



THE HOME OF TOPNOTCHERS

# BATANGAS STATE UNIVERSITY

**B**uild the dream **S**hape the future **U**phold the sublime

# FACULTY MANUAL

**Gov. Pablo Borbon**  
**Main Campus I**  
**Rizal Avenue, Batangas City**  
**Philippines, 4201**

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Republic of the Philippines  
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RESOLUTION BY THE BATANGAS STATE UNIVERSITY (BSU) BOARD OF REGENTS  
PER NINETEENTH REGULAR MEETING HELD AT BOARD ROOM, OFFICE OF THE  
PRESIDENT, BATANGAS STATE UNIVERSITY, RIZAL AVENUE, BATANGAS CITY ON  
OCTOBER 9, 2008 AT 10:45 A.M.

**Res. No. 121, S. 2008**

**Approving the Batangas State University Faculty Manual**

Whereas, the Batangas State University Board of Regents approved the BSU Faculty Manual during its 17<sup>th</sup> Regular Meeting on February 6, 2008, subject to the following conditions:

*First, it is considered as 'initial' or 'prefatory' code and manuals of the University;*

*Second, it is considered approved as 'working papers' of the University;*

*Third, it is subject to comments and recommendations by the members of this board for further revisions, in which case, all comments and recommendations will be presented to this honorable board for purpose of amending the affected provisions for revisions; and*

*Finally, all revisions will be presented to this board for approval until such time that these documents become final.*

Whereas, it was unanimously agreed during the said meeting that the members of this Honorable Board were given six months from its approval to review the manual and make the necessary recommendations for its improvement.

Whereas, in compliance with this directive, the administration distributed the copies of the faculty manual to all colleges and campuses for implementation, with directive to review and recommend necessary revisions for its improvement;

Whereas, after more than six months from its approval, the academic council in a meeting held for the purpose of reviewing the said manual, resolved to endorse the faculty manual for final approval of this honorable board.

*Julie M. Malinao*



Republic of the Philippines

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PRESIDENT, BATANGAS STATE UNIVERSITY, RIZAL AVENUE, BATANGAS CITY ON  
OCTOBER 9, 2008 AT 10:45 A.M.**

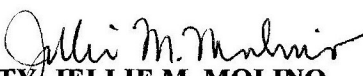
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**Whereas, upon deliberation, members agree to increase  
the percentage of students participation in the performance  
rating of the faculty members from 5% to 15% and decrease  
the percentage of self appraisal from 20% to 10%;**

**NOW THEREFORE, in view of the foregoing  
premises, the Batangas State University Board of Regents  
approves, as it is hereby approved the BSU Faculty Manual,  
subject to the modifications on the percentage of appraisal  
ratings of students and self.**

**APPROVED.**

**CERTIFIED CORRECT:**

  
**ATTY. JELLIE M. MOLINO**  
University and Board Secretary





Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
Batangas City

Excerpts from the Minutes of the Seventeenth 17<sup>th</sup> Regular Meeting of the Batangas State University Board of Regents held at CHED Conference room, DAP Building, San Miguel Avenue, Pasig City on February 6, 2008 at 2:45 P.M.

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**Res. No. 12, S. 2008**

**Whereas, the Batangas State University does not have an approved university code and manuals for faculty, research, extension services and students in general;**

**Whereas, the drafts of these manuals were not presented to this honorable board for action;**

**Whereas, as an immediate solution, a committee was created to review and evaluate those proposed code and manuals. The committee, after thorough deliberation and study came out with revised BSU Code and manuals. These were presented to the Academic Council and Administrative Council for further deliberations and recommendations on a meeting called for that purpose;**

**Whereas, after a series of meetings, both councils approved for recommendation the proposed Batangas State University Code, BSU Faculty Manual, BSU Research Manual, BSU Extension Service Manual and BSU Student Handbook to the recommendation to Batangas State University Board of Regents;**

**Whereas, knowing the limitation of the duration in which these documents were subjected to deliberations, and considering the exigency of approving these documents since the schedule of the revisit from AAACUP will be on February 11 – 28, 2008, the University President, Dr. Nora L. Magnaye recommended the conditional approval of these documents;**

**WHEREFORE, premises considered, BSU Board of Regents resolved, as it is hereby resolved to approve the Batangas State University Code, BSU Faculty Manual, BSU Research Manual, BSU Extension Service Manual, and the BSU Student Handbook subject to the following conditions:**

**First, these documents are considered as 'initial' or 'prefatory' code and manuals of the University;**

**Second, these documents are considered approved as 'working papers' of the University;**

**Third, these documents are subject to comments and recommendations by the members of this board for further revisions, in which case, all comments and recommendations will be presented to this honorable board for purpose of amending the affected provisions for revisions; and**

**Finally, all revisions will be presented to this board for approval until such time that these documents become final.**

**The members of the Batangas State University Board of Regents are given a period of six months within which to make their comment/suggestion/revisions/s for their improvements.**

**APPROVED.**

**CERTIFIED CORRECT:**

  
**ATTY. JELLIE MOLINO**  
University and Board Secretary

## **FOREWORD**

The task of educating the youth is a noble responsibility that demands only the best. It is the mission of faculty members to promote a culture of excellence that allows the full development of both the intellect and the individual's moral fiber. They must likewise nurture a deep faith in the Almighty and steadfast confidence in the Filipinos' capacity for greatness.

Professionalism among educators does not only require intellectual excellence but also moral and ethical competence. In this regard, the University guided by the Civil Service Laws, has set up its own rules and regulations which are marks of being a true professional and which make up the very essence of professionalism that will direct the University faculty members during the course of their work. This is also the essence of excellence.

This Faculty Manual aims to provide the guideposts that will enable the mentors to pursue their duties in accord with the highest standard of professionalism so that with greater resolve they can help the University fulfill its mandate of making life better for all through quality education.

## **I. GENERAL INFORMATION**

Batangas State University is an institution of higher learning created by virtue of Republic Act No. 9045, otherwise known as “An Act Creating the Batangas State University (BSU) by integrating the (1) Pablo Borbon Memorial Institute of Technology, including its branches in Barangay Alangilan, Batangas City, in the Municipalities of Balayan, Bauan, Lobo, San Pascual, Rosario, Taysan, Padre Garcia, Lemery, Calaca, Taal, Tanauan, San Juan and Lipa City, (2) Jose P. Laurel Polytechnic College in Malvar, (3) Apolinario R. Apacible School of Fisheries in Nasugbu, and (4) Polytechnic University of the Philippines Campus in Sto. Tomas, Appropriating Funds Therefor and for other purposes,” (See Appendix A) as amended by Republic Act No. 9472, which remove PUP Sto. Tomas from Batangas State University (See Appendix B).

The principal office of BSU is located in Gov. Pablo Borbon Main Campus I, Rizal Avenue, Batangas City, Philippines. It has ten (10) extension campuses, to wit: 1) Gov. Pablo Borbon Main Campus I, Alangilan, Batangas City, 2) Malvar Campus, 3) Lipa Campus, 4) Rosario Campus, 5) Balayan Campus, 6) Lemery Campus, 7) Nasugbu Campus, 8) San Juan Campus, and 9) Lobo Campus.

### **A. VISION**

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

### **B. MISSION**

The University mission responds to the shared values spelled out in the vision and the logo of the University to wit:

*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, 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.*

### **C. UNIVERSITY GOALS**

1. To enhance the corporate image of the University as the center for the promotion of wisdom, excellence, human dignity and national pride in the Filipino
2. To provide enriching learning experiences that would make Batangas State University students and graduates acquire the competitive advantage in the local and global labor markets
3. To translate corporate values in instruction, research and extension toward the making of the Filipino

4. To lead in the generation of research-based knowledge and innovations for sustainable development of the University, the communities it serves, the industries in the service area, and the nation as a whole

#### D. BSU: A BRIEF HISTORY

More than nine decades ago, in 1903, the Batangas State University was established as a Manual Training School. It was headed by an American principal, Mr. Sheer and was tasked primarily to train young men for more gainful occupations in woodworking.

From its humble beginnings, the school has been transformed into a multi-campus institution of higher learning which is duly recognized as one of the best in the Southern Tagalog region. It enjoys the trust and respect of the general public as it continues to perform the challenging task of empowering the Filipino youth for the demands of globalization in the new millennium.

The history of the school is a saga in itself. It is about the men and women who gave their best to make it the institution that it is today. Two years after its initial founding, it was renamed Batangas Trade School. Messrs. Schwarts, Zacarias Canent, Isaias Maclang and Pascual Magcamit held the post of school principal successively.

The school was destroyed by fire in 1928 and so classes were held temporarily at the old government building adjacent to the city's Roman Catholic Church. In 1932, the construction of the school building in its present site in Rizal Ave. began. Messrs. Romulo Mendoza, Guillermo Mendoza, Santiago Pascasio and Pedro Catuncan served successively as school principal until the outbreak of the World War II in 1941.

On September 10, 1945, the school once again resumed its activities, this time with Mr. Vicente Mendoza as principal. In 1948, female students were finally admitted when additional courses in food trades, garments trades and cosmetology were offered to supplement the emerging need for qualified female manpower. Also in 1948, Mr. Eugenio Ingco became head of related subjects department. In 1955, Mr. Felix Aguda headed the vocational department. Under the Rehabilitation Act of 1946 and through assistance from the War Damage Commission, the school was rebuilt to better serve the growing needs of the studentry.

A congressional act authored by then Congressman Babao and subsequently approved by the President of the Philippines bestowed upon the school a national status. With this new development, it also changed its name to Pablo Borbon Memorial National Trade School in honor of Gov. Pablo Borbon, a prominent Batangueño.

On July 1, 1957, the school became the Pablo Borbon Regional School of Arts and Trades. It also started offering technical courses under the able stewardship of Mr. Arsenio Galauran. He served as superintendent from August

1957 to November 1962, until he was transferred to the Marikina School of Arts and Trades. Mr. Vicente Mendoza was designated officer-in-charge and acted in this capacity from November 1962 to June 8, 1963.

Mr. Rosauro de Leon succeeded Mr. Galauran in 1963. Upon assumption of office, he immediately initiated innovative plans to build-up efficient citizen-workers. Thus, the inclusion of opportunity classes in the curriculum was realized July of that year. These included courses in auto mechanics, machine shop practice, electricity, radio mechanics, cosmetology and dressmaking.

The school earned another laurel with enactment of RA 4582 on June 19, 1965 which authorized the offering of the teacher-training course known as the Bachelor of Science in Industrial Education. It became the country's 23<sup>rd</sup> college on June 15, 1968. Mr. Rosauro de Leon was sworn in as its first president. In 1971, it started offering mechanical and electrical engineering courses. The offering of civil engineering followed suit in 1973.

Initially, the Graduate School offered Master of Arts in Industrial Education with specialization in administration and supervision. In 1975, the program was expanded with MAT-Science and MAT-Mathematics offered. In 1976 the MAT-Vocational Education was added. A Master of Management program with specialization in business management and public management was offered in 1978 in consortium with the UP College of Public Administration.

The College also had significant achievements in the technical education curricula such as inclusion of new courses in stationary and marine engineering, refrigeration and air-conditioning and the implementation of a two-year post secondary curriculum for petroleum refinery technician with subsidy from Caltex (Philippines), Inc.

In 1978, the three-year industrial technician education curriculum, patterned after Manila Technician Institute, was introduced. It was the brainchild of Dr. Mariano Albayalde, the Dean of Instruction. He served as college president from 1986-89. The program was later revised to the Diploma of Technology under the Technical-Vocational Education Project of the Department of Education, Culture and Sports (DECS).

In 1983, the College acquired a three-hectare site in Barrio Alangilan, Batangas City through the initiative of Mr. Isabelo Evangelio, who at that time had assumed the college presidency. This campus is now the center of the engineering technology program. In 1986, the College expanded its undergraduate programs. Three new courses were offered: Bachelor of Science in Chemistry, in Mathematics and in Home Economics. The following year, the College also introduced a pilot science class in the secondary department.

An addition to the advanced education curriculum program was the introduction of a Doctor of Education degree with specialization in Industrial Education Management. The program was introduced during the first semester of SY 1988-89 in consortium with the Technological University of the Philippines.

Three years later in 1990, under the leadership of the new college president, Dr. Ernesto de Chavez, more courses were added: Bachelor of Arts in major in English, Bachelor of Secondary Education, Bachelor of Elementary Education and Associate in Computer Science, a ladderized course leading to Bachelor of Science in Computer Science.

The Batangas Center for Research and Special Studies was established on September 7, 1990. Barely a year later, on April 1991, the Center for Skills Training and Development was created. This was followed with the setting up of the Industry-Academe Cooperative Education Program Office.

The Graduate School introduced in June, 1992 the Master of Public Administration and Master of Business Administration in lieu of the Master of Management curriculum. It also expanded its course offerings with the introduction of the Master of Arts in Education major in Educational Management.

To make quality education more accessible to poor but deserving young people, the PBMIT Balayan campus was opened in SY 1994-1995. The same year the College forged a consortium with the Batangas Eastern Academy in San Juan, Batangas for the offering of a skills training program. The year 1995 witnessed the strengthening of the College's bid for technological excellence when it introduced the BS Architecture and BS Chemical Engineering degrees. Likewise, the colleges of Liberal Arts, Science and Computer Studies were created in 1995. More courses were opened: BS Environmental Studies, BS Agri-Business Management, BS Food Engineering, AB Economics, AB Entrepreneurship and the ladderized course in Industrial Technology.

The Laboratory School, with an initial batch of 94 students, introduced a novel curriculum devised by the Science Education Institute of the Department of Science and Technology (DOST).

Another campus in Lobo, Batangas was established in June 1997.

In the Graduate School, Education Management was introduced as the second specialization in the doctoral program. The Master of Arts in Teaching program was enriched and strengthened by converting it into Master of Arts in Education, major in Science Teaching, Mathematics Teaching and Technical-Vocational Education.

In response to the demand of an industrializing region and country, the Master of Engineering and Master of Engineering Education programs were opened. In the undergraduate level, BS Statistics, BS Physics, AB Behavioral Science, AB Sociology, AB Public Administration and BS Information System Management were added. The Graduate School now offers a number of specializations under the Ph.D. and Ed.D. programs.

In 1998, additional courses as BS Information Technology and BS Instrumentation and Control Engineering were introduced. The year 1999 was highlighted by six new courses – BS Environmental Engineering, BS Food Science, BS Accountancy, BS Business Administration, BS Economics and BS Computer Education.

The School of Food Science and Technology, later renamed School of Food and International Hospitality Management, was also established.

Year 1998 witnessed the setting up of additional campuses in San Pascual, Calaca, Taysan, Rosario and Padre Garcia. The School of Accountancy Business and Economics (SABE) was also created. Meanwhile, the new millennium ushered in the opening of the Claro Mayo Recto Lipa City campus. At the main campus, the School of Development of Communication was established. Another big gain was the creation of the College of Physical Education and Human Kinetics.

On March 22, 2001 by virtue of RA 9045 signed by Her Excellency Gloria Macapagal-Arroyo, the Pablo Borbon Memorial Institute of Technology was elevated into Batangas State University. The Jose P. Laurel Polytechnic College in Malvar and the Apolinario R. Apacible School of Fisheries in Nasugbu are now integrated into Batangas State University.

On June 17, 2006, Dr. Nora L. Magnaye, a Ph.D. Major in Mathematics graduate, succeeded Dr. Ernesto M. de Chavez as the second University President.

Now, Batangas State University is the foremost science and technology institution of higher learning in the Southern Tagalog region. It remains faithful to its mandate to make quality and affordable education accessible to the poor and marginalized. Proud of its tradition of excellence, the University is determined to soar to even greater heights.

## E. GOVERNANCE

### *The Board of Regents*

The governing body of the University shall be the Board of Regents, hereinafter referred to as the Board. The composition and powers of the Board shall be those which are mentioned in Republic Act Nos. 9045 and 8292. (*See Appendix C*)

### *The University President (Section 9, RA 9045)*

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

In case of vacancy by 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 successor shall hold office for the unexpired term. If the successor shall serve for a period of more than two (2) years, then such shall be considered as one full term for the successor.



The powers and duties of the president of the University, in addition to those specifically provided in RA 9045, shall be those usually pertaining to the office of the president of a similar university, and those delegated by the Board.

The salary of the president of the University shall be in accordance with the Revised Compensation and Position Classification System and shall be comparable to that being received by other presidents of similar educational institutions of like standing.

*The Academic Council (Section 11, RA 9045, as amended)*

There shall be an Academic Council of the University with the President of the University as Chairman and all faculty members from the rank of professor to assistant professor as members.

The Academic Council shall have the power to review and recommend the curricular offerings and rules and discipline of the University subject for appropriate action of the Board. It shall fix the requirements for admission to the University as well as for graduation and the conferring of degrees, subject to review or approval by the Board.

It shall have the 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.

*The Administrative Council (Section 10, RA 9045, as amended)*

There shall be an administrative council consisting of the president of the University as Chairman, the vice presidents, deans, directors and other officials of equal rank as members, and whose duty is to review and recommend to the Board policies governing the administration, management and development planning of the University for appropriate action. (Section 10, RA No. 9045)

Specifically, the Batangas State University Administrative Council is composed of University President as Chairman, and the following designated officials: 1) Vice President for Administration and Finance as Vice Chairman, and 2) the Vice President for Academic Affairs, Vice President for Research, Extension, Planning and Development, University Secretary, Chief Administrative Officers, Executive Directors, College Deans/ Directors, Associate Deans, Assistant Directors, University Registrar, the Research Council and Heads of Units and other officials of equal rank as members.

These officials are charged with the duties and responsibilities incumbent to their respective positions.

## **II. COMMITMENT OF THE BSU FACULTY**

### **A. Commitment of Faculty**

1. Teaching is a personal commitment of faculty members with the duty to fulfill these obligations to satisfaction:

1.1 as such, the professors/instructors should be the embodiment of mental, social, emotional and professional maturity wherein they recognize their strengths as well as their weaknesses;

1.2 share ideas, instructional resources to fellow teachers especially those which have been found to be effective;

1.3 rise above personal feelings and biases in the interest of group action and group results; and

1.4 enhance their credibility in the classroom by quality teaching and adequate preparation

2. Teaching as a commitment recognizes the centrality of the learner in the educative process.

In recognition of this fact, the professors/instructors should:

2.1 have faith in the learners' value as person and to value them as such;

2.2 enhance the learners' capacity for growth and create the proper climate for that growth;

2.3 accept the learners as they are; when they show ignorance do not ridicule them; when they differ, do not reject them; and when they are proved wrong, do not condemn them;

2.4 inspire the best effort from their students because their standards of performance are in themselves the motivation to do their best;

2.5 never allow themselves to be influenced by personal friendships, pressure from vested groups and consideration other than achievement in giving grades to students;

2.6 recognize the difference among students and seek to meet their individual needs;

2.7 encourage students to formulate and work for high individual goals of their physical, intellectual, creative and spiritual endowments; and

2.8 respect the right of every student to have confidential information withheld except when its release is to authorize agency or is required by law.

3. The professors/instructors should share with parents the task of shaping the students' purposes and act towards these socially acceptable ends:

3.1 seek to establish friendly and cooperative relationships with the parents;

3.2 provide parents with information that will serve the best interests of their children and be discreet about information received from parents;

3.3 keep parents informed about the progress of their children as interpreted in terms of the purpose of the University; and

3.4 exercise tact and utmost candor in appraising parents of the deficiencies and shortcomings of their children.

4. Teachers as vanguards of change need to be responsibly involved in the development of the country and its people.

In recognition of this, the professors/instructors should:

4.1 recognize that the University belongs to the people; therefore, its member strives to serve the public with genuine concern and dedication;

4.2 participate in community extension activities and assume leadership roles as the need arises; and

4.3 discuss national concerns in the community in order to improve the lives of the people especially the poor and the disadvantaged.

#### B.Code of Ethics

The officials and personnel of Batangas State University have adopted a Code of Ethics as a demonstration of their willingness and capacity to set appropriate guides for ethical conduct.

1. All officials and personnel of the University shall constantly uphold the honor and dignity of their position in all their actions and relationships with all other members of the University. In fulfilling these obligations, they shall:

1.1 accept their responsibility to maintain a professional level of service. To do this, they should:

strive to do their work to the best of their knowledge and ability;

know the full range of responsibility of their position and accept the changes and/or added functions and responsibilities incumbent upon the position that are clearly a result of the expansion and development of the University;

demonstrate a willingness to try new and innovative procedures that will bring about a more efficient and expeditious handling of official matters;

seek and make professional growth continuous by such procedures as study, research, conferences and attendance at professional meetings.

1.2 inspire respect because they respect the worth and dignity of each member of the University. This means they should;

- 1.2.1 refrain from discussing confidential information with and / or releasing official documents to unauthorized persons;
- 1.2.2 refuse to make derogatory remarks about a colleague or the school system in general except in official relationships where their professional opinion is required;
- 1.2.3 conduct professional business through the proper channels;
- 1.2.4 be willing to consider another person's point of view and withhold judgment about the official actuations of a colleague until they have considered all the acts of the case. In instances, however, where their decision differs from the proponent, they should maintain an open mind and a tolerant view that no one is infallible
- 1.2.5 be guided only by meritorious considerations in the formulation of policies and decisions. They shall not allow themselves to be influenced knowingly by biased information nor of their own persuasions;
- 1.2.6 air and seek redress of grievances by giving testimony and applying evidence thereof without malice only to the proper authorities;
- 1.2.7 encourage democratic interactions on matters pertinent to their functions and responsibility; and
- 1.2.8 give criticisms that clearly reflect an honest and sincere desire to uphold the standard and dignity of the profession and to improve the educational service.

1.3 integrate individual goals with University and national development goals. To achieve this, they should:

- 1.3.1 carry out in good faith all policies adopted by the duly constituted authorities even when they are not in conformity with their own personal views, provided that those policies do not in anyway jeopardize their general welfare;
- 1.3.2 cooperate willingly and actively in extra-curricular activities without mental reservations; and
- 1.3.3 engage in no gainful employment outside where the employment affects adversely their official work or impair their standing with students, associates and the community.

2. The relationship between the college officials and the personnel should be characterized by mutual respect and courtesy.

### III. UNIVERSITY POLICIES

#### A. Faculty Official Time

1. All school personnel shall strictly observe their official time in order to promote efficiency and avoid any disciplinary action as a consequence of non-observance thereof.
2. A Bundy clock or biometrics must be used to indicate the arrival and departure time.
3. Faculty members are not allowed to leave the school premises during official hours of service without prior approval of the Vice President for Academic Affairs or the respective deans. Faculty members whose request to leave their post for personal reasons are allowed during official duty but they shall record their time of departure and return at the logbook provided for that purpose.
4. The Bundy card or biometrics must be checked and approved by the signing officer and submitted to the HRD office within two working days after the end of each month.
5. Faculty members shall render not less than eight (8) hours of service a day for five (5) days a week or a total of forty (40) hours a week, exclusive of time for lunch, six hours of which shall be the maximum actual teaching load a day provided that the regular teaching load shall not exceed 24 hours a week.
6. The maximum six-hour actual teaching load a day for faculty shall not apply to the following:
  - 6.1 those designated senior and junior officials of the University;
  - 6.2 those performing mainly auxiliary services like guidance, library, canteen management, etc; and
  - 6.3 all local designees performing special assignments.
7. Faculty members in the above categories are generally required to handle classes of at least three (3) to nine (9) hours per week to justify their academic rank.
8. The teaching loads of faculty members who are designated to perform administrative functions shall be governed by Res. No. A54, S. 2006. (*See Appendix D*)
9. When the nature of the duties to be performed or the interest of the public service so requires, university personnel may be required to work beyond the official hours of work herein specified or on shift without reduction in the prescribed working hours, or on Saturdays, Sundays and public holidays without additional compensation unless otherwise provided by law.
10. The prescribed load of a faculty may, however be exceeded in case of emergency when a fellow faculty:

- 10.1 is on leave that would require redistribution of loads;
- 10.2 resigns, retires or is separated from service for any cause.

11. The excess of the prescribed loads shall be considered overload teaching which shall entitle the faculty to payment of honorarium.

#### B. Faculty Attendance and Absences

1. Faculty members are to hold classes on time in their designated room assignments. In case of change in class venue, prior approval must be secured from the Dean or authorized University officials.

2. Faculty members are not allowed to dismiss their classes early.

3. Faculty members who incur an undertime in excess of fifteen minutes shall be considered as absent in the particular class as monitored and reported by the authorized personnel.

4. Faculty members who have incurred tardiness and undertime, regardless of the number of minutes per day, ten (10) times in a month for at least two (2) consecutive months during the year or for at least two (2) months in a semester shall be subject to disciplinary action. (*See Appendix E, CSC MC No. 34, S. 1998*)

5. Hiring of substitute faculty for another faculty can only be arranged by the Executive Directors/Deans of the College / School, subject to the approval of the University President. Only qualified instructors shall be assigned to take over the class.

#### C. Faculty ID and Uniform

1. Faculty members are required to wear BSU identification cards within the campus.

2. The identification card shall not be transferable.

3. Loss of the University ID must immediately be reported to the HRD for replacement.

4. Both male and female faculty must wear the required uniform.

#### D. Assignment of the Teaching Load

1. The Dean of the College/School is responsible in the assignment of teaching loads to the faculty members with the recommending approval of the Vice President for Academic Affairs for the final approval by the University President. The Dean, however, may delegate the preparation of the teaching assignments to Area Chairpersons, subject to his/her review before submission to the Office of Vice President for Academic Affairs.

2. The teaching load shall be assigned on the basis of expertise of faculty and/or availability of curricular offerings.

3. Faculty members may be invited to teach in another College/School in the University to complete the required number of teaching load. In the exigency of service and when public service requires, as may be determined by the University officials, faculty members may be assigned/reassigned in campus/college/school where the service is needed, subject to Civil Service Rules on Reassignment.

4. Faculty members must include two (2) hours per week as consultation period in their schedule, which must reflect on his/her schedule.

#### E. Syllabus Preparation

The syllabus is a written plan of action which serves as a teaching and learning guide designed to achieve the goals and objectives of the school program. The goals and objectives emanate from the mission/vision statement and philosophy statement of the school system. The syllabus includes all the learning experiences and interactions that individuals encounter in the teaching - learning process. Its major components consist of:

- I. Vision
- II. Mission
- III. Philosophy/Courses Description
- IV. Scope
- V. Objectives
- VI. Methods of Evaluation
- VII. Course Requirements
- VIII. Course Content/Schedule
- IX. References

Week No.	Topics	Suggested Strategies/Activities	Suggested Readings

1. Each subject offered by the University shall have a syllabus which must be reviewed by the Area Chair and approved by the Dean of the College/School. It has to be updated periodically in accordance with the advances in knowledge, goals of the University and the condition of the society.

2. Teachers handling common subjects in the College/Department are encouraged to work together in making the syllabus for the purpose of attaining standardized curriculum content. The standardized curriculum shall not use outdated references, or references which were not published/ reprinted at least three years prior to the Academic year in which these materials are to be used as references.

3. Teachers must be made accountable for the outcome of their teaching activities. They must follow the subject matter included in the syllabus considering the moral, cultural, social values embodied in the statement of mission, goals and objectives of the University.

#### F. Classroom Management

1. At the start of the semester, the professors/instructors shall determine those who are officially enrolled in their class by checking and signing the students' registration form. Students who are not officially enrolled must not be accepted inside the classroom.

2. Professors/Instructors must provide a classroom environment that is conducive to teaching and learning activities.

3. Professors/Instructors must make sure that proper decorum is observed inside the classroom. Unless otherwise allowed by officials concerned, only students wearing IDs and the prescribed uniform must be allowed to attend classes.

4. Professor/instructors must encourage interaction among their students. The students should be allowed to raise questions related to the subject matter for clarifications.

5. Professors/instructors shall not engage in activities not related to the subject matter being taught.

6. Professors/Instructors shall refrain from asking students to do personal favors for them and outside class hours.

7. Proper guidance shall be given to students. However, individual guidance and tutoring during class hours are not allowed.

8. Professors/Instructors are prohibited to collect dues, fees and other monetary contributions. All monetary contributions and/or collections from students shall be made through the cashier of the University and upon issuance of official receipts.

9. Professors/Instructors are not allowed to seek material things or monetary favor in exchange for a passing grade.

10. Professors/instructors shall refer disciplinary cases to the Discipline Committee of the College as prescribed in the student handbook.

#### G. Grading Sheets and Other Academic Records

1. The official grading sheets to be used by the faculty will be provided by the Registrar's Office.

2. Three (3) copies of grading sheets shall be submitted to the Department Deans, seven days after the scheduled final examination day. Two copies of the same



must be transmitted to the Registrar's Office on the same day they are submitted to the Dean's Office.

3. The college or department may or may not require the submission of class records and examination papers.

4. Only the names of those officially enrolled in the subject shall appear in the grading sheets.

5. No alterations nor change of grade will be made except for justifiable reasons once submitted to the Dean's Office. After the grades have been submitted to the Dean's Office, no alterations or change thereof shall be made except for justifiable reasons

6. Student class cards with ratings must be given to the students before or during the enrolment period for the succeeding term. The record from the Registrar's Office must always prevail in case of discrepancies. Unless a valid and justifiable ground exists, student class cards with ratings shall not be withheld from and must be given to the students before or during the enrolment period for the succeeding term. The record from the Registrar's Office must always prevail in case of discrepancies.

#### H. Participation in Faculty Meetings, Seminars and Workshops, School Affairs/Programs Committee Work

1. Faculty members may be required to attend lectures, seminars and workshops, school affairs/programs, and committee works sponsored by the University in line with its personnel development program.

2. Faculty members may also be required to attend the meetings which may be called from time to time such as faculty and academic council meetings.

3. In the force majeure, act of God, accident or event where the President is of the opinion that students could not attend classes without endangering their lives, persons or property, classes may be suspended until the disappearance of force majeure, act of God, accident or event. In such case, the declaration of suspension of classes shall come from the President.

The continuance of the services of the teaching and non-teaching personnel on the occasion of such suspension shall depend on the discretion of the President.<sup>1</sup>

4. Faculty members must actively participate in committee work assigned to them in specified time of a particular activity of the University.

5. Faculty members may be required to attend academic functions such as convocations, flag raising ceremonies, graduation and other special activities sponsored by the University.

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<sup>1</sup>CMO 42, s. 1996 Updated Guidelines on the Suspension of Classes in the Tertiary Level on the Occasion of Typhoons/Storms, Earthquakes, Floods, Fires and Other Natural and/or Man-caused Calamities

## I. Faculty Library Regulations and Privileges

1. Faculty members must acquire a library card in order to borrow library materials.
2. Faculty members are allowed a one-week loan period of library materials except for the general collections with very limited copies. However, those books which are requested by users can be recalled by the library personnel from faculty members.
3. Periodicals are for room use only in the Periodical Section of the library.
4. Faculty members may borrow not more than three books at a time. They are responsible for all materials charged under their name until such are returned. Records of faculty members on charged books should be cleared at the end of every semester.
5. The University librarian must provide a letter of introduction to the faculty members who intend to use the library facilities of other institutions.

## J. Health Services

The health services of the University include medical and dental services of faculty.

### 1. Medical Services

- 1.1 Medical Services include consultation, treatment on accidents, illness and emergency cases occurring in the school premises including minor ailment of faculty and students.
- 1.2 The University physician and nurse shall determine the physical fitness of faculty to participate in programs of athletic activities and exclusion from other classes when sick.
- 1.3 Health information dissemination must be conducted in the campus.
- 1.4 The University medical team must coordinate with the DOH regarding control and prevention of communicable diseases.
- 1.5 The University clinic must keep medical records of faculty.
- 1.6 It shall provide yearly medical check up of faculty.

### 2. The Dental Services personnel undertakes the following functions and policies:

- 2.1 Performs dental services to faculty which include:

- 2.1.1 temporary fillings and tooth extraction and
- 2.1.2 simple gum treatment

2.2 Keeps individual dental records of faculty.

#### K. Security Services

The Security Office extends its services to the faculty. It should act on complaints or reports from faculty regarding loss or breaches to security. On the other hand, faculty members must respect the rules and regulations as regard to security as follows:

1. Faculty members must pin their ID upon entry to the campus and must wear the ID while inside the campus premises. The Security Officer can demand the ID from faculty when necessary.
2. Faculty members must secure car pass/stickers for entry or parking at the campus.
3. All properties brought in or out of the school premises and their movements shall be subject to inspection by the assigned security guard.

#### L. Faculty Classification and Promotion

The faculty classification and promotion shall be governed by the BSU Merit System. (*See Appendix F*)

A committee is constituted to review and evaluate faculty positions. This Committee on Evaluation shall be chaired by the Vice President for Academic Affairs and the Administrative Officer as the Vice Chairman. Each department is represented by a selected faculty member.

Faculty evaluation shall adhere to the guidelines set by PASUC and DBM known as the National Compensation Circular (NCC) (*See Appendix G*). This instrument is focused on the development of expertise of faculty.

The procedure for evaluation is as follows:

1. Documents and credentials of faculty shall be presented and evaluated by the Committee following NBC criteria.
2. After the evaluation of the Committee, the results are submitted to the PASUC Evaluation Faculty Report Team for computerization and final Zonal print – out.

#### M. The Conduct of Performance Appraisal of BSU Faculty

In line with the Revised Policies on Performance Evaluation System enunciated under CSC Resolution No. 99-1792 and CSC MC No. 13 s. 1999, the

**BATANGAS STATE UNIVERSITY** adopts the herein Performance Evaluation System to be referred to as **BSUPES**.

#### I. POLICIES:

The Batangas State University shall be guided by the following policies:

1. The **BSUPES** adheres to the principle of performance – based security of tenure. It provides motivation and basis for incentives to performers and applies sanction to non-performers;
2. The **BSUPES** operates on shared commitments and objective measures of performance results. Performance targets and standards or measures of results are planned and agreed upon by management, supervisors and employees;
3. The **BSUPES** enhances productivity by using performance targets and standards attuned to organizational goals and mandate;
4. The **BSUPES** recognizes the role of multi-stakeholders in the objective assessment and feed backing on individual employee performance. It utilizes a cross-rating system between and among supervisors, subordinates, peers, clients and the employee – rate; and
5. The **BSUPES** promotes transparency and provides mechanism for appeals and resolution of conflicts and/or disagreements.

#### II. OBJECTIVES:

The **BSUPES** aims:

1. To continuously foster improvement of employee performance and efficiency;
2. To enhance organizational effectiveness and productivity; and
3. To provide an objective performance rating which serve as basis for personnel actions, incentives and reward and administrative sanction.

#### III. SCOPE AND COVERAGE:

The **BSUPES** applies to all first and second level employees in the career service. It may also apply to employees in the non – career service whenever appropriate.

#### IV. RATING PERIOD:

Performance evaluation of employees in the career service is done every six (6) months ending on June 30 and December 31 of every year. Faculty members shall be rated every five (5) months coinciding with two (2) regular semester ending on October 30 and March 31 of every year or during each end of the semester. However, if there is a need for a shorter or longer period is at least ninety (90) days or three (3) months while the maximum is not longer than one (1) calendar year.

## V. PROCEDURE:

The following procedures shall be observed in implementing the **BSUPES**:

### 1. Creation and Operations of Performance Evaluation Review Committee (PERC)

A Performance Evaluation Review Committee (PERC) is hereby created with composition and responsibilities hereunder enumerated. The two autonomous campuses Apolinario R. Apacible School of Fisheries (ARASOF) and Jose P. Laurel Polytechnic College (JPLPC) will create their own PERC subject to the approval of the University President.

#### 1.a Composition

The PERC is composed of the following :

##### 1.a.1 For Non-Teaching Staff

Chairman	-	Executive Vice President
Vice Chairman	-	VP for Administration and Finance
Member	-	Administrative Officer
Member	-	HRM Officer
Member	-	President of the Non-Academic Staff Association

##### 1.a.2 For Teaching Staff

Chairman	-	Executive Vice President
Vice Chairman	-	VP for Academic Affairs
Member	-	College Deans/Campus Administrator
Member	-	HRM Officer
Member	-	President of the Faculty Association

##### 1.a.3 For Supervisors

Chairman	-	Executive Vice President
Vice Chairman	-	VP for Administration and Finance
Member	-	Administrative Officer
Member	-	Vice President for Academic Affairs

#### 1.b Responsibilities

##### 1.b.1 Review of employee's Performance Targets

The PERC initiates the reviews and comparative assessment of employees performance targets to ensure rationalization of employee workload, particularly of those holding similar positions and working under same work conditions, and recommends necessary modifications or corrective action, if necessary.

##### 1.b.2 Review of Performance Standards

The PERC reviews performance standards adopted for each duty of position in different organization units in the Batangas State University. It also ensures the adoption of uniform standards of measurements in rating employees holding similar positions, performing similar functions and working under same condition.

#### 1.b.3 Determination of Final Rating

At the rating period, the PERC review documents, evaluates work accomplishments and performance ratings, conducts hearings or dialogues, if necessary, provides opportunities for employee or supervisor to defend a particular rating and eventually determines the employees' final rating. The PERC completes the review and approval of employees rating not later than thirty (30) days after the Batangas State University has submitted the same to the former.

#### 1.b.4 Monitoring and Evaluation of BSUPES

The PERC monitors and evaluates the effectiveness of the BSUPES every year and effects or implements improvement essential to ensure its continued suitability to the different positions and needs of the Batangas State University.

#### 1.b.5 Setting of Internal Rules and Procedures

The PERC adopts its own internal rules, procedures and strategies in carrying out the above responsibilities including the setting of schedule of meetings and deliberations, creation of Secretariat and delegation of authority to representatives in case of absence of its members.

The following are the internal rules and regulations:

- Secretariat - HRMO and Staff
- Alternate Member - In the absence of the PERC, the next-in-rank position can sit in the meeting .
- During the review of the Department Staff's performance targets, standards and performance rating, the Dean or Administrative Officer who is also a PERC member is required to sit in the meeting.
- Duties of Secretariat - Handles all correspondence and files and schedules the date of meeting; keeps the performance targets and rating; takes and transcribes dictation efficiently; organizes and protects all proceedings and documents on PES; prepares all inter- office memorandum pertaining to the implementation of PES.

## **2. Setting of Performance Targets and Standards**

### **2.a Organizational Targets**

Not later than the last quarter immediately proceeding the rating period is devoted to preparation and setting of organizational targets.

Organizational targets refer to short – range (annual or semi-annual) expected accomplishment set to achieve objectives.

These organizational targets are attuned to the vision and mission of the Batangas State University. Values may be also be considered.

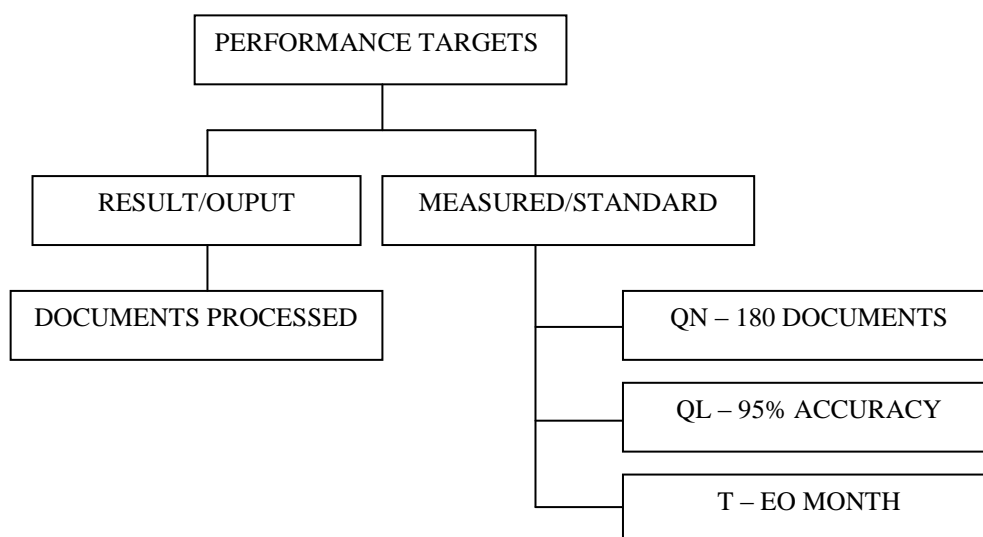
## 2.b Employee Targets

### 2.b.1 For Non – Teaching Staff

Each employee then prepares performance targets using the prescribed Performance Evaluation Form (PEF – 1C) based on the organizational targets set by the Batangas State University and the work program of the department or organizational needs.

Employee Performance Target refers to the duties or work assignments given by competent authority (rater) to the employee (ratee), with the work output of each duty clearly stated by the rater and understood by the ratee and measured with at least a standard, quantity, quality, and time set either by the Batangas State University or by mutual agreement of the rater and the ratee.

### CHART



Simply stated, the above illustration means that the performance target of an employee whose job description is document processing is to 180 documents on one month 95% accuracy.

His performance is rated on how far he exceeded or fell short of this target based on the revised range of adjectival or numerical rank.

It is a must that the supervisor and the employee agree on the targets set. They should affix signatures in the space provided for in PEC -1C.

### 2.b.3 For Supervisors and Teaching Staff

Each employee prepares an action plan using the prescribed form (PEF-6A/6B) based on the organizational targets set by the Batangas State University and the work program of the department or organizational unit where he belongs. All targets relate to job duties and organizational needs.

### 2.c Setting of Performance Standards

Each employee also sets his performance standards together with his targets.

Performance standard is a measure or yardstick against which performance level is assessed. It is the product of mutual agreement among members of the organization or between the supervisor and the employee. This includes measures of quality, quantity and time, which ever is applicable.

The individual employee's performance standards should not be lower than the standards of the Batangas State University as reflected in its Performance Contract.

Unless the work output of a particular duty or work assignment has been assigned pre- set standards by management, its standards shall be upon the supervisors and the ratees.

For this purpose, the general standards under Annex A hereof are hereby set.

### 2.d Confirmation

Employees' performance targets are confirmed by the PERC before the rating period but not later than the 15<sup>th</sup> day of the start of the rating period. Performance targets become final or valid in case the PERC failed to act on it within fifteen (15) working days upon submission.

The PERC stamps certification of review and confirmation to individual performance targets should it find them acceptable. It also ensures that no alterations in the confirmed performance targets and standards are made during the evaluation process.

In instances of obvious disparity in the distribution of assignment and work among employees, the PERC through the concerned department Heads or unit heads shall cause the necessary corrective action in consultation with the concerned employees.

### 2.e Modifications

Employees' performance targets for a given rating period that are duly confirmed by the PERC may still be modified based on the changes brought about by the new mandates and programs of the agency in general and the organizational unit in particular. Modifications of the originally planned targets may also be allowed in cases where an employee is given special assignments that would significantly affect



the accomplishment of the original targets. It is understood, however, that such special assignments will no longer be treated as intervening task.

The employee or the supervisor shall immediately notify the PERC of such modifications to serve as guide in the review of ratings of affected employees.

### 3. Progress Review

The supervisor and the ratee meet at least once a month to review progress of work accomplishments. They focus their review or discussion on problems and difficulties encountered and find ways to resolve the same.

They also discuss and agree on certain checkpoints in terms of schedule and outputs in order to ensure accomplishment of the tasks.

### 4. Appraisal

At the end of the evaluation period, the supervisor and the employee meet to discuss the latter's accomplishments against established targets and standards. They both give their ratings in the prescribed form and settle/discuss differences, if they are any.

The supervisor gathers, tabulates, summarizes and presents to the *Employee – Ratee* the subordinate (if any), peer, self and client ratings (if any).

Together, they compute the overall performance rating of the employee using the prescribed weight allocation and computation under this System.

Comments and recommendations are required in the space provided for in PEF – 1A/PEF – 1B/PEF – 1C and to serve as a guide in improving faculty/supervisor/employee performance in subsequent evaluation and in other appropriate personnel actions.

## VI. MECHANICS OF RATING

### 1. Levels of Performance

Each non-teaching staff is rated on the basis of the levels of performance set below:

Numerical Description	Adjectival Rating	Rating
Performance exceeding targets by 30% and above of the planned targets	Outstanding (O)	10
Performance exceeding targets by 15% to 29% of the planned targets	Very Satisfactory (VS)	8
Performance of 100% to 114% of the planned targets; for accomplishment requiring 100%		

of the targets such as those pertaining to money accuracy or those which may no longer be exceeded, the usual rating of 10 for those who meet targets or for those who failed or feel short of target applies	Satisfactory (S)	6
Performance of 51% to 99% of the planned targets	Unsatisfactory (US)	4
Performance fails to meet the planned Targets of 50% or below	Poor (P)	2

Supervisors and teaching staff are rated on the basis of the level of performance set below:

Numerical Description	Adjectival Rating	Rating
Work performance is consistently superior to standards required of the job.	Outstanding (O)	10
Performance exceeding targets by 15% to 29% of the planned targets	Very Satisfactory (VS)	8
Work performance consistently meets the standards required of the job	Satisfactory (S)	6
Work performance consistently meet the standards required of the job	Unsatisfactory (US)	4
Work performance is inadequate and inferior to the standards required of the job. Improvement needed.	Poor (P)	2

In determining the final equivalent adjectival rating of the employee, the range of overall point scores is converted as follows:

9.50	-	10.00	-	Outstanding (O)
7.51	-	9.49	-	Very Satisfactory (VS)
4.01	-	7.50	-	Satisfactory (S)
2.01	-	4.00	-	Unsatisfactory (US)
2.00	-	Below	-	Poor (P)

## 2. Components of Rating

The overall rating of employees for a given rating period consists of two (2) parts: Part I – Performance and Part II – Critical Factors.

### 2.a Part I – Performance

Part I – Performance is given a weight of 70% of the overall rating of the employees.

Rating on Part I – Performance is the evaluation of actual accomplishment versus the planned level of performance in terms of quantity, quality and timeliness of work based on preset standards by management or in the absence of such, the performance standards agreed upon by both the supervisor and the rate duly confirmed by the PERC.

The Batangas State University adopts a system to classify a job or work target or output and assigns a corresponding percentage or weight on such targets based on the nature, complexity, difficulty level and process involved.

Example:

For work or assignment involving technical, non – routinary, complex functions and those requiring research and without precedent case	70%
For work or assignment involving clerical, routinary and simple function	30%
Total	100%

Each of the above weight allocation may further be broken down to smaller or bigger weights depending on the number, nature, complexity, process involved and difficulty of work targets/assignments given to the employee provided that the aggregate weight does not exceed 100%. The resulting equivalent point score is then multiplied by 70% which accounts for the overall weight of Part I.

## 2.b. Part II – Critical Factors

Part II – Critical Factors is given weight of 30% of the overall rating of the employees.

Rating on Part II – Critical Factors reflects the behavioral dimensions that affect the job performance of the employee. For this purpose, the factors like human relations, courtesy, initiative, leadership, stress tolerance, dedication to duty, punctuality and attendance, judgment/decision making and the like may be used depending on the behavioral requirements of the job.

Each employee is rated on at least three (3) critical factors that affect his job performance if applicable. Factors like leadership, initiative, stress tolerance, judgment/decision making and other management skills may be used for those performing supervisory and technical positions.

Punctuality and attendance is rated not separately but as combined factors treated as one item of Part II. Fifty percent (50%) of the rating of this factor is based on records such as DTR, Bundy cards, pass slips and leave applications, etc and other 50% is based on actual attendance or presence in the place of work as may be observed.

The first half is rated as follows:

### Punctuality

Rate	Description
10	Not more than 3 times tardy/ undertime during the last 6 months
8	4-6 times tardy/undertime
6	7-10 times tardy/undertime
4	11-15 times tardy undertime
2	More than 15 times tardy/undertime

The second half is rated as follows:

### Attendance

Rate	Description
10	Not more than 4 days absent
8	5- 8 days absent
6	9- 12 days absent
4	13 -16 days absent
2	More than 16 days absent

For this purpose, forced leave, sick/vacation leave with pay, maternity leave, paternity leave and privilege leave of absence are not included in the counting of the number of days absent.

All ratings under Part II are computed based on averages of all factors and number of rater involved per category.

### 2.c Performance of Intervening Tasks

The performance of intervening or additional tasks is duly considered only if these were simultaneously measured with the planned targets.

Intervening tasks are those which are neither inherent nor directly related to employee's plantilla or designated positions and may include memberships in ad-hoc committees, research work and other similar assignments which require a considerable amount of effort and time of the employees and are duly covered by an office order.

Employees' performance of intervening tasks may be given a maximum of one (1) additional point to their overall rating provided the following criteria are met.

- a. Said task is difficult, technical in nature or requiring special skills;
- b. Said task is not within the regular functions of the employees or the work program/performance contract of their divisions or units;
- c. There is urgency in the completion of the intervening task which has an impact on the organizational unit concerned;
- d. Non-compliance/performance of the intervening task will unduly prejudice the service;

- e. Employee's planned targets were all accomplished and rated at least satisfactory; and
- f. Performance or completion of said intervening task would require an aggregate period of one week to two months.

Special or additional assignments are no longer considered intervening task if they will significantly affect the performance of the employee's regular targets. In such a case, the same is treated as an allowable modification of regular target.

### 3. Cross Rating

The BSUPES uses a cross rating scheme, which involves multiple raters other than the supervisor. Under this scheme, each rater is allocated percentage weight as follows:

#### ALLOCATED OVERALL PERCENTAGE WEIGHT

Rater	Supervisor/Non-Teaching Staff	Teaching Staff
Supervisor Rater	55%	70%
Self Rater	20%	15%
Peer Rater	10%	10%
Subordinate Rater (s)	10%	Not applicable
Client Rater (s)	5%	5%
<b>Total</b>	<b>100%</b>	<b>100%</b>

In no instance that self-rater shall be assigned a percentage weight higher than that of the supervisor rater.

In categories where rater's rating is not applicable, the unused allocated percentage weight is distributed to the remaining raters.

For purpose of cross-rating, above raters are described as follows:

**Supervisor Rater** – (not visible in the hard copy) refers to the immediate and direct supervision of the Employee-Ratee who by nature of his position or authority given by a competent authority assigns work to the employee, monitors and evaluates the same on the basis of agreed targets and standards. The Supervisor Rater rates the Employee-Ratee both Part I – Performance and Part II – Critical Factors using the prescribed Performance evaluation Form (PEF-1).

**Self Rater** – refers to the employees whose performance is to be rated based on agreed targets and standards. The Self Rater rates himself in both Part I – Performance and Part II – Critical Factors using the prescribed Performance Evaluation Form (PEF – 1).

**Subordinate Rater** if any, refers to the employee under the immediate or direct supervision of a superior whose performance is to be rated on the basis of verifiable and observable work accomplishments and behavior of the latter. The Subordinate

Rater rates his supervisor using the prescribed Subordinate Rater Form (PEF – 2) consisting of a set of questionnaires depicting the ratee's performance and demonstrated behavior for the rating period.

**Peer Rater** refers to the co – employee with the same position title or functionally- related positions of comparable level within the same organizational unit who may have either direct or indirect working relationships with a peer whose performance is to be rated. A peer is considered to have a direct working relationship with another peer if their works are dependent upon each other's target. [Example: before Peer 1 (Account Officer) can prepare a trial balance, Peer 2 (Account Officer) should have finished the bank reconciliation statement first.]

**Indirect Work Relationship** means that the Peer Rater and Peer Ratee perform similar work wherein each other's output is not necessarily dependent on each one but can be noticed or observed by either of the two. [Example: Peer 1 (Processor A) who can process 100 accounts in one day observes that Peer 2 (Processor B) can only finish not more than 50 documents in one day for one reason or another.]

The Supervisor Ratee and the Employee Ratee identify and agree on whom the Raters would be before the first day of the rating period.

The Peer rater rates the Peer ratee using the prescribed Peer Rater Form (PEF -3). Only the averages of all peer ratings for both Part I and II are reflected in the final Performance Evaluation Form (PEF – 1A/B/C). The supervisor may be assigned one peer to consolidate, tabulate and summarize all peer ratings and upon his final review reflect the average rating in the PEF – 1 A/B/C during the appraisal discussion with the ratee.

Peer rater for teaching staff is 10% of the total number of peers in the department where he belongs or a minimum of five (5) whichever is higher.

**Client Rater** – refers to any person or individual transacting official business or directly served by the Employee – Ratee. The Client Rater (s) may be external or internal clients. There could also be as many Client Rater (s) may be external or internal clients. There could be as many Client Rater (s) may be external or internal clients. There could also be as many Client Raters involved in one employee rate.

In cases where it is impractical to get all client feedback on account of volume and time, the **Supervisor Rater and Employee Ratee** may agree on a random selection or sampling of client raters distributed evenly during the rating period.

For this purpose, the clients are initially informed through the Information Counter that they are encouraged to give a written feedback on the way they were treated or served by the employees they are transacting business with using the prescribed Client Rater Form (PEF – 4). The feedback report may be confidential (sealed) or not.

Student/client raters of teaching staff should be selected randomly across all subjects taught in a semester. Student/Client raters should be 10% of the total number

of students per class or a minimum of five (5) whichever is higher. Using the PEF-5B, students rate the performance of the faculty.

The *Supervisor Ratee* collects, tabulates, summarizes all client ratings and presents to the *Employee-Ratee* during the appraisal discussion. Only the averages of all client ratings for both Part I and Part II are reflected in the final Performance Evaluation Form (PEF – 1A/B/C).

The Supervisor or the Employee-Ratee sees to it that safeguards are instituted to objectively gather or collect performance feedback from clients.

<b>Employee Ratee</b>	<b>Supervisor Rater</b>	<b>Self Rater</b>	<b>Subordinate Rater</b>	<b>Peer Rater</b>	<b>Client Rater</b>
*HRMO	Administrative Officer	HRMO	All the staff in his unit	All unit Heads in his department	External and internal at random selection depending on nature of his duties
*Employee 1 (1 <sup>st</sup> level)	Heads/Immediate Supervisor	Employee 1 (1 <sup>st</sup> level)	None	Employee 2.3, with the same position title or functionally related positions of comparable level within the same organizational unit who may have either direct or indirect working relationships with a peer whose performance is to be rated.	External and internal at random selection depending on nature of his duties

#### 4. How to compute the Rating of Non Teaching Staff

##### 4.a Supervisor and Employee Ratings on Part I – Performance

1. During the appraisal discussion at the end of the rating period, the *Supervisor Rater* and the *Self Rater* fill – up the accomplishment portion of the targets and accomplishments column of the PRF – 1C.
2. Add all scores under QN, QL, and T for each work/activity for each rater and divide by the number of entries to get their respective Average Point Scores (APSs).
3. Multiply each Average Point Score by the assigned percentage weight for each work or Activity to get each the Equivalent Point Scores (EPSs).
4. Add all Equivalent Point Score (EPS) of both the *Supervisor Rate* and *Self Rater* separately to get their respective *Total Equivalent Point Scores* for part I. Divide by the number of entries.
5. Multiply separately the Total Equivalent Point Score of both Supervisor Rater and Self Rater by 70% to get their respective Weighted Average Scores (WASs).

##### 4.b Supervisor and Employee Ratings on Part II

1. Using PEF – 1C, the Supervisor Rater and Self Rater rate each factor. There should be at least three factors to be used for each rate.
2. Add all Supervisor Rater scores together and all Self Raters scores together, then divide by the total number of entries to get their respective Average Point Scores (APSs) for Part II.
3. Multiply each Average Point Score (APS) by 30% to get the Weighted Average Score (WAS) for each rater in Part III.

##### 4.c Subordinate (s), Peer (s) and Client (s) Ratings

1. Compute the average ratings of each category of raters for Part I and Part II separately.
2. Multiply the resulting average ratings to 70% for Part I and 30% for Part II to get the Weighted Average Scores.

##### 4.d Overall Rating

1. Using the Summary of Rating portion of PEF – 1C, indicate the *Raters* Weighted Average Scores.



2. Add the Weighted Average Scores for Part I and Part II of each rater to get Overall Point Scores and multiply by the Rater's Percentage Weight Allocation to get their respective Overall Weighted Scores.
  3. Add all Overall Weighted Score to get the total Overall Score or Final Numerical Performance Rating.
  4. Convert the Total Overall Score or Final Performance Numerical Rating to Adjectival rating using the conversion table.
5. How to compute the Rating of Supervisors and Teaching Staff
- 5.a Subordinate(s), Peer(s), Client (s), Self, Supervisor Ratings
1. All types of raters, using the indicated rating scale will rate the Supervisor or teaching staff using PEF – 5 A/5B. The type of rater should be indicated at the last page of the form.
  2. Averages of each item are computed and indicated on the Average Point Score (APS) column.
  3. The General APS is computed by getting the average of the APS.
  4. The Weighted Average Score (WAS) for Part I and Part II is computed by multiplying its General APS by 0.7 and 0.3 respectively.
  5. Add all Weighted Average Scores to get the numerical rating per type of rater. In case of more than one rater, the average rating of a particular type of rater should be computed.
  6. Convert the numerical rating to adjectival rating using the conversion table.
- 5.b Overall Rating
1. Using PEF – 1 A/B, indicate the rater's weighted average point scores by category by multiplying the average point scores by the rater's percentage weight allocation. In case of more that one rater, the average rating of a particular type of rater should be computed.
  2. Add all Weighted Average Scores to get the overall numerical rating.
  3. Compute for the Average EPS and the corresponding Weighted Average Scores for Part I and Part II.
  4. Add all Weighted Average Scores to get the overall numerical rating.
  5. Convert the overall numerical rating to its final adjectival rating using the conversion table.

## VII. PERFORMANCE EVALUATION FORMS (PEFs)

The Agency HRMO sees to it that all officials and employees are properly oriented on how to accomplish the following performance evaluation forms

**PEF – 1A/PEF – 1B/PEF – 1C – Performance Evaluation Form** contains the work targets, accomplishments, ratings of Supervisor and Employee – Ratee on Part I and Part II and the Summary of Ratings showing the final performance numerical and adjectival ratings of the employee. It also contains the assigned agreement of the supervisor and the employee, PERC action and the comments and recommendations

PEF – 1A/PEF – 1B/PEF – 1C is the form used in all stages of the performance evaluation process.

<b>PEF – 1</b>	<b>Ratee</b>
PEF – 1 A	Supervisor Level
PEF – 1 B	Teaching Staff
PEF – 1 C	Non – Teaching Staff

**PEF – 2 – Subordinate Rater Form (SRF)** consists of a set of questionnaires depicting the ratee's job accomplishment and demonstrated behavior affecting the employee's performance for the rating period as can be observed and verified by the subordinate rater. This form is used for performance evaluation of non teaching staff.

**PEF – 3- Peer Rater Form (PRF)** consists a set of questionnaires depicting the ratee's job accomplishment and demonstrated behavior as observed by the Peer Rater affecting the Peer Ratee's performance for the rating period. This form is used for performance evaluation of non teaching staff.

**PEF – 4 – Client Rater Form** consists a set of questionnaires depicting the ratee's job accomplishment and demonstrated behavior as observed by the rater affecting the ratee's performance evaluation of non-teaching staff.

PEF – 5A/5B – Performance Evaluation Instrument for Supervisor/Performance Evaluation Instrument for Faculty. These forms consist of questionnaires depicting the ratee's job accomplishment and demonstrated behavior as observed by the raters affecting the ratee's performance for the rating period. These forms are used for performance evaluation of Supervisors and Teaching Staff/Faculty members respectively.

PEF – 6A/6B – Action Plan Form for Supervisors / Action Plan Form for Faculty. These forms consist of the performance targets and plans of the ratee for a particular rating period. It also contains the assigned agreement of the supervisor and the ratee, PERC action and the comments and recommendations.

## VIII. SUBMISSION OF PERFORMANCE TARGETS, STANDARDS AND RATINGS

Performance targets of employees are submitted to the PERC not later than fifteen (15) days before the start of the rating period. The PERC shall have confirmed these target not later than the 15<sup>th</sup> day of the start of each rating period. Failure on the part

of the PERC to act on these targets on the above period means that they are automatically confirmed.

Performance standards are submitted in the same period together with the performance targets

Accomplished Performance Evaluation Forms (PEFs) with the final ratings are submitted to the Agency HRMO/Personnel Office not later than the 15<sup>th</sup> day after the end of the rating period. The HRMO/Personnel Office shall consolidate all the employee ratings and prepare a report to the PERC containing the statistics on PEF submission, distribution of ratings and list of protested or appealed ratings, if any, including all documents relative thereto. It shall submit all the above documents to the PERC within 30 days after the end of each rating period.

Officials and employees who shall be on official travel, approved leave of absence, training or scholarship programs who have already met the required minimum rating period of 90 days are required to submit their performance targets and accomplished Performance Evaluation Form (PEFs) before they leave the office.

For purposes of performance-based personnel actions, employees who are on scholarship, trainings and official business for which not given ratings for that particular period shall use their performance ratings obtained in the preceding rating period.

The Batangas State University shall submit to the Civil Service Commission Field Office a list of employees with their corresponding performance ratings not later than three (3) months after every rating period.

## IX. SANCTION

Non –submission to the PERC of the performance targets within 15 days after the end of each rating, unless justification for such has been accepted by the PERC, is a ground for:

a.) Employee's disqualification for performance-based personnel actions which would require the rating for the given period such as promotion, training or scholarship grants, and productivity incentive if the failure of the submission of the report form is the fault of the employees; and

b.) Administrative sanction for violation of reasonable office rules and regulations and simple neglect of duty for the supervisors or employees responsible for the delay or non-submission of said performance targets and PEF's of both.

Administrative action shall be filed against an employee using the BSUPES to give undue advantage or disadvantage to the employees they rate. Likewise, employees who fail to rate themselves will not be given final ratings.

Procedures of filing complaints and imposing administrative sanctions shall be in accordance with the Uniform Rules in the Conduct of Administrative Investigation.

## X. USES OF PERFORMANCE RATINGS

### 1. Performance – based Security of Tenure

Security of tenure of those holding permanent appointments is not absolute but it is based on performance. Employees who obtained unsatisfactory ratings for two rating period may be dropped from the rolls.

### 2. Eligibility/Qualification for Performance –based Award and Incentives

Grant of incentives like the productivity incentive bonus or other performance based incentives and awards shall likewise be based on the final ratings of employees and approved by the PERC. The PERC shall validate the Outstanding Performance ratings and may recommend concerned employees for performance-based awards.

### 3. Basis for Personnel Actions

Performance ratings may be used as basis for promotion, training and scholarship grants and other personnel actions. Only employees with Outstanding and Very Satisfactory Performance ratings may be considered for the above mentioned personnel actions and other related matters.

## XI. TRANSPARENCY ON PERFORMANCE RATINGS

The General information on the final rating of the employees or the number of the employees who got a particular rating (O,VS,S, US, and Poor) per organizational unit shall be made known to both management and the rank and file employees, subject to the procedures set by the Batangas State University PERC.

## XII. APPEALS

Employees who feel aggrieved or dissatisfied with their final performance ratings can file an appeal with the PERC within ten (10) days from the date of receipts of their PEF after the appraisal discussion with his supervisor.

Employees, however, are not allowed to protest the performance ratings of their co-employees. Ratings obtained by other employees can only be used as basis or reference for comparison in appealing one's performance ratings.

The PERC shall decide on the appeals within one month from receipt. In exceptional cases, the decision of the Batangas State University PERC is appealable to the Civil Service Commission.

An official or employee who was separated from the service on the basis of unsatisfactory or poor performance rating can appeal his separation to the CSC or its regional office within 15 days from receipt of the order or notice of separation.

## XIII. EFFECTIVITY

The BSUPES takes effect on 30 June 2003. It shall however, be pilot – tested starting 01 July 2003 for employee and supervisors and AY 2003-2004 for faculty.

## **IV. RIGHTS, PRIVILEGES AND BENEFITS**

### **A. Academic Freedom**

The University exercises academic freedom in accordance with the provisions stated in Article XIV Sec. V of the Philippine Constitution and with due respect to its mission, goals and objectives including the policies or rules and regulations of the institution.

The University is the center of intellectual activity where the independent search for truth and the communication for truth is encouraged.

In the pursuit for the common good, advancement of knowledge and quest for academic excellence, faculty members are allowed to exercise academic freedom. The following policies distinguish the extent of the academic freedom.

1. Teach what is true and good, but not what is evil or bad. However, the classroom cannot be used as a venue for indoctrination of acts contrary to the laws of the land or to the rules and regulations of the University.

2. Conduct research studies, investigate, discuss problems and make conclusions either for publication or for instruction, unless otherwise found by qualified members of the same profession as contrary to professional ethics.

3. Moreover, the Education Act of 1982, Sec. II states the teachers' obligations as follows:

- 3.1. Perform their duties to the school in accordance with the philosophy, goals and objectives of the school.
- 3.2. Be accountable for the efficient and effective attainment of specific learning objectives in pursuance to national development goals within limits of school guidelines.
- 3.3. Render reports on the performance of students to their parents or guardians.
- 3.4. Assume responsibility to maintain professional growth and advancement at all times.
- 3.5. Refrain from making deductions in students' rating for acts not manifesting poor scholarship.
- 3.6. Participate as an agent of constructive social, economic, cultural and political change in school and in community within context of national policies.

## B. Scholarship Grants

### *I. Coverage*

The Office of Executive Director will manage the Faculty Scholarship Grants and award post-baccalaureate and post-graduate fellowships, local and foreign preferably in the fields of engineering, science, teacher education, mathematics, nursing and other fields in as may be determined by the University.

The fellowships will be available for full degree programs at the master's or doctoral level, for dissertation or thesis grants, for short term courses, and for post-master and post-doctoral research here and abroad.

### *II. Selection and Appointment of Scholars*

1. Screening and selection of applicants will be done by the Faculty Training and Development Committee (FTDC). The Executive Director, Internal Assessment Unit, will evaluate the selected applicants by the FTDC for recommendation to the President.
2. Priority shall be given to teachers and faculty members, who have not acquired any scholarship grant from the University and are handling priority subjects or field of specialization under the priority courses/programs of the University.
3. Short term courses and training will be made available to those engaged, directly and indirectly, to the priority programs of the University, on case to case basis, depending on the need for such expertise;
4. The courses to be enrolled in by scholars are identified programs preferably in SUCs or in better private HEIs;
5. The names of selected scholars will be announced through their respective deans; and
6. Upon knowledge of his having qualified in the scholarship grant or upon receipt of the Notice of Award from the SUCs or HEIs Concerned, the University faculty may apply to the Faculty Scholarship Grants.

The scholar shall be required to sign a contract with BSU binding him to render services in BSU for a period equivalent to herein provided.

### *III. Qualifications of a Candidate*

A candidate for the scholarship must:

1. be a bachelor's degree holder for master's program and a master's degree holder for the doctoral course;
2. be not more than forty (40) years old for the master's and doctoral program and not more than fifty (50) years old for the post-doctoral level;

3. has at least one (1) year of relevant work experience in Batangas State University;
4. be of good health;
5. has no pending criminal/administrative charges or conviction for violation of any Philippine law; and
6. be willing to sign a contract with BSU.

#### *IV. Documents Required*

1. Service Record from BSU
2. Birth certificate
3. Certification of no pending criminal/administrative charges
4. Doctor's certification of good health with x-ray results

#### *V. Allowances and Other Privileges of a Scholar*

##### 1. Local Ph.D. Scholarship

##### 1.1. Internal Scholarship (BSU Graduate School)

1.1.1. Tuition Fee and other fees .....	Actual
1.1.2. Dissertation Incentive .....	Php 20,000

##### 1.2. External Scholarship (Other SUCs and HEIs)

1.2.1. Tuition Fee and other fees .....	Actual
1.2.2. Book Allowance (per sem) .....	Php
4000.00	
1.2.3. Monthly Stipend .....	Php
2000.00	
1.2.4. Dissertation Incentive .....	Php
20000.00	

NOTE 1: SUCs and HEIs must be the center of excellence in the field/program in which the scholar is accepted/enrolled, if not the Scholar is entitled only to 1.1.1 and 1.1.4.

NOTE 2: Applicable to Faculty Members with Permanent Appointment Only.

NOTE 3: Scholars, under the External Scholarship Program, who are enjoying the same benefits from other forms of scholarship grants, e.g. DOST or CHED Scholarship, other than this scholarship, are entitled to receive only the Dissertation Incentive. In case of scholars enjoying Full Scholarship Grant from institutions other than BSU, they are entitled to receive their regular salaries and other remunerations while on study-leave.

NOTE 4: Dissertation Incentive may only be given after the presentation of the hard copy of the dissertation to the University Library for display and reference.

NOTE 5: Difference on the benefits between those enrolled in BSU Graduate School and those enrolled in other SUCs and HEIs, which is the center of excellence in the field/program in which the scholar is accepted/enrolled, is based on the University Policy of encouraging faculty members to avail external scholarship grants.

## 2. Abroad Ph.D. Scholarship

Package deal with 6 months to one year (provided it does not exceed \$25,000.00)<sup>2</sup>

(NOTE: Applicable only to Faculty Members with Permanent Appointment)

## 3. Local MS/MA Scholarship

### 3.1. Internal Scholarship (BSU Graduate School)

3.2.1. Tuition Fee and Other Fees .....	Actual
3.2.2. Thesis Incentive .....	Php
10,000.00	

### 3.2. External Scholarship (Other SUCs and HEIs)

3.2.1. Tuition Fee and Other Fees .....	Actual
3.2.2. Book Allowance (per sem) .....	Php 2000
3.2.3. Monthly Stipend .....	Php 1000
3.2.4. Thesis Incentive .....	Php
10,000.00	

NOTE 1: The SUCs and HEIs must be the center of excellence in the field/program in which the scholar is accepted/enrolled, if not Scholar is entitled only to 1.1.1 and 1.1.4

NOTE 2: Applicable to faculty member, regardless of status, provided that he/she qualifies under Part III hereof.

NOTE 3: Scholars, who are enjoying the same benefits from other forms of scholarship grants, e.g. DOST or CHED Scholarship, other than this scholarship, are entitled to receive only the Thesis Allowance. In case of scholars enjoying Full Scholarship Grant from institutions other than BSU, they are entitled to receive their regular salaries and other remunerations while on study-leave.

NOTE 4: Thesis incentive may only be given after the presentation of the hard copy of the thesis to the University Library for display and reference.

## VI. Conditions of Scholarship

### 1. Graduate Credit Load

1.1. Required credit load as prescribed in the graduate program must be strictly followed to enable the scholar to complete his program within the fellowship period;

<sup>2</sup> Based on CHED M.O. No. 28, S. 1998.



- 1.2. In case the required load is not followed due to dropping or underloading, the scholar will assume the cost incurred beyond the approved scholarship period;
  - 1.3. Full time doctoral program must be completed within the period of three (3) years or as prescribed by the course for specific programs inclusive of the comprehensive examinations, dissertation writing and defense.
  - 1.4. Full time master's program must be completed within a period of two years, inclusive of the comprehensive examinations, thesis writing and defense.
  - 1.5. In case of pre-requisite undergraduate course, BSU will pay the tuition and other school fees for a maximum of 12 credit units provided that:
    - a. the scholar submits a certification from the program coordinator attesting to the necessity of enrolling in said course; and
    - b. the undergraduate load shall be taken within the approved scholarship period;
2. Request for extension
    - 2.1 Request for extension beyond the scholarship period to exceed one semester, may be granted on a case to case basis.
    - 2.2 Procedures for applying for extension:
      - a. BSU should be notified in writing stating the justification for extension and the target date of completion to be submitted one semester before the planned extension.
      - b. Application for extension should be accompanied by a letter of approval/consent from the school head/dean of the University where the scholar is enrolled;
      - c. The request to BSU should be endorsed by the Executive Director, Internal Assessment Unit to the University President for approval.
3. Deferment of Grant
    - 3.1. Deferment may be considered in case of serious illness, death in the family or other unavoidable circumstances which would prevent the scholar from continuing his studies;
    - 3.2. Procedures for applying for deferment
      - a. BSU and the Graduate School Scholarship Coordinator should be notified in writing within the month before the start of the semester in which the scholar seeks deferment;
      - b. Applications for deferment must be accompanied by a letter of consent/approval from the school head/dean of the University where the scholar is enrolled;

- c. The request to BSU should be endorsed by the Executive Director, Internal Assessment Unit to the University President for approval.
- d. Deferment would be allowed for a maximum of two consecutive semesters or one academic year.
- e. Approved deferment of the scholarship grants bars the running of period required for the scholar to complete the program of his studies. It also exempts him/her from liability for failure to complete the program of studies during the period of his/her deferment.

*VII. Terms and Conditions of the Scholarship Agreement*

1. The scholar shall enroll only in any of the programs offered at the Graduate School of Batangas State University or in the preferred fields of study in other State College/Universities (SUCs) or in better Higher Educational Institutions (HEIs), provided that the SUCs or HEIs concerned is known to be the center of excellence in the field/program.
2. The scholar must complete the course within the specified grant period.
3. The scholar must maintain the weighted average as required by the retention policy for the course.
4. The scholar shall not leave the program of work without the prior written approval of the Executive Director, Internal Assessment Unit and the University.
5. The scholar shall pursue his/her program solely and exclusively at the duly designated SCUs/HEIs and in the field of specialization.
6. The scholar shall not engage in any work for pay within the duration of this scholarship.
7. The scholar shall timely submit progress report every term/semester to the office of the Executive Director, Internal Assessment Unit.
8. The scholar shall not accept simultaneously other forms of scholarship within the duration of this scholarship, without prior approval from the University.
9. In case of full scholarship, the following conditions apply.
  - a. The scholar shall be entitled to monetary assistance from the University equivalent to his/her monthly salary and other regular remunerations for the duration of the scholarship subject to the availability of funds for the purpose;

For purpose of this provision, full scholarship means that the scholar

devotes full time to the program of study in the field of specialization as indicated in his/her letter of notification and shall direct his/her efforts toward accomplishing the purposes for which the award was made;

- b. In no instance, however, shall the scholar receive any salary, remuneration or any form of monetary assistance if he/she has no teaching load assigned by BSU;

Under full scholarship, the fact that the scholar was not given any teaching load, as when the University no longer needs substitutes for the subjects being taught by the scholar, shall not be a ground for the discontinuance of this contract unless otherwise provided by the contract of the scholar with the other scholarship grants, in which case provision number ten (10) hereof shall apply.

- c. Unless otherwise herein provided, the scholar shall refund the money value of the scholarship to the University in the event that he/she refuses for just cause or for any reason that he/she fails to complete the program of studies but he/she continues to serve the University, provided that there is no bad faith, willful neglect or unjustifiable reason for non completion of the program;
- d. In case, however, there is bad faith, willful neglect or unjustifiable reason for non completion of the program by the scholar, he/she further agrees to reimburse the University the benefits derived from the scholarship program, in addition to his/her liability as stated in the preceding number;
- e. In case of failure or refusal to complete the program of studies with no intention of continuing service to the University, scholar further agrees to pay the proportionate liability in accordance with number 14 of scholarship agreement, in addition to his/her liability in the two preceding sections;
- f. The scholar must render three years of service in BSU for every year or a fraction thereof spent in scholarship abroad, two years of service for every year of local scholarship for full time faculty scholars and one year of service for every year of local scholarship for partial scholars.
- g. The scholar, in case of non-compliance with the preceding provision on retention, shall refund to BSU with legal interest, any amount received by the scholar in connection with the scholarship, including but not limited to, his/her salary and regular remunerations;
- h. In addition to the above-mentioned liabilities in case of breach on the retention period stated herein, the scholar further agrees to pay the school damages amounting to the amount of the salary and regular remunerations that he/she will earn from BSU for the said retention period.

10. In case of partial scholarship, the following conditions apply:

- a. The scholar shall be entitled to monetary assistance provided in Part V of this Scholarship Guidelines on Allowances and Other Privileges of Scholars for the duration of the scholarship subject to the availability of funds for the purpose.

For purpose of this provision, partial scholarship means that the scholar devotes his/her time to the program of study in the field of specialization as indicated in his/her letter of notification and shall direct his/her efforts toward accomplishing the purposes for which the award was made, while performing on his/her official duties in the University. His/her scholarship grant is limited to grant of financial assistance in his/her study;

- b. Unless otherwise herein provided, the scholar shall refund the money value of the scholarship to the University in the event that he/she refuses for just cause or for any reason that he/she fails to complete the program of studies but he/she continues to serve the University, provided that there is no bad faith, willful neglect or unjustifiable reason for non completion of the program.
- c. In case, however, there is bad faith, willful neglect or unjustifiable reason for non completion of the program by the scholar, he/she further agrees to reimburse the University the benefits derived from the scholarship program, in addition to his/her liability as stated in the preceding number.
- d. In case of failure or refusal to complete the program of studies with no intention of continuing service to the University, scholar further agrees to pay the proportionate liability in accordance with letter g of this scholarship conditions, in addition to his/her liability in the two preceding sections.
- e. The scholar must render three years of service in BSU for every year or a fraction thereof spend in scholarship abroad, two year of service for every year of local scholarship for full time faculty scholars and one year of service for every year of local scholarship for partial scholars.
- f. The scholar, in case of non-compliance with the preceding provision on retention, shall refund to BSU with legal interest, any amount received by the scholar in connection with the scholarship, including but not limited to, the value of his/her scholarship grants and other benefits;
- g. In addition to the above-mentioned liability in case of breach on the retention period stated herein, the scholar further agrees to pay the school damages amounting to the amount of the salary and regular

remunerations that he/she will earn from BSU for the said retention period.

#### *VIII. Fund and Slot Allocation*

The special fund in the amount of Thirteen Million Pesos (Php 13,000,000.00) is made available for the Scholarship Grants under the General Appropriation Funds.

Seventy-five (75%) percent of allocation shall be made available for local scholarship and twenty-five (25%) will be for foreign scholarship.

Forty percent (30%) will be for engineering, 20% for teacher education, 20% for science, 10% for business related; 5% for nursing; 15% for other fields as may be determined by the University.

#### *IX. Effectivity*

These rules and regulations implementing the BSU Faculty Scholarship Grants shall take effect this AY 2007 – 08 and shall thereafter remain in force unless modified, repealed or superseded by other rules or until the program is terminated due to non-availability of funds.

#### *X. Retroactive Effect*

In so far as not otherwise inconsistent and contradictory with existing rules and regulations, the provisions of these guidelines apply to faculty members who are already enjoying scholarship grants from BSU prior to the effectivity of these guidelines.

#### C. Leave Privileges and Benefits

The Omnibus Rules on Leave issued by the Civil Service Commission is hereby adopted to govern faculty members' entitlement to Leave Benefits and Privileges. (*See Appendix H*)

#### D. Service Credits

Service Credits are granted to faculty members if service is rendered during long vacations and /or Christmas break. However, these service credits are granted only to offset absences due to illness.

#### E. Program on Awards and Incentives for Service Excellence

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

## *I. 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 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
- 1.2.4 Provide incentives and interventions to motivate employees who have contributed ideas, suggestions, inventions, discoveries, superior accomplishments and other personal efforts

## *II. SCOPE*

The University system shall apply to all employees of the University.

## *III. DEFINITION OF TERMS*

- Award – Recognition which may be monetary or non-monetary accorded to an individual or group of individuals ideas, suggestions, inventions, discoveries, superior accomplishments, exemplary behavior, heroic deeds, extraordinary acts or services in the public interest which contribute to the efficiency, economy, improvement in government operations which lead to organizational productivity,
- Career - Position 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 made 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 – Creation of something previously non- existent which will benefit the government,
- Non-Career – A position 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, systems and procedures and economy in operations that will benefit the government,
- System - The BSU awards and incentives program for employees.

#### IV. TYPES OF AWARDS

##### 4.1 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:

- 4.1.1 Presidential or Lingkod 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 principally affects the public or principally affects the national interest, security and patrimony.
- 4.1.2 Outstanding Public Official/ Employee or Dangkal 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

- 4.1.3 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.
- 4.1.4 Other Awards – Given by other government agencies, private institution for NGOs to an individual or team for contributions of an idea or performance that directly benefited the government.

#### *4.2 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:

- 4.2.1 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 or other forms of incentives as the committee may decide, eg, Best Division Chief, Best Secretary, and Best legal Officer, Best Driver, Best Utility Worker and other similar awards.
- 4.2.2 Gantimpala Agad Award – Given outright to employees commended by clients for their courtesy promptness, efficiency and dedication to duty.
- 4.2.3 4.2.3 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
- 4.2.4 4.2.4 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 predetermined criteria?
- 4.2.5 4.2.5 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 man hours 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.



4.2.6 4.2.6 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.

4.2.7 Such other awards which the University may decide to give.

## *V. TYPES OF INCENTIVES*

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

5.1 Loyalty Incentive – Granted to a faculty 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 the cash award, a lapel emblem/loyalty pin shall be given:

10 and 15 years – Bronze  
20 and 25 years – Silver  
30, 35 & 40 years – Gold

Other tokens such as wristwatch, ring and others are also given.

5.2 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.

5.3 Productivity Incentive – Given to all employees who have performed at least satisfactorily for the year covered in accordance with the agency's CSC-approved PES. This incentive shall follow relevant existing guidelines.

5.4 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 a qualified individual during the university's anniversary celebration.

5.5 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.

## *VI. FORMS OF AWARDS AND INCENTIVES*

6.1 Compensatory Time Off – Granted to an employee who has worked beyond his regular office hours on an approved project without overtime pay.

6.2 Flexiplace –Work arrangement allowed for qualified employee/s who have demonstrated responsibility, initiative, and capacity to produce output/result and accomplishment outside of the workplace subject to established guidelines.

6.3 “Salu-salo” Together – Meal hosted by superiors or supervisors for employees who have made significant contributions.

6.4 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.

6.5 Trophies, Plaques and Certificates

6.6 Monetary Award

6.7 Travel Packages

6.8 Other Incentives – Incentives in kind which may be in the form of merchandise, computers, pagers, cellular phones, reserved parking space, recognition posted at the Wall of Fame, featured in University publication, and others.

## *VII. PRAISE COMMITTEE*

The BSU PRAISE Committee shall have the following specific responsibilities and composition. It shall be responsible for the development, administration 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 rule, 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 an annual basis;
- Develop, produce, and 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 implementation every year and make essential improvements to ensure its sustainability to the University; and
- Address issues relative to awards and incentives within fifteen (15) days from the date of submission.

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

#### F. Uniform Allowance

Faculty members whether permanent, temporary/contractual or substitute are entitled to uniform allowance provided they have rendered six months continuous service.

#### G. Resignation and Retirement

1. No resignation presented by any member of the faculty shall be considered unless notice thereof has been given to the President through channels at least 60 days before it takes effect. In addition, no resignations of faculty members may be accepted during the school semester/term.

2. The preceding rule shall not apply to resignation on account of serious illness, or when in the judgment of the President, it is in the interest of the University that the resignation does not carry any waiver of the financial and property obligation to the University or the person concerned.

3. The retirement of members of the academic staff of the University shall be governed by existing retirement laws.

4. Retired members of the faculty shall enjoy university library privileges and shall receive upon request, publications of the University which are generally furnished to the faculty. 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.

## H Administrative Sanctions and Grievance Machinery

1. Except in cases of sexual harassment which shall be governed by special rules promulgated by the Civil Service Commission, the Uniform Rules on Administrative Cases in Civil Service shall be applied to disciplinary cases involving faculty members of the University.

2. Non-disciplinary cases shall be resolved through the Grievance Machinery and in accordance with the Merit System of the University. (*See Appendix I*)

## I Rules and Regulation for Contractual Faculty

In addition to the conditions set forth in the contract of employment, the following shall be observed:

- 1.1 The contract of employment shall take effect upon assumption of office/duties and responsibilities, usually at the beginning of the semester; the same shall be terminated at the end of every semester;
- 1.2 In cases where their services are required before the beginning or after the semester, a written request from the Dean or Head of Department, duly approved by the University President shall be submitted to the offices of the Vice President for Academic Affairs and Human Resource Management Officer for appropriate action;

## APPENDIX A

REPUBLIC OF THE PHILIPPINES }  
CONGRESS OF THE PHILIPPINES }  
    *Third Regular Session*

H. No. 6218  
S. No. 2234

## REPUBLIC ACT NO. 9045

AN ACT CREATING THE BATANGAS STATE UNIVERSITY (BSU) BY INTEGRATING THE (1) PABLO BORBON MEMORIAL INSTITUTE OF TECHNOLOGY, INCLUDING ITS BRANCHES IN BARANGAY ALANGILAN, BATANGAS CITY, IN THE MUNICIPALITIES OF BALAYAN, BAUAN, LOBO, SAN PASCUAL, ROSARIO, TAYSAN, PADRE GARCIA, LEMERY, CALACA, TAAL, TANAUAN, SAN JUAN AND LIPA CITY, (2) JOSE P. LAUREL POLYTECHNIC COLLEGE IN MALVAR, (3) APOLINARIO R. APACIBLE SCHOOL OF FISHERIES IN NASUGBU, AND (4) POLYTECHNIC UNIVERSITY OF THE PHILIPPINES CAMPUS IN STO. TOMAS, APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES

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

SECTION 1. The Pablo Borbon Memorial Institute of Technology in the City of Batangas, including its branches in Barangay Alangilan of the same City and those in the municipalities of Balayan, Bauan, Lobo, San Pascual, Rosario, Taysan, Padre Garcia, Lemery, Calaca, Taal, Tanauan, San Juan and Lipa City, the Jose P. Laurel Polytechnic College in Malvar, the Apolinario R. Apacible School of Fisheries in Nasugbu, the Campus of the Polytechnic University of the Philippines in Sto. Tomas, are hereby integrated into a state university to be known as the Batangas State University, hereinafter referred to as the University. The main campus of the University in the City of Batangas shall be named as the Pablo Borbon Campus.

SEC. 2. The University shall primarily provide advanced instruction and professional training in scientific, technological and special instructions in the fields of engineering and technology education, business and economics and entrepreneurial technology, agriculture, teacher education, arts and sciences and other related

fields, undertake research and extension services, and provide progressive leadership in these areas.

SEC. 3. The University shall offer undergraduate, graduate and short-term technical courses within the areas of specialization and according to its capabilities, as the Board of Regents may deem necessary to carry out its objectives, particularly in order to meet the needs of the province and the region.

The existing high schools of the Pablo Borbon Memorial Institute of Technology, Jose P. Laurel Polytechnic College, and Apolinario R. Apacible School of Fisheries shall be transferred to the jurisdiction and supervision of the Department of Education, Culture and Sports (DECS): *Provided*, That the high schools shall be allowed to remain and operate within the campuses of the University until the students shall have completed their high school education: *Provided, further*, That the University may operate a reasonably-sized laboratory school, if it has a college of education.

SEC. 4. The University shall have the general powers of a corporation set forth in the Corporation Law. The administration of the University and the exercise of its powers shall be vested exclusively in the Board of Regents.

SEC. 5. The governing body of the University shall be the Board of Regents, hereinafter referred to as the 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 associations of the University, member;

(h) The president of the federation of student councils or the students' representative elected by the federation of student councils of the University, member;

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

(j) Two (2) prominent citizens who have distinguished themselves in their professions or fields of specialization, chosen from among a list of at least five (5) qualified persons in the Province of Batangas, as recommended by the search committee constituted by the president in consultation with the Chairman of the CHED based on the normal standards and qualifications of the position, members.

The term of office of the president of the federation of faculty associations, the president of the federation of student councils and the president of the federation of alumni associations shall be coterminous with their respective terms of office.

For the purpose of the provisions of this section, the associations of faculty, alumni and student councils in each branch of the 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 in the office of the president, the officer-in-charge of the University designated by the Board shall serve for the unexpired term only.

SEC. 6. The Board shall promulgate and implement policies in accordance with the declared State policies on education and other pertinent provisions of the Constitution on education, agriculture, science and technology, as well as the policies, standards and thrusts of the CHED under Republic Act No. 7722.

SEC. 7. The Board shall have the following specific powers and duties in addition to its general powers of administration and the exercise of all the powers granted to the Board of Directors of a corporation under Section 36 of Batas Pambansa Blg. 68, otherwise known as the Corporation Code of the Philippines:

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

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

(c) To receive in trust legacies, gifts and donations of real and personal properties of all kinds, to administer and dispose the same when necessary for the benefit of the University, subject to limitations, directions and instructions of donors, if any. Such donations shall be exempt from all taxes and shall be considered as deductible items from the income tax of the donor;

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



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

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

If, for reasons beyond its control, the University, shall not be able to pursue any projects for which funds have been appropriated and allocated under its approved program of expenditures, the Board may authorize the use of said funds for any reasonable purposes which, in its discretion, may be necessary and urgent for the attainment of the objectives and goals of the University;

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

(f) To authorize the construction or repair of its buildings, machineries, equipment and other facilities and the purchase and acquisition of real and personal properties, including necessary supplies, material and equipment. Purchases and other transactions entered into by the University through the Board shall be exempt from all taxes and duties;

(g) To appoint, upon recommendation of the president of the University, vice presidents, deans, directors and heads of departments, faculty members and other officials and employees;

(h) To fix and adjust salaries of faculty members and administrative officials and employees subject to the provisions of the Revised Compensation and Position Classification System

and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper; to grant them, at its discretion, leaves of absence under such regulations as it may promulgate, any provisions of existing law to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law;

(i) To approve the curricula, institutional programs and rules of discipline drawn by the administrative and academic councils as herein provided;

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

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

(l) To establish and absorb tertiary institutions within the Province of Batangas as branches, centers, stations, etc., in coordination with the CHED and in consultation with the Department of Budget and Management (DBM), and to offer therein programs of courses, to promote and carry out equal access to educational opportunities mandated by the Constitution;

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

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

(o) To delegate any of its powers and duties provided for hereinabove to the President and/or other officials of the University as it may deem appropriate so as to expedite the administration of the affairs of the University;

(p) To authorize an external management audit of the institution, to be financed by CHED, and to institute reforms, including academic and structural changes, on the basis of audit results and recommendations;

(q) To collaborate with other governing boards of state universities and colleges within Region IV, where it may be feasible, under the supervision of the CHED in consultation with the DBM, the restructuring of said colleges and universities to become more efficient, relevant, productive and competitive;

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

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

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

(u) To set up the adoption of modern and innovative modes of transmitting knowledge, such as the use of information technology, the dual system, open-learning, community laboratory, etc., for the promotion of greater access to higher education;

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

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

(x) To extend the term of the president of the University beyond the age of retirement but not later than the age of seventy (70), whose performance has been unanimously rated as outstanding and upon unanimous recommendation of the search committee.

SEC. 8. The Board shall regularly convene at least once every quarter. The Chairman of the Board may call a special meeting whenever necessary: *Provided*, That members are notified in writing at least three (3) days prior to said meeting.

A majority of all members holding office shall constitute a quorum for board meetings: *Provided*, That the Chairman of the CHED who is the chairman of the Board or the president of the University is among those present in the meeting. In the absence of the Chairman of the CHED, a commissioner of the CHED, duly designated by him, shall represent him in the meeting with all the rights and responsibilities of a regular member: *Provided, however*, That in the said meeting, the president of the University as the vice chairman shall be the presiding officer: *Provided, further*, That the preceding *proviso* notwithstanding, the Chairman of the CHED is hereby authorized to designate a CHED Commissioner the regular Chair to the Board, in which case said CHED Commissioner shall act as the presiding officer. The members shall serve without compensation, but they shall be reimbursed for necessary expenses incurred in their attendance of meetings of the Board subject to pertinent existing laws and regulations or in connection with their official business authorized by resolution of the Board.

SEC. 9. 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.

In case of vacancy by 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 successor shall hold office for the unexpired term. If the successor shall serve for a period of more than two (2) years, then such shall be considered as one full term for the successor.

The powers and duties of the president of the University, in addition to those specifically provided in this Act, shall be those usually pertaining to the office of the president of a similar university, and those delegated by the Board.

The salary of the president of the University shall be in accordance with the Revised Compensation and Position Classification System and shall be comparable to that being received by other presidents of similar educational institutions of like standing.

SEC. 10. There shall be an administrative council consisting of the president of the University as the chairman, the vice presidents, deans, directors and other officials of equal rank as members, and whose duty is to review and recommend to the Board policies governing the administration, management and development planning of the University for appropriate action.

SEC. 11. There shall be an academic council with the president of the University as chairman and all members of the instructional staff with the rank of not lower than assistant professor as members.

The academic council shall have the power to review and recommend the curricular offerings and rules of discipline of the University, subject for appropriate action of the Board. It shall fix the requirements for admission of students as well as for graduation and the conferment of degrees subject to review and/or approval by the Board.

It shall have the 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.

SEC. 12. The Board shall appoint a secretary who shall serve as such for both the Board and the University and shall keep all records and proceedings of the Board. He shall communicate to each member of the Board notice of meetings.

SEC. 13. The Treasurer of the Philippines shall be the *ex officio* treasurer of the University.

SEC. 14. 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 faculty shall teach for or against any particular church or religious sect.

SEC. 15. In order to ensure the smooth transition to a University, the incumbent president of the Pablo Borbon Memorial Institute of Technology, if qualified, shall serve as the first president of the University subject to the provision of Section 9 of this Act. The remaining term of the incumbent president of the Pablo Borbon Memorial Institute of Technology shall be counted as his first term as University president.

SEC. 16. All assets, fixed and movable, personnel and records of the Pablo Borbon Memorial Institute of Technology and its branches in Barangay Alangilan, Batangas City, the municipalities of Balayan, Bauan, Lobo, San Pascual, Rosario, Taysan, Padre Garcia, Lemery, Calaca, Taal, Tanauan and San Juan and the City of Lipa, the Jose P. Laurel Polytechnic College in Malvar, the Apolinario R. Apacible School of Fisheries in Nasugbu, and the Polytechnic University of the Philippines Campus in Sto. Tomas, all in the Province of Batangas, as well as liabilities or obligations, as hereby transferred to the University: *Provided, however,* That the positions, rights and security of tenure or personnel employed therein under existing laws prior to the absorption by the University are not impaired: *Provided, further,* That the incumbents of existing position shall remain in the same status until otherwise provided by the Board. All parcels of land belonging to the government and occupied by Pablo Borbon Memorial Institute of Technology, the Jose P. Laurel Polytechnic College in Malvar, the Apolinario R. Apacible School of Fisheries in Nasugbu, and the Polytechnic University of the Philippines Campus in Sto. Tomas, are hereby declared to be the

property of the Batangas State University and shall be titled under that name: *Provided, finally*, That should the University cease to exist or be abolished or should such parcels of land aforementioned be no longer needed by the University, the same shall revert to the provinces, municipalities or cities where they are located.

SEC. 17. Heads of bureaus and offices of the national government are hereby authorized to loan or transfer, upon request of the president of the University, such apparatus, equipment or supplies as may be needed by the University, and to detail employees for duty therein when, in the judgment of the head of the bureau or office, such apparatus, equipment, supplies or services of such employees can be spared without detriment to the public service. The employees so detailed shall perform such duties as required of them by the president of the University, and the time so employed shall be counted as part of their official service.

SEC. 18. The University shall provide a scholarship program and other affirmative action programs to assist poor but deserving students to qualify for admission to the University.

No student shall be denied admission to the University by reason of sex, religion, cultural or community affiliation or ethnic origin.

SEC. 19. The University shall enjoy academic freedom.

SEC. 20. On or before the fifteenth of the second month after the opening of the regular classes each year, the Board shall file with both Houses of Congress a detailed report on the progress, conditions and needs of the University.

SEC. 21. The amount necessary to carry out the provisions of this Act shall be charged against the current year's appropriations of the Pablo Borbon Memorial Institute of Technology, Jose P. Laurel Polytechnic College, Apolinario R. Apacible School of Fisheries, and Polytechnic University of the Philippines Campus in Sto. Tomas. Thereafter, such sums as

may be necessary for the continued operation and maintenance of the Batangas State University shall be included in the annual General Appropriations Act.

SEC. 22. Within a period of one hundred twenty (120) days after the approval of this Act, the University shall accomplish the following:

(a) Submit a five (5) year development plan, including its corresponding program budget, to the CHED, for appropriate recommendation to the DBM;

(b) Undergo a management audit in cooperation with the CHED;

(c) Accordingly set up its organizational, administrative as well as academic, structure, including the appointment/designation of University key officials; and

(d) Set in motion the establishment of at least four (4) separate degree granting units, one of which is the arts and sciences and another, at the graduate level.

SEC. 23. Members of the faculty of the University at the tertiary level shall be exempt from any civil service examination as a requisite for appointment, without prejudice to the right of the Board to impose other professional examination requirements intended to maintain high academic standards.

SEC. 24. The provisions of Republic Act No. 8292, otherwise known as the "Higher Education Modernization Act of 1997" shall form an integral part of this Act and together shall serve as the governing charter of the University.

SEC. 25. All other powers, functions, privileges, responsibilities and limitations to state universities and/or its officials under existing laws shall be deemed granted to or imposed upon the University and/or its officials whenever appropriate.



SEC. 26. All laws, presidential decrees, executive orders, rules and regulations contrary to or inconsistent with the provisions of this Act are hereby repealed, amended or modified accordingly.

SEC. 27. This Act shall take effect upon its approval.

Approved, March 22, 2001.

## APPENDIX B

H. No. 5332

Republic of the Philippines  
**Congress of the Philippines**  
Metro Manila

Thirteenth Congress

Third Special Session



Begun and held in Metro Manila, on Monday, the nineteenth day of February, two thousand seven.

### [ REPUBLIC ACT NO. **9472** ]

AN ACT AMENDING REPUBLIC ACT NO. 9045, WHICH  
CREATES THE BATANGAS STATE UNIVERSITY (BSU)  
BY EXCLUDING FROM ITS COVERAGE THE  
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
(PUP) CAMPUS IN STO. TOMAS, BATANGAS

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

SECTION 1. Section 1 of Republic Act No. 9045 is hereby  
amended to read as follows:

"SECTION 1. The Pablo Borbon Memorial  
Institute of Technology in the City of Batangas,  
including its branches in Barangay Alangilan of  
the same City and those in the municipalities of

Balayan, Bauan, Lobo, San Pascual, Rosario, Taysan, Padre Garcia, Lemery, Calaca, Taal, Tanauan, San Juan and Lipa City, the Jose P. Laurel Polytechnic College in Malvar, the Apolinario R. Apacible School of Fisheries in Nasugbu, are hereby integrated into a state university to be known as the Batangas State University, hereinafter referred to as the University. The main campus of the University in the City of Batangas shall be named as the Pablo Borbon Campus."

SEC. 2. Section 16 of Republic Act No. 9045 is hereby amended to read as follows:

"SEC. 16. All assets, fixed and movable, personnel and records of the Pablo Borbon Memorial Institute of Technology and its branches in Barangay Alangilan, Batangas City, the municipalities of Balayan, Bauan, Lobo, San Pascual, Rosario, Taysan, Padre Garcia, Lemery, Calaca, Taal, Tanauan and San Juan and the City of Lipa, the Jose P. Laurel Polytechnic College in Malvar, the Apolinario R. Apacible School of Fisheries in Nasugbu, all in the Province of Batangas, as well as liabilities or obligations, are hereby transferred to the University: *Provided, however,* That the positions, rights and security of tenure of personnel employed therein under existing laws prior to the absorption by the University are not impaired: *Provided, further,* That the incumbents of existing positions shall remain in the same status until otherwise provided by the Board. All parcels of land belonging to the government and occupied by the Pablo Borbon Memorial Institute of Technology, the Jose P. Laurel Polytechnic College in Malvar, the Apolinario R. Apacible School of Fisheries in Nasugbu, are hereby declared to be the property of the Batangas State University and shall be titled under that name: *Provided, finally,* That should the University cease to exist or be

abolished or should such parcels of land aforementioned be no longer needed by the University, the same shall revert to the provinces, municipalities or cities where they are located."

SEC. 3. Section 21 of Republic Act No. 9045 is hereby amended to read as follows:

"SEC. 21. The amount necessary to carry out the provisions of this Act shall be charged against the current year's appropriations of the Pablo Borbon Memorial Institute of Technology, the Jose P. Laurel Polytechnic College and the Apolinario R. Apacible School of Fisheries. Thereafter, such sums as may be necessary for the continued operation and maintenance of the Batangas State University shall be included in the annual General Appropriations Act."

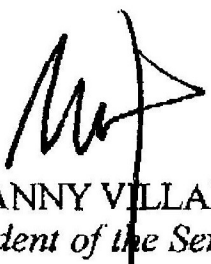
SEC. 4. The title of Republic Act No. 9045 is hereby amended to read as follows:

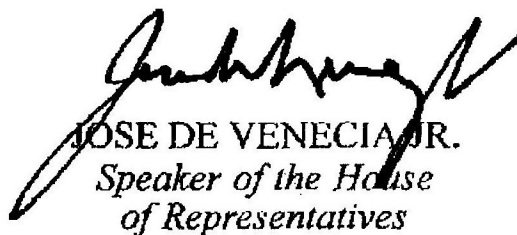
"An Act Creating the Batangas State University (BSU) by Integrating the (1) Pablo Borbon Memorial Institute of Technology, Including its Branches in Barangay Alangilan, Batangas City, in the Municipalities of Balayan, Bauan, Lobo, San Pascual, Rosario, Taysan, Padre Garcia, Lemery, Calaca, Taal, Tanauan, San Juan and Lipa City, (2) Jose P. Laurel Polytechnic College in Malvar and (3) Apolinario R. Apacible School of Fisheries in Nasugbu, Appropriating Funds Therefor and for Other Purposes."

SEC. 5. Republic Act No. 9045, creating the Batangas State University, is hereby amended. All other laws, presidential decrees, executive orders and issuances or part thereof contrary to or inconsistent with the provisions of this Act are hereby repealed, modified or amended accordingly.

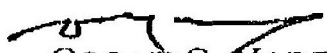
SEC. 6. This Act shall take effect fifteen (15) days after its publication in two newspapers of general circulation.

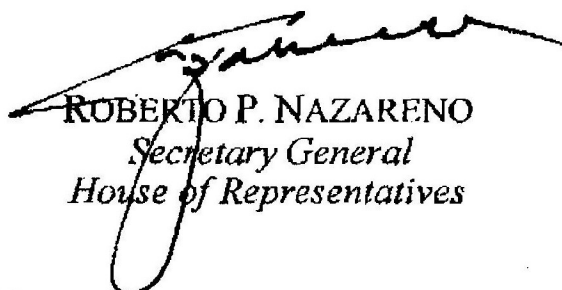
Approved,

  
MANNY VILLAR  
*President of the Senate*


  
JOSE DE VENECIA JR.  
*Speaker of the House  
of Representatives*

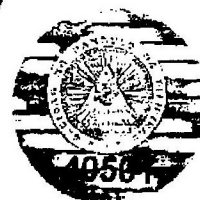
This Act which originated in the House of Representatives was finally passed by the House of Representatives and the Senate on June 8, 2006 and February 19, 2007, respectively.

  
OSCAR G. YABES  
*Secretary of the Senate*

  
ROBERTO P. NAZARENO  
*Secretary General  
House of Representatives*

Approved: MAY 22 2007

  
GLORIA MACAPAGAL-ARROYO  
*President of the Philippines*



## APPENDIX C

### REPUBLIC ACT NO. 8292

AN ACT PROVIDING FOR THE UNIFORM COMPOSITION AND POWERS OF THE GOVERNING BOARDS, THE MANNER OF APPOINTMENT AND TERM OF OFFICE OF THE PRESIDENT OF CHARTERED STATE UNIVERSITIES AND COLLEGES, AND FOR OTHER PURPOSES.

Section 1. *Short title.* — This Act shall be known as the "*Higher Education Modernization Act of 1997.*"

Sec. 2. *Declaration of policy.*— It is the declared policy of the State to establish, maintain, and support a complete, adequate and integrated system of education relevant to the needs of the people society. Towards this end, the composition of the governing boards of chartered state universities and colleges is hereby modified in order to:

- (a) achieve a more coordinated and integrated system of higher education;
- (b) render them more effective in the formulation and implementation of policies on higher education;
- (c) provide for more relevant direction in their governance; and
- (d) ensure the enjoyment of academic freedom as guaranteed by the Constitution.

Sec. 3. *The Governing Boards; manner of appointment.* —

(a) *Composition* — The governing body of state universities and colleges is hereby in the Board of Regents for universities and in the Board of Trustees for colleges which shall be composed of the following:

- (i) Chairman of the Commission on Higher Education (CHED), Chairman;
- (ii) President of the university or college, Vice Chairman;
- (iii) Chairmen of the Congressional Committees on Education and Culture;
- (iv) Regional Director of the National Economic Development Authority (NEDA) where the main campus of the university or college is located;
- (v) Regional Director of the Department of Science and Technology (DOST) in case of science and technological colleges; or the Regional Director of the Department of Agriculture colleges; or the Secretary of Education for an Autonomous Region. In lieu of such representation, the commanding generals of the Philippine Air Force and the Philippine Navy shall sit as members of the Board of the Philippine State College of Aeronautics and the Philippine Merchant marine Academy, respectively;
- (vi) President of the faculty association;
- (vii) President of the supreme student council or the student representative elected by the student council: *Provided*, That in the absence of a student council president of student representative elected by the student council,

the university or college shall schedule one (1) weekly for the campaign and election of student representative;

- (viii) President of the alumni association of the institution concerned;
- (ix) Two (2) prominent citizens who have distinguished themselves in their professions or fields of specialization chosen from among lists of at least five (5) persons qualified in the city or the province where the school is located, as recommended by the search committee constituted by the President consultation with the Chairman of the CHED based on the normal standards and qualifications for the position;

The faculty and the student council shall be represented of their respective federations in multi-campus universities and colleges. The private sector representatives shall be appointed by the Board of Regents/Trustees upon recommendation of a duly constituted search committee.

(b) *Term of office* — The president of the faculty and alumni associations and the student regents or trustees shall sit in the board until expiration of their term of office in such capacities.

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

(c) *Meetings; quorum* — The Board of Regents/Trustees shall regularly convene at least once every quarter. The Chairman of the Board of Regents/Trustees may call a special meeting whenever necessary: *Provided*, That members are notified in writing at least three (3) days prior to said meeting.

A majority of all members holding office shall constitute a quorum for board meetings: *Provided*, that the Chairman of the CHED who is the chairman of the Board or the president of the university or college is among those present in the meeting. In the absence of the Chairman of the CHED, a commissioner of the CHED, duly designed by him, shall represent him in the meeting all the rights and responsibilities of a regular member: *Provided, however*, That in the said meeting, the president of the university or college as vice chairman shall be the presiding officer: *Provided, further*, That this proviso notwithstanding, the Chairman of the CHED is hereby authorized to designate a CHED Commissioner the regular Chair to the Board of a particular university or college, in which case said CHED Commissioner shall act as the presiding officer.

The members shall serve without compensation, but they shall be reimbursed for necessary expense incurred in their attendance of meetings of the Board or in connection with their official business authorities by resolution of the Board.

**Sec. 4. Powers and duties of Governing Boards.** — The governing board shall have the following specific powers and duties in addition to its general powers of administration and the exercise of all the powers granted to the board of directors of a corporation under Sec. 36 of Batas Pambansa Blg. 68, otherwise known as the Corporation Code of the Philippines:

- (a) to enact rules and regulations not contrary to law as may be necessary to carry to carry out the purposes and functions of the university or college;

- (b) to receive and appropriate all sums as may be provided, for the support of the university or college in the manner it may determine, in its discretion, to carry out the purposes and functions of the university or college;
- (c) to receive in trust legacies, gifts and donations of real and personal properties of all kinds, to administer and dispose the same when necessary for the benefit of the university or college, subject to limitations, directions and instructions of the donors, if any. Such donations shall be exempt from all taxes and shall be considered as deductible items from the income tax of the donor: *Provided, however,* That the rights, privileges and exemptions extended by this Act shall likewise be extended to non-stock, non-profit private universities and colleges: *Provided, finally,* That the same privileges shall also be extended to city colleges and universities with the approval of the local government to city colleges and universities with the approval of the local government unit concerned and in coordination with the CHED;
- (d) to fix the tuition fees and other necessary school charges, such as but not limited matriculation fees, graduation fees and laboratory fees, as their respective boards may deem proper to impose after due consultations with the involved sectors.

Such fees and charges, including government subsidies and other income generated by the university or college, shall constitute special trust funds and shall be deposited in any authorized government depository bank, and all interests shall accrue therefrom shall part of the same fund for the use of the university or college: *Provided,* That income derived from university hospitals shall be exclusively earmarked for the operating expenses of the hospitals.

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

If, for reason of control, the university or college, shall not be able to pursue any project for which funds have been appropriated and, allocated under its approved program of expenditures, the Board of Regents/Trustees may authorize the use of said funds for any reasonable purpose which, in its discretion, may be necessary and urgent for the attainment of the objectives and goals of the universities or college;

- (e) to adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students;
- (f) to authorize the construction or repair of its buildings, machineries,



equipment and other facilities and the purchase and acquisition of real and personal properties including necessary supplies, materials and equipment. Purchases and other transactions entered into by the university or college through the Board of Regents/Trustees shall be exempt from all taxes and duties;

(g) to appoint, upon the recommendation of the president of the university or college, vice presidents, deans, directors, heads of departments, faculty members and other officials and employees;

(h) to fix and adjust salaries of faculty members and administrative officials and employees subject to the provisions of the revised compensation and classification system and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper; to grant them, at its discretion, leaves of absence under such regulations as it may promulgate, any provisions of existing law to the contrary not with standing; and to remove them for cause in accordance with the requirements of due process of law;

(i) to approve the curricula, institutional programs and rules of discipline drawn by the administrative and academic councils as herein provided;

(j) to set policies on admission and graduation of students;

(k) to award honorary degrees upon persons in recognition of outstanding contribution in the field of education, public service, arts, science and technology or in any field of specialization within the academic competence of the university or college and to authorize the award of certificates of completion of non-degree and non-traditional courses;

(l) to absorb non-chartered tertiary institutions within their respective provinces in coordination with the CHED and in consultation with the Department of Budget and Management, and to offer therein needed programs or courses, to promote and carry out equal access to educational opportunities mandated by the Constitution;

(m) to establish research and extension centers of the SUC where such will promote the development of the latter;

(n) to establish chairs in the university or college and to provide fellowships for qualified faculty members and scholarships to deserving students;

(o) to delegate any of its powers and duties provided for hereinabove to the president and/or other officials of the university or college as it may deem appropriate so as to expedite the administration of the affairs of the university or college;

(p) to authorize an external management audit of the institution, to be financed by the CHED and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;

- (q) to collaborate with other governing boards of SUCs within the province or the region, under the supervision of the CHED and in consultation with the Department of Budget and Management, the restructuring of said colleges and universities to become more efficient, relevant, productive, and competitive;
- (r) to enter into joint ventures with business and industry for the profitable development and management of the economic assets of the college or institution, the proceeds from which to be used for the development and strengthening of the college or university;
- (s) to develop consortia and other forms of linkages with local government units, institutions and agencies, both public and private, local and foreign, in furtherance of the purposes and objectives of the institution;
- (t) to develop academic arrangements for institution capability building with appropriate institutions and agencies, public or private, local or foreign, and to appoint experts/specialists as consultants, or visiting or exchange professors, scholars, researchers, as the case may be;
- (u) to set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual system, open learning, community laboratory, etc., for the promotion of greater access to higher education;
- (v) to establish policy guidelines and procedures for participative decision-making and transparency within the institution;
- (w) to privatize, where most advantageous to the institution, management and non-academic services such as health, food, building or grounds or property maintenance and similar such other objectives; and
- (x) to extend the term of the president of the college or university beyond the age of retirement but not later than the age of seventy (70), whose performance has been unanimously rated as outstanding and upon unanimous recommendation by the search committee for the president of the institution concerned.

*Sec. 5. Promulgation and implementation of policies.* — The governing boards 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 Acts No. 7722.

*Sec. 6. 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 be appointed by the Board of Regents/Trustees, upon the 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: 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 than one vice president when so warranted.

In case of vacancy by 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.

*Sec. 7. The Secretary of the University or College.* — 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.

*Sec. 8. The Treasurer of the Philippines.* — The Treasurer of the Philippines shall be the 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.

*Sec. 9. Administrative Council.* — There shall be an administrative council consisting of the president of the university or college as Chairman, the vice president(s), deans, directors and other officials of equal rank as members, and whose duty is to review and recommend to the Board of Regents/Trustees policies governing the administration, management and development planning of the university or college for appropriate action.

*Sec. 10. 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 have the power to review and recommend the curricular offerings and rules of discipline of the university or college subject for appropriate action of the Board of Regents/Trustees. It shall fix the requirements for the admission of students as well as for graduation and the conferment of degrees subject to review and/or approval by the Board of Regents/Trustees through the president of the university or college.

*Sec. 11. Academic freedom.* — Pursuant to paragraph 2, Sec. 5 of Article XIV of the Constitution of the Republic of the Philippines, all institutions of higher learning, public or private, shall enjoy academic freedom and institutional autonomy.

*Sec. 12. Admission.* — No student shall be denied admission to any university or college by reasons of sex, nationality, religion, political affiliation, or physical disability.

Sec. 13. *Exclusion clause.* — Except for the chairmanship of the Board, the provisions of this Act shall not affect the charter of the University of the Philippines System. Likewise, this Act shall not affect the charter of the Mindanao State University (MSU) except for the provision of this Act on chairmanship of the Board, and the membership of the Chairmen of the Congressional Committees on Education and Culture.

Sec. 14. *Filing of report.* — On or before the fifteenth (15th) 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 Representatives a detailed report on the progress, conditions and needs of the university or college.

Sec. 15. *Implementation.* — The Chairman of the CHED is hereby directed to take such steps as are necessary for the immediate implementation of this Act.

Sec. 16. *Separability clause.* — If, for any reason, any part or provision of this Act is declared invalid or unconstitutional, the remaining parts or provisions not affected thereby shall remain in full force and effect.

Sec. 17. *Repealing clause.* — All laws, presidential decrees, executive orders, letters of instruction and SUC charters contrary to or inconsistent with this Act are hereby repealed or amended accordingly.

Sec. 18. *Effectivity clause.* — This Act shall take effect upon its approval.

*Approved:* June 6, 1997

## APPENDIX D

**RESOLUTION BY THE BATANGAS STATE UNIVERSITY (BSU) BOARD OF REGENTS PER SPECIAL MEETING HELD AT CHED CONFERENCE ROOM, DAP BUILDING, SAN MIGUEL AVENUE, PASIG CITY ON NOVEMBER 8, 2006 AT 2PM.**

Res. No. A-14, s. 2006

**APPROVING of the amended policies on teaching Load, Overload Assignments including Research and Extension, and Committee Membership/Chairmanship of Full Time Faculty Required Teaching Loads of Faculty Member with Designations/Administrative Functions**

=====

**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 fulltime 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.


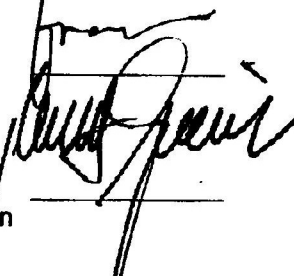

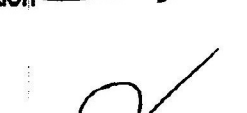
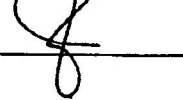
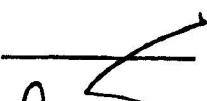
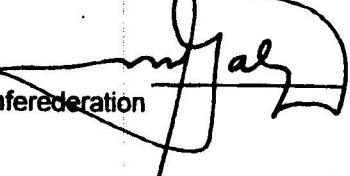
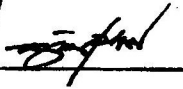
Nothing herein shall exempt a faculty member from having teaching load in such minimum number of hours as required by law, rules or regulations.

**POLICIES ON REQUIRED TEACHING LOADS OF FACULTY MEMBER WITH DESIGNATIONS/ADMINISTRATIVE FUNCTIONS**

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 faculty member of a particular department under following scheme:

Designation	Teaching Load (in hours)
Vice President	3
University/Board Secretary	6
Executive Director	6
Dean	6
Director/Registrar (University System)	6
Assistant Director	9
Associate Dean	9
Director (Campus Based)*	9
Assistant Director (Campus Based)*	12
Head	15
Chairman	18
Coordinator	18

	APPROVED	DISAPPROVED	REMARKS
Hon. SATURNINO M. OCAMPO, JR. CHED Commissioner Chairman			
Hon. NORA L. MAGNAYE University President Vice Chairman			
Hon. JULIAN M. FLAVIER Chair, Senate Committee on Education Member Represented by: Atty. Rodolfo Noel S. Quimbo			
Hon. CYNTHIA M. VILLAR Chair, House Committee on Education Member Represented by: Atty. Armi Minda Dayot-Corpuz			
Hon. SEVERINO S. SANTOS Director, NEDARO IV Member			
Hon. ALEXANDER R. MADRIGAL Director, DOSTRO IV Member			
Hon. NENITA L. GALLEGOS President, BSU Faculty Confederation Member			
Hon. LESTER A. ANOÑUEVO President, BSU Supreme Student Council Member			

## APPENDIX E

MC No. 34, s. 1998

### MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENT, INCLUDING GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS AND STATE UNIVERSITIES AND COLLEGES.

SUBJECT : AMENDMENT OF SECTION 8, RULE XVII OF THE OMNIBUS RULES IMPLEMENTING BOOK V OF EXECUTIVE ORDER NO. 292 (ADMINISTRATIVE CODE OF 1987)

Pursuant to Resolution No. 98-2095 dated Aug. 11, 1998, Section 8, Rule XVII of the Omnibus Rules Implementing Book V of Executive Order No. 292 (Administrative Code of 1987) has been amended to conform with the provision of Section 22 (q) on grave offenses of the same Rules as amended by CSC MC No. 23, s. 1998.

Thus, Section 8, Rule XVII of the Omnibus Rules Implementing Book V of Executive Order No. 292 (Administrative Code of 1987) now read as follows:

*SEC. 8 Officers and employees who have incurred tardiness and undertime, regardless of the number of minutes per day, ten (10) times a month for at least two (2) consecutive months during the year or for at least two (2) months in a semester shall be subject to disciplinary action.*

(Sgd.) CORAZON ALMA G. DE LEON  
Chairman

11 Aug. 1998

CSC Resolution No. 98-2095 was published Aug. 15 in the Manila Standard.

## **APPENDIX F**

### **RESOLUTION NO. A48, S, 2006 BATANGAS STATE UNIVERSITY MERIT SYSTEMS PLAN FOR FACULTY MEMBERS, as amended**

Pursuant to the provision of Item No.2, Section 7, Book V of Executive Order No. 292, otherwise known as the Administrative Code of 1987; Memorandum Circular No. 38, s. 1993 dated September 10, 1993; and Memorandum Circular No. 40. s. 1998 dated December 14, 1998 and in consonance with CHED Circulars, DBM Circulars and the BSU Charter, this Merit Systems Plan for Faculty Members of Batangas State University is hereby established for the guidance of all concerned.

#### **I. OBJECTIVES**

The University shall strictly adhere to the principles of merit and fitness and equality. The selection of faculty members 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 the faculty members on account of gender, civil status, disability, religion, ethnicity, or political affiliation.

The objectives of this merit system are the following:

1. To establish a sound procedure for recruitment, selection and appointment;
2. To create and provide equal opportunities for career development;
3. To enhance organizational effectiveness and productivity;
4. To develop highly educated and motivated professional staff;
5. To provide a guide for speedy and fair resolution of complaints and grievances; and
6. To provide a framework for personnel discipline.

#### **II. SCOPE**

The Merit System shall apply to the close career positions of Batangas State University. These are positions or ranks in the faculty such as the following:

<b>Faculty Rank</b>	<b>Sub-Ranks</b>
Instructor	I – III
Assistant Professor	I – IV
Associate Professor	I – V
Professor	I – VI
College/University Professor	

The classification of ranks and sub-ranks shall be subject to changes by the Philippine Association of State Universities and Colleges (PASUC) Common Criteria for Evaluation of Faculty Members and in accordance with policies that may be presented from time to time.



### III. DEFINITION OF TERMS

As used in this System, the following words or terms shall mean or refer, thus:

- 1. Appointing Authority.** Except to the extent delegated to the University President by virtue of Resolution No. 106, S. 2008, the Batangas State University Board of Regents shall be the appointing authority.
- 2. Career Service.** Positions in the civil service characterized by (1) entrance base 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.
- 3. Closed Career Position.** Any position in the faculty of the University.
- 4. Faculty.** Regular plantilla-based set of people of the University appointed to a faculty rank who are directly engaged in teaching, research and extension services.
- 5. Faculty Rank.** The classification of faculty into Professor, Associate Professor, Assistant Professor, and Instructor, which is further classified into sub-ranks, pursuant to applicable laws, rules and regulations.
- 6. FSB (Faculty Selection Board).** This body shall assist the University President in selecting applicants or candidates for recommendation to the governing board, which shall appoint faculty members to positions/ranks.
- 7. FTDC (Faculty Training and Development Committee).** This body shall be responsible for selecting and recommending faculty members who should attend specific training programs conducted by the University or by government agencies or duly accredited non-governmental organizations, local or foreign.
- 8. Full-Timer.** Regular faculty members occupying permanent plantilla positions and rendering an equivalent of forty (40) hours of work a week. The 40 hours may consist of academic full load plus quasi-teaching, administrative duties (consultation, preparation of lesson, checking of papers, and research and extension services).
- 9. Full Load.** Number of hours spent in teaching or academic units plus quasi-teaching/administrative duties (consultation, preparation of lesson, checking of test papers, and research, extension services), the total of which is 40 hours of work a week.
- 10. Governing Board.** To the highest policy-making body of the University, the Board of Regents (BOR).
- 11. Insider.** An employee of the university who is interested in joining the faculty or the members of the faculty who are aspiring for promotion.

**12. Merit System.** A personnel system in which comparative merit or achievement governs the selection, utilization, training, retention and discipline of the faculty in the University.

**13. Outsider.** An applicant for a faculty position who is not yet employed by the University.

**14. Part-Timer.** A teaching staff member who is either occupying a regular planilla position or hired through a contract of service or a job order, whose work is part-time. (A contract of service or job order part timer is not a government employee, as his/her service is not considered government service.)

**15. PES.** To the performance evaluation system for faculty positions/ranks. It shall be an organized, methodical and standardized system of evaluating the individual performance of faculty members for organizational effectiveness.

**16. Personnel Action.** Any action denoting the movement or progress of personnel in the civil service.

**17. Philippine Association of State Universities and Colleges (PASUC).** The organization of all chartered state colleges and universities, duly recognized by the Commission on Higher Education (CHED).

**18. Qualification Standards.** A statement of minimum qualifications for a position, which shall include education, experience, training, and physical characteristics and personality traits, required for the performance of the job or set of duties.

The civil service eligibility can be dispensed with for appointment to faculty ranks; however, RA 1080 shall be required if the subjects to be taught are covered by bar/board laws.

**19. Rank.** Academic rank or sub-rank assigned to a member of the faculty after evaluation in accordance with the common criteria and point allocation as may be prescribed from time to time by a duly authorized agency.

**20. Recruitment.** The process of searching for and attracting potential applicants through announcements, assessments and related procedures to select the most qualified applicant for appointment to an appropriate position in the faculty.

**21. Reclassification.** Involves a change in the classification of a position either as a result of a change in its duties and responsibilities sufficient to warrant placing the position in a different class, or as a result of a reevaluation of a position without a significant change in its duties and responsibilities.

**22. Relevant Experience.** Applicability of the experience to teaching and to the subjects the faculty is teaching, or the duties and functions other than teaching which the faculty performs.

**23. Selection.** The process of thoroughly screening qualified applicants for certain positions to determine the most qualified among them or to rank them based on their qualification and professional potentials.

**24. Upgrading.** The reallocation of the salary grade assignment of positions to a higher salary grade without change in its duties and responsibilities. The term upgrading refers to a class of positions and is not applied in individual cases. A class is upgraded in view of its perceived relative worth as compared to other classes of positions with similar salary grade assignments.

#### **IV. PERSONNEL MANAGEMENT SYSTEMS AND STANDARDS**

##### **A. Qualification Standards**

##### **General Policy**

The qualification standards for appointment and other personnel actions for faculty shall be those provided under CSC MC No.1 s. 1997 and such other issuances that may thereafter be issued by the Civil Service Commission (CSC).

##### **Policies**

1. The minimum qualification standards for appointment to faculty positions/ranks are the following:

<u>Instructor I to II</u>  Education : Relevant master's Degree Experience: None Required Training : None Required Eligibility : None Required RA 1080 (For courses requiring BAR or BOARD eligibility)
<u>Instructor III</u>  Education : Relevant master's Degree Experience: 2 years of relevant experience Training : 4 hours of relevant training Eligibility : None Required RA 1080 (For courses requiring BAR or BOARD eligibility)
<u>Assistant Professor I to III</u>  Education : Relevant master's Degree Experience: 4 years of relevant experience Training : 4 hours of relevant training Eligibility : None Required RA 1080 (For courses requiring BAR or BOARD eligibility)

Assistant Professor IV

Education : Relevant master's Degree  
 Experience: 4 years of relevant experience  
 Training : 8 hours of relevant training  
 Eligibility : None Required  
 RA 1080 (For courses requiring BAR or BOARD eligibility)

Associate Professor I – III

Education : Relevant master's degree  
 Experience: 6 years of relevant experience  
 Training : 8 hours of relevant training  
 Eligibility : None Required  
 RA 1080 (For courses requiring BAR or BOARD eligibility)

Associate Professor IV – V

Education : Relevant master's degree  
 Experience: 6 years of relevant experience  
 Training : 16 hours of relevant training  
 Eligibility : None Required  
 RA 1080 (For courses requiring BAR or BOARD eligibility)

Professor I

Education : Relevant doctorate degree  
 Experience: 8 years of relevant experience  
 Training : 24 hours of relevant training  
 Eligibility : None Required  
 RA 1080 (For courses requiring BAR or BOARD eligibility)

Professor II - III

Education : Relevant doctorate degree  
 Experience: 8 years of relevant experience  
 Training : 32 hours of relevant training  
 Eligibility : None Required  
 RA 1080 (For courses requiring BAR or BOARD eligibility)

Professor IV - VI

Education : Relevant doctorate degree  
 Experience: 8 years of relevant experience  
 Training : 32 hours of relevant training  
 Eligibility : None Required  
 RA 1080 (For courses requiring BAR or BOARD eligibility)

College/University Professor

Education : Relevant doctorate degree

Experience: 10 years of relevant experience

Training : 32 hours of relevant training

Eligibility : None Required

RA 1080 (For courses requiring BAR or BOARD eligibility)

2. Except to the extent authorized by Section 7, paragraph h of Republic Act No. 9045, as amended, the National Budget Circular issued by the Department of Budget and Management (DBM) pertaining to compensation and position classification plan for faculty positions in state universities and colleges shall govern the compensation and position classification of faculty positions in the University.

## **B. Recruitment, Selection and Appointment**

### **1. Recruitment and Appointment**

#### **General Policy**

The University, through its governing board, shall adhere to the internal policies, procedures and guidelines for the recruitment and appointment of faculty members.

The policies and procedures on recruitment and appointment of faculty are in accordance with existing Civil Service policies and procedures.

#### **Policies**

- a) Recruitment shall be limited to those who meet the minimum requirements prescribed for the rank.
- b) Transferees from other state or local universities and colleges may be admitted to their present faculty rank in the absence of qualified faculty members in the university.
- c) Vacant positions marked for filling shall be published in accordance with Republic Act No. 7041 (Publication Law). The published vacant positions shall also be posted in at least three (3) conspicuous places in the University for at least ten (10) calendar days and may be sent to other educational institutions within the region to inform other interested people. Other appropriate modes of publication shall be considered.

The filling of vacant positions in the University shall be made after ten (10) calendar days from their publication.

The publication of a particular vacant position shall be valid until filled but not beyond six (6) months reckoned from the date the vacant position was published.

In the issuance of appointments, the requirement for the publication is deemed complied with if the process of application and screening started within six (6) months from publication and if the vacancy is filled not later than nine (9) months from date of publication.

Should no appointment be issued within the nine (9)-month period, the university has to cause the re-publication of the vacant position.

- d) If a faculty member is appointed as University President, he/she loses his/her faculty rank. However, if it is a designation, he/she retains his/her faculty rank.
- e) The following are the status of appointments of the members of the faculty:
  - (1) **Permanent** appointment shall be issued to a person who meets the qualification standards established for the faculty rank who has successfully completed the probationary period. The University, through its governing board, shall determine the probationary period for original appointment in each rank, unless the Charter provides otherwise.

The probationary period shall be one (1) year from the date of original appointment.

- (2) **Temporary** appointment shall be issued to a person who does not meet the education, training or experience requirements of the position to which he/she is being appointed not exceeding one school year.

Appointees under temporary status do not have security of tenure and may be separated from the service, with or without cause. As such, they shall not be considered illegally terminated and; hence, not entitled to claim back wages and/or salaries and reinstatement to their positions.

The employment or services of appointees under temporary status may be terminated without necessarily being replaced by another. Temporary appointees may also be replaced within the twelve-month period by qualified eligibles or even by non-eligibles.

A 30-day written notice signed by the appointing authority shall be given to the temporary appointee prior to termination of service/removal or replacement.

- (3) A **contractual** appointment may be issued to a faculty member when the exigency of the service requires, subject to existing policies. Such appointment is for a limited period not to exceed one school year. The appointing authority shall indicate the inclusive period covered by the appointment for crediting services.

A contractual appointment should not be confused with contract of service since the service under the latter is not considered as government service. Contract of service does not give rise to employer-employee relationship between the individual and the government, which is not true with contractual appointment.

- (4) A **part-time** appointment may be issued to a regular plantilla position, either as permanent, if the requirements of the position are met; or as temporary, if one of the requirements is not met.

Part-time appointment to a regular plantilla position is different from part-time teaching covered by a contract of service or a job order. The former is submitted to the CSC as it involves appointment to a regular plantilla position, only that the work is part-time.

Service under a part-time appointment is government service and forms part of the faculty member's service record.

On the other hand, part-time teaching, covered by a contract of service or a job order does not give rise to employer-employee relationship between the University and the person hired, and it is stipulated in the contract that services rendered cannot be accredited as government service. Furthermore, the teaching staff member covered by a contract of service or a job order is not entitled to benefits enjoyed by government employees.

### **Procedures**

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 places 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) Representative of the CSC Accredited Federated Faculty Association duly appointed for the purpose. (N.B. The President of the CSC-Accredited

Federated Faculty Association who is also recognized by the Batangas State University Board of Regents as Faculty Regent cannot be a member of FSB);

- (4) A ranking faculty member chosen by the University President;
- (5) Chairman of the department to which the appointee will be assigned; and
- (6) 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.

The Human Resource Management Officer (HRMO) shall serve as the FSB Secretary. He/she 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.

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; and
- d. Recommendation from immediate supervisor
- e. Written examination and interview

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 meets 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, and 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.

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.

## C. Career and Personnel Development

### General Policy

The University shall develop a career and personnel development program for faculty members which shall include provisions on training, including foreign and local scholarships and training grants, job rotation, counseling, mentoring and other HRD interventions.

The career and personnel development program shall form part of the University Merit System.

### 1. Human Resource Development Interventions

To achieve the main objective of the University's personnel development program in bringing about highly educated and professional faculty members the following policies are promulgated:

#### Policies

a) The University shall develop and implement a continuing program of training and development for its faculty members.

b) The University shall encourage its faculty members to pursue relevant local and foreign-assisted training/scholarship grants, attend seminars, conferences, workshops or related human resource development courses.

c) Selection of participants in training programs shall be based on actual needs for specialization and enhancement of competence, taking into consideration organizational priorities.

d) Preference shall be given to candidates with permanent appointment.

e) The University may adopt other human resource development interventions such as the following:

- (1) **Counseling.** This entails one-on-one close interaction between a faculty member and a supervisor to jointly look at problems besetting him/her which affect his/her performance and relationships with others. It is used generally as a corrective approach in helping a faculty member overcome his/her problem which may be either personal or work related.
- (2) **Mentoring.** A mechanism that guides a faculty member to the inner network of the University, which may assist him/her in career advancement. It involves a manager's investment on a high potential faculty member, providing an objective assessment of one's strength and weaknesses and ensuring opportunities to address them. This mechanism allows the faculty member to clarify "ambiguous" expectations of the University and facilitates career growth.

- (3) **Job Rotation.** The sequential or reciprocal movement of a faculty member from one office to another or from one division to another within the same university as a means for developing and enhancing his/her potentials in an organization by being exposed to the various functions of the University.

The duration of the job rotation shall be within the period prescribed by the University President but shall not exceed twelve months.

### **Procedures**

- a) The University shall create a “Faculty Training and Development Committee (FTDC)” to be composed of the following:

- (1) Vice-President for Academic Affairs as Chairman;
- (2) Vice-President for Administration and Finance as Vice-Chair;
- (3) Representative of CSC-Accredited Federated Faculty Association, or if there is no accredited federated faculty association/union, a representative chosen through general election, as member;
- (4) Department/Unit heads where the field of grant/scholarship/training occurs as member; and
- (5) HRMO as Secretariat.

The term of its members shall be two (2) years. 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 department/unit head 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 FTDC, his/her plan embodying the kind of training programs and the names of those who shall attend such program.

- c) The FTDC through the HRMO, shall inform all faculty members concerned about the study grants and scheduled seminars/conferences or workshops and invite qualified faculty members to avail of such program.

- d) The participant or recipient of a training 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 given the opportunity to share with his/her colleagues what he/she has learned.

## **D. Performance Management/Performance Evaluation System**

### **General Policy**

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

### **Policies**

1. The performance rating of a faculty member shall be used as basis for promotion or giving of incentives and rewards.
2. The performance evaluation system provides for at least five adjectival ratings:
  - Outstanding
  - Very Satisfactory
  - Satisfactory
  - Unsatisfactory
  - Poor
3. No faculty member shall be considered for promotion without a record of at least two (2) successive performances ratings of at least Very Satisfactory immediately preceding the assessment of candidates for advancement to higher ranks or positions.
4. The University shall adhere to the policies and procedures as indicated in CSC-approved performance evaluation system.
5. 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:      | Executive Senior Assistant (or his authorized representative);  |
| Vice Chairman: | Vice President for Academic Affairs;  |
| Members:       | <ul style="list-style-type: none"><li>- Dean/Campus Administrator encompassing non-teaching academic units;</li><li>- HRM Officer;</li><li>- Representative 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.</li></ul> |

### **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

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

### **E. Program on Awards and Incentives for Service Excellence (PRAISE)**

#### **General Policy**

The CSC-approved Program on Awards and Incentives for Service and Excellence (PRAISE) shall form part of the University Merit System for faculty members in accordance with existing policies.

#### **Policies**

1. The System shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.

2. The System shall give emphasis on the timeliness of giving award or recognition. Aside from conferment of awards during the traditional or planned awarding ceremonies, the spirit of on-the-spot grant of recognition shall be institutionalized.

3. The System shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of faculty members through formal and informal modes.

4. For this purpose, the System shall encourage the grant of non-monetary awards. Monetary awards shall be granted only when the suggestions, inventions, superior accomplishments and other personal efforts result in monetary savings, which shall not exceed 20 percent of the savings generated.

5. At least five (5) percent of the HRD Funds shall be allocated for the System and incorporated in the University's Annual Work and Financial and Budget.

6. The System shall be institutionalized through the creation of a PRAISE Committee in the University.

7. The composition of the PRAISE Committee shall be in accordance with the CSC-Approved PRAISE.

8. The University President shall be responsible in overseeing the System's operation and the Human Resource Management Unit shall serve as the System's Secretariat.

9. The PRAISE Committee shall ensure that productivity, innovative ideas, suggestions and exemplary behavior can be identified, considered, managed and implemented on a continuing basis to cover all faculty ranks.

10. The PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the University. The University may, however, employ an external or independent body to assist the PRAISE Committee to judiciously and objectively implement the system of incentives and awards.

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

12. The University shall encourage improved productivity and efficiency among the faculty through appropriate recognition based on performance, innovations, ideas and exemplary behavior.

13. All permanent members of the faculty with regular plantilla items who meet the criteria for each specific award shall be entitled to receive the award including those whose responsibilities include the making of suggestions, formulation of plans and policies or making recommendation to achieve greater efficiency and economy in the University.

14. Recipients of honor awards shall be given preference in promotion and in training grants and scholarships.

15. The HRMO shall enter into the personnel file any award of honor received by the any member of the faculty.

16. The University shall determine the types of incentives that may be given as incorporated in the CSC-approved Program on Awards and Incentives for Service Excellence (PRAISE) which shall form part of this merit system.

17. The CSC-approved PRAISE shall be the basis for the grant of the Productivity Incentive Bonus (PIB), other awards and incentives. The Annual Praise Report shall be submitted by the University to the CSC Regional Office concerned on or before the thirtieth of January to enable its faculty members to qualify for nomination to the CSC-sponsored national awards.

## **F. Personnel Relations and Welfare Services**

### **General Policy**

The University shall take all proper steps toward the creation of an atmosphere conducive to sound management-faculty relations, which shall improve faculty morale. It shall make provisions for the health, welfare, counseling, recreation and related services.

### **Policies**

To maintain a high level of productivity and morale among the faculty, the University shall:

1. make arrangements for annual medical and dental services and take proper action on the recommendation resulting from such physical examinations;
2. provide a system of informing the faculty members of their rights and privileges as well as the rules governing their obligations and conduct;
3. facilitate dissemination of information and discussion of ideas among the department heads and faculty members. It shall encourage their participation in the development of policies, procedures and other matters affecting them and their work;
4. encourage voluntary activities whether athletic, social, recreational or financial, provided these are conducive to faculty members' well-being and consistent with the objectives of personnel welfare;
5. encourage faculty members to form and join or assist faculty organization of their own choosing subject to the laws on government service, for the furtherance and protection of their interests. They can also form work council and other forms of worker participation schemes.

## **V. WORKING HOURS**

### **General Policy**

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 forty (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., which shall be left to the discretion of the Board of Regents.

### **Policies**

1. The University shall prescribe its own rules and regulations governing working hours and attendance of its faculty members in accordance with existing policies.



2. It shall be the duty of the head of the department in the University to require all faculty members under him/her to strictly observe the prescribed office hours, which may be apportioned to teaching hours per week, student consultation per week, lesson preparation per week, and research and extension services.

3. When the head of the department, in the exercise of his/her discretion, allows members of the faculty to leave the office during office hours not for official business, but to attend social events/functions and/or wakes/interments, the same shall be reflected in their daily time record and charged against their leave credits.

4. Each head of department in the University shall require a daily record of attendance of all the faculty members under him/her to be kept on the proper form and, registered on the bundy clock. The University President has the prerogative to decide the proper form of monitoring the daily record of attendance of all faculty members.

5. When the interest of public service so requires, the daily hours of work of faculty members may be extended by the University President, which extension shall be fixed in accordance with the nature of the work; provided, that work in excess of eight (8) hours must be properly compensated.

#### **A. Part-Time Teaching**

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 may either be to a regular plantilla faculty 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 may not be required to use the bundy clock. However, they shall be required to keep records of their attendance in a logbook and accomplish CS Form 48 (DTR) consistent with the entries in the logbook for accounting and auditing requirements.
4. Part-time contract of service shall be submitted to the CSC Regional Office (CSCRO) having jurisdiction over the University for review of its stipulations within thirty (30) days from the execution and signing of the contract of service, MOA or job

order which shall be the date indicated on the said instruments (CSC MC No. 17, s 2002)

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

### **B. Flexi-Time Schedule**

Each head of the department in the University may allow flexible working hours for his/her faculty members so they can perform their four-fold functions of instruction, consultation, research and extension services, provided that the prescribed forty hours of work per week shall strictly be implemented.

## **VI. LEAVE BENEFITS**

### **General Policy**

Leave benefits of faculty members shall be at the discretion of the University governing board pursuant to Section 4 (h) of the Higher Education Modernization Act of 1997 (RA 8292). However, in the absence of such specific provisions, the general leave law and the Omnibus Rules on Leave shall be applicable. Hence, the University should promulgate its own implementing rules relative thereto. Said implementing rules should be submitted to the Civil Service Commission for recording.

## **VII. COMPLAINTS AND GRIEVANCE MACHINERY**

### **General Policy**

The CSC-approved Grievance Machinery (GM) shall form part of the University Merit System for faculty members to promote harmony in the workplace, and foster the productivity of each faculty member.

### **Policies**

a) 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.

b) The University shall adhere to the policies of the established Grievance Machinery that is the best way to address grievance between or among faculty members.

c) The aggrieved party shall be assured freedom from coercion, discrimination, reprisal and biased action on the grievance.

d) Legal rules and technicalities shall not bind grievance proceedings. Even verbal grievance must be acted upon expeditiously. The services of legal counsel shall not be allowed.

e) 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.

f) Grievance refers to work related issues giving rise to faculty members' dissatisfaction. The following cases shall be acted upon through the grievance machinery:

1. Non-implementation of policies, practices and procedures on economic and financial issues and other terms and conditions of employment fixed by law including salaries, incentives, working hours, leave benefits and related terms and conditions;
2. Non-implementation of policies, practices and procedures which affect faculty members from recruitment to promotion, detail, transfer, retirement, termination, lay-offs, and related issues that affect them;
3. Physical working conditions;
4. Interpersonal relationships and linkages;
5. Protest on appointments; and
6. All other matters giving rise to faculty dissatisfaction and discontentment outside of those cases enumerate therein.

g) The following cases shall not be acted upon through the grievance machinery:

1. Disciplinary cases which shall be resolved pursuant to the Uniform Rules on Administrative Cases; and
2. Union-related issues and concerns.

h) 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.

i) The University shall constitute a "Complaints Grievance Committee" to receive, hear and resolve complaints and grievances. The composition of the committee shall be in accordance with the CSC-Approved Grievance Machinery

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

j) The Grievance Committee shall adhere to the internal procedures and strategies as stated in the CSC-approved Grievance Machinery. Membership in the Grievance Committee shall be considered part of the member's regular duties.

## **Procedures**

1. 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.
2. The Committee shall resolve any complaint within five days.
3. In case any dispute remains unresolved after exhausting all available remedies under existing laws and procedures, the grievance may be elevated to the Civil Service Commission Regional Office concerned only upon submissions 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 University of the grievance.

## **VIII. PUBLIC SECTOR UNIONISM**

### **General Policy**

Faculty members can form or join faculty association/union of their choice 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' protection schemes to achieve the same objectives.

In no case shall membership in a union consist of both teaching and non-teaching personnel of the University.

### **Policies**

- a) High-level faculty members whose duties are normally considered policy-making or managerial or highly confidential shall not be eligible to join the faculty association/union.
- b) The faculty association/union, which has been extended due recognition by the BOR, shall register with the Department of Labor and Employment and the Civil Service Commission.
- c) Representatives of the accredited faculty association/union shall sit as members of the different committees such as Training and Development Committee, Faculty Selection Board, Grievance Committee, PRAISE Committee, and PERC.
- d) The University shall be governed by the rules and procedures on Public Sector Unionism.

## IX. DISCIPLINE

### General Policy

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

### Policies

a) 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.

b) 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.

## X. OTHER PERSONNEL ACTIONS

The University may formulate its own internal rules on the following personnel actions subject to CS rules and regulations on the matter.

a) **Transfer.** The movement of a faculty member from one university to another; or from one college to another within the same university; or from one position in the administrative department to a faculty position in the academic department within the university; without break in the service. It involves issuance of an appointment.

b) **Reassignment.** Movement of a faculty member across the organizational structure within the University, which does not involve a reduction in rank, status or salary, and does not require issuance of an appointment but an office order by duly authorized official.

c) **Detail.** Temporary movement of a faculty member from one department or agency to another, which does not involve a reduction in rank, status or salary. A detail requires issuance of an office order by duly authorized official.

The faculty member who is detailed receives his/her salary only from his/her mother unit/agency.

Detail shall be allowed only for a maximum of one year.

If the faculty member believes that there is no justification for the detail, he/she may appeal his/her case to the Board of Regents. Pending appeal, the detail shall be executory, unless otherwise ordered by the Commission.

d) **Secondment.** Movement of a faculty member from one department or institution to another which is temporary and which may or may not require the issuance of an appointment but may either involve reduction or increase in compensation.

Secondment shall be governed by the policies on the matter.

## **XI. RETIREMENT**

### **General Policy**

Unless appropriate authorities extend the service, retirement shall be compulsory at sixty-five (65) years of age.

### **Policies**

a) Extension of service may be requested by the President or the appropriate authority to complete the fifteen-year service requirement. A faculty member may be allowed to continue in the service in accordance with civil service rules and regulations.

b) Services of the University President, whose performance has been unanimously rated as Outstanding and unanimously recommended by the Search Committee concerned, may be extended by the governing board beyond the compulsory age of retirement but not later than the age of seventy (70).

## **XII. TRANSITORY PROVISIONS**

Except as otherwise provided in this Merit System, rights vested or acquired under established system prior to the effectivity of this System shall be respected.

## **XIII. RESPONSIBILITY**

The President, the Board of Regents, the Vice-President for Administration and Finance, the Vice-President for Academic Affairs, the Deans, the Directors, the Heads of Departments / Units, the Chief Administrative Officer, and the Human Resource Management Officer (HRMO) shall be responsible for the implementation and maintenance of this Merit System. The initiative and active participation of the HRMO shall be expected in the proper implementation of this Merit System.

## **XIV. AMENDMENT**

This Merit System shall be subject to amendment/revision by any DBM National Compensation Circulars, DBM National Budget Circulars, CHED Circulars, and Civil Service Commission rules and regulations.

## **XV. EFFECTIVITY**

This Merit System shall take effect upon approval by the BSU Board of Regents. The Civil Service Commission shall be furnished a copy of the approved BSU Merit System.

## **ANNEX G**

### **IMPLEMENTING GUIDELINES FOR NBC NO.461**

#### **I. General Guideline:**

1. All faculty members in higher education programs and heads/administrators of public Higher Education (HEIs) composed of the State Universities and Colleges (SUCs) and CHED Supervised Higher Education Institutions (HEIs), including TESDA Technician Education Institution (TEIs) shall be evaluated in accordance with the updated Common Criteria for Evaluation (CCE) and the modified Point Allocation (MPA).

2. All claims for CCE points shall be supported by the appropriate and the pertinent primary documents. Secondary documents shall not be accepted, except in situations where the primary documents have been lost or damaged through force majeure.

3. Personal Data Sheet (PDS) accomplished and submitted for evaluation shall be subscribed and sworn to.

4. The following mechanics of implementations shall be observed:

4.1 The HEI concerned shall reproduce the Personal Data Sheet.



- 4.2 The faculty member or the administrator shall accomplish the form and attach all supporting documents.
- 4.3 The HEI shall form two committees – one of Evaluators and one of Reviewers – which shall sit en banc to evaluate and review faculty credentials.
- 4.4 The Evaluators shall enter the points in the Summary Sheet and shall sign the same.
- 4.5 The Review Committee shall review the evaluation of all documents and submit the evaluated Personal Data Sheet and supporting documents to the Head of school for official transmittal to the PASUC CCE Computerization Center, which shall process the documents using approved computer program.
- 4.6 Where the two committees differ in their faculty assessment, they shall sit down together and come to a collegial decision.
- 4.7 The official print out from the PASUC CCE Computerization Center shall be released to the President/Administrator or the authorized Representative of the HEIs concerned.

5. Upon authorization of the DBM, the PASUC CCE Computer Center shall be at the TUP –IRTC based on a Memorandum of Agreement (MOA) between PASUC and TUP.

6. For purposes of implementing the National Compensation Circular, cut - off date shall mean the most recent date of documents considered in the evaluation cycle.

7. The hiring/promotion of faculty members shall be subject to the relevant educational qualification by rank/sub – rank and the Merit System Plans for faculty adapted by promulgated, for CHED-Supervised HEIs and TESDA TEIs provided that such Merit System Plans shall not be lower than the Qualification Standards (QS) prescribed by the Civil Service Commission (CSC). The CCE computer printout shall be the basis of hiring new faculty members from the Instructor I to Assistant Professor IV.

8. For upgrading and/or promotion to any sub-rank in the Instructor and Assistant Professor positions a faculty candidate should satisfy the CCE points corresponding to the rank/sub-rank plus the qualitative contributions in the area of instruction measured in terms of teaching effectiveness.

9. For upgrading and/or promotion to the rank of Associate Professor I to V a faculty candidate should satisfy the CCE points corresponding to the rank/sub-rank plus quantitative contributions in at least two (2) of the four functional areas, namely, instruction, research, extension, and production. The standards and point values in the qualitative contributions are indicated in the attached matrix and guidelines.

10. Four upgrading and/or promotion to the rank of Professor I to VI, the faculty candidate shall be required to earn the CCE points corresponding to the rank/sub-rank plus qualitative contributions in at least three of the four functional areas.

11. Faculty positions in CHED – Supervised HEIs and TESDA TEIs shall be limited to the rank of Associate Professor V.

## II. SPECIFIC FACTORS AND GUIDELINES FOR DETERMINING POINTS

1. Educational Qualifications -- 85 points
  - 1.1 Highest relevant academic degree or educational attainment with the following maximum point credits.
    - 1.1.1 Doctorate ----- 85
    - 1.1.2 Master's degree ---- 65
    - 1.1.3 LLB and MD----- 65

N.B MD shall be considered a doctorate degree if the holder is teaching in the College of Medicine.

- 1.1.4 Diploma course (above a bachelor's degree) ---- 55
- 1.1.5 Bachelor's degree (four years) 45

N.B In the case a bachelor's degree which is more than four years, additional credit of five points is given for every year over four years.

1.1.6 Special courses --	30
3 –year post secondary course	30
2- year post secondary course	25

1.2 Additional equivalent and relevant degree earned

1.2.1 Additional master's degree- 4

1.2.1 Additional bachelor's degree 3

N.B. An additional equivalent and relevant degree earned related to the present position refers to another degree on the same level as the advanced degree that the faculty has already earned.

Relevance is the applicability of the degree to teaching and to the subjects the faculty is teaching, or the duties and functions other than teaching which the faculty performs.

For example, a holder of M.S. in Math acquired a degree in MS Physics. However, an M.A. holder, who acquired two bachelor degrees like A.B., BSE, shall be credited only for his/her M.A. degree.

Additional credits earned

1.2.3 For every 3 units earned toward a higher approved degree course (maximum of 10 pts.) 1

2. Experience and Professional Services - 25 pts.

N.B. The services and experiences of a faculty who is designated to an administrative position like Vice President, Dean, Director, etc., shall be credited only once, whichever is highest, within the period of his designation.

2.1 For every year of full-time academic service in state institution of higher learning. 1

N.B. Academic Service refers to teaching in college or doing research and extension functions.

A year means at least 2 semesters.

Full time service means the official full-time equivalent load (FTEL) hours of actual teaching or its equivalent in other functions approved by the institution's Board of Regents/ Board of Trustees.

State institution of higher learning refers to chartered SUCs, CHED – Supervised and TESDA schools whose main functions and responsibility is tertiary education and offers degree program.

2.2 For every year of full time academic service in an institution is higher learning other than SUC's . 0.75

CHED-supervised and TESDA School service in a public or private research institution.

N.B. Academic service refers to teaching in the tertiary level in an institution of higher learning which is not a SUC, a CHED – Supervised or TESDA schools or doing a research or experience a professional level in a research institution.

2.3 For every year of administrative designation as:

- |  |     |
|--|-----|
| a. President -----   | 3.0 |
| b. Vice – President  | 2.5 |
| c. Dean/Director/School Superintendent<br>----                   | 2.0 |
| d. Principal/Supervisor/ Department<br>Chairperson/Head of Unit- | 1.0 |

2.4 For every year of full time industrial/agricultural/teaching experience as:

- |                                    |     |
|------------------------------------|-----|
| a. Engineer, Plant/Farm Manager -- | 1.5 |
| b. Technician -----                | 1.0 |
| c. Skilled Worker -----            | 0.5 |

2.5 For every experience as:

- |                                  |     |
|----------------------------------|-----|
| a. Cooperating Teacher -----     | 0.5 |
| b. Basic Education Teacher ----- | 0.5 |

3. Professional Development Achievement and Honors ----- 90pts.

### 3.1 Innovations, patented, inventions, publications and other creative works (maximum of 30pts)

3.1.1 For every cost and time saving innovation patented invention and creative work as well as discovery of an educational, technical scientific, and/or cultural value. -----  
- 1 to 7

Sub-categories under 3.1.1 are as follows:

#### A. Inventions

These original, patented or must have patented pending works which have directed contribution to education, science and technology. The basis for the weight is the patented score.

Criteria	Credits
1. If patented	Multiply patented score by weight assigned according to criterion of utility.
2. If patented pending	Multiply patented weight according to utility.

N.B. Per invention or discovery, the following additional criteria or point allocations are prescribed:

Commercial utility on:

an international scale -----	7
a national scale -----	5
institutional level -----	2

The accrediting bodies for these factors on the international and national scale are:

Science and technology DOST  
Education DECS/CHED/TESDA

For the institutional level, a University Committee shall accredit. The patent paper/document must be presented to ascertain patent score. Credit points are divided equally among two or more individuals claiming credit for the same invention.

## B. Discoveries

A discovery must be the first of its kind or not of common knowledge. It shall be the result or product of the research of an individual or a group of faculty.

### Criteria

### Credits

1. Originality, educational impact  
impact, documentation 60% of 7 (0.6x7)
2. evidence of wide dissemination  
e.g. exhibits, publications 40% of 7 (0.4x7)



N.B. Where there are more than one proponents, the points are to be divided equally among them. If only one factor (e.g.(1) is satisfied, credit is awarded only for that factor).

Creative work has to satisfy one or more of the following criteria:

1. Originality 25% of 1 -7 pts.
2. Acceptability and recognition 25% of 1 - 7pts.
3. Relevance and value 25% of 1-7pts.
4. Documentation and evidence of dissemination 25% of 1-7 pts.

N.B. The scale of 1-7 is distributed on the basis of competitiveness, thus:

- |                       |   |
|-----------------------|---|
| ▪ International ----- | 7 |
| ▪ National -----      | 5 |
| ▪ Institutional ----- | 2 |

Credits are divided among two more claimants. Examples of creative works are published articles, literary items, musical compositions and/or arrangement, painting, sculpture, and other performing arts.

Innovations consist of improvements/modifications made on an existing design, process or product. The criteria for rating and the points for each criteria are:

## Criteria                      Credits

1. Use of indigenous materials 20% of 7 pts.
2. Relevance and value to education, science and technology 20% of 7 pts.
3. Cost/time/energy saving 20% of 7 pts.
4. Dissemination/documentation  
20% of 7 pts.

3.1.2 For every published book, original, edited or compiled, copyrighted/published within the last ten years.

- a. As original author            3-7
- b. As co-author        ----- 2-5
- c. As reviewer        ----- 1-4
- d. As translator       ----- 1-4
- e. As editor        ----- 1-3
- f. As compiler        ----- 1-2

The factors and their weight are:

Role	Tertiary	High School	Elementary
Single Author	7 pts	5 pts	4 pts
Co-Author	5 pts	3 pts	2 pts
Reviewer	4 pts	2 pts	1 pt
Translator	4 pts	2 pts	1 pt
Editor	3 pts	2 pts	1 pt
Compiler	2 pts	1 pt	1 pt

Textbooks, including science and technology and references.

3.1.3 For every scholarly research/monograph/educational technical articles in a technical /scientific/professional journal.

- a. International ----- 5
- b. National ----- 3
- c. Local ----- 2

3.1.4 For every instructional/manual/audio-visual material developed and approved for use ----- 1-3

Under this item are approved and published sets of compiled modules, laboratory manuals, operation manuals, workbooks, teaching guides, including software, prototype and Computer-Aided Instruction materials. Syllabi, flip – charts compiled copy of machine-copied documents, mock –ups are not considered under this item. Those that can be credited are approved by the department or college for instructional purposes.

<u>Role</u>	<u>Credit</u>
Single author or maker	Full
Co-author, co-maker	Half

N.B. To be granted, a sample of the material and a certification by the College/Department as to its usefulness and acceptability for instruction must be presented.

3.2 For expert service, training and active participation on profession/technical activities (Maximum of 30 pts.)

3.2.1 Training and Seminars (Maximum of 10 pts.)

3.2.1.1 For every training course with a duration of at least one year (pro-rated for less than a year and not exceed 10 pts.)

3.2.1.2 For certified industrial, agro- industrial or fishery training. 1/120h (maximum of 5 pts.)

3.2.1.3 For participation in conferences, seminars, workshops

- a. International 3
- b. National/Regional 2
- c. Local ----- 1

3.2.2 Expert Services Rendered (Maximum of 20 pts.)

3.2.2.1 For serving as a short term consultant/expert in an activity of an educational, technological, professional, scientific or cultural nature (foreign or local) sponsored by the government and other agencies

- a. International -5
- b. National/Regional -3
- c. Local ----- 2

3.2.2.2 For services rendered as coordinator, lecturer, and resource person or guest speaker in conferences, workshops, and/or training courses

- a. International 5
- b. National/Regional 3
- c. Local ----- 2

3.2.2.3 For expert services as adviser in doctoral dissertations, masteral and undergraduate thesis (maximum of 10 pts.)

3.2.2.4 For certified services as reviewer/examiner in the Professional Regulations Commission (PRC) or in the Civil Service Commission (CSC) 1

3.2.2.5 For expert services in accreditation work as a member of the Board of Directors, member of the Technical Committee or Consultant Group -- 1

3.2.2.6 For expert service in the trade skill certification  
1

3.2.2.7 For every year of service as a coach/trainee in sports or adviser of student organization -----1

3.3 Membership in professional organizations/honor societies and honors received (Maximum of 10 pts.)

3.3.1 For the current individual membership in relevant professional organization (s)

- a. Learned Society
  - Full member ----2
  - Associate member -1
- b. Honor Society ----1
- c. Scientific Society 1
- d. Professional Officer 1
  - Member 0.5

### 3.3.2 For undergraduate academic honors earned:

- a. Summa Cum Laude 5
- b. Magna Cum Laude 3
- c. Cum Laude 1

### 3.3.3 Scholarship/Fellowship. This may be degree or non-degree granting.

#### a) International, competitive

Doctorate	5
Masteral	4
Non – degree	3

#### b) International, non competitive

Doctorate	3
Masteral	2
Non – degree	1

- c) National / Regional, non – competitive

Doctorate	2
Masteral	1

- 3.4. Awards of distinction received in recognition of achievement in relevant areas of specialization/profession and or assignment of the faculty concerned

a) International	-----	5
b) National/Regional	-	3
c) Local	----	2

- 3.5. Community Outreach (maximum of 5 pts.)

- 3.5.1 For every year of participation in service – oriented projects in the community -1

- 3.6 Professional examinations

- 3.6.1 For every relevant licensure and other professional examinations passed (maximum of 10 pts.)

a) Engineering, Accounting, Medicine, Law, Teacher's Board, etc.	5
--	---



b) Marine Board/ Seaman Certificate; Master Electrician/ Master Plumber Certificate etc; Plant Mechanic Certificate; Professional Radio Operator Certificate --2

c) Other trade skill certificate -1

Faculty Rank	Sub Rank -	Salary Grade	Point Bracket
Instructor	I II III	12 13 14	65 – below 66-67 77-87
Assistant Professor	I II III IV	15 16 17 18	88-96 97-105 106-114 115-123
Associate Professor	I II III IV V	19 20 21 22 23	124-130 131-137 138-144 145-151 152-158
Professor	I II III IV V VI	24 25 26 27 28 29	159-164 165-170 171-176 177-182 183-188 189-194
College/University Professor		30	195-200

## APPENDIX H

### BATANGAS STATE UNIVERSITY GRIEVANCE MACHINERY

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, Batangas State University hereby adopts the herein Grievance Machinery.

#### I. OBJECTIVES

##### 1. General

Create a work atmosphere conducive to good supervisor-employee relations and improve employee morale

##### 2. Specific

- 2.1 Activate and strengthen the University's existing grievance machinery;
- 2.2 Settle grievances at the lowest possible level in the University; and
- 2.3 Serve as a catalyst for the development of capabilities of personnel on dispute settlement, especially among supervisors in the University.

#### II. SCOPE

The Grievance Machinery applies to all levels of officials and employees in the University. It may also apply to non-career employees whenever applicable.

#### III. DEFINITION OF TERMS

**Accredited or Recognized Employee Union** – An employee union accredited pursuant to Executive Order No. 180 and its implementing rules and regulations

**Bilis Aksyon Partner** - Human Resource Management Officer (HRMO), the counterpart of Action Officer of the Civil Service Commission under the Mamamayan Muna Program in every agency, pursuant to CSC MC No. 3, s. 1994

**Central Office** – Batangas State University Main Campus and its attached offices extension campuses excluding Jose P. Laurel Polytechnic College – Malvar Campus and Apolinario R. Apacible School of Fisheries (ARASOF) – Nasugbu Campus

**Employees** – Academic and non – academic, teaching staff of the University

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

**Grievance Machinery** – A system or method of determining and finding the best way to address the specific cause or causes of the grievance

**Public Sector Labor – Management Council (PSLMC)** – The Council responsible for the promulgation, implementation and administration of the guidelines for the exercise of the right of employees to organize pursuant to Executive Order No. 180

#### **IV. APPLICATION OF GRIEVANCE MACHINERY**

The following instances shall be acted upon through the grievance machinery:

1. Non – implementation of policies, practices and procedures on economic and financial issues and other terms and conditions of employment fixed by law, including salaries, incentives, working hours, leave benefits such as delay of the processing of overtime pay, unreasonable withholding of salaries and inaction on application of leave;
2. Non – implementation of policies, practices and procedures which affect employees from recruitment to promotion, detail, transfer, retirement, termination, lay-offs, and other related issues that affect them such as failure to observe selection process in appointment, and undue delay in the processing or retirement papers;
3. Inadequate physical working conditions such as lack of proper ventilation in the workplace, and insufficient facilities and equipment necessary for the safety and protection of employees whose nature and place of work are classified as high risk or hazardous;
4. Poor interpersonal relationships and linkages such as unreasonable refusal to give official information by one employee to another;
5. Protest on appointments; and
6. All other matters giving rise to employee dissatisfaction and discontentment outside of those cases enumerated above.

The following cases shall not be acted upon through the grievance machinery:

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

#### **V. GRIEVANCE PROCEDURES**

The procedures for seeking redress of grievances shall be as follows:

1. **Discussion with Immediate Supervisor.** At the first instance, a grievance shall be presented verbally or in writing by the aggrieved party to his or her immediate supervisor.

The supervisor shall inform the aggrieved party of the corresponding action within three (3) working days from the date of presentation.

Provided, however, that where the object of the grievances is the immediate supervisor, the aggrieved party may bring the grievance to the next higher supervisor.

2. Appeal to the Higher Supervisor. If the aggrieved party is not satisfied with the verbal decision, he or she may submit the grievance in writing with five (5) days to the next higher supervisor who shall render his or her decision with five (5) working days from the receipt of the grievance.

3. Appeal to the Grievance Committee. The decision of the next higher supervisor may be elevated to the Grievance Committee within five (5) working days from the receipt of the decision of the next higher supervisor.

The Grievance Committee may conduct an investigation and hearing within ten (10) working days from the receipt of the grievance and render a decision within five (5) working days after the investigation; provided however, that where the object of grievance is the Grievance Committee, the aggrieved party may submit the grievance to top management.

4. Appeal to Top Management. If the aggrieved party is not satisfied with the decision of the Grievance Committee, he or she may elevate his or her grievance within five (5) working days from the receipt of the decision through the committee to top management. The aggrieved party may bring his or her grievance directly to the Civil Service Commission Regional Office.

5. Appeal to the Civil Service Commission Regional Office. If the aggrieved party is not satisfied with the decision of top management, he or she may appeal or elevate his or her grievance to the Civil Service Commission Regional Office concerned within fifteen (15) working days from the receipt of such decision. Together with the appeal, the aggrieved party shall submit a Certification on the Final Action on the Grievance (CFAG). The Civil Service Commission Regional Office shall rule on the appeal in accordance with existing civil service law, rules and regulations.

## **VI. GRIEVANCE COMMITTEE**

The Central Office, Jose P. Laurel Polytechnic College – Malvar Campus, and Apolinario R. Apacible School of Fisheries (ARASOF) – Nasugbu Campus shall establish separate grievance committees subject for review of the University President.

### **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. In the Central Office, the Executive Vice President or its equivalent position shall act as chairperson. In Malvar and Nasugbu Campuses, the chairperson shall be their respective College Administrators;

2. Two (2) higher supervisors 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 assembly or any other mode of selection 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 union; the first level representatives 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.

### **Responsibilities**

In addition to finding the best way to address specific grievances, the committee shall have the following responsibilities:

1. Establish its own internal procedure and strategies. Membership in the grievance committee shall be considered as a part of a member's regular duties;
2. Develop and implement pro-active measures or activities to prevent grievance such as employee assembly, which shall be conducted at least one every quarter "talakayan", counseling and other HRD interventions. Minutes of the proceedings of these activities shall be documented for audit purposes.
3. Conduct continuing information drive on Grievance Machinery among officials and employees in collaboration with the personnel unit;
4. Conduct dialogue between and among the parties involved;
5. Conduct an investigation and hearing within ten (10) working days from receipt of the grievance and render a decision within five (5) working days after the investigation, provided, however, that where the object of the grievance is the grievance committee, the aggrieved party may submit the grievance to top management;
6. Direct the documentation of the grievance including the preparation and signing of written agreements reached by the parties involved;
7. Issue Certification of the Final Action on the Grievance (CFAG) which shall contain, among other things, the following information: history and final action taken by the University on the grievance; and

- 8. Submit quarter report of its accomplishments and status of unresolved grievances to the Civil Service Commission Regional Office concerned.

**VII. GRIEVANCE FORM**

The following forms shall be used:

**1. Grievance Form**

GRIEVANCE FORM

(Date Filed)

Name of Aggrieved Party

Section/Division/Office

Position Title/Designation (if any)

Aggrieved Party's Higher Supervisor

Nature/Subject of Grievance:

Action Desired

Signature of Aggrieved Party

## 2. Grievance Agreement Form

Grievance Agreement Form	
Name of the Parties to a Grievance _____	
Nature of the Grievance _____	
Steps Toward Settlement _____	
Agreement/s Reached _____	
_____	
_____	
We promise to abide by the above-stated agreement.	
_____	_____
Aggrieved Party	Subject of Grievance
_____	
Chairman, Grievance Committee	

## 3. Certificate of Final Action on the Grievance

CERTIFICATE OF FINAL ACTION ON THE GRIEVANCE	
This certifies that the grievances filed by _____	
on _____ has been acted upon by this Committee on _____.	
Final Action Taken: _____	
_____	
_____	
Chairman Grievance Committee	
Date _____	

## VIII. EFFECTIVITY

This Grievance Machinery shall take effect immediately upon approval by the Civil Service Commission Regional Office concerned.

## IX. COMMITMENT

I hereby commit to implement the provisions of this Grievance Machinery and take the necessary action in accordance with the existing civil service law and rules against supervisors or officials who refuse to act on a grievance brought before their action.