinations as a requisite of employment.
- d. All appointments to part-time positions in the faculty of those who have full-time appointment in other agencies of the government are made only upon written permission from the base agency and stating the total number of hours a week they are teaching in other schools. The total teaching load should not be more than 24 units per week.
- e. No person is eligible for appointment or reinstatement as regular member of the faculty of the university during the term for which he or she has been elected to any political office.
- f. No person who has been defeated as a candidate for any political office in an election is eligible for appointment or reinstatement as a regular member of the faculty within a year after the election.
- g. No person is appointed to the faculty on a full-time basis if said person is a staff of another university except, under consortium exchange arrangement subject to the following conditions.
  - Provided that the immediate requirements of the university justify the appointment and no other applicant approximates the needed high professional and scholastic competence; and
  - Such person is appointed on a year-to-year basis until another who possesses the required competence is available for regular appointment.
- h. No person shall be appointed or reinstated in the service if he or she is already 57 years of age, unless the Chairperson of the Civil Service Commission (CSC) certifies that he or she possesses special qualifications and his or her services are needed (CSC MC No. 3, s. 1983)
- i. All members of the faculty are appointed by the BOR upon the recommendation of the University President; provided, however, that the BOR may delegate to the university President to appoint in which case such appointments shall be confirmed by the BOR in its next meetings.
- j. The University President may recommend to the BOR the appointment of any faculty member from among the full professors of the university to the rank of University Professor. Said faculty member must possess the following qualifications:
  - be an outstanding scholar, scientist or artist;
  - an expert knowledge in at least one field and a broad understanding of other branches of knowledge; and
  - be nationally or internationally known/recognized in his or her field.





## Submission of Employment Documents

Appointees should submit the employment documents listed below:

### Pre-employment requirements

- a. Application for employment
- b. Certification of previous employer
- c. Clearance from previous employer
- d. Clearance from the following:
  - Barangay
  - Police
  - Mayor
  - Municipal Judge
  - Prosecutor
  - Regional Trial Court
  - National Bureau of Investigation
- e. Medical Certificate
- f. Photocopy of Tax Identification Number and Community Tax Certificate
- g. Latest photograph (1" x 1" and 2" x 2")
- h. Documentary stamps at P15.00
- i. Training/seminar inventory
- j. Certified true copy of birth certificate

### CSC forms and requirements

- a. Personal data sheet (CSC Form 212)
- b. Position description form (CSC-BC Form 1)
- c. Transcript of records, diploma or certificate of units earned
- d. Licensure examination rating

### GSIS/PhilHealth Forms

- a. Information of GSIS membership
- b. Information for PhilHealth membership

### BIR Forms/Requirements

- a. BIR Form W-4 (Withholding tax)

### First Salary requirements (General)

- a. Oath of Office
- b. Sworn statement of assets and liabilities
- c. Notice of assumption to duty
- d. Daily time record (CS Form 48)
- e. Medical Certificate (CS Form 211)

### Others

Marriage contract (If maiden name appears in CS eligibility)

## OATH OF ALLEGIANCE

Appointees to faculty positions shall take their oath of allegiance before the Administrative Officer of the University.



# FACULTY WORKLOAD GUIDELINES

Faculty workload consists of teaching whether lecture or laboratory, or a combination of teaching and any or several of the following activities: research, creative writing, administration, extension, production, or authorized graduate studies. Activities with incentives do not earn workload units unless specified otherwise under Special Order issued by the Office of the President.

## General Guidelines

- a. The Dean on recommendation by the Department Chair shall assign faculty teaching loads subject to the review by the University Registrar and the approval of the VPAA.
- b. For purposes of computing teaching load, the following unit equivalent per hour of teaching is followed:

Graduate level Lecture Laboratory	1.5 units/hour 1.5 units/hour
Medicine Lecture Laboratory	1.0 unit/hour 1.0 unit/hour
Undergraduate level Lecture  Laboratory	1.0 unit/hour (plus 0.0285 unit for every additional student beyond 25) 1.0 unit/hour (plus 0.0285 for every additional student beyond 25)
High School	1.0 unit/hour
Elementary	1.0 unit/ hour

- c. Thesis advising (individual or group research) in the undergraduate level without honorarium is considered a teaching load but not considered as another preparation with equivalent as follows:
  - Adviser Thesis/ Action Research/ Project Feasibility - 0.6 per individual research but not to exceed 3 units
  - Committee Member (Thesis) - 0.2 unit per individual research but not to exceed 3 units

The unit equivalent of the thesis advising or thesis committee membership does not exceed 3 units per semester irrespective of whether the advisees come from the same or different departments. The credit units should likewise be supported by a copy of the approved guidance and advisory committee.

- d. Faculty members handling practicum subjects (practice teaching, OJT, affiliation and field practice) are given equivalent teaching load of 3.0 units. The maximum number of students per group is 30, beyond which the faculty gets additional credit of 0.01 per student. The class may be split if the class size reaches 45 or higher.



- e. To give faculty members ample time to prepare their lessons, conduct research or pursue graduate studies, teaching load assignments should be limited to three preparations except in cases of exigency.
- f. Full-time faculty members shall arrange for at least 3 hours a week of consultation with students; part-time faculty members should allot 1 to 2 hours for the same purpose.
- g. For optimum performance, faculty members should not be given or allowed to conduct more than three consecutive subjects.

### **Regular Teaching Load**

The regular teaching load of a full-time faculty member is 18 units per semester regardless of the number of preparation as follows:

- a. Lecture and Laboratory shall be considered as separate preparations if handled/taught by separate faculty, however, if handled/taught by the same/single faculty, it is considered as one/single preparation.
- b. For a part-time faculty member, the regular load is 6 units but may be assigned a maximum of 12 units as the need arises.

### **NON- TEACHING LOAD**

Non-teaching loads include administrative designations and supervisory functions for department/center/ headship and program coordinating tasks. These also include authorized graduate studies and assigned special projects such as research, extension and production activities, among others.

Although priority is given to teaching, the regular teaching load requirement, maybe partially satisfied by non-teaching activities. The credit units of non-teaching loads (except graduate studies) are cumulative to a maximum of 12 units. Further, these activities must be supported by a photocopy of designation or special order.

#### **a. Graduate Studies**

The maximum load credit for authorized week-end graduate studies is 6 units per semester subject to the following conditions:

- The faculty member shall not undertake any non-teaching activity;
- The load credit must be endorsed by the UMDP Director to the concerned Dean;
- Credit units granted for authorized graduate studies shall not be used for computing overload honorarium; and
- Faculty member's regular teaching load shall be reduced by the number of units but not more than six, in which he/she is enrolled for graduate study.

#### **b. Administrative Designation/Supervisory Functions**

Faculty members with administrative designations or supervisory functions carry a teaching load in accordance with the following unit equivalent approved the BOR per Board of Resolution No. 1477, s. 2016.



Designation Unit	Load Equivalence of Designation	Teaching Load
Vice President	15	3
University and Board Secretary	12	6
University Secretary	9	9
Board Secretary	6	12
College Deans	12	6
Directors (Research; Extension; Administrative Services; PQA; External Linkages and Partnerships; ULS; HRM; CHuMS; Security Monitoring System; ILAARDEC, Business Affairs; Student Services, PPGSD)	12	6
Faculty Regent	9	9
Director for INSC; Admissions; ITC	6	12
Chiefs for Print Media; Guidance Services; Scholarship; Production; CTEEx; Alumni Relations; IPO; Motorpool; Expanded Tertiary Education Equivalency Accreditation Program; Electrical and Electronics; Broadcast Media; Instructional Materials	6	12
College Secretary; Lab High School Principals; Department Chairperson and Program Coordinator (Graduate School); Non-degree granting department of 5 or more faculty;	6	12
College Coordinators (Research; Extension; Student Affairs; Production; Sports; Cultural; Alumni; Scholarship; Internship; OJT; Student Teaching; Clinical Level Coordinator; Field Study, Instructional Materials)	3	15
Chiefs for Cultural; Sports; CIMEA; Carpentry; Plumbing and Visual Arts; Visitors Bureau; LACAD; Infrastructure; Ground Maintenance; Nasudi and Dance Masters	3	15
Managers of Technology Business Incubation; Wen Cafe; Food Innovation Center; Shared Services Facilities; Food Service; College Faculty Club President	3	15



All faculty members should carry a workload of no less than 12 units for full time faculty and 6 units for faculty with designation except the VP who shall carry a 3-unit workload.

No faculty member should have less than 6 units to justify his/her plantilla item except for the Vice President.

All load credits for teaching, research, extension, production and administrative function of the faculty form part of the total workload. However, for purposes of computing overload pay, only the designation with highest load equivalent shall be considered for those with multiple designations.

Classes with less than 5 and 15 students for graduate, and for major and GE courses, respectively, are considered tutorial classes and shall be credited half of the workload equivalent in the computation of overload pay.

### c. College Coordinators

College coordinators such as Research Coordinator, Extension Coordinator and Student Affairs Coordinator, Production; Sports; Cultural; Alumni; Scholarship; Internship; OJT; Student Teaching; Clinical Level Coordinator; Field Study, Instructional Materials are given three units teaching load equivalent. Their designations are approved by the University President upon recommendation by the College Dean. Once their designation is approved, they are required to prepare a work plan highlighting among others the activities to be performed and corresponding objectives, duration, and performance indicator.

Designees are required to submit monthly accomplishment report to the concerned Director (i.e., Director of Research, Director of Extension and Director of Student Services and Development) with notation by the College Dean. Credit units granted for these designations shall not be used for computing overload honorarium if the planned activities are not implemented and/or the expected output in the particular semester is not attained.

### d. Research, Extension and Production Activities

Faculty members, who conduct research, extension and production related activities, are credited corresponding teaching load equivalents. However, when the faculty member receives honorarium/incentives for such activities, the teaching load equivalent shall not be used in the computation of overload honorarium.

#### d.1. Research

Approved institutional research has the following teaching load equivalent but not to exceed nine units.

	<b>GAA-funded</b> (without honorarium)	<b>GIA-funded</b> (without honorarium)
Program Leader (with 3 or more projects)	9 units	4.5
Project Leader (with 3 or more studies)	6 units	3.0
Study Leader	3 units	1.5



Load credit equivalence subject to existing/applicable DBM and COA guidelines.

The Director of Research and Development shall provide annual notice to concerned faculty researches of the inclusion of their respective researches in the R&D Work Financial Plan indicating in there the allotted budget and co-workers. Upon receipt of the notice, concerned faculty shall prepare a work plan highlighting among other activities to be performed and corresponding objectives, duration, and performance indicators.

As a basic requirement for the credit unit, the concerned faculty must submit a progress report at the end of the semester, and also at the end of the summer session if the research justified him or her to be on accumulated leave status. The credit units as program, project or study leader shall be used for computing overload honorarium if the various research activities are implemented, the research data had been written following the prescribed format and presented at least in the University In-House Review and Planning Workshop which is usually conducted in the month April or May.

**d.2. Extension**

Approved institutional extension activities performed by faculty are credited the following teaching load equivalent but not to exceed nine units.

	<b>GAA-funded</b> (without honorarium)	<b>GIA-funded</b> (without honorarium)
Program Leader	9 units	4.5
Project Leader	6 units	3.0
Study Leader	3 units	1.5

**d.3. Production**

Faculty members are also given teaching load equivalent for handling income generating projects of the university (e.g. poultry, piggery, cafeteria, accommodation and floriculture nursery among others). The teaching load equivalent will be approved by the VPAB upon the recommendation of the Director of Business Affairs.

**e. Special Assignments**

In addition to administrative/supervisory functions and research, extension and production activities, faculty members may also be given special assignment as technical staff/specialists in certain units/offices of the university. Examples are faculty staff of the Communications and Media Relations, engineering staff of the Physical Plant and General Services, College Guidance Counselor, Chief Guidance Counselor, faculty in-charge of assistantship and scholarship program, among others.

The credit load of special assignments depends on the expected output or target/goals of the assignee but not exceeding 6 units. Faculty assignments of this



nature may be requested by the concerned head of office/unit to the University President through the VPAA. The request must be supported by a work plan highlighting, among others, the activities to be performed and corresponding objectives, duration, and performance indicator.

Concerned faculty is required to submit monthly accomplishment report to the requesting head of unit/office. Credit units granted for special assignments shall not be used for computing overload honorarium if the programmed activities are not implemented and/ or expected outputs are not attained.

**OVERLOAD**

**Rules and Regulations**

- a. For purposes of computing overload, non-teaching activities shall be given a maximum credit of 12 units except for VP designate which is 15 units.
- b. Officially approved workload in excess of the regular workload of 18 units shall be entitled an honorarium subject to the following conditions:
  - A maximum overload teaching of 6 units of undergraduate and graduate credits is allowed to faculty members, except emergency load, provided they maintain a very satisfactory performance evaluation during the last two consecutive semesters.
  - Faculty members with the same qualification but with the lowest academic rank are given priority for overload teaching.
  - Honorarium shall not exceed the amount corresponding to 6 units of undergraduate and graduate credits.
  - College Deans needing the services of faculty and staff from another college/unit must secure in writing permission from the concerned College Dean or Unit Head.
  - Payment for overload teaching will be made only if the load is indicated in the Report on Faculty Overload and shall be based on 18-hour contact per unit of overload.

**Amendments**

- Classes offered off-semester with less than 15 students in the undergraduate and less than five in the graduate school are considered tutorial classes and are given half load equivalent of a regular class in the computation of overload pay.
- Payment of overload shall be subject to availability of funds. Should funds be not sufficient, overload not paid in cash will be accorded corresponding service credits as follows:
  - Graduate Level: 4 hours = 1 day
  - Undergraduate Level: 6 hours = 1 day

The regular load for faculty on vacation-sick leave status during summer is 3 units. Any overload should be paid in cash if funds warrant or given corresponding service credits.



## SUBSTITUTION

Substitution is given only to faculty members who take over those on short-term leave (e.g. maternity, sick leave, on official business). This is also subject to the following conditions:

- a. It is allowed only if it is arranged with the Department Chair and authorized by the College Dean; and
- b. The schedule for a substitution must also be outside the regular official time, the time for overload teaching, the emergency overload teaching and the one-hour lunch break.

## OUTSIDE TEACHING ACTIVITIES

Regular faculty members may engage in other activities of a university, which are not considered integral part of MMSU. These include:

- a. Limited practice of profession;
- b. Outside consultancy, special detail or secondment to other government agencies;
- c. Teaching in other educational or research institutions;
- d. Research, extension and other activities or projects.

Before engaging in such activities, authorization for a period not exceeding one year must be secured from the University President (subject to confirmation of the BOR) upon endorsement by the college Dean. The participation of the faculty members in the above-listed activities is subject to the following additional rules:

- An outside teaching of no more than 6 units may be allowed to a faculty member provided the total load does not exceed 24 units at any given week. Non-teaching activities shall not exceed six hours a week. Further, priority should be given to the university;
- Faculty members on study leave with pay, on scholarship/fellowship or on authorized graduate studies are not allowed to render outside teaching/activities;
- Outside teaching load should not conflict with the faculty members' duties and responsibilities at the University. In times when their services are needed, their commitment to the university must be given first priority; and
- Faculty members are not allowed to work or render service as full-time employees of other public or private universities, agencies, business institutions and others. Those found guilty of violating this provision will be asked to resign or be dismissed from service. Faculty members, however may own a business for as long as it does not interfere with the official responsibilities.





# EVALUATION

## RATIONALE

The performance of faculty members speaks well of the quality of their students. In other words, the quality of students reflects the performance of the faculty members. Quality performance, therefore, must always be a built-in aspect in the operation of the university. Simply put, quality inherency is a must in instruction, research and extension.

Performance evaluation of faculty members must be functional and continuously improved. This is the reason why evaluation must be done regularly to ultimately increase and/or improve quality of outputs and services.

## EVALUATION INSTRUMENTS

Faculty members are evaluated every semester by the students, peers, department chair and dean. Two sets of evaluation instruments are used. One is designated to be used by the students, where the faculty is evaluated on: a) teaching ability/knowledge of subject; b) classroom management; c) personal and social qualities; d) laboratory management.

The other instrument is used by the faculty members' peers, department chair, and dean where evaluation is based on a) instructional competencies; b) personal, social and leadership qualities; and c) research and extension production. In both instruments, the faculty member is rated on the following scales: 5.0, excellent; 4.5, very good; 4.0, good; 3.5, satisfactory; 3.0, fair, 1.0, very poor; and NA, not applicable.

The equivalent descriptive ratings are: outstanding – 215-176; very good-- – 175-132; satisfactory – 87-44; and fair – 43-1.

## Student Evaluation

Students evaluate their teachers' ability and knowledge of subject on the following aspects:

- a. how they state and present the course outline of the subjects;
- b. whether or not they show mastery of the subject matter and discuss, related topics and necessary concepts to increase students' understanding of the subject matter;
- c. how they explain the relevance and importance of lessons to present and future undertakings;
- d. whether or not they provide up-to-date materials/information;
- e. how they relate previous lessons to new ones;
- f. whether or not they present previous lessons to new ones;
- g. how they show awareness and concern of students' understanding of the lesson in class and stop or try to explain more carefully;
- h. whether or not they speak clearly, vary the tone of their voices;
- i. whether they prescribe appropriate, relevant, and achievable course requirements/assignments;
- j. whether or not they vary teaching methodology and techniques and utilize teaching aides effectively;



- k. whether or not they provide stimulating atmosphere that encourages students' participation and guides and follow-up students during recitation;
- l. how they provide opportunities for critical thinking, creativity and sense of responsibility; and
- m. whether or not they consider carefully any question asked by students and eventually answers it.

Classroom management, on the other hand, is measured on how a faculty member:

- a. informs his or her expectation of students' performance and explains the grading procedure clearly;
- b. gives quizzes and examinations that test the students' knowledge and skills;
- c. returns corrected papers/written laboratory exercises within reasonable time indicating level of achievement;
- d. evaluates students' performance fairly;
- e. meets class regularly;
- f. starts/ends classes on time; and
- g. minds the physical orderliness of the classroom.

Moreover, personal and social qualities, as a factor for evaluation, specifically refer to the faculty-student relationship. This is measured whether or not the faculty member:

- a. is cheerful with pleasant disposition and avoids conflicts;
- b. treats opposing views tactfully and objectively and knows how to reconcile and/or bridge the gap between opposing views;
- c. gives constructive criticisms of students' work;
- d. transpires students to develop self-confidence and love for learning;
- e. is accessible and approachable outside of class;
- f. uses decent language;
- g. is neat in appearance; and
- h. shows respect for students and invites respect for himself or herself through his or her demeanor toward others, outward manner including general appearance.

Lastly, laboratory management is measured on:

- a. how he or she discusses the objectives of the experiment and provides enough background for proper performance of the exercise;
- b. whether or not he or she demonstrates proper laboratory techniques and the correct use of apparatus and equipment to class;
- c. how he or she supervises the students in the performance of the exercises;
- d. whether or not he or she is resourceful and copes with the most of the difficulties that arise in laboratory situations; and
- e. whether or not he or she gives pointers on laboratory safety and warning of possible danger.

To complement the questions asked in the evaluation instruments, the students are allowed to write their comments and suggestions in the spaces provided in the answer sheets. Here, the strengths and weaknesses of the faculty in all aspects mentioned for evaluation are reflected. Moreover, insights and lessons learned can be drawn from the qualitative comments of students about their teachers.



## Supervisor Evaluation

Another instrument to evaluate faculty performance is used by the supervisors of the faculty members such as the Department Chair and Dean of the college. The evaluation instrument has three parts. Part 1 deals with instructional competencies; Part 2 with personal, social and leadership qualities; and Part 3 with research, extension, and production outputs.

For instructional competencies, the faculty member is rated based on:

- a. teaching ability;
- b. knowledge of subject; and
- c. classroom management.

On the other hand, a personal, social, and leadership quality of the faculty member is based on whether or not he or she:

- a. is cheerful, pleasant and with good sense of humor;
- b. is patient, kind, understanding and sympathetic;
- c. speaks in clear, pleasant and modulated voice;
- d. is approachable, quick to sense need for guidance and assistance;
- e. sets a good example in moral and social behavior;
- f. is well-groomed;
- g. praises and criticizes when necessary;
- h. is tactful in disseminating relevant information;
- i. has initiative, resourcefulness and innovativeness;
- j. performs leadership, fellowship role in a given assignment;
- k. has foresight;
- l. is self-propelling in needs;
- m. is well-organized in doing things;
- n. is dependable and responsible;
- o. is accurate and prompt in submitting reports/assignments;
- p. uses time profitably in relation to schoolwork;
- q. is open to suggestion and able to adjust in varying situations;
- r. has integrity and sense of fair play;
- s. attends to college/university functions; and
- t. attends to all university/college activities.

Lastly, research, extension, and production outputs are measured in terms of:

- a. researches conducted, including dissertation and master's theses;
- b. teaching materials produced such as manuals, modules, lecture guides, including leaflets, brochures, technoguides, posters, etc;
- c. written and published professional, technical, literary, scientific papers, etc;
- d. designed and produced teaching aids such as charts, improvised laboratory equipment, PowerPoint presentations, and other visual materials; and
- e. produced educational, technical and socio-civic cultural outputs such as drama, skit and forms of indigenous media like puppetry, poems, *bukanegan*, and similar forms.

The same instrument, as the one intended for supervisor, is likewise used for the individual faculty rating.



In summarizing the evaluation performance ratings of the faculty, the following rating scheme is used:

<b>Rater</b>	<b>Overall Weight (%)</b>
Supervisor/Dean	25
Department chair	25
Student (using NBC instrument)	40
Peer	10
<b>TOTAL</b>	<b>100</b>

Total enumeration shall be used as sampling for classes with 25 students or less while for class size exceeding 25 students, 20% in excess shall be added to the minimum sample.

## EVALUATION PROCEDURES

Performance evaluation of faculty is done every semester (preferably after the mid-term examination). This is usually the responsibility of the Evaluation Committee or any similar working committee in the different colleges, which is usually headed by a chair.

The committee develops and implements a scheme to continually monitor faculty performance in instruction, research and extension. As a scheme, the committee continuously updates the evaluation instrument in coordination with the Quality Assurance Committee of the College. This is done to ensure relevance and validity of evaluation.

Evaluation of faculty by students is done by administering the evaluation instrument in the different classes before the end of the semester. Ideally, this is done before the final examination period.

The accomplished evaluation forms are compiled by the Department Chair. In order to avoid manipulation of evaluation results, processing, computation, and analysis of accomplished forms should be done by a member of the evaluation committee of the college.

Evaluation by peer is facilitated by the Department Chair. Evaluation of faculty is facilitated by the Department Chair while evaluation of the Department Chair is facilitated by the Dean. Results are summarized and submitted by the Department Chair to the College Secretary for final consolidation and submission to the VPAA.

## UTILITY

Results of evaluation are kept on file for special purposes such as documents for accreditation and as reference and/or justification for renewal of appointment, permanency, and promotion of faculty members.



# ACADEMIC PROCESSES

## SCHEDULING AND CONDUCT OF CLASSES

### Course Scheduling

The office of the University Registrar is tasked to provide policy and oversight to course scheduling. The college/department is furnished a tentative schedule of courses two months before each term, which is used to decide faculty assignment. The Department Chair, through the Dean, coordinates with the University Registrar on matters concerning the final scheduling of courses as well as room assignment.

Faculty schedules are prepared by the Department Chair after due consultation with the faculty members. The assignment of loads should be based on the existing policies of the university governing faculty loads. A tentative schedule is usually given to faculty members at least two weeks before the opening of the semester to give them enough time to prepare. Loads are considered final once approved by the Dean and submitted to the Office of the VPAA.

The Department Chair and the Dean sign the official report on load of faculty before it is forwarded to the office of the University Registrar.

### Change of Class Schedule

The regular schedule of classes, as approved by the Department Chair and the Dean, should be observed strictly. Faculty members should conduct their classes for instruction or consultation purposes on the scheduled time and venue. In case of a plan to change the class schedule, faculty members should first inform, consult and get the approval of the Department Chair and the Dean. Internal arrangements between faculty members and students are not allowed. Any deviation from the approved schedule should be communicated to the Office of the University Registrar.

### Class Size

A minimum number of students are required to open a class. For regular course offerings the minimum number of students is as follows:

- General education courses - 15
- Professional/major courses - 15
- Graduate courses - 5

For the offering of a class which are petitioned by students, the minimum number of students are:

- With graduating students - 5
- Non-graduating students
  - General Education courses - 15
  - Professional/major courses - 15
  - Graduate courses - 5



Should the class size fall below the minimum number, the Department Chair should be informed immediately to decide whether to dissolve the class or to maintain it as a tutorial class with approval by the Dean. Should the class be dissolved, the faculty members should advise their students to transfer to other classes.

## **First Day of Classes**

### **Collection of class roster**

The class roster, issued by the Office of the University Registrar, provides the names of students who are officially enrolled in a course. Faculty members should get their class lists from their Department Chair on the first day of classes.

### **Collection of class cards**

During the first day of classes, faculty members should collect the class cards of their students. The class cards serve as evidence that the students are officially enrolled in the class.

A student is officially enrolled only after the following steps are satisfied:

- a. University Registrar has duly certified the enrollment on the class cards;
- b. University Cashier has stamped on the required forms an acknowledgement of payment of fees; and
- c. Registering Advisers have placed their initials or signatures on the registration cards.

### **Course orientation**

Faculty members should orient their students about the objectives, contents and requirements of the course, and explain the bases for evaluating students' performance. It is recommended that the students be provided with a copy of the course syllabus.

## **Class Meeting and Dismissal of Classes**

Faculty members should at all times observe punctuality in the conduct of classes. If the class starts at 8:00 A.M., the faculty should be in the classroom at exactly 8:00 A.M. Classes should be dismissed at least five minutes before the end of each period to allow students to move and transfer to their next class.

## **Make-up Classes**

Faculty members who miss their class due to official functions should conduct make-up activities/classes. Make-up activities/classes should be both for regular and overload teaching loads. For monitoring and record purposes, faculty members should inform their Department Chairs regarding the conduct of these activities following the accomplished make up class form.

Make-up class form should be prepared by faculty duly approved by the Dean, recommended by the Department Chair and concurred by at least 50% of the students.



## **Substitution**

In case of absence of faculty, the Department Chair assigns another faculty to substitute. Priority must be given to a faculty who is competent to teach the course, is yet to complete the regular number of teaching load and whose schedule does not conflict with that of the substitute class. Payment of the faculty, in case of overload, should be in accordance with his or her hourly rate.

## **EXAMINATION AND QUIZZES**

### **Schedule of Examinations**

The schedule for the mid-term and final examinations is prepared by the office of the University Registrar and approved by the office of the VPAA. Faculty members should administer their mid-term and final examinations following this schedule. Any deviation should be communicated to and approved by the Department Chair.

### **Types of Examination**

Faculty members enjoy the full academic freedom of deciding the type of examination to give to their students. However, the examination should assess the significant learning outcomes covered in the course particularly the higher order of thinking skills such as creative and critical thinking skills.

Some departments may also give departmental examinations which are highly recommended, in some basic (general education) subjects. The Department Chair may assign a committee who will prepare the examination of each course.

### **Presentation and Reproduction of Examination Questions**

The individual faculty member prepares his or her own examination and uses the resources of the college for reproducing it. The students must not be made to pay for the reproduction expenses.

### **Examination Proctors and Correctors**

Faculty members should act as proctors and correctors of the examinations given to their respective classes. Staff and students are not allowed as proctors.

### **Examination Permit**

Permits should be secured by the students prior to examination. Consideration, however, is given to students in consonance with existing circulars and memos issued by CHED or issuances from the university and other concerned agencies.

## **GRADING SYSTEM**

### **Guidelines**

At the beginning of the semester, faculty members should inform their students on the criteria for grading. Some aspects that can be considered for grading are: periodic examinations, term papers, projects, oral report/presentation, and class participation. The following guidelines should be observed:



- a. Rating reports should be hand-written and submitted in quadruplicate to the Department Chair using the computer-generated grading sheets from the Office of the University Registrar.
- b. The weight allocation for each aspect is dependent on what needs to be given emphasis by the faculty.
- c. Only duly registered students should be given ratings and this should be double-checked through the official class list.

### Prescribed Grading System

Faculty members must follow the prescribed grading system below in reporting the performance rating of students.

<u>Undergraduate Level</u>		<u>Graduate Level</u>	
1.0	Excellent	1.0	Excellent
1.25	Highly Outstanding	1.25	Outstanding
1.50	Outstanding	1.5	Very Good
1.75	Very Good	1.75	Good
2.0	Good	2.0	Satisfactory
2.25	Very Satisfactory	2.5	Fair
2.50	Satisfactory	3.0	Passed
2.75	Fair	5	Failure
3.0	Passed	Inc.	Incomplete
4	Conditional Failure	DRP	Officially Dropped
5	Failure	IP	In Progress
Inc.	Incomplete		
DRP	Dropped		
IP	In Progress		

The lowest grade for a graduate credit is 2.00. Any subject with a grade lower than 2.00, shall not be credited to the degree. A student will earn credit for the course by repeating and obtaining a grade of at least, “2.00.”

### Policies on Failing, “4.00” and “Inc.” Grades

#### Failing Grades

A failing grade, i.e., “5.00” is given to students who do not perform satisfactorily according to standards required in the course. The professor, however, should render all possible assistance to help and encourage the student to pass the course. Concerned faculty may give special projects or additional assignments to compensate or make-up for any deficiency. Special projects and additional assignments, however, must be related to the course.

A grade of “5.00” is also given to students who fail to drop officially in the registered subject.

#### Grade of “4.00”

A grade of “4.00” means conditional failure. It may be made up by passing a re-examination within the period of one academic year (excluding summer). If a student





passes the re-examination, he or she is given a grade of “3.00”, if not, he or she is given a grade of “5.00”. If a student does not remove the grade within the prescribed period, the grade automatically becomes “5.00”. The grade will be entered by the University Registrar after giving an official notice to the faculty concerned and the Dean of the course-offering college.

Only one re-examination is allowed and must be taken within the prescribed period. No student is prohibited to re-enroll in a course with a grade of “4.00” even if he or she has not taken and failed in the removal examination or the removal period has not yet lapsed. In like manner that no faculty shall require a student to re-enroll in the course unless the student fails in the removal examination or the removal period has already lapsed. In either case, the student earns credit for the course only by repeating and passing it.

For a grade of “4.00”, the highest grade is “3.00”.

### **Grade of “Inc.”**

The grade of “Inc.” is given if a student, whose class standing throughout the semester is passing but fails to take the final examination due to illness or other valid reasons (e.g. death of an immediate relative supported by a death certificate, for being an official representative of the university/college in conferences with supporting documents). In case the class standing is not passing and the student fails to take the final examination for any reason, a grade of “5.00” is given.

Students having academic difficulties such as those who failed to complete a project/assignment may also receive an “Inc.” grade. Exemptions are given only to students doing research work, which requires longer time frame.

Removal/Completion of “Inc.” must be done within one academic year by passing an examination or meeting all the requirements for the course, after which, the student shall be given a final grade based on his or her overall performance. A grade of “4.00” received after removing a grade of “Inc.” must be removed within the remaining portion of the prescribed period for the removal of the original grade of “Inc.”. If the student fails to remove the “Inc.” within the prescribed period, the grade shall become “5.00”.

At the graduate level, lapsed “Inc.” provided not more than two, shall remain “Inc.” and a student earns a credit for the course only by repeating and passing it. Alternatively, a student may enroll and pass another course to replace a course with lapsed “Inc.” grade through the endorsement of the major adviser and the Department Chair and the approval of the GS Dean.

In the case of undergraduate thesis, enrolled in 2 semesters: the first semester grade shall be indicated as IP or In Progress and the final grade shall be given after the completion of the thesis in the succeeding/following semester.

### **Removal of Grades of “Inc.” and “4.00”**

A removal fee must be paid for every subject to be completed or removed. To take a removal examination, a student must fill out the Removal Form and have it signed by the University Registrar after payment of the removal fee at the cashier’s office. This serves as the examination permit and at the same time used by the faculty in reporting



the final grade of the student. The concerned faculty and Department Chair sign and submit said form with the assigned rating to the Office of the University Registrar.

Faculty members shall not allow a student to remove a grade of “Inc.” or “4.00” without the duly accomplished Removal Form. A regular period of taking the examination for removing “Inc.” or “4.00” is scheduled before the start of each semester. However, removal of “Inc.” to satisfy unfulfilled requirements of a course may be done anytime within the prescribed period for removal. The student should similarly pay the removal fee at the Cashier’s Office and fill out the Removal Form and have it signed by the University Registrar. A grade of ”4.00” received after removal, however, must be removed within the remaining portion of the prescribed period for the removal of the original grade of “Inc.” For a grade of “4.00”, the highest grade should be 3.00.

## **SUBMISSION AND CHANGING OF GRADES**

### **Submission of Grades**

Grading sheets in quadruplicate and with hand-written grades should be submitted to the office of the Department Chair within seven working days after the last day of the final examination schedule. Faculty must use the computer generated grading sheets which could be obtained from the Office of the University Registrar.

A clear copy of the class records and the report on the ratings should also be submitted and filed at the department for reference in cases of inquiries regarding computations and “4.00” and “Inc.” grades.

### **Changing of Grades**

Request for a change of grade is valid only if the faculty member has erroneously entered a grade on the grading sheet or made error in the computation. The request must be officially made by the concerned faculty and recommended by the Department Chair and the Dean before it is forwarded to the Registrar’s Office, approved by the College Academic Council. Rectification of an erroneous grade should be done within one year following the semester when the student takes the subject.

A faculty requesting for a change in grade beyond the prescribed period must present the merits of his or her request including supporting documents to the College Academic Council for evaluation and subsequently submitted by the Dean to the University Academic Council if situation warrants. In addition, concerned faculty must affix his or her signature for any corrections done on the grading sheet.

### **Penalty for Late Submission of Grades**

In case a faculty member fails to submit the grading sheets within the prescribed deadline, the salary for the last 15-days of the semester will be withheld until a clearance from the Office of the University Registrar is secured.

Late submission of grade without justified cause is considered neglect of duty.



## Dropping from a Course

Students may be allowed to drop only before the conduct of the Mid-Term Examination, except in cases found meritorious by the faculty.

Students may be dropped from a course if they have been absent for more than seven consecutive class meetings or have accumulated absence of at least 20 percent of the total number of 54 hours per semester, or an equivalent of 11 meetings.

## STUDENT ADVISING

### Academic Advising

The Dean of the college assigns an academic adviser to each class or group of majors. The assigned faculty should monitor students' academic progress and ensure that they live up to the University's/College's standard of excellence. Specifically, academic advisers are expected to:

- a. keep a Cumulative Academic Folder (CAF) for each student;
- b. update the CAF every semester by asking the students to enter the grades obtained during the previous semester;
- c. advise and sign the registration cards of students during enrollment; and
- d. refer to the college guidance counselor, students who need professional guidance and counseling.

### Thesis/Dissertation Advising

Thesis and dissertation advisers are officially assigned by the Dean upon the recommendation of the Department Chair.

### Guidance and Counseling Services

While in college, many students experience personal difficulties that can be exacerbated by the challenges of maturation, unfamiliar environment, and academic pressure or stiff competition. Some students resolve their difficulties over time on their own; a few, however, are able to do so only with professional help.

Guidance and counseling services are available for all students at the Students Services and Development office (SSD). Such services can involve the assessment of students' difficulties in their studies, through appropriate testing and assessment mechanisms, for the individual student to realize his or her full potential.

Faculty members are, therefore, encouraged to refer students who have problems to the SSD. Faculty members should have at hand the phone number and hours of operation of the services available for the students. Above all, they should listen and be sympathetic to students, express concern, and make referrals, but not to take on the role of a trained counselor.

For more information on advising students, faculty members should refer to the Student Handbook.



## **CLASSROOM REGULATIONS AND MANAGEMENT**

### **Examination Venue**

All examinations (Long Exams and Quizzes) should be taken in the classroom. Consideration, however, is given to laboratory practical exams for some subjects which are taken in the field should be done on-site.

No examination whatsoever should be taken in corridors or other areas which are not programmed as examination venues.

### **Student Attendance**

When a student has been absent from class for 3 consecutive meeting or an aggregate of 5 meetings, concerned faculty should send report to the College Guidance Counselor.

A student maybe accepted in class even after being late for 15 minutes but the student should be marked absent during that session. If a student is habitually late, the professor should refer the student to the College Guidance Counselor for appropriate sanction.

A student may be dropped from the class roll after having been absent for 20 percent of the total number of hours per semester. The concerned professor/instructor must report the action taken to the University Registrar and the SSD Director.

Regardless of scholastic standing, a student is automatically dropped from the subject and given a grade of 5.00 when he or she has been absent for more than seven consecutive class meetings or has accumulated absence of at least 20 percent of the total number of 54 hours per semester, or an equivalent of 11 meetings. However, if majority of the absences incurred are excused with valid reason, the student is merely dropped from the subject by pitting the mark “DRP” on the grade sheet. Any absence incurred immediately after a short vacation (e.g. Christmas and Election Day) is normally considered unexcused unless there is a clear and valid reason for absences.

### **Classroom Discipline**

Faculty members must ensure that the students are doing meaningful tasks inside the classroom, that any noise produced would be wholly unproductive. Disruptive behaviors are discouraged.

Faculty members have the right to discipline a student who commits infractions such as cheating, making unnecessary noise, using vulgar language, and being impolite. However, no faculty member should inflict corporal punishment on offending students nor should he or she make deductions in the student’s scholastic ratings for acts that are clearly not manifestations of poor scholarship.

### **Class Participation**

Class participation of students means their being present and attentive in class. When applicable, at least 10 percent of the final grade should be accorded to class



participation. With class participation, students are encouraged to interact by reciting, asking questions and by taking part in group activities, but these are not necessary to receive full credit. Faculty members should also conduct a period of recitation to test students' knowledge, reasoning/thinking ability and preparation.

### **Evaluating Student Performance**

- a. Faculty members should evaluate students' performance objectively by constructing valid and reliable tests and examinations.
- b. All quizzes and tests should be returned promptly to the students after the test for immediate feedback.
- c. A new set of questions must be prepared for special midterm or final examination should this be needed.
- d. Exemptions from taking the final examinations may be extended to deserving students. Moreover, faculty members should strictly observe the schedule on the ban of co-curricular activities to enable students to concentrate on their academic requirements and review for final examinations.
- e. Course professors should identify students with academic difficulty such as those failing a midterm examination, having excessive absences, failing to submit a required paper and others, and inform them their class standing. Professors should be sympathetic to students who seek assistance for the proper course of action to be taken to improve their performance. They should give regular feedback to the students.

### **Medium of Instruction**

In the university, English is the medium for instruction except for courses in Filipino and Literature.

Faculty members are expected to express themselves fluently in English. Outside the classroom, faculty members are encouraged to maintain conversation in English, especially when talking to students.

### **Preparation of Course Syllabi and Other Requirements**

Faculty members should prepare or regularly update (if already available) syllabi of all the subjects they are handling. Faculty members handling the same subject should cooperate to update the course syllabus in terms of content and reforms.

The department must have a compilation of subject syllabi and each faculty member is furnished copies of the most recently updated syllabi of all the subjects they are handling before the start of classes. The faculty should be guided by the course syllabus.



# FACULTY RIGHTS, PRIVILEGES, BENEFITS AND INCENTIVES

## RIGHT TO FORM/JOIN ASSOCIATIONS OR ORGANIZATIONS

### Faculty Associations

#### a. College Faculty Association

The establishment of college faculty club or association is encouraged to promote mutual understanding, spirit of cooperation, protection and common welfare and share, in achieving the goals of the college. However, an established organization or association of faculty must submit to the University President a copy of its constitution and by-laws indicating the set of officers and provisions for mutual benefit derived.

#### b. University Faculty Association

College Faculty Associations in the university had been federated to constitute the MMSU Faculty Association, Inc. (MMSU-FAI) the purpose of which is to collectively promote common welfare in achieving their rights and privileges. The association has been registered with the Department of Labor and Employment and the Civil Service Commission in pursuant to Executive Order No. 180, s. 1987 and the implementing rules and regulations governing the exercise of the right of government employee to self-organization. Further, a copy of the constitution and by-laws has already been submitted to the University President and to the Board of Regents for information/recognition.

After its registration and accreditation, the MMSU-FAI entered and executed a collective negotiation agreement (CNA) with the university, confirmed by the BOR and accredited by the Civil Service Commission. Through this, the University administration recognizes the rights of the members of MMSU-FAI as embodied in the CNA. Additionally, the University implements agreement as regards mandated and other benefits without prejudice to other negotiated agreement in the future which the university can provide.

### Professional and Scientific Organizations

The University endeavors to participate as institutional member in all professional and scientific organizations and to actively involve in hosting professional and scientific conferences.

Faculty members are likewise encouraged to participate actively in professional and scientific organizations provided these are within their field of specialization and/or official designation/function. Subject to the availability of funds and approval by the university President, faculty members may be allowed to participate in professional and scientific conferences on official time/business provided said scientific gathering is sanctioned by the government through its duly authorized agency.



**RIGHT TO PRESENT COMPLAINTS OR GRIEVANCES**

It is the right of any member of the faculty to present his or her complaints or grievances to the University which shall be resolved as expeditiously as possible in accordance to the procedures and policies laid down by the BOR, Civil Service Commission (CSC) and the Constitution. For this purpose, the university has established the University Complaints and Grievance Machinery which took effect on 29 July 2004 after it has been evaluated as to conformity with CSC MC No. 01, s. 2001. The procedures in presenting/resolving complaints and grievances are described under administrative procedures in this manual.

**LEAVE PRIVILEGES**

**Cumulative Leave**

Cumulative leave consists of 15 days vacation leave and 15 days sick leave exclusive of Saturdays, Sundays and holidays for each academic year of service.

This type of leave is granted to regular members of the faculty whose services are needed throughout the academic year. It is also granted to members with assignments involving work beyond their normal workload, and which prevent them from taking advantage of the teacher’s leave, both conditions being certified by the dean. This privilege may be granted only when the assignment is covered by a designation from the University President for at least one academic year, and provided that the faculty has served at least six months of continuous, and very satisfactory service.

Faculty members who are entitled to cumulative leave privilege include the following:

- a. Those who are engaged in research, extension, production, and/or administrative designation;
- b. Faculty members assigned to supervise on-the-job training, farm practice, practicum, and other related learning experiences; and
- c. Faculty members assigned in the maintenance of buildings, equipment, grounds, gardens and others.

Faculty members under the cumulative leave status could avail of the above leave privileges subject to the following guidelines:

- Sick leave is granted only on account of illness on the part of the person concerned or his immediate family.
- Faculty members with 10 days or more vacation leave credits shall be required to go on mandatory/forced vacation leave, whether continuous or intermittent for a minimum of five working days annually. If not used, the 5-day leave is forfeited, except if his or her services are badly needed by the university as certified by the immediate supervisor and approved by the University President.

When a faculty member under this status voluntary resigns or is separated from the university through no fault on his or her own, he or she shall be entitled to the commutation of all accumulated vacation and sick leaves to his or her credit subject to the following provisions:



- That the University President, in his or her direction, authorizes the commutation of the salary that would have been received during the period of the vacation and sick leave, and
- That no faculty member whose leave has been commuted following his or her separation from the university shall be reappointed or reemployed in the university before the expiration of the leave commuted unless he or she first refunds the money value of the unexpired portion of the commuted leave.

### **Teacher's Leave**

A regular faculty member without administrative designation is not entitled to the usual vacation and sick leave credits. Instead, he or she is granted Teacher's Leave or Proportional Vacation Pay (PVP) of 14 days of Christmas vacation and 70 days of summer vacation inclusive of Saturdays, Sundays and holidays. A faculty member, who has rendered continuous service in an academic year without incurring absences without pay of not more than one and a half day, is entitled to 84 days PVP. Here under are the rules governing Teacher's Leave:

- a. A faculty member on PVP status, who is unable to report to work due to illness, may apply for sick leave with pay provided he or she has accumulated service credits.
- b. A faculty member is automatically on vacation leave with pay during the school vacations unless he or she expressly opts to teach and his or her services are needed during the summer term, for which he or she shall be entitled to an honorarium in addition to his or her vacation pay, provided that no faculty member shall be required to teach for more than two consecutive summers.

### **Special and Emergency Leave Privileges**

Faculty members who are under the cumulative leave status are entitled to special leave privileges for a maximum of three days annually over and above their vacation and sick leave entitlement. They avail of this leave privilege to mark/celebrate personal milestones (anniversary, birthday) and/or attend to filial and domestic responsibilities (enrollment, burial).

Faculty members on Teacher's Leave status may also enjoy the 3-day special leave should they become part or member of the Faculty Association provided such provision is approved and confirmed by the BOR in a CNA. Additionally, they enjoy an emergency leave not exceeding 30 days to be deducted from the PVP provided it is not contradictory to existing laws. Finally, they may opt for 15 days sick leave and 30 days summer leave provided such provision is included in the CNA.

### **Maternity Leave**

Women faculty members are entitled to the privilege granted by the Maternity Leave Law provided by existing laws subject to the following provisions:

- a. Such leave is paid subject to the provisions of the Maternity Leave Law;
- b. If the health of the mother or the child requires it, as evidenced by a medical certificate, such leave may be extended by the University President;





- c. If the health of the mother and her child so warrants, as evidenced by a medical certificate, and her services are urgently needed, the University President may reduce the leave after the delivery, and
- d. In special cases, the University President may waive the provisions of the two preceding clauses if the health of the mother and her child so warrants, as evidenced by a medical certificate, but in no case shall the period of leave be less than 30 days after delivery.

### **Paternity Leave**

Men faculty members who are married are entitled to paternity leave of seven (7) working days for the first four deliveries of his legitimate spouse with whom he is cohabiting.

### **Parental Leave**

The parental leave of seven (7) days shall be granted to any solo parent subject to submission of basic documentary requirements (e.i., Solo Parent Identification Card) issued by the Municipal Social Welfare and Development Office as provided by Republic Act 8972 (Solo Parent's Welfare Act).

### **Forced/Mandatory Leave**

Faculty members under the cumulative leave status, with 10 days or more vacation leave credits are required to go on vacation leave whether continuous or intermittent for a minimum of five working days annually.

The Dean through the Department Chair, after consultation with the concerned faculty, prepares staggered schedule of the mandatory five-day vacation leave of members of the faculty. However, he or she may, in the exigency of the service, cancel any previously scheduled leave.

### **Sabbatical Leave**

Sabbatical leave may be granted to permanent regular members of the faculty with the rank of at least Associate Professor once every seven years, provided they have served the University for at least 15 years. The benefits accruing to sabbatical leave are described in the faculty workload guidelines of this manual.

### **Terminal Leave**

Rule XVI of the Omnibus Rules Implementing Book V of EO 292, as amended by the CSC MC 41, s. 1998; 6 and 14S. 1999 provides for the payment of the money value of the total accumulated leave credits of faculty which shall be based on the salary rate received prior to or upon retirement date or voluntary separation.

Any faculty is entitled to the commutation of his or her leave credits exclusive of Saturdays, Sundays and Holidays without limitation and regardless of the period when the credits were earned. The University through the budget/finance office should exhaust means that amount due to retiring faculty should be made available on the retirement or separation date.



Application for commutation of vacation and sick leave in connection with separation should be sent to the Department Chair and College Dean for approval. The clearance from the Ombudsman shall not be required as provided for by law except in payment of retirement benefits.

## **SOCIAL SECURITY BENEFITS**

### **The Government Service Insurance System**

The Government Service Insurance System (GSIS) of the Philippines was created under Commonwealth Act No. 186 and amended by PD1146. It is a government-owned and controlled corporation and partly engaged in government financial institution operations, acting as a trustee for government sector.

Government employees (including the teaching force) on permanent status are covered by the GSIS on compulsory basis. On the other hand, non-permanent employees who have been in the service for not less than 60 days are also entitled to a term insurance renewable yearly.

The University participates in the GSIS. Further, the University may augment for its faculty and employees by means of an equitable schedule the rewards and benefits available under the GSIS. Benefits under the GSIS include: retirement/separation; benefits; compulsory life insurances; sickness income benefit; medical benefits; death; accidental death and burial benefits; survivorship benefit; and cash surrender value.

In case of leave of absence without pay of members of the faculty and other personnel of the University, the person concerned shall pay both the personal and government shares.

### **Retirement Benefits**

- Retirement requires a specified age and a minimum number of years in service. It is classified into:
  - a. Compulsory retirement – separation from the service at the mandatory age of 65 years
  - b. Optional retirement – a retirement at any earlier age

Both retirement schemes require a minimum number of years of service rendered.

- A member is eligible for retirement when he or she has satisfied the following conditions:
  - a. Has rendered at least 15 years of service;
  - b. At least 60 years of age at time of retirement; and
  - c. Not receiving a monthly pension benefit from permanent total disability.
- The following are other features of the retirement benefit:
  - a. Retirement is compulsory at age 65;
  - b. Employees who entered the government service before June 01,



1997 and who have not received any separation or retirement benefits have the option to retire under RA 1616, RA 660 or RA 8291.

RA 8291 – provides for the retirement at age 60 with at least 15 years government service. Benefits include:

- a. Five-year lump sum based on the average monthly compensation (AMC) during the last three years payable at the time of retirement; and
- b. Monthly pension benefit equal to AMC payable for life, starting upon the expiration of 5 years covered by the lump sum; or
- c. A cash payment equivalent to 18 times the AMC; and
- d. A monthly pension for life payable immediately.

RA 1616 – provides for the retirement after at least 20 years of government service regardless of age and has served continuously during the last three years. Benefit is based on basic monthly compensation (BMC) and the number of years computed as follows:

- a. 20 years x 1 month salary
- b. 20 to 30 yeas x 1.5 of monthly salary
- c. >30 years x 2 of monthly salary

RA 660

- a. Retirement benefits are paid on the last day of service in the government if all requirements are submitted to the GSIS at least 30 days prior to the effective date of retirement.

**Separation Benefits**

A cash payment of 18 times the BMC at the time of separation and a life pension to start at age 60 will be given to those who separate from the service with at least 15 years of service and are below 60 years of age. Separation benefits are of two types:

- a. For a member who has rendered at least 3 years but less than 15 years of service:

The member is eligible for a cash payment equivalent to 100 percent to the AMC every year of service payable upon reaching the age of 60 or upon separation, whichever comes later, if he is not receiving a monthly pension benefit from an incurred permanent total disability.

- b. For a member who has rendered at least 15 years of service and who is below 60 years of age at the time of resignation or separation:

The member is eligible for a cash payment equivalent to 18 times the basic monthly pension payable at the time of separation plus the basic monthly pension for life starting at age 60.



**Compulsory Life Insurance**

A permanent faculty is entitled to an automatic endowment insurance based on the following criteria:

<b>Age at Issue</b>	<b>Endowment Plan</b>
Up to 30 years	E-45
Over 30 to 40 years	E-55
Over 50 to 59 years	E-65
60 and above	Whole life

The amount of insurance is based on the member’s insurance plan, age and salary.

- a. If the salary increases, the amount of insurance correspondingly increases effective on the date of aforesaid salary increase.
- b. However, if the salary decreases, the member has the option to maintain the amount of his or her insurance by paying the difference in premium within 90 days of such decrease. Otherwise, the amount is automatically reduced.

If the employee is still in the service at the time of endowment plan, insurance coverage is automatically renewed.

**Sickness Income Benefit**

The sickness income benefit (SIB) is for non-work related/connected sickness or injury that results in temporary or total disability subject to the following conditions:

- a. A member could avail of the SIB after he or she has exhausted his or her sick leave credits but not earlier than the fourth day of sickness or injury;
- b. A member could not avail of the SIB and sick leave simultaneously;
- c. A cash benefit of not less than P4.00 and not more than P20.00 a day can be availed of the member who has paid at least six monthly contributions in the 12-month period preceding the sickness or injury.

**Medical Benefits**

All eligible members of the GSIS under the Medicare program (now PhilHealth) are immediately and automatically members of the National Health Insurance Program (NHIP) and are entitled to free medical services including their dependents. After retirement, a member is entitled to the same benefits, which he or she had as an active member.

**Death, Accidental Death and Burial Benefits**

The member’s beneficiaries receive these benefits if a member dies prior to the maturity of the policy as follows:

- a. When a member’s death is accidental or death occurred within 90 days after the accident, the accidental death benefits are twice the volume of the insurance.
- b. Beneficiaries can also claim burial expenses as stipulated by the GSIS.



### Survivorship Benefit

This benefit is for non-work connected deaths, which are paid to primary and secondary beneficiaries of deceased members or pensioners. The basic survivor pension is equivalent to 50 percent of the basic monthly pension (BMP) plus dependent pension not exceeding 50 percent of the BMP.

### Cash Surrender Value

This is paid to a member who resigns or is separated from the service, provided that the insurance has been in force for one year. If the member is dismissed, only half of the value will be paid.

### **Home Development Mutual Fund**

The University participates in the Home Development Mutual Fund (HDMF) or PAG-IBIG, and endeavors to give an equitable share by paying said corresponding share promptly to the HDMF. Membership of faculty to HDMF is compulsory. In case of leave of absence without pay, faculty members concerned shall pay both the personal and government share.

For transparency, the university shall provide the members the payments made annually to keep them updated of their contributions and for them to avail to the maximum of the rewards and benefits there from.

### **Medicare**

The University also participates in the PhilHealth Program and makes membership compulsory to maximize the benefits provided for under the program.

The University endeavors to remit promptly all faculty members' and employees' contributions to PhilHealth to avoid unnecessary penalties that may be imposed due to negligence or delayed remittance of payment.

### **RETIREMENT BENEFITS**

A Certificate of Merit shall be presented to members of the faculty for exemplary conduct, loyalty, and exceptionally efficient and meritorious services to the University upon their voluntary resignation or their retirement from the University after at least 20 years. The certificate shall be signed by the President and issued on the date following the last day of active service.

Retired members of the academic staff shall enjoy University Library privileges and shall receive publications of the University which are generally provided to the faculty. They may also be entitled to such other privileges with one vertical step promotion from the present position which the University could grant in accordance with law. They shall be invited to participate in major University or college programs and activities.

A retired faculty member with the rank of at least professor may be appointed professor emeritus subject to the following conditions:



- a. Must have rendered at least 20 years of active and faithful service to the University;
- b. Must have achieved marked distinction as a productive scholar, scientist, artist or educator or is widely acknowledged as an effective and dedicated teacher.

A special committee to be appointed by the President of the University among members of the faculty in active duty shall be responsible for evaluating nominations of retired professors for emeritus appointment. The committee shall submit its recommendation, through the university President, to the BOR for approval.

## **FACULTY/PERSONNEL PRIVILEGES**

### **Study Privileges**

Members of the faculty have the privilege of enrolling in the University not more than nine units a semester. They are exempted from tuition and other fees, provided that the courses in which they are enrolled are along their field of specialization, subject to the approval of the President of the University upon recommendation of the UMDP. Further, the enrolled units are considered part of the faculty workload subject to the conditions described in the faculty workload guidelines in this manual.

### **Free Tuition Program for Spouses and Dependent Children**

Children and spouse of permanent full-time faculty members and personnel who have served continuously for a period not less than five years in the University are exempted, when studying in the University, from the payment of tuition and other fees on initial enrollment, subject to renewal from semester to semester. However, they must pass at least three-fourths of the total units enrolled in the preceding semester.

### **Use of University Facilities**

The University makes available to its faculty, the existing facilities at minimal prices subject to conditions set by the university as approved by the BOR.

The Faculty Association Incorporated shall be provided an office space. Moreover, the use of university facilities by the faculty association during their annual assembly is free of charge provided it is a component of the CNA.

### **Housing Privileges**

The University shall as far as practicable provide adequate and convenient housing for its students, faculty, and administrative workers by reserving and developing a portion of its campus or off-campus sites for the purpose. The administration shall implement this provision by tapping both public and private sources of funding.

Only employees of the University in active service shall be eligible for the housing privilege. Conditions for stay in the housing shall be governed by the rules and regulations promulgated by the University and approved by the BOR.



**CAREER AND PERSONNEL DEVELOPMENT**

The University in its pursuit for academic excellence allocates part of its Internal Operating Budget for faculty and staff development such as pursuance of relevant advance degrees and attendance in trainings and seminars. It is also strengthening its linkages with educational and research institutions/agencies as one of its strategies of sourcing out funds to argument its limited budget for faculty and staff development.

The program is implemented through the University Manpower Development Program. Policies and guidelines regarding this program are discussed under Faculty Development Program in this manual.

**INCENTIVES AND AWARDS**

**Special Promotion**

Special promotion refers to advancement on sub-rank or higher rank whichever is applicable. This promotion is given to:

- a. A faculty which upon completion of relevant advance degree from a reputable institution within the prescribed period subject to availability of funds and upon recommendation of the UFASSPB for approval of the President and confirmation of the BOR.
- b. A retiring faculty who has served 25 years of very satisfactory performance in the university upon recommendation of the UFASSPB as approved by the university President and confirmed by the BOR.
- c. A faculty who has displayed meritorious service as endorsed by the UFASSPB for approval of the University President and confirmed by the BOR.

**Selection/Evaluation Criteria**

Merit promotion is given to deserving faculty with due consideration to basic qualifications such as:

- a. Relevant master’s or doctorate degree (i.e., vertical advance degree); other master’s or doctorate degree considered for permanency purposes is not considered except when concerned faculty has exemplary accomplishment and/or upon discretion of the university President.
- b. At least very satisfactory performance in the preceding two semesters.
- c. Regular workload of 18 units in the preceding two semesters.

Qualified candidates are evaluated on the following criteria (with their corresponding points):

a. Accomplishments	60 points
Ideal type	30
Performance type	20
Instruction type	10
b. Education and Training	10 points
Education	5
Training	5
c. Experience	5 points



- d. Psycho-social attributes,  
personality traits and  
potential 25 points  
100 points

Performance type contribution includes extraordinary act of service in connection with or related to one’s official employment; outstanding service or heroic acts in the public interest sustained work performance for a minimum period of one year which is over and above the normal workload requirements of the individual/group.

Ideal type contribution refers to an idea, suggestion or an invention for improvement resulting in “economy”, in “operation”, increase efficiency or production, improved working conditions or services or other acts that benefit the government and its employees.

**Procedures**

Faculty merit promotion involves the following procedures:

**a. Inventory of vacant positions**

The HRMO shall make an inventory of all vacant positions and shall certify in writing upon request of the Chair of UFASSPB the existence of a vacancy.

**b. Authority to fill-up vacant positions**

The UFASSPB shall request the President the authority to fill-up position enclosing therein a certificate from HRMO the existence of vacancy and justification of the need to fill-up the vacancy.

**c. Notice of approval**

When the President approves the request to fill up the position, a copy of approval shall be furnished to the Chair of UFASSPB and to the HRMO who shall keep record of the notice.

**d. Dissemination of filling-up of vacant positions**

The VPAA who is also the UFASSPB Chair disseminates the filling up of vacancy to various units/colleges of the University. The announcement shall include the following: basic academic requirements, evaluation instrument, and where to file and deadline and submission.

**e. Recommendation by the College Dean**

The College Dean, in consultation with the College Selection and Promotion Board shall recommend one faculty for each vacant position to the UFASSPB. The recommendation should be accompanied by supporting documents.





For this purpose, a Selection Promotion Board is established in each College which is chaired by the College Secretary and Department Chairs as members. Moreover, a college senior faculty may also be assigned by the Dean as AdHoc member representing the best interest of the faculty.

**f. Evaluation period**

Qualified faculty shall submit pertinent documents from the date of last promotion (including NBC and Merit Promotion) to the UFASSPB through the HRMO who is acting as the Secretary who shall in turn inform the board through a notice of meeting.

**g. Board recommendation**

After screening, the Board shall recommend to the President the candidates for promotion.

**h. Posting of candidates for promotion**

Appointments for promotion shall be posted and/or announced to give chance to faculty who feel aggrieved to contest such promotion. The prescriptive period for contesting shall start from posting to date of appointment or as prescribed by CSC.

**University Awards and Incentive Program**

The University’s Program on Awards and Incentive for Service Excellence (PRAISE), popularly known as MMSU-PRAISE, is designed to encourage creativity, innovativeness, efficiency and integrity in the public service. The system recognizes suggestion and rewards employees individually or in groups for their suggestions, inventions, superior accomplishments and other personal efforts which contribute to the efficiency, economy or other improvement in the government service and operations or for other extraordinary acts or services in the public interest. It provides both monetary and non-monetary awards and incentives such as medals, certificates or plaques which could be used as supporting document for promotion.

**Scope**

The system applies to all officials and rank and file employees of the university, teaching and non-teaching, whether in permanent, temporary, casual or contractual status, to include those in external campuses who meet all the criteria for each award.

**Awards and Recognition**

The PRAISE Committee develops programs and guidelines, and initiates the search for deserving employees who may be included in the screening of candidates for incentives/awards such as:



**a. Best Employee Award**

The Best Employee Award (e.g. Most Outstanding Teacher, Researcher) is granted to an individual or individuals who excelled among peers in a functional group, position, or profession.

**b. Gantimpala Agad Award**

This is given to employees commended by clients for their courtesy, promptness, efficiency or dedication to duty.

**c. Exemplary Behavior Award**

This is an award based on the eight norms of conduct as provided under RA 6713 (Code of Conduct and Ethical Standards). The awardee is nominated by the PRAISE Committee to the Dangkal ng Bayan Award.

**d. Best Organizational Unit Award**

This is granted to the top organizational unit which may be a section, division or office on the basis of meeting the organization's performances, targets and other pre-determined criteria.

**e. Cost Economy Measure Award**

This is granted to an employee or team whose contributions such as ideas, suggestions, discoveries or performance of functions, result in monetary savings.

**f. Other incentives/awards which the PRAISE Committee may decide to give, for idea or accomplishment subject to the approval of the university President.**

**Other Awards/Incentives**

To compensate for extra efforts of faculty in other functions of the University not covered by PRAISE and other awards committee, the University also implements monetary and non-monetary incentives to faculty recipients of award-winning research, extension and production outputs, either local, regional or national.

Faculty and employees who receive publication award or has published in journal shall be given appropriate monetary award and commendation as provided or a policy approved by the BOR.

Full-time and faculty researchers who have published their research outputs in refereed research journals are also given monetary incentive and certificate of commendation as provided by policies approved by the BOR.



# CONDITIONS OF EMPLOYMENT

## ACADEMIC RANK

A faculty member shall be initially appointed to the rank of Instructor, unless he or she has the appropriate master's or doctorate degree in which case, he or she shall be evaluated according to the NBC Guidelines and given the corresponding rank.

## LEVEL OF APPOINTMENT

### Temporary Status

A faculty member who has been newly appointed for full-time work is given a probationary period of no more than four consecutive terms or two years, at the end of which the appointee may either be retained or dropped based on the performance evaluation.

A temporary appointment is also given to an individual who is employed due to exigencies of the service. Said appointee is given five years to meet the required minimum educational qualification. In case of failure, a more qualified applicant may replace the appointee.

### Permanent Status

A permanent appointment is given to a faculty after the two-year probation period.

For faculty members who do not have the required educational qualification but are employed due to exigency of the service, completion of relevant advance degree is a basic requirement for permanency.

## RENEWAL, TERMINATION AND PERMANENCY

A faculty member on temporary/contractual appointment may be renewed upon the recommendation of the Department Chair and the College Dean, provided he or she has a very satisfactory teaching performance and there is need for his or her service in terms of teaching load. In case of non-renewal, the faculty concerned should be so informed in writing at least 30 days before the termination date.

Hereunder are the guidelines for the renewal, termination and/or permanency of the appointments of faculty specific to each academic rank.

### Instructor Rank

- A temporary appointment automatically terminates at the end of a 1-year period unless the University President upon recommendation of the College Dean renews the appointment for one year. In no case, under normal circumstances, will such renewal exceed five years from the date of initial appointment.



- After the five-year period, the appointment automatically terminates. In the case of those pursuing relevant master's degree who are already in their thesis stage, the appointment may be extended for another year.
- The instructor is made permanent upon completion of a relevant master's degree provided that he or she has served the university for at least two years with very satisfactory performance.

### **Assistant Professor to Full Professor**

- Temporary appointment of Assistant Professor is renewable yearly for a period not exceeding three years, the end of which a renewal shall be with tenure, otherwise, his appointment shall automatically terminate.
- Temporary appointment of Associate Professor is renewable yearly for a period not exceeding two years, the end of which a renewal shall be with tenure, otherwise, his appointment shall automatically terminate.
- Temporary appointment of Professor shall be for a period of one year, at the end of which shall be with tenure, otherwise his appointment shall automatically terminate.

### **DETAILMENT/SECONDMENT**

A member of the faculty may be assigned or authorized by the University President to go on special detail under the following situations and conditions:

- The University President, under certain conditions fixed by him or her, may assign a faculty on detail in the Philippines or abroad for the benefit of the university or any of its units.
- A faculty member upon request of another agency or entity of the government and when the resources of the university warrants, may be authorized to go on special detail by secondment with the requesting agency at no cost to the university. Such secondment is covered by a memorandum of agreement.

Hereunder are policies and guidelines on secondment and special detail of a faculty member.

- No special detail or secondment is authorized for a period of more than one year at a time unless for good cause as determined by the University President.
- Renewal is granted only in exceptional cases as determined by the University President but not exceeding three years.
- A faculty member on detail may continue serving the university as professorial lecturer or consultant in any of the units of the university which may require such service.
- A faculty member granted special detail must submit a complete and detailed report of his or her work within 30 days after his or her return to duty.



## WORKING HOURS AND HOLIDAYS

Members of the faculty shall report eight hours a day or 40 hours per week according to an approved schedule based on their teaching load. Exemption, however, is given to other personnel/staff of Colleges/offices as governed by other issuances which prescribe other working or reporting hours i.e. College of Medicine's faculty where 20 hours is recognized as per CMO No. 18 Series of 2016: *Policies, Standards and Guidelines for the Doctor of Medicine Program*.

Holidays shall be as reflected in the approved academic calendar, as nationally declared, or as mandated by law.

## LEAVE POLICIES AND GUIDELINES

### Assigning Faculty under Cumulative Leave

Cumulative or the vacation/sick leave status shall be granted to regular members of the faculty who regularly perform administrative functions which are necessary in the management of the university or any of its units.

Faculty members who are engaged in research, extension or other assignments which involve work beyond their normal workload and which prevent them from taking advantage of the Teacher's Leave, both conditions to be certified by the Dean or Director, may enjoy cumulative leave. This privilege may be granted only when the assignment is covered by a designation coming from the President of the university for at least one academic year and provided that the faculty has served at least six months of continuous, faithful and satisfactory.

### Application of Vacation Leave

Vacation leave may be applied for by the faculty in writing to the Department Chair and the College Dean. The application shall be evaluated, and if warranted, shall be endorsed to the University President. In no case shall the vacation leave be more than one year. Approval shall be subject to clearance from concerned offices of the University. Vacation leave shall be charged to available service credits or vacation leave credits (if on cumulative status) otherwise it shall be leave without pay.

### Application for Sick Leave

A faculty member may apply for sick leave on account of his or her illness or that of his or her immediate family. Such leave should be made on the appropriate Civil Service Form and, if for more than five days, shall be supported by a doctor's certificate. Sick leave shall be charged against available service credits or sick leave credits (if on cumulative status) otherwise it shall be leave without pay.

### Granting of Service Credits

Faculty may earn service credits for rendering overtime which is necessary and urgent for the delivery of services without cash remuneration. Service without compensation during Christmas, summer vacation and holidays as approved by proper authority shall also be given equivalent service credits.



## **TRAVEL POLICIES**

Travel to conferences, seminars, workshops and field trips shall only be allowed with prior approval by the University President upon recommendation by the Dean and/or VPAA.

A written report must be submitted not later than three days after the last day of travel. Financial requirements shall be supported by trip tickets and a certificate of appearance.

## **GUIDELINES ON TEACHING AND ADVISORY RESPONSIBILITY**

Full-time faculty shall carry a teaching load in accordance with university guidelines. Those with administrative functions and other special assignments covered by a designation from the University President and with duly approved workload equivalence carry a reduced teaching load, also in accordance with the university guidelines.

Teaching schedule and venue shall be approved by the Dean and University Registrar. Changes may only be allowed with prior approval by the Department Chair and College Dean.

## **CODE OF ETHICAL BEHAVIOR**

Faculty shall, at all times, behave professionally both in deeds and in speech, in their dealings with students, colleagues, superiors, and all university clientele. They shall adhere to the Code of Ethics of Professional Teachers and shall follow the dress code within the campus.

## **RESIGNATION AND RETIREMENT**

Voluntary resignation from the University by a faculty member must be recommended to the University President through the College Dean with endorsement by the Department Chair. Approval of such resignation shall be subject to clearance from concerned offices of the University.

Retirement from the service at age 65 shall be mandatory. Early retirement before the compulsory retirement age shall be applied for and approved by the University President one year before effectivity date for budgetary purposes. In both cases, submission of necessary documents and clearance from concerned University offices is a requirement for the payment of benefits.

## **SUSPENSION OR REMOVAL**

A faculty member may be suspended or removed but subject to the following conditions:

- a. No member of the faculty is suspended or removed except for cause and after due process.
- b. Notwithstanding the preceding condition, the University President may preventively suspend a member of the faculty during the period while



- administrative charge against him or her is pending but not in no case beyond limit provided by law.
- c. The BOR may suspend or remove a faculty member upon the recommendation of the University President and after due hearing. In all cases, where the BOR's decision is for removal of the faculty member concerned, said decision shall automatically be reviewed by appropriate civil service agency without prejudice to further juridical remedies.

## **POLICIES ON PATENTABLE INVENTIONS OR DISCOVERIES**

Publications which may need copyrights as well as inventions and discoveries which may be patented belong to the faculty authors/inventors and the University. Royalties shall be paid to the faculty authors and inventors in accordance with University guidelines. Ownership shall be identified with the names of such authors/inventors and the University.

## **OUTSIDE TEACHING AND RELATED ACTIVITIES**

Regular faculty members may engage in teaching and related activities outside the University. However, their engagement in these activities is subject to the following conditions:

- a. Prior authorization in such activities must be secured from the University President as endorsed by the dean and the department head.
- b. Permission to engage in outside activities shall be for a period not exceeding one year, subject to yearly renewals at the discretion of the University President based on the recommendation of the recommendation of the dean and the department head.
- c. Outside activities over and above the regular workload in the University shall not exceed six units per week.

Regular faculty members are not allowed to work or render service as full-time employees of other public or private universities, agencies, business institutions and others. Those found guilty of violating this provision will be asked to resign or be dismissed from service. Faculty members, however, may own a business for as long as it does not interfere with their official responsibilities.



# FACULTY DEVELOPMENT PROGRAM

## RATIONALE

The Mariano Marcos State University is envisioned to be the forefront of the knowledge society as a leading institution in providing manpower for a globally competitive job market, demonstrate research and technology promotion competencies for sustainable development and positively respond to the changes in a fast changing world. To achieve its vision, the University establishes a comprehensive human resources development plan through the University Manpower Development Program (UMDP), which is mandated to develop and train highly motivated professionals. For this purpose, all staff development programs shall be in consonance with the fourfold function of the university - instruction, research, extension and production, and for the interest and improvement of public service.

## THE UNIVERSITY MANPOWER DEVELOPMENT PROGRAM

The UMDP is under the direct supervision of the VPAA with a designate Director as head of office with the Secretariat to keep records and provide clerical and technical assistance to the Director. The UMDP operates through working and review committees to effectively implement its mandates.

### 1. Policy and Guidelines Formulation and Implementation Committee

To review, strengthen and strictly implement the university policies and guidelines on scholarship, fellowship and training programs.

### 2. Screening and Evaluation Committee

To receive and evaluate application portfolio of incoming UMDP grantees, which merit is based on the College Manpower Development Plan of the applicant.

### 3. Monitoring and Evaluation Committee

To establish and implement a scheme in monitoring on-going scholars to ensure strict compliance of their development plan.

To review, evaluate and recommend requests of on-going scholars for extension and other matters related to their scholarship privileges.

### 4. Linkages and Management Information System

To establish linkages with grant giving bodies; private or government, from both national and international entities.

To develop a UMDP web information bulletin in the university website where all updates on scholarships, fellowships and training opportunities are shown for easy access of all MMSU faculty.

### 5. Thesis/Dissertation Review Committee

To review the research proposals of MMSU full time and partial scholars to ensure that thesis/dissertation is in line with their line of study and in line with the university R&D agenda.

To assist externally funded scholars in formulating research problem.





## SCREENING/EVALUATION OF APPLICANTS

### Qualification Requirements

**a. Scholarship/Fellowship awarded to qualified regular faculty of the University**

A faculty member whether permanent or temporary may be granted scholarship/fellowship by the University.

**b. Age Limit**

No faculty shall be awarded full scholarship if he or she has reached his or her 46<sup>th</sup> 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 employee who finished the academic requirements of a graduate course, including oral and/or written comprehensive examinations and thesis or dissertation proposal, totally on his or her own, may be entitled a full thesis or dissertation support provided further that, he or she is not also more than 50 years old at the time of the award.

**c. Service and Performance Requirements**

No faculty can avail of a scholarship/fellowship unless he or she has served the University for at least two consecutive years with a very satisfactory performance in the last two evaluation periods before the award is given except in meritorious cases.

**d. Required Service for Previous Scholarship/Fellowship**

Before a faculty can qualify for another scholarship/fellowship, he or she must have completed at least 1/3 of the required repayment service for previous scholarships, fellowships, and/or trainings. Unpaid services shall be added to the succeeding repayment services.

**e. 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.

**f. Medical Requirements**

An employee shall be certified physically and mentally fit by an authorized Physician before he/she can be considered for scholarship/fellowship/training.

### Screening/Evaluation Procedures and Relevant Documents

**a. Inclusion in Staff Development Plan of the College/Unit**

Any scholarship, fellowship or training should be in accordance with the staff development program submitted by the college/unit, provided that such application shall not cause the number of scholars to exceed ten (10) percent of



the total number of faculty or staff of the college/unit during that semester. However, competitive outside grants may be considered in meritorious cases and be excluded in the 10% provision, subject however to the final approval of the University President. This provision is required in order to avoid impairment of the services of the college or unit.

**b. Letter of Request for Scholarship, Fellowship or Training**

Any faculty of the University who wishes to apply for a scholarship, fellowship or training shall write a letter of request addressed to the University President through the UMDP at least one month before the intended study leave commence. The request shall be endorsed by the College Dean upon the recommendation of the College Scholarship Committee (CSC) which shall be composed of the College Secretary as Chair and Department Chairs as members of the Committee. Merits of their recommendation shall be based on the following attached documents:

- Proposed field of specialization along the manpower development program of the college or unit;
- Notice of admission from CHED accredited HEI's to the degree or non-degree program applied for;
- A brief description of the program;
- Gantt chart of the proposed schedules for the program
- Type of the scholarship/fellowship/training applied for.

**c. Letter of Request of Faculty/Staff for Partial Scholarship**

Any faculty who wishes to apply for partial scholarship shall write a letter or request addressed to the University President through the UMDP at least one (1) month before the intended study leave commences. The request shall be endorsed by the College Dean upon the recommendation of the College Scholarship Committee (CSC). Merits of their recommendation shall be based on the following attached documents:

- Certified true copy of grades from the start to the latest semester he is enrolled;
- Field of specialization and brief description of the program;
- Gantt chart of the remaining schedules of the program;
- Copy of thesis/dissertation proposal;
- Type of partial scholarship he wishes to avail.

**d. Endorsement of the UMDP Thesis/Dissertation Evaluation Committee**

The endorsement of the approved copy of the thesis or dissertation proposal by the UMDP Thesis/Dissertation Advisory Committee shall be required for those who would like to avail of a thesis or dissertation support.



**TYPES OF SCHOLARSHIP**

1. Full scholarship – a full study grant awarded to any qualified MMSU employee who wishes to enroll in any HEI recognized by MMSU to pursue higher degree/ training relevant to his or her baccalaureate and functions in the university.
2. MMSU –Funded Partial scholarship (PS) – a study grant awarded by MMSU to any qualified university personnel which includes either of the following categories:
  1. PS1- MMSU funded weekend classes. The grantee is entitled to free tuition and other school fees, weekly economy transportation allowance, book allowance, thesis support, reduced load for faculty and flexi time for non-teaching, and official time during Fridays.
  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, book allowance, and thesis support.
  3. PS3- Open University System without fellowship. The grantee is entitled to free tuition and other school fees, economy transportation allowance every academic sessions, book allowance, thesis support, official time during academic sessions, and reduced load for faculty or flexi time for non-teaching personnel.
  4. PS4- Personally funded weekend classes. The grantee is entitled to thesis support, reduced load and official time during Fridays only. Scholars enrolling at MMSU shall be granted free study privilege.
3. Full fellowship – a study 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.
4. 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.

**SCHOLARSHIP/FELLOWSHIP PERIOD, OBLIGATION AND RESPONSIBILITIES OF GRANTEES**

**Scholarship/Fellowship Period**

**Period to complete a full-time scholarship/fellowship**

A full scholar in the Philippines or abroad shall complete his/her scholarship/fellowship within two years for a master’s degree, and three years for a doctorate degree.

**Period to complete a partial scholarship**

A partial scholarship in the Philippines or abroad shall complete his or her scholarship within the prescribed number of years depending on the type of partial scholarship but in no case shall exceed three years for master’s degree and four years for doctorate.



## **OBLIGATIONS AND RESPONSIBILITIES OF GRANTEES**

### **Concentrate on the Approved Program of Study**

A scholar or fellow shall devote full time to the program of study indicated in the letter of admission of the Graduate School where he or she is enrolled. If a need for change in the program arises, there must be a request letter addressed to the University President through the UMDP. The letter should be recommended by the Department Chair and endorsed by the College Dean or Unit Head where the scholar/fellow comes from.

### **Deferment of Scholarship/Fellowship**

A scholar or fellow may request the University President through the UMDP 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 service offerings to be taken in which case, the grantee should report back to work at the University; and
- c. For pregnancy, however, only one request of deferment within the period of scholarship/fellowship is allowed.

The request should be recommended by the Department Chair and endorsed by the College Dean 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.

### **Leave of Absence**

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 or she is enrolled. A copy of the approved LOA shall be submitted to the UMDP office promptly.

### **Full-time Efforts towards Completion of a Degree**

A scholar or fellow shall exert all the completion of the degree being pursued within the maximum duration of the scholarship/fellowship. Furthermore, the scholar or fellow shall not engage in any work for pay except when on assistantship or give public addresses or lectures that demand substantial time for preparation and travel.

### **Acceptance of Other Scholarship/Fellowship**

A scholar may accept other forms of scholarship or fellowship. However, his or her original scholarship automatically ceases and the slot is given to another qualified faculty member. Furthermore, a scholar or fellow may accept additional thesis/dissertation assistance subject to the recommendation of the UMDP as endorsed by the



Thesis/Dissertation Research Advisory Committee. While this does not affect the original scholarship/fellowship, the scholar/fellow should provide the UMDP all documents related to the assistantship.

### **Weighted Average**

A scholar or fellow shall maintain a weighted average of at least 2.0 or its equivalent for a 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 or she may be given one semester to improve his or her grade. Otherwise, his or her scholarship/fellowship/training may be recommended for termination.

### **Regular Load**

For entitlement to the usual privileges and benefits, a scholar or fellow shall carry a regular academic load of 12 units but not less than 9 units each semester and not less than 3 units each summer while completing the course work phase of the program except in the last term where less number of units may be allowed. Residency is also allowed provided it is within the scholarship period.

### **Submission of Requirements**

A scholar must submit to the UMDP the following pertinent papers (whichever is applicable):

- a) For grantees with temporary appointment, duly accomplished papers for the yearly renewal of appointment not later than two weeks after the receipt of the forms from the Personnel Office;
- b) Semestral and summer progress reports indicating grades in subjects taken as well as other accomplishments and problems met during the term not later than two weeks after the end of the term;
- c) Approved plan of course work not later than the first semester of regular admission;
- d) Result of comprehensive examinations, oral/written, not later than two weeks after examination results has been released;
- e) Approval of the thesis/dissertation proposal not later than two (2) weeks after approval by the Advisory Committee; and
- f) Result of the thesis/dissertation defense not later than two (2) weeks after the examination.

### **Re-entry Requirements**

#### **1. Resumption to Duty**

The scholar/fellow shall inform the University President through the UMDP in writing the date of resumption of duty at the University after completion of requirements for which the scholarship/fellowship was awarded or the expiration of the contract period. This information is accompanied by the scholar's/fellow's re-entry plan. A scholar/fellow sent abroad shall report within two weeks after the end of the scholarship/training.



## 2. Submission of Documents to the UMDP

A scholar/fellow shall submit to the UMDP one month after resumption of duty pertinent documents such as (whichever is applicable):

- a) Certified true copy of grades;
- b) Written certification of completion of the degree by the school's Registrar;
- c) One copy of completed and duly signed thesis/dissertation with soft copy.

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

## 3. Service Repayment for Full Scholars/Fellows/Trainees

Full scholars should render three years of service and fellows two years of service to the University for every year of scholarship/fellowship or a fraction thereof of the scholarship/fellowship. Any scholarship/fellowship/training with a duration of six months or more in a school year shall be considered one year period. Service shall be construed as service at MMSU. In case of conflict in service repayment with sponsoring agency for outside grants, the MMSU policy shall prevail.

## 4. Service Repayment for Partial Scholars/Fellows/Trainees

Depending on the type of partial scholarship, a scholar/fellow/trainee shall render the MMSU return service congruent to the benefits received as provided in the UMDP guidelines and policies.

## 5. 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.

## SCHEDULE/COMMENCEMENT OF SERVICE REPAYMENT

Service repayment shall commence after the scholar/fellowship/trainee has finished the degree/training and upon resumption to official duty. However, in cases where the scholar opts the following conditions, the computation of return service and additional obligation to MMSU shall prevail:

- If the scholar is left with thesis/dissertation for justifiable reasons, but opts to report back to office with full active service, the term rendered shall be considered and counted as fraction of his or her return service.
- If the scholar 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.

- If the scholar 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.
- If the scholar 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.

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.

**SCHOLAR'S/FELLOW'S ENTITLEMENTS**

Any faculty on full-time scholarship/fellowship shall receive his or her salary and other entitlements for the duration of his or her scholarship/fellowship unless otherwise not provided by law. He or she is also entitled to the following:

- a. Monthly stipend
- b. Tuition and other school fees
- c. Book allowances
- d. Thesis/dissertation allowance
- e. Two-way travel expenses

**EXTENSION, DEFERMENT, FORFEITURE AND REFUND**

**Extension of Scholarship or Fellowship**

When the fellowship, training or scholarship whether full or partial cannot be finished within the required number of years 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 year for each program, immediately after the expiration of the regular scholarship/fellowship/training period. Such extension of the contract shall be on official time and shall be subjected to the evaluation of the UMDP-MEC (Monitoring and Evaluation Committee) on the following basis:

- a. Academic records of the scholar;
- b. Semestral thesis/dissertation progress report certified by the Adviser; and
- c. Gantt Chart of the scholar.

**Withholding of Stipends and Salaries**

If a scholar or a fellow fails to comply with the requirements stipulated in his or her contract, his or her stipend and other scholarship entitlements as well as his or her salary shall be withheld until compliance with the requirements are made.



## **Reimbursement of Scholarship/Fellowship Value**

A scholar/fellow shall reimburse the University the total scholarship/fellowship value, including his or 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; and
- d. Other justifiable reasons presented by the MMSU.

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

## **INCENTIVES FOR RETURNING GRANTEES**

### **Two-Step Merit Promotion**

Any scholar/fellow, either local or foreign who finishes the degree within the prescribed number of years and who has a good scholastic standing and good records shall be automatically promoted to two step rank increment, upon submission of the requirements to the UMDP.

### **Two-Step Salary Increment**

Any scholar/fellow, either local or foreign, who finishes the degree within the allowed period of extension who has a good scholastic standing and good records shall be automatically promoted to two steps horizontal increment which shall be exclusive of the usual step increment provided by the Civil Service Commission for every year of service, upon submission of the requirements to the UMDP.

### **Security of Tenure**

Any scholar/fellow who holds a temporary status in the University and who finishes the degree shall be given a permanent status, upon submission of the requirements to the UMDP.

### **Publication Award**

Any scholar/fellow, either local or foreign, who publishes thesis/dissertation in any refereed local or international journal, shall be awarded a cash gift and a Certificate of Commendation from the university.

The Research Publication Award covers the following types of research and the corresponding award:





**(For Printed)**

Publication Type	RPA (PhP)
Thomson Reuters-listed (formerly ISI), Citation indexed	50,000
Other Refereed Journals	30,000
Book or chapter of a book published by reputable international publishers (e.g. CAB International)	Wholebook – 50,000 Chapter – 30,000 per article
Book or chapter of a book published by nationally and internationally recognized research institutions (e.g. SEARCA, IRRI, ICRISAT)	Wholebook – 15,000 Chapter – 7,500 per article
MMSU S&T Journal	5,000

Source: BOR Resolution No. 1224, s. 2012

**(For Online)**

Publication Award	Research Publication (PhP)	
	GAA-funded Researches	GIA-funded Researches
Thomson Reuters-listed, Citation indexed	25,000	12,500
Other Refereed Online Journals	15,000	7,500
Online book or chapter of a book published by international reputable publishers	Wholebook – 25,000 Chapter – 15,000 per article	Wholebook – 12,500 Chapter – 7,500
Online book or chapter of a book published by national reputable publishers and internationally recognized research institutions	Wholebook – 25,000 Chapter – 3,750	Wholebook – 3,750 Chapter – 2,000

Source: BOR Resolution No. 1457, s. 2016



# ADMINISTRATIVE PROCEDURES

## FLOW OF COMMUNICATION

Faculty members are encouraged to raise issues through a variety of channels. However, courtesy and diplomacy should be observed in all official communications. All official letters and documents should always be addressed to the head of the office concerned. Except in emergencies, official communications, no matter to whom it is addressed should be sent through official channels, that is, through the office next higher or lower in rank than the originating office.

In line with the university organizational structure, official communications of the faculty members should be coursed through the Department Chair, then to the College Dean, and to the Vice President concerned.

## CORRESPONDENCE

All official communications prepared by the faculty should be written in the English language. Where it is definitely known that the person to whom the communication is addressed cannot understand English, there is no objection to enclosing a translation into the language, which the addressee would understand. Consistent with the policy of the government, Filipino may also be used in official correspondence.

## CONDUCT OF OFFICIAL BUSINESSES

### Travels

When a faculty member deems it necessary to travel for research purposes, observation or study, he or she must request the President in writing to obtain the approval and confirmation of support from the University. The request letter must be recommended for approval by the Dean, certified for fund availability by the Accounting Office and coursed through the VPAA. Because of budgetary constraints, international travels shall not be funded by the University. The faculty is granted official time only and must therefore look for external source of funds to cover the cost of his or her travel.

### Educational Tours and Field Trips

In consonance with CHED Memorandum No. 17 of 2012 states that Higher Education Institutions (HEIs) shall implement the appropriate educational tours and/or field trips with the specific degree program requirement. HEIs shall inform CHEDROs on the nature of the educational tours and/or field trips to include purpose, schedule, destinations, cost and submit report on the matter to the CHED Regional Offices concerned at least one month before the opening of classes for every academic year.

## REQUEST FOR USE OF UNIVERSITY FACILITIES

### a. Venues for Conferences, Workshops and Seminars

At times when a faculty member needs a bigger venue for conferences,



seminars, workshops, special class presentations, programs, celebrations and the like, he or she can use the University Training Center, Teatro Ilocandia, housing/dormitory facilities or other special rooms. Reservations for rental facilities have to be made with the Business Affairs Directorate. For special rooms such as the administration conference room and audio-visual/conference rooms in the various colleges, reservations have to be made with the Communications and Media Relations and concerned colleges, respectively.

#### **b. Recreational/Athletic Facilities**

To ensure physical fitness and well-being of all faculty members, the University allows them to use the gymnasium and other athletic equipment for physical fitness activities. Faculty members should consult with the CHUMS Director for the permit and reservation.

#### **c. Request for Photocopying**

The photocopying of the official documents and mimeographing of test (unit test, mid-term or final examination) shall be made only after the consent and approval of the College Dean has been obtained.

### **SERVICES**

#### **a. Library Services**

All faculty members may borrow materials, references, journals, and books for as long as they observe the library rules and regulations. Faculty members should get a library card, and those who wish to borrow books and other materials from the library should inquire at the office of the Director of the University Library System.

#### **b. Transportation Services**

The university vehicles can be used by the faculty only for official businesses and with the approval of the University President. Requests for the use of university vehicles should be filed to the Motorpool at least one week prior to the reserved date.

#### **c. Health Services**

Faculty members could avail of the medical/dental services of the university for free. Additionally, they can also avail of the services of the university Physical Therapy and Rehabilitation Center at a minimal cost.

### **CONDUCT AND DISCIPLINE**

#### **Academic Freedom**

##### **a. Academic Freedom Defined**

Academic freedom is the right of the teacher to teach the subject of his or her specialization according to his or her best lights; to hold in other subjects, such as ideas he or she believes sincerely to be right; and to express his or her



opinion on public questions in a manner that shall not interfere with his or her duties as a member of the faculty or negative to his or her loyalty to the University.

#### **b. Academic Freedom of the Faculty Members**

Faculty members enjoy academic freedom. However, no faculty member should inculcate sectarian tenets in any of his or her teaching, nor attempt either directly or indirectly, under the penalty of dismissal, to influence students or attendants at the university for or against any particular church or religious sect or political party.

#### **c. Principles of Academic Freedom**

The University declares the following principles of academic freedom:

- a. The University does not impose any limitation upon the faculty's freedom in the exposition of his or her own subject in the classroom or in addresses and publication;
- b. No faculty should claim as his or her right the privilege of discussing in the classroom controversial topics that are not pertinent to the course of study that is being pursued;
- c. The University does not place restraint upon the faculty's freedom in the choice of subjects for research and investigation undertaken on his or her own initiative;
- d. The University recognizes that the faculty, in speaking or writing outside of the institution upon subjects beyond the scope of his own field of study, is entitled to the same freedom and is subject to the same responsibilities as attached to all other citizens but as an added measure; and
- e. The University assumes no responsibility for views expressed by the faculty members, and that they should, when necessary, make it clear that they are expressing only their personal opinions/views.

### **Ethical Standards**

#### **a. Code of Ethics for Teachers**

The members of the faculty are required to adhere to the Code of Ethics of Professional Teachers promulgated by the Board of Professional Teachers Resolution No. 435, series of 1997. The code provides them with a set of ethical and moral principles, standards and values.

#### **b. Code of Conduct of Ethical Standards**

Faculty members must likewise observe the following as standards of personal conduct in the discharge and execution of their duties and responsibilities (Section 4, RA 6713):

- Commitment to public interest – uphold the public interest over and above personal interest;



- Professionalism – perform and discharge duties with the highest degree of excellence, professionalism, intelligence and skill;
- Justness and sincerity – remain true to the people at all time;
- Political neutrality – provide service to anyone without unfair discrimination and regardless of party affiliations or preference;
- Responsiveness to the public – extend prompt, courteous and efficient service to the public;
- Nationalism and patriotism – be loyal to the Republic and to the Filipino people, promote the use of locally-produced goods, resources and technology, and encourage appreciation and pride of country and people.
- Commitment to democracy – commit selves to the democratic way of life and values, maintain the principle of public accountability, and manifest by deeds the supremacy of civilian authority over the military; and
- Simple living – lead modest lives appropriate to their positions and income and do not indulge in extravagance or ostentatious display of wealth in any form.

## Policy on Sexual Harassment

The University adopts the Anti-Sexual Harassment Act of 1995 (RA No. 7877), which deprecates any unwelcome sexual advances, requests or demands for sexual favor, or other verbal or physical behavior of sexual nature, committed by a faculty in the university to any member of the community, including the students.

## Dress Requirements

The University is a reputable educational institution and therefore the faculty is encouraged as a model of appropriate dress code (MC No. 14, s. 1991).

1. Faculty members should dress themselves in appropriate business attire/school uniform.
2. Ostentatious display of jewelry and wearing of heavy or theatrical make-up and tattoos are prohibited.
3. Exemptions to the above requirements are allowed for the following cases:
  - a. when the nature of the work of the faculty demands that he or she wears clothing other than those prescribed above;
  - b. when religious affiliations or creed or any legitimate practice by the faculty in relation thereto required him or her to wear a particular clothing;



- c. physical disabilities, and other legitimate health reasons;
- d. pregnant faculty are allowed to wear maternity dress during the period of their pregnancy; and
- e. a faculty member who lost a loved one can wear mourning clothes during the mourning period.

### **Prohibited Attire**

The following attires are prohibited when performing official duties in the university:

- a. Gauzy, transparent or net-like shirt;
- b. Blouse with over-plunging necklines;
- c. Sando, strapless or spaghetti-strap blouse (unless worn as an undershirt) and tank tops;
- d. Micro-mini skirts, walking shorts, cycling shorts, leggings, tights; and
- e. Rubber sandals, rubber slippers and “bakya”.

### **Attendance in University Activities**

Several times during the academic year, the presence of all faculty members may be required. These times of important decision-making for students and faculty include:

- a. the week of registration
- b. the first two weeks of classes
- c. the last week of the end of every semester

University affairs in which faculty members are expected to attend include: convocations, foundation week, commencement activities, college council meetings and university academic council meetings (for faculty members who have rank of at least Assistant Professor).

### **Receiving and Accepting Invitations for Extension Services**

Faculty members are allowed to accept invitations and engagements to speak in symposium, act as judges in competitions and others, outside the university as long as these activities do not conflict with their duties in the university. As much as possible, the invitation should not disrupt the normal flow of classes; otherwise faculty members should arrange make-up classes with their students.

### **Study without Permission**

No faculty member shall enroll as a student in the university or in an outside institution without the permission of the University President.

Permissions may be granted only when, considering the teaching load of the faculty member, the nature and scope of the course he or she intends to take and the time the course requires, such study will not impair his or her efficiency as a member of the faculty.

### **Tutorial and Remedial Services for a Fee**

Faculty members are not allowed to conduct personal tutorial services of any kind with a fee within the university. They should not require their students to attend other tutorial elsewhere, if with a cost.



### **Teaching in Other Institutions without Permission**

Faculty members who wish to teach outside MMSU must secure the approval of the University President which is subject to the policies and guidelines on faculty workload. Those found guilty of working in other institutions without permission, will be dismissed from service after due process.

### **Taking Prohibited Drugs and Gambling**

Faculty members are strictly prohibited from gambling, drinking alcoholic beverages, smoking marijuana or taking prohibited drugs. Equally, under no circumstances shall a faculty enter the University/College premises under the influence of alcohol or prohibited drugs. Penalty for the violation of this rule ranges from suspension to dismissal from service.



# GRIEVANCES, MEDIATION AND REVIEW PROCESSES

## RATIONALE

Pursuant to Section 3, Rule XII of the Omnibus Rules and Implementing Book V of EO 292, employees have the right to present their complaints and grievances to the management and have them settled immediately in the best interest of the agency, the government and the individual employee concerned. Further, Rule XII on complaints and grievance of EO 292 directs every government agency to promulgate rules and regulations governing the expeditions, fair and equitable settlement of employees' complaints and grievances in accordance with the policies provided by law.

In line with the above mentioned Executive Order and in conformity with CSC MC No. 02, s. 2001 (Appendix) as well as the desire to reduce and resolve employee's misunderstanding, conflicts and complaints that undermine morale and effective performance in the delivery of public service, the University has established a complaints and grievances machinery. Said machinery took effect on July 29, 2004 after it has been evaluated to conform with CSC MC No. 01, s. 2001 by the Regional Director of the CSC in Region 1.

The machinery pertains to rules and procedures in handling and settling issues and disputes between and among university constituents. Following are its objectives:

1. To promote understanding and harmony between and among employees, officials, supervisors, faculty and the university administration, thereby, fostering productivity and justice.
2. To establish an orderly system of handling and settling disputes at the lowest possible level and in accordance with any agreement signed between management and the recognized negotiating unit within the prescribed rules.
3. To serve as catalyst for the development of capabilities of personnel on dispute settlement especially among staff with administrative designations.

## Definition of Terms

**Complaint** – It is a written or an oral expression of an employee's feeling of dissatisfaction with some aspects of his or her working conditions, relationship or status, which are outside his or her control.

**Grievance** – It is a work-related discontentment or dissatisfaction which has been expressed verbally or in writing and which, in the aggrieved employee's opinion, has been ignored or dropped without due consideration.

**Grievance committee** – It refers to the body whose members are designated by the University President to conduct hearing and investigation and to recommend on a particular case.

**Grievance machinery** – It is a system or method of determining and finding the best way to address the specific course(s).

**Grievance procedure** – It is the process of determining or finding the best possible way to solve or remedy the specific course(s) of the complaint or grievance.





## Basic Policies on Complaints and Grievances

The University Complaints and Grievances Machinery adheres to the following policies:

1. All employees/faculty of the University shall have the right to present their complaints or grievances orally or in writing and have them resolved as expeditiously as possible in the best interest of the employees concerned and the whole university community.
2. An employee may, without resorting to a formal grievance procedure, discuss informally with his or her immediate supervisor any problem relating to the conditions of his or her employment.
3. In presenting a complaint or grievance, the employee/faculty shall be assured freedom from coercion, discrimination, refusal and of speedy and impartial resolution of such complaint and grievance.
4. Complaints and grievances shall be resolved at the lowest possible level. An aggrieved party shall present his/her grievances step by step following the hierarchy of positions. However, if the party being complained of is the immediate supervisor, the grievance shall be presented to the next higher supervisor.
5. Grievance proceedings shall not be bound by legal rules or technicalities. Even verbal grievance shall be acted upon expeditiously. Employing the services of a counsel shall not be allowed.
6. An employee shall have the right to appeal decisions on his/her complaints or grievances to such higher level of authorities as prescribed by these rules.
7. All appeals to the Committee shall be considered as appeal to the University President shall be coursed to the committee provided that for the purpose of computing the period for decision, the actual date of transmittal to the committee shall be reckoned with.
8. Supervisors or officials of the University who refuse to take action on a grievance brought to their attention shall be liable for neglect of duty in accordance with existing Civil Service rules and regulations. If the immediate supervisor of the complainant unreasonably refuses to endorse the complaint of grievance, the complainant may directly file his or her appeal to the committee indicating therein the reasons for said direct appeal.
9. There shall be a Grievance Committee which shall be responsible for carrying out the rules and procedures for an expeditious, fair and equitable settlement of complaints and grievances. Permanent officials and employees, whenever applicable shall be appointed as members of the grievance committee. In their appointment or election, their integrity, probity, sincerity and credibility shall be considered.
10. If the party being complained is the immediate supervisor, the grievance shall be presented to the next higher supervisor.
11. A complaint against an employee who does not belong to the same college/unit shall be referred to the employee's immediate supervisor. If the grievance is orally resolved within the level of the immediate supervisor, there is settlement. If not, the employee's supervisor, who, if cannot resolve, may elevate the same to the Grievance Committee which has jurisdiction over the ground. Each college Grievance Committee may create its own rules and procedures that are deemed most appropriate in the settlement of grievance in their respective level.



## Scope of Grievance Machinery

1. The grievance machinery applies to all levels of officials and rank and file employees in the University holding career or non-career positions.
2. It is applied when the employee's discontentment or dissatisfaction arises from work-related issues between and among employees, faculty and officials.

## Application of Grievance Machinery

The grievance machinery covers the following complaints and grievances:

1. Non-implementation of policies, practices and procedures on economic and financial issues and other terms and conditions of employment fixed by law including salaries, incentives working hours, leave benefits, and other related terms and conditions;
2. Non-implementation of policies, practices and procedures which affect employees from recruitment or promotion, detail, transfer, retirement, termination, lay-offs and other-related issues that affect them;
3. Physical working conditions;
4. Poor interpersonal relationships and linkages such as unreasonable refusal to give official information by one employee to another;
5. Protest on appointment and other personnel actions; and
6. Inadequate physical working condition such as lack of proper ventilation in the workplace and insufficient facilities equipment necessary for the security and protection of employees whose nature and place of work are classified as high risk or hazardous.

The grievance machinery does not apply to cases of dissatisfaction with official action finally taken by the University in disciplining cases such as the following:

1. Disciplinary cases which shall be resolved pursuant to the University Rules and Administrative Cases.
2. Sexual Harassment case as provided for in RA 7877; and
3. Union related issues and concerns.

## Complaints and Grievance Committee

### Composition

1. **University Grievance Committee** – is composed of the following:
  - a. Chair to be designated by the University President
  - b. HRMO – Secretary
  - c. Two division chiefs or their equivalent position chosen from among members
  - d. Two representatives each from the Faculty Association and the Association of Non-Teaching Administrative Personnel

**One for the first level** – who shall have participation in the resolution of the grievance of the first level employee.

**One for the second level** – to participate in the resolution of the grievance of the second level employee



**2. College/Unit Grievance Committee**

Composition shall be designated by the College Dean/Unit Director, which shall include representation for both teaching and non-teaching staff.

**Functions**

1. Conducts investigation and hearing within ten working days from receipt of the grievance and renders a decision within five working days after the investigation. Provided, however that where the object of the grievance is the grievance committee, the aggrieved party may submit the grievance to the top management.
2. Establishes its own internal procedures and strategies. Membership in the grievance committee shall be considered part of the member’s regular duty.
3. Interrogates any Office, Board, Committee or employee of the University who may be involved in a complaint or controversy.
4. Makes the proper report to the President on the result of the investigation.
5. Recommends to the President any action, which the committee must take, based on University rules and policies as well as Civil Service Law and rules.
6. Informs the complainant of its decision and recommendation and the final action the President has made about the matter of the complaint or grievance.
7. Issues Certification or Final Action on the Grievance (CFAG) which shall contain, among other things, the following information:
  - a. History
  - b. Final action taken by the agency on the grievance
  - c. A quarterly report of its accomplishments and status of unresolved grievances to the CSC Field Office through the University President.

**Grievance Procedure**

A complaint/grievance could either be oral or written. This is resolved following the protocol/procedure in the flow chart below.

**a. Verbal Grievance**

**i. Oral presentation of the grievance**

1. The complainant represents the grievance to the immediate supervisor.
2. If, however, the object of the grievance is the immediate supervisor, the aggrieved party may bring the grievance to the next higher supervisor.

**ii. Discussion with the immediate supervisor**

1. The complainant has to discuss the object of the grievance with the immediate supervisor.



2. If the answer to the complaint is simple and obvious, the immediate supervisor makes a verbal decision right there and then, otherwise, he/she informs the aggrieved party of the corresponding action within three days from the date of the grievance presentation.
3. In cases, where the supervisor is the one who has complaint against subordinate, the supervisor shall find means to settle it amicably within his or her level as follows:
  - a. The supervisor informs and orally discusses the grievance with the concerned subordinate.
  - b. The subordinate is encouraged to explain his or her side, if necessary, during the oral discussion.
  - c. A decision is reached at the end of the discussion for which the supervisor has to clearly inform the subordinate.
  - d. If the subordinate does not agree with the decision of the supervisor, the complaint has to be made in writing to be submitted by the supervisor to the college grievance committee. If the grievance is still not settled, it is elevated to the University Grievance Committee.

### **iii. Appeal to the next higher supervisor**

1. If the aggrieved party is not satisfied with the verbal decision of the immediate supervisor, he/she may submit his/her grievance in writing to the next higher supervisor who shall render decision within five days from the receipt of grievance.
2. In cases the aggrieved party is still not satisfied with the decision, he/she may elevate the complaint/grievance to the University Grievance Committee.

## **b. Grievance/Complaint in Writing**

- i. Grievance/complaint in writing must be submitted using the prescribed form (MMSU GF-1)**
- ii. Discussion with the immediate supervisor**

The complaint or grievance must be presented and discussed with the immediate supervisor.

1. If the complaint is simple and clear and can be resolved immediately, the immediate supervisor gives an outright answer;
2. If the complaint cannot be resolved immediately, the immediate supervisor informs the aggrieved party of the corresponding action or may submit the complaint to the next higher supervisor;
3. If the object of the complaint is the immediate supervisor, the aggrieved party may bring the grievance to the next higher supervisor.

### **iii. Appeal to the next higher supervisor/college grievance committee**

If the aggrieved party is not satisfied with the verbal decision, he/she may submit the written grievance within five days either to the next



higher supervisor or to the college grievance committee, who shall render decision within five days from the receipt of the grievance.

#### iv. Appeal to the University Grievance Committee

1. In case the aggrieved party is still not satisfied with the decision, he/she may elevate the case to the University Grievance Committee who shall take final action over the object of the complaint.
2. The University Grievance Committee before formally taking cognizant of the complaint shall determine whether:
  - a. The Committee has jurisdiction over the matter;
  - b. The Committee needs further information from the complainant or from the college grievance committee;
  - c. Other forum or committee is in better position to settle the complaint.
3. If the University Grievance Committee finds that the complaint/grievance is not within its jurisdiction or finds that another forum or committee/board is in a better position to settle the object of the complaint, it shall dismiss the same and shall properly endorse the matter to the proper forum.
4. If, however, the University Grievance Committee finds that the subject matter of the complaint is within its jurisdiction, it conducts an investigation and hearing within 10 working days from receipt of the grievance and renders a decision within five working days after the investigation.

#### Appeal to the University President

If the aggrieved party is not satisfied with the University Grievance Committee, he/she may elevate his/her grievance within five working days from receipt of the decision to the University Management who shall make the decision within 10 working days after the receipt of the grievance.



# APPENDICES

## The University Charter

### Presidential Decree No. 1279

MERGING THE MARIANO MARCOS STATE MEMORIAL COLLEGE OF SCIENCE AND TECHNOLOGY AND NORTHERN LUZON STATE COLLEGE INTO A STATE UNIVERSITY TO BE KNOWN AS THE MARIANO MARCOS STATE UNIVERSITY, TRANSFERRING THE COLLEGE LEVEL COURSES OF ILOCOS NORTE AGRICULTURAL COLLEGE AND ILOCOS NORTE COLLEGE OF ARTS AND TRADES INTO SAID UNIVERSITY, PROVIDING A CHARTER FOR THIS PURPOSE, AND APPROPRIATING FUNDS THEREFOR.

WHEREAS, the Constitution of the Philippines directs the State to establish and maintain a complete, adequate and integrated system of education relevant to the goals of national development and further prescribes that all educational institutions shall aim to develop scientific, technological and vocational efficiency;

WHEREAS, under Presidential Decree No. 6-A also known as the Educational Decree of 1972, promulgated on September 29, 1972, it has been declared a policy of the government to re-orient the educational system toward an accelerated national economic growth and meaningful social development.

WHEREAS, to maximize the effective utilization of limited resources, it is necessary to integrate and convert the institutions of higher learning located in the province of Ilocos Norte into one institution of higher learning in order to establish an effective and efficient state university that will serve as an instrument towards the rapid development of the natural and manpower resources not only of the province of Ilocos Norte but all other provinces of Region I;

WHEREAS, the establishment of a state university in the province of Ilocos Norte will provide better service in professional and technical training in the arts, sciences, humanities, and technology and the conduct of scientific research and technological studies;

WHEREAS, the integration of the above-mentioned institutions of higher learning into an autonomous state university to be known as the “Mariano Marcos State University” is imperative to hasten the realization of the national goals as well as enhance regional development.

NOW, THEREFORE, I FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by the Constitution, do hereby order and decree:

SECTION 1. The present Mariano Marcos Memorial College of Science and Technology located in Batac, Ilocos Norte and the Northern Luzon State College located in Laoag, Ilocos Norte are hereby merged into a state university which shall be known as the Mariano Marcos State University, hereinafter referred to as the University. The college level courses offered in the Ilocos Norte Agricultural College in Pasuquin, Ilocos Norte and Ilocos Norte College of Arts and Trades in Laoag, Ilocos Norte are hereby transferred to the University.

SECTION 2. The University shall provide advanced instruction in the arts, agricultural and natural resources as well as in technological and professional fields.



SECTION 3. The governing board of the University shall be the Board of Regents to be composed of the Secretary of Education and Culture as Chairperson, the President of the University as Vice-Chairperson, and a representative of the National Economic Authority and six prominent citizens who have distinguished themselves in their respective professions or fields of specialization to be appointed by the President of the Philippines upon recommendation of the Secretary of Education and Culture, as members. In the absence of the Secretary of Education and Culture, he may designate his or her representative to sit in the meetings of the Board.

Of the first group of six appointive regents, two shall serve for two years; two for three years; and two for four years. Thereafter, the appointee shall hold office for a term of four years. In case of permanent vacancy, the appointee shall hold office for the unexpired term only.

SECTION 4. The quorum of the Board of Regents shall consist of a majority of all members holding office at the time of the meeting. All processes against the University shall be served on the President of the University or his duly authorized representative.

SECTION 5. The members of the Board of Regents shall not receive compensation but shall be reimbursed for actual and necessary expenses incurred either in attendance of meetings of the Board or other official business authorized by the Board.

SECTION 6. The Board of Regents shall have the following powers and duties in addition to its general powers of administration and the exercise of all the powers of the corporation as provided in Section Thirteen of Act Numbered Fourteen Hundred Fifty-Nine as amended otherwise known as the Corporate Law;

- a. To prescribe rules for its own government and to enact for the government of the University, such rules and regulations not contrary to law, as may be necessary to carry of the purpose and function of the University.
- b. To receive and appropriate to the ends specified by law such sums as may be provided for the support of the University.
- c. To import duty-free commodities for educational purposes as an exception to existing laws as well as to receive trust legacies, gifts and donations of real and personal property of all kinds, to administer the same for the benefit of the University, or the department thereof, or for aid to any student in accordance with the directions and instructions of the donor, and in default thereof, in such manner as the Board of Regents may in its discretion determine. All such donations shall be exempt from all taxes and shall be considered as deductible items from the income tax of the donors;
- d. To approve the curricula and rules of discipline drawn by the College Councils as hereinafter provided;
- e. To confer degrees upon successful candidates for graduation, to award honorary degrees upon persons in recognition of learning, public service, statesmanship or eminence in any field of specialization of the University to award certificates for completion of non-degree programs;
- f. To appoint, on recommendation of the President of the University, provosts, vice-presidents, deans, directors, registrars, heads of department, professors and other officials and employees of the University; to fix their compensation, hours of



service, and such other duties and conditions as it may promulgate; any provisions of existing laws to the contrary notwithstanding; to remove them for cause after an investigation and hearing;

- g. To establish chairs in the University and to provide fellowships for qualified faculty members and other scholarships to deserving students.
- h. To fix tuition fees, matriculation fees, graduation fees, laboratory fees and such special fees and charges as it may deem proper to impose. Such fees and charges, including other income generated by the University, shall constitute a special trust fund for the exclusive use of the University, any provision of existing laws to the contrary notwithstanding;
- i. To authorize the University to undertake the construction and/or repair of its building, machinery and equipment and other facilities, any provision of law or executive order to the contrary notwithstanding provided that the funds for the purpose shall come from its appropriation.

SECTION 7. No student shall be denied admission to the University by reason of age, sex, nationality, religion or political affiliation.

SECTION 8. The head of the University shall be known as the President of the University. He shall be appointed for a term of six by the President of the Philippines upon recommendation of the Secretary of Education and Culture after consultation with the members of the Board.

The powers and duties of the President of the University in addition to those specifically provided for in this Decree, shall be those usually pertaining to the office of the president of a university.

SECTION 9. The incumbent presidents of the institution of higher learning integrated in this Decree shall continue to serve a Provost of their respective college or unit until such time as the terms of office and other conditions of service of Provost as well as other officials and employees of the University shall have been determined by the Board of Regents.

SECTION 10. There shall be Administrative Council consisting of the University as Chairperson and the vice-presidents and provosts as Members, whose duty shall be to prepare and promulgate general policies of the University governing personnel, financial management, and development planning, subject to the approval of the Board of Regents.

SECTION 11. There shall be a College Council in each college or unit of the University with the Provost as Chair and all the faculty of the college as members. The body of instructors, assistant professors, associate professors and professors, of each college shall constitute the faculty of the college.

The College Council shall have the power to prescribe the curricula and rules of discipline of the college or unit of the University subject to the approval of the Board of Regents. It shall fix the requirements for admission to the college or unit as well as for graduation and conferring of degrees subject to review of the Board of Regents. The Council alone shall have the power to recommend students or others to be recipients of degrees. Through the President of the University or its duly authorized committee, the Council shall have disciplinary power over the students of the college or unit of the University within the limits prescribed by the rules of discipline as approved by the Board of Regents.





SECTION 12. Members of the faculty of the University shall be exempt from any civil service examination or regulation as a requisite to appointment. No religious test shall be applied nor shall the religious opinions or affiliations be a matter of inquiry in the appointment of faculty members of the University provided that no member of the faculty shall teach for or against any particular church or religious sect.

SECTION 13. There shall be an Advisory Council for each college or unit of the University to be headed by the Provost of the college or unit the Advisory Council shall provide advice and counsel to the Provost in matters of general policy concerning the affairs of the college or unit of the University.

The present members of the Board of Regents or Board of Trustees of the present institutions of higher learning integrated in this Decree shall continue to serve as members of the Advisory Council of their respective institution, except the Chairman of the Board of Regents or Board of Trustees, for a term of four years. Thereafter, the members of the Advisory Council of each college or unit of the University shall be appointed by the Board of Regents upon recommendation of the President of the University.

SECTION 14. The Treasurer of the Philippines shall be ex-officio treasurer of the University. All accounts and expenses thereof shall be audited by the Commission on Audit or its duly authorized representative.

SECTION 15. All personnel, assets, records and appropriations of the institutions of higher learning integrated in this Decree are hereby transferred to the University except the appropriation of Ilocos Norte College of Agriculture and Ilocos Norte College of Arts and Trades which shall be maintained.

SECTION 16. Heads of bureaus and offices of the national government and provincial or city governments in Region 1 are hereby authorized to loan or transfer, upon request of the President of the University, such apparatus, equipment and supplies as may be needed by the university to detail employees for duty therein when in the judgment of the head of the bureau or office, such employees can be spared without serious detriment to the public service. Employees so detailed shall perform such duty as required under such detail and the time so employed shall be counted as part of their regular official service.

SECTION 17. The Secretary of Education and Culture is hereby directed to take such steps as are necessary for the immediate implementation of this Decree. For this purpose, he is hereby authorized to create a technical committee to advise the Board of Regents of the University toward proper establishment, development and expansion of the programs of the University.

SECTION 18. On or before the fifteenth day of the second month after the opening of regular classes each year, the Board of Regents shall file with the Office of the President of the Philippines through the Secretary of Education and Culture, a detailed report setting forth the progress, conditions and needs of the University.

SECTION 19. In addition to the present appropriation of the institution of higher learning integrated in this Decree, the sum of TEN MILLION PESOS (10,000,000) is hereby appropriated out of the funds of the National Treasury not otherwise appropriated to carry out the purpose of the Decree. Thereafter, funds needed for the maintenance and continued operation of the University shall be included in the Annual Appropriation Act.

SECTION 20. Presidential Decree Nos. 945, 941 and 614, such other laws, acts, decrees, or executive orders contrary to or inconsistent with this Decree are hereby repealed or amended accordingly.



SECTION 21. Decree shall take effect immediately.

Done in the City of Manila, this 6<sup>th</sup> day of January, in the year of our Lord, Nineteen Hundred and Seventy-Eight.

Ferdinand E. Marcos  
*President/Prime Minister*



Republic of the Philippines  
Congress of the Philippines  
Metro Manila

[REPUBLIC ACT NO. 6713]

AN ACT ESTABLISHING AS 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.

*Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:*

**Section 1. Title.** – This Act shall be known as the **CODE OF CONDUCT AND ETHICAL STANDARDS FOR PUBLIC OFFICIALS AND EMPLOYEES.**

**Section 2. Declaration of Policy.** – It is the policy of the State to promote a high standard of ethics in public service. Public officials and employees shall act at all times be accountable to the people and shall discharge their duties with utmost integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest.

**Section 3. Definition of Terms.** – As used in this Act, the term

- (a) **Government** – includes the National Government, local governments and all other instrumentalities, agencies or branches of the Republic of the Philippines including government-owned or controlled corporations and other subsidiaries.
- (b) **Public Officials** – include elective and appointive officials and employees, permanent or temporary, whether in the career or non-career service, including military and police personnel, whether or not they receive compensation, regardless of amount.
- (c) **Gift** – refers to a thing or a right disposed of gratuitously, or any act of liberality, in favor of another who accepts it, and shall include a simulated sale or an ostensibly onerous disposition thereof. It shall not include an unsolicited gift of nominal or insignificant value not given in anticipation of, or in exchange for, a favor from a public official or employee.
- (d) **Receiving any gift** includes the act of accepting, directly or indirectly, a gift from a person other than a member of his family or relative as defined in this Act, even on the occasion of a family celebration or national festivity like Christmas, if the value of the gift is neither nominal or insignificant, or the gift is given in anticipation of, or exchange for a favor.
- (e) **Loans** cover both simple loan and commodatum as well as guarantee, financing arrangements or accommodations intended to ensure its approval.
- (f) **Substantial stockholder** means any person who owns directly or indirectly, shares of stock sufficient to elect a director of a corporation. This term shall also apply to the parties of a voting trust.
- (g) **Family of public officials or employees** means their spouses and unmarried children under eighteen (18) years of age.
- (h) **Person** includes natural and judicial persons unless the context indicates otherwise.



- (i) **Conflict of interest** arises when a public official or employee is a member of a board, an officer offer, or a substantial stockholder of a private corporation or business, or his rights or duties therein, may be opposed to or affected by the faithful performance of official duty.
- (j) **Divestment** is the transfer of title or disposal of interest in property by voluntary, completely and actually depriving or dispossessing oneself of his right or title to it in favor of a person or persons other than his spouse and relatives as defined in this Act.
- (k) **Relatives** refer to any and all persons related to a public official or employee within the fourth civil degree to consanguinity or affinity, including bilas, inso and bale.

**Section 4. Norms of Conduct of Public Officials and Employees.** - (A) Every public official and employee shall observe the following as standards of personal conduct in the discharge and execution of official duties.

- (a) **Commitment to public interest** – Public officials and employees shall always uphold the public interest over and above personal interest. All government resources and powers of their respective offices must be employed and used efficiently, honestly and economically, particularly to avoid wastage in public finds and revenues.
- (b) **Professionalism** – Public officials and employees shall perform and discharge their duties with highest degree of excellence, professionalism, intelligence and skill. They shall enter public service with utmost devotion and dedication to duty. They shall endeavor to discourage wrong perceptions of their role as dispensers or peddlers fundue patronage.
- (c) **Justness and sincerity** – Public officials and employees shall remain true to the people at all times. They must act with justness and sincerity and shall not discriminate against anyone, especially the poor and underprivileged. They shall at all times respect the rights of others, and shall refrain from doing acts contrary to law, good morals, good customs, public policy, public order, public safety and public interest. They shall not disperse or extend undue favors on account of their office except to their relatives whatever by consanguinity or affinity except respect to appointments of such relatives to positions considered strictly confidential or as members of their personal staff whose terms are co-terminus with theirs.
- (d) **Political neutrality** – Public officials and employees shall provide service to anyone without unfair discrimination and regardless of party affiliations or preference.
- (e) **Responsiveness to the public** – Public officials and employees shall extend prompt, courteous and efficient service to the public. Unless otherwise provided by law or when required by the public interest, public officials and employees shall provide information on their policies and procedures in clear and understandable language, ensure openness of information, public consultations and hearing whenever appropriate, encourage suggestions, simplify and systematize policy, rules and procedures, avoid red tape and develop an understanding and appreciation of socio-economic conditions prevailing in the country, especially in the depressed rural and urban areas.
- (f) **Nationalism and patriotism** – Public officials and employees shall at all times be loyal to the Republic and to the Filipino people, promote the use of locally-produced goods, resources and technology, and encourage appreciation and pride of country and people. They shall endeavor to maintain and defend Philippine sovereignty against foreign institutions.



- (g) **Commitment to democracy** – Public officials and employees shall commit themselves to the democratic way of life and values, maintain the principle of public accountability and manifest by deeds the supremacy of civilian authority over the military. They shall at all times uphold the constitution and put loyalty to the country above loyalty to persons or party.
- (h) **Simple living** – **Public** officials and employees and their families shall lead modest lives appropriate to their positions and income. They shall not indulge in extravagant or ostentatious display of wealth in any form.

(B) The Civil Service Commission shall adopt positive measures to promote (1) observance of these standards, including the dissemination of information programs and workshops authorizing merit increase beyond regular progression steps, to a limited number of employees recognized by their office colleagues to be outstanding in their observance of ethical standards; and (2) continuing research and experiment on measures which provide positive motivation to public officials and employees in raising the general level of observance of these standards.

**Section 5. Duties of Public Officials and Employees** – In the performance of their duties, all public officials and employees are under obligation to:

- (a) **Act promptly on letters and requests** – All public officials and employees shall, within 15 working days from receipt thereof. Respond to letters, telegrams or other means of communication sent by the public. The reply must contain the action taken on the request.
- (b) **Submit annual performance reports** – All heads or other responsible officers of offices and agencies of the government and of government-owned or controlled corporation shall, within 45 working days from the end of the year, render a performance report of the agency or office or corporation concerned. Such report shall be open and available to the public within regular office hours.
- (c) **Process documents and papers expeditiously** – All official papers and documents must be processed and completed within a reasonable time from the preparation thereof and must contain, as far as practicable, not more than three (3) signatories therein. In the absence of duly authorized signatories, the official next-in-rank or officer-in-charge shall sign for and in their behalf.
- (d) **Act immediately on the public's personal transactions** – All public officials and employees must attend to anyone who wants to avail himself to the services of their offices and must, at all times, act promptly and expeditiously.
- (e) **Make documents accessible to the public** – All public documents must be made accessible to, and readily available for inspection by the public with reasonable working hours.

**Section 6. System of Incentives and Rewards** – A system of annual incentives and rewards is hereby established in order to motivate and inspire public servants to uphold the highest standards of ethics. For this purpose, a Committee on Awards to Outstanding Public Officials and Employees is hereby created composed of the following: the ombudsman and the Chairman of the Civil Service Commission as co-chairman, and the Chairman of the Commission on Audit, and two government employees to be appointed by the President as members.

It shall be tasked of this committee to conduct a periodic, continuing review of the performance of public officials and employees, in all the branches and agencies of Government and establish a system of annual incentives and rewards to the end that due



recognition is given to public officials and employees of outstanding merit on the basis of the standards set forth in this Act.

The conferment of awards shall take into account, among other things, the following: the years of service and the quality and consistency of performance, the obscurity of the position, the level of salary, the unique and exemplary quality of a certain achievement, and risks or temptations inherent in the work. Incentives and rewards to government officials and employees of the year to be announced in public ceremonies honoring them may take the form of bonuses, citations, directorship in government-owned or controlled corporations, local and foreign grants, paid vacation and the like. They shall likewise be automatically promoted to the next higher position with the commensurate salary suitable to their qualifications. In case there is no next higher position or it is not vacant, said position shall be included in the budget of the office in the next General Appropriations Act. The Committee on Awards shall adopt its own rules to govern the conduct of its activities.

**Section 7. *Prohibited Acts and Transactions*** – In addition to acts and omissions of public officials and employees now prescribed in the Constitution and existing laws, the following shall constitute prohibited acts and transactions of any public official and employee and hereby declared to be unlawful:

- (a) ***Financial and Material Interest*** – Public officials and employees shall not, directly or indirectly, have any financial or material interest in any transaction requiring the approval of their office.
- (b) ***Outside employment and other activities related thereto.*** - Public officials and employees during their incumbency shall not:
  - (1) Own, control, manage or accept employment as officer, employee, consultant, counsel, broker, agent, trustee, or nominee in any private enterprise regulated, supervised or license by their office unless expressly allowed by law.
  - (2) Engage in the private practice of their profession unless authorized by the Constitution or law, provided that such practice will not conflict or tend to conflict with their official functions; or
  - (3) Recommend any person to any position in any private enterprise which has a regular or pending official transaction with their office.

These provisions shall continue to apply for a period of one year after resignation, retirement, or separation from public office, except in the case of subparagraph (b) (2) above, but the professional concerned cannot practice his profession in connection with any matter before the office he used to be with, in which case the one-year prohibition shall likewise apply.

- (c) ***Disclosure and/or misuse of confidential information*** – Public officials and employees shall not use or divulge, confidential or classified information officially known to them by reason of their office and not made available to the public, either.
  - (1) To further their private interest, or give undue advantage to anyone; or
  - (2) To prejudice the public interest.
- (d) ***Solicitation or acceptance of gifts*** – Public officials and employees shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entitlement, loan or anything of monetary value from any person in the course of their official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of their office.



As to gifts or grants from foreign governments, the Congress consents to –

- (i) The acceptance and retention by a public or employee of a gift of nominal value tendered and received as a souvenir or mark of courtesy.
- (ii) The acceptance by a public official or employee of a gift in the nature of a scholarship or fellowship grant or medical treatment; or
- (iii) The acceptance by a public official or employee of travel grants or expense for travel taking place entirely outside the Philippines (such as allowances, transportation, food or lodging) of more than nominal value of such acceptance is appropriate and consistent with the interest of the Philippines, and permitted by the head of office, branch or agency to which he belongs.

The Ombudsman shall prescribe such regulations as may be necessary to carry out the purpose of this sub-section, including pertinent reporting and disclosure requirements.

**Section 8. *Statements and Disclosures.*** – Public officials and employees have an obligation to accomplish and submit declaration under oath of, and the public has the right to know, their assets, liabilities, net worth and financial and business interest including those of their spouses and of unmarried children under eighteen (18) years of age living in their households.

(A) ***Statement of Assets and Liabilities and Financial Disclosure.*** – All public officials and employees, except those who serve in an honorary capacity, laborers and casual or temporary workers, shall file under oath Statement of Assets and Liabilities and Net Worth and a Disclosure of Business Interest and Financial Connections and those of their spouses and of unmarried children under eighteen (18) years of age living in their households.

The two documents shall contain information on the following:

- (a) real property, its improvements, acquisition costs, assessed value and current fair market value;
- (b) personal property and acquisition cost;
- (c) all other assets such as investments, cash on hand or in banks, stocks, bonds and the like;
- (d) liabilities; and,
- (e) all business interest and financial connections.

The document must be filed:

- (a) within thirty (30) days after assumption of office;
- (b) on or before April 30, of every year thereafter; and,
- (c) within thirty (30) days after separation from service.

All public officials and employees required under this section to file the foretasted documents shall also execute, within thirty (30) days from the date of their assumption of office, the necessary authority in favor of the Ombudsman to obtain from all appropriate government agencies, including the Bureau of Internal Revenue, such as documents as may show their assets, liabilities, net worth, and also their business interests and financial connections in previous years, including if possible, the year when they first assumed any office in the government.



Husband and wife who are either officials or employees may file the required statements, jointly or separately.

The Statement of Assets, Liabilities and Net Worth and the Disclosure of Business Interest and Financial Connection shall be filed by:

- (1) Constitutional and national elective officials, with the national office of the Ombudsman;
- (2) Senators and Congressman, with the Secretaries of the Senate and the House of Representatives, respectively, Justices, with the Clerk of Court of the Supreme Court, Judges, with the Court Administrator; and all national executive officials with the Office of the President;
- (3) Regional and local officials and employees, with the Deputy Ombudsman in their respective regions;
- (4) Officers of the armed forces from the rank of colonel or naval captain, with the Office of the President, and those below ranks, with Deputy Ombudsman in their respective regions; and
- (5) All other public officials and employees, defined in Republic Act No. 3019, as amended, with the Civil Service Commission.

(B) **Identification and Disclosure of Relatives.** – it shall be the duty of every public official or employee to identify and disclose, to the best of his knowledge and information, his relatives in the Government in the form, manner and frequency prescribed by the Civil Service Commission.

(C) **Accessibility of Documents.**

- (1) Any and all statements filed under this Act, shall be made available for inspection at reasonable hours.
- (2) Such statements shall be made available for copying or reproduction after ten (10) working days from the time they are filed as required by law.
- (3) Any person requesting a copy of a statement shall be required to pay for a reasonable fee to cover the cost of reproduction and mailing of such statement, as well as the cost of certification.
- (4) Any statement filed under this Act shall be available to the public for period of ten (10) years after receipt of statement. After such period, the statement may be destroyed unless needed in an ongoing investigation.

(D) **Prohibited Acts** – It shall be unlawful for any person to obtain or use any statement filed under this Act for:

- (1) any purpose contrary to morals to public policy; or
- (2) any commercial purpose other than any news and communications media for dissemination to the general public.

**Section 9. Divestment.** – A public official or employee shall avoid conflicts of interest at all times. When a conflict of interest arises, he shall resign from his position in any private business enterprise within thirty (30) days from his assumption of office and/or divest himself of his shareholding of interest within sixty (60) days from such assumption.

The same rule shall apply were the public official or employee is a partner in a partnership.





The requirement of divestment shall not apply to those who serve the government in an honorary capacity nor to laborers and casual or temporary workers.

### **Section 10. Review and Compliance Procedure**

(a) The designated Committees of both Houses of the Congress shall establish procedure for the review of statements to determine whether said statements have submitted on time, are complete, and are in proper form. In the event determination is made that the statement is not so filed, the Appropriation Committees shall so inform the reporting individual and direct him to take necessary corrective action.

(b) In order to carry out their responsibilities under this Act, the designated Committees of both Houses of Congress shall have the power, within their respective jurisdictions, to render any opinion interpreting this Act, in writing, to persons covered by this Act, subject in each instance to the approval to the affirmative vote of the majority of the particular House concerned.

The individual to whom an opinion is rendered, and any individual involved in a similar factual situation, and who, after issuance of the opinion acts in good faith in accordance with it shall not be subject to any sanction provided by this Act.

(c) The heads of other office shall perform the duties stated in sub-sections (a) and (b) hereof as their respective offices are concerned, subject to the approval of the Secretary of Justice, in the case of the Executive Department and the Chief Justice of the Supreme Court, in the case of the Judicial Department.

### **Section 11. Penalties.**

(a) Any public official or employee, regardless of whether or not he holds office of employment in a casual, temporary, holdover, permanent or regular capacity, committee any violation of this Act shall be punished with a fine not exceeding the equivalent six (6) months' salary or suspension not exceeding one (1) year, or removal depending on the gravity of the offense after due notice and hearing by the appropriate body of agency. If the violation is punishable by a heavier penalty under another law, he shall be prosecuted under the latter statute. Violations of Section 7, 8 or 9 of this Act shall be punishable with imprisonment not exceeding five (5) years, or a fine not exceeding five (5) thousand pesos (PhP 5,000.00), or both, and, in the discretion of the court of competent jurisdictions, disqualification to hold public office.

(b) Any violation hereof proven in a proper administration proceeding shall be sufficient cause for removal or dismissal of a public official or employee, even if no criminal prosecution is instituted against him.

(c) Private individuals who participated in conspiracy as co-principals, accomplices or accessories, with public officials or employees, in violation of this Act, shall be subjected to the penal Liabilities as the public officials or employees and shall be tried jointly by them.

(d) The official or employee concerned may bring an action against any person who obtains or uses as a report for any purpose prohibited by Section 8 (D) of this Act. The Court in which such action is brought may assess against such person a penalty in any amount not to exceed twenty-five thousand pesos (PhP 25, 000.00). If another sanction hereunder or under any other law is heavier, the latter shall apply.



**Section 12. *Promulgation or Rules and Regulations, Administration and Employment of this Act.*** – The Civil Service Commission shall have the primary responsibility for the administration and enforcement of this Act to the proper authorities for action: Provided, however, that it may constitute such administration action and disciplinary measures as may be warranted in accordance with law. Nothing in this provision shall be constructed as a deprivation of the right of each House of Congress to discipline its members for disorderly behavior.

The Civil Service Commission is hereby authorized to promulgate rules and regulations necessary to carry out the provision of this Act.

**Section 13. *Provision for More Stringent Standards.*** – Nothing in this Act shall be constructed to derogate any law, or any regulations prescribed by any body or agency, which provides for more stringent standards for its officials and employees.

**Section 14. *Appropriations.*** – The sum for the effective implementation of this Act shall be taken from the appropriations of Civil Service Commission. Thereafter, such sum may be needed for its continued implementation shall be included in the annual General Provisions Act.

**Section 15. *Separability Clause*** – If any provision of this Act or the application of such provision to any person or circumstance is declared invalid, the mainder of the Act or the application of such provision to other persons or circumstances shall not be affected by such declaration.

**Section 16. *Repealing Clause.*** – All laws, decrees and other orders or parts thereof consistent herewith, are deemed repealed or modified accordingly, unless the same provided for a heavier penalty.

**Section 17. *Effectivity.*** – This Act shall take effect after thirty (30) days following the completion of its publication in the Official Gazette or in two (2) national newspapers of general circulation.

Approved:

**(SGD.) RAMON MITRA**  
Speaker of the House  
of Representative

**(SGD.) JOVITO R. SALONGA**  
President of the Senate

This Act which is consolidated of Senate Bill No. 139 and House Bill No. 2069 was finally passed by the Senate and House of Representatives on Octobert 21, 1988 and February 1, 1989, respectively.

**(SGD.) QUIRINO ABAD SANTOS, JR**  
Secretary of the House  
of Representative

**(SGD.) EDWIN PACODA**  
Secretary of the Senate

Approved: February 20, 1989

**(SGD.) CORAZON C. AQUINO**  
President of the Philippines



**CSC MERIT PROMOTION PLAN**

Republic of the Philippines  
 CIVIL SERVICE COMMISSION

MC No. 03, s. 2001

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, INCLUDING STATE UNIVERSITIES AND COLLEGES AND GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND ORIGINAL CHARTER.

SUBJECT: REVISED POLICIES ON MERIT PROMOTION PLAN

Pursuant to CSC Resolution No. 010114 January 10, 2001, the Commission hereby adopts the following revised policies on Merit Promotion Plan. These policies, developed and refined in consultation with the different sectors of the government are as follows:

1. Selection of employees for appointment in the government service shall be open to all qualified men and women according to the principle of merit and fitness.  
 There shall be equal employment opportunity for men and women at all levels of position in the agency, provided they meet the minimum requirements of the position to be filled.
2. The Merit Promotion Plan shall cover positions in the first, second and third level and shall also include original appointments and other related personnel actions.  
 There shall be no discrimination in the selection of employees on account of gender, civil status, disability, religion, ethnicity, or political affiliation.
3. When a position in the first, second or third level becomes vacant, applicants for employment who are competent, qualified and possess appropriate civil service eligibility shall be considered for permanent appointment.  
 In addition to the required qualifications, applicants for third level positions must possess executive and managerial competence.
4. Vacant position marked for filling shall be published in accordance with Republic Act 7041 (Publication Law). The published vacant positions shall be posted in at least three (3) conspicuous places in the agency for at least ten (10) calendar days. Other appropriate modes of publication shall be considered.

Filling of vacant positions in the national government agencies (NGAs), government-owned and controlled corporations (GOCCs) and state universities and colleges (SUCs) shall be made after ten (10) calendar days from their publication; in the local government units (LGUs) it shall be made after fifteen (15) calendar days from their publication.

The publication of a particular vacant position shall be valid until filled up but not to extend six (6) months reckoned from the date the vacant position was published.



5. The following positions are exempt from the publication requirement:
  - a. Primarily confidential positions;
  - b. Positions which are policy determining
  - c. Highly technical positions
  - d. Other non-career positions
  - e. Third level positions (Career Executive Service) and
  - f. Positions to be filled by existing regular employees in the agency in case of reorganization
  
6. A Personnel Selection Board (PSB) for the first and second level positions shall be established in every agency, preferably with the following compositions:
  - a. As Chairperson
    - i. Agency Head or the authorized representative
    - ii. Local Chief Executive for LGUs or the authorized representative
    - iii. Vice Governor/Vice Mayor or the authorized representative if the vacant position is in his/her Office or in the Office of the Sanggunian
  
  - b. Division Chief or the authorized career service representative of the organizational unit where the vacancy is;
  - c. Human Resource Management Officer or the career service employee directly responsible for personnel management; and
  - d. Two representative of the rank-and-file career employees, one from the first level and one from the second level, who shall both be chosen by the duly accredited employee association in the agency.

In case there is no accredited employee association in the agency, the representative shall be chosen at large by the employees through a general assembly. The candidate who garnered the second highest votes shall be automatically be the alternate representative. Any other mode of selection may be conducted for the purpose.

The first level representative shall participate during the screening of candidates for vacancies in the first level; the second level representative shall participate in the screening of candidates for vacancies for second level. Both rank-and-file representatives shall serve for a period of two (2) years. For continuity operation, the agency accredited employee association may designate an alternate.

7. The PSB alternate including alternate representative for first, second and third level positions shall undergo orientation and workshops on the selection/promotion process and CSC policies on appointments.
  
8. All candidates for appointment to first and second level positions shall be screened by the PSB. Candidates for appointment to third level positions shall be screened by PSB for third level positions composed of at least three (3) career executive service officials as may be constituted in the agency.



Appointment to the following positions shall no longer be screened by the PSB:

- a. Substitute appointment due to their short duration and emergency nature. However, should the position be filled by regular appointment, candidates for the position should be screened and passed upon by the PSB.
  - b. Appointment of faculty members and academic staff of state universities and colleges who belong to the closed career service;
  - c. Appointment to entry laborer positions;
  - d. Appointment to personal and primarily confidential positions; and
  - e. Renewal of temporary appointment issued to the incumbent personnel.
9. The agency head shall, as far as practicable, ensure equal opportunity for men and women to be represented in the PSB for all levels.
  10. For vacancies in the first and second levels, all qualified next-in-rank employees shall be automatically considered candidates for promotion to the next higher position.
  11. The PSB shall maintain fairness and impartiality in the assessment of candidates for appointment. Towards this end, the PSB may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate.
  12. The appointing authority shall assess the merits of the PSB's recommendation for appointment and in the exercise of sound discretion, select, in so far as practicable from among the top five ranking applicants deemed most qualified for appointment to the vacant position.
  13. The appointing authority may appoint an applicant who is not next in rank but possess superior qualification and has undergone selection process.
  14. The comparative competence and qualification of candidates for appointment shall be determined on the basis of:
    - 14.1 Performance
      - 14.1.1 For appointment by promotion, the performance rating of the appointee for the last rating period prior to the effectivity date of appointment should be at least very satisfactory.
      - 14.1.2 For appointment by transfer, the performance rating for the last rating period immediately preceding the transfer from the former office or agency should at least very satisfactory.
    - 14.2 Education and Training
    - 14.3 Experience and Outstanding Accomplishments
    - 14.4 Psycho-social Attributes and Personality Traits
    - 14.5 Potential
  15. An employee may be promoted or transferred to a position which is not more than three (3) salary pay or job grades higher than the employee's present position



except in very meritorious cases such as if the vacant position is next in rank as identified in the System of Ranking Positions (SRP) approved by the head of agency, or the lone entrance position indicated in the agency staffing pattern.

16. An employee should have rendered at least very satisfactory service for the last rating period in the present position before being considered for promotion.
17. An employee who is on local or foreign scholarship or training grant or on maternity leave may be considered for promotion
18. For this purpose, performance rating to be considered shall be the ratings immediately prior to the scholarship or training grant or maternity leave.
19. If promoted, the effectivity date of the promotional appointment shall be on the assumption to duty.
20. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
21. A notice announcing the appointment of an employee shall be posted in three conspicuous places in the agency a day after the issuance of the appointment for at least fifteen (15) calendar days.
22. The approved agency Merit Promotion Plan shall be used as one of the bases for the expeditious approval of appointments, for attestation and accreditation to take final action on appointments.
23. All government agencies shall submit their Merit Promotion Plan to the Civil Service Commission which takes effect immediately upon approval by the Civil Service Commission.
24. An agency is not precluded from adopting a name or title for its Merit Promotion Plan.

This Circular repeals all other existing Civil Service Commission issuances which are inconsistent herewith.

Please e guided by the enclosed model in the preparation of your Agency Merit Promotion Plan which shall be submitted to the Civil Service Commission Regional Office concerned not later June 30, 2001 for approval.

**(Sgd.) Corazon Alma G. de Leon**  
**Chairman**



Republika ng Pilipinas  
**KOMISYON SERBISYO SIBIL**  
 (Civil Service Commission)

MC No. 14, s. 1991

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL/LOCAL GOVERNMENTS, INCLUDING GOVERNMENT OWNED AND CONTROLLED CORPORATION WITH ORIGINAL CHARTERS

SUBJECT: DRESS CODE PRESCRIBED FOR ALL GOVERNMENT OFFICIALS AND EMPLOYEES

In line with the provision of RA 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) and in order to maintain modesty and proper decorum in the civil service, the Civil Service Commission, being the central personal agency of the government officials and employees in the government services when reporting to work, thus;

1. The office uniforms as prescribed by the different government agencies/offices shall be the official attire shall be worn in accordance with the assigned schedule.
2. On those days when employees are exempted from wearing the prescribed office uniform, they must be dressed appropriately; preferably business clothes but no party attire, picnic clothes, sandos nor t-shirts should be worn at work.
3. The use of tight fitting, seductive, micro-mini and gauzy/flimsy/transparent dresses by female employees shall be prohibited.
4. Walking shorts, pedal pushers, leggings, tights, jogging and maong pants shall likewise be prohibited. However, pantaloons or such other pants worn for occasions are allowed.
5. The use of too much costume jewelry, flashy bangles and similar accessories shall likewise be prohibited. Conversely, ostentatious display of expensive jewelry is strongly discouraged and prohibited except for special occasions and official celebrations.
6. Wearing of heavy and theatrical make-up is likewise prohibited.
7. The wearing of slippers, sandals, bakya, etc. in office premises is banned. Only appropriate footwear shall be allowed.
8. It is likewise considered taboo to use curlers, turbans and bandanas during office hours and within office premises.

In the implementation of these Circular, exemptions may be allowed on the following reasons:

1. When by the nature of work of the employment concerned, they are necessarily must wear other appropriate clothing.
2. Religious affiliation or creed or any practice in relation thereunto;
3. Physical disabilities;
4. Other analogous circumstances of any of the aforementioned.

Any violation of this Circular shall be considered as a ground for disciplinary action.

THIS MEMORANDUM CIRCULAR SHALL TAKE EFFECT IMMEDIATELY.



For strict compliance

**(SGD.) PATRICIA A. STO. TOMAS**  
**Chairman**

April 23, 1991

**(Sgd.) ANGEL ALCALA**  
**Chairman, CHED**

**(Sgd.) FREDERICK SO. PADA**  
**President, PASUC**





Board of Regents



**EXCERPTS FROM THE MINUTES OF THE 115<sup>th</sup> (REGULAR) MEETING  
OF THE MMSU BOARD OF REGENTS HELD ON 09 JUNE 2016  
AT THE CHED CENTRAL OFFICE, DILIMAN, QUEZON CITY**

**Board Resolution No. 1477, s. 2016**

**Resolve, as it is hereby resolved, to approve the revisions in the *MMSU Faculty Manual* as presented but with the following correction on unit equivalent per hour for basic education level courses:**

**1.0 unit/hour : Basic Education Level Courses**

CERTIFIED TRUE AND CORRECT:

**EMILE KATHLEEN M. AGUILAR**  
Acting Board Secretary

ATTESTED BY:

**PRIMATE R. FRANCO**  
Officer-in-Charge, MMSU  
& Vice Chairman, BOR

cc: VPAA  
University Registrar  
Records Management Chief



University Manpower
UMDP Development Program
MARIANO MARCOS STATE UNIVERSITY
Rm. 209, Admin Building, MMSU, Batac 2906, Ilocos Norte
Email address: umdp@mmsu.edu.ph

Please Attach One Recent Photo Here (2" x 2") DO NOT staple your photo. Please use paste or glue

APPLICATION FORM

- 1. Full Name:
2. Civil Status:
3. College/Unit/Center:
4. Employment Status:
5. Position:
6. Home Address:
7. Number of years in the University:
8. Academic background (start from Bachelor's Degree):

Table with 4 columns: Institution Attended Status, Degree/Field, Scholarship/Fellowship, Date Started/Finished

- 8. Degree Sought:
9. Major Field:

- 10. School for which you intend to enroll:
11. Semester for which you intend to start:
12. Scholarship/Fellowship:
13. Brief Description of the program (use the space below):

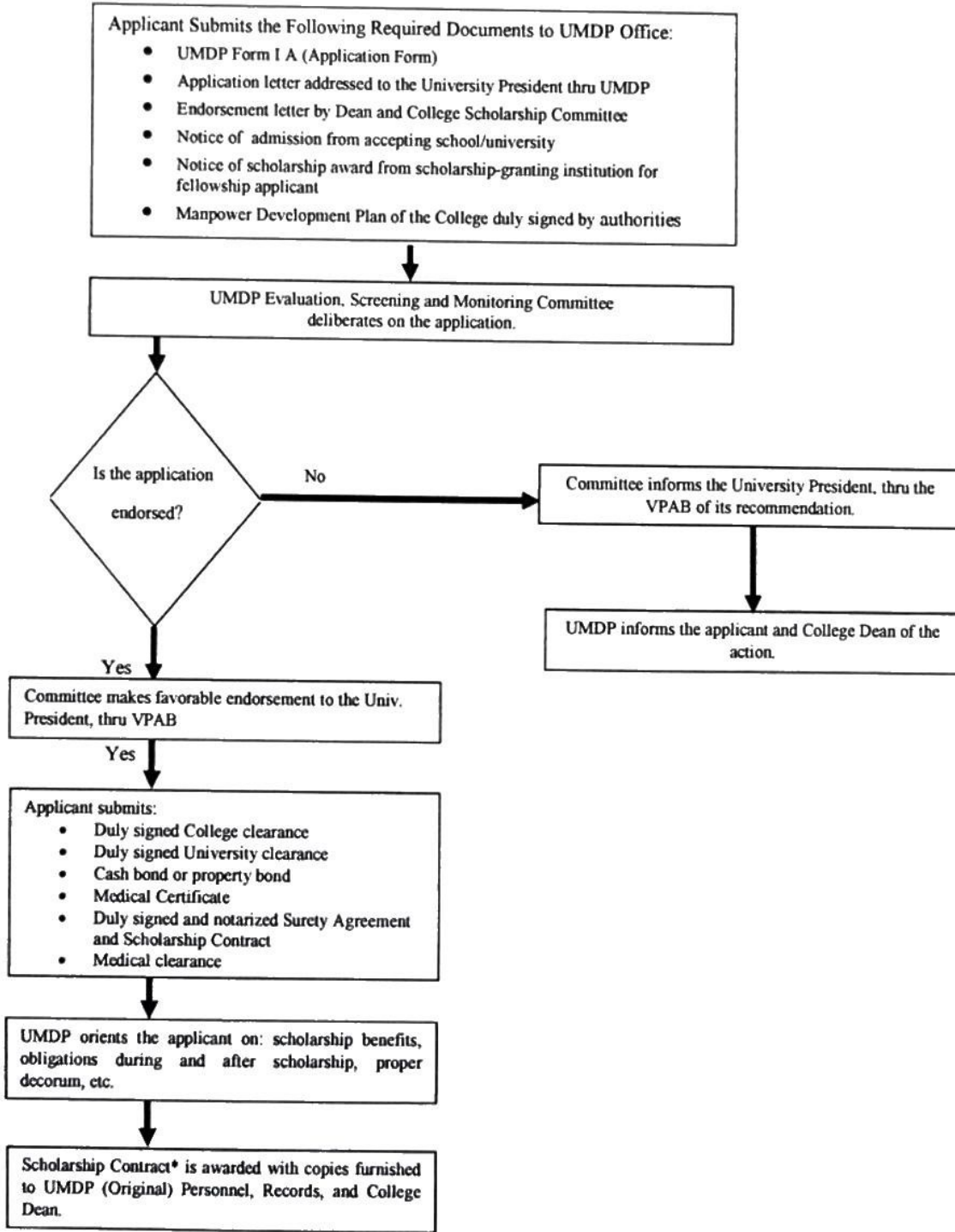
Signature of Applicant over Printed Name Date:

Recommending Approval:
Chairman/ Section Head
Dean/Director/Unit Head

Date:
Date:



**FLOWCHART IN APPLYING FOR SCHOLARSHIPS/FELLOWSHIPS**



\*This will be the sole basis for awarding of benefits to the scholar.



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
MALACANANG, MANILA



**NATIONAL BUDGET CIRCULAR**

No. 461  
June 1, 1998

**T O :** The Chairman, Commission on Higher Education (CHED), the Director-General, Technical Education and Skills Development Authority (TESDA), Heads of State Universities and Colleges (SUCs), and Heads of CHED-Supervised Higher Education Institutions (HEIs) and TESDA-Supervised Technical Education Institutions (TEIs), and All Others Concerned

**SUBJECT :** Revising and Updating the Compensation and Position Classification Plan for Faculty Positions Embodied in National Compensation Circular (NCC) No. 69

**1.0 Purpose**

This Circular is issued to establish and prescribe rules and regulations governing the implementation of the Revised Compensation and Position Classification Plan for faculty positions in SUCs, HEIs and TEIs in accordance with the modified Common Criteria for Evaluation (CCE) of faculty positions.

**2.0 Coverage and Exemption**

This Circular shall apply to all faculty positions in SUCs, HEIs and TEIs, including teaching positions assigned to laboratory classes except teaching and related teaching positions in secondary and elementary schools which shall continue to be covered by the Teachers Preparation Pay Schedule of the Department of Education, Culture and Sports.

**3.0 Revised Point Allocation**

**3.1** Consistent with the modified CCE and Qualitative Contribution Evaluation (QCE) jointly formulated and prescribed by the Chairman of CHED and the President of PASUC, per attached Implementing Guidelines and Annexes 1 and 2, the following point allocation for faculty positions is hereby adopted:



"Tulong-tulong sa pagsulong!"



Faculty Rank	Sub-Rank	Salary Grade	Point Bracket
Instructor	I	12	65-below
	II	13	66-76
	III	14	77-87
Assistant Professor	I	15	88-96
	II	16	97-105
	III	17	106-114
	IV	18	115-123
Associate Professor	I	19	124-130
	II	20	131-137
	III	21	138-144
	IV	22	145-151
	V	23	152-158
Professor	I	24	159-164
	II	25	165-170
	III	26	171-176
	IV	27	177-182
	V	28	183-188
	VI	29	189-194
College/University Professor		30	195-200

- 3.2 Faculty positions in HEIs and TEIs shall be limited to the rank of Associate Professor V.
- 3.3 The accreditation of Professors in SUCs and Associate Professors, in the case of HEIs and TEIs, shall be governed by Section 4.4 of NCC No. 33.
- 3.4 The classification of existing College Professor positions shall be coterminous with the incumbents.
- 3.5 Faculty members who merited higher academic ranks but were constrained to occupy lower ranks due to the quota limitation shall be evaluated based on the modified CCE and QCE prescribed herein.

*Handwritten mark*



#### 4.0 Appointment to College/University Professor Positions.

4.1 The following are deemed qualified for appointment to College/University Professor positions:

4.1.1 Deserving faculty members occupying Professor positions duly accredited by the PASUC Accreditation Committee who have complied satisfactory with Section 3.1 hereof.

4.1.2 SUC Presidents and Vice-Presidents who opt to receive the basic salary pertaining to their assigned academic rank under the CCE, provided that they have complied with the requirements mentioned under Section 3.0 hereof and those who opt to return to the academe due to their resignation/retirement not for cause before the expiration of their fixed terms of office.

#### 5.0 Modified Quota System

5.1 Effective upon implementation of this Circular, the quota for the rank of Associate Professor shall be withdrawn.

5.2 The quota for the rank of Professor shall be adjusted to 20% of the total number of faculty positions of each SUC.

5.3 Only one (1) position of College/University Professor per College/University shall be authorized for every six years, the total of which shall not exceed the number of authorized colleges and external campuses of the respective SUC. Candidates to said rank shall be required to undergo screening as stipulated in Section 4.3 of NCC No. 69.

#### 6.0 Exercise of Presidential Discretion

The exercise of presidential discretion under Section 6.0 of NCC 69 is hereby extended to heads of HEIs and TEIs. To ensure standard implementation of the presidential discretion, the Chairman of CHED and President of PASUC shall formulate and prescribe separate guidelines which shall be observed by the heads of HEIs and TEIs.

#### 7.0 Evaluation Cycle

The evaluation shall be undertaken every odd year starting 1999 for SUCs. In the case of HEIs and TEIs, the evaluation shall be undertaken every even year starting 1998.

*JM*



#### 8.0 Funding Source

Funds needed to implement this Circular shall be included in the budgets of the respective institutions concerned in the annual General Appropriations Act. For this purpose, the evaluation results as evidenced by the computer print-out shall be submitted to the DBM not later than May 31 of the preceding budget year.

#### 9.0 Repealing Clause

Any and all provisions of circulars, rules and regulations or parts thereof which are inconsistent with this Circular are hereby repealed and/or modified accordingly.

#### 10.0 Effectivity

This Circular shall take effect immediately.

  
EMILIA T. BONCODIN  
Secretary

egay

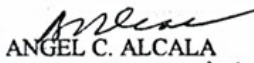


## IMPLEMENTING GUIDELINES FOR NCC \_\_\_\_\_

### I. GENERAL GUIDELINES:

1. All faculty members in higher education programs and heads/administrators of public higher education institutions (HEIs) composed of the State Universities and Colleges (SUCs) and CHED Supervised Higher Education Institutions (HEIs), including TESDA Technician Education Institutions (TEIs) shall be evaluated in accordance with the revised and updated Common Criteria for Evaluation (CCE) and the Modified Point Allocation (MPA).
2. All claims for CCE points shall be supported by the appropriate and pertinent primary documents. Secondary documents shall not be accepted except in situations where the primary documents have been lost or damaged through force majeure.
3. Personal Data Sheet (PDS) accomplished and submitted for evaluation shall be subscribed and sworn to.
4. The following mechanics of implementation shall be observed:
  - 4.1 The HEI concerned shall reproduce the Personal Data Sheet.
  - 4.2 The faculty member or the administrator shall accomplish the form and attach all supporting documents.
  - 4.3 The HEI shall form two Committees- One of Evaluators and One of Reviewers- which shall sit en banc to evaluate and review faculty credentials.
  - 4.4 The Evaluators shall enter the points in the Summary Sheet and shall sign the same.
  - 4.5 The Review Committee shall review the evaluation of all documents and submit the evaluated Personal Data Sheet and supporting documents to the Head of school for official transmittal to the PASUC CCE Computerization Center, which shall process the documents using approved computer program.
  - 4.6 Where the two committees differ in their faculty assessment, they shall sit down together and come to a collegial decision.
  - 4.7 The official printout from the PASUC CCE Computerization Center shall be released to the President/ Administrator or the authorized Representative of the HEIs concerned.
5. Upon authorization of the DBM, the PASUC CCE Computer Center shall be at the TUP-IRTC based on a Memorandum of Agreement (MOA) between PASUC and TUP.
6. For purposes of implementing the National Compensation Circular, cut-off date shall mean the most recent date of documents considered in the evaluation cycle.

  
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7. The hiring /promotion of faculty members shall be subject to the relevant educational qualification by rank/subrank and the Merit System Plan adapted by the Governing Boards of SUCs and the Merit System Plans for faculty promulgated for CHED-Supervised HEIs and TESDA TEIs provided that such Merit System Plans shall not be lower than the Qualification Standards (QS) prescribed by the Civil Service Commission (CSC). The CCE computer print-out shall be the basis of hiring new faculty members from Instructor I to Assistant Professor IV.
8. For upgrading and/or promotion to any sub-rank in the Instructor and Assistant Professor positions a faculty candidate should satisfy the CCE points corresponding to the rank/sub-rank plus the qualitative contributions in the area of instruction measured in terms of the Teaching Effectiveness (Annex I).
9. For the upgrading and/or promotion to the rank of Associate Professor I to V a faculty candidate should satisfy the CCE points corresponding to the rank/sub-rank plus qualitative contributions in at least two (2) of the four functional areas, namely, instruction, research, extension, and production. The standards and point values in the qualitative contributions are indicated in the attached matrix and guidelines (Annex II).
10. For upgrading and/or promotion to the rank of Professor I to VI, the faculty candidate shall be required to earn the CCE points corresponding to the rank/subrank plus qualitative contribution in at least three of the four functional areas.
11. Faculty positions in CHED-Supervised HEIs and TESDA TEIs shall be limited to the rank of Associate Professor V.

II. SPECIFIC FACTORS AND GUIDELINES FOR DETERMINING POINTS

1. Educational Qualifications-----85 pts.

1.1 Highest relevant academic degree or educational attainment with the following maximum point credits

- 1.1.1 Doctorate..... 85
- 1.1.2 Master’s Degree..... 65
- 1.1.3 LLB and MD..... 65

N.B. MD shall be considered a Doctorate degree if the holder is teaching in a College of Medicine.

- 1.1.4 Diploma course ( above a bachelor’s degree)..... 55
- 1.1.5 Bachelor’s degree ( four years)..... 45

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N.B. In the case of a Bachelor's degree which is more than four years, additional credit of five points is given for every year over four years.

1.1.6 Special courses

- 3-year post secondary course..... 30
- 2-year post secondary course..... 25

1.2 Additional equivalent and relevant degree earned

- 1.2.1 Additional Master's degree..... 4
- 1.2.2 Additional Bachelor's degree..... 3

N.B. An additional equivalent and relevant degree earned related to the present position refers to another degree on the same level as the advanced degree that the faculty has already earned.

Relevance is the applicability of the degree to teaching and to the subjects the faculty is teaching, or the duties and functions other than teaching which the faculty performs.

For example, a holder of an M.S. in Math acquired a degree in M.S. Physics. However, an M.A. holder, who acquired two bachelor degrees like A.B., BSE, shall be credited only for his/her M.A. degree.

1.3 Additional credits earned

- 1.3.1 For every 3 units earned toward a higher approved degree course (maximum of 10 pts.)..... 1

2. Experience and Professional Services..... 25 pts.

N.B. The services and experiences of a faculty who is designated to an administrative position like Vice president, Dean, Director, etc., shall be credited only once, whichever is highest, within the period of his designation.

- 2.1.1 For every year of full-time academic ..... 1  
service in state institution of higher learning

N.B. Academic Service refers to teaching in college or doing research and extension functions.

A year means at least 2 semesters.

Full-time service means the official full-time equivalent load (FTEL) hours of actual teaching or its equivalent in other functions approved by the institution's Board of Regents/ Board of Trustees.

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State institution of higher learning refers to chartered SUCs, CHED -Supervised and TESDA Schools whose main function and responsibility is tertiary education and offers degree programs.

- 2.1.2 For every year of full-time academic .....0.75  
 service in an institution of higher learning other than SUCs, CHED-Supervised and TESDA Schools;  
 service in a public or private research institution

N.B. Academic service refers to teaching in the tertiary level in an institution of higher learning which is not a SUC, a CHED-Supervised or TESDA School, or doing research on a professional level in a research institution.

2.2.1 For every year of administrative designation as:

- a. President.....3.0
- b. Vice-president..... 2.5
- c. Dean/Director/School Superintendent..... 2.0
- d. Principal/Supervisor/ Department Chairperson/ Head of Unit..... 1.0

2.3.1 For every year of full-time industrial/agricultural/ teaching experience as:

- a. Engineer, Plant /Farm Manager ..... 1.5
- b. Technician..... 1.0
- c. Skilled Worker ..... 0.5

2.3.2 For every year of experience as:

- a. Cooperating Teacher..... 0.5
- b. Basic Education Teacher ..... 0.5

3. Professional Development Achievement and Honors.....90 pts.

3.1 Innovations, patented inventions, publications and other creative works ( maximum of 30 pts.)

- 3.1.1 For every cost and time saving..... 1 to 7  
 innovation, patented invention and creative work as well as discovery of an educational , technical, scientific and/or cultural value

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Sub-categories under 3.1.1 are as follows:

A. Inventions

These are original patented ( or must have patent pending) works which have direct contribution to education, science and technology. The basis for the weight is the patent score.

Criteria	Credits
1. If patented	Multiply patent score by weight assigned according to criterion of utility.
2. If patent pending	Multiply patent by weight according to utility.

N.B. Per invention or discovery the following additional criteria and point allocations are prescribed:

Commercial utility on:

- an international scale..... 7
- a national scale..... 5
- institutional level..... 2

The accrediting bodies for these factors on the international and national scale are:

- Science and technology-----DOST
- Education-----DECS/ CHED/ TESDA

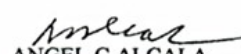

For the institutional level, a University Committee shall accredit. The patent paper/ document must be presented to ascertain patent score. Credit points are divided equally among two or more individuals claiming credit for the same invention.

B. Discoveries

A discovery must be the first of its kind or not of common knowledge. It shall be the result or product of the research of an individual or a group of faculty.

Criteria	Credits
1. Originality, educational impact, documentation	60% of 7 (0.6 x 7)
2. Evidence of wide dissemination, e.g. exhibits, publications	40% of 7 (0.4 x 7)

  
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N.B. Where there are more than one proponent, the points are to be divided equally among them. If only one factor ( e.g. (1) is satisfied, credit is awarded only for that factor).

C. Creative work has to satisfy one or more of the following criteria:

- 1. Originality 25 % of 1 - 7 pts.
- 2. Acceptability and recognition 25 % of 1 - 7 pts.
- 3. Relevance and value 25 % of 1 - 7 pts.
- 4. Documentation and evidence 25% of 1 - 7 pts.  
of dissemination

N.B. The scale of 1 - 7 is distributed on the basis of competitiveness, thus-

- International ..... 7
- National..... 5
- Institutional..... 2

Credits are divided among two or more claimants. Examples of creative works are published articles, literary items, musical compositions and/or arrangement, painting, sculpture, and other performing arts.

D. Innovations consist of improvements/ modifications made on an existing design, process or product. The criteria for rating and the points for each criterion are:

Criteria	Credits
1. Use of indigenous materials.....	20 % of 7 pts.
2. Relevance and value to education, science and technology.....	20 % of 7 pts.
3. Cost/time/ energy / saving.....	20 % of 7 pts.
4. Acceptability of peers.....	20 % of 7 pts.
5. Dissemination/ documentation.....	20 % of 7 pts.

3.1.2 For every published book, original, edited, or compiled, copyrighted/ published within the last ten years

- a. As original author ..... 3 - 7
- b. As co-author..... 2 - 5
- c. As reviewer ..... 1 - 4
- d. As translator..... 1 - 4
- e. As editor..... 1 - 3
- f. As compiler..... 1 - 2

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The factors and their weights are:

Textbooks, including Science and Technology and references

Role	Tertiary	High School	Elementary
Single author	7 pts.	5 pts.	4 pts.
Co-author	5	3	2
Reviewer	4	2	1
Translator	4	2	1
Editor	3	2	1
Compiler	2	1	1

3.1.3 For every scholarly research/ monograph/ educational technical articles in a technical/scientific/ professional journal.

- a. International.....5
- b. National.....3
- c. Local.....2

3.1.4 For every instructional manual/audio-visual material developed and approved for use.....1 - 3

Under this item are approved and published sets of complete modules, laboratory manuals, operation manuals, workbooks, teaching guides, including software, prototype and Computer-Aided Instruction materials. Syllabi, flip-charts, compiled copies of machine-copied documents, mock-ups are not considered under this item. Those which can be credited are approved by the department or college for instructional purposes.


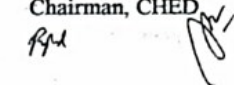
<u>Role</u>	<u>Credit</u>
Single author or maker	Full
Co-author, co-maker	Half

N.B. For credits to be granted, a sample of the material and a certification by the College/Department as to its usefulness and acceptability for instruction must be presented.

3.2 For expert services, training and active participation in professional/technical activities ( Maximum of 30 pts.)

3.2.1 Training and Seminars ( Maximum of 10-pts.)

  
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3.2.1.1 For every training course with a duration of at least one year ( Pro-rated for less than a year and not to exceed 10 pts.)

- a. International.....5
- b. National/Regional.....3
- c. Local.....2

3.2.1.2 For certified industrial, agro-industrial or fishery training ... 1/120h ( maximum. of 5 pts.)

3.2.1.3 For participation in conferences, seminars, workshops

- a. International.....3
- b. National/ Regional.....2
- c. Local .....1

3.2.2 Expert Services Rendered ( Maximum of 20 pts.)

3.2.2.1 For serving as a short-term consultant/ expert in an activity of an educational, technological, professional, scientific or cultural nature (foreign or local) sponsored by the government or other agencies.

- a. International..... 5
- b. National/ Regional..... 3
- c. Local..... 2

3.2.2.2 For services rendered as coordinator, lecturer, resource person or guest speaker in conferences, workshops, and/or training courses.

- a. International..... 5
- b. National/Regional..... 3
- c. Local..... 2

3.2.2.3 For expert services as adviser in doctoral dissertations, masteral and undergraduate theses ( maximum of 10 points)

- a. Doctoral dissertation..... 1.00
- b. Masteral thesis ..... 0.50
- c. Undergraduate thesis..... 0.25

3.2.2.4 For certified services as reviewer/ examiner in the Professional Regulations Commission (PRC) or in the Civil Service Commission (CSC).....1

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- 3.2.2.5 For expert services in accreditation work as member of the Board of Directors, member of the Technical Committee or Consultant Group..... 1
- 3.2.2.6 For expert service in trade skill certification..... 1
- 3.2.2.7 For every year of service as coach/trainer in sports or adviser of student organization..... 1
- 3.3 Membership in professional organizations/ honor societies and honors received (Maximum. of 10 pts.)
  - 3.3.1 For current individual-membership in relevant professional organization (s)
    - a. Learned Society
      - Full member..... 2
      - Associate member..... 1
    - b. Honor Society..... 1
    - c. Scientific Society..... 1
    - d. Professional
      - Officer..... 1
      - Member..... 0.5
  - 3.3.2 For undergraduate academic honors earned:
    - a. Summa Cum Laude..... 5
    - b. Magna Cum Laude..... 3
    - c. Cum Laude..... 1
  - 3.3.3 Scholarship/Fellowship. This may be degree or non-degree granting.
    - a. International, competitive
      - Doctorate..... 5
      - Masteral..... 4
      - Non-Degree..... 3
    - b. International, non-competitive
      - Doctorate..... 3
      - Masteral..... 2
      - Non-Degree..... 2
    - c. National/ Regional, competitive
      - Doctorate..... 3
      - Masteral..... 2
      - Non-Degree..... 1

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- d. National/Regional, non-competitive
    - Doctorate.....2
    - Masteral.....1
  - e. Local, competitive or non-competitive.....1
- 3.4 Awards of distinction received in recognition of achievement in relevant areas of specialization/profession and/or assignment of the faculty concerned.
- a. International..... 5
  - b. National/Regional.....3
  - c. Local.....2
- 3.5 Community outreach ( maximum of 5 points)
- 3.5.1 For every year of participation in service-oriented projects in the community.....1
- 3.6 Professional examinations
- 3.6.1 For every relevant licensure and other professional examinations passed (maximum. of 10 pts.)
- a. Engineering, Accounting, Medicine, Law, Teacher’s Board, etc..... 5
  - b. Marine Board/ Seaman Certificate; Master Electrician/ Master Plumber Certificate, etc; Plant Mechanic Certificate; Professional Radio Operator Certificate..... 2
  - c. Other trade skill Certificate.....1

**IV. APPOINTMENT TO THE HIGHER SUB-RANK OF THE INSTRUCTOR AND THE ASSISTANT PROFESSOR POSITIONS**

- 1. Appointment to the position of Instructor II and Assistant Professor IV be subject to the following requirements:
  - 1.1 CCE points of at least 66 points for the higher sub-rank of the Instructor position and at least 88 points for the Assistant Professor position

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1.2 Earned MA degree for Assistant Professor II to IV

1.3 Qualitative contributions in instruction, otherwise known as Teaching Effectiveness. Annex includes the standards and guidelines for the appropriate evaluation of the same.

IV. APPOINTMENT TO THE POSITION OF ASSOCIATE PROFESSOR

1. Appointment to the position of Associate Professor shall be subject to the following requirements:

1.1 CCE points of at least 124

1.2 Earned MA degree

1.3 Qualitative contributions in instruction, research, extension and production. ( Must have contributed significantly in at least two of the four functional areas . )

V. APPOINTMENT TO THE POSITION OF PROFESSOR

1. Appointment to the position of professor shall be subject to the following requirements:

1.1 CCE points of at least 159.

1.2 Earned doctorate for Professor 4 to 6.

1.3 Qualitative contributions in instruction, research, extension and production. ( Must have at least three of the four functional areas )

1.4 In cases where a doctorate is not normally part of career preparation, or where such doctoral program is rare, the doctorate requirement may be waived provided that the candidate has an appropriate master's degree, has at least 159 CCE points (including educational qualification) and has earned at least 20 points in the following areas;

1.4.1 Books, monographs, compendiums and major bodies of published work

1.4.2 Scientific articles in publications of international circulation, and other works of similar nature

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- 1.4.3 Discoveries, inventions and other significant original contributions
- 1.4.4 Research recommendations transformed to public policy benefiting the country
- 1.4.5 Supervision, tutoring, or coaching of graduate scientists and technologies
- 1.4.6 Research results applied or utilized in industrial and/or commercial projects or undertaking.

1.5 Accreditation by a committee of experts duly constituted by PASUC for candidates entering the rank for the first time.

N.B. The members of the accreditation committee are recognized experts in the area of specialization of the faculty applying for accreditation.

An applicant who fails in the accreditation process shall be appointed to the position of Associate Professor 5.

## 2. Limitations

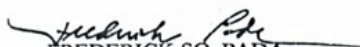
- 2.1 Quota - 20% of the total number of the faculty positions
- 2.2 The rank is not applied in TESDA and CHED supervised schools except those offering graduate programs




## VI. APPOINTMENT TO THE POSITION OF COLLEGE AND UNIVERSITY PROFESSOR

### 1. Coverage

The following are deemed qualified for entitlement to appointment as College Professor and University Professor:

- 1.1 Deserving faculty members occupying Professor positions duly accredited by the PASUC Accreditation Committee who have complied satisfactorily with all the requirements stated in Part V hereof.
- 1.2 SUC / CHED/TESDA executives who opt to receive their basic salary pertaining to their assigned academic rank under the CCE, provided that they complied with the requirements mentioned under part V hereof and those who opt to return to the academic due to their resignation/retirement, not for cause before the expiration of their fixed terms of office.

  
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2. Requirements:

2.1 CCE Points

- 2.1.1 University Professor 198-200
- 2.1.2 College Professor 195-197

2.2 Earned Doctorate

2.3 A pass from a screening committee duly constituted by PASUC.

2.4 Professorial accreditation in case of the faculty

2.5 Qualitative contributions in instruction, research, extension and production. ( Must have at least 3 out of 4 ).

N.B. A candidate who fails to satisfy all the requirements shall be appointed to the position of Professor 6.

3. Limitations

3.1 Only one (1) position of College Professor per College, shall be authorized for every six (6) years, the total of which shall not exceed the number of authorized colleges and external campuses of the respective SUC/ CHED-Supervised and TESDA Schools.

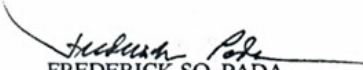
3.2 Only one (1) position of University Professor per University shall be authorized for every six (6) years, the total of which shall not exceed five percent ( 5 % ) of the total number of accredited full professor in the University concerned.




4. Mechanics and processes

Upon recommendation by the institution head concerned, all candidates for the rank of College Professor and University Professor shall undergo screening by an independent body, to be organized by PASUC.

5. Qualifications for Accreditation as College/University Professor

5.1 He must be an outstanding scholar and scientist as shown in the quality of his publications and researches in his principal field of study and in allied fields; or he must have manifested performance of his executive leadership role.

  
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- 5.2 He must have expert knowledge in one field or division and familiar with at least one other subject within another division.
- 5.3 He must be known for intellectual maturity and objectivity in his judgment.
- 5.4 He must have a high reputation among his colleagues and other scholars for his mastery of the subject of his specialization.

Recognition and esteem could be manifested in any of the following ways:

- 5.4.1 His contribution to the advancement of his field of specialization are recognized by colleagues, here and abroad.
- 5.4.2 He is published in the most respected learned journals in his field of specialization.
- 5.4.3 His works are widely acclaimed and provoke spirited discussions among scholars, often from various disciplines.
- 5.4.4 He is often invited to other universities and scholarly gatherings for the originality of his thoughts.
- 5.4.5 He is accorded various forms of honors ( awards, chairs, titles, etc.)

VII. MODIFIED POINT ALLOCATION

Faculty Rank	Sub-Rank	Salary Grade	Point Bracket
Instructor	I	12	65-below
	II	13	66-76
	III	14	77-87
Assistant Professor	I	15	88-96
	II	16	97-105
	III	17	106-114
	IV	18	115-123
Associate Professor	I	19	124-130
	II	20	131-137
	III	21	138-144
	IV	22	145-151
	V	23	152-158


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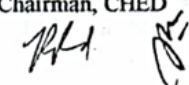
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Faculty Rank	Sub-Rank	Salary Grade	Point Bracket
Professor	I	24	159-164
	II	25	165-170
	III	26	171-176
	IV	27	177-182
	V	28	183-188
	VI	29	189-194
College/University Professor		30	195-200

  
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**ANNEX 1**  
**(Qualitative Contribution Evaluation, QCE, for**  
**Instructors and Assistant Professors)**

I. DEFINITION

A. Qualitative Contribution (QC)

This is the distinctive contribution by a faculty member seeking promotion to a higher rank or sub-rank and which generally accrues to the enhancement and sustenance of the overall image of the state universities and colleges in their constant endeavor towards excellence.

B. Qualitative Contribution Evaluation (QCE)

QCE is the process of determining the eligibility of a faculty candidate for the particular rank and sub-rank indicated by result of the application of the common criteria for evaluation (CCE).

D. Commitment

This refers to a faculty member's deep sense of responsibility to render service for the development of the students' well-being and for the advancement of his/her discipline.

E. Knowledge of Subject


This includes the faculty member's scholarship and expertise in his/her chosen field or discipline.

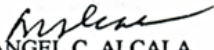
G. Teaching for Independent Learning

This pertains to the faculty member's ability to organize teaching-learning processes to enable students to maximize their learning potentials.

H. Management of Learning

This refers to the faculty member's ability to create and manage a conducive learning environment and at the same time guide, monitor and evaluate student learning.

  
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II. GENERAL GUIDELINES

- A. In addition to the common criteria for evaluation (CCE), promotion to higher rank and sub-rank shall be subject to Qualitative Contribution Evaluation (QCE).
- B. Continuous improvement toward excellence shall include well-defined and well-executed approach(es) aimed at enhancing the value of collegiate/university education to the clientele the SU/C pledges to serve. The improvements must be in all four (4) functional areas of the SU/C, namely: instruction, research, extension, and production.
- C. For those seeking promotion to the higher sub-ranks of the Instructor and the Assistant Professor positions, the QC shall be in the Teaching Effectiveness.

III. SPECIFIC GUIDELINES

- A. The Teaching Effectiveness of instructors and assistant professors is evaluated using the following assessment areas with the corresponding weighted points:
 

1. Commitment	0.20
2. Knowledge of Subject	0.20
3. Teaching for Independent Learning	0.30
4. Management of Learning	0.30
- B. A common evaluation instrument is prepared by a joint committee of CHED, PASUC, and TESDA. The evaluation is done by the faculty concerned, his peers, his supervisor, and his student beneficiaries.
- C. Each area of assessment has a number of criteria and allotted a total of 25 points. The total raw points for the assessment areas is 100. The raw points garnered in each of the four assessment areas is multiplied by the corresponding weight.
- D. In rating using the criteria, the scale of 1 to 5 is used, with 5 as the highest.
- E. The faculty shall be evaluated regularly and the average rating is obtained for the particular CCE implementation.

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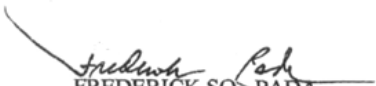









**IV. MANAGEMENT OF LEARNING**

Creates opportunities for extensive contribution of students (e.g. breaks class into dyads, triads or buzz/task groups).  
 Assumes roles as facilitator, resource, coach, inquisitor, integrator, referee in drawing students to contribute to knowledge and understanding of the concepts at hand  
 Designs and implements learning conditions and experience that promote healthy exchange and/or confrontations.  
 Structures/re-structures learning and teaching-learning context to enhance attainment of collective learning objectives.


  
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**ANNEX 2**  
**(Qualitative Contribution Evaluation, QCE, for**  
**Associate Professors and Professors)**

**I. DEFINITION**

**A. Qualitative Contribution (QC)**

This is the distinctive contribution by a faculty member seeking promotion to a higher rank or sub-rank and which generally accrues to the enhancement and sustenance of the overall image of the state universities and colleges in their constant endeavor towards excellence.

**B. Qualitative Contribution Evaluation (QCE)**

QCE is the process of determining the eligibility of a faculty candidate for the particular rank and sub-rank indicated by result of the application of the common criteria for evaluation (CCE).

**C. Common Criteria for Evaluation (CCE)**

The CCE is a set of factors of services and achievements which establish the relative performance of a faculty in the state university or college for the period of evaluation.

This refers to a faculty member's deep sense of responsibility to render service for the development of the students' well-being and for the advancement of his/her discipline.

**D. Clientele Satisfaction (CS)**

This is a strategic concept for the overall institutional image as the SUC seeks continuous improvement toward excellence. It is based on the belief that the quality of education will improve as the clientele (i.e., students, parents, community) assume more responsibility for the value of education they draw from the institution. This demands constant sensitivity to clientele requirements and measurement of the factors that drive clientele satisfaction. Equally, this demands awareness of the latest developments in education and rapid response to the clientele requirements thereby improving both the quality of education and the relationships with students, parents and the community.

**E. Leadership (L)**

Professor (including board members and administrators) must create clear and visible quality values within the educational system. Reinforcement of these values and

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expectations requires personal commitment and involvement. Professors in collaboration with administrators and instructors or board members, must create strategies, systems and methods for achieving educational excellence. These systems and methods guide activities and decisions of the college or university and encourage participation and creativity by all

G. Partnership Development (PD)

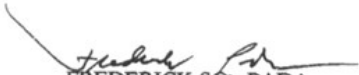
The college or university should seek to build internal and external partnerships that promote cooperation/collaboration serving mutual and larger community interests. These should consider longer-term objectives as well as short-term needs, thereby creating a basis for mutual investments. The building of partnerships should address means of regular communication, approaches to evaluating progress, means of modifying objectives, and methods to accommodate changing conditions.


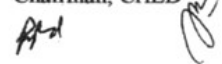
H. Community Responsibility (CR)

Education quality objectives should reflect areas of community citizenship and responsibility. These include ethics in education, support for public safety, environmental safety, and sharing of quality-related information with business, industry and government agencies within the community and the country. Community responsibility also includes responsiveness to community needs and processes to develop and maintain public trust.

II. GENERAL GUIDELINES

- A. In addition to the common criteria for evaluation (CCE), promotion to higher rank and sub-rank shall be subject to Qualitative Contribution Evaluation (QCE).
- B. Continuous improvement toward excellence shall include well-defined and well-executed approach(es) aimed at enhancing the value of collegiate/university education to the clientele the SU/C pledges to serve. The improvements must be in all four (4) functional areas of the SU/C, namely: instruction, research, extension, and production.
- C. For those seeking promotion to the Associate Professor rank, the QC shall be in any two functional areas chosen by the candidate prior to any assessment year.
- D. For those seeking promotion to the Professor rank, the QC shall be in any three functional areas chosen by the candidate prior to any assessment year.

  
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III. SPECIFIC GUIDELINES

A. In each of the self-selected functional areas the candidate's qualitative contribution shall be assessed based on clientele satisfaction, leadership, partnership development, and community responsibility. The weights applicable to the different ranks are as follows:

RANK	INSTRUCTION	RESEARCH	EXTENSION	PRODUCTION
Asso. Professor	0.50	0.30	0.10	0.10
Professor	0.20	0.65	0.10	0.05

N.B.: For placement or entry performance for the last five years shall be considered, while for promotion only the performance during the period of evaluation shall be considered.

B. A common evaluation instrument is prepared by a joint committee of CHED and PASUC. The evaluation is done by the ratee's client, by the direct supervisor, by the stakeholders in the completed projects, and by his external and internal communities.

C. Each area of assessment has a number of criteria and allotted a total of 25 points. The total raw points for the assessment areas is 100. The raw points garnered in each of the four assessment areas is multiplied by the corresponding weight.

D. In rating using the criteria, the scale of 1 to 5 is used, with 5 as the highest.

E. The faculty shall be evaluated regularly at the end of every academic year and the average rating is obtained for the particular CCE implementation.

F. The total weighted points (maximum being 100) shall have the equivalent points corresponding to the sub-ranks under each of the Associate Professor and Full Professor ranks as follows:

RANK	QCE Weighted Points	
	MINIMUM	MAXIMUM
Associate Professor		
1	76	80
2	80	85
3	86	90
4	91	95
5	96	100

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RANK	QCE Weighted Points	
	MINIMUM	MAXIMUM
Full Professor		
1	61	65
2	66	70
3	71	75
4	76	80
5	81	85
6	86	90
College Professor	91	95
University Professor	96	100

EVALUATION INSTRUMENT

**I. Clientele Satisfaction (To be rated by the client(s))**

- The needs of the clientele are reflected in the plan
- Processes and procedures adopted enable him to respond quickly to changing requirements of the clientele
- Meets and discusses with clientele to assess quality of services provided
- Involves clientele in planning processes for intended educational services
- Adopts and implements a system that is supportive of realizing clientele satisfaction

**II. Leadership (To be rated by the immediate supervisor)**

- Regularly communicates quality standards to staff colleagues, students, and parents
- Participates in quality initiatives undertaken by the college/university
- Provides /shares with colleagues, students, and parents information relative to the latest development in quality practices
- Encourages participation of all in the decision making process
- Develops new ways of responding to clientele request that improve response time and clientele satisfaction
- Develops/promotes processes that prevent/resolve problems

**III. Partnership Development (To be rated by the stakeholders in the completed projects/activities)**

- Involves students, colleagues, parents in planning, implementing and evaluating quality standards and plans
- Regularly meets concerned sectors to discuss ways in which the departments and the colleges can create better learning and working environment
- Establishes alliance with local residents, businesses and other government functionaries

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Develops community support system through the alliance for sustaining effective learning and working environment  
 Works with members of the faculty, staff, and community to identify and implement ways to improve quality of education and education and educational processes

**IV. Community Responsibility (To be rated by parties from the external and internal communities)**

Strives to create safe learning and working environment  
 Makes everyone aware of their responsibility to the community  
 Focuses on helping staff, students and colleagues understand community needs  
 Develops programs that support community activities  
 Supports community initiatives to improve environment  
 Adopts a strong sense of business ethics


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