

**PORTION OF THE**  
**BATSTATEU**  
**ADMINISTRATIVE**  
**MANUAL**  
**THAT IS RESPONSIVE OF**  
**INDICATOR NO. 8.2.8**

- employees while the second level representative shall participate in the resolution of second level employees; per MC #2, s. 2001;
- (4) The Human Resource Management Officer duly designated as "Bilis Aksyon Partner".

The HRM unit shall extend secretariat services to the grievance committee.

## COMPLAINTS COGNIZABLE BY THE GRIEVANCE COMMITTEE

### Policies

1. A grievance shall be resolved expeditiously at all times at the lowest level possible in the university. However, if not settled at the lowest level possible, an aggrieved party shall present his/her grievance step by step following the hierarchy of positions.
2. The aggrieved party shall be assured freedom from coercion, discrimination, reprisal and biased action on the grievance.
3. Legal rules and technicalities shall not bind grievance proceedings. Even verbal grievance must be acted upon expeditiously. The services of a legal counsel shall not be allowed.
4. The aggrieved party shall present a grievance verbally or in writing in the first instance to his / her immediate supervisor. The latter shall, within three (3) working days from the date of presentation, inform verbally the aggrieved party of the corresponding action.

If the party being complained of is the immediate supervisor, the grievance shall be presented to the next higher supervisor.

5. Grievance refers to work related issues giving rise to faculty and employee dissatisfaction. The following cases shall acted upon through the grievance machinery:
  - a. Non-implementation of policies, practices and procedures on economic and financial issues and other terms and conditions of employment fixed by law including salaries, incentives, working hours, leave benefits and related terms and conditions
  - b. Non-implementation of policies, practices and procedures which affect faculty and employee from recruitment to promotion, detail, transfer, retirement, termination, lay-offs, and related issues that affect them;
  - c. Physical working conditions;
  - d. Interpersonal relationship and linkages;
  - e. Protest on appointments; and,
  - f. All other matters giving rise to faculty and employee dissatisfaction and discontentment outside of those cases enumerated herein.
6. The following cases shall not be acted upon through the grievance machinery:
  - a. Disciplinary cases which shall be resolved pursuant to the Uniform Rules on Administrative Cases;
  - b. Sexual harassment cases as provided for in RA 7877 and its implementing rules; and,
  - c. Union-related issues and concerns.
7. Only permanent officials and faculty members whenever applicable shall be appointed or elected as members of the Grievance Committee.

In the appointment or election of the Grievance Committee members, their integrity, probity, sincerity, and credibility shall be considered.
8. The university shall constitute a "Complaints Grievance Committee" to receive, hear, and resolve complaints and grievances. *This Committee shall be composed of the following:*



- a. A ranking officer chosen by the president as Chairman.
- b. The administrative officer;
- c. The chairman of the department or head of the unit where the complainant is assigned;
- d. The HRM Officer as Secretary; and
- e. A representative of the CSC accredited Faculty Association / Union, or if there is no accredited faculty association / union, representative chosen through general election.

If any member is the one facing a complaint, another faculty shall be designated in his place.

9. The Grievance Committee shall establish its own internal procedures and strategies. Membership in the Grievance Committee shall be considered part of the member's regular duties.

## PROCEDURES

- a. Any faculty member with a complaint or grievance may air his / her complaint or grievance orally to his / her immediate superior who shall resolve the complaint at his level by holding a dialogue with the persons involved. If the complainant is not satisfied with the result, he / she may request his / her immediate supervisor to endorse in writing his / her complaint to the committee through channels. In case the complaint or grievance is against the immediate supervisor, it may be aired directly to the next higher supervisor.
- b. The Committee shall resolve any complaint within five days.
- c. In case any dispute remains unresolved after exhausting all the available remedies under existing laws and procedures, the grievance may be elevated to the Civil Service Commission Regional Office concerned only upon submission of a Certification on the Final Action on the Grievance (CFAG) issued by the grievance committee. The CFAG shall contain among other things, the following information; history and final action taken by the agency on the grievance.

## PERSONNEL DISCIPLINE PROCEEDINGS

### THE PERSONNEL DISCIPLINE COMMITTEE

The President shall create a Personnel Discipline Committee which shall hear cases involving academic and non-academic personnel of the University. This Committee shall be composed of the Legal Officer from the Office of the University Legal Counsel, as Chairman, and such other officers as may be designated by the President, as members. It shall forward its investigation report, together with its recommendations, to the President for decision. (Sec. 46, Book V, E.O. 292, Rule XIV, CSC Omnibus Rules a).

### PENALTY, JURISDICTION

When the penalty imposed in the decision is suspension of not more than 30 days or a fine in an amount equivalent to salary for a period not exceeding 30 days, the decision of the President shall be final and executory. When the penalty imposed is suspension exceeding 30 days or fine in an amount exceeding the equivalent salary for 30 days, the decision of the President may be appealed to the Board of Regents within a period of fifteen (15) days from respondent's receipt of the decision. After the lapse of such period without an appeal being made, the President's decision shall become final; Provided, however, that if the penalty is dismissal from the service, it shall be automatically appealable to the Board of Regents. During an appeal, the decision shall be executory, except when the penalty is dismissal, in which case the respondent shall be considered under indefinite suspension for all intents and purposes, pending final action by the Board (CSC MC No. 19, s. 1999a).



## PROCEDURE FOR INVESTIGATION

In case of complaints filed against a University employee by persons other than the President, or by the head of office, the complaint should be in writing and under oath, supported by documentary evidence, if any; and by the statements, also under oath, of witnesses. If on the basis thereof a prima facie case is found not to exist, the case shall be dismissed. However, if a prima facie case exists, the respondent shall be notified in writing of the charges, together with copies of the complaint, sworn statements and other documents submitted, and shall be given at least 72 hours from receipt of the complaint to file his/her explanation in writing. The explanation must be under oath and accompanied by supporting sworn statements and, other documents, if any. In his/her explanation the respondent shall indicate whether or not he/she elects a formal investigation. If, on the basis of the explanation, no prima facie case is found to exist, the complaint shall be dismissed outright. On the other hand, if a prima facie case exists, and the respondent elects the holding of a formal investigation, the President shall issue a formal charge against him/her and he/she shall be given five (5) days from receipt of the formal charge within which to submit his/her answer.

Upon receipt of the answer, the President shall refer the case to a Discipline Committee for the reception of evidence. The Committee shall submit a report of its findings to the President within thirty (30) days from the conclusion of the investigation, together with its recommendations and the entire records of the case and the proceedings. The President shall render a decision within thirty (30) days from his/her receipt of the said report (CSC MC No. 19, series of 1999 a).

## RIGHT TO SERVICES OF COUNSEL

Any employee under investigation for the commission of an offense shall have the right to counsel of his/her own choice.

## PREVENTIVE SUSPENSION

The University President may preventively suspend any officer or employee pending an investigation if the charges against such officer or employee involves dishonesty, oppression, grave misconduct, neglect in the performance of duty, or if there are reasons to believe that the respondent is guilty of charges which would warrant his/her removal from the service. A preventive suspension shall be effective for a period of 90 days. When the administrative case against an officer or employee under preventive suspension is not finally decided within ninety (90) days from the date of suspension from the service, shall be automatically lifted, unless the delay in the disposition of the case is due to the fault, negligence or petition of the respondent, in which event the period of delay shall not be counted in computing the period of suspension (Section 19 and 22, CSC MC No. 19, 1999 a).

## APPEALS

Appeals or petitions for reconsideration, whenever allowable, shall be governed by Civil Service law, rules and regulations (Book V, EO 292, Sec. 43, CSC MC No. 19, 1999).

## MISCELLANEOUS PROVISIONS

### HABITUAL ABSENTEEISM

In this pursuit, the University strictly observes the provisions of CSC Memorandum Circular No. 4, s. 1991 entitled "Policy on Absenteeism and Tardiness". To wit:

An officer or employee shall be considered habitually absent if he/she incurs unauthorized absences exceeding the allowable 2.5 days monthly leave credits under



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**BATSTATEU**  
**ADMINISTRATIVE**  
**MANUAL**





Republic of the Philippines  
BATANGAS STATE UNIVERSITY  
Batangas City

# ADMINISTRATIVE MANUAL



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## INTRODUCTION

The administrative sector is the structural support system that facilitates the operations of the Batangas State University. Its systems and procedures have to be contingent with the academic operations of instruction, research, extension and production functions of the University.

In effect, the administrative sector must provide a system of planning, decision-making, policy formulation and support services for smooth operation and attainment of the goals of the institution.

This sector adheres to the following goals and objectives:

- (1) to maintain adequate, effective and efficient administrative set up in order to facilitate the attainment of university development plan;
- (2) to keep abreast with the new and emergent policies, guidelines, rules and laws promulgated by higher authorities;
- (3) to maintain an efficient and effective delivery of administrative, financial, auxiliary and procurement services;
- (4) to maintain a system of work values characterized by efficiency and effectiveness and
- (5) to maintain a system of wholesome interpersonal relationships among personnel.

To facilitate the adequate, effective and efficient administrative services, its personnel must be provided with this Administrative Manual that will serve as guidelines for their actions.

This Manual contains governance and discusses duties and functions of administrative staff, terms and conditions of employment and rules and regulations regarding conduct of business and financial administration.

## VISION

A University which shapes a global Filipino, imbued with moral courage nurtured through values and excellent education.

## MISSION STATEMENT

**Batangas State University** is committed to implement its mandates of quality and excellence, relevance and responsiveness, access and equity and efficiency and effectiveness through instruction, research, and extension and production to meet the growing needs of the country and the world for globally competitive and morally upright professionals, scientists, technologists, technicians, skilled workers and entrepreneurs.



## STATEMENT OF INTENT

We aim to be –

recognized widely as confident, supportive and outward-looking BSU employees who work in partnership with the other members of the BSU community toward achieving excellence in our individual roles.

We will therefore –

- give particular attention to our community and its needs, our students, staff and faculty – and the quality of working life in the university;
- establish priorities and implement plans and programs that are consistent with the mission of BSU and the changing needs of education in a fast changing world;
- select and support academic and non-academic staff judged to be the most able by their peers;
- effectively increase, secure, and use budgeted resources for a better learning environment throughout BSU;
- empower our staff so that effective decisions are made close to the point where they are to be implemented and where the implications are best understood;
- ensure that we support fully the core activities of teaching, research, extension and production in an enlightened, efficient and effective manner;
- monitor our performance and make purposeful change.

## GOVERNANCE

The governing body of the University shall be the Board of Regents, hereinafter referred to as Board, which shall be composed of the following:

- ✓ a) The Chairman of the Commission on Higher Education (CHED), Chairman,
- ✓ b) The President of the University, vice chairman;
- ✓ c) Chairman of the Committee on Education, Arts and Culture of the Senate, member;
- ✓ d) Chairman of the Committee on Higher and Technical Education of the House of Representatives, member;
- ✓ e) The Regional Director of the National Economic and Development Authority (NEDA) where the main campus of the University is located, member;
- ✓ f) The Regional Director of the Department of Science and Technology (DOST) where the main campus of the University is located, member;
- ✓ g) The President of the Federation of Faculty Association of the university, member;
- ✓ h) The President of the Federation of Student Councils or the students' representatives elected by the Federation of Student Councils of the University, member;
- ✓ i) The President of the Federation of the Alumni Association of the University, member;



The term of office of the President of the Federation of Faculty Association, the President of the Federation of Student Councils and the President of the Federation of the Alumni Associations shall be co- terminous with their respective terms of office.

For the purpose of the provisions of this article, the association of faculty, alumni and student councils in each branch of university shall organize themselves to form their respective federations which in turn shall elect their federation officials.

The two (2) prominent citizens shall serve for a term of two (2) years.

In case of vacancy of the Office of the President, the officer- in – charge of the University designated by the Board shall serve for the unexpired term only.

### **Promulgation and Implementation of Policies**

Pursuant to R.A. 9045 otherwise known as the BSU Charter, the governing board shall promulgate and implement policies in accordance with the declared state policies on education and other pertinent provisions of the Philippine Constitution on education, science and technology, arts, culture and sports; as well as the policies, standards and thrusts of the CHED under Republic Act No. 7722. Section 7 of R.A. 9045 expressly provides the specific powers of the governing board.

### **The Administration**

The administration of the university or college shall be vested in the president of the university or college who shall render full-time service. He shall appointed by the Board of Regents/Trustees, upon the recommendation of a duly constituted search committee. He shall a term of four (4) years and shall be eligible for reappointment for another term: Provided, that this provision shall not adversely affect the terms of the incumbents.

The president shall be assisted by a vice president for academic affairs who shall be appointed by the Board upon the former's recommendation without prejudice to the appointment of more that one vice president when so warranted.

In case of vacancy by a reason of death, resignation, removal for cause or incapacity of the president to perform the functions of his office, the Board shall have the authority to designate an officer-in-charge pending the appointment of a new president.

In case of vacancy in the office of the president as mentioned in the immediately preceding paragraph, his successors shall hold office for the unexpired term.

### **The Secretary of the University**

The Board shall appoint a secretary who shall serve as such for both the Board and the university or college and shall keep all records and proceedings of the Board. He shall communicate to each member of the Board notice of meetings.

### **The Treasurer of the Philippines**

The Treasurer of the Philippine shall be ex-officio treasurer of the university or college. All accounts and expenses of the university or college shall be audited by the Commission on Audit or its duly authorized representative.



development planning of the university or college for appropriate action.

The Administrative Council shall have the following powers:

- a) To recommend policies governing the administration, management, planning and development of the University subject to the approval of the Board of Regents;
- b) To serve as advisory body to the President on matters pertaining to the administrative and financial affairs of the University and to recommend appropriate programs and courses of action to the President subject to the approval of the Board of Regents; and
- c) To perform other functions as may be assigned by the President and the Board of Regents.

### **Academic Council**

There shall be an academic council with the president of the university or college as Chairman and all members of the instructional staff with the rank of not lower than assistant professor as members.

The Academic Council shall exercise the following powers:

- a) To review and recommend the curricular offerings and academic requirements of the different disciplines or programs of the University, subject for appropriate action of the Board.
- b) It shall fix the requirements for admission of students as well as for graduation and conferment of degrees subject to review and/or approval by the Board.
- c) It shall have disciplinary power over the students and shall formulate academic policies and rules and regulations on discipline. Such policies, rules and regulations shall be approved by the Board.

### **Research Council**

The BSU Research Unit is the University's implementing body of its research program. It is under the University President who serves as Chairman with the Vice President for Research, Extension, Planning and Development as Vice – Chairman. It is under the Research Council which serves as the policy making entity from where the Research Unit derives approval for its research program. The Research Director heads the Research Unit. Working under the Director for Research are four Assistant Directors for these areas: Engineering and Technology, Science and Agriculture and Education and Social Sciences. Their function is to oversee the research activities along these areas within the University. On the other hand, the Assistant Director for the Batangas Center for Research and Special Studies is also under the supervision of the Director for Research; the work of the Assistant Director on external based research activities. Working under the Assistant Director for BCRSS are three coordinators of Engineering, Information and Communication Technology, Science and Agriculture, and Education and Social Sciences.

Research coordinators work with the Assistant Directors representing the different colleges in the University and serve as link between the Research Unit and the college in their research respective college's undertaking.



- a) Formulate policies, guidelines and mechanisms for research;
- b) Formulate strategic plans for the Research Program of the University;
- c) Determine research priorities, in both long and short terms, the different areas of research concerns;
- d) Approve budget for research activities; and
- e) Review and recommend any amendment to improve existing policies and guidelines in research.

### Filing of Report

On or before the fifteenth (15<sup>th</sup>) day of the second month after the opening of regular classes each year, the president of the university or college shall file with the Office of the President of the Philippines through the Chairman of the CHED, and with the Senate and House of Representative a detailed report on the progress, conditions and needs of the University.

## ADMINISTRATION

### The University President

The administration of the University shall be vested in the President of the University who shall render full – time service. He shall be appointed by the Board, upon recommendation of a duly constituted search committee. He shall have a term of four (4) years and shall be eligible for reappointment for another term.

The administrative duties and functions of the President *includes but are not limited to the* in addition to those specifically provided in Republic Act 9045 shall be those usually pertaining to the Office of the President of a similar university, and those delegated by the Board. *to the following.*

The administrative duties and functions of the University President are as follows:-

- a) Executes and implements the policies and general plans laid down by the Board;
- b) Exercises general supervision over all the programs, projects, operations and activities of the University to render more effective and efficient service to the public.
- c) Formulates plans and recommend policies to the Board that will enable the University to render more effective and efficient service to the public.
- d) Holds ultimate responsibility for collecting and accounting all revenues and receipts, and for the proper custody of all property belonging to the University;
- e) Coordinates and cooperates with other government agencies in the locality for the successful implementation of community-wide programs and projects;
- f) Appoints officials, faculty members, and other employees of the University consistent with pertinent laws, rules and regulations subject to confirmation by the Board of Regents;
- g) Represents the University in public ceremonies and other social – civic activities involving the participation of heads of agencies, offices and institutions;



the approved organization of the University.

*1. The University Board Secretary shall be designated where the amount involved is subject to confirmation by the Board.*

### **The Senior Executive Assistant**

The University President <sup>may</sup> designate the Senior Executive Assistant with the following duties and responsibilities:

- a) Assists in formulating institutional policies and plans pertaining to the efficient management of the University resources;
- b) Manages the periodic evaluation of the effectiveness of instructional and administrative services;
- c) Holds responsibility in the review and evaluation of the institutional plans, programs and projects for the efficient and most economical operations of the University;
- d) Rates the performance of the designated Vice Presidents, and other officials of equivalent rank;
- e) Exercises the review of the performance evaluation system of all personnel;
- f) Initiates the conduct of general meetings, conferences and workshops of all personnel;
- g) Reviews recommendations on the disciplinary actions imposed to problem students;
- h) Recommends fellowship, scholarship and training grants for deserving personnel;
- i) Directs disciplinary action against erring personnel; and
- j) Acts for and in the absence of the President on routine matters.

### **The University Board Secretary.**

The President shall designate the University Board Secretary subject to the approval of the Board of Regent.

The office of the Secretary shall discharge the following duties and responsibilities:

- a) Keep full and accurate records of all proceedings of the Board of Regents, furnish information if necessary to the units of the University concerned and file with the Records office, a copy of the minutes of each Board meeting;
- b) Notify the members of the Board of all meetings and send to each Board member a copy of the agenda at least five (5) days for regular meetings and three (3) days for special meetings;
- c) Assists the President in interpreting and disseminating the plans and policies of the Board;



- f) Responsible for the proper dissemination of information regarding plans, programs, accomplishments and events in the University;
- g) Coordinates and correlates the reports of all units of the University and assists the President in preparation of his annual report;
- h) Takes charge of the reception and briefing of guests and visiting groups; and
- i) Performs such other related functions and duties as the Board or the President may assign.

### **The University Legal Counsel**

There shall be appointed University Chief Legal Counsel who shall head the Office of the University Legal Counsel, and shall perform the following duties and functions:

- a) To advise and assist the President in regard to all legal matters that relate to, and concern the University, its administrative and academic operation, and its relations with other governmental and non-governmental entities;
- b) To act as Legal Consultant to the Board of Regents;
- c) To act as Chief Legal Counsel of the University, subject to deputation by the Office of the Solicitor General, in court and quasi-judicial bodies in civil and administrative cases involving the University or its officials, in the course of their performance of official duties;
- d) To render legal opinions on official matters to the President, or the Board of Regents, and to render legal advice through the President, on matters involving legality of actions undertaken by the University officials in the course of performing their official duties;
- e) To act as Chairman of the Personnel Discipline Committee and the Employee Grievance Committee, and to hold regular investigations/ hearings of such committees over cases and controversies submitted to the said committees for action, and to submit committee findings and recommendations thereon to the President for appropriate action; and
- f) To perform such other duties and functions as the President may assign him/her from time to time.

### **Internal Assessment Unit**

The Internal Assessment Unit shall serve as the accreditation office of the University. It shall determine the needs of and assess the compliance by the University of accreditation standard set by recognized accrediting agencies for state universities and colleges and by the Commission of Higher Education. It shall be headed by a Director who shall perform the following duties and function:

- a) To coordinate the accreditation activities of all academic colleges of the University;



- d) To submit to the VPD/A a periodic report containing the key areas for accreditation, and its principal features together with the recommended courses of action; and
- e) To perform such other duties and functions as may be assigned to him/her by the President and the Vice President.

### **The Internal Audit Service**

There shall be an Office of the Internal Audit Service composed of the Chief and his/her assistants, to perform the following duties and functions:

- a) Review and examine internal control procedure to determine their adequacy and propriety; recommend remedial action and changes where necessary, to make them adaptable to changing conditions;
- b) Review the reliability and integrity of financial and operating information and the means used to identify, measure, classify, and report such information;
- c) Review the systems established to ensure compliance with policies, plans, procedures, laws, and regulations which could have a significant impact on operations and reports;
- d) Review the means of safeguarding assets and as appropriate, verify the existence of such assets;
- e) Appraise the quality of performance in carrying out assigned responsibilities and the economic and efficient use of resources;
- f) Review operations or programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried out as planned;
- g) Perform special assignments
- h) Review and examine disbursement vouchers to determine compliance with existing accounting and auditing rules and regulations;
- i) Observe inspections of deliveries; observe and test-check the accuracy of counting, costing, and summarizing in physical inventory taking;
- j) Manage the internal audit service operation;
- k) Maintain regular contacts with the management to discuss audit reports, implementation of recommendations and other significant matters.

### **THE VICE PRESIDENT FOR ACADEMIC AFFAIRS**

The Vice President for Academic Affairs shall be appointed by the recommendation of the Board of Regents upon the recommendation of the President with the following duties and responsibilities:

- conducting follow-up phases of services
- d) Review recommendations of subordinate officials regarding appointments to faculty positions;
  - e) Review departmental plans, programs and projects and is responsible for the efficient and economical operations of the University;
  - f) Rate the performance of Executive Directors, Deans, Directors and Registrar and other officials' equivalent rank;
  - g) Conduct general faculty conferences and meetings for the students and impose penalties less severe than dismissal;
  - h) Review recommendations of disciplinary sanctions for the students and impose penalties less severe than dismissal;
  - i) Recommend fellowships, scholarships and training grants for deserving faculty members;
  - j) Direct disciplinary action against erring faculty members;
  - k) Consolidate and prepare final reports of accomplishments submitted by subordinates;
  - l) Supervise the Executive Directors, Deans, Directors and other designated Heads in the Department; and
  - m) Perform other functions as the President may direct from time to time.

### **The Executive Directors**

For each district there shall be an Executive Director to be appointed or designated by the President from among the members of the faculty subject to the confirmation by the Board of Regents. The manner of searching for candidates to the position of ED shall be in accordance with the University rules and regulations.

The Executive Director shall perform the following duties and functions

- a) Responsible for the overall planning, development and operation and conduct of all activities and programs of the campus.
- b) Formulate and implement campus objectives, institutional plans and development programs in consonance with the University vision and mission to achieve objectives through effective and efficient management of the resources of the campus;
- c) Exercise general supervision and administration of the course offerings and overall management of the personnel and all other resources of the campus;
- d) Prepare annual supplement budgets for personnel services, maintenance, operation and equipment expenses, and capital outlay of the campus for approval of the University President and the board of Regents;



- g) Request approval of equipment, laboratory facilities and instructional materials needed in the different program offerings;
- h) Supervise the recruitment and selection process, and recommends the appointment of new employees and promotion of qualified and deserving faculty and non-academic personnel of the campus to the University President consistent with the pertinent laws and rules and regulations subject to the confirmation of the Board of Regents;
- i) Designate and or recommend designation of faculty and employees for administrative activities;
- j) Represent the campus in public ceremonies and other social-civic activities involving the participation of heads of agencies, offices and institutions; and
- k) Perform other related works as may be assigned by the University President and other higher University Officials.

#### ✓ **The Deans and Directors**

The Deans or a Director shall be designated or appointed by the President from among the faculty subject to the confirmation of the Board of Regents. He/she is directly responsible to the Vice President for Academic Affairs in carrying out the educational policies and program of the University and for supervising instructional research and other academic activities as well as technical technology and science instruction activities.

He/She shall have the following duties and responsibilities:

- a) Be the Presiding Officers of the faculty of his/her college, and to notify VPAA of all meetings, furnishing the latter with their agenda and minutes.
- b) Prepare teaching assignments of the faculty members of her/his College.
- c) Supervise the admission and classification of students in according with the policies, rules and regulations of the University.
- d) Encourage his/her faculty to conduct research and extension service, write books and articles, and prepare instructional materials in cooperation with the departments of similar concern.
- e) Submit to the Office of the President an annual report of his/her college and such other reports which the President may require.
- f) Recommend to the VPAA promotions, demotions, transfer or removal of members of the faculty and staff provided that after due consideration, the VPAA shall in turn submit the proposal to the President subject to policies, rules and regulations.

#### ✓ **Associate Dean**

There shall be an Associate Dean who shall have the following and responsibilities:

- a) Assist the Dean in establishing and enforcing standards of undergraduate work;
- b) Recommend and coordinate plans for the development and improvement of undergraduate programs and formulate policies to implement such plans;
- c) Monitor faculty and student performance;
- d) Assist the Dean in the implementation of the University's retention policy;
- e) Assist the Dean in the promotion of academic integrity among students;
- f) Promote and spearhead the faculty in adopting an adaptive culture that will promote excellent performance; and
- g) Assume other responsibilities as assigned by the Dean and higher authorities.

#### **Department Chairman**

There shall be a Department Chairman designated by the College Dean of the University who shall have the following and responsibilities:

- a) Responsible to the departmental faculty in matters related to teaching and research
- b) Responsible to the Dean of the College and other officers of the University for the implementation of University policies as they apply to the affairs of the department;
- c) Responsible for the general conduct of departmental affairs and assume authority in all matters concerning program scheduling, activities of student organization and all other matter relative to the successful implementation of the department's educational and scholarly objectives; and
- d) Assume other responsibilities as assigned by the Dean and higher authorities.

#### **Professor/Instructor**

There shall be a Professor/Instructor and shall perform the following duties and responsibilities:

- a) Teach accordingly to one's field of specialization
- b) Coordinate instructional activities with those teaching similar fields of specialization;
- c) Assist the Dean/Area Chair in planning programs and activities for the improvement of instruction;
- d) Conduct researches pertinent to one's area of specialization;
- e) Render extension service hand in hand with instruction, research and production;
- f) Try out innovative instructional strategies and share these with other faculty member;
- g) Utilize community resources to reinforce teaching;
- h) Prepare and submit plans and programs for the development of instruction, research, extension and production;



- i) Cooperate with the Office of Student Services in implementing the latter's guideline program;
- j) Participate in faculty and other professional meetings that may be called for the improvement of instructional and administrative services;
- k) Participate in social activities of the University; and
- l) Perform related work.

### **University Registrar**

There shall be a University Registrar appointed by the Board of Regents upon the recommendation of the President and shall perform the following duties and responsibilities:

- a) Supervise the accomplishment and safekeeping of all students records;
- b) Issue transfer credentials, transcript of records, certifications, student permanent records, certificates of honorable dismissal diploma and certificates;
- c) Authenticate all student records on original copies and records in the office;
- d) Prepare and submit all reports on enrollment, attendance, student's academic performance and all other data which may be requested by other offices;
- e) Prepare and submit for approval or consultation with respective heads/deans, the record of candidates for graduation;
- f) Assist the Deans/Heads of Departments/ School during registration in determining student subject load and sequences of old students and examine admission credentials of freshman students;
- g) Prepare master lists of students and graduation program;
- h) Act on all correspondence and verifications regarding students records;
- i) Rate performance of subordinates; and
- j) Represent the office in all meetings, conferences, seminars and other activities.

### **Assistant Director, Admission**

There shall be an Assistant Director for Admission and shall have the following functions:

1. Implement policies, handle correspondence and other inquiries about course offerings and application procedures of different academic programs of the University.
2. Report to the administration, the scoring and interpretation of all graduates and undergraduate tests such as admission and psychological tests and tests for selection of academic and non-academic personnel;
3. Process and decide on the application status of all graduate and undergraduate students seeking to gain entrance to BSU;
4. Plan and maintain public relation, recruitment and admission program for the undergraduate and graduate departments of the University;



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5. Prepare and print allocation forms, admission brochures and pamphlets for the different programs of the University;
6. Plan and evaluate an admission and testing program for the undergraduate and graduate department of the University in coordination with the Office of the Vice President for Academic Affairs;
7. Process, screen and decide on the application status of all students seeking entrance to the University;
8. Consult the VP for Academic Affairs on general guidelines for recruitment and screening of applicants;
9. Update the University Deans about the application and admission of new students at the beginning of the school year;
10. Prepare an annual admission report, which includes evaluation and data for the immediately preceding school year;
11. Update and expand the psychological test collection, and conduct studies on the development and validation of tests for local use;
12. Supervise and coordinate student practicum in the area of guidance and counseling and psychological testing at BSU.

### **Assistant Director, Registration**

There shall be an Assistant Director for Registration and shall have the following functions:

- a. Assist the university Registrar in the efficient performance of duties assigned to the office;
- b. Accomplish and systematically keep all student records;
- c. Prepare reports and other correspondence concerning student records for the signature of the registrar or higher officials;
- d. Evaluate and recommend candidates for graduation;
- e. Represent the University Registrar in all meetings related to the functions of the Office;
- f. Report to the University Registrar all problems, which cannot be settled at her level; and
- g. Perform related work.

### **Director, Scholarship**

There shall be a Director for Scholarship and shall have the following duties and responsibilities:

- a) Supervise the implementation of the functions of the scholarship and financial assistance programs for students;
- b) Maintain a running a databank of recipients of scholarships and financial assistance of students.



- c) Disseminate information of available local and foreign scholarship grants to students;
- d) Design criteria for the selection and assist in the evaluation of credential of qualified students for scholarship grants;
- e) Scout for donors of scholarship, coordinate and maintain rapport with the same;
- f) Assist in the evaluation of credentials of applicants for scholarship among students;
- g) Act as chairman of honors and awards;
- h) Monitor status of recipients of scholarships;
- i) Prepare and submit annual reports and other reports as may be required by the Director for Planning and Development; and
- j) Perform other related functions and duties as may be necessary or assigned by higher authorities.

#### **Director, Industry-Academe Cooperative Education Placement Office**

There shall be a Director, Industry Academe Cooperative Education Placement Office appointed by the Board of Regents upon the recommendation of the President. He/she shall have the following duties and responsibilities:

- a) Identify personnel who will plan implement the industry- academe linkage program of the University.
- b) Prepare the scope and functions of personnel, including their duties, responsibilities and expected output;
- c) Prepare a comprehensive description of the nature of industrial training program per cause including the objectives and training values that may be derived by the students;
- d) Conduct actual personal follow-up negotiations and presentations of the University's training program to the industries both local and international;
- e) Prepare for the University President appropriate Memorandum of Agreement for the Cooperating industries and letter of requests for training accommodation;
- f) Recommend official recognition and awards to companies who are supportive of the University's Industrial Linkage Program;
- g) Monitor and evaluate the progress of the industry-academe linkage program in terms of impact and provide feedback for improvement; and
- h) Perform other related functions as may be assigned by higher authorities.

#### **Assistant Director, OJT**

There shall be an Assistant Director for OJT and shall perform the following duties and functions:

- a. Keep updated listings of active and prospective cooperating industries, including the appropriate contact person;



- b. Design, implement, monitor and evaluate the training program with the accredited establishments;
- c. Maintain close collaboration with Technical Education and Skills Development Authority (TESDA) and other training institutions in the implementation of RA 7686;
- d. Strengthen training cooperation between agriculture, industry, business establishments and other educational institutions by designing and implementing relevant training programs; and
- e. Perform other tasks and activities as may be necessary and in furtherance of the mission of the office.

#### **Assistant Director, Job Placement**

There shall be an Assistant Director for Job Placement and shall have the following duties and functions:

- a. Act as a point of reference for all communication concerning job opening. Regularly posts on the bulletin boards job openings from various establishments and industries;
- b. Maintain a running data bank on manpower needs in the Calabarzon area, employment status of graduates, industrial establishment vacancies, etc;
- c. Establish and maintain harmonious relationship with industry, public and private agencies;
- d. Evaluate the status of employment of graduates on their respective job placement; and
- e. Coordinate and submit reports to the Planning and Development Office with regard to Plans, programs, accomplishments and other related matters;

#### **Director, Student Services**

There shall be a Director, Student Services appointed by the Board of Regents upon the recommendation of the President with the following duties and responsibilities:

- 1. Direct the management of student services in the entire University System (pursuant to its organizational framework), namely: student affairs; student discipline; guidance and counseling; student publication; culture and arts; and sports.
- 2. Create, formulate and adopt policies, rules, regulations, strategies and guidelines to put into operation the various offices and units of student services in the University
- 3. Supervise the six (6) student service offices directly under its authority (headed each by an Assistant Director); these are the
  - Office of Student Affairs,
  - Office of Student Discipline,



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Office of Guidance and Counseling,

Office of Culture and Arts, and

Office of Sports.

4. Coordinate with other service offices not directly under its jurisdiction (but are concerned as well with the students' welfare and development) in the implementation of tasks under these offices, such as the
  - a) Testing and Admission Office,
  - b) Registration Office,
  - c) Scholarship Office,
  - d) Library Services Office,
  - e) Medical and Dental Services Office,
  - f) Campus Ministry Office,
  - g) Office of the National Service Training Program,
  - h) Industry-Academe Cooperative Education Program Office (IACEPO),
  - i) Community Services Office,
  - j) Linkages and Extension Services Office,
  - k) Security Services Office, and
  - l) Auxiliary Services Office.
5. Assist pertinent offices in the formulation of strategies, guidelines and policies to develop, manage, and coordinate other service areas which include
  - a) Services for Students with Special Needs,
  - b) Food Services,
  - c) Student Housing Services,
  - d) Student Information and Orientation Services,
  - e) Student Career and Placement Services,
  - f) Multi-faith Services,
  - g) International Students Services, and
  - h) Research, Monitoring and Evaluation of Student Services.
6. Recommend to the Office of the President officials who would hold positions for Asst. Director (each for the 6 student service offices)
7. Recommend to the Office of the Vice President for Academic Affairs officials to man the positions for heads/coordinators/persons-in-charge of campuses/colleges/departments (each for the 6 student service offices)
8. Prepare and execute an action plan every semester and annually to meet the operational goals of the office.
9. Implement policies, rules and regulations as provided for in the Student Handbook.
10. Review and evaluate periodically the Student Handbook to improve, modify, refine, and revise all or portions thereof on the basis of relevancy, unambiguity, and clarity.
11. Establish and maintain a student information data system in support of academic services in accordance with University goals.
12. Institute integrity in work ethics and proficiency in work approaches in the office by recommending staff and personnel of the OSS to higher authority to attend pertinent seminars, workshops, congresses, conferences or in-service trainings.
13. Create a mechanism to monitor, review and evaluate all facets of office work, including office staff, under its control, scope and jurisdiction



14. Recommend student assistants to the proper authority as needed by various offices in the University; and monitor their work, duties and functions based on a set of guidelines written for the purpose.
15. Allocate supplies and provisions for student services offices and facilities.

### **Assistant Director, Student Affairs**

There shall be an Assistant Director for Student Affairs who shall have the following duties and functions:

1. Monitor, review, evaluate and make a regular report on the basic student services put into operation in all campuses
2. Coordinate with corresponding offices institutionally assigned on these student services if there are problems on the rise so that these can be assessed immediately in order to recommend solutions to proper authorities.
3. Oversee the management of student affairs works in the entire University System through the unit offices of student affairs in every campus (headed by the OSA Head) including, but not limited to, such tasks as
  - a) issuance of gate pass, excuse slip, waiver, etc.
  - b) directing the assigned organizations or offices to keep their bulletin boards properly utilized, updated and maintained
  - c) processing of requests for student ID replacements, certifications for students and advisers related to student affairs activities, etc.
  - d) review of the application for renewal and/or recognition of the various student organizations
  - e) approval/disapproval of requests for posting of announcements
  - f) safekeeping/posting/returning of the lost-and-found items
  - g) assisting requests of private companies in their promotional activities such as product and events endorsement, job recruitment, etc. in the campus
  - h) conducting orientation programs for freshmen students at the beginning of the semester
  - i) assisting the academic departments in running the various programs and activities of the University such as Linggo ng Wika, Foundation Week, etc.
  - j) coordinating with the Campus Ministry carrying out liturgical celebrations
4. Direct and execute the action plans submitted every semester and annually by the OSA Heads of all campuses.
5. Implement policies as provided for in the Student Handbook especially in matters affecting the students' daily affairs in the University.
6. Review and evaluate the Student Handbook regularly in cooperation with the Supreme Student Councils of every campus
7. Establish and maintain a student information data system in every campus.
8. Promote competence and proficiency in office work by recommending co-workers under OSA to the Director of Student Services to attend pertinent seminars/workshops.
9. Allocate supplies and provisions for student affairs offices and facilities.
10. Implement policies and guidelines for the application, recognition, and operation of all campus-based organizations
11. Supervise the operation of the Supreme Student Councils, College Councils and student organizations in all campuses especially ascertaining that handling of



finances, fund-raising activities, involvement in community projects are done professionally, and that their constitution and by-laws are dutifully followed

12. Assign the adviser position of the SSC to the Campus Head of OSA and the College Council to the OSA Coordinator/In-charge
13. Regularly monitor and evaluate the activities of student organizations in all campuses to guarantee that
  - a) their implementation conform to their primary goals
  - b) these are carried out according to plan
  - c) resources are used economically
  - d) proper documentation is done
  - e) authorities are duly informed
14. Assign the following duties and responsibilities to the advisers of student organizations:
  - a. coordinate the oath taking of officers and acquaintance program of the organization with the OSA Asst. Director, Campus Head, and College/Department Coordinator/In-charge
  - b. guide the organization officers in the (drafting) review of the organization constitution and by-laws, accomplishing the renewal papers, and planning of year-long activities.
  - c. monitor the activities of the student organization he/she is advising.
  - d. disseminate information to the organization officers as provided for by the OSA Asst. Director, Campus Head, and College/Department Coordinator/In-charge
  - e. check if the organization activities are in consonance with the school calendar of activities.
  - f. ensure that all communications for major and minor projects of the organization are well checked before their approval.
  - g. record and monitor the financial transactions of the organization for a more transparent record of its finances.
  - h. guarantee the accomplishment of the annual and accomplishment reports to be submitted at the end of the semester/school year/term.
15. Ensure that at least once every semester the Supreme Student Council of every campus, together with its student organizations, has linked with certain professional organizations for a seminar-workshop activity whose subject matter is relevant to the current community/national issues
16. Require student organizations, singly or jointly, to accomplish at least once a school year an outreach activity targeting any community sector which is in dire need of assistance of any kind, manner, mode and type.
17. Assist student groups in their requests for the use of University facilities
18. Assist the Office of Student Discipline in the strict implementation of the wearing of official student ID cards and prescribed uniforms.
19. Serve as the Supervisor or Chairman of the Student Electoral Board whose main task is to oversee the election of officers for the Supreme Student Councils Confederation
20. Coordinate with the Student Grievance Board in the formal investigation or hearing of any member of the University community whenever one is filed with a formal grievance complaint by any student
21. Delegate these duties and responsibilities mentioned above, when warranted and applicable, to the OSA heads/ coordinators /persons-in-charge of campuses/colleges/departments



22. Create and formulate the basic functions, duties and tasks for the OSA heads/ coordinators/ persons-in-charge of campuses /colleges/ departments
23. Perform other related tasks as required by higher authority.

#### **Assistant Director, Student Discipline**

The Assistant Director of Student Discipline shall execute the following duties and responsibilities:

1. Oversee the management of student discipline works in the entire University System through the unit offices of student discipline in every campus (headed by the OSD Head) including, but not limited to, such tasks as enforcement of local policies on student formation, coordination with the local community and parents on student conduct in and out of the school premises, and the like.
2. Enforce and implement all policies, rules and regulations of the University as well as those of the Commission on Higher Education (CHED) with respect to the students' general conduct, behavior and discipline.
3. Look upon the rights and privileges of the students as well as their duties and responsibilities
4. Disseminate extensively the Norms of Conduct for Students to all members of the University community in all campuses
5. Conduct programs and activities to enhance the comprehension and understanding of students in the Norms of Conduct for Students
6. Inform and/or dialogue with the parents about the Norms of Conduct for Students through the PTA or PTCA
7. Coordinate with or assist the security personnel, faculty, and employees/staff in enforcing the Norms of Conduct for Students
8. Receive and accept the complaint/s of any aggrieved party whenever norms of discipline are contravened by any student/s
9. Coordinate or assist with the Discipline Board with regards to the preliminary or summary investigation of students accused of breach of discipline
10. Coordinate with the Office of Student Affairs and Guidance and Counseling Office regarding student formation
11. Identify and implement programs on preventive measures that would help deter violation of rules on discipline and thus strengthen value formation
12. Coordinate with the Student Grievance Board in the formal investigation or hearing of any member of the University community whenever one is filed with a formal grievance complaint by any student
13. Assist the proper authority in implementing the order of disciplinary sanction to any student/s found guilty of violating the Norms of Conduct
14. Assist the student/s found guilty of violating the Norms of Conduct and consequently served the order of disciplinary sanction to file an appeal to higher authorities if he/she so desires and requests



15. Review and evaluate regularly the Student Handbook, especially the Norms of Conduct for Students, in cooperation with the Supreme Student Councils of every campus
16. Delegate these duties and responsibilities mentioned above, when warranted and applicable, to the OSD heads/ coordinators/ persons-in-charge of campuses /colleges / departments
17. Create and formulate the basic functions, duties and tasks for the OSD heads /coordinators /persons-in-charge of campuses /colleges/ departments
18. Perform other related tasks as required by higher authority.

#### **Assistant Director, Guidance and Counseling**

The Assistant Director of Guidance and Counseling shall carry out the following duties and responsibilities:

1. Promote the noble aim of the University to cause the formation of young men and women for intellectual, moral and professional competence as prerequisites to living a fully human life with a responsible involvement in the development of the community
2. Plan and prepare the guidance and counseling program, together with the heads/coordinators/persons-in-charge of campuses/colleges /departments in accordance with the University mission and vision
3. Make a proposal to the higher authorities that a budget allocation be made annually to finance all the guidance and counseling programs and activities of the university.
4. Assess needs for program planning, research, evaluation, improvement, and establishment of accountability
5. Provide direction and motivation among subordinates for program improvement
6. Ensure the proper implementation and evaluation of all Guidance Services
7. Ascertain that ethical standards are observed by the Guidance Personnel which includes the Guidance Heads, Coordinators, In-Charge and Secretary.
8. Identify programs for student development and value formation
9. Come up with valid and reliable bases of information on matters pertaining to student behavior and other concerns;
10. Extend assistance and guidance to students in matters pertaining to personal problems with concern to their personalities, family problems that affect their academic performance, relationships with their own peers, professors, school personnel and other individuals;
11. Impart to students, faculty and employees relevant issues and events from which they will gain psychological growth and help them understand such issues and events;
12. Coordinate with the school community for proper support and understanding of Guidance activities and services
13. Determine possible research study that needs to be applied



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14. Delegate these duties and responsibilities mentioned above, when warranted and applicable, to the OGC heads/ coordinators/persons-in-charge of campuses /colleges /departments
15. Create and formulate the basic functions, duties and tasks for the OGC heads/ coordinators/ persons-in-charge of campuses /colleges / departments
16. Recommend to the proper authority to designate Counselors in each college/department
17. Perform other related tasks as required by higher authority.

### **Assistant Director, Student Publications**

The Assistant Director for Student Publications shall have the following duties and responsibilities:

- a) Formulate and implement the University's scholastic journalism program as mandated in RA 7079 otherwise known as the Campus Journalism Act of 1991;
- b) Train campus journalists/artists on the various aspects of newspaper and ensure fruitful participation in press conferences and similar activities;
- c) Instruct campus writers, advisers and critics on the application of laws pertaining to the responsible exercise of press freedom and the requisites for quality publications;
- d) Assist duly constituted committees in the annual selection and appointment of staff members for the different student publications;
- e) Help the editorial staff formulate policies and guidelines on effective and efficient school paper management;
- f) Supervise and coordinate activities of all student publications;
- g) Help develop writer's sense of humanity through development-oriented activities.
- h) Support the Commission on Higher Education and the Department of Education in uplifting the quality of campus journalism through expert assistance in symposia, conferences and seminar/training-workshops; and
- i) Perform other related functions that may be assigned by higher authorities.

### **Assistant Director, Culture and Arts**

The Assistant Director for Culture and Arts shall have the following duties and responsibilities:

1. Develop strategies and proposals to enhance the University's cultural programs
2. Manage and coordinate cultural programs of the different colleges/departments of the University
3. Plan and implement the policies of the University regarding cultural initiatives and programs that help in University's development
4. Establish linkages with different organizations and institutions that may help create cultural presentations for other clienteles/audiences



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5. Develop new marketing programs to enhance the University's position in the local and international community
6. Tap and enhance the artistic abilities of the students and faculty in preparation for different cultural competitions
7. Coordinate with the Admission and Testing Office and Scholarship Office regarding admission policies and requirements for new culture and arts scholars.
8. Supervise the utilization, care and maintenance of all available physical education, athletic and cultural facilities in all campuses
9. Prepare and submit requisitions for culture and arts supplies and equipment for trainings and competitions.
10. Encourage culture and arts student enthusiasts to organize clubs.
11. Recommend to the proper authorities the coaches, trainers and staff of OCA and other interested faculty and employees to attend culture and arts seminar, workshops and trainings that would hone their skills and competencies
12. Delegate these duties and responsibilities mentioned above, when warranted and applicable, to the OCA heads/ coordinators/ persons-in-charge of campuses /college / departments
13. Create and formulate the basic functions, duties and tasks for the OCA heads /coordinators /persons-in-charge of campuses /colleges/ departments
14. Perform other related tasks as required by higher authority.

### Assistant Director, Sports

The Assistant Director for Sports shall have the following duties and responsibilities:

1. Prepare/Formulate the policies in sports of the university.
2. Direct/Supervise the sports programs of the university.
3. Prepare/Give coaching and officiating assignments to faculty members and employees of the University for local, regional, national and international athletic meets subject to the approval of higher authorities.
4. Prepare and submit requisitions for sports supplies and equipment for trainings and competitions.
5. Improve the coaching and officiating competencies of the coaches, officiating officials and trainers of the university, through attendance in seminar/conference/workshop.
6. Prepare and submit periodic and annual reports on accomplishments, problems and plans of the office.
7. Coordinate with the Admission and Testing Office and Scholarship Office regarding admission policies and requirements for new sports scholars.
8. Establish linkages with local, regional, national and international sports associations to improve the sports program of the university.
9. Make a proposal to the higher authorities that a budget allocation be made annually to finance all the sports programs and activities of the university.



10. Encourage varsity athletes to organize sports club.
11. Monitor the sports activities of each campus of the university.
12. Surveys the needed sports facilities, equipment and supplies in all the campuses of the University and request higher authorities to put-up and purchase the said needs
13. Supervise the utilization, care and maintenance of all available physical education, athletic and cultural facilities in all campuses
14. Delegate these duties and responsibilities mentioned above, when warranted and applicable, to the OS heads/ coordinators/ persons-in-charge of campuses/colleges/departments
15. Create and formulate the basic functions, duties and tasks for the OS heads/ coordinators/ persons-in-charge of campuses /colleges/ departments
16. Perform other related tasks as required by higher authority.

#### **Director, National Service Training Program**

There shall be a Director, National Service Training Program appointed by the Board of Regents upon the recommendation of the President with the following duties and responsibilities:

- a) Enhance civic consciousness and defense preparedness in the youth;
- b) Help the develop the ethics of service and patriotism while undergoing training in any of the three (3) program components, specially designed to enhance the youths' active contribution to general welfare;
- c) Promote civic consciousness and develop students' physical, moral, spiritual, intellectual and social well being;
- d) Inculcate the ideals of patriotism, nationalism, and advance students' involvement in public and civic affairs;
- e) Motivate, train, organize and involve the students in military, literacy, civic welfare programs, and other similar endeavors in the service of the nation; and
- f) Perform other related functions that may be assigned by the higher authorities.

#### **Assistant Director, NSTP**

There shall be an Assistant Director for NSTP shall have the following duties and responsibilities:

- a) Academic supervision over the design, formulation, adoption and implementation of program for instruction (POI) of NSTP components particularly CWTS and LTS in line with the NSTP objectives.
- b) Orient enrolled NSTP students regarding the NSTP offerings.
- c) Coordinate with other LGU's or government agencies and NGO's regarding the possible tie-up for community projects.
- d) Supervise and administer filing of pertinent NSTP documents.



- e) Supervise NSTP affairs of extension campuses.
- f) Prepare NSTP budget every school year or semester for the approval of the concerned.
- g) Coordinate with other NSTP designated heads, coordinators, in-charge for extension campuses.
- h) Coordinate with the Extension Services Office regarding the extension activities or community projects.
- i) Report to immediate superior (i.e. VPAA) for further designated functions.
- j) Coordinates NSTP uniforms.
- k) Perform other functions as assigned by other University officials.

#### **Assistant Director, ROTC**

There shall be an Assistant Director for ROTC and shall have the following duties and responsibilities:

- a) Coordinate and supervise with NROTC personnel regarding their program of instruction.
- b) Participate and represent the University in various NROTC activities.
- c) Exercise joint supervision and monitoring of NROTC activities.
- d) Facilitate NROTC uniforms.
- e) Report on NSTP director regarding NROTC activities.
- f) Perform other functions as assigned by NSTP director and other University officials.

#### **Assistant Director, CWTS**

There shall be an Assistant Director for Civil Service Welfare Training Program and shall perform the following duties and responsibilities:

- a) Assist NSTP director in designing, formulation and implementation of Program of Instruction as mandated by the CHED.
- b) Train and orient NSTP-CWTS/LTS faculty regarding the program of instruction and curriculum.
- c) Supervise and assist CWTS heads, coordinators and in-charge of their duties and responsibilities.
- d) Monitor classes and attendance of faculty upon the instruction of the director.
- e) Facilitate serial number from the CHEDRO for all NSTP-CWTS graduates.
- f) Schedule of CWTS classes, faculty loading and classroom, especially in Main campus 1 and 2.
- g) Coordinate with other NSTP-CWTS heads/coordinators/in-charge in extension campuses.
- h) Supervise CWTS affairs in extension campuses.



- i) Coordinate with the office of the Extension Services regarding the University's extension activities.
- j) Monitor and supervise CWTS' community activities implemented by the students.
- k) Report to NSTP director regarding CWTS program and activities.
- l) Supervise and facilitate filing of pertinent documents.
- m) Prepare budget for the school year.
- n) Facilitate CWTS uniform.
- o) Perform other functions as assigned by NSTP director and other University officials.

#### **Director, Review Center**

There shall be a Director for Review Center appointed by the Board of Regents upon the recommendation of the President.

Under administrative direction from the Vice President for Academic Affairs, the Director of the Review Center shall perform the following duties and responsibilities:

- a) Exercise over-all supervision in the conduct of review classes for courses requiring board examination or trade skill certifications tests;
- b) Implement programs designed to increase the number of examinees by motivating the students to take such examinations;
- c) Implement effective and updated review activities to enhance the University's performance in such examinations;
- d) Evaluate instructional and review materials, in coordination with deans, associate deans and department head;
- e) Perform cross-functional duties to accomplish strategic goals and mission of the review center which may be assigned by the Vice President for Academic Affairs;
- f) Coordinate examination requirements, subject of examination and other pertinent issues with the Professional Regulation and Commission and other authorized examination body.

#### **THE VICE-PRESIDENT FOR RESEARCH, EXTENSION, PLANNING AND DEVELOPMENT**

There shall be a Vice President for Research, Extension, Planning and Development (VPREPD) who shall be appointed by the Board of Regents upon the recommendation of the President.

The Vice President for Research, Extension, Planning and Development shall have the following duties and functions:

- a) Report directly to the President and serve as the Chief Research, Extension and Planning Officer of the University, promoting the University's mission and providing the executive and administrative leadership for the Research, Extension Planning and Development
- b) Require the Director of Research and Extension, Planning and Development, deans and executive directors to directly report to the Vice-President for REPD



relative to matters involving research, extension, planning and development activities

- c) Assume a lead role in initiating and evaluating research institutes/centres and extension linkages and collaboration for MOA and MOU's formulations
- d) Be in close collaboration with executive directors and deans to direct and coordinate research/extension policies, programs, support services and awards at the University and represent the administration on committees which deal with allocation of publication funds for research, extension planning and development
- e) Play an active role in proposing and coordinating policies and procedures in the areas of contracting, inventions, copyrights, software, publications and on policies and procedures on animal and human use in research
- f) Serve as Vice Chairman of the Research Council
- g) Act for the President on her/his absence or inability to act, and undertake such additional duties and responsibilities as may be assigned by the President

#### Director, Research

The **Director for Research** shall discharge the following duties and responsibilities:

1. Serves as member of the Research Council.
2. Formulates long and short-range research activities for the University.
3. Supervises the Heads of Research Centers in planning, implementing and evaluating their respective operational/tactical plans.
4. Conducts or directs research projects subject to the same benefits and responsibilities as the other researchers.
5. Submits to the Vice-President for Research, Extension, Planning and Development periodic reports on research proposals, completed and on-going research and other pertinent reports.
6. Coordinates with the Heads of Research Centers in promoting and encouraging research among the faculty.
7. Processes research projects which require financial assistance from the University or funding agencies and makes the corresponding recommendations for funding in accordance with set policies and guidelines.
8. Establishes linkages with government and non-government agencies for more productive Research and Development program.
9. Evaluates research proposals submitted by the heads of Research Centers.
10. Maintains a running data bank and disseminates research of the University.
11. Represents the University in inter-institutional meetings and conferences primarily concerning research.
12. Performs other functions pertinent to this office as may be necessary.



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7. Develops training packages for use in in-service training programs and coordinates the delivery of training packages to the groups concerned.
8. Supervises, coordinates and provides assistance to the Offices of Institutional Development Fund, Job Placement Office, Scholarship Office, Center for Continuing Education and Institutional Infrastructure Program.
9. Prepares and submits periodic and annual reports and other types of reports as required for by the Vice-President for Research, Extension, Planning and Development.
10. Performs such other related functions and duties as may be necessary or assigned by higher authorities.

The **Head, Institutional Development Fund** shall discharge the following duties and responsibilities:

1. Assists in the formulation of policies and plans pertaining to the efficient management of the University financial resources.
2. Recommends rules and regulations necessary to carry out the objectives and functions of the unit.
3. Assists in the programming of resources and allocation of funds in consonance with the goals of the University.
4. Helps identify/tap non-traditional sources of fund for institutional Development such as non-government organizations, other government agencies and private individuals.
5. Provides relevant information that would be beneficial in planning and development programs of the University.
6. Coordinates with other officials and higher authorities on the status of appropriations and allotments and such other financial matter as may be necessary.
7. Develops a creative financing scheme that will enhance financial capability of the University.
8. Collaborates with the Director for Planning and Development regarding planning and development functions.
9. Submits reports as required for by the Director for Planning and Development.
10. Performs such other related functions and duties as may be necessary or assigned by higher authorities.

### Director, Extension Services

The **Director, Extension Services** shall discharge the following functions:

1. Prepares long and short range extension programs for the University for implementation and budget allocation.
2. Formulates general policies and guidelines on extension service.
3. Maintains a running data bank of the University's extension projects and their beneficiaries.
4. Conducts research in line with extension service.



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5. Conducts needs assessments of depressed and underserved communities for possible extension service.
6. Establishes linkages with government and non-government agencies for more productive extension program.
7. Assists the Head, Skills Upgrading Program in planning and implementing seminars on livelihood, cooperative, literacy and other programs for sustainability and economic upliftment of depressed and underserved areas in Batangas City and Batangas Province.
8. Submits to the Vice-President for Research, Extension, Planning and Development reports on on-going and completed extension projects/ activities and other needed reports.
9. Recommends new areas for extension work taking into consideration the existing capabilities and resources of the University.

The **Head, Office for Extension Coordination** under general supervision shall discharge the following functions:

1. Assists the Director for Extension Services in implementing, monitoring and evaluating processes of extension service projects.
2. Conducting and supervising the development of the Extension Service Unit;
3. Recommends plans and projects to the Director for Extension Services;
4. Participates in the university meetings and conferences related to extension service development;
5. Prepares course contents and develop training methods and techniques;
6. Assesses the specific instructional needs of the trainees and identify appropriate training materials;
7. Assists in the preparation of periodic reports on extension services undertaken;
8. Performs other functions as maybe necessary or assigned by higher authorities.



## ADMINISTRATIVE SERVICES

There shall be Administrative Services with officers and personnel charged with duties and responsibilities inherent in their respective offices.

This office complements the academic services and functions primarily for the purpose of serving the educational program of the University.

### **The Vice President for Administration and Finance**

There shall be a Vice President for Administrative and Finance (VPAF) who shall be appointed or designated by the President subject to the confirmation of the Board of Regents.

The VPAF shall perform the following duties and functions:

- a) Participate in administrative consideration of the fiscal aspects of academic policies, plans and programs.
- b) Responsible for the following areas and functions:
  - o Control of the operating budget
  - o Implementing accounting policies and procedures for accounting, custody and disbursement of funds;
  - o Financial reporting for internal and external clients
  - o Procurement, supplies and materials management
  - o Human resource services
  - o Campus security
  - o Environment health and safety
  - o Physical plant operation and maintenance
  - o Other related work assigned by higher authorities.
- c) Allocate, in coordination with the program directors, available funds for programs and projects on the basis of approved guidelines and priorities.
- d) Brief higher authorities on the status of appropriations and allotments and such other related financial matters as may be needed.
- e) Review and recommend appropriate actions to higher authorities on matters relating to acquisition and utilization of equipment and supplies;
- f) Supervise records and supplies management;
- g) Review and improve budget methods, procedures, format and justifications;
- h) Supervise the preparation of periodic, annual and other required reports;
- i) Supervise the Administrative Officer, Director for Administration, Finance and Auxiliary Services, and the Heads of the Property, Supply and Medical and Legal Services; and
- j) Perform related works as maybe assigned by higher authorities.

### **Director for Administration Services**

There shall be Director for Administration Services to be appointed by the Board of Regents upon recommendation of the President with the following duties and responsibilities:

- a) Prepare office orders, memoranda communications, etc.



- b) Supervise the maintenance of systematic records of correspondence, reports and other documents.
- c) Supervise the Human Resource Management Office, ~~Medical/Dental~~ Services Office, and Records Management Office.
- d) Plan and implement in-service training seminars, workshop, etc. on administrative matters.
- e) Prepare and submits periodic and annual reports to the Administrative Officer.
- f) Assist in the formulation and implementation of policies and guidelines on general service functions.
- g) Perform related work as may be assigned by higher authorities.

#### **Assistant Director, Records Management Office**

There shall be an Assistant Director for Records Management Office with the following duties and responsibilities:

- a) Keep and maintain systematic records of personnel including those of retired, resigned and laid-off;
- b) Assist in establishing and maintaining an actual continuing program for the management, preservation and disposition of records;
- c) Assists in training of personnel on record management;
- d) Authenticate copies of documents on his file;
- e) Maintain and in-charge of safekeeping of all records pertaining to NCE 461 and QCE evaluation of faculty;
- f) Check, classify and certify official records/documents and authorize their issuance;
- g) Perform skilled clerical tasks like receiving, releasing, classifying and filling of official records;
- h) File and maintain issuances such as CSC, DBM and CHED Circulars, Internal Memoranda, etc.
- i) Perform related work as maybe assigned by higher authorities.

#### **Assistant Director, Human Resource Management Office**

There shall be an Assistant Director for Human Resource Management Office shall have the following duties and responsibilities:

- a) Plan, direct and supervise the functions and activities in the personnel office;
- b) Prepare action on appointments, leaves, transfers, resignations, retirements, separations, reinstatements, insurance or retirement claims, salary adjustments, position classification and/or reclassification, performance ratings, fringe benefits and other personnel function;
- c) Prepare, update and submit all reports required by Civil Service Commission (CSC), i.e. publications, statistical reports, queries, and justifications and other related personnel actions;



- d) Prepare and computer loyalty incentive, cash award and step increment of teaching and non-teaching personnel;
- e) Prepare request for the confirmation of appointment to the Board of Regents;
- f) Prepare and submit annual and periodic reports as may be required by higher authorities;
- g) Keep, maintain and update a systematic filing of personnel records;
- h) Disseminate civil service rules and regulations to employees;
- i) Maintain an effective liaison with other agencies like CSC, Department of Budget Management (DBM), Government Service Insurance System (GSIS), Philippine Health Insurance (Phil Health) and others;
- j) Attend meetings and seminars created to human resource management;
- k) Attend meetings and seminars related to human resource management; and
- l) Facilitate and conduct in-service training program for all employees.
- m) Perform related work as may be assigned by higher authorities.

There shall be a **Human Resource Management Assistant** and the functions are:

- (1) Assists in the preparation of actions on appointments, leaves, retirement, resignations, transfers, separation, reinstatements, insurance or retirement claims, salary adjustments, position classifications and/or reclassification, performance ratings, fringe benefits and other personnel function.
- (2) Assists in the preparation, updating and submission of all reports required by CSC, i.e. publications, statistical reports, queries, justifications and other related personnel actions.
- (3) Assists in keeping, maintaining and updating a systematic filing of personnel records.
- (4) Assists in the preparation and computation of loyalty incentive cash award and step-increments of teaching and non-teaching personnel.
- (5) Assists in the preparation of requests for the confirmation of appointments to the Board of Trustees.
- (6) Assists in the preparation and submission of annual and periodic reports as may be required by higher authorities.
- (7) Updates the personnel profile of the University.
- (8) Does other related work.

There shall be **Clerks II and III** and the functions are:

- (1) Performs a variety of skilled clerical tasks; or receives and processes applications following established regulations; or supervises and participates in the work of a small group of clerks performing routine work;
- (2) Prepares and endorses records and correspondence;
- (3) Performs arithmetical computation such as calculation of percentage, ratios, labor and material charges, earned salaries and wages, leaves for interest accruals or other calculations of equivalent difficulty;



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- g) Maintains professional contacts with local and national library association/organization;
- h) Attend seminar and meetings are instructed;
- i) Conduct meetings of library staff on matters regarding library housekeeping/improvements/complains;
- j) Supervise the re-aligning of library and advise them of their respective assignments; and
- k) Perform other related tasks that may be assigned by the higher University authorities.

There shall be a **University Librarian III** and the functions are:

1. Administers the University library and its reading rooms; prepares requisitions for the purchase of professional and cultural books and periodicals as may be recommended by the Vice President and Deans/Heads of Schools.
2. Reports from time to time to the proper authorities the condition of library facilities relative to its probable expansion and improvement.
3. Participates in local and national library activities.
4. Issues library books, magazines and periodicals.
5. Handles files and safeguard library property.
6. Institutes system of informing the University population about new library acquisition.
7. Maintains and posts clippings of published materials of unusual interest.
8. Maintains discipline among library occupants.
9. Handles disposition of student mail.

There shall be a **University Librarian I** and the functions are:

1. Assists in selecting and determining library materials to be acquired.
2. Assists in ordering books and other printed materials and checks them upon receipt.
3. Allocates new acquisitions.
4. Catalogs and classifies books.
5. Prepares master catalog, index and other cards.
6. Determines the subject of documents, articles in magazines, newspapers and other periodicals according to the "Readers Guide" or any form of subject entries under which readers will likely locate them.
7. Keeps alphabetical files, prepares bibliographies.
8. Handles library subscriptions, gifts and exchange work.
9. Assists readers in the use of the card catalog.



10. Maintains records and keeps statistics; prepares reports and memoranda, takes inventory.
11. Checks shelves and magazine stands for the proper arrangements of materials.

**Assistant Director, Medical/Dental**

There shall be an Assistant Director for Medical/Dental Services and shall have the following duties and responsibilities:

- a) Formulate policies, guidelines and operational standards and techniques related to the improvement of health service;
- b) Formulate plans and programs for health services;
- c) Exercise technical supervision over health staff;
- d) Evaluate the efficiency and effectiveness of health services;
- e) Coordinate with other offices, colleges, and extension campuses to identify areas when health personnel can contribute to the effective delivery of health care;
- f) Conduct studies/researches to improve health care service;
- g) Conduct field visits to extension campuses and other colleges and offices to determine health problem and needs for personnel and students;
- h) Conduct periodic dialogues, meetings and conferences with other health service personnel and educators;
- i) Attend conventions, medical conferences, and symposia for continuous learning; and
- j) Perform other functions as required.

There shall be a **Medical Officer IV** and the functions are:

- (1) Assists in formulating and implementing policies and procedures in the University health program;
- (2) Assists in the evaluation of the school health program;
- (3) Conducts medical and physical examination of school officials and employees;
- (4) Performs consultations, gives treatment and attends to emergency cases;
- (5) Makes arrangements or referrals of cases of school officials and/or employees to medical specialists, hospitals and laboratories for definite diagnosis and proper treatment;
- (6) Determines the physical fitness of students and school personnel;
- (7) Coordinates with the Department of Health and other health agencies in the control and prevention of communicable diseases among students and personnel;
- (8) Conducts the in-service training of school dentist and other medical personnel;
- (9) Acts as consultant and/or resource person in school-community health education;



- (10) Prepares and submits periodic, annual and other required reports; and
- (11) Requisitions medicine and medical supplies and equipment.

There shall be a **Dentist** and the functions are:

- (1) Organizes and maintains University dental clinic;
- (2) Conducts dental inspection and renders treatment to students and personnel;
- (3) Keeps a daily record and prepares report of dental and examination treatment;
- (4) Coordinates with other health personnel, school officials and other health agencies on matters pertaining to health education;
- (5) Submits periodic and other required reports;
- (6) Conducts in-service training, seminars, workshops, etc. and act as consultant and/or resource person on dental health;
- (7) Recommends measures for strengthening dental health education;
- (8) Conducts studies and researches for the improvement of school dental health education program; and
- (9) Prepares and submit requisition for dental supplies.

There shall be a **Dental Aide** and the functions are:

- (1) Prepare and maintain orderliness of the dental clinic;
- (2) Assists the school dentist in the performance of her duties;
- (3) Take charge of the safe keeping and proper storing of equipment dental instrument and dental supplies;
- (4) Keep systematic files of dental health records.

There shall be a **Nurse** and the functions are:

- (1) Performs periodic physical inspection of students and keeps record of findings;
- (2) Conducts or assists the teacher in classroom inspection to discover easily recognizable health defects;
- (3) Refers cases to physicians;
- (4) Treats minor ailments and gives first aid treatment;
- (5) Maintains a functional school clinic;
- (6) Checks on the proper sanitation and healthful living conditions of the school and vicinity;
- (7) Gives advice and guidance on health and sanitation;
- (8) Trains personnel on first aid work;



- (9) Assists the physician in clinic work;
- (10) Acts as resource person or consultant on health matters;
- (11) Prepares and submits periodic, annual and other required health reports; and
- (12) Takes charge of the safekeeping and use of medical supplies and equipment.

**\* Assistant Director, Legal Affairs**

There shall be an Assistant Director for Legal Affairs who shall have the following duties and responsibilities:

- a) Provide legal counsel and guidance to the officers of the University and other upper and management on all legal matters;
- b) Anticipate and identify legal issues and counsel officers of the University in order to develop legal strategies and solutions; and
- c) Review, research, and interpret and prepare both written and oral opinions on a wide variety of legal issues;
- d) Draft, review and approve policies and procedures, regulations, by-laws, and other legal documents;
- e) Review contracts, leases and other legal documents;
- f) Research legal issues and recommend revisions as necessary;
- g) Represent or oversee the representation of the University in judicial and administrative proceedings, and in negotiations with other agencies;
- h) Select and retain outside counsel, as required to obtain legal opinions or to handle claims and litigations; and
- i) Supervise legal work of other legal officers of the University paralegals, and outside counsel, consult on difficult or sensitive issues.

**Assistant Director, Alumni Affairs**

There shall be an Assistant Director for Alumni Affairs with the following duties and responsibilities:

- h) Administer and coordinate all matters affecting general policies on student welfare services;
- i) Coordinate with the Deans in all-curricular and other student services offices as well as extra-curricular student development programs;
- j) Supervise the guidance program;
- k) Direct investigation of disciplinary cases and recommend penalties;
- l) Prepare and submit periodic reports on accomplishments, problems and plans of the department;
- m) Rate the performance of personnel in the department;
- n) Prepare and submit requisitions for supplies and equipment of the department;



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- n) Prepare student manual for approval of the Board of Regents; and
- p) Perform other relevant duties that may be assigned by the higher authorities.

### **Assistant Director, Campus Ministry**

There shall be an Assistant Director for the Campus Ministry Office and shall have the following duties and responsibilities:

- a) Provide awareness and knowledge about social-moral-spiritual dimensions of the human persons;
- b) Provide opportunities for active and meaningful participation in the liturgical and sacramental life in the campus;
- c) Encourage involvement in improving the quality of life in the school and local community;
- d) Provide an apostolate of service to the entire University community by providing care and concern for persons, by proclaiming the gospel and its values;
- e) Build and strengthen a community of faith, by celebrating the life of the community, specially through the liturgy; and
- f) Provide inputs to the policy and decision-making process of the University with regard to the religious activities; and
- g) Perform other related functions that may be assigned by the higher authorities.

### **Director for Financial Services**

There shall be Director for Financial Services to be appointed by the Board of Regents upon recommendation of the President who shall perform the following duties and functions:

- a) To exercise immediate supervision over the Accounting Office, Budget Office, Cash and Disbursement Office, and Business and Management Office;
- b) To provide technical support in the preparation of the budget, and to draft an annual budget in coordination with the President and the VPAF;
- c) To supervise the collection, safeguarding and documentation of all income of the University;
- d) To ensure the accuracy in terms of amount, purpose and source of all information on income, payments and disbursement of funds;
- e) To initiate internal check and preliminary audit in accordance with government and auditing rules;
- f) To maintain records necessary for the effective budgetary control; and
- g) To perform such other duties and functions necessary and as may be assigned to him/ her from time to time.



### Assistant Director, Finance

There shall be an Assistant Director for Finance and shall perform the following duties and functions:

- a) Assist in the fiscal administration of contracts, grants, and other agreements;
- b) Assist in the processing of payroll, billing and invoices, cash custodianship, collection and disbursement process;
- c) Assist in the supervision of budget development, financial analysis and financial reporting;
- d) Ensure compliance of all units heads with the existing accounting and auditing rules and regulations;
- e) Participate in the administrative consideration of the fiscal aspects of academic policies, plans and programs;
- f) Assist in implementing appropriate policies and procedures to ensure prudent fiscal management;
- g) Provide information to management officials on financial matters;
- h) Assist in making subject to budgetary ceilings, fund estimates in support of the plans and programs of the University;
- i) Assist in supervision and participation in the preparation of monthly and annual special subject of the University;
- j) Assist in the supervision control and allocation of funds;
- k) Attend budget hearing;
- l) Study, analyze and report on the status of appropriations and trends of expenditures;
- m) Initiate, supervise and participate in the preparation of monthly, quarterly, the annual financial reports required by the higher authorities;
- n) Perform liaison work with other offices in Metro Manila, DBM, CHED, etc. and submit reports and follow up in the disposition of important papers;
- o) Act and sign allotment and obligations slip (AL OBS) for various claims;
- p) Report financial matters to the Vice-President for Administration and Finance;
- q) Supervise, monitor the daily transaction/operations of the cashier, accounting and property offices and see the efficient, effective and maximum service be given to clienteles inside and outside of the University Campus;
- r) Perform related duties as may be assigned by higher authorities.

There shall be a **Finance Management Officer II** and the duties and responsibilities are:

- (1) Makes, subject to budgetary ceilings, fund estimates in support of the plans and programs of the University.
- (2) Supervises and participates in the preparation of monthly, quarterly and annual special budget of the university.



- (3) Supervises the control and allocation of funds
- (4) Attend budget hearing.
- (5) Studies, analyzes and reports on the status of appropriations and trends of expenditures.
- (6) Initiates, supervises and participates in the preparation of monthly, quarterly, and annual financial reports required by the higher authorities.
- (7) Performs liaison works with other offices in Metro Manila, DBM, CHED, etc. and submit reports and follow-up in the disposition of important papers.
- (8) Acts and signs ALOBS for various claims.
- (9) Performs related works that may be assigned by higher authorities.
- (10) Reports financial matters to the Vice President for Administration and Finance.
- (11) Supervises, monitors the daily transactions/operations of the cashier, accounting, and property offices and sees to it that efficient, effective and maximum services be given to clientele inside and outside of the university campus.

#### **Assistant Director, Budget**

There shall be an Assistant Director for Budget and shall have the following duties and responsibilities:

- a) Examine and review budget and plantilla;
- b) Assist the Director of Finance Services in the preparation of budget;
- c) Perform preliminary budget analysis and examination work and correlate programs and projects;
- d) Prepare plans of work and request for allotments;
- e) Gather, compile and maintain budget data in current status;
- f) Keep records of allotments and status of funds;
- g) Assist in checking estimates of income and expenses; and
- h) Assist in the preparation of reports pertaining to budget matters.

#### **Assistant Director, Cashiering**

There shall be an Assistant Director for Cashiering and shall have the following duties and responsibilities:

- a) Plan, direct and supervise the staff engaged in cashiering functions;
- b) Take charge of the safekeeping of all money checks and official receipts of the University;
- c) Maintain complete records of collection deposit;
- d) Deposit collection of student fees and different kinds of payments;



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- e) Prepare and submit monthly reports and accountable forms to Commission on Audit (COA);
- f) Receive payments of tuition and other miscellaneous fees;
- g) Sign verify and submit checks of claimants;
- h) Advice checks issued and cancelled to Land Bank of the Philippines , certificate of remittance of Pag-ibig, GSIS for loan purposes and Phil Health contribution in case of hospital confinement;
- i) Maintain a complete record of check disbursement and accounts of the University; and
- j). Do related work as required by higher authorities.

There shall be a **Cashier** and the duties and responsibilities are:

- (1) Supervises accounts for receipts, custody and disbursement of funds;
- (2) Secures and encashes checks for cash advance;
- (3) Supervises and participates in the payment of salaries, wages and vouchers;
- (4) Receives and deposits daily cash collections;
- (5) Verifies the posting for cash advances, disbursements, collections and deposits;
- (6) Prepares correspondence and other papers pertaining to collection and disbursement for the signature of the chief of the unit;
- (7) Supervises a group of employees engaged in cashiering duties;
- (8) Issues and signs checks in payment of obligations;
- (9) Reviews and keeps payrolls, vouchers and checks paid;
- (10) Signs monthly collection and disbursement reports;
- (11) Keeps running balance of monthly cash disbursement ceilings;
- (12) Submits required reports;
- (13) Assesses student fees in the absence of the accountant; and
- (14) Performs related work as may be assigned by higher authorities.

There shall be a **Disbursing Officer II** and the duties and responsibilities are:

- (1) Prepares payment of cash for payrolls and vouchers;
- (2) Verifies and checks payrolls and vouchers;
- (3) Assists in receiving cash collections;
- (4) Prepares required cash and disbursement reports; and
- (5) Performs related work as may be assigned by higher authorities.



### Assistant Director, Accounting

There shall be an Assistant Director for Accounting and shall perform the following duties and responsibilities:

- a) Supervise the keeping of accounting records;
- b) Review journal and classifications of accounts.
- c) Supervise the preparation and submission of financial statement, reconciliation and analysis of accounts, claims and other records;
- d) Supervise the preparation of payrolls and vouchers;
- e) Review and reconciliation made by assistants and helpers;
- f) Assist in the supervision of working groups;
- g) Analyze and verify the correctness of schedulers and financial statements;
- h) Implement accounting and auditing rules and regulations;
- i) Provide information to management officials on financial matters;
- j) Draft correspondence on accounting matters;
- k) Review prior years claims and certify that these are carried in the books as accounts payable; and
- l) Cause the assessment of student's fees.

There shall be a **Bookkeeper** and the duties and responsibilities are:

- (1) Does bookkeeping work;
- (2) Posts, foots and balances the ledger;
- (3) Prepares trial balance, monthly statements of income and expenditures and other required reports;
- (4) Reconciles treasury checking accounts;
- (5) Keeps the books of original entry;
- (6) Prepares correspondence pertaining to financial and bookkeeping records;
- (7) Certifies the availability of funds for specific obligations of allotments in the absence of the accountant;
- (8) Prepares payrolls and vouchers for services; and
- (9) Performs related works as may be assigned by higher authorities.

There shall be an **Accounting Clerk III** and the duties and responsibilities are:

- (1) Prepares, computes, encodes and files, monthly contributions, disbursement vouchers, and remittances of the University;
- (2) Verifies the completeness of mandatory minimum supporting documents for financial transactions.



- (3) Institutes controls on disbursement vouchers via indication of voucher number on its face and on every supporting documents;
- (4) Performs bookkeeping functions in the absence of the bookkeeper.
- (5) Performs other clerical jobs as the need arises;
- (6) Performs related work as may be assigned by higher authorities.

#### **Assistant Director, Procurement**

There shall be an Assistant Director for Procurement Office and shall have the following duties and responsibilities:

- a) Prepare the requisition and issue vouchers (RIV);
- b) Canvass supplies and materials to be product;
- c) Distribute bidding papers and purchase order to different dealers;
- d) Prepare necessary papers in the procurement of supplies and materials;
- e) Record incoming and outgoing documents related to procurement;
- f) Prepare disbursement voucher (DV) and all supporting documents for payment to dealers such as:

- Canvassed papers
- Abstract of bid
- Purchased request
- Reports of inspection
- Acceptance Report
- Memorandum receipt (M.R.) to end users of semi-Expandable supplies and equipment

#### **Director for Facility Management Services**

#### **Assistant Director, Building, Equipment and Grounds Maintenance**

There shall be an Assistant Director for Building, Equipment and Grounds Maintenance and shall perform the following duties and responsibilities:

- a) Prepare preliminary plan sketches of various proposed capital projects including buildings, roadways, shaded walks, drainage system, water and electric facilities, etc.
- b) Design and prepare drawing of site development plans;
- c) Supervise in coordination with representatives of authorized agencies, the construction/development of the capital projects of the University;
- d) Direct and supervise technicians, power plant operators and drivers in the maintenance and repair of the school power plants, machinery, shop and office equipment and motor vehicles;
- e) See to it that maintenance of school power plant, machinery, shops and office equipment and motor vehicles are in good condition at all time;



- f) Prepare and submit reports as required by higher authorities;
- g) Direct and supervise the work of ground and building maintenance men and laborers;
- h) Plan, assign and review the work of ground and building maintenance men and laborers;
- i) Inspect buildings and grounds and determine safety repair works needed;
- j) Direct the repair of floors, walls, partitions, windows and doors, etc. including masonry and painting works;
- k) Direct plumbing work on the repair of clogged pipes, leaking pipes, water closets and faucet and connect new lines for additional outlets;
- l) See the overall cleanliness and upkeep of buildings, toilets, classrooms, offices and school premises; and
- m) Do related work that may be assigned to him from time to time.

There shall be a **Utility Foreman** and the functions are:

- (1) Assists in directing and supervising the work of ground and building maintenance men and laborers;
- (2) Assists in assigning and reviewing the work of ground and building maintenance men and laborers;
- (3) Assists in inspecting building and grounds and determines the safety and repair works needed;
- (4) Assists in directing the repair of floors, walls partitions, windows and doors etc.;
- (5) Assists in directing plumbing works on the repair of clogged pipes, leaking pipes, water closet

There shall be a **Utility Worker** and the functions are:

- (1) Opens and closes the school rooms, building and gates;
- (2) Cleans the school buildings, offices, toilets and surroundings;
- (3) Acts as school porter;
- (4) Inspects condition of the buildings to detect the needed repairs and reports the same to his superior officers;
- (5) Reports unusual happenings, disturbance, and commission of infraction of the school rules and regulations to this superior officer to appropriate action;
- (6) Rings the bell in accordance with the program or time schedule of classes;
- (7) Passes official memoranda or notes among personnel and performs miscellaneous messengerial work;
- (8) Does minor repairs on books, chairs, tables, walls and floors;
- (9) Helps in arranging books and other stocks in bodega or stockroom; and



- (10) Performs related duties the immediate supervisor or higher authority may assign him.

There shall be a **Laborer** and the function are:

- (1) Performs manual tasks involving the use of simple tools or machines;
- (2) Loads and unloads materials, supplies or cargoes;
- (3) Cleans gutters, drains, culverts and machines;
- (4) Mows, waters, lawns, flower gardens and keeps ground clean;
- (5) Wraps and ties packages;
- (6) Performs unskilled manual task in construction, maintenance or garden projects;
- (7) Keeps and cleans tools; and
- (8) Does related work.

There shall be a **Driver** and the functions are:

- (1) Drives automobiles or other vehicles;
- (2) Checks, repairs, overhauls, tests and adjust and maintains machinery and other mechanical equipment;
- (3) Checks the working condition of vehicles;
- (4) Checks gas, oil and water before and after trip;
- (5) Performs trouble shooting, tuning and testing of engine;
- (6) Maintains and services vehicle operations;
- (7) Submits reports on fuel and oil consumption and distance traveled; and
- (8) Recommends the repair of damaged parts.

### **Director, Information and Communication Technology**

There shall be a Director for Information and Communication Technology and task to perform the following duties and responsibilities:

- a) Provide institution-wide leadership and direction in the management and operation of information and communication technology services across the University;
- b) Lead and coordinate the development and implementation of integrated, strategic ICT plans and policies for the University;
- c) Lead, guide and recommend the institutional information technology budgeting processes; and provides leadership in cost and productivity analysis;
- d) Integrate and coordinate the development of and implementation of ICT programs across the University, to achieve maximum institution-wide efficiencies and synergies; coordinate the identification and prioritization of required ICT initiatives among the University's various operating components;



- e) Provide direction and leadership in the review of present ICT systems and methods, and in the formulation of new and revised systems;
- f) Maintain professional contact with other Universities, external research entitles, equipment, manufacturers, and professional organizations concerning existing and developing information and communication technologies;
- g) Lead the planning and development of the University-Wide strategies for generating resources and/or revenues for ICT.
- h) Maintain knowledge and understanding of current and developing information systems technology, equipment, and systems by attending educational training and workshops; establishing personal network and bench marking of the arts practices; and
- i) Perform miscellaneous job-related duties as assign by higher authorities.

#### **Assistant Director, Motor Pool and Maintenance**

There shall be an Assistant Director for Motor Pool and Maintenance Office and shall have the following duties and responsibilities:

- a) Repair and maintain school vehicles;
- b) Provide daily information of the whereabouts and destinations of all vehicles;
- c) Supervise the daily check-up of all vehicles to maintain its good running condition;
- d) Recommend daily requisition of all supplies and materials for school vehicles;
- e) Schedule officials travels of all drivers; and
- f) Do related work that may be assigned by his immediate supervisor.

#### **Director for Auxiliary Services**

There shall be a Director for Auxiliary Services and task to perform the following duties and responsibilities:

- b) Provide advice and assistance on physical development of the school;
- c) Set policies and standards in the utilization of physical facilities particularly building utilized for income generating project;
- d) Supervise the activities of the Head, Building and Ground Maintenance Department and see to it that all government properties are well protected and safeguarded;
- e) Inspect buildings and give recommendations for any repair or renovation;
- f) See to the overall cleanliness and upkeep of school buildings, toilets, classrooms, offices and school premises;
- g) Direct and supervise all drivers and issue rules and regulations from time to time as to proof maintenance and sue of school vehicles;
- h) Take charge of the proper collection on the income generating project activities such as space rentals and canteen services;



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- i) Prepare and submit periodic and annual reports that maybe required by higher authorities; and
- j) Do related work as may be assigned by higher authorities.

### **Assistant Director, Property and Supply Management Office**

There shall be an Assistant Director for Property and Supply Management Office and shall have the following duties and responsibilities:

- a) Supervise the daily operation of the property, supply and procurement office to ensure its effective, efficient and productive services rendered to external and internal clientele of the University;
- b) Supervise and monitor the annual physical inventory of the properties of the University;
- c) Keep updates records of stocks received and issued for supplies and materials and equipment to determine the availability of stocks;
- d) Review and check regularly the transactions in the property, supply and procurement office to ensure that process is in accordance with existing rules and regulations of the University; and
- e) Perform other tasks as may be assigned by higher authorities.

### **Assistant Director, Income Generating Project**

There shall be an Assistant Director for Income Generating Project who shall perform the following duties and responsibilities:

- a) Plans and monitor the operation of IGP of the whole university.
- a) Responsible in ordering the needed school materials of the students.
- b) Talk to the different suppliers when ordering and paying for the needed orders.
- c) Coordinate with the concessionaries regarding the operation of the canteen.
- d) Coordinate with the photocopier operators and other tenants of BSU.
- e) Arrange the schedule for the use of our facilities like gymnasium, amphitheater and audio visual rooms of Main and Alangilan campuses.
- f) Monitor the payment of all tenants and dormitorians.
- g) Prepare statement of account for each supplier.
- h) Delivers the ordered school materials of each campus.
- i) Coordinate with the different Colleges for their needed school materials like uniforms, books, shoes, aprons, etc.
- j) Arrange payments for the fieldtrip of different campuses of BSU.
- k) Responsible for the monitoring of university yearbook from picture taking scheduling of the students and faculty members to releasing of pictures to editing of the draft of the yearbook.



- l) Release the published yearbook of the graduates from 1997 to present.
- m) Facilitates the ordering and releasing of academic gown.
- n) Coordinate and monitor the insurance of the students from payment to the insurance company to submission of lists of students to releasing of insurance certificate.
- o) Assists the students and parents in getting their insurance claims.
- p) Submit to the book committee the list needed books per semester.
- q) Oversees the operation of IGP bookstore and canteen of the University.
- r) Meet the coordinators of each campus.
- s) Visits each campus at least twice a year to check other possible IGP in there area.

#### **Assistant Director, Canteen**

There shall be an Assistant Director for Canteen and shall have the following duties and responsibilities:

- a) Talk to the different tenants;
- b) Check the water and electric meter reading;
- c) Prepare and update their bills – water, electricity and space rental;
- d) Update the tenants on the activities of the school;
- e) Oversees the operation of soft drinks selling in the canteen;
- f) Responsible in ordering the needed volume of soft drinks; and
- g) Make request for payment for our suppliers.

#### **Assistant Director, Building Dormitory**

There shall be an Assistant Director for Building Dormitory and shall perform the following duties and responsibilities:

- a) Responsible for planning the operation of the dormitory;
- b) Implement dormitory house rules;
- c) Oversees the operation of the dormitory;
- d) Coordinate and make request for all the fixtures needed in the dormitory; and
- e) Make schedules of our dormitory staff.



**Assistant Director, Special Projects**

*Lyndon Affairs*

There shall be an Assistant Director for Special Projects and shall have the following duties and responsibilities:

- a) Facilitate special project such as:
  - Foreign and local institutions, request for institutional and professional services;
  - Local and foreign donations of buildings, books and equipment;
  - Faculty exchange with foreign and local institutions; and
  - International linkages for foreign on-the-job training of students
- b) Network with local and foreign institutions for possible special projects beneficial to the University;
- c) Coordinate with the Office of the President on matters related to special projects;
- d) Prepare and submit progressive report of special projects to the Office of the President; and
- e) Perform related work as may be assigned by the higher authorities.



## GENERAL PROVISIONS

All University personnel shall possess qualifications required by their respective positions.

All appointments shall be made strictly on the bases of merit and fitness to be determined as far as practicable by ranking qualified applicants. Political, fraternal, social or other influence shall, in no case, affect or prejudice the appointment of personnel.

Except for the highly confidential, technical and policy-determining positions, all appointees in the non-teaching positions must possess appropriate civil service eligibilities as required in the CSC Qualification Standard Manual.

In considering applicants for any position in the University, the President shall take into account the educational preparation, ability and experience in the particular line of work, character and personality, and the candidates' potential value to the University. In addition, scholarship productivity may be considered in the case of teaching positions.

Experience acquired and educational leadership established outside of the University prior to the appointment of an employee become part and parcel of his professional qualifications. Therefore, this shall be considered in rating an applicant for appointment.

Every appointment recommended to the Board of Regents for confirmation shall be accompanied by a complete statement of the qualifications, training, and service record of the candidates as evaluated by the Personnel Selection Board in the case of non-teaching personnel and by the Faculty Selection Board in the case of teaching personnel.

A Common Criteria of Evaluation (CCE) shall be the basis for determining the entrance rank of an appointee to the faculty of the University, subject to the revision of National Compensation Circular (NCC) policies. (Refer to Faculty Manual for details).

There shall be basic policies and procedures in the recruitment, selection, promotion and appointment of teaching and non-teaching staff as embodied in the Merit Selection and Promotion Plan of the University.

## COMMENCEMENT OF OFFICIAL RELATIONS

### NATURE OF APPOINTMENT

The nature of appointment shall be as follows:

1. Original – refers to the initial entry into the career service of persons who meet all the requirements of the position. This includes those appointed under CSC MC No. 10, s. 1980, as amended by MC No. 11, s. 1996.

It is understood that the first six months of service following an original appointment will be probationary in nature and the appointee shall undergo a thorough character investigation. A probationer may be dropped from the service for unsatisfactory conduct or want of capacity anytime before the expiration of the probationary period. Provided that such action is appealable to the Commission.

However, if no notice of termination for unsatisfactory conduct given by the appointing authority to the employee before the expiration of the six-month probationary period, the appointment automatically becomes permanent.

2. Initial – refers to all other appointments of persons entering the government service for the first time (whether career or non-career which are not covered by the definition of the original appointment.)



3. Promotion – is the advancement of an employee from one position to another with an increase in duties and responsibilities as authorized law, and usually accompanied by an increase in salary. Promotion will be from one department or agency to another or from one organizational unit to another within the same department or agency.

4. Transfer – is the movement of employee from one position to another which is of equivalent rank, level or salary without break in the service involving the issuance of appointment.

The transfer may be from one department or agency to another or from organizational unit to another in the same department agency. Provided, however, that any movement from the non-career service to the career service shall not be considered a transfer.

An employee who seeks transfer to another office shall seek permission from the head of the department or agency where he is employed stating the effective date of transfer. If the request to transfer of an employee is not granted by the head of the agency where he is employed, it shall be deemed approved after the lapse of 30 days the date of notice to the agency head.

If, for whatever reason, the employee fails to transfer on specified date, he shall be considered resigned and his reemploy in his former office shall be at the discretion of its head. The effectivity of the transfer shall be the day following his last day of service in his former agency.

Heads of oversight agencies and their staff are prohibited in transferring to a department / agency / office / local government unit where they are assigned or designated to oversee within one year after termination of such assignment / designation.

This prohibition contemplates only transfer of officials of the office / units who are in a position to exert pressure or influence of new or accepting agency but not to cover those occupying clerical and skilled positions such as clerks and drivers.

5. Reemployment – is the reappointment of a person who has been previously appointed to a position in the career service under permanent status but was separated therefrom as a result of reduction in force, reorganization, retirement, voluntary resignation or of any non-disciplinary actions such as dropping from the rolls. Reemployment presupposes a gap in the service.

No prior authority shall be required for the reemployment of a person who has been previously retired and who has not reached the compulsory retirement age of 65.

6. Reappointment – is the re-issuance of an appointment during reorganization, devolution, salary standardization, re-nationalization or similar events or subsequent appointment of substitute teachers. Reappointment presupposes no gap in the service.

7. Reinstatement – is the issuance of an appointment to a person who has been previously appointed to a position in the career service and who has, through no delinquency or misconduct, been separated therefrom or to one, who has been exonerated of the administrative charges unless the decision exonerating him specifies restoration to his previous position.

It is understood that one who has been exonerated or who has been illegally terminated is deemed to have left the service.

8. Renewal – refers to the subsequent appointment issued upon the expiration of the appointment of the contractual / casual personnel, or temporary appointment,



if a qualified eligible is not actually available, as certified by the Civil Service Regional Director or Field Officer. Renewal presupposes no gap in the service.

9. Change of Status:

- a. Temporary to permanent – the appointment issued to a temporary employee when he acquires the appropriate eligibility or becomes fully qualified for the position to which he is appointed.
- b. Provisional to regular (permanent) – the appointment issued when a provisional teacher qualifies and is registered as a professional teacher.

10. Demotion – is the movement of an employee from one position to another with reduction in duties, responsibilities, status or rank, which may or may not involve reduction in salary and is not disciplinary in nature.

In case a demotion involves reduction in salary but non-disciplinary, a written consent shall be secured from the demoted employee.

Appointment as a result of voluntary demotion shall be at the same hiring rate for the class of the position.

11. Upgrading / Reclassification – refers to the change of the position title with the corresponding increase in salary grade. Position are upgraded in order to attain effectively the functions and duties attached to the position and for the employee to perform an all-around adaptability in meeting diverse work assignments. This requires issuance of appointment.

Upgrading / reclassification usually involve abolition and collapsing of positions which the agency finds insignificant to augment the salaries assigned to the upgraded / reclassified position.

The incumbent of a position in a permanent capacity which has been upgraded / reclassified shall be appointed to the upgraded / reclassified position without change in employment status, irrespective of whether or not he meets the qualification requirements therefore. However, he shall no longer be promoted to the next higher position unless he meets the qualification requirements of the position involved.

## MERIT AND FITNESS

It is the policy of the University to strictly adhere to the principles of merit, fitness and equality. The selection of employees shall be based on their relative qualifications and competence to perform the duties and responsibilities of the position. There shall be no discrimination in the selection of employees on account of gender, civil status, disability, religion, ethnicity, or political affiliation or being differently abled.

## CIVIL SERVICE ELIGIBILITY REQUIREMENT

Civil service eligibility may be required in certain administrative positions in accordance with law. Members of the academic staff shall be exempt from any civil service examinations or regulations as a requisite to appointment, without prejudice to the right of the Board of Regents to impose other professional examination requirements intended to maintain high academic standards. No religious opinion or affiliation shall be a matter of inquiry in the appointment of faculty members of the University; provided, however, that no member of the faculty shall teach for or against any particular church or religious sect.



## ELECTIVE OFFICIALS

Elective officials shall not be eligible for appointment or designation in any capacity to any office in the University during their tenure. They may, however, be accepted as part-time faculty members or professorial lecturers.

## APPOINTMENT

### Types of Appointment

a. **permanent** appointment is issued if the appointee meets all the requirements for the position including appropriate civil service eligibility.

b. **Other types of appointments** vary according to the position of the employee.

- **For Non-teaching / Administrative Positions:**

1. A **temporary** appointment is issued if the appointee is not a civil service eligible but meets the other qualification requirements of the position.
2. Appointment to **casual** status is issued to an employee who will undertake a specific work or job for a limited period, not to exceed six(6) months. The casual employee serves only for a maximum of 6 months unless his/her appointment of service is renewed.

- **For Teaching Positions:**

1. A **temporary** appointment is issued if the appointee does not meet the educational or service requirements of the position. Civil Service Commission Memorandum Circular No. 20 s. 2002 for temporary appointments shall apply.
2. A **contractual** appointment is issued to an employee who will undertake a specific work or job for a limited period, not to exceed one (1) year. The contractual employee serves only for a maximum of 12 months unless his/her contract of service is renewed.

Contractual appointments are usually issued to teaching positions where the work to be accomplished is time-bound within a very limited timeframe (usually a semester), the derived expertise is unavailable among the regular staff, and the existing plantilla positions are insufficient to carry out the demands of the programs/projects.

3. A **Part-Time** contract is issued to an employee who will render part-time services during the entire duration of the contract as specified in the faculty schedule.

## PERSONNEL SELECTION BOARD (PSB)

There is hereby created a Personnel Selection Board to assist the Board of Regents and the President in the judicious and objective selection of employees as well as in the advancement in the service of University employees.

- a. For first and second level positions, the PSB shall be composed of the following:



1. Vice President for Administration and Finance or any authorized representative of the management, as Chairman;
2. Administrative Office as the Vice Chairperson;
3. Division/Section Chief or the authorized representative from the organizational unit where the vacancy is, as member;
4. Human Resource Management Officer or official employee directly responsible for personnel management, as member;
5. Two representative of the rank-and-file employees, one from the first level and one from the second level, who shall both be chosen by the duly accredited employee association in the University.

In the absence of an accredited employee association in the University, the representatives shall be chosen at large by the employees through a general assembly or any other mode of selection to be conducted for the purpose. The candidate who garnered the second highest votes shall automatically be the alternate representative.

The first level representative shall participate during the screening of candidates for vacancies in the first level; the second level representative shall participate in the screening of candidates for vacancies in the second level. Both rank-and-file representatives shall serve for a period of two (2) years. For continuity of operation, the duly accredited employee association may designate an alternate.

b. For third level positions:

1. University President as Chairperson;
2. Career Executive officers to be designated by the University President as members

The HRMO shall act as the secretariat for the PSB of first, second and third levels.

The University President shall ensure equal opportunity for men and women to be represented in the PSB for all levels.

c. The PSB for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> levels shall have the following functions and responsibilities:

- 1) Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment, taking into consideration the following:
  - a. Reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for a particular position.
  - b. Criteria for evaluation of qualifications of applicants for appointment must suit the job requirements of the position.
- 2) Disseminate screening procedure and criteria for selection to all agency officials and employees and interested applicants. Any modification of the procedure and criteria for selection shall likewise be properly disseminated;
- 3) Prepare a systematic assessment of the competence and qualifications of candidates for appointment. Maintains fairness and impartiality in the assessment of candidates. Towards this end, the PSB may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate;
- 4) Evaluate and deliberate en banc the qualifications of those listed in the selection line-up;
- 5) Submit the list of candidates recommended for appointment from which the appointing authority shall choose the applicant to be appointed.

The list of recommended candidates should specify the top five ranking candidates whose over-all point scores are comparatively at par based on the comparative assessment under Procedure 1.

- 6) Maintain records of the deliberations which must be made accessible to interested parties upon written request and for inspection and audit by the CSC; and



- 7) Orient the officials and employees in the University pertaining to policies relative to personnel actions, including the gender and development dimensions of the Merit Selection and Promotion Plan.

## FACULTY SELECTION BOARD

The University shall recruit and appoint its faculty in accordance with the following procedures:

- a) Publish vacant positions in accordance with RA 7041 (Publication Law) for transparency. The published vacant positions shall also be posted in at least three (3) conspicuous place in the University for at least ten (10) calendar days and may be sent to other educational institutions within the region for the information of other people who may be interested in them. Other appropriate modes of publication shall be considered. Men and women shall be encouraged to apply.
- b) The University shall create a "Faculty Selection Board" herein referred to as the FSB. This body shall assist the University President in selecting applicants or candidates for recommendation to the governing board, who shall confirm the appointment of faculty members to positions/ranks.
- c) The members of the FSB of the University are the following:
  - (1) The Vice President for Academic Affairs as Chairman;
  - (2) The Dean/Director of the College/Unit where the vacancy exists;
  - (3) The Human Resource Management Officer as the FSB Secretary, who shall continuously make an inventory of all vacant positions and coordinate with the department chairman/head in determining qualified insiders who may be considered for appointment. He/She shall keep records of the proceedings of the FSB and maintain all records or documents, keeping them in readiness for inspection and audit by the Civil Service Commission;
  - (4) The Vice President of the CSC-Accredited Federated Faculty Association or his duly authorized representative;
  - (5) A ranking faculty member chosen by the University President;
  - (6) Chairman of the department to which the appointee will be assigned;
  - (7) A ranking professor whose specialization is in line with the nature of the teaching position to be filled and who shall be chosen by the head of the college/department requiring such expertise.
- d) The FSB shall formulate its internal policies for the recruitment and selection of faculty members, either from within or outside the University. The criteria for the recruitment and selection should also be set by the FSB. The FSB shall make its activities and decisions as transparent as possible.
- e) The HRMO shall list candidates aspiring for the vacant position, either from within or outside the University.
- f) The HRMO shall conduct preliminary evaluation of the qualification of all candidates. Those initially found qualified shall undergo further assessment such as written examination, skills test, interview and others. After which, a selection line-up shall be prepared and posted in three (3) conspicuous places in the University for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice.
- g) The HRMO shall notify all applicants of the outcome of the preliminary evaluation.
- h) The HRMO shall submit the selection line-up to the FSB for the deliberation en banc.
- i) The FSB shall make a systematic assessment of the competence and qualifications of candidates for appointment to the corresponding levels or positions. They shall evaluate and deliberate en banc the *qualifications of those listed in the selection line-up* based on the following criteria (arranged in order of importance):



- a. Educational Qualification
- b. Performance Rating
- c. NBC 461 ranking
- d. Recommendation from immediate supervisor

- j) The FSB shall submit a comprehensive evaluation report of all the candidates screened for appointment so that the appointing authority will be guided in choosing the one who can efficiently perform the duties and responsibilities of the position to be filled. This evaluation report should not only specify whether the candidate meet the qualification standards of the position but should also include observations and comments on the candidate's competence and other qualifications that are important in the performance of the duties and responsibilities of the position to be filled. Likewise, information about the candidate's preference of assignment should be mentioned in the report.

The evaluation report should specify the top five ranking candidates, whenever applicable, whose over-all point scores are comparatively at par based on the comparative assessment in terms of performance, education and training, experience and outstanding accomplishments, and other relevant criteria.

- k) The University President shall assess the merits of the FSB's evaluation report of candidates screened for appointment and in the exercise of sound discretion, select, in so far as practicable, from among the top five ranking candidates, whenever applicable, deemed most qualified for appointment to the vacant position.

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

To determine candidates who are comparatively at par, the FSB shall set reasonable differences or gaps between point scores of candidates for appointment.

- l) The University President shall issue the appointment in accordance with the provisions of the University's Merit Selection Plan as approved by the Board of Regents and submitted to the CSC.
- m) The HRMO shall post a notice announcing the appointment of a faculty member in three (3) conspicuous places in the University a day after the issuance of the appointment for at least fifteen (15) days. The date of posting should be indicated in the notice.
- n) For upgrading of rank, the criteria and procedures for evaluation provided in the National Budget Circular pertaining to compensation and position classification plan for faculty positions in SUCs shall be followed.

## **2. Promotion**

### **Policies**

- a) A faculty member may be considered for promotion to a higher faculty rank/sub-rank on the basis of the minimum requirements (education, training and scholarship grants) of the position, including performance rating of at least Very Satisfactory during the last two (2) rating periods.
- b) In cases where the competence and qualification of two or more faculty members are comparatively at par, preference shall be given to the candidate in the department where the vacancy exists.
- c) The filing and pendency of an administrative case against a faculty member shall not constitute a disqualification from promotion.
- d) Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.



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- e) Positions belonging to the closed career system are exempted from the three-salary grade limitation on promotion.
- f) A faculty member who is on local or foreign scholarship or training grant or on maternity leave or on secondment may be considered for promotion.

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

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

### Procedures

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

### INVENTORY OF POSITIONS AND RECORDS

The Human Resource Management Officer shall maintain an updated inventory of all vacant positions and of personnel movements of all employees. He / She shall keep a record of the proceedings of the PSB and maintain all records and documents, keeping them available for the use of the PSB and for inspection and audit by the Civil Service Commission.

### TRANSPARENCY, PUBLICATION OF VACANT POSITIONS

Rule IX of Omnibus Rules Implementing Book V of Executive Order No.292:

Section 1. Vacant positions in the career service shall be published in accordance with the provisions of RA 7041 and its implementing guidelines. The following positions are exempt from the publication requirement:

- 1) Primarily confidential positions
- 2) Positions which are policy determining
- 3) Highly technical positions
- 4) Other non-career positions
- 5) Third level position (Career Executive Service)
- 6) Positions to be filled by existing regular employees in the agency in case of reorganization.

Section 2. Published vacant positions shall be filled unless and until ten working days had elapsed from the date of publication. However, this policy shall be dispensed with in cases of renewal (temporary) appointments to further obviate gap in the services of said appointees.



Section 3. Appointments to positions not exempted from RA 7041 shall require prior publication including renewal (temporary) appointments. In order to comply with the requirements of RA 7041 and to avoid gap in the services of the holder (incumbent of temporary appointments, where appointment are subject to renewal, publication should be done at about two (2) months prior to expiration thereof.)

Section 4. In case of chain promotion, anticipated vacancies may be published simultaneously with the existing vacant position/s.

## CLASSIFICATION OF EMPLOYEES

### GENERAL CLASSIFICATION

a. Non-Teaching/Administrative Positions

- First Level (SG 1-9) which includes clerical, trades, crafts and custodial positions which involve non-professional or sub-professional work in a non-supervisory or supervisory capacity and basically requires less than four years of collegiate studies.
- Second Level (SG 10-24) which includes professional, technical and scientific work in a supervisory or non-supervisory capacity requiring at least four years of collegiate studies, or its equivalent as determined by the Civil Service Commission.
- Third Level (SG 25 and above) which covers position in the Career Executive Service.

b. Teaching position – which includes faculty members and academic staff of the University who belong to the closed career service.

### ACADEMIC TEACHING STAFF

#### COMPOSITION

The members of the teaching staff shall be classified as regular and non-regular members of the faculty.

#### The Regular Members

Unless otherwise provided by law, the regular members of the teaching staff shall include the following:

- 1) University Professors
- 2) College Professors
- 3) Professors
- 4) Associate Professors
- 5) Assistant Professors, and
- 6) Instructors

#### The Non-regular Members

The non-regular members of the teaching staff shall include the following:

- 1) Guest Lecturers
- 2) Part-time Faculty members
- 3) Visiting Professors, and
- 4) Exchange Professors



## ACADEMIC NON-TEACHING STAFF

### COMPOSITION

- The members of the academic non-teaching staff shall include:
- 1) Research personnel composed of Science Research Specialist, Education and Social Science Research Specialist, Information Technology Research Specialist, Statisticians and Research Aides
  - 2) Education Program Specialists
  - 3) Extension Workers
  - 4) Librarians
  - 5) Guidance Counselors
  - 6) Psychometricians
  - 7) Technical Specialists composed of Training Specialist, Laboratory Technician, Information Specialist, and Training Officers
  - 8) Other similar specialist positions

### REPEATED RE-APPOINTMENTS

Repeated re-appointments to any non-regular position, no matter how many times made, and shall not create any presumption of a right to another re-appointment or to an indefinite tenure.

### UNIVERSITY / COLLEGE PROFESSORS

The President may recommend to the Board of Regents the appointment of any faculty member to the rank of University Professor. A University or College Professor must be an outstanding scholar and scientist, as evidenced by the quality of his publications and researches in his principal field of study and in allied fields. In addition to his/her expertise in one field, he/she must have a good acquaintance with at least one other subject within another division out of the three divisions of humanities, natural sciences and social sciences. He/She must be known for intellectual maturity and objectivity of judgment must have a high reputation among his/her colleagues and other scholars for his/her mastery of the subject of his specialization. The University or College Professor may be assigned to do research work, give lectures, or conduct seminars in any college or unit of the University. He/She shall be directly accountable to the President or the Vice President for Academic Affairs.

### RIGHT TO ACADEMIC FREEDOM

Members of the faculty enjoy academic freedom, which is the right of a faculty to teach the subject of his/her specialization according to his/her best lights; to hold such ideas as he believes sincerely to be right; and to express his/her opinion on public questions in a manner that shall not interfere with his/her duties as a faculty, or negate his loyalty to the University. The University, however, assumes no responsibility for views expressed by members of the faculty.

### TERMS AND CONDITIONS OF EMPLOYMENT

The following are the conditions:

- (1) In the event that there is no position available corresponding to the rank of the new faculty as determined by the Common Criteria of Evaluation the new faculty should be given the next lower available position.
- (2) Salaries and wages shall be based on existing CSC and DBM rulings.
- (3) In all appointments to the position of part-time instructors, professors and guest lecturers, nominees who are connected with other branches of the government



shall present written permits from the head concerned and shall state the total number of hours a week they are teaching in other schools, if any.

- (4) Except faculty appointments and in some highly technical or confidential positions, the provision of existing law against nepotism in appointments shall be observed.
- (5) No person shall be eligible for appointment or reinstatement as a regular employee or member of the faculty of the University during the term for which he has been elected to any political position.
- (6) No person who has been defeated as a candidate for any political office in an election shall be eligible for appointment or reinstatement as a regular member of the faculty within a year after such election.
- (7) The University President may recommend to the Board of Regents the appointment of visiting professors who shall serve for some special purpose for a limited period. The University may send visiting professors from among its faculty to other institutions of learning here or abroad.
- (8) Any professor of the University may be assigned to do research work, give lectures or conduct seminars of the subjects of his specialization in any department of the University.
- (9) Appointments to the administrative services shall be guided by the Civil Service Law and other pertinent statutes.

## **ADMINISTRATIVE PERSONNEL**

### **COMPOSITION**

All employees of the University who do not belong to the academic staff shall constitute the administrative personnel.

### **COMPENSATION**

All administrative officers, clerks, and other administrative employees shall be paid compensation as fixed by the Revised Compensation and Classification System and other related laws. If they render overtime service, they shall be entitled to such overtime pay and allowances authorized by the University President.

## **MERIT, CAREER ADVANCEMENT, PERFORMANCE APPRAISAL AND TRAINING AND DEVELOPMENT**

### **MERIT PLANS**

The University adheres to the merit and fitness principles in the recruitment, appointment, promotion, recognition, development and discipline of the faculty members and employees to ensure fitness, justice and excellence in attaining its mission.

### **CAREER ADVANCEMENT**

Advancement in rank or position of employees in the University shall be by promotion or appointment to the upgraded or reclassified position, usually accompanied by an increase in salary.



## PERFORMANCE EVALUATION SYSTEM

The CSC-approved BSUPES shall form part of the University Merit System in accordance with existing policies and procedures.

The performance rating of a faculty member shall be used as basis for promotion or giving of incentives and rewards.

The Performance Evaluation System provides for at least five adjectival ratings:

- Outstanding
- Very Satisfactory
- Satisfactory
- Unsatisfactory
- Poor

No faculty member shall be considered for promotion without a record of at least two (2) successive performance rating of at least Very Satisfactory immediately preceding the assessment of candidates for advancement to higher ranks or positions.

The University shall adhere to the policies and procedures as indicated in CSC-approved performance evaluation system.

A Performance Evaluation Review Committee (PERC) for faculty members shall be created in the University with composition and responsibilities as follows:

### Composition

The composition of the PERC for faculty members shall be in accordance with PERC composition for teaching positions in the CSC-approved BSUPES.

- |                |   |
|----------------|---|
| Chairman:      | University President (or his/her authorized representative; |
| Vice Chairman: | Vice President for Academic Affairs                         |
| Members:       | Vice President for Administration and Finance               |
|                | District/Campus Administrator, Dean/Director of the         |
|                | College/Unit encompassing non-teaching academic units;      |
|                | HRM Officer   |
|                | President of CSC-approved Federated Faculty Association     |
|                | or his authorized representative or if there is no          |
|                | accredited federated faculty association, a                 |
|                | representative chosen through general elections. The        |
|                | term of office of the representative shall be determined    |
|                | by the PERC.  |

### Responsibilities of the PERC

The responsibilities of the PERC for faculty members shall be in accordance with the responsibilities set in the CSC-approved BSUPES.

- a. Review of Faculty Member's Performance Targets
- b. Review of Performance
- c. Determination of Final Rating
- d. Monitoring and Evaluation of PES/PMS
- e. Setting of Internal Rules and Procedures

Other features and details of the performance evaluation system not in accordance with the CSC-approved BSUPES shall be subject for CSC approval.

## TRAINING AND DEVELOPMENT

- a) The University shall create a "Training and Development Committee (TDC)" to be composed of the following:
  - (1) Vice-President for Academic Affairs as Co-Chairman;
  - (2) Vice-President for Administration and Finance as Co-Chairman;
  - (3) President of NASA as member;



- (4) President of CSC-Accredited Federated Faculty Association, or if there is no accredited federated faculty association/union, a representative chosen through general election, as member;
- (5) Executive Director, Dean/Director of the College/Unit where the field of grant/scholarship/training occurs as member;
- (6) Director for Scholarship as member;
- (7) Director for Administration as member; and
- (8) HRMO as Secretariat

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

- b) Each Executive Director, Dean/Director of the College/Unit shall determine the training needs of his/ her faculty members through training needs analysis in accordance with organizational priorities. He/She shall submit annually to the President, through the TDC, his/her plan embodying the kind of training programs and the names of those who shall attend such program.
- c) The TDC through the HRMO, shall inform all personnel concerned about the study grants and scheduled seminars/conferences or workshops and invite qualified personnel to avail of such program.
- d) The participant or recipient of training and development grant/scholarship agreement, in accordance with existing rules and regulations, shall submit a report on the prescribed form on the training he/she has completed and furnish the HRMO a copy of the training certificate he/she has received and report of activities for entry in his/her personnel files. The trainee shall also be required to share with his/her colleagues what he/she has learned.

## RIGHT TO PRESENT COMPLAINTS AND GRIEVANCES

### Nature of Rights

#### Rule XII Complaints and Grievances:

Section 1. For purposes of this Rule, the following terms are defined as follows:

- (a) Complaint – means an employee's expressed (written or spoken) feelings of dissatisfaction with some aspects of his working conditions, relationships, or status which are outside his control. This does not include those involving disciplinary actions which are governed by separate rules.
- (b) Grievance – refers to a complaint in writing which has, in the first instance and in the employee's opinion, been ignored, overridden or dropped without due consideration.
- (c) Grievance procedure – refers to the method of determining and finding the best way to remedy the specific cause or causes of the complaint or grievance.
- (d) Modes of Setting Employee – Management Disputes:
  - (1) Conciliation – a process whereby a third party (conciliator) brings the parties together, encourages them to discuss their differences and assists them in developing their own proposed solutions.
  - (2) Mediation – a process whereby a third party (mediator) is more active in assisting the parties reach acceptable solutions to the problem/s and help the disputing parties develop or come out with an acceptable solution. The mediator can even submit his own proposal/s for the settlement of disputes.
  - (3) Arbitration – a process whereby a third party who may be an individual arbitrator, a board of arbitrators or an arbitration court, is empowered to render a decision which disposes of the dispute and is binding on both parties.



3.a. Voluntary – a method of settling dispute/s by submitting the "dispute" before an arbitrator or panel of arbitrators chosen by both parties. The voluntary arbitrators shall render a decision after proper hearing of the issues. The decision of the arbitrator shall be final and binding on the contending parties.

3.b. Compulsary – a method of settling disputes which has become hardened and irreconcilable and remains unresolved after exhausting all available remedies and exploring all avenues for a peaceful settlement of the dispute under existing laws and procedures. The dispute is this submitted to a body established by law (Public Sector Labor Management Council (PSLMC) which shall render a decision after proper hearing the issues. The decision of the Council shall be final and binding on the contending parties.

Section 2. Complaints and grievances may exist between and among individual employees and Supervisor / Management and between the Management and the Recognized Negotiating/Bargaining Unit on any and all matters which give rise to employees dissatisfaction.

Section 3. Employees shall have the right to present their complaints and/or grievances to the management and have them settled as expeditiously as possible in the best interest of the employee concerned, union / association, agency / organization and the government as a whole.

Section 4. Each department and agency shall promulgate rules and regulations governing the expeditious, fair and equitable settlement of employees' complaints and grievances in accordance with the policies by Law.

Section 5. Each department or agency shall establish a grievance procedure which shall conform with the following principles:

- (a) An employee/union may, without resorting to formal grievance procedures, discuss informally any problem relating to his condition of employment with his superior.
- (b) In presenting a complaint or grievance, the employee shall be assured freedom from coercion, discrimination or reprisal and of a speedy and impartial settlement of such complaint and grievance.
- (c) Complaints and/or grievances shall be resolved at the lowest possible level in the agency.
- (d) Grievance proceedings shall not be bound by formal legal rules and technicalities.
- (e) An employee shall have the right to appeal decisions on grievances to such competent authorities as provided for in this Rule.
- (f) A complaint or grievance shall be considered not only in its relation to its alleged object, but also in relation to the personal situation of the complainant.

Section 6. The grievance procedure to be established by both management / employer and employees/Recognized Negotiating Unit shall include the following:

- (a) Oral discussion – A complaint shall be presented orally in the first instance to the employee's immediate supervisor who shall within three (3) days from the date of presentation inform the employee orally of his decision.
- (b) Grievance in writing – If the employee is not satisfied with the decision of the immediate supervisor he may submit his grievance in writing through his immediate supervisor, to the next higher officer or official who shall within five days from the date of receipt of the written grievance inform in writing the employee through the immediate supervisor of his decision.
- (c) Appeal to the agency – If the employee is not satisfied with prior decisions relative to his grievance, he may submit, through channels his grievance, in writing to his department or agency head, which may refer it to a grievance committee constituted for a purpose.



Any party dissatisfied with the decision/resolution of his case after undergoing the grievance procedure may bring the same on appeal to the Merit System Protection Board or Public Sector Labor Management Council through the Office for Personnel Relations, as the case may be.

- (d) Processing the grievance – The method of reviewing and processing the grievance for expeditious and satisfactory settlement shall be prescribed by the agency.
- (e) Composition – Composition of the grievance committee shall be defined both by the employees/Recognized Negotiating Unit and management/employer.
- (f) Form – Each agency shall have standardized forms for submitting grievances and indicating decisions.

Such form shall provide the following information:

- (1) Name of the complainant
- (2) Position Title
- (3) Designation (if needed)
- (4) Present Section or Division of Assignment
- (5) Immediate Supervisor
- (6) Present Department or Unit of Assignment
- (7) Higher Supervisor
- (8) Nature of Grievance (in brief)
- (9) Settlement Desired
- (10) Signature of Employee
- (11) Signature of Association Official / Representative (if applicable)
- (12) Date of filing from the lowest level in the Agency.

Section 7. All written proceedings involving complaints and grievances shall be kept by the Personnel Office of the agency and/or by the union.

Section 8. Each head of department or agency shall submit a grievance procedure for approval to the Commission. Any department or agency may amend its grievance procedure, which shall be submitted to the Commission. Until disapproved, such amendments shall be in effect.

Section 9. Each head of the department or agency shall furnish every employee in his office with a copy of its grievance procedure including any revision thereof and conduct information dissemination through symposium or other modes of information drive.

Section 10. The Commission shall provide consultation assistance to departments or agencies in planning and setting up a grievance machinery, and shall from time to time recommend to department or agency heads, methods or practices which may contribute to the effectiveness and improvement of such machinery.

Section 11. The grievance Committee shall be composed of the following:

- 1. For complaints/grievances, existing between and among individual employee and supervisor / management.
  - (a) One (1) member of top management or a representative to act as Chairman.
  - (b) One (1) higher supervisor except the one being complained of.
  - (c) One (1) member of the rank and file.
- 2. For complaints/grievances existing between the management and recognized bargaining unit.
  - (a) One (1) member of top management or a representative to act as Chairman.
  - (b) One (1) higher supervisor.
  - (c) One (1) member of the association.

Section 12. Unless, appealed, the decision of the concerned authorities shall take effect upon receipt of the decision by all parties involved.



## **LEAVE PRIVILEGES**

### **ALLOWABLE SICK AND VACATION LEAVE**

All regular and casual employees and faculty members with administrative designations not lower than the Associate Dean and Assistant Director shall earn 15 days sick leave and 15 days vacation leave every year.

In addition to vacation, sick, maternity and paternity leave, university employees are entitled to special leave privileges pursuant to rules and regulations stipulated under Memorandum Circular Nos. 06, and 14 s. 1999.

### **LEAVE PRIVILEGES OF EMPLOYEES ON 40-HOUR WORK BASIS**

#### **ELIGIBILITY TO ENJOY LEAVES**

After at least six (6) months of continuous, faithful and satisfactory service, qualified employees of the University shall be entitled to vacation and sick leaves, both with full pay and exclusive of Saturdays, Sundays and holidays for each calendar year of service, subject to availability of leave credits.

#### **PERIOD OF FILING VACATION LEAVE**

Section 51. Application for vacation leave. - All applications for vacation leave of absence for one (1) full day or more shall be submitted on the prescribed form for action by the proper head of agency five (5) days in advance, whenever possible, of the effective date of such leave. (Amended by CSC MC No. 41, s. 1998)

Section 52. Approval of vacation leave. - Leave of absence for any reason other than illness of an official or employee or of any member of his immediate family must be contingent upon the needs of the service. Hence, the grant of vacation leave shall be at the discretion of the head of department/agency. (Amended by CSC MC No. 41, s. 1998)

#### **PERIOD OF FILING SICK LEAVE**

Section 53. Application for sick leave. - All applications for sick leave of absence for one full day or more shall be made on the prescribed form and shall be filed immediately upon employee's return from such leave. Notice of absence, however, should be sent to the immediate supervisor and/or to the agency head. Application for sick leave in excess of five (5) successive days shall be accompanied by a proper medical certificate.

Sick leave may be applied for in advance in cases where the official or employee will undergo medical examination or operation or advised to rest in view of ill health duly supported by a medical certificate.

In ordinary application for sick leave already taken not exceeding five days, the head of department or agency concerned may duly determine whether or not granting of sick leave is proper under the circumstances. In case of doubt, a medical certificate may be required. (Amended by CSC MC No. 41, s. 1998)

Section 54. Approval of sick leave. - Sick leave shall be granted only on account of sickness or disability on the part of the employee concerned or of any member of his immediate family.

Approval of sick leave, whether with pay or without pay, is mandatory provided proof of sickness or disability is attached to the application in accordance with the requirements prescribed under the preceding section. Unreasonable delay in the approval thereof or non-approval without justifiable reason shall be a ground for



appropriate sanction against the official concerned. (Amended by CSC MC Nos. 41, s. 1998 and 14, s. 1999)

Section 55. Rehabilitation leave for job-related injuries. - Applications of officials and employees for leave of absence on account of wounds or injuries incurred in the performance of duty must be made on the prescribed form, supported by the proper medical certificate and evidence showing that the wounds or injuries were incurred in the performance of duty. The head of department/agency concerned shall direct that absence of an employee during his period of disability thus occasioned shall be on full pay, but not to exceed six (6) months. He shall also authorize the payment of medical attendance necessary transportation, subsistence and hospital fees of the injured person. Absence in the case contemplated shall not be charged against sick leave or vacation leave, if there are any. ((Amended by CSC MC No. 41, s. 1998)

### VACATION LEAVE, EFFECT TO TEACHING

An employee with a teaching load should not be allowed to go on vacation leave. However, in exceptionally meritorious cases, if the public service shall not suffer thereby, the Dean concerned may allow such leave provided a substitute is available to take over the classes affected.

### UNUSED LEAVE

Unused vacation and sick leaves may be carried over to the succeeding years and may be commuted in accordance with law.

### LACK OF APPROVED LEAVE

Section 63. Effect of absences without approved leave. - An official or an employee who is continuously absent without approved leave for at least thirty (30) working days shall be considered on absence without official leave (AWOL) and shall be separated from the service or dropped from the rolls without prior notice. He shall, however, be informed, at his address appearing on his 201 files or at his last known written address, of his separation from the services, not later than five (5) days from its effectivity.

If the number of unauthorized absences incurred is less than thirty (30) working days, a written Return-to-Work Order shall be served to him at his last known address on record. Failure on his part to report for work within the period stated in the Order shall be a valid ground to drop him from the rolls. (Amended by CSC MC Nos. 41, s. 1998 and 14, s. 1999)

### LEAVE OF ABSENCE WITHOUT PAY

(From Omnibus Rules on Leave – Rule XVI of the Omnibus Rules Implementing Book of EO 292)

Section 56. Leave without pay. - All absences of an official or employee in excess of his accumulated vacation or sick leave credits earned shall be without pay. To compute the salary of employees incur LWOP in a given month, use the following formula:

$$\text{Salary} = \text{Monthly Salary} - \left( \frac{\text{Monthly Salary}}{\text{Calendar days}} \right) \times \text{No. of days of LWOP}$$

When an employee had already exhausted his sick leave credits, he can use his vacation leave credits but not vice versa. (Amended by CSC MC Nos. 41, s. 1998 and 14, s. 1999)

Section 57. Limit of leave without pay. - Leave without pay not exceeding one year may be granted, in addition to the vacation and/or sick leave earned. Leave without pay



in excess of one month shall require the clearance of the proper head of department or agency. (Amended by CSC MC No. 41, s. 1998)

Section 58. When leave without pay is no allowable. - Leave without pay shall not be granted whenever an employee has leave with pay to his credit except in the case of secondment. (Amended by CSC MC No. 41, s. 1998)

Section 59. Seconded employee on leave without pay from his mother agency. - The seconded employee shall be on leave without pay from his mother agency for the duration of his secondment, and during such period, he may earn leave credits which is commutable immediately thereafter at and payable by the receiving agency. (Provided under CSC MC No. 41, s. 1998)

Section 60. Effect of vacation leave without pay on the grant of length of service step increment. - For purposes of computing the length of service for the grant of step increment, approved vacation leave without pay for an aggregate of fifteen (15) days shall not interrupt the continuity of the three-year service requirement for the grant of step increment. However, if the total number of authorized vacation leave without pay included within the three-year period exceeds fifteen (15) days, the grant of one-step increment will only be delayed for the same number of days that an official or employee was absent without pay. (Provided under CSC MC No. 41, s. 1998)

Section 61. Effect of pending administrative case against an official or employee. - An official or employee with pending administrative case/s is not barred from enjoying leave privileges. (Amended by CSC MC Nos. 41, s. 1998 and 14, s. 1999)

Section 62. Effect of failure to report for duty after expiration of one year leave. - If an official or an employee who is on leave without pay pursuant to Section 57 hereof, fails to report for work at the expiration of one year from the date of such leave, he shall be considered automatically separated from the service. (Amended by CSC MC No. 41, s. 1998)

Section 64. Status of the position of an official or employee on vacation leave or sick leave. - While the incumbent is on vacation or sick leave with or without pay, his position is not vacant. During the period of such leave therefore, only substitute appointment can be made to such position. (Provided under CSC MC No. 41, s. 1998)

Section 65. Effect of decision in administrative case. - An official or employee who has been penalized with dismissal from the service is likewise not barred from entitlement to his terminal leave benefits. (Amended by CSC MC Nos. 41, s. 1998 and 14, s. 1999)

Section 66. Effect of exoneration from criminal/administrative case. - In general, officials and employees who have been dismissed from the service but who were later exonerated and thereafter reinstated, are entitled to the leave credits during the period they were out of the service. (Amended by CSC MC No. 41, s. 1998)

Section 67. Cause for Disciplinary action. - Any violation of the leave laws, rules and regulations, or any misrepresentation or deception in connection with an application for leave, shall be a ground for disciplinary action. (Amended by CSC MC No. 41, s. 1998)

## STUDY LEAVE

Section 68. Study Leave. Officials and employees, excluding those in the teaching profession who are covered by different provisions of law, may be entitled to study subject to the following conditions:

- a. The study leave is a time off from work not exceeding six (6) months with pay for the purpose of assisting qualified officials and employees to prepare for their bar or board examinations or to complete their masteral degree. The leave shall be covered by a contract between the beneficiary thereof and the agency head or his representative.
- b. The beneficiary for such leave shall be selected based on the following qualification requirements:



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- 1) The official/employee must have graduated with a bachelor's degree which consequently requires the passing of government bar and board licensure examinations. For thesis writing or comprehensive examination, the official/employee must have completed all the academic requirements for a masteral degree.
- 2) The profession or field of study to be pursued must be relevant to the agency or to the official duties and responsibilities of the concerned official or employee.
- 3) Must be a permanent employee.
- 4) Must have rendered at least two years of service with at least very satisfactory performance for the last two rating periods immediately preceding the application.
- 5) Must have no pending administrative and criminal charges.
- 6) Must not have any current foreign or local scholarship grant.
- 7) Must have fulfilled the service obligation of any previous scholarship and training contract.

The service obligation must be on the basis of the following formula:

PERIOD	SERVICE OBLIGATION
One (1) month to three (3) months	Two (2) years
More than three (3) months to six (6) months	Three (3) years

In case the official or employee fails to render in full the service obligation referred to in the contract on account of voluntary resignation, optional retirement, separation from the service through his own fault, or other causes within his control, he shall refund the gross salary, allowances and other benefits received while on study leave based on the following formula:

$$R = \frac{(SOR - SOS)}{SOR} \times TCR$$

Where:

R	=	Refund
TCR	=	Total compensation received (gross salary, allowances and other benefits received while on study leave)
SOS	=	Service obligation served
SOR	=	Service obligation required

The official/employee beneficiary of the study leave shall inform his agency in writing, through the personnel office, of his failure to pursue his studies or his failure to take the bar/board examination for which he was granted the study leave.

The agency shall formulate its own internal rules on procedure for an equitable and rational availment of this leave by its own officials and employees subject to the general guidelines stated herein. (Provided under CSC MC No. 14, s. 1999)

### MATERNITY / PATERNITY LEAVE

Section 11. Conditions for the grant of maternity leave. - Every woman in the government service who has rendered an aggregate of two (2) or more years of service shall, in addition to the vacation and sick leave granted to her, be entitled to maternity leave of sixty (60) calendar days with full pay.

Maternity leave of those who have rendered one (1) year or more but less than two (2) years of service shall be computed in proportion to their length of service, provided, that those who have served for less than one (1) year shall be entitled to 60-day maternity leave with half pay.

It is understood that enjoyment of maternity leave cannot be deferred but should be enjoyed within the actual period of delivery in a continuous and uninterrupted manner not exceeding 60 days calendar days.

(As amended by CSC Resolution No. 021420 published Nov. 1, 2002 in Today)

Section 12. Formula for the Computation of Maternity Leave. - Employees who have rendered less than two (2) years of service may only receive full pay for a number of days based on the ratio of 60 days to two years of service.



Where:

$$\begin{aligned}
 y &= \text{the no. of days in the service} \\
 x &= \text{the no. of days to be paid} \\
 \text{two years} &= 720 \text{ days} \\
 60 &= x \\
 \frac{720}{60} &= \frac{720}{x} \\
 12 &= y
 \end{aligned}$$

$$\begin{aligned}
 720x &= 60y \\
 x &= \frac{60y}{720} \\
 x &= \frac{y}{12}
 \end{aligned}$$

For example, an employee has rendered one year and six months of service:

Where:

$$\begin{aligned}
 x &= \text{number of days to be paid} \\
 y &= 1 \text{ year and 6 months (540 days)} \\
 x &= \frac{y}{12} \\
 x &= \frac{540}{12} \\
 x &= 45 \text{ days}
 \end{aligned}$$

(Provided under CSC MC No. 41, s. 1998)

Section 13. Every woman, married unmarried, may be granted maternity leave than once a year. – Maternity leave shall be granted to female employees in every instance of pregnancy irrespective of its frequency. (As amended by CSC Resolution No. 021420 published Nov. 1, 2002 in Today)

Section 14. Every married or unmarried woman may go on maternity leave for less than sixty (60) days. - When a female employee wants to report back to duty before the expiration of her maternity leave, she may be allowed to do so provided she presents a medical certificate that she is physically fit to assume the duties of her position.

The commuted money value of the unexpired portion of the leave need not be refunded and that when the employee returns to work before the expiration of her maternity leave, she may receive both the benefits granted under the maternity leave law and the salary for actual services rendered effective the day she reports for work.

(As amended by CSC Resolution No. 021420 published Nov. 1, 2002 in Today)

The formula of computation for this purpose is as follows:

$$\text{SALARY} = \frac{\text{Monthly Salary Rate}}{22 \text{ Days}} \times \text{Actual No. of Days Worked}$$

(Provided under CSC MC No. 14, s. 1999)

Section 15. Maternity leave with pay may be granted even if delivery occurs just a few days after the termination of employee's service. - Maternity leave with pay may be granted even if the delivery occurs not more than 15 calendar days after the termination of employee's service as her right thereto has already accrued. (Provided under CSC MC No. 41, s. 1998)



Section 16. Maternity leave of employee on extended leave of absence without pay. – If already entitled, a woman employee can still avail of sixty (60) days maternity leave with pay even if she is on an extended leave of absence without pay. (Provided under CSC MC No. 41, s. 1998)

Section 17. Maternity leave of a female employee with pending administrative case. – Every woman employee in the government service is entitled to maternity leave of absence with pay even if she has a pending administrative case. (As amended by CSC Resolution No. 021420 published Nov. 1, 2002 in Today)

Section 18. Maternity leave of contractual employees. – All contractual female employees whether or not receiving 20% premium on their salary shall be entitled to maternity leave benefits like regular employees in accordance with the provisions of Section 11 hereof. (As amended by CSC Resolution No. 021420 published Nov. 1, 2002 in Today)

Section 19. Conditions for the grant of paternity leave. – Every married male employee is entitled to paternity leave of seven (7) working days for the first four (4) deliveries of his legitimate spouse with whom he is cohabiting.

The first of the four deliveries shall be reckoned from effectivity of the Paternity Leave Act on July 15, 1996.

Married male employee with more than one (1) legal spouse shall be entitled to avail of paternity leave for an absolute maximum of four deliveries regardless of whichever spouse gives birth. (Provided under CSC MC No. 41, s. 1998)

Section 20. Paternity Leave – non-cumulative / non-commutative. – Paternity leave of seven (7) days shall be non-cumulative and strictly non-convertible to cash. The same may be enjoyed either in a continuous or in an intermittent manner by the employee on the days immediately before, during and after the childbirth or miscarriage of his legitimate spouse. ((Provided under CSC MC No. 41, s. 1998 and amended by CSC MC No. 14, s. 1999)

## **PARENTAL LEAVE TO SOLO PARENTS**

Pursuant to CSC Resolution No. 040284, dated March 22, 2004, the following guidelines on the grant of parental leave to solo parents are hereby prescribed for the guidance of all concerned:

### **I. OBJECTIVE**

1. To identify employees considered solo parents;
2. To clarify the scope and conditions on the grant of parental leave; and
3. To provide uniform interpretation and implementation of the Rules on the grant of parental leave.

### **II. DEFINITION OF TERMS**

As defined in Section 6, Article III of the Implementing Rules and Regulations (IRR) of Republic Act 8972, the following terms shall mean as follows:

- 1) Children – shall refer to those living with and dependent upon the solo parent for support who are unmarried, unemployed and below eighteen (18) years of age, or eighteen (18) years and above but are incapable of self-support and/or mentally and/or physically challenged;
- 2) Family – shall refer to the Solo-Parent and his/her child/children; Provided, however, that the family member referred to in Section 3, paragraph (a) (10) of RA 8972 and Article III, Section 6, paragraph (b) (10) of the IRR shall include any relative by consanguinity up to the fourth civil degree. These persons shall include, but are not limited to, any uncle, aunt, grandfather, grandmother, niece, nephew or cousin;
- 3) Parental leave – shall refer to leave benefits granted to a solo parent to enable said parent to perform parental duties and responsibilities where physical presence is required;



- 4) Parental responsibility – with respect to minor children shall refer to the rights and duties of the parents as defined in Article 220 of Executive Order No. 209, as amended otherwise known as the "Family Code of the Philippines", and hereunder enumerated as follows:
  - 4.1. To keep them in their company, to support, educate and instruct them by right precept and good example and provide for their upbringing in keeping with their means;
  - 4.2. To give them love and affection, advice, counsel, companionship and understanding;
  - 4.3. To provide them with moral and spiritual guidance; inculcate in them honesty, integrity, self-discipline, self-reliance, industry and thrift; stimulate their interest in civic affairs, and inspire in them compliance with the duties of citizenship;
  - 4.4. To furnish them with good and wholesome educational materials, supervise their activities, recreation and association with others, protect them from bad company, and prevent them from acquiring habits detrimental to their health, studies and morals;
  - 4.5. To represent them in all matters affecting their interest;
  - 4.6. To demand from them respect and obedience;
  - 4.7. To impose discipline on them as may be required under the circumstances; and
  - 4.8. To perform such other duties as imposed by law and upon parents and guardians.

### III. COVERAGE

Any individual in the government service who falls under any of the following categories shall be considered a Solo Parent for the availment of Parental Leave.

1. A woman who gives birth as a result of rape and other crimes against chastity, even without a final conviction of the offender: Provided, That the mother keeps and raises the child;
2. Parent left solo or alone with the responsibility of parenthood due to any of the following circumstances:
  - 2.1. death of spouse;
  - 2.2. detention of the spouse or serving sentence for a criminal conviction for at least one (1) year;
  - 2.3. physical/mental incapacity of spouse as certified by a public medical practitioner;
  - 2.4. legal separation or de facto separation from spouse for at least one year provided he/she has custody of the children;
  - 2.5. declaration of nullity or annulment of marriage as decreed by a court or by a church, provided, he/she has custody of the children; and
  - 2.6. abandonment of spouse for at least one year;
3. Unmarried person who has preferred to keep and rear the children instead of having others care for them or give them up to a welfare institution;
4. Any other person who solely provided parental care and support to a child or children provided said person is duly licensed as a foster parent by the DSWD or duly appointed legal guardian by the court;
5. Any family member who assumes the responsibility of head of family as a result of the death, abandonment, disappearance or prolonged absence of the parents or solo parent: Provided, that such abandonment, disappearance, or absence lasts for at least one (1) year.

### IV. CONDITIONS FOR AVAILING OF PARENTAL LEAVE

The parental leave of seven (7) days in addition to existing leave privileges shall be granted to any solo parent employee subject to the following conditions:

- 1) The solo parent must have rendered government service for at least one (1) year, whether continuous or broken, reckoned at the time of the effectivity of R.A. 8972 on September 22, 2002 and regardless of employment status.
- 2) The parental leave shall be availed of every year and shall not be convertible to cash unless specifically agreed upon previously. If not availed of within the calendar year, said privilege shall be forfeited within the same year.
- 3) The parental leave shall be availed of on a staggered or continuous basis, subject to the approval of the head of agency/office. In this regard, the solo



parent shall submit the application for parental leave at least one (1) week prior to its availment, except on emergency cases.

- 4) The solo parent employee may avail of parental leave under any of the following circumstances:
    - 4.1 Attend to personal milestones of a child such as birthdays, first communion, and graduations and other similar events;
    - 4.2 Perform parental obligations such as enrollment and attendance in school programs, PTA meetings and the like;
    - 4.3 Attend to medical, social, spiritual and recreational needs of the child; and
    - 4.4 Other similar circumstances necessary in the performance of parental duties and responsibilities, where physical presence of a parent is required.
- V. **CONDITION FOR TERMINATION OF PARENTAL LEAVE PRIVILEGES**
1. Changes in the status and family situation of a solo parent such as marriage or the concerned parent is no longer left alone with the responsibility of parenthood shall lead to termination of parental leave privileges. However, the termination shall be without prejudice to reapplication should circumstances warrant.
  2. The head of agency/office concerned may determine whether granting of parental leave is proper or may conduct the necessary investigation to ascertain if grounds for termination and withdrawal of the privilege exist.
- VI. **CREDITING OF EXISTING LEAVE BENEFIT**
- 1) If there is an existing or similar benefit under an agency/office policy or Collective Negotiation Agreement (CNA), the same shall be credited as such. If the same is greater than the seven (7) days provided for in these guidelines, the parental leave law of seven (7) days shall prevail.
  - 2) Submit the accomplished application form (CS Form No.6) duly supported with certified true copies of the Solo Parent ID and birth certificate of the child/children or other requirements such as medical certificate, if necessary.
- VII. **RESPONSIBILITY/OBLIGATION**
1. Solo Parent Employee submits the application for parental leave duly supported with the necessary requirements.  
Falsification of supporting documents or any misrepresentation in the application of parental leave will render the solo parent employee administratively liable without prejudice to criminal liability.
  2. Immediate Supervisor/Division Chief recommends approval/disapproval of the application based on the supporting documents submitted.
  3. Head of Agency/Office approves/disapproves the application.  
Approval of parental leave application is mandatory provided it is in order. Non-approval without justifiable reason shall be a ground for appropriate sanction against the official concerned.
  4. Human Resource Management Officer/Personnel Officer shall:
    - 4.1. Evaluate the application for parental leave
    - 4.2. Verify the authenticity of the documents submitted;
    - 4.3. Monitor the status of the solo parent and conduct the necessary investigation to determine if ground for termination and withdrawal of the benefit exist;
    - 4.4. Ensure the proper implementation of the guidelines; and
    - 4.5. Record availment of parental leave.

## OTHER SPECIAL LEAVES

Section 21. Special leave privileges. - In addition to the vacation, sick, maternity and paternity leave, officials and employees with or without existing or approved Collective Negotiation Agreement (CNA), except teachers and those covered by special leave laws, are granted the following special leave privileges subject to the condition hereunder stated:

- b) Personal milestones such as birthdays / wedding / wedding anniversary celebrations and other similar milestones, including death anniversaries.



- c) Parental obligations such as attendance in school programs, PTA meetings, graduations, first communion; medical needs, among others, where a child of the government employee is involved.
  - d) Filial obligations to cover the employee's moral obligation toward his parents and siblings for their medical and social needs.
  - e) Domestic emergencies such as sudden urgent repairs needed at home, sudden absence of a yaya or maid, and the like.
  - f) Personal transactions to cover the entire range of transactions an individual does with government and private offices such as paying taxes, court appearances, arranging a housing loan, etc.
  - g) Calamity, accident, hospitalization leave pertain to force majeure events that affect the life, limb, and property of the employee or his immediate family.
2. An employee can still avail of his birthday or wedding anniversary leave if such occasion falls on either a Saturday, Sunday or Holiday, either before or after the occasion.
  3. Employees applying for special privilege leaves shall no longer be required to present proof that they are entitled to avail of such leaves.
  4. Three-day limit for a given year shall be strictly observed; an employee can avail of one special privilege leave for three (3) days or a combination of any of the leaves for maximum of three days in a given year. Special leave privileges are non-cumulative and strictly non-convertible to cash.
  5. Immediate family in Rule (Definition of Terms) refers to spouse, children, parents, unmarried brothers and sisters or any relative living under the same roof or dependent upon the employee for support. ((Provided under CSC MC No. 41, s. 1998 and further amended by CSC MC No. 6, s. 1999)

## MONETIZATION

Section 22. Monetization of Leave Credits. – Officials and employees in the career and non-career service whether permanent, temporary, casual, or co-terminous, who have accumulated fifteen (15) days of vacation leave credits shall be allowed to monetize a minimum of ten (10) days. Provided, that at least five(5) days is retained after monetization and provided further that a maximum of thirty (3) days may be monetized in a given year. (Provided under CSC MC No. 41, s. 1998)

Section 23. Monetization of 50% or more of vacation / sick leave credits. – Monetization of fifty percent (50%) or more of the accumulated leave credits may be allowed for valid and justifiable reasons such as:

- a. Health, medical and hospital needs of the employee and the immediate members of his family;
- b. Financial aid and assistance brought about by force majeure events such as calamities, typhoons, fire, earthquake and accidents that affect the life, limb and property of the employee and his/her immediate family;
- c. Educational needs of the employee and the immediate members of his/her family;
- d. Payment of mortgages and loans which were entered into for the benefit or which inured to the benefit of the employee and his/her immediate family;
- e. In cases of extreme financial needs of the employee or his/her immediate family where the present sources of income are not enough to fulfill basic needs such as food, shelter and clothing;
- f. Other analogous cases as may be determined by the Commission.

The monetization of 50% or more of the accumulated leave credits shall be upon the favorable recommendation of the agency head and subject to availability of funds.

Immediate family is used herein as defined in Rule I (Definition of Terms) of the Omnibus Rules Implementing the Administrative Code of 1987.

(As amended by CSC Resolution No. 020731 published June 7, 2002 in Today)



## BATANGAS STATE UNIVERSITY

Section 24. Computation of Leave Monetization. - The formula to be used for the computation of monetization is as follows:

$$\begin{array}{rcl} \text{Monthly Salary} & & \text{No. of days} \\ \text{-----} \times & \text{to be} & = \\ 22 \text{ Working Days} & \text{Monetized} & \\ \text{(Provided under CSC MC No. 41, s. 1998)} & & \text{Money Value of monetized leave} \end{array}$$

### BATANGAS STATE UNIVERSITY PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (BSU PRAISE)

#### NATURE AND PURPOSE

In line with the Revised Policies on employee Suggestions and Incentive Awards System (ESIAS) provided under CSC resolution No. 010112 and CS MC No. 01, s. 2001, Batangas State University adopts the herein Program on Awards and Incentives for Service Excellence (PRAISE) to be referred to as BSU PRAISE.

#### OBJECTIVES

##### 1.1 General

Encourage, recognize and reward employees, individually and in groups, for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and in other personal efforts which contribute to the efficiency, economy and improvement in government operations, which lead to organizational productivity

##### 1.2 Specific

- 1.2.1 Establish a mechanism for identifying, selecting, rewarding and providing incentives to deserving employees at the start of each year;
- 1.2.2 Identify outstanding accomplishments and best practices of employees on a continuing basis;
- 1.2.3 Recognize and reward accomplishments and innovations periodically or as the need arises; and
- 1.2.4 Provide incentives and interventions to motivate employees who have contributed ideas, suggestions, inventions, discoveries, superior accomplishments and other personal efforts

#### SCOPE

The System shall apply to all employees of the University.

#### DEFINITION OF TERMS

- **AWARD** - Recognition which may be monetary or non-monetary conferred on individual or group of individuals for ideas, suggestions, inventions, discoveries, superior accomplishments, exemplary behavior, heroic deeds, extraordinary acts or services in the public interest which contribute to the efficiency, economy and improvement in government operations which lead to organizational productivity.
- **CAREER** - Positions in the civil service characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination, or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.
- **CONTRIBUTION** - Any input which can be in the form of an idea or performance (See also idea type and Performance type contribution)
- **DISCOVERY** - Uncovering of something previously existing but found or learned for the first time which will improve public service delivery.
- **EMPLOYEE** - Academic and non-academic staff and faculty members of the University.
- **IDEA TYPE CONTRIBUTION** - An idea, a suggestion or an invention or discovery for improvement to effect economy in operation, to increase production and improve working conditions.



- INCENTIVE - Monetary or non-monetary motivation or privilege given to an official or employee for contributions, suggestions, inventions, ideas, satisfactory accomplishment or demonstration of exemplary behavior based on agreed performance standards and norms of behavior.
- INVENTION - The creation of something previously non-existent which will benefit the government.
- NON-CAREER - Positions expressly declared by law to be in the non-career service; or those whose entrance in the service is characterized by (1) entrance on bases other than those of the usual test of merit and fitness utilized for the career service and (2) tenure which is limited to the duration of a particular project for which purpose employment was made.
- PERFORMANCE TYPE CONTRIBUTION - Performance of an extraordinary act or service in the public interest in connection with, or related to one's official employment; or outstanding community service or heroic acts in the public interest; or sustained work performance for a minimum period of one year which is over and above the normal position requirement of the individual or group.
- SUGGESTION - Idea or proposal which improves work performance, system and procedures and economy in operations that will benefit the government.
- SYSTEM - The BSU awards and incentives program for employees.

#### TYPES OF AWARDS

##### 1. National Awards

The University shall participate in the search for deserving employees who may be included in the screening of candidates for awards given by other government agencies, private entities, NGOs and other award giving bodies such as the:

- 1.1 Presidential or Lingko Bayan Award - Conferred on an individual for consistent, dedicated performance exemplifying the best in any profession or occupation resulting in the successful implementation of an idea or performance, which is of significant to the public or principally affects national interest, security and patrimony.
- 1.2 Outstanding Public Official/Employee or Dangal ng Bayan Award - Granted to any public official or employee in government who has demonstrated exemplary service and conduct on the basis of his or her observance of one or more of the eight (8) norms of behavior described under Republic Act. No. 6713 or the Code of Conduct and Ethical Standards for Government Officials and Employees.
- 1.3 Civil Service Commission or the PAGASA Award - Conferred on a group of individuals or team who has demonstrated outstanding teamwork and cooperation, which resulted in the successful achievement of its goal or has greatly improved public service delivery, economy in operation, improved working conditions or otherwise benefited the government in many other ways.
- 1.4 Other Awards - Given by other government agencies, private institutions or NGOs to an individual or team for contributions of an idea or performance that directly benefited the government.

##### 2. Institutional Level Awards

The University shall develop and initiate the search for deserving employees who may be included in the screening of candidates for awards to be given such as:

- 2.1 Best Employee Award - Granted to an individual or individuals who excelled among peers in a functional group, position or profession. A cash award of not less than the amount provided under relevant existing laws shall be given to outstanding employees plus a certificate of recognition or other forms of incentives as the committee may decide, e.g., Best Division Chief, Best Secretary, Best Legal Officer, Best Driver, Best Utility Worker and other similar awards.
- 2.2 Gantimpala Agad Award - Given outright to employees commended by clients for their courtesy, promptness, efficiency and dedication to duty.
- 2.3 Exemplary Behavior Award - Based on the eight norms of conduct as provided under RA 6713 (Code of Conduct and Ethical Standards). The



- awardee will be automatically nominated by the agency PRAISE Committee to the Dangal ng Bayan Award.
- 2.4 Best Organizational Unit Award - Granted to the top organizational unit which may be a section, division or office on the basis of meeting the organization's performance targets and other pre-determined criteria.
  - 2.5 Cost Economy Measure Award - Granted to an employee or team whose contributions such as ideas, suggestions, inventions, discoveries or performance of functions result in savings in terms of manhours and cost or otherwise benefit the agency and government as a whole. The monetary award shall not exceed 20% of the monetary savings generated from the contribution.
  - 2.6 Service Award - Conferred on retirees whether under optional or compulsory retirement schemes held during a fitting ceremony on or before the date of their retirement.
  - 2.7 Such other awards which the University may decide to give.

#### TYPES OF INCENTIVES

The University shall continuously search, screen and reward deserving employees to motivate them to improve the quality of their performance and instill excellence in public service. As such the following types of incentives shall be regularly awarded:

1. Loyalty Incentive - Granted to an employee who has served continuously and satisfactorily the agency for at least ten (10) years. The recipient shall be entitled to a cash reward of not less than Php 500.00 but not more than Php 1,000.00 per year during the first ten years. Succeeding awards shall be given every five years thereafter. Besides cash award, a lapel emblem/loyalty pin shall be given:
 

10 and 15 years	-	Bronze
20 and 25 years	-	Silver
30, 35 and 50 years	-	Gold

Other tokens such as wristwatch, rings and others.

2. Length of Service Incentive - Given to an employee who has rendered at least three (3) years of continuous satisfactory service in the same position. The cash award shall be incorporated in the salary adjustments following the Joint CSC-DBM Circular No.1, s. 1990.
3. Productivity Incentive - Given to all employees who have performed at least satisfactory for the year covered in accordance with the agency's CSC-approved PES. This incentive shall follow relevant existing guidelines.
4. Career and Self-Development Incentive - Granted in recognition of an individual who has satisfactorily completed a course or degree within or outside the country at one's own expense. A plaque of recognition may be given to qualified individuals during the University's anniversary celebration.
5. Other Incentives which the University's PRAISE Committee may recommend on the basis of special achievements, innovative approaches to assignments, exemplary service to the public and recognition by an outside group of a particular achievement.

#### FORMS OF AWARDS AND INCENTIVES

1. Compensatory Time Off - Granted to an employee who has worked beyond his regular office hours on an approved project without overtime pay.
2. Flexiplace - Work arrangement allowed for qualified employee/s who has demonstrated responsibility, initiative and capacity to produce output/result and accomplishment outside of the workplace subject to established guidelines.



3. "Salu-salo" Together - Meal hosted by superiors or supervisors for employees who have made significant contributions.
4. Personal Growth Opportunities - Incentives which may be in the form of attendance in conferences on official business, membership in professional organizations, books, journals, tapes, travel packages and other learning opportunities.
5. Tropies, Plaques and Certificates
6. Monetary Award
7. Travel Packages
8. Other Incentives - Incentives in kind which may be in the form of merchandize, computers, pagers, cellular phones, reserved parking space, recognition posed at the Wall of Fame, feature in University publication, and others.

#### PRAISE COMMITTEE

The BSU PRAISE Committee shall have the following specific responsibilities and composition. It shall be responsible for the development, administration and monitoring and evaluation of the awards and incentives system of the University. As such, the Committee shall meet periodically to perform the following tasks:

- Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
- Formulate, adopt and amend internal rules, policies and procedures to govern the conduct of its activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees;
- Determine the forms of awards and incentives to be granted;
- Monitor implementation of approved suggestions and ideas through feedback and reports;
- Prepare plans, identify resources and propose budget for the system on annual basis;
- Develop, produce, distribute a System policy manual and orient the employees on the same;
- Document best practices, innovative ideas and success stories which will sustain interest and enthusiasm;
- Submit an annual report on the awards and incentives system to the CSC on or before the thirtieth day of January;
- Monitor and evaluate the System's implementation every year and make essential improvements to ensure its suitability to the University; and
- Address issues relative to awards and incentives within fifteen (15) days from the date of submission.

The University President or his authorized representative shall be responsible in overseeing the System's operations and the Human Resource Management Unit shall serve as the System's Secretariat.

The University may, however, employ an external or independent body to assist the BSU PRAISE Committee to judiciously and objectively implement the system of incentives and awards.

#### Composition

- President/Vice-President or designated representative;
- Vice President for Administration and Finance;
- Vice President for Academic Affairs;
- Highest HRMO or the career service employee directly responsible for personnel management; and



- President of the Non-Academic Staff Association or its authorized representative;
- President of the Federation of Faculty Association or its authorized representative.

## FELLOWSHIPS

Fellowships shall be created on the greatest need of and usefulness to the University. The nomination and selection of the fellows shall be limited to the most able, promising and deserving in the field of study selected and on the basis of the qualifications of the candidate in accordance with University policies.

## FULL AND PARTIAL FELLOWSHIPS

Fellowships may be full or partial. Local fellowships shall likewise be offered to deserving employees to enroll in any graduate courses in the University. The financial and other privileges appurtenant to the fellowships shall be determined by appropriate University policies.

## SABBATICAL ASSIGNMENT

A sabbatical assignment not exceeding one year, with full or partial payment of salary, may be granted to permanent fulltime faculty member to encourage study, investigation and research, and to improve their competency for service to the University. A sabbatical assignment may be granted only to faculty members who have served in the University for not less than seven (7) years.

## EDUCATIONAL PRIVILEGES

University employees and their legal dependents shall enjoy tuition fee benefits in accordance with University rules and regulations.

## ART. -- GRANT OF SCHOLARSHIP PRIVILEGES

There shall be criteria for the grant of scholarship privileges to non-teaching/teaching staff of the University.

Scholarship grants shall be determined according to the needs of the University programs.

- (1) The criteria in the selection of scholars shall be:
  - 1.1 Nominees must not be more than 45 years old, provided the Board upon recommendation by the University president may waive this rule in exceptionally meritorious cases;
  - 1.2 Nominees presently employed in the particular field of study needed by the University;
  - 1.3 Nominee must have obtained an average of at least 2.5 in all undergraduate courses previously taken;
  - 1.4 Nominee must have earned at least a "Very Satisfactory" performance rating the year prior to the grant;
  - 1.5 Nominee must have rendered at least 2 years of continuous service to the University.
- (2) A scholarship consisting of fully subsidized tuition and other fees is awarded to any permanent personnel of the University for an initial period of 12 months which may be extended by the Board of Regents upon recommendation of the University President, subject to satisfactory



scholastic performance, to a maximum of 2 years for masters and 3 years for doctoral candidates. These periods shall be longer for scholars performing their regular duties in the University.

- (3) The scholarship period starts from the day the scholar enrolls at any accredited University approved by the Board.
- (4) The extension of scholarship for one or more years may be recommended by the University President in the light of the following circumstances:
  - 4.1 Satisfactory academic performance and general conduct of the scholar.
  - 4.2 Availability of funds.
  - 4.3 When the study so requires.
- (5) A reasonable monthly stipend determined by the Board shall be granted to a scholar who is enrolled during the term. Part-time scholars are allowed official traveling expenses in lieu of stipend. The stipend as approved by the Board shall be given to each scholar at the beginning of the scholarship period if funds are readily available.
- (6) A scholar shall be granted a reasonable amount approved by the Board for book allowances per term/semester.
- (7) A scholar shall be granted a fixed allowance for the preparation and production of his thesis or dissertation in the amount not exceeding P 10,000 for master's degree and P 20,000 for a doctorate degree.
- (8) A scholar is under obligation to submit reports about his academic ratings, status, problems, etc. to the Office of the President, Planning, Personnel, Records and Scholarship Offices at the end of every term. Failure to comply with this requirement shall be ground for suspending the stipend during the succeeding term. Scholarship reports and other official reports should always be documented.
- (9) A prospective scholar should enroll in a course and institution specified under the program. Any deviation from this is a violation of the terms of the scholarship contract and shall be ground for its abrogation.
- (10) While undergoing scholarship, scholars shall not undertake jobs for income or engage in other activities, which may adversely affect their studies.
- (11) A scholar shall submit a report which includes an Action Program upon expiration of his scholarship contract.
- (12) Scholars are under obligation to serve the University for three years for every year of scholarship.
- (13) The scholarship awardees shall first accomplish a notarized contract before departure for a scholarship. No disbursement of funds (salaries, stipend, allowance, etc.) shall be made unless this requirement has been complied with.
- (14) The University reserves the right to withdraw its grant if a scholar's work or conduct proves unsatisfactory or temporarily recall him if his services are urgently needed.
- (15) Full scholarship shall be awarded to an employee admitted to a graduate program of the University, but without stipend, allowances and reduction of workload.



- (16) Attendance to seminars, workshops, in-plant training, etc. shall entitle the employee to allowable traveling expenses, stipend and other allowances in accordance with existing rules and regulations.
- (17) Recipients of special scholarships in foreign countries acquired through the NEDA, shall be entitled to such benefits provided under the law.
- (18) Study leave/sabbatical leave of absence, may be granted by the University President subject to approval by the Board of Regents for the purpose of undertaking research under the terms and conditions to be prescribed by the proper authorities.

## RETIREMENT PRIVILEGES

The retirement of members of the academic staff as well as that of the non-teaching personnel of the University shall be governed by existing retirement laws.

- (1) Retired members of the faculty and employees' shall enjoy University library privileges and shall receive upon request, publications of the University which are generally furnished to the employees. They may also be entitled to other privileges, which in the opinion of the President; the University is in a position to grant. They shall be invited to participate in major University programs, commencement exercises and other activities.
- (2) Service credits of any retiring faculty member who is on the teacher-leave basis must be enjoyed prior to the effective date of retirement or may be monetized subject to pertinent laws of DBM and CSC and final approval of the University President.

## PROJECTS FOR RETIREES

A retired faculty member or university official may be detailed, with his/her consent, by the President to some pending academic project or program or to a special activity of the University.

## PROFESSORS EMERITUS

A retired faculty member or university official may be appointed **professor emeritus** in accordance with University policies.

A rank of **Professor Emeritus** is a title for life. In other words, once a faculty member is appointed as such, his/her appointment need to be renewed.

## PHYSICAL EXAMINATION

There shall be conducted an Annual Physical Examination of University employees under the direction of the Medical Officer.

The University may, within its capabilities, provide medical privileges to its employees or assist them in availing of the needed medical attention from public or private medical institutions subject to the approval of the Board of Regents.

## RIGHT TO SELF-ORGANIZATION

(Rule XIII, Right to Self-Organization) Pursuant to the express provision of Section 45, Book V of the Code, the rules relative to the right to self-organization shall be governed by the rules and regulations promulgated by the Public Sector Labor Management Council.



## EMPLOYEE'S ASSOCIATION COVERAGE

University employees, can form, join or assist employees organizations of their own choosing for the furtherance and protection of their interests. They can also form, in conjunction with appropriate government authorities, labor-management committees, work councils and other forms of workers' participation schemes to achieve the same objectives.

Administrative and faculty associations may be organized for the furtherance and protection of their interests, subject, however, to the limitations provided by law. (Sec. 38a and 39a, Book V of EO 292).

## OTHER RIGHTS AND PRIVILEGES

Additional benefits are given to employees as may be provided by the national government in accordance with existing rules, regulations and memorandum circulars.

## HOURS OF WORK AND TEACHING LOAD

### REGULAR FACULTY MEMBERS

#### MINIMUM HOURS OF WORK

Faculty members, except those covered by special laws, shall render not less than eight (8) hours of work a day for five (5) days a week or a total of (40) hours per week, exclusive of time for lunch. The forty hours per week may include time for teaching, student consultation, research and extension work, and other activities relevant to teaching, e.g. preparation of lessons, checking of papers, etc.

### FACULTY MEMBERS WITH ADMINISTRATIVE DESIGNATIONS

#### HOURS OF WORK

Employees holding faculty appointments and are assigned to various offices to perform administrative work shall render a minimum of forty (40) hours of work a week.

#### SCHEDULE OF TEACHING LOAD

The administrative designation of University Personnel occupying teaching plantilla positions shall be limited to two concurrent designations only.

All personnel occupying teaching plantilla positions will be required to teach and those with administrative designation shall remain a core of faculty member of a particular department under the following scheme:

#### Teaching and Administrative Functions

	Regular Load	Overload within official time
a) Vice President		
Teaching	3 hrs	+ 2 hrs * = 5 hrs.
Admin. Function	21 hrs	+ 14 hrs = <u>35 hrs.</u> 40 hrs.

\* Only two hours will be allowed as honorarium inside official time. Honorarium in excess of 2 hrs. shall be scheduled outside official time.



<b>b) University Secretary, Executive Director, Dean &amp; Director (Registrar/Library-University System)</b>					
Teaching	6 hrs	+	4 hrs *	=	10 hrs.
Admin. Function	18 hrs	+	12 hrs	=	<u>30 hrs.</u>
					40 hrs.
<b>c) Asst. Director, Asso. Dean, Director, Campus-based</b>					
Teaching	9 hrs	+	6 hrs *	=	15 hrs.
Admin. Function	15 hrs	+	10 hrs	=	<u>25 hrs.</u>
					40 hrs.
<b>d) Asst. Director, Campus-based</b>					
Teaching	12 hrs	+	8 hrs *	=	20 hrs.
Admin. Function	12 hrs	+	8 hrs	=	<u>20 hrs.</u>
					40 hrs.
<b>e) Head</b>					
Teaching	15 hrs	+	10 hrs **	=	25 hrs.
Admin. Function	9 hrs	+	6 hrs	=	<u>15 hrs.</u>
					40 hrs.
<b>f) Chairman</b>					
Teaching	18 hrs	+	12 hrs *	=	30 hrs.
Admin. Function	6 hrs	+	4 hrs	=	<u>10 hrs.</u>
					40 hrs.

\*\* Overload Teaching in excess of the required no. of Overtime for respective officials must be scheduled beyond official time.

## ADMINISTRATIVE PERSONNEL, HOURS OF WORK (ADPER)

### ADPER, TEACHING LOAD

Administrative Personnel are administrative employees who, in addition to being required to work for at least 40 hours per week, as provided by law, are given teaching loads, outside of their regular working hours. As such, they shall be considered part-time employees in respect to their teaching load.

### PART-TIME LOAD

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

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

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

- 1) Part time teaching staff may be allowed to render an accumulated twenty (20) hours per week instead of the forty-hour continuous service every working day provided the needs of the University are served.
- 2) The Head of the Department/Dean of the College may, with the approval of the University President and in the exigency of the service, further schedule the time of part time teaching staff to satisfy the 20-hour work week requirement provided that continuous service is available to the University at all times during the week.
- 3) Part time teaching staff shall be required to keep records of their attendance in a proper form. The University President has the prerogative to decide the



proper form of monitoring the daily record of attendance of all faculty members.

- 4) The University shall establish a mechanism of accountability with appropriate sanctions relative to part-timers covered by contract of service/job order.

## OVERTIME WORK

### Policy on Overtime Services

There shall be rules and regulations regarding the honorarium of Administrative Personnel.

- (1) Administrative personnel rendering overtime services are entitled to honorarium or overtime pays at rates fixed by the Board of Regents and/or other authorities upon recommendation of the University President.
- (2) Administrative employees on leave of absence shall not be paid overtime or honorarium.
- (3) Pursuant to DBM Budget Circular No. 10 dated March 29, 1996, overtime pay of government employees shall be computed as follows:
  - For ordinary working days: Plus 25% of the hourly rate (0.25 x H.R.). To wit: Overtime Pay = 1.25 x H.R. x no. of Hours Rendered.
  - For rest days and holidays: Plus 50% of the hourly rate (0.50 x H.R.). To wit: Overtime Pay = 1.50 x H.R. x no. of Hours Rendered.
- (4) The total overtime pay of the employee for the year shall not exceed fifty (50%) of his annual basic salary. Overtime pay for contractual personnel shall be based on the rate exclusive of the premium, if any. Overtime work shall be allowed only to finish the work or complete the activity soonest in cases when unforeseen events and emergency situations could result in any of the following:
  - cause financial loss to the government or its instrumentalities;
  - embarrass the government due to its inability to meet its commitments; or
  - negate the purpose for which the work or activity was conceived.

(Please see DBM Budget Circular No. 10 dated March 29, 1996).

## POLICIES ON TEACHING LOAD, OVERLOAD ASSIGNMENTS INCLUDING RESEARCH AND EXTENSION, AND COMMITTEE MEMBERSHIP / CHAIRMANSHIP OF FULL TIME FACULTY

### Full time Faculty Work Load

1. Full-time faculty workload includes full time teaching load, overload assignments and an equivalent load for research and community extension, and committee membership/chairmanship.
2. Full-time faculty member shall devote time for community and other extension services.
3. Full-time faculty member shall conduct relevant research work.

### Faculty Full Time Teaching Load

The semestral teaching load of a full-time faculty shall be:

- |                               |             |
|-------------------------------|-------------|
| a. Undergraduate Program      | 24 hrs/week |
| b. Graduate Program           | 15 hrs/week |
| c. Graduate and Undergraduate | 18 hrs/week |

Mixed Load = (Graduate Program x 1.5) + ( Undergraduate Program x 1)



### ***Overload Teaching***

To maintain teaching efficiency and effectiveness, a faculty member with at least average performance rating may be allowed an additional six (6) hours of overload teaching. However, in cases where the department finds it necessary, a faculty member may assume teaching overload beyond the maximum six (6) teaching hours but not to exceed nine (9) teaching hours.

### ***Research and Extension Assignments***

A project with duration of not less than three (3) months is equivalent to six (6) hours per week work load.

### ***University System Committee Membership / Chairmanship***

Committee chairmanship/membership with duration of not less than three (3) months is equivalent to three (3) hours per week work load.

However, a Faculty Member shall not be entitled to deloading if his committee chairmanship/membership is by virtue of the function of the office to which he is designated.

Nothing herein shall exempt a faculty member from having teaching load in such minimum number of hours as required by law, rules and regulations.

## **CHANGES IN TEACHING LOAD**

The number of units Regular Faculty or Faculty member with administrative designation may teach per semester may be increased or decreased by the President, in consultation with the Administrative Council; for purposes of fund allocation. Any change in the number of hours specified in this Code shall be effective for not more than one (1) semester; provided that any teaching load assigned in excess of the regular loads shall be compensated in accordance with University policies.

## **RESEARCH, WRITING CREDIT**

Faculty members who, in addition to their regular duties, engage in research, creative writing or other productive scholarship or committee work may be given corresponding credits in their minimum teaching loads in accordance with University policies.

## **CONSULTATION HOURS**

The RF shall be available for consultation with students during regular office hours. The Dean, in consultation with the RF, shall determine these hours for the convenience of both students and faculty member.

## **ATTENDANCE, FLEXTIME**

The University Senior Staff, which includes Deans, Directors, Vice-Presidents and other officers of equivalent rank, may adopt flexi-time schedule. Under the flexi-time arrangement, senior staff can start and end work between 7:00AM and 7:00PM, convenient to them, provided that the same shall not be prejudicial to the prompt and efficient delivery of service and shall not in anyway disrupt the daily operations of the office/department where they are assigned.

## **RESIGNATION**

No resignation presented by any employee or member of the faculty shall be considered unless notice thereof has been given to the President through proper



channels at least one (1) month before it takes effect. However, resignations of faculty members may be accepted during the school semester/term upon the approval of the University President.

## **PERSONNEL DISCIPLINE**

No permanent faculty member shall be removed or suspended except for cause as provided by law and after due process.

### **Policies**

The provisions of the Uniform Rules on Administrative Cases in the Civil Service (CSC Resolution No. 991936 dated August 31, 1999) shall apply in proceedings against members of the faculty.

The University shall submit its rules and regulations on sexual harassment for approval, including the list of members of the Committee on Decorum and Investigation (CODI), to the CSC Regional Office concerned.

## **PERSONNEL CONDUCT**

Every employee of the University must discharge his/her powers and perform his/her duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest. He/She shall at all times uphold the interest of the University and protect its good name and reputation. (Sec.2, RA 6713 a).

## **ASSETS AND LIABILITIES**

All University officials and employees, except those who serve in an official honorary capacity, without service credit or pay, and temporary and contractual workers, shall file under oath, in the prescribed form, their Statement of Assets, Liabilities and Net Worth and a Disclosure of Business interest and financial connections including those of their spouse and unmarried children under 18 years of age living in their households. (Section 8A, RA 6713 a).

## **OUTSIDE TEACHING**

An employee may engage in teaching outside of the University if so authorized under a faculty exchange agreement duly entered into with another educational institution, or when permitted to do so by the University President.

## **DEALINGS WITH STUDENTS**

No employee shall have dealings with any students on matters pertaining to the academic interest of the latter.

## **GROUND FOR DISCIPLINARY ACTION**

### **DUE PROCESS**

No officer or employee of the University shall be suspended or dismissed except for cause as provided by law and after due process (Sec. 46a, Book V of EO 292)

## **GROUND FOR DISCIPLINARY ACTION**

In addition to the foregoing provision, the following are grounds for disciplinary action:



1. Dishonesty;
2. Oppression;
3. Neglect of Duty;
4. Misconduct;
5. Disgraceful or immoral conduct;
6. Being notoriously undesirable;
7. Discourtesy in the course of official duties;
8. Inefficiency and incompetence in the performance of official duties;
9. Receiving for personal use a fee, gift or other valuable things in the course of official duties or in connection therewith, when such a fee, gift or other expectation of receiving a favor or better treatment than that accorded to other persons; or committing acts punishable under the anti-graft laws;
10. Conviction of a crime involving moral turpitude;
11. Improper or unauthorized solicitation of contributions from subordinate employees and by teachers or school officials from students;
12. Violation of Civil Service law and rules or reasonable office regulations;
13. Falsification of official documents;
14. Frequent unauthorized absences or tardiness in reporting for duty, loafing or frequent unauthorized absences from duty during regular office hours;
15. Habitual drunkenness;
16. Gambling prohibited by law;
17. Refusal to perform official duty or render overtime service;
18. Disgraceful, immoral or dishonest conduct prior to entering the service;
19. Physical or mental incapacity or disability due to immoral or vicious habits;
20. Borrowing money by superior officers from subordinates or lending by subordinates to superior officers;
21. Lending money at usurious rates of interest;
22. Willful failure to pay just debts or willful failure to pay taxes due the government;
23. Contracting loans of money or other property from persons with whom the office of the employee concerned has business relations;
24. Pursuit of private business, vocation or profession without the permission required by Civil Service rules and regulations;
25. Insubordination;
26. Engaging directly or indirectly in partisan political activities while holding a non-political office;
27. Conduct prejudicial to the best interest of the service;
28. Lobbying for personal interest or gain in legislative halls and offices without authority;
29. Promoting the sale of tickets in behalf of private enterprises that are not intended for charitable or public welfare purposes, and even in the latter cases of there is no prior authority;
30. Nepotism as defined by law (Sec. 46b, Book V of EO 292a); and,
31. Sexual harassment as defined by law. (R.A. 7877).

## ADMINISTRATIVE PROCEEDINGS

### TABLE OF PENALTIES

The penalties for any offense committed by an employee shall be in accordance with the Table of Penalties provided by the Civil Service law.

### COMPLAINT

Administrative disciplinary actions may be entertained against employee of the University upon a sworn complaint filed against him/her or upon a *motu proprio* complaint by the immediate supervisor of the employee or faculty member concerned. If



charges are not or cannot be sworn to by the complainant, the President, may in his/her discretion, *motu proprio* take action thereon of the interest of the University or the service so requires, by filing a formal complaint against a faculty member or employee. Provided that in cases of sexual harassment as defined and penalized in Republic Act 7877, the rules and procedures to be followed shall be those prescribed in Resolution 01-0940, s. 2001, of the Civil Service Commission or amendments and modifications thereof; for that purpose, the President shall constitute a Committee on Decorum and Investigation (CDI) which shall exercise its powers and functions in accordance with the aforesaid CSC Resolution and the rules and regulations that the University may specifically promulgate concerning sexual harassment cases (Sec. 46c, Book V of EO 292 a).

## ADMINISTRATIVE ACTIONS

Administrative actions may take the form of mediation by the Grievance Committee (GC) for the purpose of settling disputes between the parties in a complaint, or of formal administrative disciplinary proceedings in cases elevated to the Personnel Discipline Committee by the aggrieved party/ies or by *motu proprio* complaint filed by the disciplining authority.

## GRIEVANCE MACHINERY

There shall be rules and regulations regarding complaints and grievances in line with the Revised Policies of the Settlement of Grievance in the Public Sector contained in CSC Resolution No. 010113, dated January 10, 2001 and implemented through CSC Memorandum Circular No. 02, s. 2001.

The Grievance Machinery applies to all levels of officials and employees in the University. It may also apply to non-career employees whenever applicable. A copy of the BSU Grievance Machinery is available at the HRM Office.

## THE GRIEVANCE COMMITTEE

The Gov. Pablo Borbon Campus I and II, Jose P. Laurel Polytechnic College – Malvar Campus, District IV Campus and Apolinario R. Apacible School of Fisheries (ARASOF) – Nasugbu Campus shall establish separate grievance committees subject for review of the University President. The composition and responsibilities are as follows:

### Composition

Only the permanent officials and employees, whenever applicable, shall be appointed or elected as members of the grievance committee.

In the appointment or election of the committee members, their integrity, probity, sincerity and credibility shall be considered.

The University President shall ensure equal opportunity for men and women to be represented in the grievance committee.

- (1) The Vice President for Academic Affairs or its equivalent position shall act as chairperson in the Gov. Pablo Borbon Campus I and II. The Executive Directors shall be their respective chairperson in Malvar, District IV, and District I Campuses;
- (2) Two (2) Senior Officials chosen from among themselves;
- (3) Two (2) employees from the rank-and-file who are not in any way involved in the complaint and who shall serve for a term of two (2) years and chosen through a general assemble or any other mode of selection to be conducted for the purpose; one from the first level and another from the second level. In offices where there are accredited or recognized employee unions, the rank-and-file representatives shall be those named by the employee union. The first level representative shall participate in the resolution of the grievance of first level



- employees while the second level representative shall participate in the resolution of second level employees; per MC #2, s. 2001;
- (4) The Human Resource Management Officer duly designated as "Bilis Aksyon Partner".

The HRM unit shall extend secretariat services to the grievance committee.

## COMPLAINTS COGNIZABLE BY THE GRIEVANCE COMMITTEE

### Policies

1. A grievance shall be resolved expeditiously at all times at the lowest level possible in the university. However, if not settled at the lowest level possible, an aggrieved party shall present his/her grievance step by step following the hierarchy of positions.
2. The aggrieved party shall be assured freedom from coercion, discrimination, reprisal and biased action on the grievance.
3. Legal rules and technicalities shall not bind grievance proceedings. Even verbal grievance must be acted upon expeditiously. The services of a legal counsel shall not be allowed.
4. The aggrieved party shall present a grievance verbally or in writing in the first instance to his / her immediate supervisor. The latter shall, within three (3) working days from the date of presentation, inform verbally the aggrieved party of the corresponding action.

If the party being complained of is the immediate supervisor, the grievance shall be presented to the next higher supervisor.

5. Grievance refers to work related issues giving rise to faculty and employee dissatisfaction. The following cases shall acted upon through the grievance machinery:
  - a. Non-implementation of policies, practices and procedures on economic and financial issues and other terms and conditions of employment fixed by law including salaries, incentives, working hours, leave benefits and related terms and conditions
  - b. Non-implementation of policies, practices and procedures which affect faculty and employee from recruitment to promotion, detail, transfer, retirement, termination, lay-offs, and related issues that affect them;
  - c. Physical working conditions;
  - d. Interpersonal relationship and linkages;
  - e. Protest on appointments; and,
  - f. All other matters giving rise to faculty and employee dissatisfaction and discontentment outside of those cases enumerated herein.
6. The following cases shall not be acted upon through the grievance machinery:
  - a. Disciplinary cases which shall be resolved pursuant to the Uniform Rules on Administrative Cases;
  - b. Sexual harassment cases as provided for in RA 7877 and its implementing rules; and,
  - c. Union-related issues and concerns.
7. Only permanent officials and faculty members whenever applicable shall be appointed or elected as members of the Grievance Committee.

In the appointment or election of the Grievance Committee members, their integrity, probity, sincerity, and credibility shall be considered.
8. The university shall constitute a "Complaints Grievance Committee" to receive, hear, and resolve complaints and grievances. *This Committee shall be composed of the following:*



- a. A ranking officer chosen by the president as Chairman.
- b. The administrative officer;
- c. The chairman of the department or head of the unit where the complainant is assigned;
- d. The HRM Officer as Secretary; and
- e. A representative of the CSC accredited Faculty Association / Union, or if there is no accredited faculty association / union, representative chosen through general election.

If any member is the one facing a complaint, another faculty shall be designated in his place.

9. The Grievance Committee shall establish its own internal procedures and strategies. Membership in the Grievance Committee shall be considered part of the member's regular duties.

## PROCEDURES

- a. Any faculty member with a complaint or grievance may air his / her complaint or grievance orally to his / her immediate superior who shall resolve the complaint at his level by holding a dialogue with the persons involved. If the complainant is not satisfied with the result, he / she may request his / her immediate supervisor to endorse in writing his / her complaint to the committee through channels. In case the complaint or grievance is against the immediate supervisor, it may be aired directly to the next higher supervisor.
- b. The Committee shall resolve any complaint within five days.
- c. In case any dispute remains unresolved after exhausting all the available remedies under existing laws and procedures, the grievance may be elevated to the Civil Service Commission Regional Office concerned only upon submission of a Certification on the Final Action on the Grievance (CFAG) issued by the grievance committee. The CFAG shall contain among other things, the following information: history and final action taken by the agency on the grievance.

## PERSONNEL DISCIPLINE PROCEEDINGS

### THE PERSONNEL DISCIPLINE COMMITTEE

The President shall create a Personnel Discipline Committee which shall hear cases involving academic and non-academic personnel of the University. This Committee shall be composed of the Legal Officer from the Office of the University Legal Counsel, as Chairman, and such other officers as may be designated by the President, as members. It shall forward its investigation report, together with its recommendations, to the President for decision. (Sec. 46, Book V, E.O. 292, Rule XIV, CSC Omnibus Rules a).

### PENALTY, JURISDICTION

When the penalty imposed in the decision is suspension of not more than 30 days or a fine in an amount equivalent to salary for a period not exceeding 30 days, the decision of the President shall be final and executory. When the penalty imposed is suspension exceeding 30 days or fine in an amount exceeding the equivalent salary for 30 days, the decision of the President may be appealed to the Board of Regents within a period of fifteen (15) days from respondent's receipt of the decision. After the lapse of such period without an appeal being made, the President's decision shall become final; Provided, however, that if the penalty is dismissal from the service, it shall be automatically appealable to the Board of Regents. During an appeal, the decision shall be executory, except when the penalty is dismissal, in which case the respondent shall be considered under indefinite suspension for all intents and purposes, pending final action by the Board (CSC MC No. 19, s. 1999a).



## PROCEDURE FOR INVESTIGATION

In case of complaints filed against a University employee by persons other than the President, or by the head of office, the complaint should be in writing and under oath, supported by documentary evidence, if any; and by the statements, also under oath, of witnesses. If on the basis thereof a prima facie case is found not to exist, the case shall be dismissed. However, if a prima facie case exists, the respondent shall be notified in writing of the charges, together with copies of the complaint, sworn statements and other documents submitted, and shall be given at least 72 hours from receipt of the complaint to file his/her explanation in writing. The explanation must be under oath and accompanied by supporting sworn statements and, other documents, if any. In his/her explanation the respondent shall indicate whether or not he/she elects a formal investigation. If, on the basis of the explanation, no prima facie case is found to exist, the complaint shall be dismissed outright. On the other hand, if a prima facie case exists, and the respondent elects the holding of a formal investigation, the President shall issue a formal charge against him/her and he/she shall be given five (5) days from receipt of the formal charge within which to submit his/her answer.

Upon receipt of the answer, the President shall refer the case to a Discipline Committee for the reception of evidence. The Committee shall submit a report of its findings to the President within thirty (30) days from the conclusion of the investigation, together with its recommendations and the entire records of the case and the proceedings. The President shall render a decision within thirty (30) days from his/her receipt of the said report (CSC MC No. 19, series of 1999 a).

## RIGHT TO SERVICES OF COUNSEL

Any employee under investigation for the commission of an offense shall have the right to counsel of his/her own choice.

## PREVENTIVE SUSPENSION

The University President may preventively suspend any officer or employee pending an investigation if the charges against such officer or employee involves dishonesty, oppression, grave misconduct, neglect in the performance of duty, or if there are reasons to believe that the respondent is guilty of charges which would warrant his/her removal from the service. A preventive suspension shall be effective for a period of 90 days. When the administrative case against an officer or employee under preventive suspension is not finally decided within ninety (90) days from the date of suspension from the service, shall be automatically lifted, unless the delay in the disposition of the case is due to the fault, negligence or petition of the respondent, in which event the period of delay shall not be counted in computing the period of suspension (Section 19 and 22, CSC MC No. 19, 1999 a).

## APPEALS

Appeals or petitions for reconsideration, whenever allowable, shall be governed by Civil Service law, rules and regulations (Book V, EO 292, Sec. 43, CSC MC No. 19, 1999).

## MISCELLANEOUS PROVISIONS

### HABITUAL ABSENTEEISM

In this pursuit, the University strictly observes the provisions of CSC Memorandum Circular No. 4, s. 1991 entitled "Policy on Absenteeism and Tardiness". To wit:

An officer or employee shall be considered habitually absent if he/she incurs unauthorized absences exceeding the allowable 2.5 days monthly leave credits under



the leave law for at least three (3) months in a semester or at least three (3) consecutive months during the year.

### **HABITUAL TARDINESS**

On the other hand, an employee shall be considered habitually tardy if he/she incurs tardiness, regardless of the number of minutes, more than ten (10) times a month for at least two (2) months in semester or at least two (2) consecutive months during the year.

Violations of the above guidelines shall constitute the offense of Violation of Reasonable Office Rules and Regulations, punishable with reprimand on the first offense, suspension for one (1) to thirty (30) days on the second offense, and dismissal on the third offense.

### **ATTENDANCE TO CLASSES AND WORK**

#### *Policy on Attendance and Punctuality*

The regular and punctual attendance of the University staff is one of the most important elements of the success of the operations of the University. When staffs are absent or tardy, they are not productive and their share of work must be performed by others, or in some cases, may not be performed at all. Every University staff is expected to report for work regularly and on time, and to strive for perfect attendance by:

- Taking precautions against illness
- Making every effort to work and live safely – observing safety on and off the job.
- Attending to personal affairs and obligations outside working hours.

A University staff/employee who is absent when scheduled to work is obliged to notify his or her supervisor in the prescribed manner, as far in advance of his or her starting time as possible. Notification shall include the expected duration of the absence and anticipated date of return to work.

All absences are part of the staff's attendance record, including those for which he or she receives sick pay. All absences and the circumstances surrounding them will be considered when an attendance record is reviewed. The following factors are taken into consideration when reviewing attendance records:

- Frequency of absence
- Patterns of absence
- Cause of absence
- Tardiness record
- Total times absent
- Timeliness of reporting absences

### **SMOKING PROHIBITION**

Faculty members, employees and students are prohibited to smoke in all areas within the campus.

### **DRESS CODE**

University employees shall adhere to a dress code at all times. On assigned schedules, they shall wear the prescribed office uniform. In days when employees are exempted from wearing the prescribed office uniform, they must be dressed appropriately, preferably in business clothes. Party attire, picnic clothes, sandals, transparent clothes, collarless t-shirts, and indecent attire are prohibited in the campus premises.