



MARIANO MARCOS STATE UNIVERSITY

Batac 2906 Ilocos Norte, Philippines

ADMINISTRATIVE MANUAL



Republic of the Philippines
MARIANO MARCOS STATE UNIVERSITY
Batac, Ilocos Norte

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**REPUBLIC OF THE PHILIPPINES
MARIANO MARCOS STATE UNIVERSITY
Batac, Ilocos Norte**

ADMINISTRATIVE MANUAL

Approved by the University Administrative Council during its council meeting on November 7, 2005 at the University Guest House for implementation.

MIRIAM E. PASCUA
President

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THE MARIANO MARCOS STATE UNIVERSITY: HISTORY AND MANDATES

A. GEOGRAPHICAL LOCATION

The Mariano Marcos State University is located in Ilocos Norte, a province in the northwestern part of Luzon Island. Its main campus of about 300 hectares is in Batac, Ilocos Norte, 472 km away from Manila. Batac is an agricultural and peaceful town, 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. 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 Gaang, Currimao.

B. CREATION/ESTABLISHMENT OF THE UNIVERSITY

The Mariano Marcos State University (MMSU) is a comprehensive institution of higher learning in the Ilocos Region, which was established on 06 January 1978 by Presidential Decree (PD) 1279 and named after the father of former President Ferdinand E. Marcos. The decree merged two higher education institutions in Ilocos Norte, the then Mariano Marcos Memorial College of Science and Technology (MMMCST) with campuses in Batac, Currimao, Paoay and Dingras, and the Northern Luzon State College (NLSC) in Laoag City. It also transferred the college departments of the Ilocos Norte Agricultural College (INAC) in Pasuquin and the Ilocos Norte College of Arts and Trades (INCAT) in Laoag City.

To date, MMSU has nine academic units: Graduate School (GS); College of Agriculture and Forestry (CAF); College of Arts and Sciences (CAS); College of Aquatic Sciences and Applied Technology (CASAT); College of Business, Economics and Accountancy (CBEA); College of Teacher Education (CTE); College of Engineering (COE); and College of Industrial Technology (CIT); and College of Health Sciences (CHS).

C. MANDATES OF THE UNIVERSITY

I. Vision

The university as a major source of industry-ready graduates and market-oriented technologies for agro-industrialization in the context of sustainable development.

II. Mission

To contribute substantially to better quality of life and ecological balance through quality resident instruction, productivity, client-oriented research and

extension programs and projects supported by adequate manpower, educational resources, and information technology.

III. Functions and Objectives

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

1. offer a wide range of academic programs at the certificate, associate, baccalaureate, masteral and doctoral levels;
2. maintain a broad range of research programs both in the basic and applied sciences, especially in the arts, agriculture, agribusiness, agroforestry, fisheries, teaching education, rural sociology, management, and technology which will generate knowledge and provide a basis for solutions to the development needs of the province and the region;
3. 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; and
4. serve as the locus for the regional cooperative and development center for public and private colleges and universities in the Ilocos Region.



UNIVERSITY SEAL

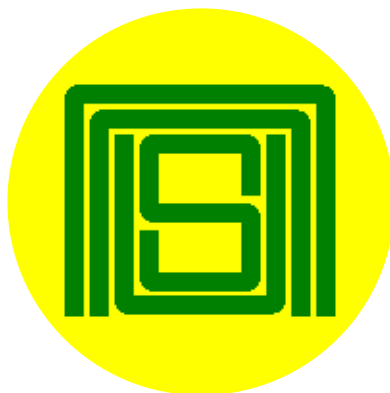
The emblem of the Mariano Marcos State University depicts its prime objective to search for knowledge and truth. This is shown by the burning torch shining eternally to illuminate the book of knowledge. The pair of laurel leaves indicates the glorious beginnings and triumphs of the university in its 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 06 January 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 high school 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.

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



UNIVERSITY LOGO

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 merger 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.

BOARD OF REGENTS

Hon. NENALYN P. DEFENSOR

Commissioner, Commission on Higher Education
Regular Chairman and Presiding Officer

Hon. MIRIAM E. PASCUA

President, Mariano Marcos State University
Vice Chairman

Hon. JUAN M. FLAVIER

Chairman, Senate Committee on Education, Arts and Culture
(Represented by: **Prof. J. PROSPERO E. DE VERA III**
National College of Public Administration and Governance
University of the Philippines-Diliman)
Member

Hon. CYNTHIA A. VILLAR

Chairman, Committee on Higher and Technical Education of the
House of Representatives
(Represented by: **Hon. IMEE R. MARCOS**
Congresswoman, 2nd District of Ilocos Norte)
Member

Hon. LEONARDO N. QUITOS, JR.

Director, National Economic Development Authority Region I
Member

Hon. NESTOR D. DOMENDEN

OIC Regional Executive Director, Department of Agriculture
Member

Hon. FREDELITO G. PINGAO

President, Federated MMSU Alumni Association
Member

Hon. ANDRES Y. TUNGPALAN

President, Federated MMSU Faculty Associations
Member

Hon. EDISON N. RIÑEN II

President, MMSU Central Student Council
Member

Dr. ALEGRIA T. VISAYA

Professor, Mariano Marcos State University
Board Secretary

OFFICERS OF THE ADMINISTRATION

Dr. MIRIAM E. PASCUA

University President

Dr. NANCY B. BALANTAC

Vice President for Academic Affairs

Dr. HERALDO L. LAYAOEN

Vice President for Administration, Planning and External Linkages

Dr. STANLEY C. MALAB

Vice President for Research, Extension and Business Affairs

Dr. ALEGRIA VISAYA

University Secretary

Ms. FELINA J. ISAAC

University Registrar

Prof. VICENTE TRINIDAD

Director, Student Services and Development

Prof. BUCALEN C. SABOY

Director, University Library System

Atty. GEMMO GUILLERMO

Director, Administrative Division

Ms. ROSEMARIE ULEP

Director, Financial Management Division

Chapter I

GOVERNING BOARD

The Governing Board of Mariano Marcos State University shall be the Board of Regents as duly constituted in accordance with the provisions of R.A. 8292, "An Act Providing for the Uniform Composition and Powers of the Governing Boards, the Manner of Appointment and Term of Office of the President of Chartered State Universities and Colleges, and for Other Purposes."

A. COMPOSITION OF THE BOARD. The Board of Regents is composed of the following:

1. The Chairman of the Commission on Higher Education (CHED) as Chairman;
2. The President of MMSU as Vice Chairman;
3. The Chairman of the Committee on Education, Arts and Culture of the Senate, Congress of the Philippines, as member;
4. The Chairman of the Committee on Higher and Technical Education of the House of Representatives, Congress of the Philippines, as member;
5. The Regional Director of the National Economic Development Authority (NEDA) - Region I as member;
6. The Regional Director of the Department of Agriculture – Region I, as member;
7. The President of the Faculty Association, Inc., as member;
8. The President of the Central Student Council, as member;
9. The President of the Federated Alumni Association, as member;
10. A prominent citizen representing the private sector who has distinguished himself in his profession or field of specialization and chosen from a list of at least five (5) persons qualified in the province, as recommended by the Search Committee constituted by the University President in consultation with the Chairman of the CHED based on the normal standards and qualifications for the position as member;

B. POWERS AND DUTIES OF THE BOARD

The Board of Regents has the following powers and duties, in addition to its general powers of administration and the exercise of all the powers granted to a Board of Directors of a corporation under Section 36 of Batas Pambansa Blg. 68, otherwise known as the Corporation Code of the Philippines:

1. Enact rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the University ;
2. Receive and appropriate all sums as may be provided for the support of the University, in the manner it may determine and in accordance with its discretion, in order to carry out the purposes and functions of the University ;
3. Receive in trust legacies, gifts and donations of real and personal properties of all kinds and to administer and dispose the same when necessary for the

- benefit of the University, subject to limitations, directions and instructions of the donors, if any;
4. Fix the tuition fees and other necessary charges, such as but not limited, to matriculation fees, graduation fees and laboratory fees, as they may deem proper to impose, after due consultations with the involved sectors;
 5. Adopt and implement a socialized scheme of tuition and greater access to poor but deserving students;
 6. Authorize the construction or repair of its buildings, machineries, equipment and other facilities and the purchase and acquisition of real and personal properties, including necessary supplies, materials and equipment. Purchases and other transactions entered into by the University through its Governing Board (GB) shall be exempt from all taxes and duties;
 7. Appoint, upon the recommendation of the President of the University, the institution's Vice Presidents, Deans, Directors, heads of departments, faculty members and other officials and employees;
 8. Fix and adjust salaries of faculty members and administrative officials and employees, subject to the provisions of the revised compensation and classification system and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper; to grant them, at its discretion, leaves of absence under such regulations as it may promulgate, any provisions of existing law to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law;
 9. Approve the curricula, institutional programs and rules of discipline drawn by the administrative and academic councils as hereinafter provided;
 10. Set policies of admission and graduation of students;
 11. Award honorary degrees upon persons in recognition of their outstanding contribution in the fields of education, public service, arts, science and technology or in any field of specialization within the academic competence of the University and to authorize the award of certificates of completion of non-degree and non-traditional courses;
 12. Absorb non-chartered tertiary institutions within the respective provinces where the University is located, in coordination with the CHED which must approve the same, and in consultation with the Department of Budget and Management, and to offer therein needed programs or courses in order to promote and carry out equal access to educational opportunities mandated by the Constitution;
 13. Establish research and extension centers of their university or college where such will promote its development;
 14. Establish Chairs in the university or college and to provide fellowship for qualified faculty members, and scholarships to deserving students;
 15. Delegate any of its powers and duties provided for herein above to the President and/or other officials of the University as it may deem appropriate so as to expedite the administration of the affairs of the University;
 16. Authorize an external management audit of the University or college, and request the CHED to finance the same, subject to COA rules and regulations; and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;

17. Collaborate with the other GBs of chartered SUCs within the province or the region, under the supervision of the CHED which must approve the same, and in consultation with the Department of Budget and Management, and work towards their restructuring so that they will become more efficient, relevant, productive and competitive;
18. Enter into joint ventures with business and industry for the profitable development and management of the economic assets of the University, the proceeds from which is to be used for the development and strengthening of the University;
19. Develop consortia and other forms of linkages with local government units, institutions and agencies, both public and private, local and foreign, in furtherance of the purposes and objectives of the University;
20. Develop academic arrangements for institution-capability building with appropriate institutions and agencies, public or private, local or foreign, and to appoint experts/specialists as consultants, or visiting or exchange professors, scholars, researchers, as the case may be;
21. Set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual system, open learning, community laboratory, and the like, for the promotion of greater access to higher education;
22. Establish policy guidelines and procedures for participative decision-making and transparency within the University;
23. Privatize, where most advantageous to the University, the management of non-academic services such as health, food, building or grounds, or property maintenance, and similar such other activities; and
24. Extend the services of an incumbent President of the University, beyond the compulsory age of retirement but not later than the age of seventy (70), whose performance has been unanimously rated by the GB as outstanding, after unanimous recommendation by the Search Committee (SC) concerned.

C. MEETINGS/SESSIONS. The Board shall hold regular meetings or special sessions in accordance with the provisions of RA 8292 as follows:

1. The Board shall regularly convene at least once every quarter.
2. Special sessions of the Board may be held only upon the call of its Chair or Vice-Chair provided that the members of the Board have been duly notified in writing of the said special session three (3) days before the meeting. GB members who believe that a special session should be conducted may petition in writing the Chair or the Vice Chair accordingly.

For very important and urgent matters, a referendum may be conducted with prior approval by the Chairman. Referendum results, however are still presented to the Board in its subsequent meeting for confirmation.

Chapter II UNIVERSITY COUNCILS

- A. THE ADMINISTRATIVE COUNCIL (ADCO).** – The ADCO is composed of the University President as Chairman and the Vice-Presidents, Deans, Directors, and the University Secretary as members.

The Council shall review and recommend in accordance with its GB appropriate policies governing the administration, management and development planning of the University. Such matters approved by the Council shall be submitted to the Board of Regents for action as it may deem fit.

- B. THE UNIVERSITY ACADEMIC COUNCIL (UAC).** The UAC consists of the University President as Chairman and all the members of its instructional staff with the rank of not lower than Assistant Professor as members. It has the following powers in accordance with Sec. 4, Par. (i), (j), (o) and (v) of R.A. 8292:

1. Determine, review and recommend for the approval of its GB the course offerings of the University;
2. Devise/draft, review and recommend for the approval of its GB the rules of discipline of and for the University; and
3. Fix the requirements for the admission of students in the University as well as for their graduation and the conferment of degrees and submit the same to its GB for review and/or approval.

Chapter IV ORGANIZATIONAL STRUCTURE

The administration of the university is vested in the President who shall have general supervision and control of all administrative, financial and business operations of the university. He/She is assisted by three vice presidents (VP): VP for Administration, Planning and External Linkages (VPAPEL), VP for Academic Affairs (VPAA) and VP for Research, Extension and Agribusiness (VPREBA). The VPAPEL is directly responsible for carrying out administrative and financial concerns as well as planning and all activities related to external affairs and partnership. There are four divisions which are under his/her direct supervision namely: administrative; financial management; planning, monitoring and management information; and external affairs and partnership. The VPAA is directly responsible to the President for carrying out the educational policies and programs of the University and for the supervision of instructional research, curricular and other academic activities of the University. Under the direct supervision of the VPAA are nine colleges namely: College of Agriculture and Forestry (CAF), College of Arts and Sciences (CAS), College of Aquatic Sciences and Applied Technology (CASAT), College of Business, Economics and Accountancy (CBEA), College of Engineering (COE); College of Health Sciences (CHS); College of Industrial Technology (CIT), College of Teacher Education (CTE)

and the Graduate School (GS). The seven academic related service offices are also under the supervision of the VPAA and these are as follows: Instruction Directorate, University Registrar, Student Services and Development, University Library System, Physical Education and Sports Development, Information and Communication Training Center, and University Manpower Development Programme.

The VPREBA is directly responsible for the conduct of all research, extension and business-related activities of the University. There are three directorates under his/her direct supervision namely: Research and Development, Extension and Business.

The University Secretary will be under the direct supervision of the President along with four units namely: Communication and Media Relations, Internal Control Unit, Security Services, and Physical Plant and General Services. The office of the Alumni Affairs is likewise under the jurisdiction of the university president.

Chapter V

OFFICIALS OF THE ADMINISTRATION

A. PRESIDENT

The administration of the university is vested in the President who shall be the chief executive officer of the university.

a) Appointment and Tenure

The President is selected and appointed by the Board of Regents upon the recommendation of a Search Committee for the Presidency duly constituted by the Board. He/she shall have a term of four years, the beginning and end of which shall be clearly specified in the appointment and shall be eligible for re-appointment for another term only in accordance to existing laws. In case of vacancy, the Board of Regents shall designate an Officer-In-Charge within fifteen (15) days pending the appointment of a new President. The successor shall hold office for the unexpired term.

b) Powers and Duties

The University President shall perform specific powers and duties as follows:

- a) Act as ex-officio head of the officers, faculty, administrative and other employees of the university.
- b) Supervise and control all administrative, financial and business operations of the university.
- c) Carry out the general policies laid down by the Board of Regents and shall have power to act in accordance with said general policies. He/she shall direct or delegate the details of executive actions.
- d) Determine and prepare the agenda of all meetings of the Board of Regents, the Administrative Council and University Academic Council.

However, any member of the Board or of the councils may request to have other matters to be included in the agenda.

- e) Preside at commencement and other public exercises of the university and confer such degree and honors as are granted by the Board of Regents.
- f) Sign all diplomas and certificates issued by the university.
- g) Serve as official channel of communication between the faculty, employees and students of the University on the one hand and the Board of Regents on the other.
- h) Approve or disapprove requests by any person for permission to engage in any work or activity. However, if the work or activity is used by such person to arouse disloyalty to the Philippine Government or to discourage students from attending the university or to create by overt act disturbance or dissension among students, faculty members or employees or to interfere directly or indirectly with the discipline of the University, he/she shall cancel the privilege so granted and thereafter prohibit him permanently from staying or remaining on the campus. He/She shall thereafter inform the Board of Regents of his action.
- i) Appoint competent and qualified persons to fill all vacancies and new positions as delegated by the Board of Regents, He/She can fill vacancies temporarily and to make such other appointments necessary so that the work of the university will not suffer, provided that such arrangements are reported to the Board of Regents at its next meeting.
- j) Transfer faculty members and employees from one department as unit of the university to another in the interest of the service.
- k) Change the leave status of the faculty from teacher's leave to cumulative leave upon designation and handle administrative duties and assignments, including the conduct or supervision of research, extension and business-related activities and projects, provided that the faculty shall automatically revert to his former status upon end of the term, assignment or project.
- l) Hold accountable the officers, faculty and staff for the full discharge of their duties and if in his judgment the necessity arises, he shall, after consultation with the dean, director or head concerned initiate the necessary proceedings for separation from the service of any of them.
- m) Submit quarterly report to the Board of Regents, highlighting the accomplishments of the university for the specified period. He/She shall also present to the Board the annual budget of the University with estimates of income and expenditures.
- n) Execute and sign in behalf of the University all contracts, deeds and other instruments necessary for the proper conduct of the business of the University. However, in regularly recurring undertakings and transactions where his/her action is virtually ministerial, conditions and terms thereof having been fixed in existing university regulations and general laws, he may delegate through appropriate written instructions the approval of specified cases on his behalf by officers of administration or heads of University offices or units, subject to such safeguards as he may impose.
- o) Enforce discipline in the University and for the maintenance of satisfactory academic standards in all its units.

- p) Modify or disapprove any action or resolution of any college or school, faculty in administrative body, if in his judgment the larger interests of the University so require. Should he/she exercise such power, the President shall communicate his/her decision in writing to the body immediately affected, stating the reasons for his/her action, and thereafter shall accordingly inform the Board of Regents.
- q) Invite, from time to time, scholars of eminence and other persons who have achieved distinction in some learned profession or career to deliver a lecture or a series thereof and for this purpose, he/she may authorize honoraria for such service in accordance with law.
- r) Grant or deny leaves of absence without pay and/or extension of such leaves and request for sabbatical leaves, special detail or secondment of faculty and staff to local, national and international agencies.
- s) Accept resignation and approve retirement of members of the faculty and employee.
- t) Approve faculty and staff fellowships and scholarships of the university to enable them to pursue graduate studies and to fix the financial assistance to any such fellows/scholars in accordance with existing rules and procedures. He/She shall have the authority to deny or grant requests for extension of fellowships and scholarships for a period not beyond one semester.
- u) Grant or deny permission to faculty members to avail of training grants, fellowships, scholarships, assistantships or invitations to conferences sponsored by outside agencies or organizations.
- v) Grant temporary assignment of vehicles to specified officials of the administration and transportation allowance in lieu of vehicle assignment.
- w) Supervise and control, through the Director of Student Services and Development and the College Deans, extra-curricular activities of students; and authority to issue adequate rules for the organization and operation of student organizations and for the election and qualification of officers thereof.
- x) Promulgate rules which in his judgment are necessary for the safekeeping and proper disbursement of funds or property of all student organizations officially approved or recognized, designating the persons whom he/she may authorize to examine and audit the accounts pertaining to such funds or property.
- y) Designate a Vice President or a ranking officer of the administration to act as officer-in-charge (OIC), in case he/she is absent for brief periods of time. The OIC shall carry out the management of the University affairs in the name of the President subject to his/her instructions and the policies of the university.
- z) Reorganize the university structure subject to the provisions of its charter and other applicable laws. He/She shall have the power to create or abolish new colleges, offices, units or reorganize them; and transfer offices or units with due respect to the security of tenure of all employees in accordance with existing laws and Civil Service rules and regulations, subject to the approval of the Board of Regents.

c) Delegated Authorities

a) Personnel Matters

1) On Appointments (*The term 'appointment' includes: original, renewal, reappointment, change of employment status from contractual to permanent, and promotion.*)

a) For confirmation of the Board

- Contractual and Job Order appointments not exceeding one year
- Appointment of part time faculty, lecturers, senior lecturers, professional lecturer, special lecturers for a period of not more than one term, e.g. one semester
- Appointment of faculty members to ranks below that of Associate Professor I, SG 19
- Appointment of non-teaching and administrative personnel to positions with salary grades lower than SG 18

All appointments made by the President on the basis of the above delegation of authority shall be submitted to the Board **FOR CONFIRMATION**. The appointees may, however, assume the position upon appointment by the President. The appointments, however, shall be submitted to the Civil Service Commission only after confirmation by the Board.

Supporting documents should be submitted to the Board. This should include the CV of the appointee and the recommendation of the Selection and Personnel Committee. Two copies of these documents should be made available during the meetings for reference of the Board.

b) For Information of the Board

- Appointment of substitute faculty for not more than one term, e.g. one semester

All appointments made by the President on the basis of the above delegation of authority shall be submitted to the Board FOR CONFIRMATION. The appointees may, however, assume the position upon appointment by the President. The appointments, however, shall be submitted to the Civil Service Commission only after confirmation by the Board.

Supporting documents should be submitted to the Board. This should include the CV of the appointee and the recommendation of the Selection and Personnel Committee. Two copies of these documents should be made available during the meeting for reference of the Board.

2) On designation of college/university officials/employees

- Designate Vice Presidents or Assistant Vice Presidents, Deans or any ranking officers of the administration as Officer-In-Charge of the Office of the President to carry out the day-to-day activities of the office for a period not exceeding two (2) weeks , RENEWAL of which shall be subject for board approval.
- Designate Officers-In-Charge of colleges, schools, and other principal units, academic and administrative, for a period not exceeding one (1) years, RENEWAL of which shall be subject for board approval.
- Designate deans, campus directors, department chairs and other heads of principal units in an acting capacity for a period of less than three (3) months, RENEWAL of which shall be subject for board approval.
- Designate program and project directors/coordinators.

All designations made by the President on the basis of the above delegation of authority shall be submitted to the Board FOR CONFIRMATION. The appointees may, however, assume the position upon appointment by the President.

b) Contract/Agreements and Fiscal Matters

1) On contracts/agreements

- Approve and sign agreements with other institutions, local or foreign, for joints academic, research and or training programs: PROVIDED, that such agreements, DO NOT INVOLVE ANY ADDITIONAL AND/OR SPECIAL BUDGETARY OUTLAY on the part of the university/college and has been reviewed by the legal counsel and concerned officials of the university/college; Provided further that all such agreements shall be submitted to the Board FOR CONFIRMATION.

2) On construction and repairs

- Authorize the construction or repair of its buildings, machineries, equipment and other facilities, the purchase and acquisition of machineries and equipment, and the procurement of services costing PhP HALF/ONE TWO MILION or below (amount will depend on the size of SUC, its budget and soundness of administrative procedures in place); Provided that the aforementioned ceiling shall apply to both the original contract and the variation orders if any, taken together, subject to pertinent laws, regulations and policies; Provided that such is included in a budget previously approved by the board; provided further that all such actions shall be submitted to the Board FOR CONFIRMATION. The submission to the board shall include supporting documents showing that the required processes for such procurement were followed.

c) Curricular Matters

- Approve changes in nomenclature of subjects, revision of existing curricula including the addition or exclusion of subjects in compliance to CHED and/or PRB requirements; provided that such is reported to the Board FOR CONFIRMATION.

B. OTHER OFFICIALS

The other officials of the university include the three Vice Presidents, the University Secretary, the Deans, and the Directors. Except for the Vice President for Administration, Planning and External Linkages (VPAPEL) who is occupying a plantilla item, all the other Vice Presidents, the University/Board Secretary, the Deans and the Directors are designated by the University President. Such designations are confirmed by the Board of Regents in its meeting immediately following the issuance. The term shall be for one year which may be renewed for another like term.

Their duties and responsibilities are as follows:

I. Vice Presidents**1. Vice President for Academic Affairs (VPAA)**

- Administer and manage all the colleges and other academic-related units;
- Act as Officer in Charge whenever the University President is out for official business or on leave;
- Manage the University Faculty and Academic Staff Selection and Promotion Board (UFASSPB) and the Library Advisory Committee;
- Supervise 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, extension and publication in refereed journals;
- Introduce, re-design, propose and execute educational plans, policies, programs and projects for quality, relevance and excellence;
- Supervise the periodic initiation, review and re-engineering of curricular and academic programs to fit to current global demands and trends;
- Establish and strengthen domestic and foreign linkages, networking and twinning for faculty, student and information exchange, collaborative projects, resource and expertise sharing, and attract foreign students to pursue a program of study in the University;
- Organize and manage participative internal quality checks in teaching-learning performance of faculty and students as well as in the welfare services and development of students;
- Conceptualize and recommend innovative approaches and strategies that would enhance effectiveness and efficiency in the organization and governance of the University; and
- Do other related assignments as may be directed by the University President.

2. Vice President for Administration, Planning and External Linkages (VPAPEL)

- a. Assist the University President in the day-to-day implementation of the administrative affairs of the University;
- b. Supervise and coordinate activities/functions of all administrative offices of the University;
- c. Preside in meetings concerning administrative matters as may be delegated by the University President;
- d. Serve as Officer-in-Charge of the University in the absence of the University President and the other Vice Presidents;
- e. Represent, upon proper authorization, the University President in meetings/conferences, seminars and other official affairs and functions;
- f. Coordinate policy formulation, planning and implementation of activities in relation to resource generation;
- g. Assist the University President in the formulation of strategies, and guidelines in enhancing linkages with local/national/international agencies and the implementation of such; and
- h. Formulate guidelines for enhancing organizational effectiveness, efficiency, responsiveness and accountability.

3. Vice President for Research, Extension and Business Affairs (VPREBA)

- a. Plan, supervise, coordinate and evaluate the R&D programs and resources of the University;
- b. Establish linkages and collaborations with other government organizations and non-government organizations along the research and extension function of the University;
- c. Transfer technology developed through University researches to the end-users in the locality;
- d. Source out funds for the implementation of the research and extension programs and the release of same for smooth operations of the programs;
- e. Adapt and implement innovative approaches and strategies in research, extension, and business affairs for income-generation;
- f. Prepare reports including a continuing study on the impact of research and extension work on the quality of life in the service area; and
- g. Perform other duties as may be assigned by the University President.

II. UNIVERSITY SECRETARY

1. Prepare/edit official correspondence, memoranda, minutes of meetings, memoranda of agreement and other documents arising from the Office of the President;
2. Prepare and submit periodic reports for the University;
3. Prepare the President's Report to the Board of Regents;
4. Update/upraise the President periodically on the status of the University based on its major areas of concern;
5. Provide feedbacks on urgent problems;
6. Assist the President in decision-making in line with existing policies and guidelines of the University;

7. Route Executive Orders, CHED, DBM and CSC orders memoranda, circulars and other issuances to concerned offices or staff;
8. Sit as member of Committees as assigned by the University President; and
9. Perform such other duties and responsibilities as may be deemed necessary by the President of the University.

III. DEANS

1. Dean of Instruction

- a) Spearhead the development/formulation and review of policies and guidelines along academic concerns as well as develop strategies/mechanisms to ensure that these are strictly disseminated and strictly/fairly implemented;
- b) Coordinate the planning and implementation of the different plans and programs of working committees constituted under the Office;
- c) Introduce/develop innovative approaches in order to:
 - recruit and retain motivated and highly qualified faculty and academic staff,
 - ensure that ability and performance are appropriately recognized and rewarded, and
 - ensure the existence and equality of career opportunities for faculty.
- d) Implement evaluation/review mechanisms to ensure relevance of curricular programs and that graduates meet quality standards;
- e) Provide timely and accurate management information and develop appropriate interventions or innovative approaches to support a robust planning process and ensure a sustainable faculty profile; and
- f) Perform other functions as may be assigned by the University President and/or the VPAA.

2. College Dean

- a) Exercise administrative and managerial responsibilities over the College including the faculty;
- b) Exercise 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 revision of academic programs and curricula.
- c) Institute 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) Implement University rules and regulations on the conduct and discipline of students, faculty and non-teaching personnel;
- e) Coordinate with the Office of Student Services and Development (OSSD) for student welfare;

- f) Initiate programs/projects which are considered relevant/innovative to the College;
- g) Conceptualize, implement and evaluate research, extension, and production programs and projects with the assistance of the College Secretary and faculty, which shall be duly approved by proper university authorities;
- h) Initiate linkages with appropriate networks in the country and in the international community;
- i) Represent the College in fora and other gatherings; and
- j) Perform other duties and responsibilities assigned by the President or the VPAA.

IV. DIRECTORS

1. Administrative Services

- a) Supervise and control all the units and offices under the Administrative Division of the University;
- b) Ascertain and certify that transactions of all University employees are lawful;
- c) Assist in the implementation of administrative policies of the University and recommend appropriate actions on problems and/or complaints;
- d) Prepare and issue office orders and other routine communications as determined by the University President;
- e) Convey to offices and employees information and instructions emanating from the President and see to it that they are complied with;
- f) Assist the Legal Consultant/Legal Officer of the University in collaboration with the Office of the Solicitor General in cases where the University is a party litigant;
- g) Answer legal queries and act on all legal matters which affect the University in consultation with the Legal Consultant/Legal Officer of the University;
- h) Prepare contracts, memoranda of agreement and other legal forms;
- i) Conduct administrative investigations and recommend appropriate disciplinary actions against errant employees if warranted;
- j) Examine applications for benefits and money claims to determine conformity with the law and process the same if found in order;
- k) Perform other duties as may be assigned by the University President.

2. Financial Management Services

- a) Examine and evaluate financial operations of the University;
- b) Coordinate and supervise the preparation and execution of the University budget.
- c) Follow-up releases of allotment and cash from DBM.
- d) Confer with University officials on the utilization of funds and participate in the deliberation relative to the finances of the University;
- e) Clear policies and resolve problems and disputes regarding finances;
- f) Act as member of the Bids and Awards Committee;
- g) Perform other tasks as may be assigned by the University from time to time.

3. Planning Monitoring and Management Information Services

- a) Prepare framework for University plans.

- b) Consolidate College/Unit plans into the University Medium-Term or Long-Term Development Plan.
- c) Coordinate with Deans/Directors regarding revisions/updates on plans.
- d) Coordinate with the different committees tasked to monitor the different programs/projects/activities of the university.
- e) Make periodic monitoring reports.
- f) Administer the database of the University.
- g) Develop and maintain information systems.
- h) Accept programming requests from Colleges/Units/Offices in coordination with the ICT Group.
- i) Provide the necessary reports required by Colleges/Units/Offices as well as outside agencies such as CHED, DBM, DOST, and DOLE.

4. External Affairs and Partnership

- a) Assist the University President through the Office of the Vice President for Administration, Planning and External Linkages (VPAPEL) in generating resources for the university (e.g. funds, technical support and programs and projects, among other related activities as mandated by the University President) from external sources;
- b) Initiate, develop, coordinate and institutionalize a core group of MMSU employees that will conceptualize, develop concept papers, proposals and other development program/project protocols for development cooperation for external funding; promote the expertise of MMSU employees among clientele for sharing of resources, services and mutual benefits;
- c) Make representation and liaise to local and international organizations for partnerships through embassies of international institutions especially for resource generation and promotion of commercialization of technologies developed by the university; and
- d) Update the University President through the VPAPEL by consolidating external developments for beneficial and internal use of the university which will be utilized for decision making and future planning.

5. Research and Development

- a) Assist the VPREBA in the general supervision and coordination of the R&D program and resources of the university;
- b) Oversee, monitor and evaluate the implementation of the research program of MMSU and coordinate with the extension unit of the university related agencies for the prompt availability and dissemination of research findings for the benefit of various clienteles and the general public;
- c) Act as liaison in the implementation of the research procurement program and in the release of research funds for research operations;
- d) Prepare reports, and when circumstances warrant, represents the VPREBA in attending meetings and conferences and in receiving visitors;
- e) Assist in the planning and monitoring of research and development projects; and
- f) Perform other related services as may be delegated by the VPREBA.

6. Extension

- a) Plan, organize, direct and supervise the University extension program;
- b) Establish linkages and collaborate with other units, government agencies as well as private institutions for the advancement of the extension program of the University;
- c) Locate sources of funds and utilize the same for approved extension activities;
- d) Transfer to the end-users in the locality appropriate technologies developed through university researches;
- e) Introduce innovative approaches and strategies in extension;
- f) Submit periodic reports on the impact of extension work on the quality of life in the service area; and
- g) Perform other functions as may be assigned by the University President.

7. Business Affairs

- a) Look for/create business opportunities for possible investments;
- b) Monitor cash flows of business funds and inform/advise project managers of fund status for decisions on sale and spending;
- c) Monitor performance of projects and find ways in consultation with project managers to improve stability and profitability;
- d) Prepare feasibility studies especially for capital investments; and implement them after approval by authorities;
- e) Do administrative work like drafting of contracts and communications relative to business operations;
- f) Find ways to solve operational problems and bottlenecks;
- g) Listen to feedbacks, screen information, and bring them to appropriate for a particularly the concerns of projects managers toward efficiency, profitability, and economy in operations;
- h) Direct the operation of the Business Assistance Center and do specialized jobs for clients like preparation of feasibility studies, accounting and auditing services, installation of accounting system and related services;
- i) Attend to special concerns when expertise is needed by the community upon request and proper endorsement by the University President;
- j) Establish contacts/linkages with other institutions for business opportunities;
- k) Do related work as may be required by the immediate or higher supervisors.

8. Admissions & University Registrar

- a) Evaluate entrance certificates and college transcripts;
- b) Determine terms and conditions for enrollment;
- c) Coordinate the preparation of class and examination schedules;
- d) Supervise the preparation of transcripts of records, diplomas and other vital documents emanating from the Registrar's Office.
- e) Participate in the formulation of University policies, rules and regulations;
- f) Assist in the preparation of University catalogues, directories, and academic announcements, and
- g) Perform other duties and responsibilities assigned by the President or the VPAA.

9. Student Services & Development

- a) Plan and prepare strategic activities and functions of the SSD office to improve student services in the following areas:
 - a) Guidance and Counseling Services
 - b) Student Organizations, Activities and Publications
 - c) Student Assistantship Program
 - d) Medical and Dental Services
 - e) Student Dormitories
- b) Supervise and assist the different chiefs of the unit in the efficient implementation and evaluation of the different service areas;
- c) Prepare the annual budget and procurement plan of the unit;
- d) Prepare documents and submits reports to the Vice President for Academic Affairs and other concerned offices;
- e) Conduct the College Freshmen Admission Test in coordination with the Registrar's Office;
- f) Perform other tasks assigned by the VPAA and University President.

10. University Library System

- a) Teach and conduct researches according to field of specialization;
- b) Coordinate with Deans/Department Heads in the planning, enriching, updating and trying out of instructional activities, strategies and materials;
- c) Coordinate with the College Dean/Committee concern on the curriculum, programming, and staffing of the Library Science Department;
- d) Direct, supervise and control the activities, projects and programs of the University Library System, including the establishment of linkages with internal and external agencies and institutions to enrich the resources and services of the System.
- e) Direct and supervise the personnel and administrative matters in the University Library System, including recruitment, appointment, assignment, training and termination of employees;
- f) Direct and supervise the selection, acquisition, organization, classification, cataloging/indexing, disseminating and lending of books, periodicals, audiovisual and other instructional and research materials and collections in the University Library System;
- g) Direct and coordinate 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/audiovisual/reading centers;
- h) Prepare and submit necessary reports;
- i) Preside/attend meetings called for administrative and instructional improvements;
- j) Perform such other duties as may be necessary.

12. Physical Education and Sports Development Office (PESDO)

- a) Develop a viable University wide, Physical Education, sports and socio-cultural development program;

- b) Plan, program and coordinate P.E., sports, cultural, social, recreational activities that enhance the development of the students, faculty and staff of the University;
- c) Formulate policies pertaining to the recruitment, organization, staging, management and training of P.E., sports and performing arts group from among the students faculty and staff of the University;
- d) Establish linkages with other institutions and organizations in matters pertaining to P.E., sports and socio-cultural affairs;
- e) Perform such other duties and responsibilities as deemed necessary by the President of the University.

13. **Information and Communication Training Center (ICTC)**

- a) Ascertain that every college, including its special ICT needs identifies its requirements for ICT provision;
- b) Coordinate the effective use of ICT across the whole curriculum and encouraging aspects of inter curricular planning among colleges served;
- c) Monitor the acquisition, maintenance, replacement and repairs of equipment including software, access and use of students, faculty and staff;
- d) Encourage and support the professional development of faculty and staff in the use of ICT in their subjects, in line with the whole university policies and thrusts;
- e) Liaise with partner government agencies and other linkages in ICT related functions;
- f) Manage the university's ICT network infrastructure (intranet), which include internet services, network resources sharing and other network related services;
- g) Manage the university Network and Systems Administrators including the ICT technicians.

14. **University Manpower Development Program**

- a) Upgrade 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) Review and strengthen the University guidelines on scholarship, fellowship and training programs;
- c) Establish a University-wide manpower development program based on the college manpower development plans;
- d) Establish linkages with grant-giving bodies, private or government, from both local and international entities;
- e) Establish and institutionalize a UMDP web page in the MMSU-web site where all grant opportunities are posted for open access to all MMSU constituents;
- f) Establish a scheme in monitoring on-going scholars to ensure strict compliance of their individual developmental plan,
- g) Establish 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) Institutionalize incentives to returning UMDP grantees who finish the degree on time and with good scholastic standing; and
- i) Monitor the strict implementation of the UMDP policies and guidelines.

15. Regional Science Teaching Center

- a) Provide leadership role in the implementation of science and mathematics activities in cooperation of the DepEd and DOST and other regional government offices;
- b) Spearhead the development of training programs for science and mathematics teachers for possible funding of local and foreign cooperating agencies according to the identified regional needs and implement the same in coordination with funding agencies;
- c) Conduct researches in the field of science and mathematics;
- d) Cooperate in the sharing pooling of resources with other RSTCs within the bounds of the schools' existing rules and regulations;
- e) Prepare reports and provide SEI with the needed information relevant to the various programs and projects implemented in and for monitoring and evaluation purposes;
- f) Provide a clearinghouse of science and mathematics programs and activities.

16. Physical Plant & General Services Division

- a) Direct the Office of the Physical Plant and General Services Division and its subsections namely, the Motorpool Section, Carpentry/Plumbing/Electrical Sections, Buildings and Ground Maintenance Section and Visual Arts Group;
- b) Act on requests for repairs, maintenance, use of facilities, cleaning of canals and other concerns;
- c) Supervise preparation of programs of work, plans, specifications and other documents for construction and repairs of physical facilities;
- d) Supervise on-going construction, repairs and maintenance of buildings, infrastructures and other physical facilities;
- e) Inspect completed construction projects, repairs and maintenance works;
- f) Direct the Ground Maintenance in the up-keeping of lawns, roads and other open areas within the campuses of Batac, Laoag, Currimao, Paoay and Dingras;
- g) Assist the Bids and Award Committee (BAC) in the preparation of bidding documents;
- h) Sign purchase requests (PR) of construction materials and spare parts of University vehicles;
- i) Supervise the physical arrangement, cleaning, putting up of backdrops, streamers, arrangement of chairs, sound system ready for public gatherings at Teatro, Sunken Garden, etc.;
- j) Act as Team Leader in coordination with the Security Unit in times of disasters and earthquakes; prepares Disaster Quick Response Reports, evaluation/mobilization plan and mitigation activities;
- k) Coordinate and assists with the Business Affairs Directorate/Auxillary Services, Housing and Accommodation Committee in the use/rentals of physical facilities;

- l) Prepare Annual Procurement Plan for construction, repairs and maintenance, supplies and equipment needed by PPGS Directorate;
- m) Attend AdCo meetings and other concerns.

17. Communication and Media Relations

- a) Facilitate the documentation, flow, and dissemination of necessary, correct, reliable, and updated information/data needed for planning, decision-making and control within the university;
- b) Document, compile, evaluate and disseminate data, statistics, and other relevant information needed for effective administration and management;
- c) Disseminate to different units and colleges research findings necessary for planning, programming, and project development;
- d) Write and release news and feature stories to the print and broadcast media on significant achievements of the university in all areas and levels;
- e) Publish newsletters, annual reports, proceedings, bulletins, flyers and other documents intended to create awareness of the general public on the activities of the university to bring about smooth operations and to disseminate newly generated technologies to intended beneficiaries;
- f) Develop educational technology materials (e.g. photo exhibits, displays of actual objects, specimen, modules, posters, video tapes, techno calendars, etc., designed to showcase the mandates, goals, thrusts, programs and projects of the university; and
- g) Establish linkages with the mass media networks, SUCs and other agencies and institutions for mutual benefit.

Chapter V

SYSTEMS AND PROCEDURES ON ADMINISTRATIVE TRANSACTION

A. HUMAN RESOURCE RELATED MATTERS

I. Hiring

1. Recruitment

- a) Recruitment is the process of looking for and identifying the qualified job applicants to fill current and future organizational needs. It is made in accordance with approved policies and procedures as follows:
- b) Recruitment starts whenever a need arises for the employment of a specific personnel to fill up a vacancy.
- c) Recruitment of a teaching staff requires an approval of written request from the Dean to the University President indicating therein the specific discipline, qualification, etc. needed.
- d) The vacancy to be filled is advertised through print and broadcast media for a certain period to attract applicants.
- e) Job applications received are initially screened to determine if qualifications set for the vacancy is met and satisfied. If the applicant qualifies the name is included in the list of qualified applicants and it is included in the selected applicants for the screening process.
- f) Entry to faculty and academic positions shall be at the lowest sub-rank of the appropriate academic rank pursuant to earned points as evaluated in accordance with existing regulations.
- g) Transferees from other state universities and colleges may be accepted carrying their present academic rank/position if there are regular item available, if none, the nearest vacant item commensurate to the qualifications shall be offered.
- h) Qualification standards for faculty and academic staff as well as for non-teaching personnel shall be in accordance with existing rules and regulations.
- i) Non-teaching staff with permanent status who has not obtained a master's degree shall be given a temporary appointment subject to conditions set under the University merit system.

2. Selection

Selected applicants who meet the minimum qualification requirements are informed/advised by the HRMO to come for further screening following the hereunder procedures:

- a) There shall be the Selection Board who shall screened and recommend for appointment the teaching and non-teaching staff. The

Selection Board is formed to formulate criteria of evaluation, conduct test and interviews and assess the education, training and experiences of the applicant.

- b) For faculty and academic staff, screening is done by holding demonstration teaching and the conduct of personal interview. Job applications and other credentials presented are checked, verified and re-assessed through oral discussion with the applicants.
- c) The same procedure shall be applied to selection of non-teaching staff except that instead of demo-teaching, the applicant is asked to demonstrate his skill as required in the position applied for.
- d) Selected applicants who passed through the screening process are ranked based on ratings obtained on the criteria set.
- e) The summary of ratings which contain the points earned by all qualified applicants who passed through the screening process is prepared by HRMO signed by the members of the selection board. The election Board recommends the most ranking candidate for hiring. The appointing authority assesses the merits of the recommendation and selects the applicant/s deemed best qualified for the position.
- f) To make the activities and decisions of the Selection Board transparent, the result of the screening process containing the, names and points earned of all screened and ranked qualified candidates for the position is published for a specific period prior to the making of appointment.
- g) When the appointment of the qualified candidate is signed by the University President, the same is submitted to the University Board of Regents for confirmation.
- h) After appointment is confirmed, the appointee is informed/advised to accomplish the necessary support documents to the appointments for submission to Civil Service. After which, the appointee reports to work.

II. Promotion

Promotion is the advancement in rank or position of an employee with an increase in duties and responsibility as authorized by law, usually accompanied by an increase in salary. There are policies and procedures observed in promotion of faculty and academic staff as well as non-teaching personnel, these are;

1. Policies

- a) Promotion is based on established policies as provided for by Civil Service, DBM, CHED, PASUC and/or as clearly stated in the University Merit System.
- b) A staff of the University shall be promoted to a higher academic rank or sub-rank or position on the basis of the extent to which the staff meets the specific requirements or standards, provided the

- performance rating during the last two rating period is at least Very Satisfactory as certified by the dean/director/immediate supervisor.
- c) Only faculty members with at least a relevant master's degree shall be included in the merit promotion plan.
 - d) A faculty who is on a local or foreign scholarship or training grant or on official leave may be considered for promotion. For this purpose, the rating immediately prior to the scholarship, training or leave shall be considered. If promoted, the effectivity date of the appointment shall be upon assumption to duty.
 - e) A faculty member who has been reprimanded/suspended during the evaluation period for violation of existing University policies and/or CSC rules and regulations shall not be considered for promotion.
 - f) Faculty should carry a normal workload for four (4) semesters or for two years preceding the merit evaluation.
 - g) The highest relevant degree obtained by a faculty should be considered in giving points for the merit evaluation.
 - h) The factors considered for promotion includes, among others, the degree of competence and qualification of employees which is determined by the extent to which they meet the following criteria:
 - Performance
 - Education and training
 - Experience and Outstanding Accomplishment
 - Psychosocial and Personality Traits
 - Potential
 - i) Non-teaching staff with permanent status who is qualified and willing to accept for a teaching position but has not obtained a master's degree shall be given a temporary appointment subject to the existing rules and regulations.
 - j) Promotion for non-teaching staff shall be in accordance with the existing Civil Service rules and regulations.

2. Procedures of Promotion for Teaching

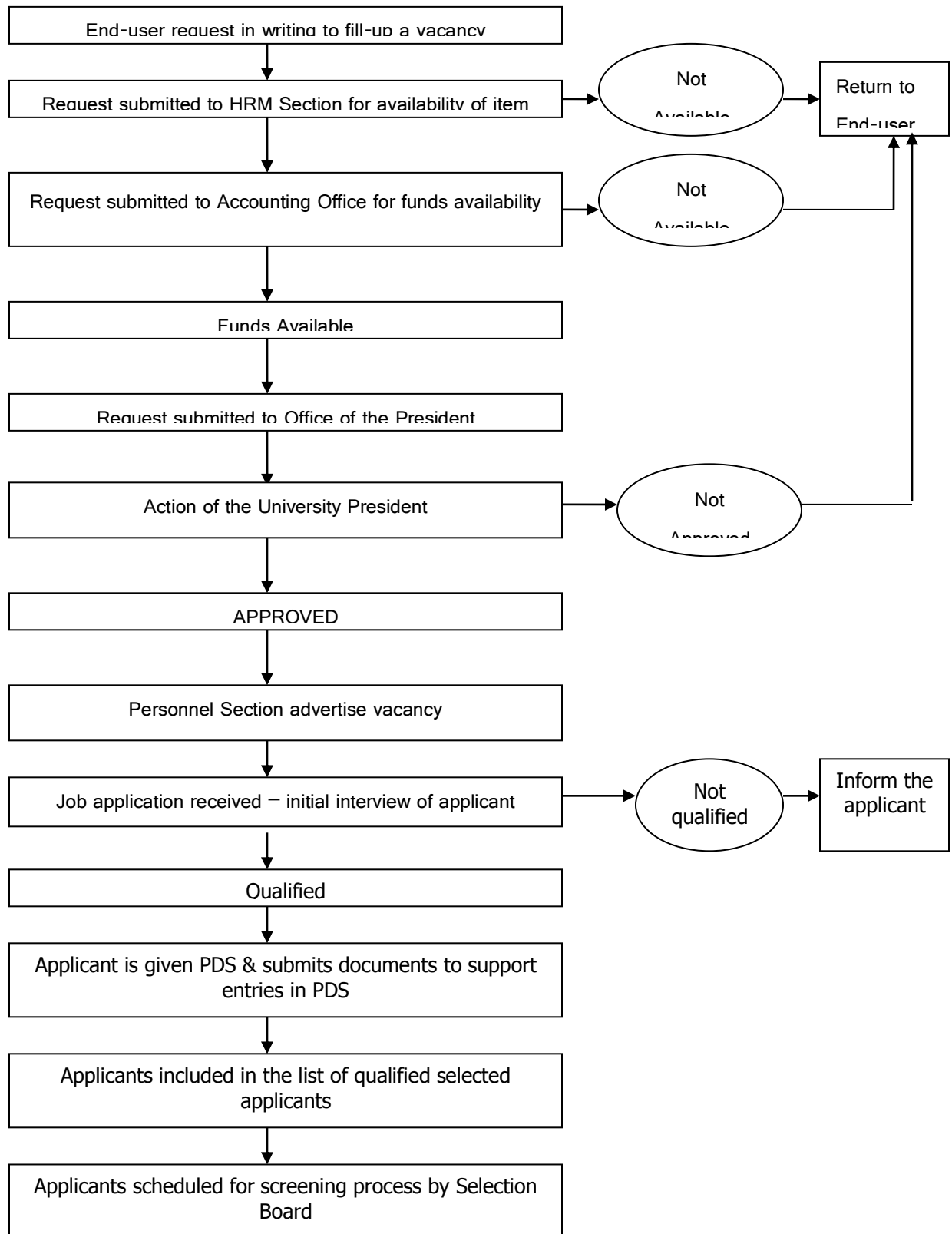
- a) The HRMO identifies vacancies to be filled by merit promotion.
- b) The VPAA through the PASUC Chair advises faculty through the College Dean to update their faculty records or NBC documents in the Personnel Office for evaluation.
- c) The UFASSPB conduct evaluation of faculty credentials with the use of approved criteria for merit promotion
- d) The UFASSPB officially submit a summary of the evaluated faculty documents to the University President indicating therein the faculty who qualifies and are recommended for merit promotion.
- e) Recipients of faculty merit promotion as approved by the University President is posted within in University premises for the information of all prior to the preparation of promotional appointment.

- f) Promotional appointment prepared, signed and submitted to the University President, Board of Regents and Civil Service.

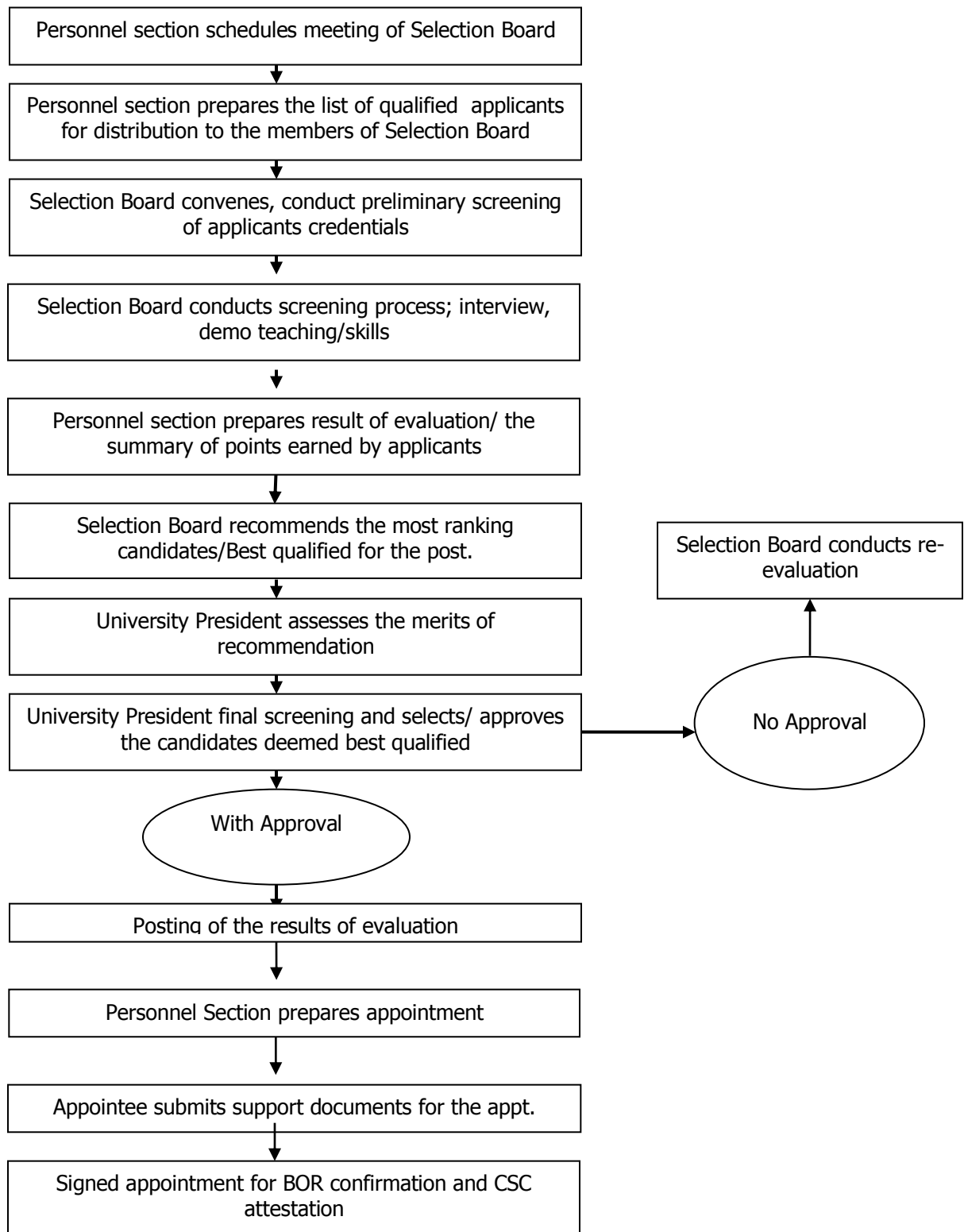
3. Procedures of Promotion for Non-Teaching

- a) Whenever a vacancy occurs in a certain office/unit, it's the Director or head shall make a request to the University President to fill-up the vacant position. If request is approved, the list of vacancies together with the corresponding qualification requirements for the position to be filled is disseminated for publication and posting within the University premises.
- b) On the basis of the system of ranking positions and the qualification standards, the HRMO prepares the Promotional Line-up of employees qualified and competent for promotion.
- c) PSPB-NT meet to evaluate the qualifications of the employees included in the promotional line-up. Other employees who feel that they are competent is qualified for promotion may present themselves to the PSPB-NT for assessment.
- d) The PSPB-NT next-in rank employee or other qualified employees and submit the list of recommended employees from which the University President may choose the person to be promoted.
- e) Recipients of promotion as approved by the University President is posted within the University premises for the information of all prior to the preparation of promotional appointment.
- f) Promotional appointment prepared, signed and submitted to the University President, Board of Regents and Civil Service.

RECRUITMENT PROCESS FLOW

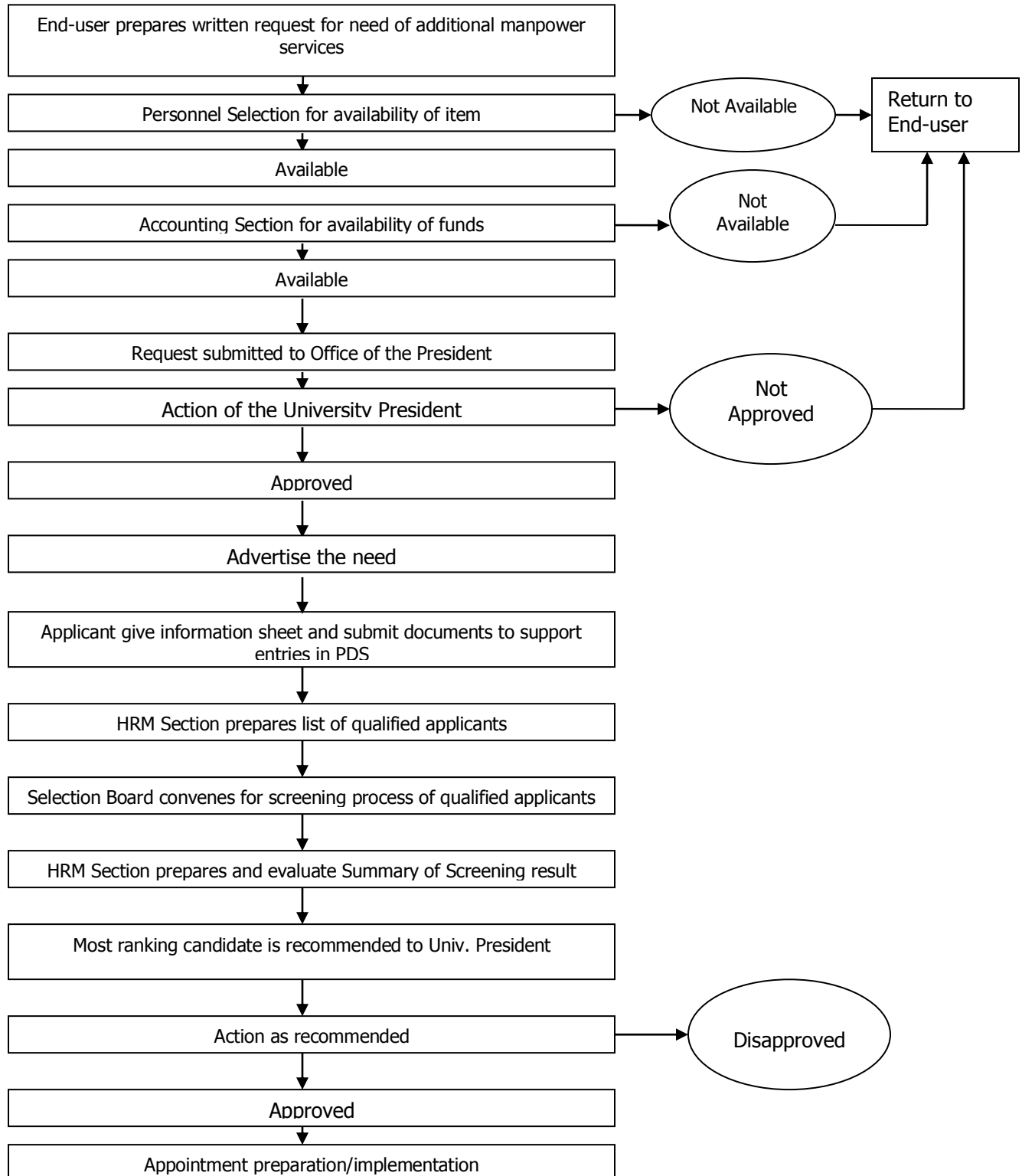


SELECTION PROCESS FLOW



RECRUITMENT AND SELECTION PROCESS

Contractual Position



III. Working Hours

Appointee – reporting to work

The Civil Service Commission, being the central personnel agency of the government, in order to establish a uniform application and proper observance of the schedule of working hours in all government offices for the convenience of the public, has decreed through CSC Resolution No. 91-677 dated June 4, 1991 that "All government officials and employees are required to render eight (8) working hours a day for five working days a week or a total of forty (40) hours a week, exclusive of time for lunch.

The normal working hours of government officials and employees shall be from:

8:00 a.m.	-	12:00 a.m.
1:00 pm.	-	5:00 p.m.

However, in no case shall the working hours be reduced in the event officials and employees elect to adopt flexi-time in reporting for work, as per CSC MC No. 14, s. 1989 (Adoption of the Flexible Working Hours in the Government Service) which shall be strictly complied with.

In observance of these rules on working hours, the use of bundy clock or other records of attendance may be allowed. These shall be kept in a conspicuous place and in the custody of a responsible officer who monitors the arrival and departure of officials and employees. All other officials including special appointees who are not required to use the bundy clock shall record their attendance in the manner prescribed by the Office and their absences shall be covered with requisite leave of absence. Service reports shall be accomplished and submitted to the dean and at the end of the month for certification and verification duly signed by the employee. A clerk is assigned to take charge in collating all DTR's and Form 6 together with a monthly report of absences and undertime known as the Personnel Accounting (PERAC) Form which shall be submitted to the Accounting Office and Personnel Office within the first eight (8) days of the following month for a more efficient operation. Any employee who has no DTR or Form 6 shall not be included in the Payroll for the first fifteenth of the following month causing delay in the preparation of payroll to the detriment of others who have submitted on time.

IV. Leave Privileges

1. Policies

Government employees, as mandated by the Constitution are expected to serve with the highest degree of responsibility, integrity, loyalty and efficiency. Under Civil Service Rules government employees have been granted liberal leave benefits in keeping with the philosophy

that an officer or an employee who has been subjected to long and continuous work needs rest and recuperation so that he may return to his work with renewed vigor and energy..

Leave of absence is generally defined as a privilege granted to officials and employees in the government to be absent and not to report for duty for one or more days with their positions held for them until their return.

All applications for leave of one day or more must be duly accomplished in the Civil service Form 6 and if applicable, subject to submission of a medical certificate and accomplished University clearance whether such leave is with or without pay.

Pursuant to CSC Resolution No. 91-540 dated April 23, 1991, the CSC amended the policy that employees paid on monthly bases are not required to report for work on Saturday, Sunday or holiday. Said Resolution adopts and promulgates the policy that when an employee regardless of either he has leave credits or not is absent on a day immediately preceding or succeeding Saturday, Sunday or holiday, shall not be considered absent in the said days based on working days. However, if an employee incurred a continuous or uninterrupted absences without pay for a longer period of time, the policy shall be understood and not applicable.

2. Kinds of Leave of Absence

- a) **Vacation Leave** – under existing laws, government employees is entitled to fifteen (15) days vacation leave with pay for each year of actual service. The vacation leave of absence is usually taken for personal reasons and granted depending on the contingency and needs of the service.
- b) **Sick Leave** - the sick leave of absence is taken by an employee an account of personal sickness or illness or illness of any member of his immediate family "immediate member which prevent the employee from reporting for work, "immediate member of the family" refers to any relative living under the same roof and dependent upon the employee for support. Employees, likewise, earn fifteen (15) days sick with pay for each year of actual service.
- c) **Forced Leave** - is the mandatory annual five-day vacation leave and it shall be forfeited if not taken during the year. In cases, where the scheduled leave has been cancelled in the exigency of the service by the head of the agency, the scheduled leave not enjoyed shall no longer deducted from the total accumulated vacation leave.
- d) **"Teachers Leave Status"** - refers to teachers who enjoy the Christmas and Summer Vacation.

Full time faculty members who do not perform administrative shall be entitled to proportional vacation pay (PVP) of 70 days of summer vacation plus 14 days Christmas vacation. If the faculty renders continuous service in a school year without incurring absences without pay of not more than 1 ½ day, the faculty shall be entitled to 84 days proportional vacation pay.

- e) **"Vacation-Sick Leave Status"** - refers to the faculty who are designated to perform non-teaching or administrative functions and who render the same hours of services like other employees are entitled to vacation-sick leave scheme unless the expressly opt to enjoy the teachers leave status in writing and submit to the University President for approval.
- f) **Vacation Service Credits** - this refers to the leave credits earned, usually by faculty, for services rendered during summer and Christmas vacations as authorized by law and/or approved by the University President. The following activities are eligible for the grant of service credits:
- Service rendered during registration and election days as long as these are mandated duties under existing laws.
 - Service rendered during calamity and rehabilitation when schools are used as evacuation centers.
 - Service rendered in connection with early opening of the school year.
 - Teaching overload not compensated by honorarium.
 - Services rendered during school sports competitions outside of regular school days.
 - Teaching in non-formal education in addition to teaching in formal education classes carrying a normal teaching load.
 - Service rendered in connection with the conduct of remedial classes during summer or vacation or outside regular school days.
 - Work done during regular school days if these are in addition to the normal teaching load.
 - In service training programs/attendance to seminars during summer and Christmas vacation provided it is not fully funded by the University or the government except when there is a memorandum stating otherwise.

Procedure in the Grant of Service Credits

The following steps shall be followed in the grant of service credits:

1. The grant of service credits must be applied for before the conduct of the activity eligible for the grant of service credits.
2. The grant of service credit shall be made/implemented only after approval by the University President which shall be based on compliance with the following requirements at the end of the period/activity subject to existing rules and regulations.

- Approved request to render service duly endorsed by the dean/director/project-in-charge
- Accomplishment report
- Accomplished daily time record (DTR) of actual service rendered duly certified by the immediate supervisor and/or authority concerned.

g) **Maternity Leave** - is granted to married women employees in case of pregnancies, in addition to the vacation and sick leave granted them. It is granted in order to extend to working mothers some measure of financial support to provides her a period of rest and recuperation during periods of pre and post natal care.

Married woman employees who have rendered an aggregate of two (2) or more years of service can avail of the maternity leave for sixty (60) days or two (2) months leave with pay whether normal delivery, cesarian or miscarriage, provided, it is not an intentional abortion. For those who have rendered one (1) month or more but less than two (2) years of service can enjoy a fraction of Maternity Leave with pay.

In case of teaching staff, maternity leave can be availed of even if the period of delivery occurs during the long vacation, in which case, both the maternity leave pay and the proportional vacation pay shall be received by the concerned faculty.

h) **Paternity Leave** - is granted to all married male employees pursuant to RA 8187.

Married male employees can avail the 7 days paternity leave for the first four deliveries of his legitimate spouse (with a woman who validly entered a contract of marriage with the married male employee). In the case of married male employee with more than one (1) legal spouse, he shall be entitled to avail of paternity leave for a maximum of four deliveries regardless of whoever spouse gives birth. This leave can be enjoyed on the days immediately before, during or after the child's birth or miscarriage of the legal spouse.

i) **Special Privilege Leave** - this is enjoyed by a special group of employees subject to conditions set under CS rules and regulations. The employee may avail a maximum of three (3) days within a calendar year of any of the special privilege leave which he would opt to avail of the following:

- birthday leave
- graduation leave
- wedding/anniversary leave
- hospitalization leave
- enrolment leave
- mourning leave

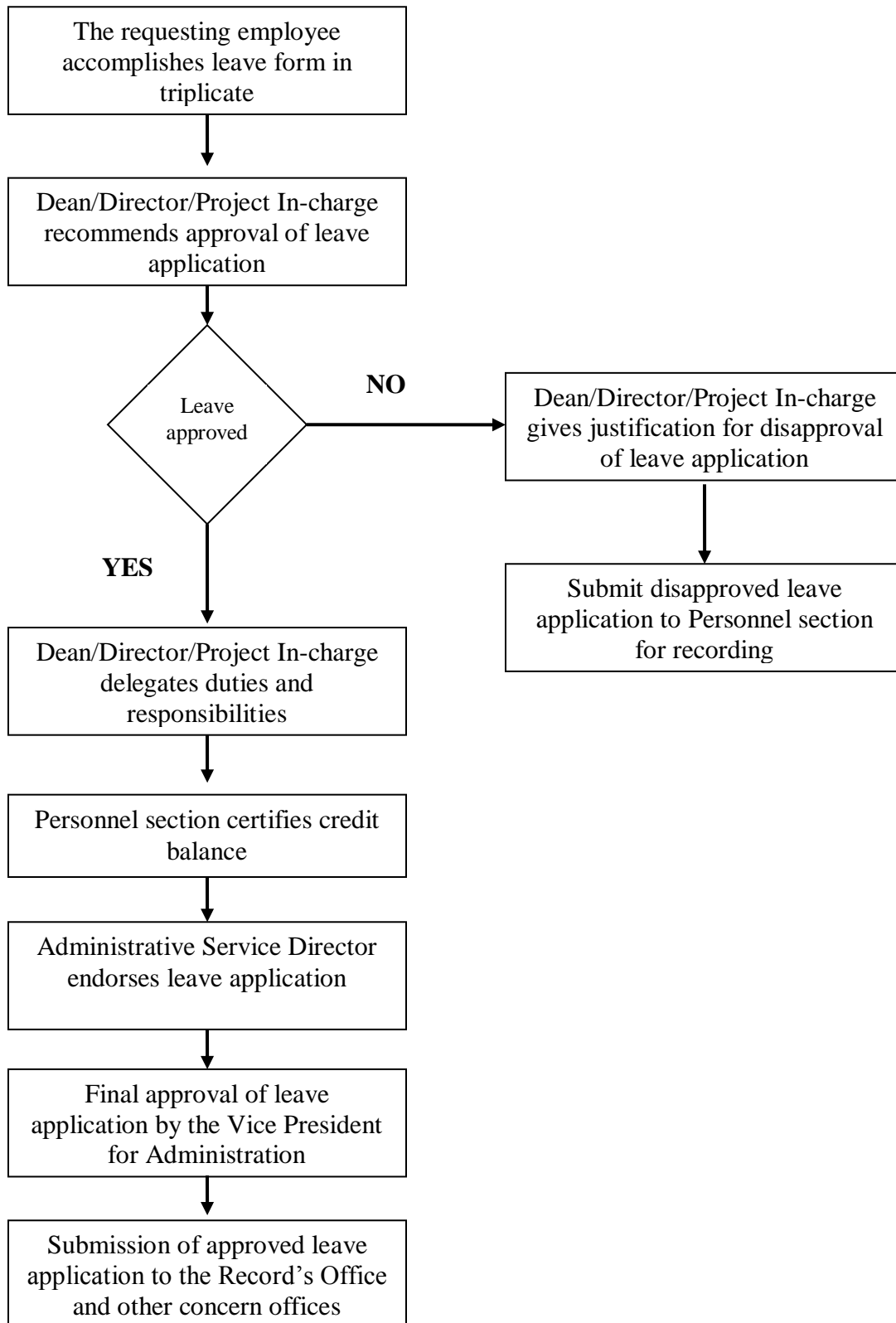
- government transaction leave
- domestic leave/relocation leave

This special privilege leave is non-cumulative and non-commutative.

- j) **Sabbatical Leave** - shall be enjoyed only by faculty members with permanent status and must be at least Associate Professor and served the University for at least 15 years.

3. Procedure

- a) Application for Vacation and Privilege Leave shall be filed at least 5 days in advance while application for Sick Leave shall be submitted within 5 days after the employee's return from such leave. Failure to do so will mean exclusion of the name of the erring employee in the payroll.
- b) All applications for leave of absence shall be under directly in CS Form 6, except when Vacation and Sick Leave filed in advance for 36 days or more by any regular employee occupying plantilla item whether temporary or permanent, duly indorsed and recorded by their immediate supervisor where the approval of the University President is needed.
- c) Application of leave should be forwarded to the following in order: Applicant, Immediate Supervisor, HRMO, Administrative Officer and the University President for final action.

FLOW OF APPLICATION FOR VACATION/SICK/MATERNITY LEAVE

V. Retirement

1. Policies

Employees of the University whether permanent, temporary, casual or temporary who have employer-employee relationship are covered by GSIS on a compulsory basis. Employees Membership take effect upon assumption to duty pursuant to valid appointment. All GSIS members are to pay monthly contributions in accordance with rates/schedules established under GSIS policies.

University Personnel, as members of the GSIS are eligible for retirement benefits available under the retirement law they opt to retire provided they satisfy the conditions and requirements set therein. Retirable employees may retire under the following retirement laws:

RA 1616 - the Gratuity Retirement Benefit

RA 660 - The Annuity benefit Plan

RA 8291

Retirement is compulsory for the University employees at age 65 with at least 15 years of service. The effectivity of the employee's separation from the government service due to compulsory retirement is at the close of office or working hours on his 65th birthday.

Retirement benefits are paid to the employee provided he has submitted all documents and complied with all the requirements by GSIS.

2. Procedure in Filing and Processing Application for Retirement

- a) The employee shall signify intention of his/her plan to retire by submitting a letter to the University President six (6) months before the effectivity of retirement.
- b) The employee shall coordinate with the Human Resource and Management Section in the preparation of the basic requirements listed hereunder to support the application for retirement.

- Application for retirement (RA's 660/1146/1616/910/8291) for GSIS
- Approved application for retirement
- Complete Service Record
- University Clearance
- Certification of Applicant that he/she has no pending Administrative/criminal case
- Statement of Assets and Liabilities
- Birth Certificate
- All original Appointments

- All Notice of Salary Adjustments
 - Form 6 (For accrued leave computation)
 - GSIS Certificate of Clearance
 - Last DTR (Original)
 - Designations
- c) In case of deceased retirees, or when a GSIS member dies, the beneficiaries and/or legal heirs shall submit, in addition to a complete statement of service record of the deceased the following:
- Death certificate of member or retiree issued by the Local Civil Registrar
 - Birth certificate of children of deceased member/retirees
 - Marriage contract/certificate issued by the Local Civil Registrar
 - of parents of deceased
 - of claimant spouse with the deceased
 - Proofs of surviving legal heirs
 - Bond of indemnity for guardianship of minor
 - Such other requirements as may be needed in certain cases
- d) The employee, after having completed the documents required (item #2), shall submit to GSIS the prescribed GSIS application Form duly accomplished and signed by the University President, a complete copy of the retirement documents shall also be provided by the employee to DBM for fund release and MMU for records keeping.
- e) Submission of the required complete retirement documents, GSIS for approval.
- f) Upon approval by the GSIS, payment is made to the retiree.

VI. Resignation

It is a mode of separation by which services of the employee is severed from the University or an employee is considered resigned from the University upon approval of the following documents:

1. Voluntary written notice of the employee informing the University President through the dean/director/ and/or immediate superior that he is relinquishing his post indicating therein the effectivity date of said resignation.
2. The acceptance of resignation in writing by the University President/Appointing Authority with the date of effectivity of resignation.

The services in the University of the employee may also be served when he is dropped from University rolls which may caused by the following:

1. When the employee have been found to be habitually absent or have been absent without approved leave for a long period of time of more than 30 working days.

2. When employee after two consecutive rating is given unsatisfactory performance rating for an evaluation period is rated poor performance. This, however shall take after due notice in writing given to the employee and in due process.
3. When the employee is continuously absent for more than a year or intermittently absent by reason of illness and sickness for at least 260 working day during a 2 year period may be declared physically unfit to perform his duties.

B. PROCUREMENT AND DISPOSAL OF UNIVERSITY PROPERTY

I. Procurement

All procurement in the University are governed by Republic Act No. 9184, otherwise known as the Government Procurement Reform Act which took effect July I, 2005. This Act covers the procurement of infrastructure projects, goods, and consulting services, regardless of source of funds (Fund 101, 161, 164, 184), whether local or foreign. The only exemptions are goods for resale procured by the Business Affairs Directorate.

1. Definition of Terms

- a) **Approved Budget for the Contract (ABC)** – refers to the budget for the contract duly approved by the University President, as provided for in the General Appropriations Act and /or continuing appropriations.
- b) **BAC** – refers to the Bids and Awards Committee established in accordance with Article V of RA 9184.
- c) **Common-Use Supplies** – refer to those goods, materials, and equipment that are repetitively used in the day-to-day operations of the University in the performance of its functions. Common-use supplies shall be those included in the Price List of the Procurement Service (PS) of the Department of Budget and Management (DBM).
- d) **Competitive Bidding** – refers to a method of procurement which is open to participation by any interested party and which consists of the following processes: advertisement, pre-bid conference, eligibility screening of prospective bidders, receipt and opening of bids, evaluation of bids, post-qualification, and award of contract.
- e) **G-EPS** – refers to the Government Electronic Procurement System as provided in Section 8 of RA 9184.
- f) **Goods** – refer to all items, supplies, materials, and general support services, except consulting services and infrastructure projects, which may be needed

in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services as well as procurement of materials and supplies provided by the University for such services.

- g) **GPPB** – refers to the Government Procurement Policy Board established in accordance with Article XX of RA 9184.
- h) **Infrastructure Projects** – include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, school buildings, and other related construction projects of the University.

2. Procurement Planning

All procurement shall be within the approved budget of the University, and shall be meticulously and judiciously planned. No procurement shall be undertaken unless it is in accordance with an approved Annual Procurement Plan (APP). In the case of projects funded from lump-sum appropriations, the APP shall be immediately updated to include such projects or contracts. For infrastructure contract packages projects, the ABC shall cover the individual cost components of civil works only. The ABC for the contract shall be at all times consistent with the appropriations for the project authorized in the GAA and/or continuing appropriations.

The University shall judiciously prepare, maintain and update an APP for all its procurement that shall include, for each individual project, a Project Procurement Management Plan (PPMP). The APP shall bear the approval of the University President, and must be consistent with its duly approved yearly budget. Consistent with government fiscal discipline measures, only those considered crucial to the efficient discharge of University functions shall be included in the APP. A procurement shall be considered crucial to the efficient discharge of University functions if it is required for the day-to-day operations or is in pursuit of the principal mandate of the University. In case of Infrastructure Projects, the Plan shall consider the appropriate timing/phasing of related project activities such as engineering design and acquisition of ROW to reduce/lower project costs.

The PMPP shall include:

- the type of contract to be employed;

- the extent/size of contract scopes/packages;
- the procurement methods to be adopted, and indicating if the procurement tasks are to be outsourced;
- the time schedule for each procurement activity; and
- the estimated budget for the general components of the contract e.g., civil works, goods and consultancy services.

The APP shall include provisions for foreseeable emergencies based on historical records.

The preparation and updating of the PPMPs shall be the responsibility of the respective end-users, while the consolidation of these PPMPs into an APP shall be lodged with the BAC Secretariat. Figure __ shows the Procurement Planning Process Flowchart.

Updating of the individual PPMPs and the consolidated APP shall be undertaken every six (6) months or as often as may be required by the University President. Implementation of any project not included in the University's APP shall not be allowed.

3. Procurement Process and Forms

To systematize the procurement process, avoid confusion, and ensure transparency, the procurement process, including the forms to be used, are standardized insofar as practicable.

a) Procurement Process Flowchart – Infrastructure

Steps

1. The Physical Plant & General Services (PPGS) prepares the Program of Work (POW).
2. The Review Committee (RC) checks the POW.
3. If no revision, the PPGS prepares the Purchase Request (PR). If with revision/s, PPGS incorporates the revision/s in the POW, and prepares the PR based on revised POW.
4. The Chief of the Accounting Section certifies that there is cash available for the project.
5. The University President approves the POW and PR.
6. The BAC determines the manner of procurement
 - If ≤ P500,000: Pakyaw Contract
 - If ≥ P500,000: Straight Contract
7. The BAC Secretariat prepares the Abstract of Bids, Resolution, Notice of Award, Contract, and Notice to Proceed.
8. The Internal Audit Unit examines the supporting documents of the procurement.

9. The University President approves the Abstract of Bids and Resolution, and signs the Notice of Award, Contract, and Notice to Proceed.
10. The PPGS implements the project.

b) Procurement Process Flowchart – Goods

Steps

1. The College/Unit concerned prepares the PR and Price Quotation (PQ) forms.
2. The Chief of the Accounting Section certifies that there is cash available for the procurement.
3. The BAC recommends the method of procurement, whether limited source bidding, direct contracting, repeat order, shopping, or negotiated procurement.
4. The University President approves the PR and PQ.
5. The BAC conducts procurement activities.
6. The BAC Secretariat prepares the Abstract of Bids and Purchase Order.
7. The Chief of the Accounting Section certifies cash availability on the Purchase Order.
8. The Internal Audit Unit examines the supporting documents of the procurement
9. The University President approves the Abstract of Bids and Purchase Order.
10. The BAC Secretariat serves the Purchase Order to the suppliers with the least bid/price quotation.
11. The Supply Office receives the delivery, prepares the Inspection Report, and issue withdrawal slip (for supplies) or Memorandum Receipt (for equipment).
12. The concerned College/Unit accepts the goods.

4. Alternative Methods of Procurement

As a general rule, the University shall adopt competitive bidding as the general mode of procurement and shall see to it that the procurement program allows sufficient lead time for such competitive bidding. Alternative methods shall be resorted to only in highly exceptional cases.

Subject to the prior approval of the University President, and whenever justified by the conditions provided in RA 9184, the University may, in order to promote economy and efficiency, resort to any of the alternative methods of procurement. In all instances, the University shall ensure that the most advantageous price for the Government is obtained.

a) Limited Source Bidding

Limited Source Bidding, otherwise known as selective bidding, is a method of procurement of goods and consulting services that involves direct invitation to bid by the University from a set of pre-selected suppliers or consultants with known experience and proven capability on the requirements of the particular contract. The pre-selected suppliers or consultants shall be those appearing in a list maintained by the relevant Government authority that has expertise in the type of procurement concerned, which list should have been submitted to, and maintained updated with, the GPPB. The BAC shall directly send to the pre-selected bidders the invitation to bid, which shall already indicate the relevant information required to enable the bidders to prepare their bids as prescribed under the pertinent provisions of the Implementing Rules and Regulations Part A of RA 9184. Limited source bidding may be employed under any of the following conditions:

- Procurement of highly specialized types of goods (e.g., sophisticated defense equipment, complex air navigation systems, coal) and consulting services where only a few suppliers or consultants are known to be available, such that resorting to the competitive bidding method will not likely result in any additional suppliers or consultants participating in the bidding; or
- Procurement of major plant components where it is deemed advantageous to limit the bidding to known qualified bidders in order to maintain uniform quality and performance of the plant as a whole.

b) Direct Contracting

Direct Contracting or single source procurement is a method of procurement of goods that does not require elaborate bidding documents. The supplier is simply asked to submit a price quotation or a pro-forma invoice together with the conditions of sale. The offer may be accepted immediately or after some negotiations. Direct contracting may be resorted to under any of the following conditions:

- Procurement of items of proprietary nature which can be obtained only from the proprietary source, i.e. when patents, trade secrets and copyrights prohibit others from manufacturing the same item;
- When the procurement of critical plant components from a specific manufacturer, supplier or distributor is a condition precedent to hold a contractor to guarantee its project performance, in accordance with the provisions of its contract; or
- Those sold by an exclusive dealer or manufacturer which does not have sub-dealers selling at lower prices and for which no suitable

substitute can be obtained at more advantageous terms to the Government.

c) Repeat Order

Repeat Order, when provided for in the APP, is a method of procurement of goods from the previous winning bidder, whenever there is a need to replenish goods procured under a contract previously awarded through Competitive Bidding. Repeat orders from the previous winning bidder may be resorted to only in cases where the procured item is clearly superior to the other bids not only in terms of the price quoted but also in terms of equipment reliability, availability of spare parts, after-sales service and delivery period, among others. Repeat orders shall likewise be subject to the following conditions:

- Contract prices of the repeat order must be the same as or lower than those in the original contract, provided that such prices are still the most advantageous to the Government after price verification;
- The repeat order will not result in splitting of contracts, requisitions, or purchase orders;
- Except in cases duly approved by the GPPB, the repeat order shall be availed of only within six (6) months from the date of the Notice to Proceed arising from the original contract; and
- The repeat order shall not exceed twenty-five percent (25%) of the quantity of each item in the original contract.

d) Shopping

Shopping is a method of procurement of goods whereby the procuring entity simply requests for the submission of price quotations for readily available off-the-shelf goods or ordinary/regular equipment to be procured directly from suppliers of known qualifications. This method of procurement shall be employed only in any of the following cases:

- When there is an unforeseen contingency requiring immediate purchase: Provided, however, that the amount shall not exceed fifty thousand pesos (P50,000); or
- Procurement of ordinary or regular office supplies and equipment not available in the Procurement Service involving an amount not exceeding two hundred fifty thousand pesos (P250,000): Provided, however, that the procurement does not result in splitting of contracts, Provided, further, that at least three (3) price quotations from bona fide suppliers shall be obtained.

The above amounts shall be subject to a periodic review by the GPPB. For this purpose, the GPPB shall be authorized to increase or decrease the said amount in order to reflect changes in economic conditions and for other justifiable reasons.

e) **Negotiated Procurement**

Negotiated Procurement is a method of procurement of goods, infrastructure projects and consulting services, whereby the University directly negotiates a contract with a technically, legally and financially capable supplier, contractor or consultant only in the following cases:

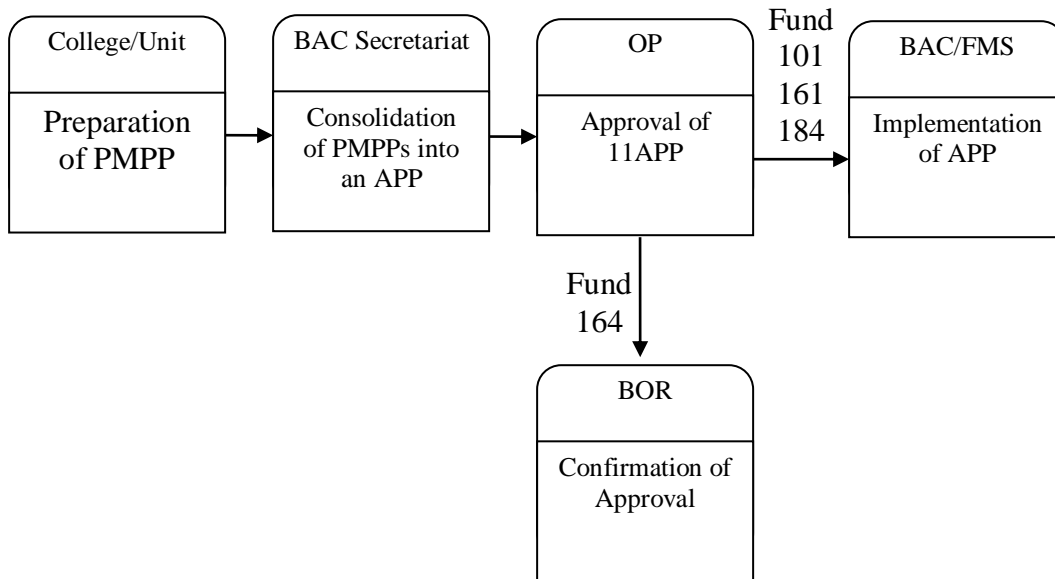
- Where there has been failure of public bidding for the second time;
- In case of imminent danger to life or property during a state of calamity, or when time is of the essence arising from natural or man-made calamities or other causes where immediate action is necessary to prevent damage to or loss of life or property, or to restore vital public services, infrastructure facilities and other public utilities. In the case of infrastructure projects, the University has the option to undertake the project through negotiated procurement or by administration or, in high security risk areas, through the AFP;
- Take-over of contracts, which have been rescinded or terminated for causes provided for in the contract and existing laws, where immediate action is necessary to prevent damage to or loss of life or property, or to restore vital public services, infrastructure facilities and other public utilities;
- Where the subject contract is adjacent or contiguous to an on-going infrastructure project: Provided, however, that
 - the original contract is the result of a Competitive Bidding;
 - the subject contract to be negotiated has similar or related scopes of work;
 - it is within the contracting capacity of the contractor;
 - the contractor uses the same prices or lower unit prices as in the original contract less mobilization cost;
 - the amount involved does not exceed the amount of the on-going project; and
 - the contractor has no negative slippage;

Provided, further, that negotiations for the procurement are commenced before the expiry of the original contract. Whenever applicable, this principle shall also govern consultancy contracts, where the consultants have unique experience and expertise to deliver the required service;

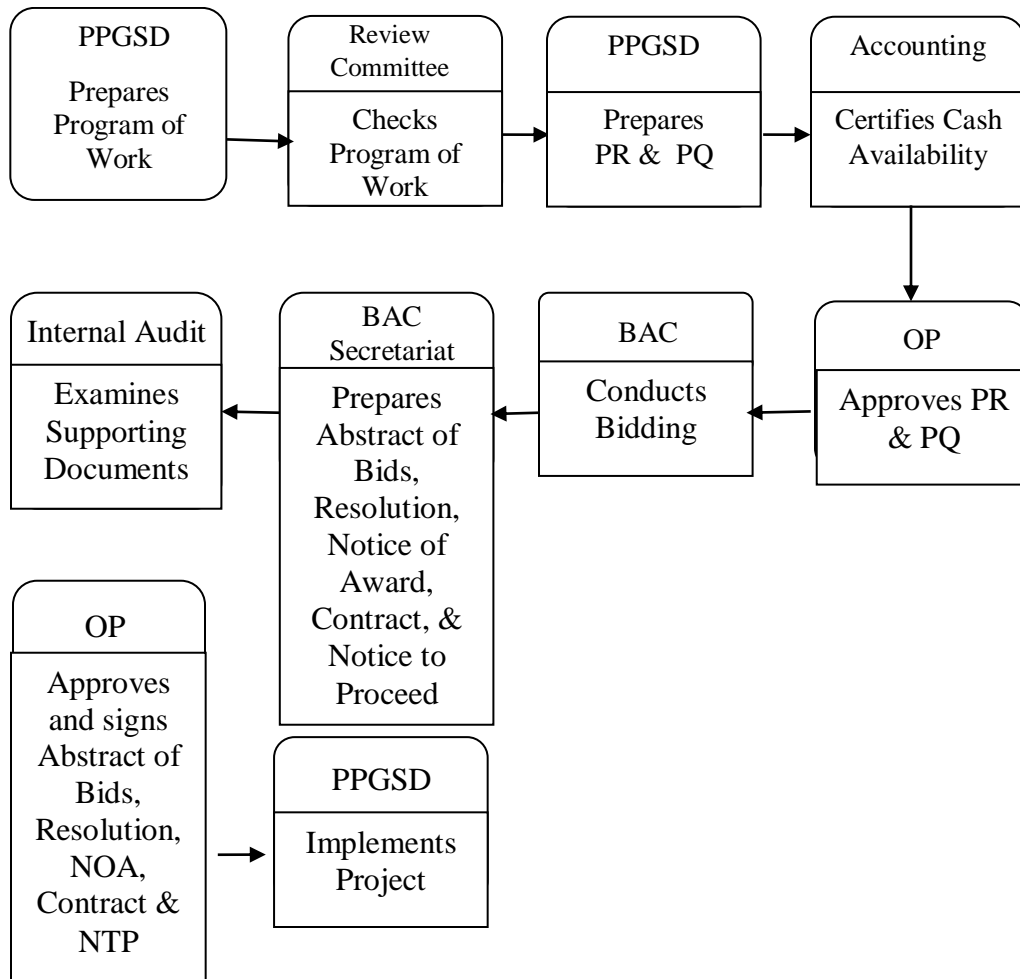
- Purchases of goods from another agency of the Government, such as the PS-DBM, which is tasked with a centralized procurement of commonly used Goods for the government in accordance with Letters of Instruction No. 755 and Executive Order No. 359, series of 1989. Further, in order to hasten project implementation, agencies which may not have the proficiency or capability to undertake a particular procurement, as determined by the University President, may request other agencies to undertake such procurement for them, or at their option, recruit and hire consultants or procurement agents to assist them directly and/or train their staff in the management of the procurement function;
- In the case of individual consultants hired to do work that is
 - highly technical or proprietary; or
 - primarily confidential or policy determining, where trust and confidence are the primary consideration for the hiring of the consultant:

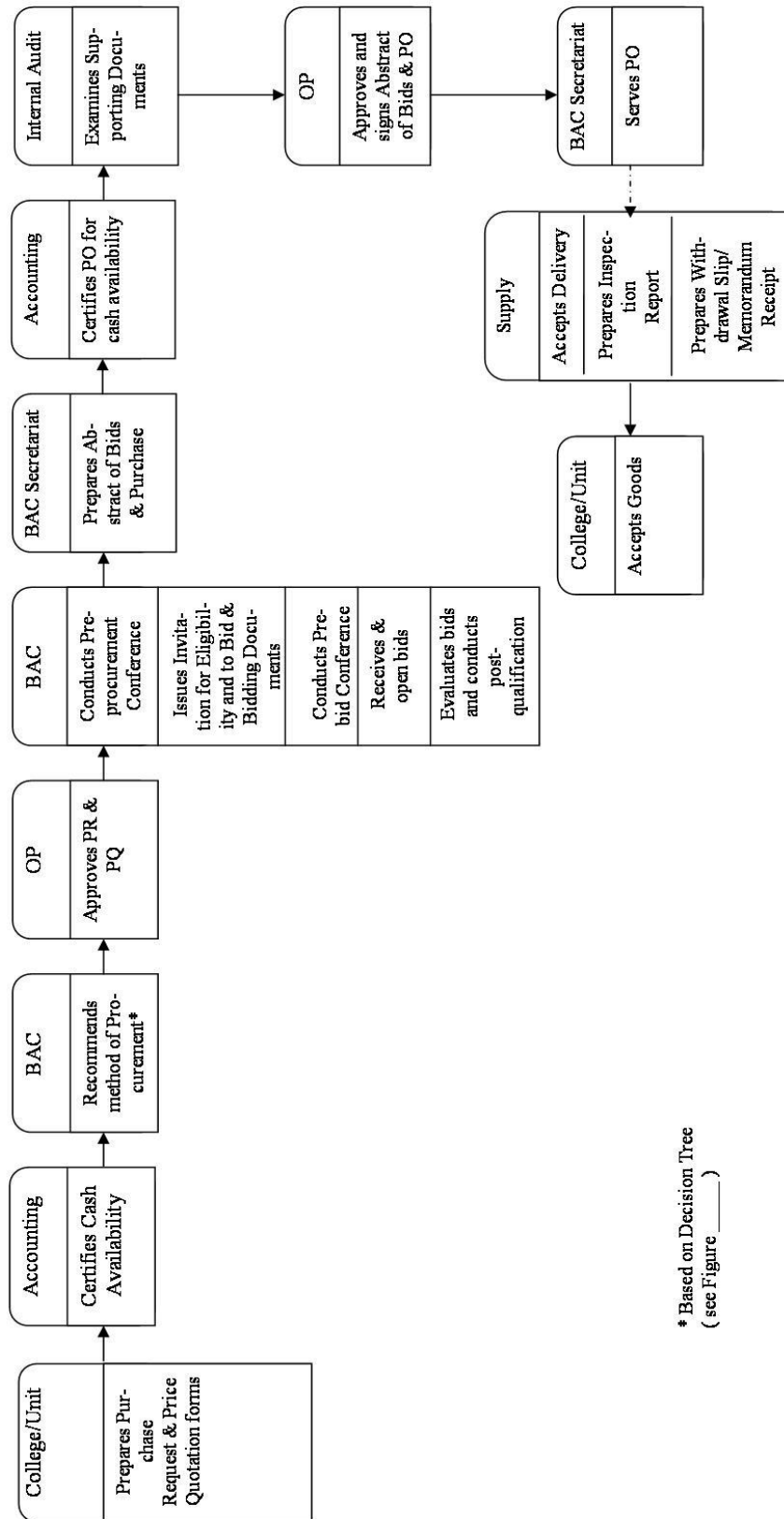
Provided, however, that the term of the individual consultants shall, at the most, be on a six month basis, renewable at the option of the University President, but in no case shall exceed the term of the latter.

PROCUREMENT PLANNING PROCESS FLOWCHART



PROCESS FLOWCHART-INFRASTRUCTURE

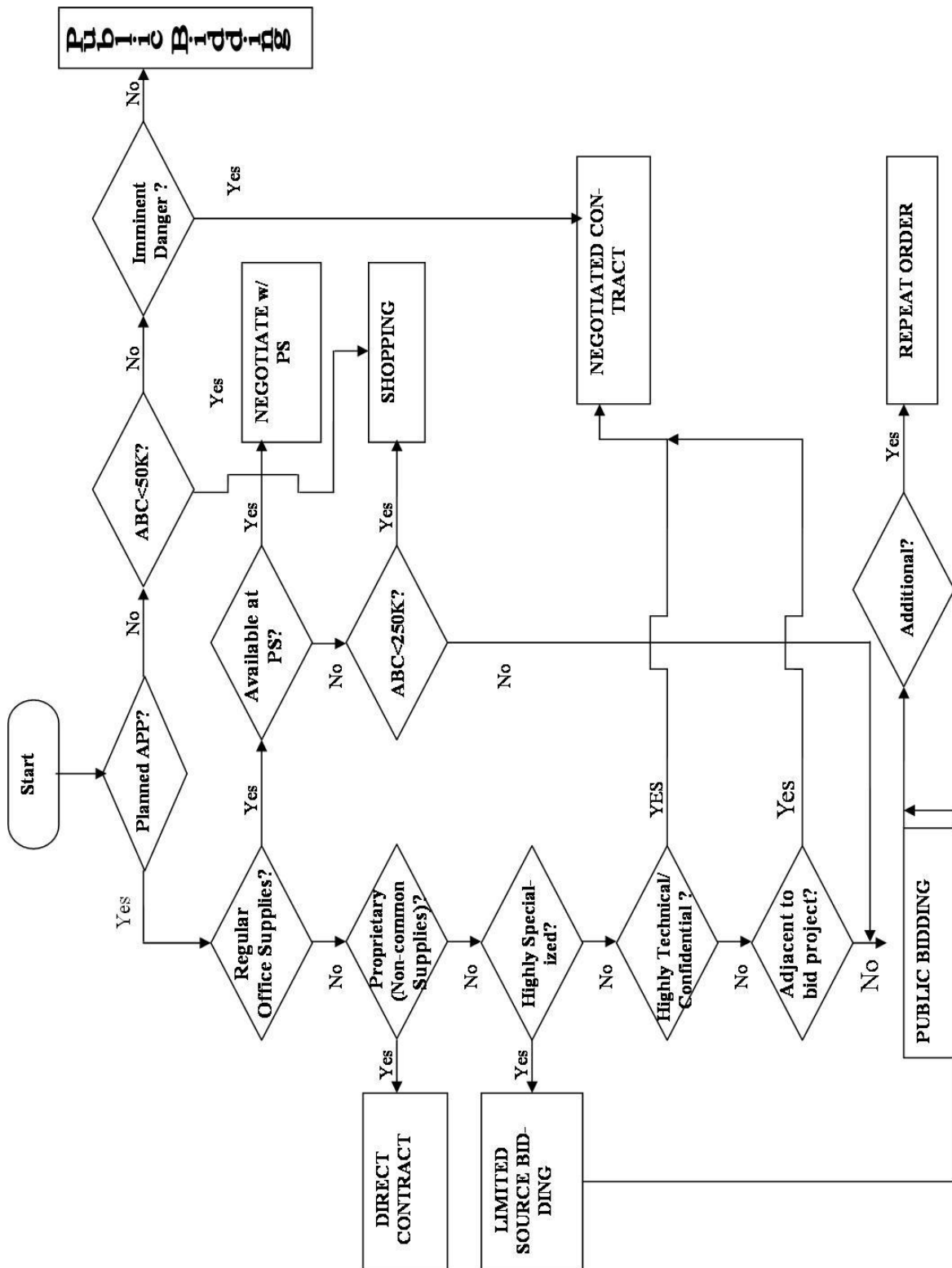




* Based on Decision Tree
(see Figure _____)

PROCESS FLOW CHART - GOODS

DECISION TREE FOR ALTERNATIVE MODES OF PROCUREMENT



Disposal of University Property

Pursuant to Executive Order No. 888 Sec. 1 and COA Cir. No. 89-296 the full and sole authority and responsibility for the divestment or disposal of properties and other assets owned by the National, Corporate and Local Government Units including its subsidiaries shall be lodged in the heads of the departments, bureaus and offices or governing bodies or managing heads of the concerned entities.

1. Modes of Disposal

a) **Condemnation/Destruction of Property**

Through pounding, burning, breaking, shredding, throwing, or any other method by which the property is disposed beyond economic recovery. Destruction shall be made in the presence of the Disposal Committee.

b) **Transfer of Property**

Upon initiative of owning agency or submission of request to owning agency, this may be done either with or without cost. Cost herein refers to payment based on the appraised value of the property.

c) **Barter**

An agency transfers property to another government agency in exchange for another piece of property. The value of the property transferred may or may not be equivalent to that being received.

d) **Donation of Property**

Maybe to charitable, scientific, educational or cultural institutions.

e) **Sale of Unserviceable Property**

- Sale thru public bidding as a general rule, is the mode of disposal. This is done thru sealed public bidding or when circumstances warrant, by viva voce.
- Sale thru Negotiated – Sale is resorted to as a consequence of failed bidding.

2. Property/Assets Subject To Disposal

The following are subject to disposal:

- a) Unserviceable property

- b) Confiscated/seized property
- c) Property under distraint/levy/garnishment
- d) Unclaimed motor vehicles
- e) Real property
- f) Valueless records/documents

Unserviceable Property

Pursuant to Sec. 79 of PD 1445 "When government property has become unserviceable for any cause or is no longer needed, it shall, upon application of the officer accountable therefore, be inspected by the head of the agency or his duly authorized representative x x x and if found to be valueless or unserviceable, it may be destroyed. If found valuable, it may be sold at public auction to the highest bidder under the supervision of the proper committee on award or similar body x x x. In the event that public auction fails, the property may be sold at a private sale at such prices as may be fixed by the same committee or body concerned x x x."

a) Determining Factors in the Disposal of Unserviceable Property

- Property, which can no longer be repaired or reconditioned.
- Property whose maintenance costs of repair more than outweighs the benefits and services that will be derived from its continued use.
- Property that has become obsolete or outmoded because of changes in technology.
- Serviceable property that has been rendered unnecessary due to changes in the agency's function or mandate.
- Unused supplies, materials, and spare parts that were procured in excess of requirements; and
- Unused supplies and materials that has become dangerous to use because of long storage or use of which is determined to be hazardous.

b) Submission of Documents Pertinent to the Disposal of Unserviceable Property

Accountable officials in possession of unserviceable property shall submit to the Disposal Committee through their respective heads of offices, the following accomplished forms as appropriate:

- Inventory and Inspection Report of Unserviceable Property (Appendix 9-14) for semi-expendable materials and equipment and non-expendable supplies, accompanied by any of the following, whichever is appropriate:

- Individual survey report, duly certified by the Supply Officer and Head of Agency
 - List of missing spare parts duly certified by the Supply Officer and Head of Agency
 - Stencils of chassis and engine numbers of motor vehicles, and
 - Current photographs in two positions
- Waste Materials Report (Appendix 9-12) for expendable materials, supplies and consumables including spare parts, empty container, and remnants from destroyed or damaged fixed assets.

3. Guidelines in Disposal

- a) Once supplies/property becomes unserviceable from any cause or are no longer needed, the officer immediately accountable therefore shall return the same to the Property Officer/equivalent position concerned.
 - b) The Property Officer/equivalent position shall file an application for disposal with appropriate documents to the COA auditor.
 - c) The COA auditor shall inspect the items and determine whether the items are with or without value and forwards his/her recommendation to the Head of the Agency.
 - d) The Head of the Agency shall forward the documents to the Disposal Committee.
 - e) The Disposal Committee shall recommend to the Head of the Agency the mode of disposal as appropriate and deemed most advantageous to the government.
 - f) If found to be valuable the unserviceable property may be sold at public auction to the highest bidder under the supervision of the proper Committee on Award or similar body.
 - g) The awardee shall pay, claim and withdraw the property upon the determination of the awardee, the bid bond shall be considered as partial payment and the offered bid price shall be paid in the form of cash, cashier's Manager's check of a reputable bank within the area where the bidding was held. Full payment shall be made within 5 working days from the date of the notice of award.
- Claims shall be made only by the awardee, after the bid price is fully paid as evidenced by an official receipt. The Disposal Committee shall effect in the presence of the reporting accountable Officer or his duly authorized representative and witnesses.
 - The property officer of the owning agency shall accomplish a tally-out sheet as evidence of actual delivery. Authorized Agency official and the buyer acknowledging receipt of the items shall sign the tally-out sheet.
 - Claims shall be made only during official government working hours.
 - Claims shall be made within the period fixed by the Disposal Committee but not more that 30 days after awarding. Failure on The part of the awardee to claim the property within the stipulated period shall have the effect of cancellation of the award.

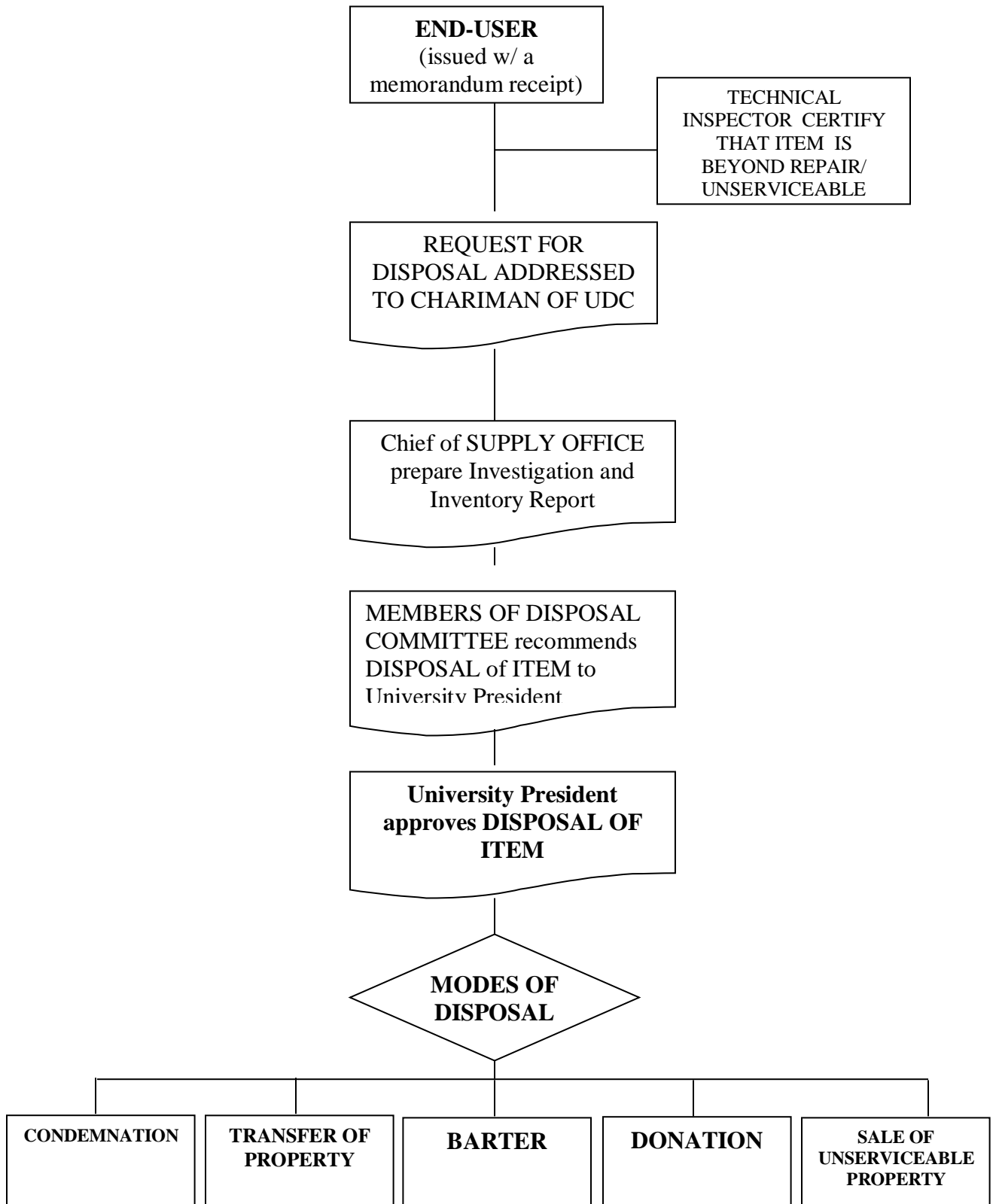
- h) Upon disposal of property, the pertinent portions of the Inventory & Inspection Report, Report of Waste Materials or Invoice-Receipt for Property, whichever is applicable, shall be accomplished. These reports shall be the basis for dropping the property from the books of accounts and for taking up the proceeds from the Sale of the property.

4. Membership of Disposal Committee

EO No. 309, reconstituted the membership of the Committee on Disposal as provided for under EO No. 888

- a) **Chairman** - A senior official with function not lower than the Level of an Assistant Secretary for a department and Assistant Director for a bureau/agency or department head for a GOCC.
- b) **Member** - Head of Administrative Unit
- c) **Member** - Head of the Property Unit
- d) **Ad Hoc Member**- COA Representative

FLOWCHART OF DISPOSAL



C. RECORDS MANAGEMENT

I. Duties and Responsibilities

The duty of recordkeeping is reposed in the Record Management Section of the University. Specifically, the Records Management Section has the following duty and responsibility:

1. to receive and record all incoming communications, correspondence, telegrams and documents;
2. to record outgoing communications;
3. to take custody of MMSU Personnel Records, except personal papers of its officials and employees and keep them in such condition as to meet the documentary and reference requirement of the agency;
4. to keep and maintain a filing and recording system for issuance's communications and other documents affecting MMSU, for ready reference and use;
5. to issue certified copies of documents and file; and
6. to prepare and submit to the President periodic disposition of Non-current records in accordance with the approved Records retention and Disposal Schedules.

II. Objectives

To implement its service oriented system, the Records Management Section, has the following objectives:

1. To provide personnel under the Records Management section with a general knowledge in the Records system so that they become more responsive and cognizant of the needs and demands of the employees of the University;
2. To develop a sense of responsibility among personnel of the Records Management Section, so that they will be able to help in the improvement of the office and MMSU and in the establishment of a better unity among its constituents;
3. To continue formulating safekeeping and dispatching of records relevant to the needs of MMSU Personnel and other entities;
4. To upgrade the Records Office staff through staff development, in-service training program and also training them thru computerization;

5. To continue regular duties like dispatching, recording and filling of records coming from the office of the President, approved or disapproved for proper disposal to office concerned;
6. To develop love and appreciation of good order, beauty of nature and the arts so as to contribute to the upliftment of the University and the Philippines;
7. To help other offices whenever need arises.

III. Personnel of the Records Management Section

The following are the personnel under the Record Management Section of the University:

1. Records Officer III – Chief of Office
2. Records Officer II
3. Records Officer I
4. Receiving and Dispatching Section-
5. Classification and Filing Section -
6. Records Retention Section
7. Records Disposal Section
8. Messenger

IV. Responsibility of the Chief of Office

1. Plans and direct the activities of the unit;
2. Assumes full responsibility for the custody and safekeeping of voluminous official records and documents and authorizes their issuances;
3. Participates in the staff meeting and conferences;
4. Checks and classifies official communications for release and filing;
5. Meets regularly with the staff of the unit to discuss problems planning and programming of activities;
6. Prepares budget estimates of the unit;
7. Determine the needs of the unit as to supplies and equipment;
8. checks prepared annual and other required report for submission;
9. Authenticates copies of documents.

V. Procedure in Record Keeping

1. Incoming Communications

All communications whether letters, radiograms, telephone messages or reports, pertaining to official business will be addressed to the University President, Mariano Marcos State University, Batac, Ilocos Norte, ZIP Code No. 2906, Telephone No. 792-3191 and FAX No. (63) 792-3191.

2. Outgoing Correspondence

All outgoing correspondence will be coursed through the Records Management Section with proper instructions as to their disposition after the Approval/Disapproval, Notation or with Routine slip by the University President.

3. Mailing

Mailing is done daily through the Phil. Postal Service, MMSU Branch, Batac, Ilocos Norte. Stamps for Official mails and special deliveries will be handled by the Records Office Staff for proper recording and funding.

4. Deliveries

The Messenger handling MMSU deliveries are sent as per schedule of trips of Bus Station in Batac, Ilocos Norte. Items for delivery should be with the Records Office 3 hours before the scheduled trips, and or through the LBC Express for shipment (Funding will be the same as in MAILING).

5. Personal Mails

Staff members requesting mailing of Personal Letters should affix the required stamps on the envelopes themselves and then deposit the stamped envelope at the Records Office. Only Mails addressed to in the usual route thereof may be handcarried by the messenger.

6. Records and File

The Central Records Section maintains files of correspondence, permanent records, other documents except files on RESEARCH PROJECT.

7. Personnel Files

Personnel files are considered confidential records and cannot be borrowed/ reviewed without the written authorization of the Head of Office concerned.

If for one reason or another, a college, unit or section shall directly release communication and retain the file copies, the Records Office shall be furnished with copies of the complete set.

Whenever action is not deemed necessary on a correspondence, the same shall be marked "FILE" on its face, initiated and dated by the authorized official before sending to the Records Office. Only the President, Vice Presidents, Deans, Directors and other officials of equivalent rank are authorized to mark a correspondence "FOR FILE".

MMSU FACULTY AND STAFF which requires them to file additional documents, certificates, transcript of records, etc. for their 201 files for evaluation purposes and for safekeeping can submit it personally to the Records Office Personnel.

Records Office Staff are not permitted to release or to show files in their possession without a written authorization from a senior staff. No staff member will be allowed to take anything from the files himself. All Request should be made to the Records Office Personnel.

D. FINANCIAL MANAGEMENT SERVICES

I. The University Budget

The annual budget of the University shall be prepared in accordance with budgetary policies of the government. The University shall operate a budget on a calendar year from January 1 to December 31 in a given year.

There are four general classifications of University funds:

- a. Fund 101 or the General Fund - the fund which is available for any purpose to which the legislative body may choose to apply it, and is composed of all receipts or revenues which are not applicable to specific purpose. It is used to finance the ordinary operations of a government unit (Sec. 136, Title 1, GAAM, Vol. I)
- b. Fund 161 or Revolving Fund– these are funds arising out from business and income-generating activities of the University
- c. Fund 164 - these are funds from the collection of tuition fees and other school charges,
- d. Fund 184 or Trust Funds/Special Funded Projects - these are funds which have come officially into the possession of any agency of the government or of a public officer as trustee, agent, or administrator, or which have been received for the fulfillment of some obligations (Sec. 3, PD 1445)

Income from tuition fees and other school charges (Fund 164), and income from business operations (Fund 161) of the University shall constitute a special fund for the use of the University subject to the approval of the Board of Regents

II. Budget Terms

The following terms are included in the budgeting process: **appropriation, allotment, obligation, Notice of Cash Allocation (NCA), and disbursements.**

- a) An **APPROPRIATION** is an authorization made by law or other legislative enactments of obligations to be incurred and allowing payments to be made with

funds of the government under specified conditions and/or specified purpose, i.e. General Appropriations Act.

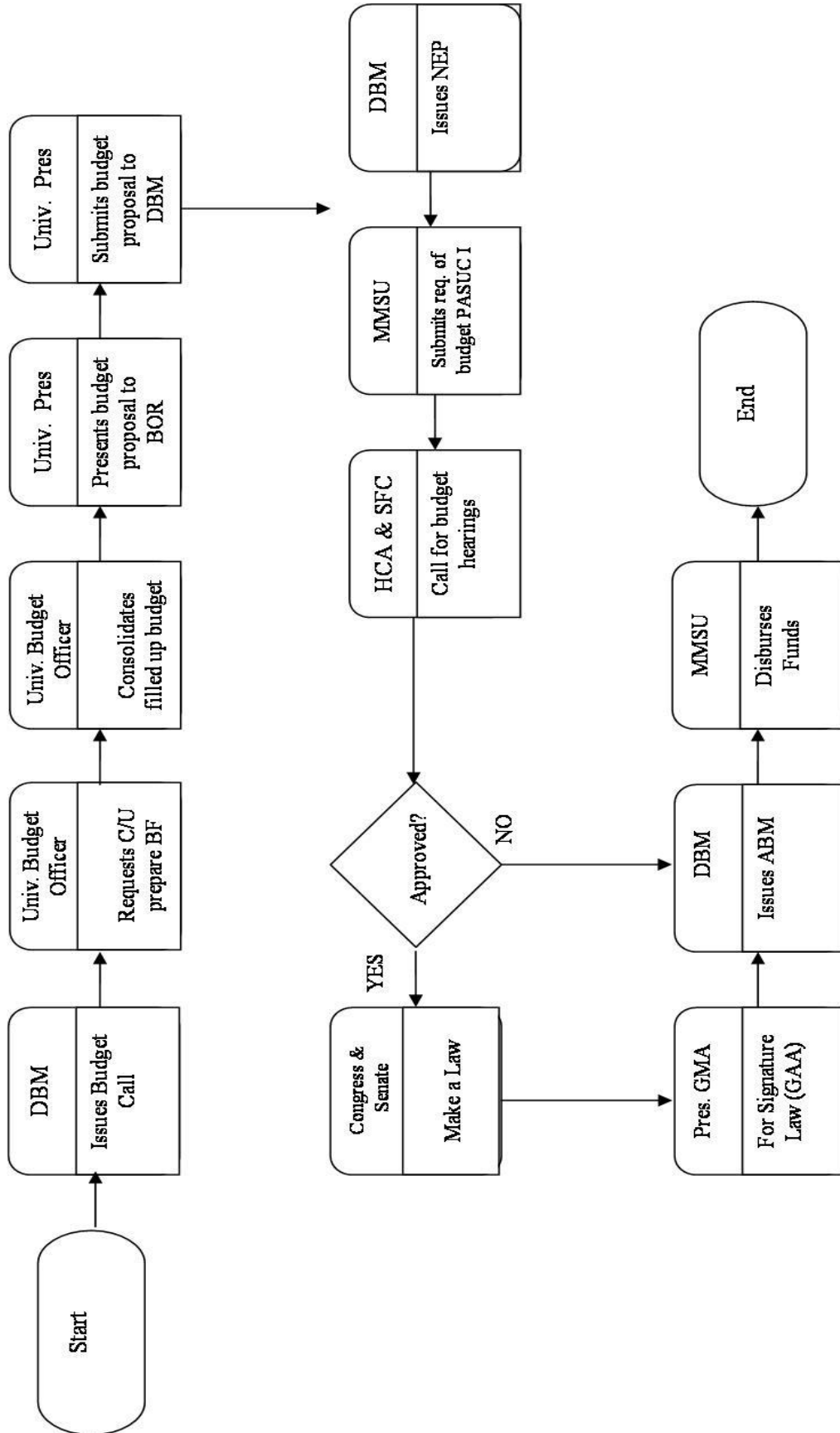
- b) **ALLOTMENT** is an authorization issued by the Department of Budget and Management which allows agencies to incur obligations up to a specified amount that is within a legislative appropriation as reflected in the advice of allotment. The DBM issues the Allotment Release Order containing the authorization, conditions and the amount of the allocation.
- c) **OBLIGATION** refers to a commitment by a government agency arising from an act of a duly authorized official which binds the government to the immediate or eventual payment of a sum of money. The agency is authorized to incur obligations only in the performance of activities which are in pursuit of its functions and programs authorized in appropriation acts/laws within the limit of ARO

The New Government Accounting System (NGAS) categorizes the expense accounts into three major items:

1. Personal Services (PS)
 2. Maintenance and Other Operating Expenses (MOOE)
 3. Financial Expenses (FE)
- d) **NOTICE OF CASH ALLOCATION (NCA)** is an advice issued by the Department of Budget and Management for the release of cash credited to the Government Servicing Banks (GSB) of agencies, stating the amount and purpose.
 - e) **DISBURSEMENTS** constitute all cash paid out during a given period either in currency or by check.

Modes of payment:

- By check
 - Modified Disbursement Scheme (MDS)
 - Commercial checks
- By cash, thru the cash advance granted to Accountable Officers
- By Non-Cash Availment Authority (NCAA)
- By Tax Remittance Advice (TRA)
- By Advice to Debit the Account (ADA)
- Other Disbursements

**BUDGET PROCESS**

III. **Fundamental Principles and Basic Requirements for Expenditures and Disbursements:**

1. **Fundamental Principles**

Section 4 of PD 1445 provides for the following fundamental principles which govern the financial transactions and operations of any government agency:

- a) No money shall be paid out of any public treasury or depository except in pursuance of an appropriation law or other specific statutory authority.
- b) Government funds or property shall be spent or used solely for public purposes.
- c) Trust funds shall be available and may be spent only for the specific purpose for which the trust was created or the funds received.
- d) Fiscal responsibility shall, to the greatest extent, be shared by all those exercising authority over the financial affairs, transactions, and operations of the government agency.
- e) Disbursement or disposition of government funds or property shall invariably bear the approval of the proper officials.
- f) All laws and regulations applicable to financial transactions shall be faithfully adhered to.
- g) Claims against government funds shall be supported with completed documentation.
- h) Generally accepted principles and practices of accounting as well as of sound management and fiscal administration shall be observed, provided that they do not contravene existing laws and regulations.

2. **Restriction on the Use of Government Funds**

The general provisions of the General Appropriations Act (GAA) define the restrictions on the use of government funds where no government funds shall be utilized for the following purposes:

- a) To purchase motor vehicles, except : (1) medical ambulances, military and police patrol vehicles, motorcycles, other utility vehicles, road construction equipment, motorized bancas and those used for mass transport when necessary in the interest of the public service, upon authority of the department or agency head and the Secretary of Budget and Management; and (2) those authorized by the President, Senate President, the Speaker of the House of Representative, or the Chief Justice of the Supreme Court;
- b) To send official or employee to foreign training, conference or attend to international commitments when they are due to retire within one year after the said foreign travel;
- c) To provide fuel, parts, repair and maintenance to any government vehicle which is not permanently marked "For Official Use Only" with the name or

logo of the agency, nor otherwise properly identified as a government vehicle and does not carry its official government plate number, except vehicles assigned to the President, Vice-President, senate President, Speaker to the House of Representatives, Chief Justice of the Supreme Court and Chairman of the constitutional Commissions and those used by personnel performing intelligence and national security functions. **Provided**, That in case of transport crisis, such as that occasioned by street demonstrations, *welgang bayan*, floods, typhoons and other emergencies, all government vehicles of any type whether luxury cars or utility vehicles, shall be made available to meet the emergency and utilized to transport for free commuters on a round-the-clock basis;

- d) To pay honoraria, allowances or other forms of compensation to any government official or employee, except those specifically authorized by law;
- e) To invest government funds in non-government securities, money market placements and similar investments or deposited in private banking institutions.
- f) To purchase supplies, materials and equipment for stock for more than the normal 3-month requirements, except those required for build-up of stock on hand of critical supplies, or for national emergency or of impending shortage.

3. Basic Requirements

The following requirements are applicable to all classes of disbursements:

- a) ***Certificate of Availability of Fund*** – existence of lawful appropriation, the unexpended balance of which, free from other obligations, is sufficient to cover the expenditure, certified as available by an accounting officer or any other official required to accomplish the certificate.

Use of moneys appropriated solely for the specific purpose for which appropriated, and for no other, except when authorized by law or by a corresponding appropriating body. (*COA Cir. No. 97-00*)

- b) ***Approval of claim or expenditure by head of office or his duly authorized representative***. The vouchers and payrolls shall be approved by the head of agency or his duly authorized representative as to validity, propriety and legality of the claim.
- c) ***Documents to establish validity of claim*** - submission of documents and other evidence to establish the validity and correctness of the claim for payment. The evidence is used by the auditor to evaluate the authenticity and authority of the claim.

It should be clear, however, that the submission of the supporting documents enumerated under each type of transaction does not preclude reasonable questions on the funding, legality, regularity, necessity or economy of the expenditure or transaction. Such questions may be raised by any of the signatories to the voucher. (*COA Cir. No. 92-389; COA Cir. No 97-004*)

- d) ***Legality of transactions and conformity of the expenditure to existing laws and regulations. (COA Cir. No. 97-004)*** The legality of transaction and conformity with applicable laws, rules and regulations pertaining to the requirements of disbursements should be complied with.
- e) ***Proper accounting treatment.(Sec. 167, Title 4, GAAM, Vol. I).*** Proper classification of accounts and use of the coding structure in the NGAS shall be followed to achieve uniformity in recording of transactions.

4. Cash Management

Cash should be handled under the general principles of the imprest system (Sec. 172 Title 4, GAAM), to wit:

- a) Daily receipts on collections must be deposited intact with the proper bank.
- b) All payments must be made by check.
- c) Only payments in small amounts may be made available through the petty cash fund. Replenishment of the petty cash fund shall be equal to the amount of expenditures made there from.

In practice, however, there are certain instances when it may be very difficult, impractical or impossible to make payments by check. In such a case, payments may be made by the disbursing officer in the form of cash through his cash advance.

Cash advances are of two types, namely:

- 1. **Regular cash advances** are those granted to cashiers, disbursing officers, paymasters, and/or property/ supply officers separately for any of the following purposes:
 - Salaries and wages
 - Commutable allowances
 - Honoraria and other similar payments to officials and employees
 - Petty operating expenses consisting of payments for maintenance and operating expenses which can not be paid conveniently by check or are required to be paid immediately/.

2. **Special cash advances** are those granted on the explicit authority of the Head of Agency only to duly designated disbursing officers or employees for other legally authorized purposes.

Guidelines in the granting and utilization of cash advances:

1. Only permanently appointed officials and employees shall be granted cash advances.
2. Only duly appointed or designated disbursing officers may perform disbursing functions. Officers and employees who are given cash advances for travel need not be designated as disbursing officer.
3. Only one disbursing officer shall be assigned/designated for a specific legal purpose.
4. Transfer of cash advance from one accountable officer to another shall not be allowed.
5. The cash advance shall be used only for the specific legal purpose for which it was granted. Under no circumstances shall it be used for encashment of checks or for liquidation of a previous cash advance.
6. No additional cash advance shall be allowed to any official or employee unless the previous cash advance given to him is first settled or a proper accounting thereof is made (Sec. 89,PD 1445)
7. No cash advance shall be granted on account of infrastructure or other undertakings on a project basis.
8. The accountant shall obligate all cash advances granted. He shall see that cash advances for a particular year are not used to pay expenses of other years.
9. Whenever a cash advance is subjected to cash examination by auditors, any money taken from the accountable officer supported merely by chits and forms of IOUs shall not be considered as valid disbursement even if it was actually given to the official or employee who signed them.

Liquidation of Cash Advances

Cash advances shall be liquidated in accordance with the following guidelines pertaining to the officials concerned (Sec. 179, Title 4, GAAM):

1. The accountable officer shall liquidate his cash advance within the prescribed period as follows:

- a) For salaries, wages, etc. – within 5 days after each 15th day/end of the month pay period.
- b) For petty operating expenses and field operating expenses – within 20 days after the end of the year; subject to replenishments during the year. However, in the University, 15 days before the year ends.
- c) For foreign travel – within 60 days after return to the Philippines.

Failure of the accountable officer to liquidate his cash advance within the prescribed period shall constitute a valid cause for the withholding of his salary or appropriate administrative action.

- 2. When a cash advance is no longer needed or has not been used for a period of two (2) months, it must be returned to or deposited immediately with the collecting officer.
- 3. All cash advances shall be fully liquidated at the end of each year. Except for petty cash fund, the Accountable Officer shall refund any unexpended balance to the Cashier/Collecting Officer who will issue the necessary receipt.
- 4. At the start of an ensuing year, a new cash advance may be granted provided the previous cash advance has been settled or a proper accounting made thereof.

5. Documentary requirements

(Training Handbook on National Government Expenditures, based on GAAM, Vol. I)

a) Salaries and Wages

Original Appointment

- 1. Certified true copy of duly approved appointment by appointing authority
- 2. Certified true copy of oath of office
- 3. Evidence of service rendered or daily time record (DTR)
- 4. Evidence or certificate of compliance with the conditions set forth in approval of the appointment
- 5. Statement of Assets and Liabilities
- 6. Certificate/notice of Assumption
(Sec. 197, GAAM Vol. I)

Reinstatement

In addition to the foregoing documents, the following are additional requirements:

1. Certificate that appointee had enjoyed the leave, the money value of which had been commuted, prior to reinstatement
2. Certificate that the money value of the unexpired portion of the leave has been refunded (Sec. 198, GAAM Vol. 1)

Promotion/Salary Differential

1. Copy of approved appointment or notice of salary adjustment
2. Certificate/Notice of Assumption to new position
3. Certificate of service or DTR (Sec. 199, GAAM Vol. 1)

Transfer

In addition to the documents required for original appointment, the following are required:

1. Copy of authority to transfer
2. Clearance from cash and property accountability
3. Certificate of last salary received from former office certified by the Chief Accountant
4. Certificate showing data when the appointee left his former official station (Sec. 200, GAAM Vol. 1)

Casual/Contractual

1. Certified copy of the pertinent contract/appointment/Job Order (First Claim)
2. Certificate or evidence of service rendered or work accomplished
3. DTR

b) Overtime Pay

1. Certificate of service or DTR
2. Authority to render overtime service
3. Accomplishment report signed by employee and supervisor (COA Cir. No. 92-389)

c) Terminal Leave

1. Approved application for leave
2. Complete service record
3. Clearance from money, property and legal accountability
4. Statement of Assets and Liabilities

d) Maternity Leave

1. Approved application for leave accompanied by a medical certificate showing that the employee is on the family way and nearing delivery
2. Clearance, if in excess of thirty days
3. Marriage contract for first maternity leave (COA Cir. No. 92-389)

e) Travel

Before the trip

1. Travel order properly approved in accordance with Sec. 5 of E.O. 248, as amended:
2. Approved itinerary of travel detailing the transportation expenses and travel to be incurred as basis for determining the amount of cash advance. (COA Cir. Nos. 92-389 and 96-004)

After the trip

1. Certificate of travel completed
2. Used tickets covering the actual transportation fare from the official station or residence to the place of destination and back.
3. Certification of the head of agency as to the absolute necessity of the expenses together with the corresponding bills and receipts, if the expenses incurred for official local travel exceed the prescribed rate of P800.00 per day
4. Hotel room/lodging bills with official receipts, if the travel allowance being claimed includes the hotel room/lodging rate.
5. Certificate of appearance or a copy of the report on the accomplishment of the purpose of the travel duly noted by the agency head or his authorized representative

f) Supplies, materials and equipment

1. Purchase Request
2. Purchase Order/Letter Order/Contract
3. Original copy of the dealer's/supplier's invoice
4. Acceptance and Inspection Report (AIR)
5. Result of test/analysis by proper government agency if articles are subject to test.

g) Water, Electricity & Cooking Gas

1. Bills shall be attached. The previous meter readings in the current bill shall be checked against readings in the preceding bill.
2. Rates are those allowed under existing regulations.

h) Legal Expense

1. An application of the official or employee concerned giving facts of the offense he was charged with and approved by the proper Department head concerned and passed upon by the COA Cahirman.
2. Copies of decisions exonerating him from administrative or criminal liability.
3. Receipts of actual and related expenses incurred.
4. Certificate of availability of funds.

i) Building Maintenance

1. A certificate of availability of appropriations, free from other obligations, issued by the Chief Accountant of the agency concerned pursuant to Section 86 of P.D. No. 1445.
2. A program and estimate of work prepared by the project engineer
3. Prosecution by contract shall follow the requirements of "Contracts" (Sec. 360, GAAM, Vol. I)

j) Motor Vehicles Maintenance

1. Approved requests for repair and/or servicing of vehicles.
2. If the repair involves replacement of spare parts, a Report of Waste Materials should be prepared upon submission of the worn-out spare parts.
3. Certificate of the Property Officer that the vehicle belongs to or is used by the agency, and the repair is necessary, and that the defect is incurred through normal wear and tear and not due to the fault or negligence of any official or employee.
4. In the case of a major repair such as general reconditioning, overhauling, repainting, etc., the following are required in addition to the foregoing requirements:
 - a. Canvass from at least three (3) repair shops or public bidding if the amount involved is more than P50,000.00
 - b. The repair shop should be duly accredited by the Department of Trade and Industry, except in places where there is no accredited shop in the locality or where the accredited shop does not have sufficient facilities or where the cost of services of the accredited shop is relatively high or completion of repairs will suffer delays as certified by the head of agency or his duly authorized representative
 - c. Job contract indicating the specific job to be undertaken, the specifications of materials to be used, the period within which the job is to be completed and other details in accordance at least with the specifications in the bid offer.
 - d. Warranty certificate
 - e. Certificate of acceptance by the Property Officer

k) Land

1. Certificate of availability of funds
2. Original copy of Deed of Sale approved and duly registered in the proper Register of Deeds or decision of the Court, in the case of eminent domain
3. A certificate of title duly entered in favor of the government or other evidence satisfactory to COA that title is in the government
4. Recommendation of the Appraisal Committee as to the reasonableness of price, duly approved by the authorities concerned and noted by the previous owner
5. Copy of the latest tax declaration transferred from the owner-vendor to the government

6. Approval and Audit

All accounts and expenses of the University shall be audited by the Commission on Audit (COA), and all disbursements shall be made in accordance with COA rules and regulations.

All vouchers shall be submitted for approval to the President of the University or duly authorized official of the University.

Chapter VI USE OF FACILITIES

Facilities were incidentally acquired for the trilogy functions of instruction, research and extension. The facilities include land, buildings, and equipment.

Except for the residence halls and a few pieces of equipment like LCD projectors where their custody and control are vested in some offices and academic units, use of facilities for the functions stated above on official business is generally free for University constituents. It is at the discretion of the head of office or academic unit whether to charge or not borrowers of the equipment. The sensitivity of these pieces of equipment that a destroyed part may be too expensive or very difficult to procure is a criterion when borrowers may be required to pay a rental fee by the leasing unit. This is intended as a sinking fund for future replacement or repairs which must be accounted for properly in accordance with fiscal regulations.

The Director of Business Affairs is the central coordinating officer in the use of facilities. He determines when an activity is a University function-related and when a fee is to be charged. Normally, fund-raising activities and when fees are collected from students for an affair that may be conducted without fanfare like induction and culminating programs are not exempt from lease charges. Use of production facilities for faculty and student research is free provided there is no additional cost on the part of the University but cost of

animal deaths or destruction as a result of negligence shall be borne by the researcher. A contract between the University and the researcher based on an approved research undertaking shall be executed. Students' income-generating activities where the facilities of the University shall be used shall be coursed through the Director of Business Affairs.

Rental housing and residence halls are for lease for a longer period of time, i.e., one year for employees or one semester for students, subject to renewal on certain conditions as embodied in the contract of lease. However, unoccupied rental housing units particularly those with common facilities may still be utilized for transients or for short stays. Applicants for accommodation on the rental housing units are screened by the Housing Committee based on established criteria. The Committee reserves the right to reject an applicant and no longer subject him to screening when background investigation so reveals that his presence may pose a threat to the security of other housing occupants. Student residence halls are managed by a Dormitory Manager who is vested with the discretion and control regarding admission of boarders where a lease contract is also entered into. Other housing units like the University Training Center and Executive House are leased for short-stays.

Facilities especially premises are leased for a fee to the general public at established rates. Requesting parties are required to make reservations at least seven (7) days ahead of the activity or occasion particularly the use of function halls and related facilities like tables, chairs, sound system, and sports facilities and equipment for proper coordination between concerned offices in the University for preparation or set-up and for proper advice should reservation has already been made ahead by other parties for the same venue. As a condition as contained in the reservation form, damages due to negligence of the lessee shall be borne by the lessee and overtime pay of University personnel assisting in the operation of the sound system, janitorial and other services if the activity is held on vacation days or beyond regular office hours shall be shouldered by the lessee which may be handed directly to these personnel. Requesting parties are advised by the Director of Business Affairs and as indicated in the assessment section of the reservation for the minimum amount of overtime pay. Other facilities like construction equipment, transportation equipment and farm/ground maintenance equipment, tools and implements similarly follow the same lease procedure which shall be supported by contracts.

All funds generated out of rental or lease accrues to the Income-Revolving Fund (Fund 161). Offices or units whose facilities have generated income may request the amount for their office/unit use for supplies and materials repair, replacement or the procurement of equipment.

Chapter VI

COMMUNICATION PROTOCOL

Communication within the university follows the vertical or horizontal flows.

Downward communication emanates from the Office of the University President, Vice Presidents and the Deans or Directors to their respective constituents. In rare cases as deemed necessary, it may proceed from the top directly to the employee concerned, with

copy furnished to the immediate supervisor and other concerned offices. The medium can take the form of special orders, memoranda, or announcements in meetings, programs and routine ceremonies.

Upward communication can be initiated by any personnel to the immediate superior. If the concern can be addressed at that level, then the communication flow stops there. However, if necessary, the matter shall be endorsed to the next higher authority with appropriate comments and recommendations by the endorsing personnel. Any communication that does not follow this protocol shall be referred back to the immediate superior for appropriate action.

All communication shall be acted upon within three working days within an office. The personnel concerned shall be informed of the reply/action through his immediate superior. A copy of such communication shall be integrated in his File 201 at the Records Office.

A copy of horizontal communication in written form shall be furnished to the immediate superior for information and for records purposes.

The schematic diagram for communication protocol is shown below:

COMMUNICATION PROTOCOL

