



ADMINISTRATIVE MANUAL

CHAPTER I

ISABELA STATE UNIVERSITY

Historical Background

The Isabela State University traces its humble beginning in December 1918 to a farm school – the Echague Farm School, constituting of a 4-room academic building and a home economics building established through the pioneering efforts of an American supervising teacher Mr. Horatio Smith, under the provisions of the Compulsory Education Act.

With only ten teachers to run the school, it accommodated 100 pupils from grades five to seven to take up elementary agriculture. Soon after, growth was gradually seen when the 100 enrollees increased to 300 necessitating the hiring of more home economics teachers and a farm manager as was provided by the same provision. Subsequently, more infrastructures were gradually conducted in 1925 to include a modest library building, a granary, a poultry swine building, garden houses and a nursery.

More developments soon followed with the conversion of the farm school into a rural high school in 1928. This progress provided for the opening of higher academic levels – the first and second year classes, and the third and fourth year classes thereafter. In response to increasing demands for appropriate higher education programs, the secondary agricultural education and home economics courses were made fully operational.

The year 1935 brought in another development for the Isabela State University when the Municipal Council of Echague, Isabela withdrew its support from the gradually progressing rural high school. Consequently, the school was transferred to Jones, Isabela where it saw the reverting of its status to a farm school again until the World War II.

When the liberation period came in 1946, the farm school was named Isabela Agricultural High School and was relocated to Echague, Isabela. In 1952, it was renamed Echague Rural High School. As the course in forestry was integrated into the agricultural courses of the school in 1960, it was deemed appropriate to rename it as Echague Agricultural and Forestry School. Soon, the school began to gain recognition when in 1963 it earned the status of an agricultural school in the region. With the status came a broader sphere of responsibility as it was now expected to respond to the needs of its clientele not only in the provincial but also in the regional level. This seemed to have served as the cue for more innovations to follow.

More academic programs were offered as demanded by its regional school status supported by the timely reorganization of the administrative advisory structure of the newly created Bureau of Vocational Education which gave greater freedom to the agricultural, trade and fixture schools to plan and implement their educational programs. Concurrent with the agricultural school status, in 1970, the Echague Agricultural and Forestry School was also designated as the Manpower Training Center for the region.

The filing of House Bill 2866 during the Seventh Congress of the Philippines continually elevated the status of the school. The bill made possible the conversion of the Echague Agricultural and Forestry School into a state college. The conversion move was approved by the Lower House on April 17, 1972 and was subsequently passed by the Senate on May 30, 1972. However, its presidential approval was made pending. But shortly after the declaration of Martial Law, the bill was finally signed and the now state college was named Isabela State College of

Agriculture. With its new status, the programs in agriculture, forestry and home economics were expanded and engineering, agree-business and post-secondary 2-year courses were opened.

The Educational Decree of 1972 promulgated on September 20, 1972 set another direction for the educational system as it (the decree) declared a government policy to re-orient the educational system for an accelerated national economic growth and social development. During this time, the province of Isabela was also experiencing growth in many aspects. As the province saw the need to accommodate the results of its growth and to the call for national development through education, it felt the need to integrate and convert the institutions of higher learning into one effective and efficient state university. Presidential Decree (PD) 1434 then merged two state colleges – the Isabela State College of Agriculture in Echague and the Cagayan Valley Institute of Technology (CVIT) in Cabagan to become the Isabela State University. This also transferred the college level courses of the Isabela School of Arts and Trades in Ilagan; the Jones Rural School in Jones; the Roxas Memorial Agricultural and Industrial School in Roxas; the San Mateo Vocational and Industrial School in San Mateo. As likewise provided in the same decree, Echague campus is the seat of the administration. PD 1437 complemented PD 1434 by defining the composition, powers, and functions of the governing board which was amended by RA 8292 (Higher Education Modernization Act of 1997).

In 1999, the CHED Memorandum Order no.18 s. 1999 which provides the guidelines for the integration of CHED Supervised Institutions (CSIs) to SUCs, was enacted. Pursuant to this Order, the first CHED supervised institution that was integrated into the University is the Cauayan Polytechnic College at Cauayan, Isabela. In year 2002, three CSIs were again integrated into the system, namely: the Roxas Memorial Agricultural and Industrial School (RMAIS) with ISU Roxas Campus; the Delfin Albano Memorial Institute of Agriculture and Technology (DAMIAT) in San Mariano, Isabela; and, the Angadanan Agro-Industrial College (AIIC) in Angadanan, Isabela, causing the ISU to have nine campuses at present.

On October 6, 2003, the Isabela State University celebrated its 25th year of glorious existence and modest contribution to countryside development as it has continually committed itself to its tradition of quality and excellence in education.

Vision and Mission

Vision. The Isabela State University as an institution of higher learning is a front-line government agency that aims to be instrumental in causing and sustaining growth and development in the countryside, particularly in Isabela and Region 02, through affordable but quality educational services, generation of new scientific knowledge and technologies through research and provision of extension services in its service areas.

ISU's Institutional Long Term Development Plan of 1998-2007 defines its vision as follows:

To become a regional center of excellence in its various academic programs, research commodities and in extension and production programs effectively supporting people empowerment, sustainable development and global competitiveness.

To realize this vision, the University directs its curricular programs toward producing well rounded and whole persons imbued with character, values and virtues, with high degree of love for their country and God and equipped with knowledge, understanding and skills that will empower them to become globally competitive and instrumental in the socio-economic development of the country and in ushering in the greatest good of the greatest number of people in society.

The University's Ten-Year Development Plan (1986-1995): A Framework contains its earlier and original vision statement drafted during the incumbency of President Felipe B. Cachola stated as follows:

The Isabela State University aims to provide high quality education in the pursuit of countryside development.

Such vision guided the earlier programs and actions of the University being major state educational institution in Cagayan Valley to respond to the development challenges confronting the region and sustain its active role in socio-economic development in order to uplift the quality of life of the people in the province of Isabela and the Cagayan Valley as well.

Mission. Presidential Decree No. 1434, known as the University Charter, states that the University "shall provide advanced instruction in the arts, agriculture and natural sciences as well as in the technological and professional fields". This has been the continuing commitment of the ISU since it became a state university in 1978. And, with the drafting of its 10-Year Institutional Development Plan 1998-2007, the University mandated role is again refocused towards educational reforms in response to existing challenges and trends in its service area. Thus, the standing mission statement of the University is as follows:

The University shall provide advanced instruction in the arts, agriculture and natural sciences as well as in the technological and professional fields. It shall train professionals in various fields such as in education, communication, business and entrepreneurship, among others. The University is also tasked to engage in research to seek new technologies, promote sustainable development and generate new knowledge in the professions. Then it must translate these outputs to improve community life through extension services and to increase the productivity of the rural poor so that they can become self-reliant and active participants to regional and national development efforts.

The Past Administrators

The Isabela State University has been through 27 years of productive existence because of the stewardship of three committed and dedicated administrators, whose great contributions to the University are worth noting:

FELIPE B. CACHOLA, Ph.D in Agricultural Education (1978-1986). He was appointed as the University's first president by President Ferdinand E. Marcos on October 6, 1978. His administration laid down the groundwork needed for a beginning yet fast developing university by promptly drafting the university's philosophy, mission, goals and objectives and its strategy for growth and survival which has immediately provided direction to the university. He crafted strategies for effective educational management and development programs which elicited the needed loyalty and commitment to the University from his constituents. His conviction that the Isabela State University should not just be another university but one "that can touch and shape the lives of the people in Isabela as well as in Region 02" became contagious. For democratic and effective management, he organized a group of competent men to backstop him in the task of running a system composed of six developing schools.

RODOLFO C. NAYGA, Ph.D in Agricultural Education (1986-1999). He served as the second president of the university after his appointment on August 1, 1987. It was during his term that pioneering degree programs in Asia and the country, e.g., B.S.A. in Farming Systems, B.S. Agritech, B.S. Food Engineering, B.S. Development Management Education were established. He started offering doctoral programs major in: Agricultural Sciences, Occupational Education and Institutional Development and Management. He caused the delineation of 3.5 hectares of land which is now the site of the Ilagan campus. He was also instrumental in the construction of four buildings for the campus next to the Ilagan School of Arts and Trades campus. During his term, ISU was named the lead agency in establishing national (AEOP, Environmental Development Program, etc.) and regional (Provincial Agricultural Institute, local government trainings, DA-DENR, etc.) programs and projects. Under his leadership, the University received recognitions in research in the national level (awarding of Dr. Francisco M. Basuel as one of the 6 Outstanding Young Scientist of the Philippines) and the regional level (creative research on Legulac Technology, PCARRD-funded research project).

MIGUEL P. RAMOS, Ph.D in Education (1999-2000). He served as third ISU President. During his time, ISU for one, realized the need to align all facets of the academe to the new era. Despite financial setbacks and impending forced financial autonomy from government, the university strived to take more insistent steps of filling resource gaps to meet its goals. His four years term was consequently focused in competitive instruction, timely Research and Development and Extension (RDE), and aggressive measures for financial stability.

Organizational Structure

The existing organizational structure (see page 19) shows the Board of Regents (BOR) as the policy-making and governing board of the University under which is the University President who is the Chief Executive Officer of the University.

Two major councils support the President – the Administrative Council (ADCO) and the Academic Council (ACO). The President chairs both councils. The ADCO reviews and recommends to the BOR for appropriate action, policies governing the administration, management and development plans of the University, while the ACO is empowered to review and recommend the curricular offerings and rules of discipline of the University, subject to appropriate action of the BOR. It fixes the requirements for the admission of students as well as for graduation and the conferment of degrees, subject to review and/or approval by the BOR through the University President.

Within the Office of the President are the following staff offices which also serve as consultative and advisory bodies of the University system: the Legal Counsel; the Internal Auditor; Director of External Affairs/Linkages; Director of UBAO; the Private Secretary; the University and BOR Secretary; and the Public Relations Officer. Directly under the President are three vice presidents: the Vice President for Academic and Academic Related Affairs; the Vice President for Administrative and Finance; and the Vice-President for Research and Development, Extension and Training.

Under the Vice President for Academic Related Affairs are the offices of the University Director for Instruction; the University Student Affairs and Services; the University Registration and Admission; the University Sports/Socio-cultural Affairs; and the University Library.

Under the Vice-President for Administrative and Finance are the offices of the University Administrative Affairs; the University Financial Affairs; the University Management Information System; and the University Planning and Development.

Under the Vice-President for Research and Development Extension and Training are the following offices: the University Research and Development and the University Extension and Training.

The campuses of Echague, Cabagan, Ilagan, Cauayan, Roxas, San Mariano and Angadanan are headed by Executive Directors who are directly under the President. The San Mateo and Jones campuses are headed by Associate Deans who report directly to the Deans of Polytechnic College at Ilagan and to the College of Agriculture at Echague, respectively, for academic matters. For administrative matters, the San Mateo Associate Dean reports directly to the Executive Director of Ilagan while the Jones Associate Dean reports directly to the Executive Director of Echague. The Executive Directors/Associate Deans exercise overall supervision relative to academic, administrative, research and development extension, training and agri-business affairs of their respective campuses.

The colleges and schools constitute the academic units of the University and are headed by the Deans. The Deans report directly to their respective Executive Directors. Associate Deans of Colleges/Schools report directly to the Deans concerned, matters pertaining to academic policies and programs. Departments of academic units are headed by Chairmen who report directly to their respective Deans or Associate Deans.

All administrative departments and offices provide support services to the organic/academic units and are headed by directors.

The ISU Organizational Structure underwent three changes/revisions since 1988, i.e., in 1992, 1998 and 2000. At present, the University is in the process of consulting and presenting models of organizational structure to the different sectors of the institution with the end in view of revising the present organizational structure to keep it attuned with recent developments. Adhering to principles of the organizational structure is to streamline the organization for the University to become more efficient, effective and economical in responding to the needs of its service areas.

VISION

The Isabela State University, a globally recognized institution of higher learning for people empowerment and sustainable development embodying excellence, effectiveness, accountability and integrity.

MISSION

The Isabela State University is committed to train and develop students to become professionally competent graduates who are equipped with sound moral principle; and serve to the community through research, extension and resource generation by way of inspired leadership and responsive manpower.

Isabela State University

10-POINT AGENDA

1. Aggressive resource generation to increase income and augment decreasing government subsidy through profitable and sustainable income generating enterprises and fund/resource sourcing and networking, including harnessing the support of all benefactors.

Increasing Income through IGEs:

- a) Production of Hybrid Rice Seed for commercialization;
- b) IGE specialization by Campus;
- c) Expanding and increasing gross sales and net income of all existing IGEs through profit maximization and cost minimization;
- d) Establishment of new and promising IGEs that are profitable and sustainable;
- e) Institute a system of IGE fund management in terms of bookkeeping, recording and documentation per project and regular audit of individual IGE records by internal auditor;
- f) IGE managers to be given control of enterprise activities including purchase of inputs and facilities with revolving/petty cash funds per project to minimize, if not eliminate, delays in the procurement of urgently needed inputs;
- g) Review and formulate standard policies on the preparation of IGE Income Statement (particularly costs like implicit costs and depreciation), the computation of IGE income and the computation of incentives of those involved; and
- h) Institute a system of IGE proposal format to include feasibility study and detailed financial plan from which to base financial activities and income projections for purposes of audit and performance for insensitives.

Resource Generation

- a) Strengthening the Resource Generation Office – by redefining and expanding its role to include marketing of packaged proposals, agencies/organizations and looking and working for linkages at all levels (foreign and national donors/institutions;
 - b) Tapping the support of all benefactors for scholarships, grants and donations; and
 - c) Soliciting donations/grants for books, equipment, facilities, buildings, etc.
2. Address pressing student concerns in terms of instructional quality, facilities and equipment, student services, graduate placement and efficient service to the studentry.
 - a) Strict implementation of evaluation of teaching performance;
 - b) Recruitment of faculty members with appropriate degree and specialization;
 - c) Proper utilization of fiduciary fees paid by students;
 - d) Prioritization in the purchase of required laboratory equipment and supplies, books, library materials, instructional materials and facilities;
 - e) Improvement and strengthening of student services, expansion of student scholarships but adopting a system of selection and criteria through the Integrated Scholarship for Student Participation;
 - f) Establishment of graduate placement office and operationalizing its role through networking/linkaging with prospective employer-companies and the holding of job fairs;
 - g) Regular sending of semestral/summer grades of students to their parents;
 - h) Strict monitoring of boarding houses; and

- i) Regular dialogues with, and/or surveys of the students to identify and address their concerns.
3. Enhance policies for professional advancement of faculty and non-teaching employees as well as operationalize the Incentive and Reward System and the University Grievance Machinery.
 - a) Staff Development Fund from 101 Fund and the pooled potential COE/COD fund;
 - b) Strict implementation of the Staff Development Policies, particularly, the verticalization of higher degrees and the school/university where to enroll;
 - c) Echo-seminar to be conducted by faculty and employees sent to trainings and seminars;
 - d) Developing a comprehensive Incentive and Reward System for faculty and employees to boost their morale and start working efficiently even at their own levels;
 - e) Improved implementation of the Incentive and Reward System and the University Grievance Machinery.
 4. Impact evaluation of the University Extension Program for better direction in technology transfer and capacity building of target clientele
 - a) Conduct evaluation of existing extension programs/projects to see if they are addressing the development needs of the clientele; and create a greater impact on the local communities;
 - b) Extension programs/projects to be location and felt need specific;
 - c) Extension programs/projects to focus on technology transfer of mature technologies generated by research;
 - d) Collaborative extension programs/projects across all disciplines, institutions and countries through networking; and
 - e) Holding a strategic planning to formulate the extension agenda and set its direction including capability of building and professionalization of extension staff.
 5. Provide clear cut research direction and utilization of research outputs or mature technologies generated by research.
 - a) A clear-cut R and E agenda and setting its priority direction;
 - b) Inventory of the research outputs/mature technologies that are already adopted to avoid wasteful replication and/or duplication;
 - c) Researches to be need/location/industry based;
 - d) Creating a breakthrough in the research of a specific commodity so that such commodity will be easily identified with ISU (e.g. VISCA/LSU is identified with root crops);
 - e) Apply a research business attitude where commercial value of RDE could be set, initially with a University Business Incubator to SMIs like putting up an investment consulting company and the revival of the RED process for each venture;
 - f) Transform ISU into a research-intensive University to include university-wide research audit, creation of one-stop RDE management and improved database system; and more precise processing of outputs into technology, information for science and information for policy;
 - g) Establishment of different research-oriented institutes or centers focused on a specific research/service agenda like EIC and SWPTL in ISU Cabagan and Isabela Dairy Buffalo and Artificial insemination Center in Echague;
 - h) Capability building and professionalization of researchers so that misfits are realigned, if not removed;

- i) Review the existence of SCHER as a separate research department; and
 - j) Smaller campuses to have R and D programs/projects.
6. Ensure the proper monitoring and evaluation of the performance of the faculty and administrative support personnel in response to the students' clamor to improve and address the deteriorating quality of instruction brought about by the seeming complacency and indifferent attitude of some faculty members and personnel to student concerns.
- a) Regular class observation of faculty members by Department Chairs and Deans;
 - b) Implementation of an improved PES developed through participatory approaches;
 - c) Strict evaluation of the performance of faculty members and non-teaching employees;
 - d) Standardization of the syllabi of common general education subjects and the departmentalization of their Midterm and Final Exams;
 - e) Putting-up of suggestion/complaint box and looking into the concerns of students, even those coming from anonymous sources;
 - f) Regular dialogue with student leaders and/or surveys of students to gather feedbacks regarding faculty teaching performance and employee services/efficiency;
 - g) Disciplinary actions on erring/misbehaving and inefficient faculty and employees; and
 - h) Value orientation in-house seminars.
7. Relentlessly pursue academic excellence through a continuing and invigorating accreditation system towards the establishment of Centers of Excellence and Centers of Development.
- a) All academic programs must meet the minimum standards set by proper technical panels (e.g. TPAE) in terms of curricula, faculty, equipment, facilities, etc.;
 - b) All academic programs to be eventually accredited by proper accrediting bodies;
 - c) Clear-cut policy guidelines on internal Accreditation and set directions and targets for institutional/Campus accreditation;
 - d) Pooled potential COE/COD Funds to be diverted to accreditation of programs to be called Accreditation Support Fund;
 - e) Evaluate impact of fund support given to potential COE/COD colleges;
 - f) Aggressive self-survey of all programs which have not yet been evaluated/accredited;
 - g) Regular monitoring of accreditation as a continuous process;
 - h) Moratorium on the offering of new courses/academic programs unless and until the minimum requirements are first met, particularly on the number of full time faculty and basic equipment;
 - i) Review of course offerings of colleges and evaluate their appropriateness in a college. Misplaced course offerings affect the Staff Development of the faculty in a college as well as the accreditation of such curricular program;
 - j) Faculty mainstreaming so that faculty members will be properly aligned to an appropriate college. Teachers handling purely G.E. subjects should belong to Arts and Sciences.
 - k) Colleges to initiate the holding of regional for trainings, conferences in cooperation with other institutions and organizations for accreditation and SUC leveling; and
 - l) Faculty publication in referred journals at all levels, particularly, in international and national journals and publications to improve accreditation and SUC leveling status.
8. Encourage involvement in resource sharing between and among SUCs in the Region, including consortia programs in instruction, research and extension.

- a) Strengthening of existing linkages with SUCs in the region;
 - b) Establishment of viable new consortia with SUCs in the region;
 - c) Consortia in the holding of national and regional for trainings, seminars and conferences.
9. Put in place a strong and expanded University Internal Audit System Office.
- a) Establishment of the Internal Audit System Unit in the Office of Management and Development directly under the Office of the President to review, evaluate and monitor University operations in terms of management policies, systems and procedures, management controls as well as fund management (budget, fund generation and fund utilization) to ensure efficient administration;
 - b) The IAS will have a Management Analyst and a Financial Analyst to carry out the functions; and
 - c) It will come up with measures to improve the operations of the University.
10. Strategize the internalization of the Vision, Mission, Goals and Objectives of the University among all its constituents and stakeholders so that everyone can substantially contribute to their attainment.
- a) All faculty and employees must know and understand the VMGO of the University and devise ways and means of contributing to their attainment that could be manifested in their work performance, work ethic and individual and collective behaviors as members of the University family;
 - b) Strengthen the HRMO for more efficiency and productivity of all employees;
 - c) Massive information, education and communication campaign to propagate and promote the VMGO of the University among its alumni, patrons and benefactors and the people in the communities in its service area so that they could help in their attainment.

**OFFICE OF PRESIDENT
MALACANANG, MANILA**

PRESIDENTIAL DECREE NO. 1434

MERGING THE ISABELA STATE COLLEGE OF AGRICULTURE AND CAGAYAN VALLEY INSTITUTE OF TECHNOLOGY INTO A STATE UNIVERSITY TO BE KNOWN AS THE ISABELA STATE UNIVERSITY TRANSFERRING THE COLLEGE LEVEL COURSES, ROXAS MEMORIAL AGRICULTURAL OF ARTS AND TRADES, JONES RURAL SCHOOL, AND SAN MATEO VOCATIONAL AND INDUSTRIAL SCHOOL INTO SAID UNIVERSITY, PROVIDING A CHARTER FOR THIS PURPOSE AND APPROPRIATE FUNDS THEREFORE.

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

WHEREAS, under Presidential Decree No. 6-A known as Educational Decree of 1972 promulgated on September 20, 1972, it has been declared a policy of the government to re-orient the educational system toward an accelerated national economic growth and meaningful social development;

WHEREAS, to maximize the effective utilization of limited resources, it is necessary to integrate and convert the institutions of higher learning located in the province of Isabela into one institution of higher learning in order to establish an effective and efficient state university that will serve as an instrument towards the rapid growth of development of the natural and manpower resources of Region II, particularly of the Province of Isabela;

WHEREAS, the establishment of a State University in the Province of Isabela will provide better service in professional and technical training in the arts, sciences, humanities, and technology and in the conduct of scientific research and technological studies;

WHEREAS, the integration of said institutions of higher learning into an autonomous state university is necessary to hasten the realization of the national goals as well as enhance regional development;

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

SECTION 1. The present Isabela State College of Agriculture located in Echague, Isabela and the Cagayan Valley Institute of Technology located at Cabagan, Isabela are hereby merged into a state university which shall be known as the Isabela State University, herein-after referred to as the University with the main campus and administrative site at Echague, Isabela. The College level courses of the Isabela School of Arts and Trades at Ilagan, Isabela, Jones Rural School at Jones, Isabela, Roxas Memorial Agricultural and Industrial School at San Mateo, Isabela are hereby transferred to the University.

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

SECTION 3. The Governing Board of the University shall be the Board of Regents to be composed of the Secretary of Education and Culture as Chairman, the President of the University as Vice Chairman, and a representative of the National Economic and Development Authority and six (6) prominent citizens who have distinguished themselves in their respective professions or field of specialization to be appointed by the President of the Philippines upon recommendation of the Secretary of Education and Culture, he may designate his representative to sit in the meeting of the Board.

Of the first group of six (6) appointive Regents, two shall serve for two years; two for three years and two for four years. Thereafter, the appointee shall hold office for a term of four years. In case of permanent vacancy, the appointee shall hold office for the unexpired term only.

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

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

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

- a) To prescribe rules for its own government and to enact, for the government of the government of the University such rules and regulations not contrary to law, as may be necessary to carry out the purpose and functions of the University.
- b) To receive and appropriate to the ends specified by law such sums as may be provided for the support of the University
- c) To receive in trust legacies, gifts and donations of real personal property of all kinds, to administer the same for the benefit of the University, or the department thereof, of the donor, and in default thereof, in such manner as the Board of Regents may in its discretion determine. All such donations shall be exempt from all taxes and shall be considered as deductible items from the income tax of the donors.
- d) To approve the curricula and rules and discipline drawn by the College Council as hereinafter provided.
- e) To confer degrees upon successful candidates for graduation, to award honorary degrees upon persons in recognition of learning, public service, statesmanship or eminence in any field of specialization of the University, and to authorize the President of the University to award certificate for completion of non-degree programs.
- f) To appoint, on recommendation of the President of the University, provost, vice president, deans, directors, registrars, heads of departments, professors and other officials and employees of the University, to fix their compensation, hours of service, and such other duties and condition as it may promulgate, and in accordance with pertinent budget and compensation laws, rules and regulations.
- g) To establish chairs in the University and to provide fellowships for qualified faculty members and other scholarships to deserving students.
- h) To fix tuition fees, matriculation fees, graduation fees, laboratory fees, and such special fees and charges as it may deem proper to impose. Such fees and charges including

other income generated by the University shall revert to General Fund in accordance with the provisions of P.D. 711.

- i) To authorize the University to undertake the construction and/or repair of its building, machinery, and equipment and other facilities, provided that the funds for the purpose shall come from its appropriations.

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

SECTION 8. The head of the University shall be known as the President of the University. He shall be appointed for a term of six (6) years by the President of the Philippines upon recommendation of the Secondary of Education and Culture after consultation of the members of the Board.

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

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

SECTION 10. There shall be an Administrative Council consisting of the President of the University as Chairman and the Vice-President and Provosts as Members, whose duty shall be to prepare and promulgate general policies of the University governing personnel, financial management, and development planning, subject to the approval of the Board of Regents.

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

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

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

SECTION 13. There shall be an Advisory Council for each College or unit of the University headed by the Provost of the College or unit. The Advisory Council shall provide advice and

counsel to the Provost in matters of general policy concerning the affairs of the College or unit of the University.

The present members of the Board of Regents or Trustees of the present institutions of higher learning integrated in this Decree shall continue to serve as members of the Advisory Council of their respective institutions, except the Chairman of the Board of Regents of Trustees, for a term of four (4) years. Thereafter, the members of the Advisory Council of each college or unit of the University shall be appointed by the Board of Regents upon recommendation of the President of the University.

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

SECTION 15. All personnel, assets, records and appropriations of the institutions of higher learning integrated in this Decree are hereby transferred to the University, except the appropriations of the Isabela Scholl of Arts and Trades, Jones, Rural School, Roxas Memorial and Industrial School, and San Mateo Vocational and Industrial School.

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

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

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

SECTION 19. In addition to the present appropriations of the institutions of higher learning integrated in his Decree the sum of ONE MILLION PESOS (P1,000,000.00) is hereby authorized to be appropriate to carry out the purpose of this Decree. Thereafter, funds needed for the maintenance and continued operation of the University shall be included in the Annual Appropriation Act.

SECTION 20. Republic Act Nos. 6507 and 3442, and such other laws, acts, decrees, or executive orders contrary to or inconsistent with this Decree are hereby repealed or amended accordingly.

SECTION 21. This Decree shall take effective immediately.

Done in the City of Manila, this 10th day of June, in the year of our Lord, Nineteen Hundred and Seventy Eight.

MARCOS

(SGD.) FERDINAND E.

President
Republic of the Philippines

For the President:

(SGD.) JACOBO C. CLAVE
Presidential Executive Assistant

**Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION**

CHED MEMORANDUM ORDER
NO.03
Series of 2001

SUBJECT: IMPLEMENTING RULES AND REGULATIONS (IRR) FOR REPUBLIC ACT (RA) NO. 8292, OTHERWISE KNOWN AS "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"

X-----X

In accordance with and by virtue of section 15 of the subject law, which for purposes of this Implementing Rules and Regulations (hereinafter referred to as "IRR") and in consonance with section 1 thereof will be cited as the "Higher Education Modernization Act of 1997", the following rules and regulations are hereby adopted and promulgated for the implementation of RA 8292, thus:

RULE I

TITLE AND POLICIES

SECTION 1. Title – This IRR shall be known and cited as the Implementing Rules and Regulations for the Higher Education Modernization Act of 1997" (IRR-HEMA '97).

SECTION 2. Policies – It is a declared policy of the State to establish, maintain, and support a complete, adequate and integrated system of higher education relevant to the needs of the people and society.

Towards and to achieve this end, the composition of the Governing Boards (hereinafter referred to as "GBs") of chartered State Universities and Colleges (hereinafter referred to as "chartered SUCs") is hereby modified, among others, in order to:

Achieve a more coordinated and integrated system of higher education;
Render them more effective in the formulation and implementation of policies on higher education;
Provide for more relevant direction in their governance; and
Ensure the enjoyment of academic freedom by chartered SUCs as guaranteed by the Constitution.

RULE II

DEFINITION OF TERMS

SECTION 3. Definition of Terms – whenever used in this IRR, the following words or phrases shall mean or refer, thus,

- a) “Higher Education Institutions (HEIs)” – refers to all institutions of higher learning in the Philippines primarily offering degree-granting programs, including post-secondary degree-granting vocational and technical educational institutions duly recognized by CHED;
- b) “State Universities and Colleges” – refers to public HEIs in the Philippines created and established by law which constitute their charter and which have independent and separate GBs;
 - b.1) “State Science and/or Technological University or College” – refers to a public HEI which has its own charter and GB and whose primary and major emphasis is science and/or technology based on its nomenclature and/or course/program offerings;
 - b.2) “State Agricultural University or Course” – refers to a public HEI which has its own charter and GB and whose primary and major emphasis is agriculture based on its nomenclature and/or course/program offerings;
 - b.3) “State University or College of Agriculture, Science and/or Technology” – refers to a public HEI which has its own charter and GB and whose primary and major emphases are agriculture, science and/or technology based on its nomenclature and/or course/program offerings;
- c) “Governing Board(s) (GBs)” – refers to the highest policy-making body of chartered SUCs. For chartered State Universities, they are called the Board of Regents (BOR). For chartered State Colleges, they are called Board of Trustees (BOT);
- d) “Duly recognized faculty Association” - is the association or the federation of the faculty members or the instructional staff of a chartered SUC or the federation thereof which has been extended due recognition by its GB to be legitimate and lawful faculty association; as manifested by its constitution being ratified by 2/3 of its members;
- e) “Duly Recognized Alumni Association” – is the association or federation of such associations of the alumni preferably from its tertiary level programs which has been extended due recognition by its GB to be the legitimate and lawful organization of its alumni;
- f) “Commission on Higher Education (CHED)” – is the government agency created by Republic Act No. 7722, otherwise known as the “Higher Education Act of 1994”, which has jurisdiction over all HEIs, public or private, in the Philippines;
- g) “Chairman of the Board” – refers to the CHED Chairman or to the CHED Commissioner duly designated as Regular Chair and Presiding Officer of the governing board, provided that if a CHED Commissioner has been designated Regular Chair and Presiding Officer, then “Chairman of the Board” refers to that CHED Commissioner;
- h) “Student Regent(s)/Student Trustee(s)” – the duly elected student representative to the GB of a chartered SUC, who may also be the President/Federation Head thereof, provided the student may be represented by a duly elected representative who may sit as regular member of the Board in the interim period when the student representative loses his status as a student such as but not limited to a graduation, transfer, expulsion and other similar causes.

- i) “special trust funds” – refers to the total amount collected or charged from the students for a specific purpose or from other sources, other than payment of tuition fees, held in trust by the college or university;
- j) “Socialized scheme of tuition and other instructional fees” – refers to a scheme or pattern where the rate of tuition and instructional fees are collected on the basis of family income and/or socio-economic status of the student, such that the less-economically privileged students shall pay lesser fees than students coming from more economically advantage families;
- k) “Dual System” – refers to a teaching-learning approach utilizing both the experiences gained by students inside and outside of the classroom, sometimes called the in-school off-school approach;
- l) “Open Learning” – is a philosophy student-centered learning adopting a great amount of flexibility in the learning process thus enabling them to learn at the time, place and pace which satisfies their circumstances and requirements;
- m) “Distance Learning” – is a mode of education delivery at a distance with organizational and administrative support;
- n) “Community Laboratory” – is a community adopted by a chartered SUC as part of its extension program where research and civic services are conducted by its students and/or faculty;
- o) “University or College” – refers to a chartered SUC;
- p) “Main Campus” – is the campus where the administrative services of a chartered SUC is located and/or where its President holds office permanently;
- q) “Extension Campus” – is the campus that responds to special needs/demands (i.e. instruction, research or extension) with no Administrative Structure;
- r) “Local Universities and/or College (LUCs) – are HEIs established by local ordinances and solely funded from funds of local government units (LGUs) such as provinces, cities and municipalities; and,
- s) “Auxiliary Services” – all kinds of services done and/or rendered by chartered SUCs other than academic, such as hospital, cafeteria, janitorial, printing press, bookstore, and the like.

RULE III

COVERAGE

SECTION 4. Coverage – this IRR shall apply to and cover all chartered SUCs in the Philippines, except as hereinafter provided for.

RULE IV

GOVERNING BOARD (GBS) OF CHARTERED STATE UNIVERSITIES AND COLLEGES (SUCS); COMPOSITION; MANNER OF APPOINTMENT; TERM OF OFFICE; MEETINGS IN QUORUM; COMPENSATION AND OTHER RELATED MATTERS

SECTION 5. Governing Boards (GBs) – henceforth, the GBs of chartered SUC shall be the Board of Regents (BOR) for chartered State Universities and the Board of Trustees (BOT) for the chartered State Colleges.

SECTION 6. Composition – except as hereinafter provided for, the GBs of chartered SUCs shall have the following uniform composition, namely;

- a) The Chairman of the Commission on Higher Education (CHED) as Chairman;
- b) The President of the chartered SUC as Vice-Chairman;
- c) The Chairman of the Committee on Education and Culture of the Senate, Congress of the Philippines, as member;
- d) The Chairman of the Committee on Higher and Technical Education of the House of Representatives, Congress of the Philippines, as member;
- e) The Regional Director of the National Economic Development Authority (NEDA) of the particular region where the chartered SUC is located;
- f) The President/Chair/Head of the duly recognized Faculty Association (FA) of the chartered SUC or the Federation President/Federation Chair/Federation Head thereof, as member;
- g) The President of the Supreme Student Council or the Student Representative elected by the student council who shall be known as the Student Regent (SR) or Student Trustee (ST): provided, that in the absence of a student council president or student representative elected by the student council, the university or college shall schedule one (1) week for the campaign and election of a student representative as member;
- h) The President of the alumni association or the Federation of Alumni Association in SUCs with multi-campus preferably from tertiary programs as member;
- i) Two (2) prominent citizens representing the private sector who have distinguished themselves in their professions or fields of specialization chosen from among a list 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 in consultations with the Chairman of the CHED based on the normal standards and qualifications for the positions as members;
- j) The 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 (DA) in case of agricultural colleges; or both Regional Directors of DOST and Agriculture in case of a combined Technological and Agricultural College; and/or the Secretary of Education for an Autonomous Region. In lieu of such representation, the commanding generals of the Philippine Air Force (PAF) and the Philippine Navy (PN) of the Armed Forces of the Philippines (AFP) shall sit as members of the Board of the Philippine State College of Aeronautics and the Philippine Merchant Marine Academy, respectively;

SECTION 7. Rights and Responsibilities of GB members – the GB member shall have all the normal rights and responsibilities of a regular members of the Board of Directors/Board of Trustees of non-profit, non-stock corporations.

The GB Chair, Vice-Chair and the members coming from the government have the right to sit as Chair, Vice-Chair and as members thereof ipso facto upon their assumption into office.

The right of the SSC/SG, Faculty, and Alumni Presidents/Chairs/Heads or their Federation Presidents/Chairs/Heads, and of the Student Council Presidents/Chairs/Representatives or their Federation Presidents/Chairs/Representatives to become members of the GBs shall automatically rise from their election and qualification into their respective offices.

The private sector representatives must take their oaths of office as herein after provided for before they could assume as GB members.

SECTION 8. Representatives of GB Members Coming from the Government – if the Chairman of the Congressional Committees on Education and Culture/Higher and Technical Education could not personally attend any regular meeting or special session of the GB of a chartered SUC, they may designate in writing their representatives to the said meeting/session which the latter should present to the GB Secretary before the start of the said meeting or session. They shall be entitled to seat, voice and note.

The other GB members coming from the government shall personally attend the GB meeting/sessions.

SECTION 9. Federated SSC/SG, Federated Faculty Association, and/or Federated Alumni Association. – in the case of chartered SUCs which have more than one (1) campus, their respective Presidents shall cause the federation of their SSC/SG, their faculty associations, and their alumni associations immediately after the affectivity of this IRR and the duly elected Federation Presidents/Federation Chairs/Federation Heads shall represent their respective sectors in their GBs.

SECTION 10. Selection, Appointment and Qualifications of the Two (2) GB Members Representing the Private Sector.

10.1 Search Committee. – A Search Committee (SC) shall be formed and constituted by the President of the chartered SUC concerned, in consultation with the Chairman of the CHED, which shall take charge of recruiting, screening and recommending to its GB at least five (5) prominent citizens for possible appointment.

10.2 Composition of SC. – The SC to be formed and constituted by the President of the chartered SUC concerned and to be approved by the CHED Chairman shall have three (3) members who shall elect from among themselves their Chair, provided that the faculty and student sectors concerned shall be represented in the SC.

10.3 Minimum Qualification and/or Standards for Private Sector Representatives in the GBs. – No person shall become a member of the GB of a chartered SUC representing the private sector unless he meets the qualifications and/or standards set by its GB.

The private sector representative may come from places where the external campus or main campus of the college are located.

10.4 Results of Search. – The SC shall submit the names of at least five (5) nominees to the GB within thirty (30) days from the inception of its search in accordance with the procedures laid down by the SC itself.

10.5 Selection. – The GB of the concerned chartered SUC shall select the two (2) private sector representatives from among the five (5) recommended/nominated by the SC, taking into consideration their respective qualifications and the weight of their possible contribution vis-à-vis knowledge, expertise and depth and breadth of experience to the deliberations of the GB and to the realization of the mission of the university or college itself.

10.6 Appointment. – After the two (2) private sector representatives shall have been selected by the GB, they shall be appointed by it through a Resolution duly adopted by the GB.

The two private representatives are appointed by the GB. As such, their appointed should be signed by the GB Chair, whether CHED Chair or Commissioner.

10.7 Assumption. – The two (2) duly appointed private sector representatives shall assume office after taking their oaths before the CHED Chairman or the CHED Commissioner as Chair of BOR/BOT or before his duly designated representative.

SECTION 11. Terms of Office. - The terms of office of the Presidents/Chairs/Heads/ or Federation Presidents/Federation Chairs/Federation Heads of the SSC/SG faculty and alumni associations and the Student Regents/Student Trustees in the GB of chartered SUCs shall be contemporaneous with their terms of office in such capacities in accordance with their respective Constitution and by-laws.

Provided, however that if the event that the student loses his status as a student by way of graduation from the college/university, dismissal, transfer or other such causes, then the duly elected student representative shall sit as regular member of the GB.

The two (2) private sector representative shall serve for a term of two (2) years each. They may be re-appointed for another term only.

SECTION 12. Meetings/Sessions. - The GBs of chartered SUCs may hold either regular meeting or special sessions.

12.1 Regular Meetings. - The GBs must regularly convene at least once every quarter.

12.2 Frequency, Date and Venue of Regular Meetings. - The frequency over and above the minimum stated in 12.1 hereof, and the date and venue of regular meetings of the GBs shall be determined by the itself provided that only four (4) regular meeting and two (2) special meetings shall be granted the authorized allowance.

12.3 Responsibility of the President. - The President of a chartered SUC shall be responsible for making the necessary preparations to ensure the smooth holding of its GBs regular meetings or special sessions.

12.4 Special Sessions. - Special sessions of the GBs may be held only upon the call of its Chair or Vice-Chair provided that the members of the board have been duly notified in writing of the said special session three (3) days before its holding.

GB members who believe that a special that a special session should be conducted may petition in writing the Chair or Vice-Chair accordingly.

SECTION 13. Quorum. - A majority of all the members of the GBs holding office at the time of its regular meeting or special session shall constitute a quorum for the said regular meeting or special session.

No regular meetings or special sessions of the GBs, however, shall be validly held or could legally occur without the presence of either the CHED Chairman who is the Chairman of the Board or the CHED Commissioner as the duly designated Chair, or the President of the chartered SUC who is the Vice-Chairmen thereof.

SECTION 14. Presiding Officer. - The CHED Chairman or the CHED Commissioner as duly designated Chair in his capacity as Chairman of the GBs of chartered SUCs shall preside over the regular session thereof, except as hereinafter provide for.

In the absence of the CHED Chairman or the CHED Commissioner as Regular Chair of BOR/BOT, The President of the chartered SUC, who is the Vice-Chairman of its GB, shall preside, except as hereinafter provided for.

SECTION 15. Representative of CHED Chairman. - In case the CHED Chairman is unable to attend any regular meeting or special session of the GB of a particular chartered SUC, he may designate in writing one of the CHED Commissioner to represent him in the said regular meeting or special session.

The CHED Commissioner so designated shall not preside over the regular meeting or special session of the GB but shall have all the rights and responsibilities of a member thereof.

SECTION 16. Designation of Chair by CHED Chairman. - The CHED Chairman who is the Chairman of the GB of all chartered SUCs may designate in writing a CHED Commissioner to act as the regular Chair of the GB of a particular chartered SUC and/or in any of its regular meetings or special sessions in which case the CHED Commissioner so designated shall act as the presiding officer.

SECTION 17. No compensation for the Chairman, Vice-Chairman and members of FBs. - The Chairman, Vice-Chairman and Members of the GBs of chartered SUCs shall not receive any regular compensation as such but they shall receive entitlements to actual allowances allowed by law, and reimbursement of necessary expenses incurred during or in conjunction with their attendance in the regular meetings or special sessions of the GB or in connection with their performance of official business duly authorized by the GB through a Resolution.

RULE V

POWERS AND DUTIES OF THE GOVERNING BOARDS

SECTION 18. Powers and Duties of Governing Boards (GBs). – The GBs of chartered SUCs shall have the powers and duties, in addition to its general powers of administration and the exercise of all the powers granted to a Board of Directors of a corporation under Section 36 of Batas Pambansa Bld. 68, otherwise known as the Corporation Code of the Philippines. “Thus:

- a) To enact rules and regulations not contrary to law as may be necessary 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 and in accordance with its discretion in order to carry out the purposes and function of the university or college;
- c) To receive in trust legacies, gifts, and donations of real and personal properties of all kinds and to administer and dispose the same when necessary for the benefit of the university 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 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 unit concerned and in coordination with the CHED;

The Commissioner of the Bureau of Internal Revenue and the Secretary of Finance shall be informed by the Board of such donations in order to effect the necessary tax exemptions as herein provided.

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

Such fees and charges, including government subsidies and other income generated by the university or college, shall continue special trust funds and shall be deposited in any authorized government depository band, and all interest that shall accrue there from shall be part of the same fund for the use of the university or college: Provided, that income derived from university or college hospitals shall be exclusively earmarked for the operation of the hospitals.

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 its GB 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, reasons beyond its 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, its GB may authorized 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 university or college;

- e) To adopt and implement a socialized scheme of tuition and greater access to poor but deserving students;
- f) To authorized the construction or repair if its buildings, machineries, equipment and other facilities and the purchase and acquisition of real and personal properties, including necessary supplies, materials and equipment. Purchase and other transactions entered into by the university or college through its Governing Board (GB) shall be exempt from all taxes and duties.
- g) To appoint, upon the recommendation of the President of the university or college, the institution's Vice President(s), Deans, Directors, heads of department, 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 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 hereinafter provided;
- j) To set policies admission and graduation of students;
- k) To award honorary degrees upon persons in recognition of their outstanding contribution in the fields of education, public service, arts, science and technology or in any field of specialization within the academic competence of the university or college and to authorize the award of certificates of the completion of non-degree and non-traditional courses;
- l) To absorb non-chartered tertiary institutions within the respective provinces where their university or college is located, in coordination with the CHED which must approve the same, and in consultation with the Department of Budget and Management, and to offer

- therein needed programs or courses in order to promote and carry out equal access to educational opportunities mandated by the Constitution;
- m) To establish research and extension centers of their university or college where such will promote its development;
 - n) To establish Chairs in the university or college and to provide fellowship for qualified faculty members; and scholarship to deserving students;
 - o) To delegate any of its powers and duties provided herein above 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 authorized an external management audit of the university or college, and request the CHED to finance the same; subject to COA rules and regulations; and to institute reforms, including academic and structural changes, on the basis of institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;
 - q) To collaborate with the other GBs of chartered SUCs within the province or the region, under the supervision of the CHED which must approve the same, and in consultation with the Department of Budget and Management, and work towards their restructuring so that they will become more efficient, relevant, productive and competitive;
 - r) To enter into joint ventures with business and industry for the profitable development and management of the economic assets of the university of college, the proceeds from which is to be used for the development and strengthening of the university or college;
 - s) To develop consortia and other forms of linkages with local government units, institution and agencies, both public and private, local and foreign, in furtherance of the purposes and objectives of their university or college;
 - t) To develop academic arrangements for institution-capability building with appropriate institutions and agencies, public or private, local or foreign and to appoint experts/specialist as consult, or visiting or exchange professors, scholars, researchers, as the case may be;
 - u) To set up the adoption of modern 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 or college;
 - w) To privatize, where most advantageous to the university or college, the management of non-academic services such as heath, food building or grounds, or property maintenance, and similar such other activities; and,
 - x) To extend the service of an incumbent President of the university or college, beyond the compulsory age of retirement but not later than the age of seventy (70), whose performance has been unanimously rated by the GB as outstanding, after unanimous recommendation by the Search Committee (SC) concerned.

RULE VI

PROMULGATION AND IMPLEMENTATION OF POLICIES BY GOVERNING BOARDS (GBs)

SECTION 19. Promulgation and Implementation of Policies by GBs. – The GBs of chartered SWUCs may promulgate and implement policies vis-à-vis higher education within their respective chartered SUCs provided these are consistent with the declared state policies on education and other pertinent provisions of the constitution of the Philippines on Education,

science and technology, arts, culture and sports, and with the policies, standards and thrust of the CHED and of Republic Act No. 7722, otherwise known as the “Higher Education Act of 1994”.

RULE VII

THE ADMINISTRATION OF CHARTERED SUCs; THE PRESIDENT OF A CHARTERED SUC; HIS SELECTION AND APPOINTMENT; MINIMUM QUALIFICATION; TERM OF OFFICE; RE-APPOINTMENT; TENURE OF INCUMBENTS; VACANCY IN THE OFFICE OF THE PRESIDENT; OTHER OFFICERS

SECTION 20. Administration of Chartered SUCs. – The Administration of a chartered SUC is vested on its President who must render full-time service.

SECTION 21. President of a Chartered SUC; Selection; Appointment. – The President of a chartered SUC shall be selected and appointed by its GB upon the recommendation of a Selection Committee for the Presidency (SCP) duly constituted by it.

SECTION 22. SCP. – Within six (6) months before the expiration of the term of office of the incumbent President of a chartered SUC, the GB of a chartered SUC must constitute a SCP.

The composition of the SCP shall be determined by the GB taking into consideration representatives from the academic community, a private sector representative not in any way connected or associated with the university or college, PASUC representative.

SECTION 23. Powers of the SCP. – The SCP so constituted shall recruit and screen applicants for the President and may devise its own procedures for the search.

SECTION 24. Nominees. – The SCP shall submit the names of at least 3 nominees to the GB citing therein the strengths and weaknesses of the nominees for guidance and information of the Board as well as the enumeration and description of the criteria and procedures employed in their search.

SECTION 25. Appointment Papers. – After the GB shall have selected and appointed the new President, his appointment papers shall be signed by the CHED Chairman or the CHED Commissioner duly designated as Regular Chair of the GB.

SECTION 26. Minimum Qualifications. – The applicant for the Presidency of a chartered SUC must possess the qualifications and/or standards set by its GB.

SECTION 27. Term of Office. – President of chartered SUCs appointed by their GBs in accordance with this IRR shall have a term of four (4) years, the beginning and end of which must be clearly specified in the appointment for another term only.

SECTION 28. Re-Appointment. – Presidents of chartered SUCs appointed under this IRR shall be eligible for re-appointment for another term only.

In case the incumbent is eligible and qualified per standards set by the GB in accordance with R.A. 7722 for re-appointment, no search need be conducted, at the discretion of the GB. The GB may prescribe the terms and conditions under which this discretion may be exercised such as but not limited to an evaluation of the performance of the incumbent.

SECTION 29. Tenure of Incumbents. – Incumbent Presidents of chartered SUCs who were appointed under and by virtue of previous laws, rules and regulations shall continue in office until their respective terms expire, unless sooner removed for cause. Presidents who wish to continue serving in such capacity at the expiration of their term shall be evaluated by the Governing Board or by any process and procedures prescribed by it.

SECTION 30. Vacancy in the Office of the President. – In case of vacancy by reason of death, transfer, resignation, removal for cause or incapacity for the incumbent President to perform the functions of his office, the CHED Chairman or the CHED Commissioner as Chair of the BOR/BOT, shall within fifteen (15) days from the occurrence of such vacancy, designate an Officer-in-charge (OIC) in the Office of the President (OP), subject to confirmation by the GB.

SECTION 31. Appointment of New president after Vacancy Occurs. – In case a new President is appointed by the GB of chartered SUC after a permanent vacancy occurs in the office of the President but during the term of office of the original appointee, the new President as his successor shall hold office only for the unexpired portion of his term.

This service for the unexpired term not, however, count as on (1) full term for purposes of appointment/ re-appointment.

SECTION 32. Other Offices. – A Vice President for Academic Affairs, who shall assist the President of a chartered SUC, shall be appointed by the GB upon the recommendation of the President.

When so warranted, other Vice-Presidents may be appointed by the GB upon the recommendation likewise of the President.

RULE VIII

SECRETARY AND EX-OFFICIO TREASURER OF CHARTERED SUCs; AUDIT

SECTION 33. Secretary. – The GB of chartered SUCs shall respectively appoint their Board Secretary who shall, likewise, act as the University/College Secretary.

The Board Secretary so appointed shall, among others, keep all records and the minutes of the proceedings of the GB notice of all regular meetings, special sessions and other undertakings of the GB.

SECTION 34. Ex-officio Treasurer. – The Treasurer of the Philippines shall be the ex-officio treasurer of all chartered SUCs.

SECTION 35. Audit. – All accounts and expenses of charters SUCs shall be audited by the Commission on Audit (COA) or its authorized representative.

RULE IX

ADMINISTRATIVE COUNCIL (ADCO); ACADEMIC COUNCIL (AC)

SECTION 36. Administrative Council (ADCO). – There shall be created in each chartered SUC an Administrative Council (ADCO) which shall be composed of its President as Chairman and with its Vice-President(s), Deans, Directors, and other officials of equal rank as Members.

In case of chartered SUCs which have big multi-campus, campus ADCO may be established, provided that these campuses should have equal representation in the university or college ADCO.

The President of the concerned chartered SUC as Chairman thereof shall constitute the ADCO.

SECTION 37. Duty of ADCO. – The ADCO of a chartered SUC so formed and constituted shall review and recommend in accordance with its GB appropriate policies governing the administration, management and development planning of the chartered SUC for the latter's action as it may deem fit.

SECTION 38. Academic Council (AC). – There shall be established and constituted in each of the chartered SUCs an Academic Council (AC) with its President as Chairman and all members of its instructional staff with the rank of not lower than Assistant Professor as members.

In case of chartered SUCs which have big multi-campus, campus ACs may be established provided that these campuses should have equal representation in the university or college ACs.

Presidents of the concerned chartered SUC as Chairman thereof shall constitute the AC.

SECTION 39. Powers of the AC. – The AC so formed and constituted in each of the chartered SUCs shall have the following powers, in accordance with Sec.4, Par. (o) & (v) of R.A. 8292 to wit:

- a) Determine, review and recommend for the approval of its GB the course offerings of the concerned SUC.
- b) Devise/draft, review and recommend for the approval of its GB the rules of discipline of and for the concerned chartered SUC; and.
- c) Fix the requirements for the admission of students in the concerned chartered SUC as well as for their graduation and the conferment of degrees and submit the same to its GB for review and/or approval in accordance with Sec. 4, Par (j) of R.A. 8292

RULE X

ACADEMIC FREEDOM AND INSTITUTIONAL AUTONOMY OF CHARTERED SUCs

SECTION 40. Academic Freedom and Institutional Autonomy. – All chartered SUCs shall enjoy academic freedom and institutional autonomy as provided for in B.P. 232, R.A. 8292 and Par 2 sec. 5 of Art. XIV of the 1987 Constitution.

RULE XI

NO DISCRIMINATION IN ADMISSION OF STUDENTS IN CHARTERED SUCs

SECTION 41. No Discrimination in Admission of Students in chartered SUCs – No student shall be discriminated against and denied admission in any chartered SUC by reason of sex, nationality, religion, political affiliation, or physical disability.

RULE XII

FILING OF REPORT BY PRESIDENT OF CHARTERED SUCs

SECTION 42. Filing of Report by Presidents of chartered SUCs. – On or before the fifteenth (15th) day of the second month after the opening of regular classes each year, the President of chartered SUCs shall file with the Office of the Presidents of the Philippines, through the Office of the CHED Chairman or the CHED Commissioner serving as Chair of the BOR/BOT, and with the Senate and House of Representatives of the Congress, conditions and need of their respective chartered SUCs.

SECTION 43. University of the Philippines (UP) System. – This IRR shall not cover and affect the charter of the University of the Philippines (UP) System, except that henceforth its GB shall be chaired by the CHED Chairman who shall preside over all regular meetings special sessions thereof, among others.

SECTION 44. Mindanao State University (MSU) System. – This IRR shall likewise not cover and affect the charter of the Mindanao State University (MSU) System, except that henceforth its GB shall be chaired by the CHED Chairman who shall preside over all regular meeting and special sessions thereof, among others, and the Chairmen of the Committees on Education and Culture/Higher & Technical Education of both houses of the Congress of the Philippines shall likewise sit as additional members of its GB.

RULE XII

TRANSITORY PROVISIONS

SECTION 45. Election of Student Regent/Student Trustee. – In case the chartered SUC does not yet have a SSC/SG or in the process of federating its SSC/SG or does not have a Student Regent/Student Trustee elected by its students, its President must cause the holding of a free and honest election to choose the Student Regent/Student Trustee immediately after the effectivity of this IRR, allowing for this purposes at least one (1) week for the campaign and the said election.

SECTION 46. Establishment of SSC/SG and its Federation, Whenever Applicable. – Presidents of chartered SUCs must see to it that there exist in their respective institutions a free and independent SSC/SG and its federation whenever applicable, to ensure that their students are represented in their GBs, including the election of a Student Regent/Student Trustee, if the students so themselves desire.

SECTION 47. Officer-in-Charge (OIC) in the Office of the President (OP) OF A CHARTERED suc. –For the purposes only of this IRR, Officers-in-Charge (OICs) in the Office of the President (OP) of chartered SUCs shall exercise the powers and responsibilities appertaining to a President of a chartered SUC.

SECTION 48. Status of Present Members of the GBs of Chartered SUCs. – Members of the GBs of chartered SUCs coming from the government who are no longer members under this IRR shall no longer be considered as such immediately upon the affectivity hereof.

SECTION 49. Alumni Association. – For new chartered SUCs which, strictly speaking, have not yet produced graduates in the tertiary level and, thereof, do not have alumni yet, their alumni before their conversion/merger/integration into a chartered SUC would have produced tertiary level alumnus/alumna since preference should be respected and shall constitute as one (1) term for the purposes of this IRR.

Depending upon the discretion of their GB in accordance with Sec. 4 par. (x) of RA 8292, they may be re-appointed for another term of four (4) years only.

Presidents whose terms expired within the period covered by R.A. 8292 and who were subsequently re-appointed by their GBs shall no longer be eligible for another re-appointment, provided, however, that should be appointment be the result of a search process then such a term shall be considered as one (1) (first) term only under this IRR.

In no case, however, shall a President be re-appointed for more than two (2) terms in the same university or college.

RULE XIV

SEPARABILITY CLAUSE

SECTION 51. Separability Clause. – If for any reason, any part or provision of this IRR is declared invalid or unconstitutional, the remaining parts or provisions not affected thereby shall remain in full force and affect.

RULE XV

EFFECTIVITY CLAUSE

SECTION 52. Effectivity Clause. – This IRR shall take effect fifteen (15) days after its publication in two (2) newspapers of general circulation in the Philippines.

Pasig City, Philippines, January 17, 2001

(SGD) ESTER A. GARCIA
Chairperson

Republic of the Philippines
CONGRESS OF THE PHILIPPINES
Metro, Manila

Tenth Congress
Second Regular Session

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.

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

SECTION 1. Short Title – This Act shall be known as the *“Higher Education Modernization Act of 1997”*.

SECTION 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 and 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.

SECTION 3. The Governing Boards; Manner of Appointment

- a) Composition – The governing body of state universities and colleges is hereby vested 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 (DA) in case of the agricultural 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 Colleges of Aeronautics and the Philippines 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

council president or student representative elected by the student council, the university or college shall schedule one (1) week for the campaign and election of a 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 a list of at least five (5) persons qualified in the city or the province where the school is located, as recommended by the search committee of the CHED based on the normal standards and qualifications for the position;

The faculty and the student council shall be represented by the president 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 presidents of the faculty and alumni associations and the student regents or trustees shall sit in the board until the expiration of their term of office in such capacities.
- 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 Boards 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 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 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 expenses incurred in their attendance of meetings of the Board or in connection with their official business authorized by resolution of the Board.

SECTION 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 Section 36 of Batas Pambansa Blg. 68, otherwise known as the Corporation Code of the Philippines.

- a) To enact rules and regulations no contrary to law as may be necessary 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 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 to matriculation fees, graduation fees and laboratory fees, as their respective boards may deem proper to impose after due consultations with the involve 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 interest that shall accrue there from shall form part of the same fund for the use of the university or college: Provided, That income derived from the university hospitals shall be exclusively earmarked for the operating expenses of the hospitals.

Any provisions 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 maybe disbursed by the Board of Regents/Trustees from 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 reasons beyond its 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 authorized the use 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 university 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, head 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 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 and 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 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 & 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 admission 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 venture with business and industry for the profitable development and management of the economic assets of the college or institution, the proceed from which to be used for the development and strengthening of the university or college;
- s) 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 maybe;
- t) To develop academic arrangements for institution capability building with appropriate institutions and agencies, public or private. Local or foreign, and to appoint exerts/specialist as consultants or visiting oe exchange professors, scholars, researches, as the case maybe;
- u) To setup 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 activities; and
- x) To extend the term of the president of the college or university beyond the age or 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.

SECTION 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 thrust of the CHED under Republic Act No. 7722.

SECTION 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 four (4) years and shall be eligible for reappointment for another term, Provided, That this provision shall not adversely affect the terms of the incumbent.

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 of the office of the president as mentioned in the immediately preceding paragraph, his successor shall hold office for the unexpired term.

SECTION 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.

SECTION 8. The Treasurer of the Philippines. – The Treasurer of the Philippines shall be the ex-officio treasurer of the university or college. All counts and expenses of the university or college. All accounts and expenses of the university or college shall be audited by the Commission on Audit or its authorized representative.

SECTION 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.

SECTION 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.

SECTION 11. Academic Freedom. – Pursuant to paragraph 2, Section 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.

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

SECTION 13. Exclusion Clause. – Except for the chairmanship of the Board, the provisions of this Act shall not affect the charter of the Mindanao State University (MSU), except for the provision of this Act on the chairmanship of the Board, and the membership of the Chairman of the Congressional Committees on Education and Culture.

SECTION 14. Filing of Report. – In 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.

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

SECTION 16. Separability Clause. – If, for any reason, any part or provision of this Act is declared invalid or unconstitutional, the remaining part or provisions not affected thereby shall remain in full force and effect.

SECTION 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.

SECTION 18. Effectivity Clause. – This Act shall take effect upon its approval.

APPROVED.

(Sgd.) JOSE DE VENECIA, JR.
Speaker of the House
Of Representatives

(Sgd.) ERNESTO M. MACEDA
President of the Senate

This Act, which is consolidation of Senate Bill No. 1721 and House Bill No. 4525 was finally passed by the Senate and the House of Representatives on June 3, 1997, respectively.

(Sgd.) ROBERTO P. NAZARENO
Secretary General

(Sgd.) LORENZO E. LEYNES, JR.
Secretary of the Senate

APPROVED:

(Sgd.) FIDEL V. RAMOS
President of the Philippines

GOVERNANCE OF THE ISABELA STATE UNIVERSITY**ISABELA STATE UNIVERSITY**

Board of Regents

Hon. SATURNINO M. OCAMPO, FR.*Commissioner, CHED**Chair, Board of Regents***Hon. ROMEO R. QUILANG***Vice-Chairman & President, I.S.U.***Hon. JUAN M. FLAVIER***Chair, Committee on Higher & Technical Education**House of Representatives***Hon. MARY ANN E. R. DARAUAY***OIC Director-NEDA R-02***Hon. RUSTICO B. SANTOS***Director, DOST R-02***Hon. GUMERSINDO D. LASAM***Executive Director, DA R-02***Hon. EDMAR P. CASTILLO***President, Alumni Federation***Hon. ASUNCION N. ABAYA***Private Sector Representative***Hon. ALLAN LUCEL R. BARIT***President, SSC Federation*

ISABELA STATE UNIVERSITY

SEAL & LOGO GRAM

Legal Basis:

1. Approved as per BOR Res. No. 63-A, s. 2002

THE ISU SEAL

- The innermost circle contains the symbolic “TORCH OF EDUCATION”.
- The RED FLAME (tongues of fire stylized ISU letterings) stand for EDUCATION, the primary function of the University
- Within the two outer circles are indicated the institutional identify – ISABELA STATE UNIVERSITY – and the year it was established – 1978.
- NINE GOLDEN TRIANGULAR FIELDS lighted by the flame represent the number of institutions in the system.

SEAL



LOGO



DELEGATION OF AUTHORITY & RESPONSIBILITIES

LEGAL MANDATE

The University derived its original mandate or mission from Presidential Decrees 1434 and 1434, the latter now repealed by RA 8292. The first directs the University to “provide advanced instruction in agriculture, natural and applied sciences and technology”. It shall train professionals in various fields such as in education, communication, business and entrepreneurship, among others. The University is also tasked to engage in research to seek new technologies, promote sustainable development and generate new knowledge in the other professions. Then it must translate these outputs to improve community life through extension services and to increase the productivity of the rural poor so that they can become self-reliant and active participants to regional and national development.

DUTIES AND RESPONSIBILITIES OF ISU OFFICIALS/OFFICES/UNITS

I. OFFICE OF THE PRESIDENT (OP)

The President is the Chief Executive Officer of the University system whose powers and duties are specified in P.D. 1434 and 1437 as amended by RA 8292. Supporting him are two major councils, namely: The Administrative Council (ADCO) and the Academic Council (ACO).

Within the OP are the following staff offices which also serve as consultative and advisory staff to the University system. The offices are: 1) the University Legal; 2) the Internal Audit; 3) the University Board Secretary; and 4) the External Affairs/Linkages.

The Administrative Council (ADCO) is chaired by the President. The members are the Vice Presidents and the University Directors, the campus Executive Directors and Campus Chairmen; Deans and Associate Deans; and other officials to equal rank. The Administrative Council reviews and recommends to the Board of Regents for appropriate action policies governing the administration, management and development planning of the University.

The Academic Council (ACO) is chaired by the President and its membership is composed of all instructional staff with the rank not lower than Assistant Professor. The Council is empowered to review and recommend the curricular offerings and rules of discipline of the University, subject for appropriate action by the Board of Regents. 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 through the President of the University.

The University Legal Council is the legal adviser to the President. He represents the university in judicial bodies and prepares all necessary documents attendant thereto. He chairs administrative investigation and committee hearings and performs related functions assigned to him by the University President.

The Internal Auditor is the management and audit specialist under the University President's staff. The Internal Audit Office has the following responsibilities, namely: plan and conduct audit of accounts; bookkeeping records and financial statements of the university

system; check all accounts and records for accuracy and adherence to the management policy and terms of the contract; report on receipts and expenditures of programs; pre-audit of expenditures to avoid errors and misappropriations of fund; examine and ascertains the budgetary and reliability of financial transactions undertaken in the University system.

The **University and Board of Regents (BOR) Secretary** serves as the Secretary of Administrative and Academic Council and the Board of Regents. As such, she maintains a systematic filing and safekeeping of minutes of records and documents. She prepares agenda and schedules of meetings.

The **Public Relations Officer (PRO)** is a staff of the University President whose main responsibility is to establish or help create a favorable public image, for the university. HE also safeguards the reputation and standing of the university as he seeks to obtain favorable opinion about its programs, projects and activities. The PRO shall effectively represent the University's mission, goals and objectives, to internal and external clientele.

The **Director of External Affairs/ Linkages Office**. Under the direct supervision of the President, the Office of External Affairs/Linkages seeks to establish a strong functional linkages with local, national and international institutions and agencies, private and government, to support the University's extension and business affairs programs.

The **University Business Affairs Office**. Headed by a Director, the Office is responsible in the formulation of policies, provides direction, monitoring and evaluation, and overall supervision of all resource generation programs/projects and activities.

II. OFFICE OF THE VICE-PRESIDENT FOR ACADEMIC AND RELATED AFFAIRS (VP-ARA)

The Vice-President for Academic and Related Affairs, who is under the direct supervision of the University President, supervises the academic units and academic-related services offices and divisions of the University.

The academic units of the University refer to the colleges, schools and institutes located in all campuses of the University. Similarly, academic related services refer to student-centered and other academic services.

COLLEGES/ SCHOOLS/ INSTITUTES

The **Graduate School (GS)** is composed of a core staff and draws other needed faculty from the various units of the University. The office of the Dean is based at the Echague Campus who supervises all the Graduate Programs. An Associate Dean of the Graduate School is designated at Cabagan Campus who is under the functional supervision of the Dean. The Associate Dean is directly responsible for the effective and efficient implementation of the curricular programs and the academic departments at the Cabagan Campus.

The Graduate School aims to produce highly skilled manpower in higher levels of instruction, research management in agriculture, environment and natural resources, education, development, business, public affairs and arts and sciences.

The **College of Agriculture (CA)** is situated at the Main Campus, Echague. The Dean supervises all the academic departments in the College. He supervises the implementation of all academic programs offered in Jones and Roxas campuses. The College of Agriculture aims to

produce quality graduates and to train trainors for the manpower requirement of agricultural development, specifically in agri-business and agricultural economics, agricultural education, crop science, animal science, veterinary medicine and farming systems and other related fields.

The **College of Arts and Sciences (CAS)**. The Dean supervises all the academic departments of the College. The College of Arts and Sciences provides all students in the University with the basic knowledge in humanities, the arts, the natural and social sciences and produces professionals in Biology, Chemistry, Mathematics, English and Psychology.

The **College of Engineering (COE)** is based at Echague Campus. The Dean supervises all the academic departments in the College.

The College of Engineering develops highly trained Agricultural and Food Engineers whose technical expertise is needed for agricultural and industrial development.

The **Teachers College (TC)**. The office of the Dean is based at Cabagan Campus and the Associate Deans are at Echague and Cauayan Campuses. The Dean supervises all the academic departments in the College. The Associate Deans are directly responsible to the College Dean for the effective and efficient operation of all the curricular programs in the academic departments at the Echague and Cauayan Campuses.

The College maintains as Secondary Department at Echague, Cabagan, Cauayan and Roxas Campuses. The Secondary Department headed by a principal serves as the laboratory for the Teachers College.

The Teachers College produces and trains educators to respond for the need of qualified elementary and secondary teachers.

The **College of Entrepreneurial Development and Management (CEDM)** is based at Echague, Campus. The Dean supervises all the program chairmen in Echague and Cauayan Campuses.

The CEDM develops professionals with solid training in business, enterprise development and management in fields of business, public administration, management and marketing.

The College of Forestry and Environmental Management (CFEM) is based at Cabagan Campuses and headed by a Dean who supervises all the academic departments in the college.

The CFEM develops competent foresters and environmentalists both in the undergraduate and the graduate levels.

The **College of Development Communication and Arts and Sciences (CDCAS)** is based at Cabagan Campus. The Dean supervises all the program chairmen of the College.

The CDCAS develops manpower in the fields of communication and arts and sciences.

The **Provincial Technical Institute of Agriculture (PTIA)** is based at Cabagan Campus. The Dean supervises all the academic departments in the College. The PTIA produces and trains agricultural technicians and technologists.

The Polytechnic College is based at Ilgan Campus. The Dean supervises all the academic departments in the college. He is responsible for the effective and efficient operations of the academic programs at San Mateo Campus.

The Polytechnic College develops highly trained Civil and Electrical Engineers and trains and produces competent manpower and technicians equipped with the appropriate knowledge, value and skills as well as the technology needed to prepare them for gainful employment.

ACADEMIC RELATED SERVICES

The **Office of the University Director for Instruction (ODI)** is directly responsible to the Vice President for Academic and Related Affairs. He closely coordinates with the Deans of Colleges, Schools or Institutes on faculty development and accreditation of academic programs.

The **Office of Student Affairs (OSA)** is headed by a University Director and is directly responsible to the Vice President for Academic and Related Affairs in the implementation of policies, rules, and regulation governing student affairs. He closely coordinates with the College Coordinators on Student Affairs.

The University Director of Student Affairs supervises the following offices, namely: Guidance and Counseling, Testing, Library, Student Housing and Health Services, Student Organizations, Publications & Scholarships, Alumni Affairs and Graduate Placement, Sports and NSTP. The Heads of these services in the campus/college level are functionally supervised by the University Director of Student Affairs but administratively supervised by the Campus Executive Director.

The **Office of Registration and Admission** is headed by a University Director who coordinates closely with the Campus Registrars.

The Office of the University Director of Registration and Admission is responsible for the implementation of policies, rules, and regulations governing student admission, registration, retention and transfer and other academic matters. He keeps a systematic recording of student records in the university.

The **University Library**. Headed by a Director, he is responsible in formulating and executing a well organized and directed program for the library. It has two operating sections: 1) Readers Section which is composed of serials, circulations, references and reserves; and 2) Technical Services Section, which shall be in-charge of book selection and acquisition, maintenance, and organization of library collection.

The **Office of Sports and Socio-Cultural Affairs**. The office is responsible in formulating and executing a well organized and directed program of recreation/social/cultural services in line with the goals and objectives of the University.

III. OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATIVE AND FINANCE SERVICES (VP-AFS)

The Vice-President for Administrative and Finance Service, who is under the direct supervision of the University President, is responsible for the implantation of the administrative,

finance, planning and development, and management and information system policies, programs and services of the University.

Under the administrative and finance services are the following offices:

- 1) Administrative Services
- 2) Finance Services
- 3) Planning and Development Office
- 4) Management and Information System

The **Administrative Services Office** is headed by a University Director who supervises and coordinates the administrative functions/activities of the University

The Office is concerned with the administrative services of the University such as human resource management, records management, property, supply and procurement, physical plant/maintenance and general services, and security services.

- a) The Human Resource Management Office is headed by the University Human Resource Management Officer. He supervises and coordinates all human resource activities in all campuses of the University. Each campus has a Human Resource Management Office headed by a chief, who is responsible in the efficient operation of the personnel activities of the campus. The Human Resource Management Office deals with the following functions: 1) appointment; 2) employment and employees relations; 3) compensation and position classification; 4) personnel development; 5) personnel welfare; 6) personnel performance evaluation and other personnel actions.
- b) The Records Management Office is headed by the University Records Officer. He supervises and coordinates the activities of the records and postal office of all campuses as of the University. Each campus has a Record Office headed by a chief who is responsible in the efficient operation of the records/postal service activities of the campus.

The records and postal office has the following functions: 1) mailing, 2) receiving and releasing, 3) sorting, 4) recording, 5) filing, 6) messengerial and data bank, and 7) disposal.

- c) The Property and Supply Office is headed by a University Supply Officer. He plans, coordinates the supply and property program in coordination with the heads of campuses/units of the University. Each campus has a operation of the property and supply activities of the campus. The property and supply office has the following functions/activities: 1) Inspection, 2) Deliveries, 3) Storekeeping, 4) Buying and Property Control, 5) Requisitioning, 6) Issuing and Recording of Supplies and Equipment or Books, 7) Checks Contract Papers and Proposals, 8) Canvassing, 9) Purchasing and Procurement and Distribution, 10) Periodic Inventory, and 11) Records and Disposal.
- d) The Security Services is headed by a University Security Officer who supervises and coordinates security guarding activities of the University.

The Security Office is concerned with the safety and protection of the life of the employees and properties of the University through the maintenance of peace and order. The work of this office deals principally with the prevention of theft, fire, damage, accident and unlawful entry in the property and premises of the University.

- e) The Infrastructure Office is headed by a University Architect who supervises and coordinates the activities of the infrastructure services of the University.

This service office is concerned with the practical application of physical laws and principles of engineering and/or architecture to attain maximum utilization of machines, materials, structures, processes and service. It also includes the job concerned with drafting of detailed drawing plans, surveying, zoning inspection, map-making, water resources and system development. This office plans, directs and supervises the construction of infrastructure projects of the University, reviews and evaluate technical aspects, progress and accomplishment reports and program of work under contract by the administration.

- f) The Physical Plant and General Services Office is headed by a University Director for Physical Plant and General Services who supervises and coordinates the activities of the physical plant and general services of the University.

The offices under this are: 1) Motor Pool/Transportation Services, 2) Electrical Services, 3) Water Services, 4) Carpentry Services, 5) Laboring Services 6) Landscaping, and 7) Janitorial Services.

The **Finance Division** is headed by a University Finance Director who supervises and coordinates the financial activities of the University.

The Finance Office is concerned with the generation, allocation and management of the University's financial resources through a systematic and organized process of recording, examination and interpretation of financial records and reports. It includes the installation of accounting, auditing and management control system, budget evaluation, planning, forecasting and execution.

The Finance Service Division is composed of the following sections, namely : 1) Accounting, 2) Budgeting, and 3) Cashiering.

- a) The Accounting Section is headed by a University Accountant who will closely coordinate activities. Each campus has an office headed by a chief.

The Accounting Unit is concerned with the following activities/functions:

- 1) Book keeping
- 2) Processing and Liquidation
- 3) Payroll and Records, and
- 4) Student Accounts.

- b) The Budget Section is headed by a Budget Officer who supervises and coordinates with the budget offices of all campuses regarding budgeting activities. Each campus has a Budget Office which is headed by a chief.

The Budget Unit is concerned with the preparation and examination of budget requests and justifications, allocation of funds for the different programs, projects and activities of the University in coordination with the Office of Planning and Development. It also includes the preparation of budget summary which is the outcome of a budgeting process on two levels – one in the campus level and the second in the university level. Budgeting in the campus level

reflects the program allocation and priorities set for the different programs and services by the Deans and Directors and other officials of equal rank in the campus. The budgeting process in the University level is undertaken in consultation with the different Executive Directors who represents and defends their respective budgets.

- c) The Cash Section is headed by a University Cashier who coordinates the cashiering activities with the Cashiers of the different campuses. Each campus has a Cash Office which is headed by a chief.

The Cash Section is concerned with the following activities/functions: 1) Checking account, 2) collection and disbursement, and 3) safekeeping of money and financial records. The cashiering section in the campus level is responsible for the collection of income and disbursement of funds in the campus/unit.

The University Office of Planning and Development. Headed by a University Director, the primary function of the Office is to unify/coordinate/integrate all the planning efforts of the University system. The specific duties and responsibilities are as follows: 1) develop and maintain a planning process/mechanism for the University; 2) generate a total development plan of the University system in coordination with the heads of major programs on academic, research and development, extension, production, academic related and administrative units/offices; 3) provide support for monitoring and evaluation of University program/projects/activities; 4) conduct specific studies on institutional management to strengthen management capabilities; and perform other duties and responsibilities as assigned to his/her immediate supervisor.

The Office of Planning and Development closely coordinates and collaborates with the other offices under the Office of the University President for the efficient and effective performance of its functions.

The Office of Management Information System. The primary responsibility of the office is to gather, process, and disseminate/monitor data for planning/management purposes and for public consumption. The management Information System Office is charged with the responsibility of systematically coordinating the various department/units of the Isabela State University system in the context of synergism in terms of effective management information utilization.

IV. VICE PRESIDENT FOR RESEARCH, DEVELOPMENT, EXTENSION & TRAINING (VP-RDET)

The **Vice President for RDET** is responsible to the University President for the development and administration of University policies in the areas of research & development, extension and training and allied activities. As chief integrator for RDET management, the VP shall work towards greater consistency in policy formulation, management and services; develops, promotes and monitors University RDET plan with the framework of the RDET budget.

The **University Director for R & D** is responsible to the VP for RDET and shall implement a rational process for planning, requesting and allocating resources for R & D, expands and diversify funding for R & D from various sources, promotes high quality and innovative R & D within the University through policy development and oversight of the

framework for the R & D budget, and provides support for appropriate decision-making tools in all these areas.

The **University Director for Extension & Training** is responsible to the VP for RDET and shall implement a rational process for planning, requesting and allocating resources, promotes high quality and innovative extension approaches and modalities within the framework of the budget, and provides support for appropriate decision-making tools in all these areas.

V. CAMPUS EXECUTIVE DIRECTOR

- 1) Exercises overall supervision on the administrative and academic offices in their respective campuses
- 2) Prepares plans/programs/activities for the effective operation, maintenance and development of their campuses.
- 3) Submits periodic reports to the Office of the President
- 4) Coordinates with other organic offices/colleges of the university.

VI. DEAN

- 1) Allocates resources in accordance with plans/programs/activities.
 - Determines resource needs (manpower, supplies, equipment, etc.)
 - Assigns teaching load and assignments of faculty and staff performance.
 - Collates and follow-up annual proposal of the college.
 - Initiates and coordinates the preparation of research work of faculty and students.
 - Undertakes continuous review of existing academic offering and formulate new ones.
- 2) Coordinates with colleges and offices affecting the college programs, projects, and activities.
- 3) Designs and carry out programs that shall promote harmony among colleges and offices of the university.
- 4) Represents the college in appropriate offices, bodies/units, chair faculty meetings and cause resolution of conflicts in accordance with established policies and sound management practices.

VII. DEPARTMENT CHAIRMAN

- 1) Manages operations of the Department activities.
 - Formulates plans of activities with Department faculty, including those which involve students (objective formulation, ways and means of attaining them, strategies, procedures for implementation and evaluation).
 - Organizes faculty/staff into section based on expertise/discipline.
 - Controls/regulates the use of available resources/men money/materials to maximize efficient operation.
- 2) Causes continuous enrichment of department activities to improve learning process, subject-matter development and teaching competency.
- 3) Represents the department in appropriate bodies/offices, chair meetings of its faculty and cause resolution of conflicts in accordance with established policies and sound management practices.

VIII. COLLEGE SECRETARIES

- 1) Assists the Dean in the general administration of the College.
 - Sends notices of faculty meetings.
 - Prepares minutes of minutes.
 - Informs faculty members of College policies and regulations.
 - Keeps records of student's subject ratings and behavior.
 - Report periodically student's grades to parents/guardians.
 - Review student records to determine fulfillment of the requirements of graduation.
 - Supervises student's extra-curricular activities.

CHAPTER II
MERIT SELECTION AND PROMOTION SYSTEM
(MSPS)

Isabela State University

Legal Bases:

- 1) Omnibus Rules Implementing Book V of Executive Order No. 292
- 2) Board Resolution No. 70, s. 2002 dated August 9, 2002
- 3) Revised under Board Resolution No. 98, s. 2002 dated October 11, 2002

Pursuant to the provisions of Rules V and VI of the Omnibus Rules Implementing Book V of Executive Order No. 292, CSC Memorandum Circular (CSC MC) No. 3, s. 1979 as amended by CSC MC no. 19, s. 1988 and CSC MC No.1989; as amended by CSC MC No. 40, s. 1998, CSC MC No. 15, 2. 1999, CSC MC No. 03, s. 2001 as well as the ISU BOR Resolution No. 37 dated 15 June 1998, as further amended by the Tripartite Group composed of the CHED, PASUC, and DBM, this Merit Selection and Promotion System (MSPS) is hereby established for the guidance of all concerned.

OBJECTIVES

It is the objective of the ISU Merit Selection and Promotion System to:

- 1) Establish a system that is characterized by strict observance of the merit and fitness principle in the selection and promotion of faculty and non-teaching personnel for appointment.
- 2) Guarantee and safeguard the terms and conditions of their employment, career progression and recognition.

SCOPE

The following shall be covered by the Merit Selection and Promotion System:

- 1) Recruitment of faculty members and non-teaching employees.
- 2) Promotion and Chain Promotion of faculty members and non-teaching employees.

I. FACULTY

I.I COMPOSITION OF THE CAMPUS FACULTY SELECTION AND PROMOTION BOARD (CFSPB) AND THE UNIVERSITY FACULTY SELECTION AND PROMOTION (UFSPB) FOR FACULTY

I.I.a Campus Faculty Selection and Promotion Board (CFSPB)

- Chairperson - Executive Director/Campus Head or his authorized Representative
- Members - ARA Director
- Dean of the College where the need arises
 - Campus Faculty Association President
 - Management Staff Representative
 - Campus HRMO
 - Finance Representative

I.I.b University Faculty Selection and Promotion Board (UFSPB)

- Chairperson - University President or his authorized Representative
- Members - Vice President
- Campus Executive Director/Head where the need arises
 - Faculty Federation President
 - University HRMO
 - Management Staff Representative
 - Finance Representative

1.2 DUTIES AND RESPONSIBILITIES OF THE CAMPUS AND UNIVERSITY FACULTY SELECTION AND PROMOTION BOARD

1.2.a Campus Faculty Selection and Promotion Board

- 1) To implement the faculty recruitment policies and guidelines as approved by the Board of Regents.
- 2) To maintain fairness and impartiality in the assessment of faculty candidates for appointment and/or promotion of faculty.
- 3) To act on request for reconsideration and/or complaints filed pertaining to recruitment and/or promotions.
- 4) To continuously review the policies and guidelines on faculty recruitment and promotion in consonance with existing Civil Service Law and Rules and purpose amendments whenever necessary.
- 5) To review, approve and recommend the evaluation/ranking of faculty applicants or candidates for promotion made by the Campus Faculty Selection and Promotion Board.
- 6) To act on appeal for reconsideration and/or complaints on the action and/or decision of the Campus Faculty Selection and Promotion Board.
- 7) To review and recommend the amendments made by the Campus Faculty Selection and Promotion Board on the policies and guidelines governing recruitment and promotion.
- 8) To submit its recommendations to the University President.

RECRUITMENT

A. RECRUITMENT

Consistent with the objective of the University to provide quality education, only the best qualified should be recruited as faculty members based on specific academic needs as to education, field of specialization and relevant experience. For this purpose, the following policies and guidelines governing recruitment of faculty members are hereby established.

1.0 OBJECTIVES

The Faculty Recruitment shall have the following objectives:

1.1 To attract, select, recruit and retain in its faculty staff, the best qualified, responsible, efficient and competent members based on specific academic need.

1.2 To ensure fair, objective, transparent, and equitable process for hiring new faculty members.

2.0 SCOPE

The following shall be covered by Faculty Recruitment:

2.1 Transferees from other units of the University or from other government agencies or instrumentalities.

3.0 DEFINITION OF TERMS

3.1 Faculty – refers to those who have faculty items who are primarily engaged in actual teaching as well as in, or in combination with, research, extension or production.

3.2 New Entrants/Recruits – those who will be selected to join the faculty staff of the University and who do not have any work experience in ISU in any capacity whatsoever.

3.3 Transferees – refers to those who are presently employed either in the University or other government agencies or instrumentalities who wish to join the faculty staff of ISU.

3.4 Transfer – the lateral movement from other units of the University or from other government agencies or instrumentalities to the faculty staff of the University, which is of equivalent rank, level or salary without break in the service and involving the issuance of an appointment.

3.5 Meritorious Reason – a situation where the faculty applicant or transferee possesses exceptional qualifications, which the University badly needs and there are no other applicants with the same qualifications. Such applicant or transferee would not settle for the salary of the lowest grade of a faculty rank, which may not be commensurate to his/her qualifications or to his/her present salary in other agency or company.

3.6 Relevant Degree – refers to appropriate highest academic degree earned from academic institutions of recognized standing.

3.7 Discrimination – refers to a situation where in a qualified applicant is not included in the selection line-up on account of gender, civil status, pregnancy, disability, ethnicity, or political affiliation.

3.8 Qualifications – refer to the relevant educational attainment, academic and related experience as well as relevant professional development, achievements and honors of the faculty applicant.

3.9 Selection – is the systematic method of determining the merit and fitness of an applicant on the basis of qualifications and ability to perform the duties and responsibilities of the position.

4.0 RECRUITMENT POLICIES

4.1 All recruitment/s and subsequent appointment/s to the faculty shall be based strictly on merit and fitness. There shall be no discrimination in the selection of faculty on account of gender, civil status, disability, religion, ethnicity or political affiliation.

4.2 Exempt for every meritorious reasons, the entry level for original appointments shall be the lowest grade of the faculty rank to which the applicant or transferee is qualified, i.e., Instructor I, Assistant Professor I, Associate Professor I and Professor I.

4.3 There shall be a Campus Evaluation Committee composed of members who are knowledgeable about the Faculty Common Criteria for Evaluation (CCE) under National Budget Circular (NBC) No. 561 and other issuances for faculty evaluation as well as other evaluation instruments/tools which shall evaluate the qualifications of all applicants based on documents submitted. The Campus Faculty Selection and Promotion Board shall, in turn, screen all evaluated applicants and selects the best qualified.

4.4 Recruitment and appointment to a faculty position shall be based on the following factors:

- a) Education – shall refer to the relevant advanced academic degree earned from academic institutions or organized standing.
- b) Experience – shall refer to academic and related professional experience in a state college/university or private institutions.
- c) Eligibility – refers of passing a merit and fitness test which may be determined as far as practicable by competitive examination, or based on highly technical qualifications or others test of merit and fitness conducted by the Civil Service Commission, or other examinations jointly designed and coordinated by the departments or agencies with the assistance of or in coordination with the CSC, or the Professional Regulations Commission (PRC) conducted board examinations, the Supreme Court conducted bar examinations, the CESB conducted CES examinations, or TESDA conducted crafts and trades examinations.
- d) Professional Development and Work-Related Dimension – refer to item 3.0 in the PASUC Common Criteria for Evaluation under NBC 461 as well as behavioral dimensions necessary for the successful performance of the job.
- e) Panel Interview – interaction of the applicant with the members of the Campus Faculty Selection and Promotion Board where his/her potentials as reflected in his/her answers, personality, communication facility, mental alertness and deportment are assessed and rated.
- f) Demonstration Teaching – the result of his/her actual sample teaching performed before appropriate students who shall rate him/her together with Subject specialists and representatives of the Professional Education Department.

4.5 Based on the Qualification Standards of the Civil Service Commission, the following minimum educational attainments are required:

- a) Bachelor's Degree – Instructor I to Assistant Professor I
- b) Master's Degree – Assistant Professor II to Professor III
- c) Doctorate Degree – Professor IV to University Professor

4.6 All applicants must not be over the applicable age requirements as follows:

- a) 25 years old – Bachelor’s Degree holder (If over 25 but not yet 35 years, must have earned at least 9 units in relevant Master’s Degree or must have at least two (2) years teaching experience.)
- b) 35 years old – Master’s Degree holder (If over 35 but not yet 45 years old, must have Ph.D. units and a teaching experience of at least five (5) years.)
- c) 45 years old – Ph.D. Degree holder or a Ph.D. candidate with a teaching experience of at least 8 years.

4.7 Faculty recruitment shall be based on need using the results of the Faculty Workload Analysis.

4.8 Appropriate or relevant educational qualification required shall be set by the concerned college/academic department. If applicable to his/her degree, appropriate PRC license shall be required of applicants.

4.9 Applicants shall be ranked based on the following factors:

| | | | |
|---|-------|-----|-------------|
| a) Qualifications based on NBC 461 CCE points | | | - 60% |
| b) Panel Interview that determines the applicant’s potential, | | | |
| a. personality traits and psycho-social attributes | | | - 10% |
| c) Demonstration Teaching | | | |
| - Students | 10% | | |
| - Subject Specialists | 10% | | |
| - Professional Education Representatives | 10% | | - 30% |
| | Total | --- | <u>100%</u> |

NOTE: In order to be considered, an applicant must obtain at least 70 points. If no applicant meets the minimum point requirement, failure of screening shall be declared and re-advertisement shall be made of the needed degree/specialization to attract new qualified applicants.

4.10 If there are no applicants from academic institutions of recognized standing, priority and preference will be accorded to ISU graduates (preferably honor graduates), provided they meet the minimum qualifications.

4.11 The following Faculty Recruitment and Screening (FRS) Forms must be filled up and accomplished as supporting documents:

- a) FRS Form 1 – Panel Interview Rating Form
- b) FRS Form 2 – Subject Specialist and Professional Education Representative Rating Form for Demonstration Teaching
- c) FRS Form 3 – Student Evaluation Rating Form for Demonstration Teaching
- d) FRS Form 4 – Evaluation Summary and Ranking Form

5.0 MECHANICS OF SCREENING AND RECRUITMENT

5.1 A request for faculty recruitment is made by any concerned academic unit, which will be subjected to workload analysis to validate the need. In case of vacancies of faculty items, the Office of Planning and Development together with all the College Secretaries shall make a campus wide faculty need analysis through a workload assessment. This will determine the

specific field of specialization that is needed to meet the faculty requirements of specific curricular program/s.

5.2 Announcement or publication of needed degree/field of specialization shall be made in accordance with the requirements of the Civil Service Commission. A minimum of three (3) applicants in each discipline is required before evaluation/screening is conducted. An appropriate PRC license is required of applicants in discipline requiring licensure examinations.

5.3 The Campus Faculty Evaluation Committee shall initially evaluate the applicants based on submitted documents using the NBC 461 CCE. All qualified applicants shall then be called for Panel Interview conducted by at least three (3) members of the Campus Faculty Selection and Promotion Board.

5.4 All interviewed applicants will be required to perform demonstration teaching before Subject Specialists, Professional Education Representatives and Students who will rate them. The process of demonstration teaching is as follows:

5.5 The ranking will be prepared by the Campus Evaluation Committee taking into consideration the ratings of the applicants from the evaluated documents for qualifications, the panel interview and the demonstration teaching.

5.6 The Campus Faculty Selection and Promotion Board shall review and deliberate on the results of the evaluation and the ranking, makes the final selection and recommends for appointment.

5.7 The selected applicant shall then be endorsed by the Campus Executive Director to the University President who may ask the University Faculty Selection and Promotion Board to review the screening and selection made by the Campus Faculty Selection and Promotion Board.

5.8 The University President shall assess the merits of the UFSPB's recommendation for appointment and if satisfied with the result of the evaluation and screening, shall forward it to the Board of Regents for confirmation.

5.9 The Human Resource and Management Office (HRMO) will notify the selected and confirmed applicant who will then fill up necessary forms and submit the required documents. Appointment papers will be prepared for the signature of the President and for attestation by the Civil Service Commission.

5.10 The appointee will be issued a notice to report for teaching assignment.

PROMOTION

B. PROMOTION/CAREER ADVANCEMENT

Promotion is the advancement of a faculty from one position to another with an increase in salary. It may be from one sub-rank or from one mark to the next rank. Opportunity for promotion occurs if a vacancy exists in a higher rank which may lead to chain promotion. These policies and guidelines for promotion of faculty members are for guidance of all concerned.

1.0 OBJECTIVES

The Faculty Chain Promotion shall have the following objectives:

- 1) To provide a system of advancement for faculty members from one position to a higher position based on merit and fitness.
- 2) To provide incentives to faculty members to upgrade their qualifications and improve their teaching effectiveness and efficiency through promotion.
- 3) To fill up vacancy/ies in the higher faculty ranks or sub-ranks by promoting qualified and competent faculty members below the vacant ranks or sub-ranks.
- 4) To guarantee and safeguard the terms and conditions of their employment, career progression and recognition.

2.0 SCOPE

The promotion shall apply to all faculty members who are in active service, on study leave, sabbatical leave, on local or foreign scholarship, on training grant, on maternity leave, or on extended leave without pay. It will cover all faculty members who are presently occupying the following academic ranks:

Professor (sub-ranks 1-6)
Associate Professor (sub-ranks 1-5)
Assistant Professor (sub-ranks 1-4)
Instructor (sub-ranks 1-3)

3.0 DEFINITION OF TERMS

3.1 Promotion – refers to the advancement of a faculty from one position to another usually with an increase in duties and responsibilities as authorized by law and accompanied by an increase in salary.

3.2 Chain Promotion – refers to a series of promotion resulting from the filling-up by promotion, of a higher rank/sub-rank vacancy the most qualified faculty occupying a lower rank or sub-rank. When a deserving faculty member is promoted to a higher rank or sub-rank, his present position becomes vacant and will then be filled-up again by a faculty below and so on.

3.3 Faculty – refers to the University personnel with faculty items who are primarily engaged in actual teaching as well as in, or in combination with research, extension or production work/assignment.

3.4 Qualifications – refers to the highest educational attainment, academic and related experience as well as relevant professional development that includes seminars, trainings, consultancy, expert services, honors, awards, licensure exams, community outreach as identified in the Common Criteria for Evaluation (CCE) under NBC 461.

3.5 Performance – refers to the performance ratings of the faculty member based on the Performance Evaluation System (PES) of the University and the Qualitative Contribution Evaluation (QCE) prescribed under the National Budget Circular (NBC) No. 461.

3.6 National Budget Circular (NBC) No. 461 – refers to the Circular issued by the Department of Budget & Management (DBM) to establish and prescribe rules and regulations governing the implementation of the Revised Compensation and Position Classification Plan for faculty positions in SUCs, HEIs and TEIs in accordance with the Modified Common Criteria for Evaluation (CCE) for faculty positions.

3.7 Deep Selection – the process of promoting a faculty candidate who is not next-in-rank but has a higher ranking points in terms of qualifications and performance.

3.8 Next-in-Rank Faculty – refers to a faculty member who occupies a position which, by reason of the hierarchical arrangement of positions is determined to be in the nearest degree of relationship to a higher position as contained in the University's System of Ranking Positions (SRP).

3.9 Comparatively at Par – predetermined reasonable difference or gap between the ranking points of the candidates for promotion.

3.10 Qualification Standards – refer to the statement of the minimum qualifications for a position, which shall include education, experience, training, civil service eligibility, and physical characteristics and personality traits required in the performance of the job.

3.11 System of Ranking Positions – is the hierarchical arrangement of positions from highest to lowest, which shall be a guide in determining which position is next-in-rank.

4.0 PROMOTION POLICIES

4.1 All faculty members considered for promotion will be evaluated based on the guidelines and factors prescribed under NBC 461 CCE and/or other issuances for faculty evaluation.

4.2 Factors to be considered shall be the following:

a) Qualifications

a.1 Education – shall refer to the relevant highest academic degree earned within the rating period.

a.2 Experience – shall refer to academic and related professional experience/s acquired within the rating period.

a.3 Professional Development, Achievements and Honors – shall refer to Item 3.0 in the PASUC Common Criteria for Evaluation under NBC 461.

b) Performance

b.1 The performance of the faculty for one (1) rating period immediately preceding the evaluation.

b.2 In the case of faculty members who went on study leave, sabbatical, maternity leave, vacation or sick leave and the like, the last rating period immediately prior to their leaves

will be used either if they have just returned or are still on leave during the time of evaluation for promotion.

4.3 The evaluation instruments to be used in the promotion shall be the following:

- a) Qualifications – the PASUC Common Criteria for Evaluation (CCE) under NBC 461 with strict observance of the point limits in applicable items like education, experience, trainings, seminars, expert services, etc.
- b) Performance – the average of performance for one rating period using:
 - b.1 QCE under NBC 461 – 50% of the quantitative rating (not the adjective rating) will be considered.
 - b.2 New CSC PES – 50% of the numerical (not the adjective) rating transmuted to 100% by multiplying it by 10.
 - b.3 Only those with at least Very Satisfactory performance rating will be considered for promotion.

c) Example of computation

c.1 Evaluated Points for Qualification - 131.28
 c.2 Performance Rating

| | | | |
|------------------------|---|---|--------|
| a) QCE | - | | 89.75% |
| b) PES | - | 8.53 x 10 - | 85.30% |
| c) Average Performance | - | $\frac{89.75 \text{ (QCE)} + 85.30 \text{ (PES)}}{2}$ | 87.53 |

c.3 Total Points

| | | | | |
|------------------------|---|-----|---|--------------|
| 131.28 (Qualification) | x | 70% | = | 91.90 |
| (Performance) | x | 30% | = | <u>26.26</u> |

4.4 Consistent with one of the provisions of the ISU-BOR Resolution No. 37, s. 1998, Chain Promotion will be done by Campus where the vacancy/ies occur/s. In case that there is no qualified faculty in the campus where there is vacancy due to the minimum educational qualification prescribed by the Civil Service Commission, an inter-campus transfer of vacant item/s may be allowed. However, such transferred vacant item will be replaced by an item (e.g., Professor 3 for non-Ph.D. and Assistant Professor I for non-masteral) that can be filled up by a deserving faculty in the campus where the original vacancy comes from. The University HRMO will determine which campus will be most qualified to transfer the vacant higher item for as long as that campus has the needed replacement item (Professor 3 or Assistant Professor I) and has the best qualified faculty who can assume the higher rank vacancy.

4.5 The Campus Faculty Selection and Promotion Board will determine the rating period and the cut-off date for the evaluation of faculty candidates for promotion.

4.6 Promotion of all candidates occupying sub-ranks within a rank will be based on the most ranking using the results of the latest evaluation of both qualifications and performance.

4.7 A faculty may be promoted to a position which is not more than six (6) salary pay or job grades higher than the faculty's present position, except in very meritorious cases as may be justified by the University President. This policy is in conformity with the "No Quantum Leap" policy – a quality standard which shall limit promotions not exceeding six (6) sub-ranks or the highest sub-rank of the next higher rank. (Amended under Board Res. 70, s. 2002).

4.8 A faculty candidate who is not next-in-rank may be promoted instead of one who is next-in-rank for as long as the former possesses higher ranking in terms of qualifications and performance. However, in order to create more vacancies, a faculty candidate presently occupying a sub-rank (e.g., Associate Professor 1) is given a priority to a higher sub-rank of the same rank (e.g., Associate Professor 2) over a candidate coming from a lower rank (e.g., Associate Professor 4) even if the latter has a higher points for as long as the Comparatively at Par point difference is not more than 3, provided further that the latter faculty will also be promoted (e.g., to Associate Professor 1).

4.9 Faculty members who have been left out of the Quota for Associate Professor or Professor ranks under the NCC 69, 2nd Cycle (where they had already met the points of Professor or Associate Professor) and where thus only given the higher sub-rank of a lower faculty rank (Assistant Professor 4 or Associate Professor 5) will be given priority over non-quota candidates even if the latter points for as long as the Comparatively at Par point difference is not more than three (3). Otherwise, the non-quota faculty will be promoted. This will solve the complaints of faculty members who have already long met the points required for Associate Professor or Professor but where not yet given the corresponding faculty rank because of the quota system under NCC 69.

5.0 MECHANICS

5.1 There will be announcements of evaluation of documents for promotion in conspicuous places in all the Colleges in the Campus where there are vacancies within a reasonable period before the start of the evaluation of documents for evaluation. A deadline for submission of documents will be set.

5.2 The campus Evaluation Committee will convene soonest after the deadline to start evaluating documents. The Campus HRMO will forward copies of the QCE and PES of the faculty candidates for promotion to the Campus Evaluation Committee.

5.3 Before the Campus Evaluation Committee will transfer the results of the evaluation of documents to the proper form (FPE Form 1) and the ranking prepared, faculty members may be allowed to clarify their points. No additional document, will, however, be accepted after the deadline. (*Note: FPE means Faculty Promotion Evaluation*).

5.4 The QCE and PES quantitative ratings of the faculty candidates will be summarized in the prescribed (FPE Form 2). The Performance points will then be added to the CCE points to get the total points.

5.5 From the total points, ranking per faculty rank and sub-rank will be prepared and summarized in the proper form (FPE Form 3). The result of evaluation and ranking will be forwarded to the Campus Faculty Selection and Promotion Board (CFSPB).

5.6 The CFSPB will review and deliberate on the results of evaluation and ranking and determine those who will be promoted. The list of faculty to be promoted will be summarized in the proper form (FPE Form 4).

5.7 The result of evaluation and ranking will be posted in all the Colleges of the Campus for the information of all concerned faculty members.

5.8 The HRMO will prepare the Certification (FPE Form 5) of promoted faculty members to be signed by the members of the CFSPB; and the summarized data of vacancies to be filled up by the promoted faculty members (FPE Form 6).

5.9 The output of the CFSPB will be endorsed by the Campus Executive Director/Campus Head to the University Faculty Selection and Promotion Board for final review and recommendation to the University President for approval.

5.10 The list of promoted faculty members including the supporting documents will be submitted to the Board of Regents for confirmation.

5.11 The HRMO will prepare the promotional appointments of promoted faculty members for signature of the President and attestation by the Civil Service Commission.

6.0 CAMPUS EVALUATION COMMITTEE

A Campus Evaluation Committee (CEC) will be formed composed of three members who are knowledgeable about the application of the provisions of the NBC 461. The Chairperson, who sits in the deliberation of the CFSPB, should preferably one who has attended the PASUC Seminar on NBC 461.

The CEC will evaluate the documents submitted by the faculty members for promotion. It shall also prepare the ranking of the evaluated faculty candidates for promotion.

7.0 REQUEST/APPEAL FOR RECONSIDERATION OR COMPLAINTS

7.1 Any faculty member has the right to request for reconsideration or complain for any document or points claimed that were not considered by the CFSPB, or the ranking and the list of promoted faculty members. He/she shall do so before the results are endorsed by the Campus Executive to the UFSPB.

7.2 The request for reconsideration or complaint will be filed with the CFSPB for expeditious adjudication as possible in the best interest of the University and the faculty concerned. In case the faculty member is not satisfied with the evaluation of the CEC and the decision of the CFSPB, he/she may file an appeal for reconsideration and review with the UFSPB whose decision will be final.

8.0 PROTEST/GRIEVANCES

8.1 Any faculty member who feels aggrieved by the decision and action of the UFSPB may present his/her protests/grievances with the University Grievance Committee in relation to the faculty promotion. This should be filed within the period before the list of promoted faculty will be approved by the University President and forwarded to the Board of Regents for confirmation.

8.2 The Grievance Committee shall have the protest/grievances adjudicated as expeditiously as possible in the best interest of the University and the faculty concerned.

8.3 Complaints/grievances/protests shall be resolved at the lowest possible level and if the faculty member is not satisfied with the action and decision of the University Grievance Committee, he/she shall have the right to appeal the decision to higher University authority or to the Board of Regents.

9.0 EFFECTIVITY OF AMENDMENT CLAUSE

This Revised Merit Selection and Promotion System for Faculty shall take effect this 11th day of October, 2002.

FPE Form No. 3

PROFESSOR RANKING

| FACULTY | PRESENT RANK | CCE PTS. (80%) | PERFORMANCE (20%) | TOTAL (100%) |
|---------------|--------------|----------------|-------------------|--------------|
| Professor VI | | | | |
| | | | | |
| | | | | |
| | | | | |
| Professor V | | | | |
| | | | | |
| | | | | |
| | | | | |
| Professor IV | | | | |
| | | | | |
| | | | | |
| | | | | |
| Professor III | | | | |
| | | | | |
| | | | | |
| | | | | |
| Professor II | | | | |
| | | | | |
| | | | | |
| | | | | |
| Professor I | | | | |
| | | | | |
| | | | | |
| | | | | |

EVALUATION COMMITTEE:



FPE Form 5

Republic of the Philippines
ISABELA STATE UNIVERSITY
_____ Campus

C E R T I F I C A T I O N

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that the Campus Faculty Selection and Promotion Board has reviewed the credentials of _____ for appointment/promotion to _____ and has been found to have met the requirements for appointment/promotion in accordance with Merit Selection and Promotion system for Faculty as well as the existing Civil Service Rules and Regulations and the National Budget Circular (NBC) No. 461.

CAMPUS FACULTY SELECTION AND PROMOTION BOARD:

ARA Director, Member_____
Dean () Member_____
Faculty Association President, Member_____
Management Representative, Member_____
Finance Representative, Member_____
Campus HRMO, Member_____
Executive Director (or authorized rep.) Chairperson

This is to CERTIFY that the reviewed credentials of _____ are kept in the Personnel Office.

CampusHRMOfficer



Republic of the Philippines
 RECRUITMENT, SELECTION & PROMOTION BOARD
 Isabela State University
 _____, Isabela

PANEL INTERVIEW EVALUATION

Discipline Applied: _____

Panel Member: _____

| NO. | NAME OF APPLICANT | PERSONALITY 10% | COMMUNICATION FACILITY 15% | MENTAL ALERTNESS 15% | SUBSTANCE OF ANSWERS 50% | COMPOSURE OR DEPORTMENT 10% | TOTAL 100% |
|-----|-------------------|--------------------|-------------------------------|-------------------------|-----------------------------|--------------------------------|---------------|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |



Republic of the Philippines
 RECRUITMENT, SELECTION & PROMOTION BOARD
 Isabela State University
 _____, Isabela

DEMONSTRATION TEACHING EVALUATION OF FACULTY APPLICANTS

Applicant _____ Subject _____
 Topic _____ Observer _____
 (Please rate the applicant using the scale indicated where 5 is the highest and 1 is the lowest)

| | 1 | 2 | 3 | 4 | 5 |
|--|---|---|---|---|---|
| APPLICANT'S PERSONALITY (5%) | | | | | |
| 1. Properly groomed. | | | | | |
| 2. Well poised and has good composure. | | | | | |
| 3. Has good voice projection and talks clearly. | | | | | |
| 4. Has no mannerism. | | | | | |
| 5. Has sense of humor | | | | | |
| APPLICANT'S PREPARATION (15%) | | | | | |
| 1. Has mastery of the subject matter. | | | | | |
| Strategies are well planned | | | | | |
| Appropriate teaching aids devices available | | | | | |
| Board work well written | | | | | |
| Topic outline well planned/organized | | | | | |
| CLASSROOM MANAGEMENT (5%) | | | | | |
| Pays attention to necessary matters in the classroom | | | | | |
| Handles disciplinary concerns effectively | | | | | |
| CLASSROOM PARTICIPATION (5%) | | | | | |
| Students are attentive and interested | | | | | |
| Students are responsive | | | | | |
| Teacher-student interactions are evident | | | | | |
| INSTRUCTIONAL SKILLS (70%) | | | | | |
| Makes effective motivation | | | | | |
| Gives clear direction and logical explanations. | | | | | |
| Asks appropriate and different types of questions | | | | | |
| Effectively uses teaching aids | | | | | |
| Distributes questions properly | | | | | |
| Focuses student's attention and guide them to important points in summarizing main ideas/concepts. | | | | | |
| Handles students incorrect answers carefully | | | | | |
| Discussion of lesson well organized and evidently understood by students. | | | | | |
| Encourage students to clarify and asks questions | | | | | |

| | | | | | |
|--|--|--|--|--|--|
| Uses varied strategies/methods in presenting lessons. | | | | | |
| Integrates government thrusts and moral values. | | | | | |
| Provides appropriate reinforcement to students ideas or answers. | | | | | |



Republic of the Philippines
 RECRUITMENT, SELECTION & PROMOTION BOARD
 Isabela State University
 _____, Isabela

STUDENT EVALUATION OF DEMONSTRATION TEACHING

Applicant _____ Subject _____
 Topic _____ Observer _____
 (Please rate the applicant using the scale indicated where 5 is the highest and 1 is the lowest)

| | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| I. APPLICANT'S PERSONALITY (5%) | | | | | |
| 1. Properly groomed. | | | | | |
| 2. Well poised and has good composure. | | | | | |
| 3. Has good voice projection and talks clearly. | | | | | |
| 4. Has no mannerism. | | | | | |
| 5. Has sense of humor | | | | | |
| II. APPLICANT'S PREPARATION (15%) | | | | | |
| 1. Shows enthusiasm in teaching the topic. | | | | | |
| 2. Teaching strategies are well planned. | | | | | |
| 3. Appropriate teaching aids/devices available. | | | | | |
| 4. Board work well written. | | | | | |
| 5. Topic outline well organized. | | | | | |
| III. CLASSROOM MANAGEMENT AND CLASS PARTICIPATION (5%) | | | | | |
| 1. Pays attention to classroom atmosphere both physical and psychological | | | | | |
| 2. Handles disciplinary matters effectively. | | | | | |
| 3. Students are attentive and interested. | | | | | |
| 4. Students are responsive. | | | | | |
| 5. Teacher-students interaction are evident. | | | | | |
| IV. KNOWLEDGE OF SUBJECT MATTER (15%) | | | | | |
| 1. Explains subject matter clearly and systematically. | | | | | |
| 2. Explain the lesson without relying so much on books and other references | | | | | |
| 3. Relates topic for discussion to particular or real-life situations and to current problem/issues | | | | | |
| 4. Gives concrete examples to facilitate understanding. | | | | | |
| 5. Has mastery of the subject matter. | | | | | |
| V. INSTRUCTIONAL SKILLS AND MANAGEMENT OF LEARNING (60%) | | | | | |
| 1. Gives opportunity to students to think and learn critically and creative | | | | | |
| 2. Welcomes differences of opinion during discussion. | | | | | |
| 3. Enhances student's self-concept through proper recognition of their ideas and abilities | | | | | |

| | | | | | |
|--|--|--|--|--|--|
| 4. Makes effective motivation. | | | | | |
| 5. Organizes learning activities relevant to the subject matter and objectives of the lesson | | | | | |
| 6. Uses varied methods and strategies of teaching. | | | | | |
| 7. Creates situation for students to learn individually and cooperatively | | | | | |
| 8. Sustains students' interest and effort at a high level. | | | | | |
| 9. Uses teaching aids/devices effectively. | | | | | |
| 10. Distributes questions properly and handles student's incorrect answer carefully | | | | | |
| 11. Encourages students to clarify and ask questions | | | | | |
| 12. Provides appropriate reinforcement to student's ideas or answers | | | | | |



FRS FORM 4

Republic of the Philippines
FACULTY SELECTION AND PROMOTION BOARD
 Isabela State University
 _____, Isabela

Vacancy: _____

ITEM No.: _____

Salary: _____

MINIMUM QUALIFICATION REQUIREMENTS

Educational/Degree: _____

Specialization: _____

Experience: _____

Training: _____

Eligibility: _____

| N o. | NAME OF APPLICA NT | QUALIFICATIONS (60%) | | | | | INTERVIE W (10%) | | DEMONSTRATION TEACHING (30%) | | | | | TOTA L 100% | RAN K | REMAR KS | |
|---------|--------------------------|-------------------------|----------|---------------------|-----------|----------|---------------------|------|---------------------------------|----------|------------------|----------|--------------|-------------------|----------|-------------|----------|
| | | Educati on | Exp p | Pr of De v | Tot al | E. P. | Aver - age | E.P. | Subje ct Spec | E. P. | Prof Edu c | E. P. | Studen ts | | | | E. P. |
| | | | | | | | | | | | | | | | | | |
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EVALUATION COMMITTEE:

 Member

 Chairperson

 Member

 Member

 Member

 Member

 Member



FRS Form 6

Republic of the Philippines
Isabela State University
Echague, Isabela

SUMMARY OF UNIVERSITY FACULTY SELECTION AND PROMOTION

| VACANT POSITION | | SG | ANNUAL SALARY | PROPOSED APPOINTEE | ACTUAL POSITION OF THE PROPOSED APPOINTEE | FORMER INCUMBENT | REMARKS | NBC PTS. | 461 |
|-----------------|----------------|----|---------------|--------------------|---|------------------|---------|----------|-----|
| ITEM NO. | POSITION TITLE | | | | | | | | |
| | | | | | | | | | |
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| | | | | | | | | | |

Vice-President for Academic & Related Affairs
President
Member

Faculty Federation
Member

AO/HRMO
Member

Finance Representative
Member

Management Staff Representative
Director
Member

University President's Representative

Campus Executive
Floating Member

CHAPTER III

MERIT SELECTION AND PROMOTION POLICIES

II. NON-TEACHING PERSONNEL

A. RECRUITMENT

Consistent with the effort of the University Administration to complement and supplement instruction, research, extension and production through efficient and effective administrative support services in order to provide quality education, only the qualified non-teaching personnel will be recruited according to the principle of merit and fitness pursuant to pertinent Civil Service laws, rules and regulations. For this purpose, the following policies and guidelines governing recruitment of non-teaching personnel are hereby established.

1.0 OBJECTIVES

The recruitment of non-teaching personnel shall have the following objectives:

- 1.1 To establish a system of recruitment that is characterized by strict observance of the merit, fitness and equality principles in the selection of employees for appointment to non-teaching positions in the University.
- 1.2 To create equal opportunities for employment to all qualified men and women to enter the University.
- 1.3 To ensure fair, object, transparent and equitable process for hiring non-teaching personnel.

2.0 SCOPE

The non-teaching personnel recruitment shall cover career positions in the first and second levels as well as non-career positions.

3.0 DEFINITION OF TERMS

3.1 Career Service – non teaching positions in the University characterized by: (1) entrance based on merit and fitness to be determined by Civil Service eligibility/PRC licensure examination and/or based on highly technical qualifications; (2) opportunity for advancement to highly career positions; and (3) security of tenure.

3.2 Comparatively at Par – predetermined reasonable difference or gap between point scores of candidates for appointment established by the UPSPB.

3.3 Discrimination – is a situation where in a qualified applicant is not included disability, religion, ethnicity or political affiliation.

3.4 First Level Position – shall include clerical, trades and crafts, and custodial service, which involves sub-professional work in a non-supervisory or supervisory capacity.

3.5 Hiring Quota – is the pre-determined ratio of applicants for appointment to ensure that one gender does not fall short of the desired percentage of the selection rate for the other gender in

equivalent positions at every level, provided they meet the minimum requirements of the position.

3.6 Job Requirements – requisites not limited to the qualification standards of the position, but may include skills competencies, potential and psycho-social attributes necessary for the successful performance of the duties required of the position.

3.7 Non-Career Service – positions expressly declared by law to be in the non-career service; or those whose entrance in the service is characterized by: (1) entrance on bases other than those of the casual CSC eligibility/PRC licensure exam for 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 is made.

3.8 Psycho-Social Attributes – refer to the characteristics or traits of an applicant which involve both psychological and social aspects. Psychological includes the way he/she perceived things, ideas, beliefs and understanding and how he/she acts and relates these things to others and in social situations.

3.9 Qualification Standards – the statement of the minimum qualifications for a position which shall include education, experience, training, civil service eligibility, and psycho-social attributes and personality traits required in the performance of the job.

3.10 Second Level Position – involve professional, technical and scientific work in a non-supervisory capacity up to Division Chief Level or its equivalent.

3.11 Selection – is the systematic method of determining the merit and fitness of a person on the basis of qualifications and ability to perform the duties and responsibilities of the position.

3.12 Selection Line-up – is a listing of qualified and competent applicants for consideration to a vacancy which includes, but not limited to the comparative information of their education, experience, training, civil service eligibility, performance rating (if applicable), relevant work accomplishments, physical characteristics, psycho-social attributes, personality traits, and potential.

3.13 Skills Test – shall refer to actual demonstration of skills required by a job to be performed by the applicant/s.

3.14 Superior Qualifications – shall mean outstanding relevant work accomplishments, educational attainment and training appropriate for the position to be filled up. It shall include demonstration of exceptional job mastery and potential in major areas of responsibility.

BA1. BASIC POLICIES

- 1) There shall be equal employment opportunity for applicants at all levels of position in the University, provided they meet the minimum requirements of the position to be filled up as determined by the Qualification Standards.
- 2) There shall be no discrimination in the selection of employees on account of gender, civil status, disability, religion, ethnicity or political affiliation.
- 3) When a position in the first or second level becomes vacant, applicants for employment who are competent, qualified and possess appropriate civil service eligibility shall be considered for permanent appointment. For the first level positions, preference shall be given to insiders who hold casual, temporary or contractual appointments for as long as

they are qualified based on the merit and fitness and they meet the minimum requirement of the position as specified in the Qualification Standards. Those who are holding first level position shall be considered for promotion if a vacancy exists in the second level, provided they are qualified based on merit and fitness and they meet the minimum requirement of the position as stated in the Qualification Standards. Only when there are no qualified insiders for a vacant position that outsider applicants shall be considered for recruitment.

- 4) Vacant positions marked for filling shall be published in accordance with R.A. 7041 (Publication Law). The published vacant positions shall be posted in at least three (3) conspicuous places in all the Campuses of the University for at least ten (10) days. Other appropriate modes of publication shall be considered. The publication of a particular vacant position shall be valid until filled up but not to extend beyond six (6) months reckoned from the date the vacant position was published. Positions identified in the Memorandum Circular No. 03, s. 2001 of the Civil Service Commission.
- 5) The Personnel Selection Committee/Board members, including alternate representatives for first and second level positions shall undergo orientation and workshop on the selection/promotion process and the CSC policies on appointment.
- 6) The CPSPC/UPSB may no longer screen appointments to the following positions:
 - a) Casual/Contractual appointment due to their short duration and emergency nature. However, should the position be filled by regular appointment, candidates for the position be screened and passed upon by the CPSC and PSB;
 - b) Appointment to entry laborer positions;
 - c) Appointment to personal and primarily confidential positions; and
 - d) Renewal of temporary appointment issued to the incumbent personnel.
- 7) The Campus Personnel Selection Committee (CPSC) and the University Personnel Selection Board (UPSB) shall maintain fairness and impartiality in the assessment of candidates for appointment.
- 8) The University President shall assess the merits of the PSB's recommendation for appointment and in the exercise of sound discretion, select, in so far as applicable, from among the top five (5) ranking applicants deemed most qualified for appointment to the vacant position.
- 9) The following factors shall be considered in the screening of applicants for recruitment:

| Criteria | Total Equivalent Points |
|--|-------------------------|
| QUALIFICATIONS | 50p pts. |
| (See Annex A for Mechanics) | |
| Education | 25 pts. |
| Relevant Experience | 15 pts. |
| Trainings, Seminars, Awards, etc | 5 pts. |
| Outstanding Accomplishments | 5 pts. |
| PANEL INTERVIEW | 20 pts. |
| COMPETENCE-BASED/SKILL TEST | <u>30 pts.</u> |
| TOTAL | 100 pts. |

- 10) Panel Interview shall be interaction of applicant with the members of the CPSPC where his/her voice and speech, appearance, alertness, ability to present ideas, judgment, emotional stability and self-confidence.

- 11) Skills Test shall consist of actual demonstration of skills required by the job. The applicant will be evaluated by a specific committee composed of supervisor/staff who are considered experts or knowledgeable about the works required by the vacant position. The test includes criteria such as knowledge, accuracy, quality and time.
- 12) The applicants shall undergo a Physical Test that will measure their Psycho-Social attributes and character traits.

A.II.1 COMPOSITION OF THE CAMPUS PERSONNEL SELECTION AND PROMOTION COMMITTEE (CPSPC) AND THE UNIVERSITY PERSONNEL SELECTION AND PROMOTION BOARD (UPSPB) FOR NON-TEACHING PERSONNEL.

II.1.a Campus Personnel Selection and Promotion Committee (CPSPC)

- | | | |
|-------------|---|--|
| Chairperson | - | Executive Director/Campus Head of his authorized Representative |
| Member | - | Campus Director for Administration and Finance Department/Unit where the need arises Office of Planning and Development Campus HRMO NASA President |

II.1.b University Personnel Selection and Promotion Board (UPSPB)

- | | | |
|-------------|---|---|
| Chairperson | - | University President or his authorized representative |
| Member | - | Vice President for Administration and Finance Director for Administrative Services University HRMO Director for OPD NASA Federation President Representative of Finance Services |

A.II.2 DUTIES AND RESPONSIBILITIES OF THE CAMPUS AND UNIVERSITY PERSONNEL SELECTION AND PROMOTION BOARD

II.2.a Campus Personnel Selection and Promotion Committee (CPSPC)

- 1) To implement the non-teaching personnel recruitment policies and guidelines as approved by the Board of Regents.
- 2) To maintain fairness and impartiality in the assessment of applicants and/or candidates for promotion of non-teaching personnel.
- 3) To act on request for consideration and/or complaints field pertaining to recruitment and/or promotion of non-teaching personnel.
- 4) To continuously review the policies and guidelines on recruitment and/or promotion of non-teaching personnel in consonance with existing Civil Service Law and Rules and purpose amendments, whenever necessary.

II.2.b University Personnel Selection and Promotion

- 1) To review and recommend the evaluation/ranking of applicants and/or candidates for promotion for non-teaching positions.
- 2) To act on appeal for reconsideration and/or complaints field on the action and/or decision of the Campus Personnel Selection and/or decision of the Campus Personnel Selection and Promotion Committee.
- 3) To review and recommend to the University President amendments proposed by the Campus Personnel Selection and Promotion Committee on the policies and guidelines governing recruitment and promotion.

A.III. MECHANICS OF SCREENING AND RECRUITMENT

- 1) The vacant position shall be published in the CSC Bulletin of Vacant Position or through other modes of publication and shall be posted in three (3) conspicuous places in all the campuses of the University.
- 2) The list of applicants for the vacant position, either from within or outside the University, shall be prepared.
- 3) The submitted documents of the applicants in the list shall be preliminarily evaluated by the CPSPC and those found to be qualified shall undergo further assessment. The preliminary evaluation will consider the qualifications in terms of education, relevant experience and professional development.
- 4) Those who passed the preliminary evaluation shall undergo Panel Interview with at least three (3) members of the Campus Personnel Selection and Promotion Committee.
- 5) The last phase of the screening will be the Skills Test where the applicants shall be made to perform certain tasks to demonstrate their skills by a committee formed for this purpose.
- 6) The CPSPC shall consolidate the results of all the screening, deliberate en banc and prepare the ranking of applicants.
- 7) The results of the evaluation and the ranking shall be posted at least five (5) days in conspicuous places of the Campus for the information, verification and clarification of concerned applicants; and to allow request for reconsideration and/or complaints. If there are request for reconsideration and/or complaints. The CPSPC will meet en banc to deliberate and make a decision within 15 days upon receipt of the appeal.
- 8) The results of the evaluation and the ranking including the action and decision of the CPSPC on request for reconsideration/complaints, if any, will be forwarded to the UPSPB, properly endorsed by the Campus Executive Director, for review and approval. In case there is an appeal for reconsideration from an applicant who is not satisfied with the action and decision of the CPSPC, the UPSPB will deliberate en banc and make a final decision, within 15 days upon receipt of the appeal.
- 9) The UPSPB shall review the evaluation and ranking of applicants submitted by the CPSPC and prepare a list of the top five (5) ranking applicants to the University President for his guidance in selecting the applicant to be appointed. The top five ranking candidates should be limited to those whose overall point scores are comparatively at par based on the comparative assessment by the UPSPB.
- 10) The University President shall select from among the top five ranking candidates recommended by the UPSPB based on sound discretion as to who is deemed most qualified for appointment to the vacant position.
- 11) The appointment of the selected candidate shall be signed by the President and be forwarded to the Board of Regents for information.
- 12) The selected candidate shall be issued an appointment in accordance with the CSC laws, rules and regulations.
- 13) A notice announcing the appointment of an employee shall be posted in three (3) conspicuous places in the campus where the vacancy occurs a day after the issuance of the appointment for at least fifteen (5) days. The date of posting shall be indicated in the notice.
- 14) The appointee shall be issued a notice to report for work.

B. PROMOTION/CAREER ADVANCEMENT

Promotion is the advancement for non-teaching employee of the University from one position to another with an increase in duties and responsibilities as authorized by law, and usually accompanied by an increase in salary.

Opportunity for promotion occurs when a vacancy exists in a higher position where those occupying lower positions may be considered. These policies and guidelines promotion of non-teaching personnel are hereby established for the guidance of all concerned.

1.0 OBJECTIVES

1.1 To provide a system for advancement for non-teaching personnel from a lower position to a higher position based on merit and fitness.

1.2 To provide motivation to non-teaching personnel to upgrade their qualifications and improve their work performance in terms of efficiency and effectiveness.

1.3 To fill up vacancy/ies in the higher positions by promoting qualified, competent and deserving personnel.

1.4 To guarantee and safeguard the terms and conditions of their employment, career progression and recognition.

2.0 SCOPE

This promotion plan shall cover all non-teaching personnel who are in the active service of the University, who hold first or second level positions, both career and non-career. It includes those who are on study leave, local or foreign scholarship/fellowship, on training grant, on maternity leave or non extended leave with or without pay.

3.0 DEFINITION OF TERMS

3.1 Career Service – positions in the University characterized by: (1) entrance based on merit and fitness to be determined as far as practicable by Civil Service eligibility or PRC licensure examination, or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.

3.2 Deep Selection – the process of selecting a candidate for promotion who is not next-in-rank but possess superior qualifications and competence.

3.3 Discrimination – a situation where in a qualified personnel is not included in the promotion line-up on account of gender, civil status, pregnancy, disability, religion, ethnicity, or political affiliation.

3.4 First Level Position – shall include clerical, trades crafts, and custodial service which involve sub-professional work in a non-supervisory capacity.

3.5 Job Requirements – requisites not limited to the qualification standards of the vacant position, but may include skills, competencies, potential, physical and psycho-social attributes necessary for the successful performance of the duties required for the position.

3.6 Next-in-Rank Position – refers to a position which, by reason of the hierarchical arrangement of positions in the University, is determined to be in the nearest degree of

relationship to a vacant higher position as contained in the agency's System of Ranking Position (SRP). (See Annex F)

3.7 Non-Career Service – position expressly declared by law to be in the non-career service; or those whose entrance in the service is characterized by (1) entrance based on 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.

3.8 Personal Action – any action denoting the movement of progress of personnel in the University such as original appointment, promotion, transfer, reinstatement, reemployment, detail, reassignment, secondment and demotion.

3.9 Qualification Standards – the statement of the minimum qualifications for a position, which shall include education, experience, training, civil service eligibility and physical characteristics and personality traits in the performance of the job.

3.10 Qualified Next-in Rank – refers to an employee appointed on a permanent status to a position next-in-rank to the vacancy as reflected in the SRP of the University and who meets the requirements for appointment to the next higher position.

3.11 Second Level Positions – involve professional, technical and scientific work in a non-supervisory or supervisory capacity up to Division Chief Level or its equivalent.

3.12 Superior Qualifications – shall mean outstanding relevant work accomplishments, educational attainment and training appropriate for the position to be filled. It shall include demonstration of exceptional job mastery and potentials in major areas of responsibility.

3.13 No-Security of Tenure Personnel – refer to non-teaching personnel who hold casual, emergency, temporary or contractual appointments who have no items in the plantilla of personnel and who have no security of tenure.

3.14 System of Ranking Position (SRO) – the hierarchical arrangement of position from highest to lowest, which shall be the guide and determining which position is next-in-rank, taking into consideration: organizational structure, salary grade allocation, classification in functional relationship of position, and geographical location (See Annex F).

B.I. BASIC POLICIES

- 1) There shall be equal opportunity for promotion of all University non-teaching personnel to vacant higher positions, provided they meet the requirements of the position and are the most qualified to be promoted.
- 2) There shall be no discrimination in the promotion of employees on account of gender, civil status, religion, ethnicity, or political affiliation.
- 3) Candidates for promotion shall be screened and evaluated by the CPSPC which shall be further reviewed and approved by the UPSPB.
- 4) The CPSPC/UPSPB shall maintain fairness and impartially in the assessment of candidates for promotion.
- 5) For vacancies I the first and second level, all qualified next-in-rank employees including those who have no security of tenure who hold contractual, casual, temporary or emergency positions shall be automatically considered candidates to the next higher position.

- 6) An employee who holds a next-in-rank position, who is deemed the most competent and qualified, who possesses the appropriate civil service eligibility, and meets the other conditions for promotion, may be promoted to the higher position when it becomes vacant.
- 7) An employee who is not the next-in-rank but who possesses superior qualifications and competence compared to the one who in next-in-rank who merely meets the minimum requirements of the position. This is determined as deep selection for promotion.
- 8) The comparative degree of competence and qualification of employees who are candidates for promotion shall be determined by the extent to which they meet the following at the time of the promotion.

a) QUALIFICATIONS

a.1 Education – shall refer to the educational background of the candidates which must be relevant to the duties of the position to be filled.

a.2 Experience – this shall include occupational history and relevant work experience.

a.3 Professional Development including Outstanding Accomplishments – shall refer to successful completion of training courses, scholarships, seminars, awards, etc. It includes accomplishments worthy of special commendation.

- b) Performance – the quantitative performance rating of the candidates for the last rating period prior to the screening and evaluation of promotion. The new CSC PES will be used as the instrument for performance rating. For those on leave and the like, the last rating period immediately preceding their leave. All employees considered for promotion must have a Very Satisfactory rating for their performance.
- c) Psycho-Social Attributes and Personality Traits – refer to the voice and speech, appearance, alertness, ability to present ideas, judgment, emotional stability, and self confidence of the individual, which must have a bearing on the position to be filled.
- d) Potential – this takes into account the candidate's capability not only to perform the duties and assume the responsibilities of the position to be filled but also those of higher and more responsible positions.

The evaluation and ranking of all candidates for promotion shall be based on the following:

| Criteria | Total Equivalent Points |
|--|-------------------------|
| QUALIFICATIONS | 50 pts. |
| (See Annex C for Mechanics) | |
| Education | 25 pts. |
| Relevant Experience | 15 pts. |
| Training, Seminars, Awards, etc | 5 pts. |
| Outstanding Accomplishments | 5 pts. |
| PERFORMANCE | 30 pts. |
| (See Annex C for Mechanics) | |
| PSYCHO-SOCIAL ATTRIBUTES AND PERSONALITY TRAITS... | 10pts. |
| (See Annex D for Mechanics) | |
| POTENTIAL | <u>10pts.</u> |

(See Annex E for Mechanics)

TOTAL 100pts

- 9) An employee may be promoted to a position which is not more than three (3) salary pay or job grades higher than his/her present position, except in very meritorious cases, such as: if the vacant position is next-in-rank is identified in the SRP or the lone or entrance position indicated in the University staffing pattern.
- 10) In cases where the qualifications of employees who are candidates for promotion are comparatively at par, preference may be given to the employee in the organizational until where the vacant position is.
- 11) Promotion will be done by campus. Priority shall be given to the employees of the campus where the vacancy is. Only when there is no qualified employee of the campus where the vacancy is, that employees of other campuses may be considered.
- 12) Promotion within six (6) months prior to compulsory retirement shall not be allowed, except as otherwise provided by law.
- 13) The CPSPC shall determine en banc the list of employees recommended for promotion, subject to the review and approval of the UPSPB. In preparing the list, it must be ensured that the recomendees are the best qualified or are comparatively at par from among the candidates. A notice announcing the promotion of employee/s shall be posted in three conspicuous places in the campus for at least fifteen (15) calendar days.
- 14) An employee who has a pending administrative case shall be qualified for promotion during the pendency thereof. If found guilty, he/she shall be disqualified for promotion for a period based on the penalty imposed as prescribed by the CSC. For the purpose of this rule, pending administrative case shall be construed to mean: (1) when the disciplining authority has already filed a formal charge; (2) in case of a complaint filed by a private person, a prima facie case is already found to exist by the disciplining authority.

B.II MECHANICAL FOR PROMOTION

- 1) A notice of vacancy for promotion shall be posted in three (3) conspicuous places of the Campus. All employees holding positions below the vacancy are candidates for promotion who should be encouraged to submit documents for evaluation and to subject themselves to screening and evaluation procedures.
- 2) The CPSPC shall prepare a listing of those qualified certificates for promotion, evaluate their submitted documents and subject them to the required screening procedures, like assessing their Psycho-Social Attributes, Personality Traits and their Potentials, in addition to their Qualifications.)
- 3) The CPSPC shall deliberate on the results of the screening and evaluation and prepare the ranking of candidates for promotion. The results of the evaluation and the ranking of candidates shall be posted in three conspicuous places of the Campus for the scrutiny, verification and clarification of affected candidates.
- 4) In case an adversely affected candidate for promotion files a request for reconsideration/complaint, the CPSPC shall meet en banc to deliberate and decide judiciously on the matter.
- 5) The CPSPC shall submit the results of evaluation, endorsed by the Campus Executive Director/Campus Head to the UPSPB for review. It shall also recommend the most ranking and best qualified candidate for promotion to the higher vacant position.

- 6) The UPSPB shall review what the CPSPC has submitted and recommend the most ranking and best qualified candidate for promotion for approval by the University President.
- 7) In case an adversely affected candidate who is not satisfied with the action and decision of the CPSPC files an appeal for reconsideration/complaint, the UPSPB shall meet en banc to deliberate and make a final decision.
- 8) The approved promotion of the employee shall be submitted to the Board of Regents for information.
- 9) A promotional appointment of the promoted employee shall be posted in three (3) conspicuous places in the Campus for at least fifteen (15) day with the date of posting indicated in the notice.

C. PROTEST AND GRIEVANCE

Within fifteen (15) days from the notice of the issuance of an appointment for recruitment or promotion, an adversely affected party may file a complaint/protest with the University Grievance Machinery under the following conditions:

- a) Non-compliance with the selection and screening process;
- b) Discrimination on account of gender, civil status, disability, pregnancy, religion, ethnicity or political affiliation;
- c) Disqualification of applicant to a career position for reason of lack of confidence of the University appointing authority; and
- d) Other violations of this Merit System Plan for recruitment and promotion of non-teaching personnel.

The University grievance machinery shall deliberate en banc and decide within thirty (30) days upon receipt of the complaint/protest. The decision must have to be affirmed by the University President. Within fifteen (15) days after the decision, the adversely affected party may elevate the matter of the Board of Regents. If the party is still not satisfied with the decision of the BOR, he/she may appeal to the Civil Service Commission within 15 days from the receipt of the decision.

III. EFFECTIVITY

The Merit Selection and Promotion System for Faculty and Non-Teaching Employees takes effect this 11th day of October, 2002 by virtue of Board Resolution No. 98, series of 2002.

IV. COMMITMENT

I hereby commit to implement and abide by the provisions of this Merit Selection and Promotion System. It is understood that this ISU-MSPS shall be the basis for expeditious approval of appointments.

ALETH M. MAMAUAG, Ph.D.
President

ANNEX A. (Criteria for Recruitment)

| | |
|--|-------------|
| QUALIFICATIONS | 50 pts. |
| Education | 25 pts. |
| Doctoral/Masteral degree | 25 pts. |
| Bachelor's degree | 20 pts. |
| College Level: | |
| ➤ 3 rd year to 4 th year | 19 pts. |
| ➤ Below 3 rd year | 16 pts. |
| ➤ Special Courses relevant to the job | |
| ➤ (Post Secondary course 1 to 2 years) | 18 pts. |
| ➤ High School Graduate | 15 pts. |
| ➤ Elementary Graduate | 10 pts. |
| ➤ Additional credits carried toward | |
| ➤ A degree course | 4 pts. |
| For every 3 units earned- 1 point | |
| (but not to exceed 4 pts.) | |
| Relevant Experience | 15 pts. |
| Includes occupational history, relevant work experience acquired either from government or private sector and accomplishment worthy of special commendation. | |
| For every year of relevant experience – 1 point but not to exceed 15 pts. | |
| Trainings, Seminars Awards, etc | 5 pts. |
| Participation in conferences, seminars, workshops is based on five (5) working days and appoints are pro-rated as follows: | |
| a) International - .6 per day (not exceed 3 points) | |
| b) National/Regional - .4 per day (not to exceed 2 pts.) | |
| c) Local/Institutional - .2 per day (not to exceed 1 pt.) | |
| Outstanding Accomplishments | 5 pts. |
| Those indicated below shall be credited as follows: | |
| a) Demonstration of creativity, initiative or innovativeness through the development of new or superior work procedures, methods, inventions or exemplary service beyond the call of duty, at great personal sacrifice | 2 pts. each |
| (Note: The points under this category may be given provided the accomplishments is not credited under other categories such as in "C" below.) | |
| b) Research conducted or published relevant to present position or applied for | 2 pts. Each |
| c) The following awards shall be credited: | |
| 1) Presidential Award (Lingkod Bayan or Silangan Award) | 2 pts. |
| 2) Civil Service Award or Pag-asa Award | 2 pts. |

- | | |
|---|--------|
| 3) Department Award or Kapwa Award | 1.5 |
| pts. | |
| 4) Certificate of Appreciation, recognition, merit or commendation for outstanding accomplishment: | |
| Institutional/Local | 2 pts. |
| National/Regional | 3 pts. |

If the award is given to a group of individuals, the number of joints shall be divided by the number of individuals for the award.

ANNEX B. (Criteria for Recruitment)**GUIDE FOR INTERVIEW ASSESSMENT
(For Personality Trait and Characteristics)**

Candidates for promotion shall be evaluated on the basis of certain traits and characteristics which may be observed in a face-to-face interview.

Following are the traits, the maximum number of points for each trait, as well as guide descriptive statements with suggested point ratings to help the rater:

| <u>Traits</u> | <u>Maximum Number of Points</u> |
|---|-------------------------------------|
| VOICE AND SPEECH | 2 pts. |
| Irritating or indistinct | 0.4 |
| Understandable but rather pleasant | 0.8 |
| Neither conspicuously pleasant and distinct | 1.0 |
| Definitely pleasant and distinct | 1.5 |
| Exceptional clear and pleasing | 2.0 |
| APPEARANCE | 2 pts. |
| Unprepossessing or unsuitable | 0.4 |
| Creates rather unfavorable impression | 0.8 |
| Suitable and acceptable | 1.0 |
| Creates distinctly favorable impression | 1.5 |
| Impressive, commends administration | 2.0 |
| ALERTNESS | 4 pts. |
| Slow in grasping obvious questions, often misunderstand meaning of questions | 1.0 |
| Slow to understand subtle points | 2.0 |
| Nearly grasps intent of interview questions | 2.5 |
| Rather quick to grasping questions and new ideas .. | 3.0 |
| Exceptionally keen and quick to understand | 4.0 |
| ABILITY TO PRESENT IDEAS | 4 pts. |
| Confused and illogical | 1.0 |
| Tends to scatter and become involved | 2.0 |
| Usually gets his ideas across well | 2.5 |
| Shows superior ability to express himself | 3.0 |
| Usually logical, clear and convincing | 4.0 |
| JUDGEMENT | 4 pts. |
| Notably lacking in balance and restraint | 1.0 |

| | | |
|--|-----|----------------|
| Shows tendency to react impulsively and without restraints | 2.0 | |
| Act judiciously on ordinary circumstances might be hasty | 2.5 | |
| Gives reassuring evidence of confirmed judgment | 3.0 | |
| Inspires unusual confidence is probable Soundness of judgment | 4.0 | |
| EMOTIONAL STABILITY | | 4 pts. |
| Oversensitive; easily disconcerted | 0.4 | |
| Occasionally impatient, irritated | 0.8 | |
| Well poised most of the time | 1.0 | |
| Superior self-command | 1.5 | |
| Exceptional poise, calmness and good Humor under stress | 2.0 | |
| SELF-CONFIDENCE | | 2 pts. |
| Timid, hesitant; easily influenced | 0.4 | |
| Appears to be ever self-conscious | 0.8 | |
| Moderately confident of himself | 1.0 | |
| Wholesomely self-confident | 1.5 | |
| Show superior self-assurance | 2.0 | _____ |
| Total Points for Personality | | 20 pts. |

ANNEX C. (Criteria for Promotion)

QUALIFICATIONS 50 pts.

Education 25 pts.

- Doctoral/Masteral degree 25 pts.
- Bachelor's degree 20 pts.
- College Level:
- 3rd year to 4th year 19 pts.
- Below 3rd year 16 pts.
- Special Courses relevant to the job
(Post Secondary course 1 to 2 years) 18 pts.
- High School Graduate 15 pts.
- Elementary Graduate 10 pts.
- Additional credits carried toward
- A degree course 4 pts.
- For every 3 units earned- 1 point
(but not to exceed 4 pts.)

Relevant Experience 15 pts.

Includes occupational history, relevant work experience acquired either from government or private sector and accomplishment worthy of special commendation.
For every year of relevant experience – 1 point but not to exceed 15 pts.

Trainings, Seminars Awards, etc 5 pts.

Participation in conferences, seminars, workshops is based on five (5) working days and appoints are pro-rated as follows:

- a) International - .6 per day (not exceed 3 points)
- b) National/Regional - .4 per day (not to exceed 2 pts.)
- c) Local/Institutional - .2 per day (not to exceed 1 pt.)

Outstanding Accomplishments 5 pts.

PERFORMANCE 30 pts.

| Adjectival Rating | Point Score | Numerical Rating | Equivalent Points |
|------------------------|-------------|------------------|-------------------|
| Outstanding (O) | 9.50-10.0 | 10 | 30.00 |
| Very Satisfactory (VS) | 7.51-9.49 | 8 | 24.00 |
| Satisfactory (S) | 4.01-7.50 | 6 | 18.00 |
| Unsatisfactory (US) | 2.01-4.00 | 4 | 12.00 |
| Poor (P) | 2.00 below | 2 | 6.00 |

- For appointment by promotion, the performance rating of the appointee for the rating period prior to the effectivity date of the appointment should be at least very satisfactory.
- For appointment by transfer, the performance rating period immediately preceding the transfer from the former office or agency should be at least very satisfactory.
- The performance points of the employee shall be based on the point score of the performance rating.

ANNEX D. (Criteria for Promotion)

PSYCHO-SOCIAL ATTRIBUTES AND PERSONALITY TRAITS

Candidates for promotion shall be evaluated on the basis of criteria traits and characteristics which may be observed in a face-to-face interview.

Following are the traits, the maximum number of points of each trait, as well as guide descriptive statements with suggested point ratings to help the rater:

| <u>Traits</u> | <u>Maximum Number of Points</u> |
|---|-------------------------------------|
| VOICE AND SPEECH | 1 pt. |
| Irritating or indistinct | 0.1 |
| Understandable but rather pleasant | 0.4 |
| Neither conspicuously pleasant and distinct | 0.6 |
| Definitely pleasant and distinct | 0.8 |
| Exceptional clear and pleasing | 1.0 |
| APPEARANCE | 1 pt. |
| Unprepossessing or unsuitable | 0.2 |
| Creates rather unfavorable impression | 0.4 |
| Suitable and acceptable | 0.6 |
| Creates distinctly favorable impression | 0.8 |
| Impressive, commends administration | 1.0 |
| ALERTNESS | 2 pts. |
| Slow in grasping obvious questions, often misunderstand meaning of questions | 0.25 |
| Slow to understand subtle points | 0.5 |
| Nearly grasps intent of interview questions | 1.0 |
| Rather quick to grasping questions and new ideas .. | 1.5 |
| Exceptionally keen and quick to understand | 2.0 |
| ABILITY TO PRESENT IDEAS | 4 pts. |
| Confused and illogical | 0.25 |
| Tends to scatter and become involved | 0.5 |
| Usually gets his ideas across well | 1.0 |
| Shows superior ability to express himself | 1.5 |
| Usually logical, clear and convincing | 2.0 |
| JUDGEMENT | 2 pts. |
| Notably lacking in balance and restraint | 0.25 |
| Shows tendency to react impulsively | |

| | | |
|---|-----|---------|
| and without restraints | 0.5 | |
| Act judiciously on ordinary circumstances | | |
| might be hasty | 1.0 | |
| Gives reassuring evidence of confirmed | | |
| judgment | 1.5 | |
| Inspires unusual confidence is probable | | |
| Soundness of judgment | 2.0 | |
| EMOTIONAL STABILITY | | 4 pts. |
| Oversensitive; easily disconcerted | 0.2 | |
| Occasionally impatient, irritated | 0.4 | |
| Well poised most of the time | 0.6 | |
| Superior self-command | 0.8 | |
| Exceptional poise, calmness and good | | |
| Humor under stress | 1.0 | |
| SELF-CONFIDENCE | | 2 pts. |
| Timid, hesitant; easily influenced | 0.2 | |
| Appears to be ever self-conscious | 0.4 | |
| Moderately confident of himself | 0.6 | |
| Wholesomely self-confident | 0.8 | |
| Show superior self-assurance | 1.0 | _____ |
| Total Points for Personality | | 10 pts. |

ANNEX E. (Criteria for Promotion)

POTENTIAL ASSESSMENT FORM
(To be accomplished by the Members of the Selection and Promotion Committee)

INSTRUCTIONS:

Candidates for appointment/promotion shall be evaluated on certain factors concerning human relations, leadership and personal attributes which would indicate the potential of an individual to perform not only the duties of the position to be filled by also those of higher and more responsible positions. The rating shall be based on the following levels of standards with their corresponding point score:

| RATING | LEVEL | POINT SCORE |
|-----------|---|-------------|
| Excellent | -standard of performance which could not be improved by any circumstances or conditions | 0.5 |
| Good | -a standard of performance above the average and meets all the normal requirements of the positions | 0.4 |
| Average | -a standard of performance that meets the normal requirements of position | 0.3 |
| Fair | -a standard of performance which is below the normal requirements of the position, but one that may be regarded as marginally or temporarily acceptable | 0.2 |
| Poor | -a standard of performance regarded as unacceptable for the position | 0.1 |

Be sure to record your rating of the candidates on each of the factors. Do not omit any item. After rating the candidates, add the point score.

I. Human Relations

1.1 Is he able to adjust to the variety of personalities, rank and informal groups present in the organization? _____

1.2 Does he internalize work changes with ease and vigor? _____

1. Ability to Relate to Superiors

2.1 How well does he respond to your request, demands and expectations? _____

2.2 Does he appraise you of the significant problems in his work, their causes and appropriate steps to be taken to correct them? _____

2. Ability to Interface with Peers

3.1 Does he have the respect and acceptance of his peers? _____

3.2 Does he try to help his peers in clarifying points they are trying to resolve? _____

3. Ability to Deal with the Clientele/Public

4.1 Is he always cordial and respectful in dealing with Transacting public? _____

4.2 Does he show enthusiasm in providing the clients/Public the necessary advice and assistance they sought for? _____

II. LEADERSHIP

1. Is he able to encourage his peers and subordinates to contribute and participate in problem-solving and decision-making? _____

2. Can he influence your thinking attitude and behavior and that of his peers? _____

3. When assigned with Ad-Hoc external groups, does he lead the members to do willingly the assigned tasks/projects? _____

4. When assigned to be leader/chairman of the working group, does he assume responsibility for work of other members? _____

III. PERSONAL QUALIFICATIONS AND ATTRIBUTE

1. Ingenuity and Innovativeness

1.1 Is he intellectually critical of existing standards System and policies? _____

1.2 Does he take the initiative to organize or develop program system and procedures and standards that will benefit the organization? _____

2. Stress Tolerance

2.1 Does he have a high degree of tolerance for tension resulting from increasing volume of work, organization

- change, environmental conflict, etc.? _____
- 2.2 Is he able to control and handle his anger and negative emotion? _____
- 2.3 Does he accept criticism objectively whether from his subordinates, peers or superior? _____
3. Decisiveness
- 3.1 When you seek help from him in solving problems, does he submit considered analysis of alternatives and suggestions for solution? _____
- 3.2 When his need to make a decision is immediate, is he able to act quickly and make the best decision possible? _____
- Total Point Score _____

MSP-NT-Form No. 3

QUALIFICATION EVALUATION FORM

| NAME | EDUCATION (25 pts.) | RELEVANT EXPERIENCE (25 pts.) | RELEVANT TRAINING/SEMINAR (5 pts.) | OUTSTANDING ACCOMPLISHMENT (5 pts.) | TOTAL (50 pts.) | RANK |
|------|------------------------|-------------------------------------|--|---|--------------------|------|
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PERSONNEL SELECTION COMMITTEE:

Member

Member

Member

Member

Chairperson

MSP-NT-Form No. 4

INTERVIEW EVALUATION FORM

| NAME OF APPLICANT | VOICE & SPEECH (2 pts.) | APPEARANCE (2 pts.) | ALERTNESS (4 pts.) | ABILITY TO PRESENT IDEAS (4 pts.) | JUDGMENT (4 pts.) | EMOTIONAL STABILITY (2 pts.) | SELF CONFIDENCE (2 pts.) | TOTAL POINTS (20 pts.) | RANK |
|-------------------|----------------------------|------------------------|-----------------------|--------------------------------------|----------------------|---------------------------------|-----------------------------|---------------------------|------|
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PERSONNEL SELECTION COMMITTEE:

Member

Member

Member

Member

Chairperson

MSP-NT-Form No. 5-A

**COMPETENCE BASED EVALUATION/SKILL TEST
(Factors for Evaluation)**

For First Level Position

| NAME | KNOWLEDGE (15 pts.) | ACCURACY (5 pts.) | QUALITY (5 pts.) | TIME (5 pts.) | TOTAL POINTS (30 pts.) | RANK |
|------|------------------------|----------------------|---------------------|------------------|---------------------------|------|
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Rater (Skill Expert)

Rater (Skill Expert)

Rater (Skill Expert)

Chairperson

MSP-NT-Form No. 5-B

**COMPETENCE BASED EVALUATION/SKILL TEST
(Factors for Evaluation)**

For Non-Skilled Position

| NAME | KNOWLEDGE (15 pts.) | ACCURACY (5 pts.) | QUALITY (5 pts.) | TIME (5 pts.) | TOTAL POINTS (30 pts.) | RANK |
|------|------------------------|----------------------|---------------------|------------------|---------------------------|------|
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Rater (Skill Expert)

Rater (Skill Expert)

Rater (Skill Expert)

Chairperson

MSP NT-Form No. 6

Republic of the Philippines
Isabela State University
Echague, Isabela

Vacancy:

ITEM No.:

Salary:

MINIMUM QUALIFICATION REQUIREMENT

Education:

C.S. Eligibility:

Relevant Experience:

Relevant Training:

SUMMARY OF RECRUITMENT AND SELECTION PROCESS

| NAME | EDUCATIONAL ATTAINMENT | ELIGIBILI TY | QUALIFICATI ON (50 pts.) | INTERVIE W (20 pts.) | COMPETENCE- BASED EVALUATION/SKIL L TEST (20 pts.) | TOTAL (100 pts.) | RANK | REMARKS |
|------|---------------------------|-----------------|--------------------------------|----------------------------|--|---------------------|------|---------|
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CAMPUS PERSONNEL SELECTIOPN COMMITTEE:

Member

Member

Member

Member

Chairperson

MSP-NT-Form No. 3

QUALIFICATION EVALUATION FORM

| NAME | EDUCATION (25 pts.) | RELEVANT EXPERIENCE (15 pts.) | RELEVANT TRAINING/SEMINAR (5 pts.) | OUTSTANDING ACCOMPLISHMENT (5 pts.) | TOTAL (50 pts.) | RANK |
|------|------------------------|-------------------------------------|--|---|--------------------|------|
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PERSONNEL SELECTION COMMITTEE:

Member

Member

Member

Member

Chairperson

MSP-NT-Form No. 4
(Guide for Interview)

PSYCHO-SOCIAL ATTRIBUTES AND PERSONALITY TRAITS

| NAME OF APPLICANT | VOICE & SPEECH (1 pt.) | APPEARANCE (1 pt.) | ALERTNESS (2 pts.) | ABILITY TO PRESENT IDEAS (2 pts.) | JUDGMENT (2 pts.) | EMOTIONAL STABILITY (2 pts.) | SELF CONFIDENCE (1 pt.) | TOTAL POINTS (10 pts.) | RANK |
|-------------------|---------------------------|-----------------------|-----------------------|--------------------------------------|----------------------|---------------------------------|----------------------------|---------------------------|------|
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PERSONNEL SELECTION/PROMOTION COMMITTEE:

Member

Member

Member

Member

Chairperson

MSP-NT Form No. 5
(Guide Questions)

POTENTIAL EVALUATION FORM
(Factors for Evaluation on Promotion)

| NAME | HUMAN RELATIONS (2 pts.) | LEADERSHIP (4 pts.) | PERSONAL QUALIFICATION (4 pts.) | TOTAL (10 pts.) | RANK |
|------|--------------------------|---------------------|---------------------------------|-----------------|------|
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PERSONNEL SELECTION/PROMOTION COMMITTEE:

Member

Member

Member

Member

Chairperson

CHAPTER IV
ISABELA STATE UNIVERSITY
PERFORMANCE EVALUATION SYSTEM

In line with the Revised Policies on Performance Evaluation System enunciated under CSC Resolution No. 991792 and CSC MC No. 13 s. 1999, the Isabela State University adopts the here in Performance Evaluation System to be referred to as the Isabela State University Performance Evaluation System (ISUPES).

I. POLICIES

- 1) The Isabela State University Performance Evaluation System adheres to the principle of performance-based security of tenure. It provides motivation and basis for incentives to performers and applies sanctions to non-performers.
- 2) The Isabela State University Performance Evaluation System operates on shared commitments and objectives measures of performance results. Performance targets and standards of measures of results are planned and agreed upon by management supervisor and employees.
- 3) The Isabela State University Performance Evaluation System enhances productivity by using performance targets and standards attuned to organizational goals and mandate.
- 4) The Isabela State University Performance Evaluation System recognizes the role of multi-stakeholders in the objective assessment and feedbacking on individual employee performance. It utilizes the cross-rating system promotes transparency and provides mechanism for appeals and resolution of conflicts and/or disagreements.
- 5) This Performance Evaluation System shall be an integral part of the personnel program of the University.

II. OBJECTIVES

The Isabela State University Performance Evaluation 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 serves as basis for personnel actions, incentives and rewards and administrative sanctions.

III. SCOPE AND COVERAGE

The Isabela State University Performance Evaluation System applies to all first and second level employees in the career service. It may also apply to non-career service whenever appropriate.

IV. RATING PERIOD

Performance evaluation is done every six (6) months ending on June 30 and December 30 of every year. However, if there is a need for shorter or a longer period, the minimum appraisal period is at least ninety (90) calendar days of three (3) months while the maximum is not longer than one (1) calendar year.

V. PROCEDURES

1. Creation and operation of Performance Evaluation Review Committee (PERC)
A performance Evaluation Review Committee (PERC) is hereby created with composition and responsibilities hereunder enumerated:

1.a Composition

The PERC is composed of the following:

For Non-Teaching Personnel:

| | | |
|----------|---|--|
| Chairman | - | President or the Vice-President for Administrative and Finance Services |
| Member | - | University Director for Administrative Services/ University Human Resource Management Officer |
| Member | - | Director for Planning |
| Member | - | President of the Employee Association |
| Member | - | Head of the Campus |

For Faculty Personnel:

| | | |
|----------|---|--|
| Chairman | - | President or the Vice-President for Academic Related Services |
| Member | - | University Director for Administrative Services/ University Human Resource Management Officer |
| Member | - | Director for Planning |
| Member | - | President of the Employee Association |
| Member | - | Head of the Campus |

The head of office/department or division chiefs are automatic members of the PERC during the review of their subordinates performance targets and standards, and performance ratings.

1.b Responsibilities

1.b.1 Review of Employee's Performance Targets

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

1.b.2 Review of Performance Standards

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

1.b.3 Determination of Final Rating

At the end of rating period, the PERC reviews 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 determining the employee's final rating. The PERC completes the review and approval of employee's final rating not later than 30 days after the Isabela State University HRMO/Personnel Office has submitted the same to the former.

1.b.4 Monitoring and Evaluation of the Isabela State University Performance Evaluation System.

The PERC monitors and evaluates the effectiveness of the Isabela State University Performance Evaluation System every year and effects or implements improvements essential to ensure its continued suitability to the different positions and needs of the 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 then setting of schedule of meetings and deliberations, creation of Secretariat and delegation of authority to representatives in case of absence of its members.

2. Setting of Performance Targets and Standards

2.a Organizational Targets

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

Organizational targets refer to shorter-range (annual or semi-annual) expected accomplishments set to achieve objectives.

2.b Employee Targets

Each employee then prepares performance targets using the prescribed Performance Evaluation Form (PEF-1) based on the organizational targets set by the University and the work program of the division or organizational unit where he belongs. All targets relates to job duties and organizational needs.

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

2.c Setting of Performance standards

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

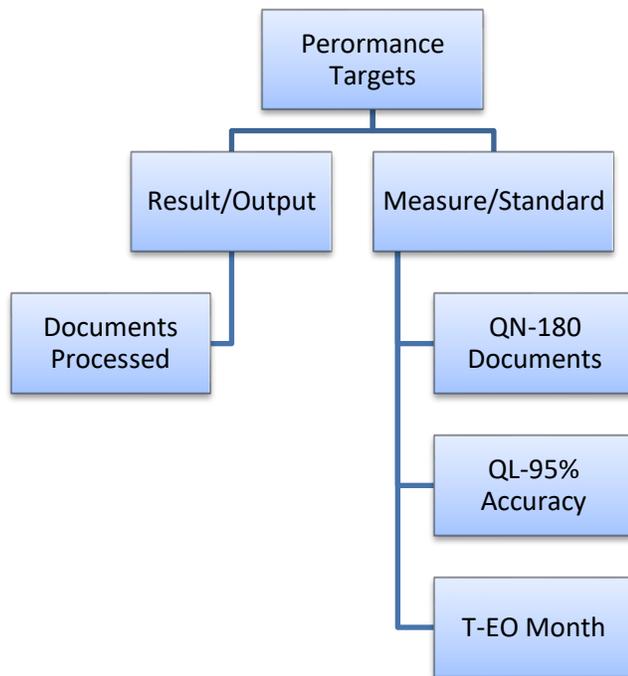
Performance standard is measure or yardstick against which performance level is assessed. It is the product of mutual agreement among members of the organization or between the supervisor (at least Division Chief) and the employee. This includes measures of quantity, quality, timeliness, whichever is applicable.

Individual employee's performance standards should not be lower than the University's standards as reflected in its Performance contract.

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

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

An illustrative example is shown below:



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

His performance is rated on how for the exceeded or fell short of this target based on the revised range of adjectival or numerical rating under page 10 hereof.

It is a must that the supervisor and the employee agree on the target set. They should affix their signatures in the space provided for in PEF-1.

2.d Confirmation

Employees performance targets are confirmed by the PERC before the rating period but not later than the 15th say 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 workload among employees, the PERC through the concerned division chiefs or unit heads shall cause the necessary corrective action in consultation with the concerned employees.

2.e Modification

Employee's performance targets for a given rating period which are duly confirmed by the PERC may still be modified based on change brought about by new mandates and programs of the University 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 discussed and agree on certain checkpoints in terms of schedule and output status in order accomplishment of the task.

4. Appraisal Discussion and Rating Proper

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

The supervisor gathers, tabulates, summarizes and presents to the *employee-ratee* the subordinate, peer and clients ratings (if any.)

Together, they compute the overall performance ratings 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-1 to serve as guide in improving employee performance in subsequent evaluation periods and in other appropriate personnel actions.

Employee's 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 satisfactorily; and
- f) Performance or completion of said intervening task will require an aggregate period of one week to two months.

Special or additional assignments are no longer considered intervening task it will significantly affect the performance of the employee's regular targets. In such a case, the same is treated as an allowable modifications of regular target under page 6 hereof.

3. Cross Rating

The Isabela State University Performance Evaluation System uses a cross rating scheme which involved multiple other than the supervisor. Under this scheme, each rater is allocated percentage weight as follows:

| Rater | Overall Weight |
|----------------------|----------------|
| Supervisor Rater | 50% |
| Self Rater | 20% |
| Subordinate Rater(s) | 10% |
| Peer Rater(s) | 10% |
| Client Rater(s) | 10% |

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

Supervisor Rater refers to the immediate and direct supervisor of the *Employee Ratee* who by the 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* in both Part I – Performance and Part II – Critical Factors using the prescribe Performance Evaluation Form (PEF-1)

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

Subordinate Rater refers to the employee under the immediate or direct supervision of a supervisor whose performance is to be rated on the basis of verifiable and observable work accomplishments and behavior of the latter. The *Subordinate Rater* rates the supervisor using the prescribed Subordinate Ratee Form (PEF-2) consisting of set of questionnaire depicting the ratee's performance and demonstrated behavior for the rating period.

Peer Rater refers to the 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 for support or in producing an output or achieving 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 working 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 progress 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 *Employee Ratee* identify and agree on who the Peer Raters would be before the start of the rating period.

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

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

4. How to compute the rating?

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 accomplishments portion of the targets and accomplishment column of the PEF-1.
Afterwards, they rate each accomplishment by comparing the targets against actual job accomplishments. The QL, QN and T standards earlier set are used in giving each accomplishment a numerical rating.
- 2) Add all the 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 the *Equivalent Point Scores* (EPSs).
- 4) Add all Equivalent Point Score (EPS) of both the Supervisor rater and Self Rater separately to get their respective *Total Equivalent Point Scores* for Part I.
- 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-1, the Supervisor Rater and Self Rater rate each factor. There should be at least three factors to be used by each rater.
- 2) Add all Supervisor Rater scores together and all Self Rater scores together, then divide by 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 Point Scores (WAS) for each rater in Part II.

4.c Overall Rating

- 1) Compute the average ratings of each category of raters for Part I and Part II separately.
- 2) Multiply the resulting average rating 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-1, indicate Raters Weighted Average Scores for both Part I and Part II.
- 2) Add the Weighted Average Scores for Part I and Part II of each rater to get the Overall Point Scores and multiply by the Rater's Percentage Weight Allocation to get their respective Overall Weighted Scores.

- 3) Add all Overall Weighted Scores to get the Total Overall Score or Final Numerical Performance Rating.
- 4) Add the rating for Intervening Task, if any.
- 5) Convert the Total Overall Score or Final Numerical Rating to adjectival Rating using the conversion table under page 7 hereof.

VII. PERFORMANCE EVALUATION FORMS (PEFs)

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

PEF-1 – Performance Evaluation Form contains the work targets, accomplishments, ratings Supervisor and Employee-Ratee on Part I and Part II the Summary of Ratings showing the final performance numerical and adjectival ratings of the employee.

It also contains the signed agreement of the supervisor and the employee, PERC Action and comments and recommendations.

PEF-1 – is the form used in all stages of the performance evaluation process.

PEF-2 – Subordinate Rater Form (SRF) consist of a set of questionnaires depicting the retee's job accomplishment and demonstrated behavioral affecting the employee's performance for the rating period as can be observed and verified by the subordinate rater.

PEF-3 – Peer Rater Form (PRF) consists of questionnaires depicting the ratee's job accomplishment and demonstrated behavioral as observed by the Peer Rater affecting the Peer Ratee's performance for the rating period.

PEF-4 – Client Rater Form (CRF) consist of questionnaires depicting the ratee's job accomplishment and demonstrated behavioral as observed by the rater affecting the ratee's performance for the rating period.

VIII. SUBMISSION OF PERFORMANCE TARGETS, STANDARDS AND RATINGS

Performance targets of employees are submitted to PERC not later than fifteen (15) days before the start of the rating period. The PERC shall have confirmed these targets not later than the 15th 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 performance targets.

Accomplished Performance Evaluation Forms (PEFs) with the final ratings are submitted to the University HRMO/Personnel Office/Department not later than 15th day after the end of the rating period. The HRMO/Personnel Office/Department shall consolidate all the employee's 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 then performance targets and accomplished Performance Evaluation Forms (PERFs) before they leave the office.

For the purposes of performance-based personnel actions, employees who have not given ratings for a particular period shall use their performance ratings obtained in the preceding rating period. This provision, shall not, however, apply to those who are on vacation leave, even an application approved by their supervisor.

The timetable for the preparation, review and confirmation of performance targets, standards and ratings including submittal of documents to the Civil Service Commission is hereby prescribed under Annex B hereof.

IX. SANCTIONS

Non-submission to the PERC of the performance targets within 15 days before the start of the rating period and the Performance Evaluation Forms (PEFs) within 30 days after the end of each rating period, unless justification for such has been accepted by the PERC is a ground for:

- a) Employees' 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 bonus if the failure of the submission of the report form is the fault of the employee.
- b) Employees who fail to rate themselves will not be given final ratings.
- c) An 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 PEFs or both.

Administrative action is filed against an employee the Isabela State University Performance Evaluation System to give undue advantage or disadvantage to the employees they rate.

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

X. USES OF PERFORMANCE RATING

- 1) Performance-based of Security of Tenure
Security of tenure of those holding permanent appointments is not absolute but is based in performance. Employees who obtained unsatisfactory ratings for two rating periods and Poor rating for one evaluating period may be dropped from the rolls.
- 2) Eligibility Qualification for Performance-based Awards 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 as 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 shall be used as basis for promotion, training and scholarship grants and other personnel actions. Only employees with Outstanding and Very

Satisfactory Performance ratings shall be considered for the above mentions personnel actions and other related matters.

XI. TRANSPARENCY ON PERFORMANCE RATINGS

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

XII. APPEALS

Employees who aggrieved or dissatisfied with their final performance ratings can file an appeal with the PERC within ten (10) days from the date of receipt of their PEF or 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 references for comparison in appealing one's performance rating.

The PERC shall decide on the appeal within one month from the receipt. Appeals lodged with the PERC shall follow the hierarchical jurisdiction of various PERCs in the University Decision of the Provincial PERC is appealable to the Regional PERC then to the Central Office PERC. Decision of the Central Office PERC is appealable to the CSC. Proper only in exceptional cases.

XIII. EFFECTIVITY

The Isabela State University Performance Evaluation System takes effect on 30 June 2000. It shall, however, pilot-tested starting 01 January 2000.

CHAPTER V
PROGRAM AWARDS & INCENTIVES FOR
SERVICES EXCELLENCE
(PRAISE)

Legal Bases:

- 1) Civil Service Commission
- 2) Approved under Board Resolution No. 91, s. 2001 dated December 14, 2001

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

I. BASIC POLICIES

- 1.1 The Isabela State University shall establish its own employee suggestions and incentive awards system.
- 1.2 The System shall be designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding officials and employees, individually or in groups for their suggestions, inventions, superior accomplishments and other personal efforts which contribute to the efficiency, economy, or other improvement in government operations, or for other extraordinary acts or services in the public interest.
- 1.3 The ISU PRAISE shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.
- 1.4 The ISU PRAISE 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.
- 1.5 The ISU PRAISE shall provide both monetary and non-monetary awards and incentive to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of employees through formal and informal mode. 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% of the savings generated.
- 1.6 At least 5% of the HRD Funds shall be allocated for the PRAISE and incorporated in University's annual Work and Financial Plan and Budget.
- 1.7 The PRAISE shall be institutionalized through the creation of a PRAISE Committee in the University.
- 1.8 The PRAISE Committee shall preferably have the following composition:

| | | |
|----------|---|---|
| Chairman | - | University president or authorized representative |
| Members | - | Director, Finance Services |
| | | Director, Planning Services |
| | | Director, Administrative Services |
| | | President, Faculty Association |
| | | Recommendee of the Faculty Club- at large |
| | | President- Non-Academic Staff Association |
| | | Recommendee of the NASA- at large |

- 1.9 The University President or authorized representative shall be responsible in overseeing the System's operation and the Human Resource Management Unit shall serve as the System's Secretariat.
- 1.10 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 employees at all levels.
- 1.11 The PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the Isabela State University. The PRAISE Committee shall establish its own internal procedures and strategies. Membership in the Committee shall be considered part of the members' regular duties and functions.
- 1.12 The Isabela State University shall submit its Program on Awards and Incentives for Service Excellence (PRAISE) and its subsequent amendments to the Civil Service Commission Regional Office. The Civil Service Commission Regional or Field Office concerned shall provide technical assistance, if deemed necessary, to ensure proper implementation.
- 1.13 Establishment of a CSC- approved PRAISE shall be the bases of the grant of the Productivity Incentive Bonus (PIB), other awards and incentives. The Annual PRAISE Report shall be submitted to the Civil Service Commission Regional Office concerned on or before the thirtieth day of January to enable their employees to qualify for nomination to the CSC sponsored national awards.
- 1.14 Issues relative to awards and incentives shall be brought before the PRAISE Committee which shall address the same within fifteen (15) days from the date of submission.

II. OBJECTIVES

2.1 General

To encourage, recognize and reward employee, individually and in group, 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.

2.2 Specific

- 2.2.1 To establish a mechanism for identifying, selecting, rewarding and providing incentives to deserving employees at the start of each year.
- 2.2.2 To identify outstanding accomplishment, best practices of employees on a continuing basis;
- 2.2.3 To recognize and reward accomplishments and innovations periodically or as the need arises.
- 2.2.4 To provide incentives and interventions to motivate employee who have contributed ideas, suggestions, inventions, discoveries, superior accomplishments and other personal efforts.

III. SCOPE

The system shall apply to all official faculty, staff and employees in the career and non-career service of Isabela State University.

IV. DEFINITION OF TERMS

- AGENCY- refers to departments, agencies, bureaus of national government, government-owned-and controlled corporations which original charters, state government and colleges and local government units.
- AWARD- recognition which may be monetary or non-monetary conferred on individual or group of individuals for ideas suggestions, inventions, discoveries, or service in the public interest which contribute to the efficiency, economy and improvement in government operations which lead to organizational productivity.
- CAREER- positions in the civil service characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination, or based on highly technical qualification; (2) opportunity for advancement to higher career positions; and (3) security of tenure.
- CONTRIBUTION- any input which can be in the form of an idea or performance (See also idea type and performance type contribution).
- DISCOVERY- is the uncovering of something previously existing but found or learned for the first time which will improve public service delivery.
- IDEA TYPE CONTRIBUTION- refers to 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 motivations, ideas, satisfactory accomplishment or demonstration of exemplary behavior based on agreed performance standards and norms of behavior.
- INVENTION- the creation of sometime previously non-existent which will benefit the government.
- NON-CAREER- positions expressly declared by law to be in the non-career service; or those whose entrance in the service is characterized by (1) entrance on bases other than those of the usual tests 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- refers to 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.

- SUGGESTIONS- idea or proposal which improves work performance, systems and procedures and economy in operations that will benefit the government.
- SYSTEM- the agency awards and incentives program for employees.

V. TYPES OF AWARDS

National Awards

5.1 The Isabela State 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 another award giving bodies such as the;

5.1.1 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 performance which is of significant effect to the public or principally affects national interest, security and patrimony.

5.1.2 Outstanding Public Official/Employee or Dangal ng Bayan Award granted to any public official or employee in government who has demonstrated exemplary service and conduct on the basis of his or her observance of one or more of the eight (8) norms of behavior described under Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Government Officials and Employees.

5.1.3 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.

5.1.4 Other Awards- given by other government agencies, private institution or NGOs to an individual or team for contributions or an idea, or performance that directly benefited the government.

5.1.5 Institutional Awards

5.2 The Isabela State 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:

5.2.1 Best Employee Award- granted to an individual or individuals who excelled among peers in a functional group, position or profession.

A cash award of not less than the amount provided under relevant existing laws shall be given to outstanding employees plus a certificate of recognition or other forms of incentives as the committee may decide, e.g. Best Division Chief, Best Secretary, Best Legal Officer, Best Driver, Best Utility Worker and other similar awards. (Refer to attached Criteria for Evaluation- annex A)

5.2.2 Gantimpala Agad Award- given outright to employees commended by clients for their courtesy, promptness, efficiency and dedication to duty.

- 5.2.3 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.
- 5.2.4. Best Organizational Award- granted to the top organizational unit this may be a section division or office on the basis of meeting the organization's performance targets and other pre determined criteria.
- 5.2.5 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 (Refer to attached Criteria for Evaluation, Annex B).
- 5.2.6 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.
- 5.2.7 Other Awards- such other awards which the University may decide to give
- 1) Outstanding Punctuality and Attendance Award
 - 2) Best Faculty Award

VI. TYPES OF INCENTIVES

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

6.1 Loyalty Incentive- granted to an employee who has served continuously and satisfactorily the Isabela State University for at least ten (10) years. The recipient shall be entitled to a cash award of not less than Php500.00 but not more than Php 1,000.00 per year during the first ten years. Succeeding awards shall be given every five thereafter. Besides cash awards, a lapel emblem/loyalty pin shall be given:

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

Other token such as wrist watch, ring and others.

- 6.2 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.
- 6.3 Productivity Incentive- given to all employees who have performed at least satisfactory for the year covered in accordance with the University's CSC approved PES. This incentive shall follow relevant existing guidelines.
- 6.4 Career and Self- Development Incentive- granted in recognition of an individual who has satisfactorily completed a course or degree within or outside the country at one's own expense. A plaque of recognition may be given to qualified individuals during the University's anniversary celebration.

- 6.5 Other Incentives which the University's PRAISE Committee may be 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.

VII. FORMS OF AWARDS AND INCENTIVES

- 7.1 Compensatory Time-Off- granted to an employee who has worked beyond his regular office hours on a project without overtime pay.
- 7.2 Flexiplace- work arrangement allowed for qualified employee/s who has demonstrated responsibility, initiative, and capacity to produce output/result and accomplishment outside of the workplace subject to established guidelines.
- 7.3 "Salu'salo Together- meal hosted by superiors or supervisor for employee who have made significant contributions.
- 7.4 Personal Growth Opportunities- incentives which may be in the form of attendance in conference on official business, membership in professional organizations, books, journals, tapes, travel packages and other learning opportunities.
- 7.5 Trophies, Plaques and Certificates
- 7.6 Monetary Award
- 7.7 Travel Packages
- 7.8 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, feature in the University's publication and others.

VIII. PRAISE COMMITTEE

The PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of awards and incentives system of the Isabela State University. As such, the Committee shall meet periodically to perform the following tasks.

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

To implement the System effectively, the PRAISE Committee members are expected to possess positive attitude, be capable of implementing submitted ideas; open-minded; decisive; have high tolerance for stress or pressure; and actively participate in all committee meetings. The University President or authorized representative shall be responsible on overseeing the System's operations and the Human Resource Management Unit shall serve as the System's Secretariat.

IX. FUNDING

The Isabela State University shall allocate at least 5% of the HRD funds for the PRAISE and incorporate the same in its Annual Work and Financial Plan and Budget.

X. EFFECTIVITY

The Isabela State University's PRAISE shall become effective after final evaluation by the CSC. Subsequent amendments shall likewise be submitted to CSC for evaluation and shall take effect immediately.

XI. COMMITMENT

I hereby commit to implement and abide by the provisions of the Isabela State University PRAISE which shall be the basis for the grant of awards and incentive including Productivity Incentive Bonus.

The annual PRAISE Report shall be submitted to the CSC Regional Office concerned on or before the 30th day of January to enable our employees to qualify for nomination to the CSC sponsored national awards.

ALETH M. MAMAUAG, Ph.D.
President

ATTESTED:

HILDA G. DIOKNO
Director, CSC 02

CHAPTER VI
ISABELA STATE UNIVERSITY
GRIEVANCE MACHINERY

Legal Bases:

- 1) Section 35 of PD 807
- 2) RA 7877
- 3) Section 1, Rule IX of EO 180
- 4) Board Res. No. 91, s, 2001 dated December 14, 2001

I. RATIONALE

For the furtherance and protection of interest of employees in the public service and pursuant to the provisions articulated in Section 35 of PD 807 and in Section 1, Rule IX of the implementing Rules of Executive Order 180, employee shall have the right to present their complaints and grievances to the management and have them settled as expeditiously as possible in the interest of the employee concerned, the University and the government as a whole.

Likewise, the University takes proper steps towards the creation of an atmosphere conducive to good supervisor-employee relations and the improvement of employee morale, the Isabela State University hereby install a grievance procedure so as not to adversely affect efficient and effective delivery of public services.

II. OBJECTIVES

General:

To help promote employee-management peace and better employee-management relations, thereby fostering harmony and productivity in the University.

Specific:

- 1) Establish an orderly method for handling disputes or reactive one when it is already existing;
- 2) Encourage regular dialogue between employee and supervisors to discontentment and disenchantment of all concerns;
- 3) Settled disputes at the lowest possible level of the University;
- 4) Ensure the aggrieved employee freedom from coercion, discrimination and reprisal, speedy and impartial handling of grievance;
- 5) Ensure that the aggrieved employee and the subject of the complaint shall have the right to appeal as hereby provided;
- 6) Ensure that a grievance procedure shall be considered not only relation to the subject in complaint but also to the aggrieved employee personal situation; and
- 7) Allow party to appeal from the results of the grievance negotiated step by step until a final binding and executory decision is reached.

III. DEFINITIONS OF TERMS

- 1) Accredited or Recognized Employee Union- an employee union accredited pursuant to Executive Order No. 180 and its implementing rules and regulations.
- 2) Bilis Aksyon Partner- is the counterpart Action Officer of the Civil Service Commission under the Mamamayan Muna Program in every University pursuant to CSC MC No. 3, s. 1994.
- 3) 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.
- 4) Grievance Machinery- a system or method of determining and finding the best way to address the specific cause or causes of a grievance.

Modes of setting Employee-Management Disputes

- 1) Conciliation- process whereby a third party (conciliator) brings the parties together, encourages them to discuss their differences and assists them in developing their own proposed solutions.
- 2) Mediation- process whereby a third party (mediator) is more active in assisting the parties reach acceptable solutions to the problem(s) and help the disputing parties develop or come out with an acceptable solution. He can even submit his own proposal(s) for the settlement of disputes.
- 3) Arbitration- process whereby a third party (individual arbitrator), a board of arbitrators, or an arbitration court not acting as a court, is empowered to make decision which disposes of the dispute.
- 4) Voluntary- a method of settling dispute(s) by submitting the "controversy" before an arbitrator or panel of arbitrators chosen by both parties. The voluntary arbitrators shall render a decision after proper hearing of the issues. The decision of the arbitrator shall be final and binding on the contending parties.
- 5) Compulsory- a method resorted to when the dispute has become hardened and irreconcilable and remains unresolved after exhausting all the available remedies under existing laws and procedures.

IV. SCOPE

The Grievance Machinery shall be applied when the discontent or dissatisfaction arises from the day-to-day working relationships between and among employees and management actions finally taken by the University.

V. APPLICATION OF GRIEVANCE MACHINERY

The following instances shall be acted upon through the grievance machinery:

- a) Non-implementation of policies, practices and procedures on economic and financial issues and other terms and conditions employment fixed by law, including salaries, incentives, working hours, leave benefits such as delay in the processing of overtime pay, unreasonable withholding of salaries and inaction on application for leave;
- b) Non-implementation of policies, practices and procedures which affects 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.
- c) 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;
- d) Poor interpersonal relationships and linkages such as unreasonable refusal to give official information by one employee to another;
- e) Protest on appointments; and
- f) All other matters giving rise to employee dissatisfaction and discontentment outside of those enumerated above.

The following cases shall not be acted through the grievance machinery;

- a) Disciplinary cases which shall be resolved pursuant to the Uniform Rules on Administrative Cases;
- b) Sexual harassment cases as provided for in RA 7877; and
- c) Union-related issues and concerns.

VI. GRIEVANCE PROCEDURES

1. Between and Among Individual Employees and Supervisors

1.1 Oral Grievance

The complainant/aggrieved employee shall present orally his complaints to his immediate supervisor who shall initiate the surfacing of the problem within three (3) working days from the date of presentation and exhaust all possible means in resolving the same and inform the employee orally his decision. Provided, that where the object of the grievance is the immediate supervisor, the complainant may bring the grievance to the next higher supervisor who shall take a proper action within five (5) working days from the receipt of the complaint. If the conflicting employees belong to the separate division/units, the supervisors will be jointly responsible in resolving the problem.

If the aggrieved party is satisfied with the oral discussion, both parties will sign a written agreement to be attested by the Committee Chairman.

1.2 Written Grievance (If the Oral Discussion Fails)

a) Filing of Grievance

- i. If the complainant still not satisfied with the decision of the Board of Trustees of the University, either party may request the conciliation/mediation services of the Civil Service Commission which shall render the same within ten (10) working days.
 - ii. The aggrieved party may file a petition for reconsideration with the Commission within five (5) working days from receipt of the decision. Such petition shall be resolved within five working days from receipt thereof.
 - iii. The Commission's decision is final, binding and executor, unless appeal from said decision is brought to the proper courts.
 - iv. Appeal to the courts by either party shall be in accordance with the rules of court.
2. For Association Member who would like to present his complaint through the recognized negotiating unit.

2.1 Oral Discussion

- i. A complaint shall present orally his/her complaint/problem in the first instance to the immediate supervisor through Association representative, who shall within three (3) working days from the date of presentation, inform the employee orally of his decision through the association representative.
- ii. If the complainant is not satisfied with the decision of the next higher supervisor, he may appeal to the Grievance Committee through the Association President or authorized representative within five (5) working days from receipt of the decision of the next higher supervisor.
- iii. The Grievance Committee shall conduct an investigation and hearing within ten (10) working days from the receipt of the grievance and shall render decision within five (5) working days after the investigation.
- iv. If the complainant is still dissatisfied to the decision of the Grievance Committee, he/she elevates the case to the University President through the association president or his authorized representative within five (5) working days. The President shall make the decision within ten (10) working days after receipt of the grievance.
- v. If the complainant is not satisfied with the decision of the University President, either or both parties may request the conciliation/mediation services of the Civil Service Commission which shall render the same within ten (10) working days.
- vi. If there is a deadlock, either or both parties may appeal to the Public Sector Labor Management Council (PSLMC) through the Office of the Personnel Relation, which in turn shall submit to the PSLMC its comments within five (5) working days after receipt of the complaint.

- vii. If the aggrieved party is not satisfied with the oral decisions, he/she may submit his grievances in writing within five (5) working days from receipt of the oral decision of his immediate supervisor, who shall forward the grievance with his comments within five (5) working days to next higher supervisor, as the case maybe, who shall within five (5) working days from receipt thereof inform the employee in writing through the immediate supervisor of his decision. Provided, however that where the object of the grievance is the immediate supervisor, the complainant may bring the grievance to the next higher supervisor who shall take proper action within five (5) working days from receipt of the complaint.
- viii. If the complainant is not satisfied with the decision if the higher supervisor, he may appeal his Grievance Committee within five (5) working days from receipt of the decisions, through the higher supervisor. The higher supervisor shall make the necessary comments and forward the grievance within five (5) working days to the Grievance Committee who shall take proper action within ten (10) working days from receipt of the grievance conduct an investigation and hearing.
- ix. Other Campus of the University shall have their own Campus Grievance Committee. Provided, however, that if the party concern is not satisfied with the decision of the Campus Grievance Committee. Together with the appeal, the aggrieved party shall submit a certification on the final action on the Campus Grievance Committee.

b) Appeal

If the complainant is still dissatisfied to the decision of the Grievance Committee, he/she may appeal the decision, to wit:

- i. Within ten (10) working days from receipt, he/she may elevate the case to the President of the Association or its authorized representative within five (5) working days from the receipt of the decision. The Grievance Committee shall furnish the University President comments on the grievance. The President shall issue decision to the case within five (5) working days from receipt of the complaint.
- ii. If the aggrieved party is still not satisfied with the decision of the President, he/she may appeal the decision within ten (10) working days to the Board of Regents of the University.
The PSLMC shall render its decision within thirty (30) working days thereafter. The decision of the Council is final, binding and executory, unless appeal is brought to the proper courts.
- iii. Appeal to the courts shall be in accordance with the Rules of Court.

VII. GRIEVANCE COMMITTEE

The Isabela State University shall establish separate Grievance Committees in the University level and Campus level. The composition and responsibilities are as follows:

Composition:

Only 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.

- a) In the University level, the highest official responsible for Human Resource Management (HRM) and/or AO shall act as chairperson.
- b) In the campus level, the chairperson shall be the Chief or Head of Administrative Division;
- c) Two (2) Division Chiefs or their equivalent positions chosen from among themselves;
- d) Two (2) members from the rank-and-file who shall serve for a term of two (2) years and chosen through a general assembly or any other mode of selection to be conducted for the purpose; one from first level and another from the second level. In offices where there are accredited or recognized employee unions, the rank-and-file representatives shall participate in the resolution of the grievance of first level employees while the second level representative shall participate in the resolution of grievance of second level employees;
- e) Association Member- one (1) member from the management act as the Chairman, two (2) higher supervisors chosen by both the higher supervisor and Association, two (2) association members chosen from among themselves and an alternate of alternates chosen by the Association members with the consent and approval of the management.
- f) The Bilis Aksyon Partner (BAP) duly designated.

The personnel unit of the university shall extend secretariat services to the grievance committee.

VIII. CONTENT OF WRITTEN GRIEVANCE

The complainant shall fill up the grievance form which provide the following information:

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

IX. DECISION IMPLEMENTATION/EFFECTIVITY

Unless appealed, the decision of the concerned authorities shall take effect immediately and or upon receipt of the decision of all the parties involved.

X. RESPONSIBILITIES OF THE HUMAN RESOURCE MANAGEMENT OFFICER/RECORDS KEEPER OF THE RECOGNIZED NEGOTIATING UNIT

All records involving complaint and grievance shall be kept by the Human Resource Management Officer of the University.

XI. COMMITMENT

I hereby commit to implement the provisions of this Grievance Machinery and take necessary action in accordance with existing Civil Service law and rules against supervisors or officials who refuse to act on a grievance brought before their attention.

ALETH M. MAMAUAG, Ph.D.
President

CHAPTER VII
STAFF DEVELOPMENT POLICIES, RULES AND REGULATIONS
OF THE ISABELA STATE UNIVERSITY

Legal Basis:

- 1) Board Resolution No. 27, s. 2005 dated May 5, 2005

To improve the capability and competence of its personnel in instruction, research, extension, production and administration and in order to attain and sustain academic excellence, these staff development policies, rules and regulations are hereby promulgated for implementation.

SECTION I. COVERAGE

The following are covered by this Staff Development Policies, rules and regulations:

- 1) University personnel on scholarship/official time, sponsored by the University or other sponsoring agencies/donors whether solicited or granted;
- 2) University personnel who study outside office hours or during weekdays including Saturdays and Sundays;
- 3) University personnel attending seminars, workshops and other training programs;
- 4) University personnel applying for sabbatical/post doctoral leave.

SECTION II. DEFINITION OF TERMS

Whenever used in Staff Development policies, rules and regulations, the following words or phrases shall mean or refer, thus:

- 1) Extremely Urgent Case- a situation where the holding of a meeting by the CSDB is not possible due to time constraint. (E.g. invitation or notice for trainings, seminars, scholarship, etc. is received very late and deadline for submission or confirmation of attendance/nomination makes it possible for the CSDB to meet and act on the matter).
- 2) Faculty Retooling- redirecting the field of specialization of a faculty in an overstaffed discipline (usually due to decreasing student enrollment in such discipline, faulty faculty recruitment in the past) to other disciplines are understaffed and overloaded instead of recruiting new faculty for such understaffed discipline.
- 3) Financial Assistance- refers to thesis for financial support for the conduct of masters's degree or dissertation for doctoral degree
- 4) Fellowship- a financial grant given to a University employee on study leave either by the university itself or by other donors (usually through bilateral agreements with foreign countries). Long trainings (more than one month) abroad under the sponsorship of foreign donors are included in this category.
- 5) Personnel on Official Time- a university personnel who is granted a study leave full time without any financial assistance except his/her salary and other mandated benefits and remunerations.
- 6) Personnel on Scholarship- a university personnel who has been granted an opportunity by the university to take a higher degree full time, with or without financial grants for as long as he/she receives all the mandated benefits and remunerations given to all university employees.

- 7) Post-Doctoral Leave- a faculty member who is granted leave with full pay to undertake scholarly activities to further improve his qualifications and competence and become more effective and efficient in his/her work.
- 8) Sabbatical Leave- a faculty member who is granted leave with full pay to undertake scholarly activities like writing a book/manual, research, development projects and the like for the purpose of contributing to the improvement of instruction , research, extension and production.
- 9) Scholar- University personnel who are granted a full time study leave with pay.
- 10) Staff Development- refers to the improvement on, and the upgrading of the qualifications and competence of the university personnel, both teaching and non-teaching, through their higher degrees, trainings, seminars, conferences, workshops, sabbatical/post-doctoral undertakings and related activities.
- 11) Study without Leave- taking a higher degree after official working hours usually on weekends or evenings while working full time.
- 12) Terminal Degree- a discipline which has no higher degree offered (e.g. no Ph.D for P.E.).

SECTION III. COMPOSITION OF THE UNIVERSITY STAFF DEVELOPMENT BOARD

3.1. University Staff Development Board (USDB)

The University Staff Development Board (USDB) shall be composed of the following:

| | | |
|-------------|---|--|
| Chairman | - | Vice President for Admin. & Finance Services |
| Members | - | Finance Officer |
| | - | Director for Planning & Development |
| | - | Floating Member (Campus Head) |
| Secretariat | - | Administrative Officer |

3.2. Campus Staff Development Board (CSDB)

A Campus Staff Development Board (CSDB) shall be organized in all campuses of the university. The composition of the Campus Staff Development Board will be:

| | | |
|-------------|---|--|
| Chairman | - | Campus Executive Director |
| Member | - | Finance Officer |
| | - | Director for Planning & Development |
| | - | Faculty Association President/NASA President |
| Secretariat | - | Administrative Officer |

SECTION IV. DUTIES AND RESPONSIBILITIES OF THE UNIVERSITY STAFF DEVELOPMENT BOARD (USDB)

- 4.1 To administer the Staff Development Program of the University, i.e. scholarship, fellowship, training, seminar-workshop, sabbatical and post doctoral leave.
- 4.2 To coordinate the preparation, dissemination, implementation and monitoring of the University Five Year Staff Development Program (FYSDP);

- 4.3 To review, revise, update and disseminate Staff Development policies, rules and regulations in conformity with the University Development Plan for approval by the Board of Regents;
- 4.4 To review the priority concerns of each college/unit/campus in relation to their respective Staff Development Plan (SDP) and to ensure the equitable distribution of grants per year each college/administrative unit/campus;
- 4.5 To require nominations from the campuses for screening by the University Staff Development Board (USDB) in all local/foreign scholarship fellowship. The nominees shall be selected "en banc" in a meeting;
- 4.6 To review and recommend requests for study leave on official time and requests for extension of study leave to the University President for proper action;
- 4.7 To monitor the performance of the grantees through the Campus Staff Development Board and submit semi-annual/semestral report to the President on their progress and activities;
- 4.8 To review and propose revisions of existing standard contract/agreement consistent with Staff Development Policies;
- 4.9 To assist the President in implementing the scholarship contract between the grantees and the University; and to recommend appropriate action for suspension or violation thereof;
- 4.10 To review and act accordingly on appeals or request for reconsiderations on all actions taken by the Campus Staff Development Board;
- 4.11 To establish linkages with other agencies and private organizations for possible grants/sponsors;
- 4.12 To perform all other related function.

SECTION V. DUTIES AND RESPONSIBILITIES OF THE CAMPUS STAFF DEVELOPMENT BOARD (CSDB)

- 5.1 To administer the staff development program in their respective campuses, i.e. scholarship, fellowship, training, seminar-workshop, sabbatical and post doctoral leave;
- 5.2 To evaluate the qualifications, needs and capabilities of the campus personnel before they are recommended to the University President thru the Campus Executive Director requests for study leave, sabbatical, post doctoral, international training, seminar and workshop. However, attendance to seminar-workshop of short duration (one week or less) within the country shall be recommended by the Campus Staff Development Board for approval by the Campus Head;
- 5.2 To ensure that there are adequate remaining staff in the department and College of the grantee/s before recommending an applicant for training and study leave;
- 5.3 To monitor the performance of the grantee and require the submission of a progress report every end of an academic term and after grant;

- 5.4 To submit to the University Staff Development Board progress of all grantees at the end of every academic term;
- 5.5 To hold meetings as the need arises and to deliberate en banc on all applications except in extremely urgent cases where referendum may be allowed;
- 5.6 To establish linkages with other agencies and private organizations for possible grants/sponsors;
- 5.7 To formulate appropriate internal rules of procedures consistent with the Staff Development policies;
- 5.8 To perform all other related functions.

SECTION VI. DURATION OF GRANT

- 6.1. For Undergraduate Program
 - a) Undergraduate Program for Non-Teaching- to complete a course, but not to exceed 3 years.
 - b) Vocational- to complete the program but not to exceed 1 year.
- 6.2. For Masteral Program- 2.5 years
- 6.3. For Doctoral Program- 3 years
- 6.4. Sabbatical- one (1) year without extension.
- 6.5. Post Doctoral- maximum of one (1) year.
- 6.6. Thesis/Dissertation Leave

Thesis Leave- one semester and may be extended for another semester for meritorious reason.
 Dissertation Leave- 1 year and may be extended for another semester for meritorious reason

SECTION VII. SPECIFIC GUIDELINES FOR THE VARIOUS STAFF DEVELOPMENT PROGRAMS

A. Full Time Study Leave

- 7.A.1. All applicants on full time study leave must meet the following basic requirements/qualifications:
 - a) Must have served the University in a permanent status for at least one (1) year immediately preceding the application;
 - b) Must have obtained a very satisfactory (VS) performance rating for the last two (2) preceding rating periods prior to application;
 - c) Must have no pending administrative/criminal charges;
 - d) For those with financial/scholarship assistance, he/she must not be more than 50 years of age;
 - e) For those without financial assistance/scholarship, no specific age limit as long as the grantee can render the required return service.
- 7.A.2. A university personnel shall be allowed to go on study leave/scholarship only once for every level/course/program;

7.A.3. The granting of study leave shall be in accordance with the Staff Development Program, provided the following shall be observed:

- a) Request for study leave must be strictly in accordance with the Specialization of the faculty and non-teaching personnel concerned. In the case of faculty retooling or those with terminal degrees, e.g. P.E. the College of Advisory Council, shall determine the degree to be pursued by the personnel and recommend to the Campus Staff Development Board for approval;
- b) The Dean of the College or the Director/Head of Office must certify that the services of the applicant could be dispensed with and that there are capable staff who can temporarily take over his/her workload;
- c) The Campus Staff Development Board shall approve the school/university where the applicant will enroll;
- d) The grantee shall secure a clearance and enter into scholarship/fellowship contract with the University. The Chair, USDB and Dean of the grantee shall sign as witnesses.
- e) Faculty and staff who pursue advanced degrees within Region 02 which are offered in ISU shall take the said degree thereat.

7.A.4. Full time scholars either official time or with grants, shall be entitled to study leave with pay for the approved duration of the study leave;

7.A.5. The grantee shall submit within thirty (30) days at the end of each academic term, a report of accomplishment duly certified by the Registrar of the College/University where the grantee is enrolled. Failure of the grantee to submit without valid reasons shall be subject to the following:

- a) First offense- salary suspension
- b) Succeeding offenses shall be grounds for recall/cancellation of the study grant; and once recalled/cancelled, the grantee shall be barred from resumption of study leave/scholarship.

7.A.6. A grantee shall maintain a weighted average per academic term as follows:

- | | | |
|------------------|---|------|
| a) Undergraduate | - | 2.25 |
| b) Masteral | - | 2.0 |
| c) Doctoral | - | 2.0 |

If the faculty on study leave, be it with financial assistance or on Official Time, fails to meet the GWA would cause the recall of the study grant.

7.A.7. No grantee shall be allowed to change his/her field of specialization or to transfer to another school/university except for meritorious reason as approved by the President through the recommendation of the Staff Development Board and the sponsoring agency. Failure to observe this provision is a ground for recall/cancellation of the grant;

- 7.A.8. No grantee shall be allowed to attend conferences, seminar workshops, trainings while on study leave unless such attendance is a part of/or required in his academic program. Grantees shall not also be allowed to accept consultancy or moonlighting jobs during their study leave. Violation of this provision is a ground for recall/cancellation of the Study Leave;
- 7.A.9. Deferment of enrolment during study leave shall not be allowed except in the following cases:
- a) Maternity (once only for the duration of study leave)
 - b) Serious illness (that which affects the mental and/or physical well-being of the grantee) as certified by a competent physician recognized by the University;
 - c) Inavailability of subject to be enrolled during the term, as certified by the school registrar;
 - d) Deferment of study leave due to (a), (b) and (c) shall not form part of approved period of study leave;
 - e) Request for deferment other than the above mentioned reasons shall not be allowed.
- 7.A.10. A grantee not enrolled in any term under 7.A.8 (c) is required to report to his/her respective office/college; otherwise, he/she shall be considered absent which shall be charged against his/her earned leave credits, if any and leave without pay, if none.
- 7.A.11. After the completion of his/her bachelor/masteral/doctoral program/sabbatical/ post-doctoral or the approved duration of the grant whichever comes earlier, the grantee shall report immediately to his/her college/unit.
- 7.A.12. The grantee must submit to the Dean/Director/Head of Office a re-entry plan attached to the request for reinstatement to duty on the specialization taken stating the program of work to further improve the content of instruction, research, and extension and production to be undertaken as may be relevant to his/her thesis or field of specialization, or the improvement of the efficiency of the Administrative Unit in the case of the non-teaching personnel. Thereafter, a S.O. shall be issued to the grantee.

B. Study Without Leave

- 7.B.1. A university personnel who desires to take or complete a degree without going on study leave may be permitted to enroll not more than 9 units during weekdays provided he/she will render equivalent hours of service during weekdays and/or weekends;
- 7.B.2. Faculty members who desire to take up additional subjects to enhance their teaching efficiency may be permitted to enroll not more than 6 units during weekdays provided that it will not interfere with their regular teaching functions as certified by their respective Deans;
- 7.B.3. Any personnel who desires to pursue higher education on his/her own without going on study leave, must seek the approval of SDB which shall act on his/her request. The degree to be pursued should also be in line with his/her field of specialization and in conformity with the Staff Development Program. The School/University where the personnel intend to enroll must be approved by the CSDB/USDB.

C. Sabbatical and Post-Doctoral Leaves

- 7.C.1. A faculty member who has rendered at least ten (10) continuous years of very satisfactory service, a Ph.D. degree holder and with a position of at least Associate Professor shall be eligible to apply for Sabbatical Leave. For Post Doctoral Leave, the applicant should have a rank of at least ten (10) continuous years immediately preceding the leave;
- 7.C.2. Applications for sabbatical or post-doctoral leave should indicate strong justifications and include program of activities and expected output/s. Upon approval of the application, the grantee shall sign a contract with the University and comply with such other requirements prescribed by the Civil Service Commission;
- 7.C.3. No sabbatical or post doctoral leave shall be approved without the certification of the Dean concerned that the services of the applicant could be temporarily dispensed with and that there are capable staff who can take over the duties of the applicant;
- 7.C.4. Grantee of Sabbatical or Post Doctoral Leave are also required to submit progress report every academic term and the final output upon the completion of the leave;
- 7.C.5. Any personnel on sabbatical or post doctoral leave shall not engage in any form of employment, consultancy and similar activities while on such leave.

D. Seminars, Trainings and Workshops

- 7.D.1. The USDB will screen applicants and select nominee/s to seminars, trainings and workshop in response to invitations from local and/or foreign sponsors. In case the invitation is applicable to all colleges/offices, the screening and selection will take into consideration equitable distribution, relevance to the department/college/office, individual functions, education, experience and performance. If the invitation is specific to a college, the College Advisory Council will do the screening and selection which shall be forwarded by the Dean to the CSDB/USDB for endorsement to proper University authority for proper action;
- 7.D.2. Attendance to conventions, scientific meeting of professional/fraternal and other accredited associations (SEC registered) may be recommended by the committee, provided the theme or purpose of such conventions, scientific meetings/symposia is relevant to the attainment of goals and objectives of the college/university and provided further that said activity is endorsed by appropriate agencies. Invitations to such should be addressed to the University;
- 7.D.3. Grantees of foreign trainings for duration of not less than one (1) month shall secure clearance and sign a contract with the University;
- 7.D.4. Those who have undergone training, workshops and seminars shall render a written report of participation and conduct an echo seminar as applicable and to submit all handouts and other materials acquired during the seminar. The written report shall be a requirement for the reimbursement or liquidation of travelling expenses. The echo seminar should be conducted within the semester and shall be made a requirement for the next attendance to any seminar;

7.D.5. Official Attendance (such as meetings, conferences) to represent the College/Campus/University in linkages is exempted from the approval of the CSDB;

7.D.6. Attendance of Faculty on Teacher's Leave during summer to seminars, workshops is subject to existing CSC, DBM rules/regulations and other existing laws.

E. Solicited Scholarship/Grants

7.E.1. A personnel may, on his/her own, solicit scholarship/grants provided he/she informs the President thru the CSDC and the USDB;

7.E.2. Solicited scholarship/grants must be relevant to the work of the personnel concerned and in line with his/her field of specialization and must be in conformity with the College Staff Development Plan;

7.E.3. Any personnel who gets a solicited scholarship shall still pass through the regular procedure of the University Staff Development Board on application and approval;

7.E.4. Approval of grants for solicited scholarship must take into consideration equitable distribution, relevance to the Department/Colleges/Offices individual function, education, experience and performance;

7.E.5. A personnel shall be allowed to go on solicited foreign grant/fellowship/scholarship/paper presentation for not more than 2 times within a year. All applications for study leave, sabbatical/post doctoral leave, foreign trainings/seminars/workshops conferences including paper presentation must be approved by the Board of Regents.

SECTION VIII. RETURN SERVICE

A grantee who finished a degree on official time, scholarship or granted sabbatical/post doctoral, or granted foreign training of not less than one (1) month duration shall render return service to the University as follows:

- a) Official Time Only- one (1) year of service for every year of study
- b) Local Scholarship/Grants/Sponsor/Assistance- two (2) years of service for every year of study leave.
- c) Foreign Scholars/Grants- three (3) years of service for every year of study leave.
- d) Foreign trainings of one (1) month but not more than six (6) months- two (2) years return service.
- e) Foreign Trainings of more than six (6) months but not more than one (1) year- three (3) years return service.

SECTION IX. APPLICATION

9.1. Application for study leave/sabbatical/post-doctoral leave must be filed at least one (1) term before the effectivity of the grant.

9.2. For trainings and seminar-workshops, at least one (1) week before the start thereof.

SECTION X. FINANCIAL ASSISTANCE

A University personnel who has been granted study leave on official time including attendance to seminar-workshop/training abroad is entitled to avail of financial assistance from the University, subject to the availability of funds. Such financial assistance shall be subject to the approval of the President, and subject further to the following terms and conditions:

10.1. A university personnel who is not recipient of any scholarship programs

10.2. A University personnel on full time study leave on official time desiring to avail of financial assistance for thesis/dissertation must maintain or meet the general weighted average grade requirement of 2.0;

10.3. A grantee of international trainings abroad shall be entitled to reasonable pre-departure expenses and clothing allowance subject to the provision of E.O. #298;

10.4. Criteria for Availment of Financial Assistance:

a) Ph.D. and MS/MA

- 1) Applicant must have a grant approved by the President through the USDB;
- 2) The applicant must enroll in a reputable university, whose recognized areas of distinctive competence include his/her field of specialization or the chosen university has been granted a Center of Excellence status for the field to be pursued (e.g. UPLB- Agriculture, Forestry);
- 3) Must have a GWA of 2.0 or better in the masteral/bachelor degree finished; or for the academic terms already completed if the applicant is currently enrolled in a program before the scholarship applicant. Thereafter, grantee must maintain a GWA of 2.0 in the bachelor degree, 2.0 in masteral and 2.0 in Ph.D. or better every academic term, otherwise, the scholarship privileges will be suspended and restored only upon obtaining the required GWA;
- 4) In addition to the financial assistance granted in this Section, the applicant may avail of financial assistance from other sources; provided, that the aggregate of the financial assistance shall not exceed the estimated budget as approved in the applicant's proposal and in no case the financial assistance of the University exceed the ceiling established in this section.
- 5) In case of limited slots due to budgetary constraints, all applicants will be ranked based on GWA. In no case will there be more than one (1) university scholarship grantee per level from a college in times of budgetary constraints.

b) BS/Undergraduate

- 1) Applicant is qualified under the Civil Service Commission (CSC) program for undergraduate government employees who wish to finish a bachelor's degree;
- 2) Must have a GWA of at least 2.0 or better for the academic terms already completed with no grade of 5.0, 4.0 and/or incomplete in any subject. Thereafter, grantee must maintain a GWA of 2.0 or better every academic term; otherwise, the scholarship privileges will be suspended and will be restored only upon obtaining the required GWA;

- 3) Must enroll in a reputable university whose recognized areas of distinctive competence includes the courses of the applicant or the chosen university has been granted Center of Excellence for the course.
- 4) Applicant is not a recipient of any other form of financial assistance from any donor, whether private or government.

10.5. Payment of stipend and other allowances to University sponsored scholar will be as follows, subject to the availability of funds;

- a) Ph.D:

| | | |
|------------|---|----------------------------|
| P 5,000.00 | - | monthly stipend |
| 1,500.00 | - | monthly allowance/semester |
| 750.00 | - | book allowance/summer |

- b) MS/MA:

| | | |
|------------|---|----------------------------|
| P 4,000.00 | - | monthly stipend |
| 1,500.00 | - | monthly allowance/semester |
| 750.00 | - | book allowance/summer |

- c) BS/Undergraduate:

| | | |
|------------|---|-------------------------|
| P 3,500.00 | - | monthly stipend |
| 1,500.00 | - | book allowance/semester |
| 750.00 | - | book allowance/summer |

- d) Those who have availed outside scholarship grants with lower monthly stipend shall receive the increment from the University

10.6 Process of Availing

- a) A university personnel who desire to apply for availing of University Scholarship shall do so in writing to the USDB (through channels) thirty (30) days before the start of the academic term;
- b) The basic requirements to avail of financial assistance are:

Thesis/Dissertation:

- 1) Submission of approved outline and bound manuscript;
- 2) Transcript of Records
- 3) GWA requirement as prescribed under 10.2
- 4) Such other requirements prescribed by the Finance/Accounting and the COA office.

Foreign Trainings/Seminars:

- 1) Attendance to training/seminars – SBD approval, approved authority to travel, report of participation and certificate of appearance/completion;
- 2) Training contract with the University

10.7 The amount for the thesis/dissertation assistance shall be:

- a) Master Thesis – P 20,000.00
- b) Doctoral Dissertation – P 30,000.00

Fifty percent (50%) to be given upon presentation of the approved outline and fifty percent (50%) after presentation of the signed manuscript ready for reproduction.

10.8 Financial Assistance and Cash Incentives

The University shall provide cash incentive of Php 10,000.00 for those who finished Masteral degree and Php 15,000.00 for Doctoral degree which is chargeable from their campus staff development funds, provided the degree is verticalized and completed from an accredited/reputable College or University.

SECTION XI. Penalty Provision

- 11.1 A grantee who fails to enroll during the approved term and/or duration of his/her study leave without reasonable cause as indicated in Section 7.A.9 shall reimburse the University all remuneration including allowances received during the term;
- 11.2 A grantee who finished the degree on official time or as University Scholar or sponsored by other agencies, and who refuses to render the required period of return service shall be obliged to reimburse all financial Support, assistance (scholarship, allowances, stipend) received from the University for the whole duration of the approved study leave;
- 11.3 In case the official or employee fails to render in full the service obligation Referred to in the contract on account of voluntary resignation, optional retirement, separation from the service through his/her own fault, or other causes within his/her control, he/she shall refund the gross salary, allowances and other benefits received while on study leave.
- 11.4 In case the grantee fails to finish the degree program and resume office. After completion of his/her academic requirements, he/she shall ref, he/she is required to render return service as stipulated in the contract; and during the rendition of the service required and five (5) years thereafter, the grantee is barred from attending seminars, workshops, trainings and related activities and from further availment of study leave, grants and related services, and shall refund hundred percent (100%) of all benefits and remunerations (if on official time only; and one hundred percent (100%) of benefits, remuneration) as well as financial grants/support for those with University scholarship/grants and those on official time.
- 11.5 A grantee of foreign scholarship/fellowship who fails to return to the University shall, in addition to the full payment of all assistance or remuneration received from the University, be required to pay 10% interest and shall be dismissed dishonorably from the University;
- 11.6 A grantee who violates any provisions of this Staff Development Policies may be administratively charged with appropriate charges and meted with corresponding penalty after due process.
- 11.7 A faculty or staff who fails to comply to the provisions of section 7.B.3 shall be ground for non-recognition and/or non-accreditation of the advanced degrees pursued/earned for purposes of promotion and availment of financial assistance/

SECTION XII. Repealing Clause

All Staff Development Policies which are contrary or inconsistent with this deemed repealed or modified accordingly.

SECTION XIII. Effectivity

These amendments of the Staff Development policies, rules and regulations shall take effect June 1, 2005!

ALETH M. MAMAUAG
President

CHAPTER VIII

Republic of the Philippines
ISABELA STATE UNIVERSITY
Echague, Isabela

RECORDS MANAGEMENT

INTRODUCTION

Records are vital tools in the efficient operation of any agency. By its records, an agency authenticates and keeps track of its day-to-day activities. Records also provide the material for planners and implementers of future operations.

Records Management is that phase of organizational activity, which deals with the proper creation, maintenance, utilization, disposition, and control of all records of an agency in its official transactions. It is synonymous with Paperwork Management.

A. Standard Operating Procedures

The Records Section shall adopt the following steps and corresponding standard operating procedures:

a) Receiving

The Records Section shall take care of:

- 1) Receiving all ordinary mail, signing and returning of receipts for all registered letters, telegrams, parcel, etc. delivered through postal or private messengerial service.
- 2) Receiving and signing all receipts for all hand carried communications, and requiring the carrier to sign counter receipts or hand carried slips indicating date and time of delivery for records purposes and to guide action units concerned.
- 3) All incoming communications shall be stamped, dated and initialed by the receiver.

b) Recording

The following data shall be recorded in the logbook:

- 1) Corresponding number
- 2) Type and date of communication
- 3) Subject matter in brief
- 4) Action unit it is routed

For practical purposes, there shall be separate logbook for incoming communications and outgoing communications.

Separate logbooks for communications by source shall be maintained if possible.

Guide tabs and other appropriate devices shall be used to indicate necessary divisions of the logbooks.

- c) Delivery to action units
 - 1) Recorded communications shall be acknowledged by duly-assigned clerks in the division, etc.
 - 2) The receiving clerks shall sign their initials and place the date of receipt.
 - d) Classifying and Filing of Records
 - 1) Records should first be classified according to their subject classification. Determine whether the records are ready for filing. The file copy is marked "File" or "Released" and signed or initialed by the appropriate official to show the paper has been officially released and is ready for filing. Select from the file classification guide the appropriate classification for the file by which it will be requested for later. After the papers have been classified, sorted and assembled, file the material.
- B. The Functional subject-Alphabetic Filing System shall be adopted wherein the records are arranged by subject covering all activities of the organization and the functions of the agency. Records are filed under a major subject, which is subdivided into primary classification. This system retains the simplicity of the alphabetic arrangement of subject titles and brings together related subjects. The following shall be followed:
- 1) Analyze the functions of the agency
 - 2) Make a list of all these functions and arrange them alphabetically
 - 3) Make a list of all subject topics pertaining to each function
 - 4) Make a list of correlated

After completing these steps, prepare a File Classification Guide. This guide will help determine consistently the proper file designations of materials to be filed. The necessary guide tabs and folder labels can be prepared for each of the subjects. The following File Classification Guide shall be adopted.

FILE CLASSIFICATION GUIDE

ADM – Administration and Management

- Administrative Issuances

- Circulars

- General Circulars

- Memorandum Circulars

- Directives

- Manuals and Codes

- Administrative Code

- Orders

- Administrative Orders

- Special Orders

PER – Personnel Administration

- Appointments

- Conduct

- Complaints, Charges

Disciplinary Action
 Administrative Cases
 Details and Assignment
 Personal File
 Appointment
 CS Form 212
 Form 1
 Assets and Liabilities
 GSIS Contract
 Transcript of Records
 Eligibility

RES – Research and Development

C. Records Servicing

Files are classified, filed and maintained in order that they can be promptly found and charged out when requested by a unit or person who needs them.

Issuing Files – the procedure for drawing records from the files upon request depends on circumstances. Only authorized official/personnel can draw other records. The most important consideration, however is that the files should be found promptly and issued out to the ones who need them. In drawing records, a File Control Slip must be filled up to prevent the loss of borrowed records and to render continuing service to their users. No record shall be drawn without approved request by authorities concerned where such record requested shall be used in filing case an the like.

D. Records Disposition

Valueless records of any agency shall be disposed of selling or burning of valueless records shall be adopted provided the requisites in disposing of records shall have been satisfied. When authority to dispose is granted by the RMAO, the Records Officer of the agency, COA and the RMAO, witness the disposal by sale or burning. In case of sale, proceeds shall go to the Treasury of the Philippines.

Isabela State University
 Echague, Isabela
 December 7, 1987

Processing of Outgoing Signed Communications

- It is, likewise, the responsibility of the Records Division to process signed outgoing communications in accordance with existing policy to include its classification, mode of dispatch, and such other control processes as may be needed for its easy retrieval.

Issuance of Certified Copy

- As a general rule, only designated custodians of records, documents and papers of the Agency is authorized to issue certified copy or certification of its authenticity, which shall be based on the original document or official file.

Messengerial Services

- As a matter of general policy, the Records Division shall provide internal and external messengerial service. It shall see to it that "URGENT", "RUSH" and "CONFIDENTIAL" communications shall be delivered to the addressees within 24 hours from receipt thereof.

Use of the file Classification Scheme

- As a matter of policy, classification of records and documents shall be based on approved File classification Scheme and shall be the responsibility of the Head of the Records Division or his authorized representative. No record shall be filed without any classification.

Use of Cross-Reference Sheet

- When two or more persons or subjects are involved in a document, a reference sheet shall be provided indicating the location of the official file. Should the document consist of only one page, a Reproduction may be used for the purpose.

Use of Charged-Out Receipt/Card

- As a matter of general policy and for purposes of control and accountability, only authorized personnel are allowed to have access or borrow records from the File Station. Whenever necessary, a charged-out receipt/card shall be provided indicating the name and office of the borrower and date it was borrowed, and the return of file.

Filing Procedures

- As a matter of policy and for purpose of standardization, all files shall not exceed one (1) inch thick. Additional folder shall be provided for files in excess thereof.
- In addition, no records shall be filed without compliance with the other control processes, such as cross-referencing, indexing, etc.

Handling of Administrative Issuances and Directives

- As a matter of policy, all signed administrative issuances and directives, regardless of purpose, shall be processed in accordance with the following procedures:
- Register all issuances and directives in the form provided for the purpose, indicating the type, number, date of issue, title/subject matter and such other relevant information deemed necessary;
- Reproduce sufficient copies for dissemination and provide a copy for reference and back up file purposes;
- Prepare title guides y types of issuances and directives in chronological order and provide indices by subject, names of individuals and organizations as may be indicated;

- Maintain a separate filing system for originals of administrative issuances and directives;
- Provide the UP Law Center with copies of administrative issuances pursuant to the provisions of the Administrative Code of 1987; and
- Maintain a separate filing system of laws and issuances received from other government agencies.

Handling of Non-current Records/Records Center Operations

- As a matter of policy, the Head of the N-CRSA shall have the responsibility to transfer all materials with continuing value as determined by the RMIC to have Archives for posterity. Such transfer shall be accompanied by an inventory list.

Protection of Records

- Records and documents shall be provided with preventive and protective measures in order to safeguard from unauthorized and indiscriminate disclosure, damage, destruction and loss in all stages of the life cycle of records depending on its classification. Records classified as routine shall be given normal protection while records classified as confidential or vital shall be provided with normal protection plus protection.

Disposal of Obsolete Records

- It shall be the responsibility of the Head of NCRS to invite the attention of the Head of the Records Division to recommend to the RMIC and Head of the Agency the disposal of records and documents after their retention period have elapsed and ceased to have administrative, fiscal, legal, research or historical values, taking into account the guidelines prescribed under DECS Order No. 13-A, series of 1998 and in accordance with the Departments RRDS.

Intervention/Computerization in RM Establishment of a Document Tracking System

As a matter of policy, the Department shall establish and adopt a LAN-based computerized Document Tracking System with the Records Division as the core implementor and with the following guidelines:

- 1) All incoming mails and correspondences received by the Records Division and by other entry points of mails, shall be registered and encoded in the DTS;
- 2) Access to computerized indexing shall be on two (2) levels of security;
- 3) Users of the system have their own user IDs and passwords, known only to him and the system's administrator;
- 4) All users are required not to use diskettes from outside sources to protect the system from the computer viruses.

Document Imaging for Important, Permanent, Vital and Archival Documents

It shall be the policy of the Department to store its vital documents in electronic images and in an information storage and retrieval system and possible on-line access by users. The Electronic Imaging however, shall be selective and limited to the department's vital documents as determined by the RMIC. The Records Division shall undertake and administer the system.

CHAPTER IX

Republic of the Philippines ISABELA STATE UNIVERSITY Echague, Isabela

SECURITY OF RECORDS

DEFINITION

The preventive and protective measures and actions undertaken in order to safeguard records/documents in all government agencies from unauthorized and indiscriminate disclosure, damage, destruction and lose whether these records are field in the current or non-current storage area.

SIGNIFICANCE OF RECORDS SECURITY

- 1) An inseparable task of every supervisor in any organization
 - ✓ Security is a command responsibility. it is the duty of all supervisors to assure themselves of the loyalty and integrity of the personnel belonging to their units. effective security depends on the supervisor.
- 2) A continuing challenge to those who have the fundamental duty or obligation to keep interest in security measure alive.
 - ✓ Records keepers trust must be records security at all time. this is a test for the records keepers whether the trust and confidence placed upon them is upheld.
- 3) A facilitator
 - ✓ Records security enables the easy retrieval of the records at the most convenient time, documenting further its adhesiveness with the principle of reliability.
- 4) One of the deterring factors to acts of sabotage, arson, embezzlement and other vicious forms of crimes against property.
- 5) One of the several important elements of a proper and sound records management.
- 6) Records, which are vital to the agency's operations, are identified and given adequate protection against natural and man-made-hazards.

SECURITY OF INFORMATION AND RECORDS

Security of records is maintaining records in such a manner that unauthorized individuals shall not gain access to them, or to the information they contain; so that they shall not be physically removed, transferred or manipulated without prior authority, and that they shall be protected from loss or damage by fire or tampering.

To ensure maximum security of records, two factors must be taken into consideration:

- 1) Security of information, and
- 2) Physical security of records.

A. Security of Information

Information, for purposes of records management, is any knowledge, data or fact acquired from official records.

- 1) Confidential information and records - Confidential matter as defined in Memorandum Circular No. 78 of the Office of the President, series of 1964, entitled Promulgating Rules Governing Security of Classified Matter in Government Offices, is information and material, the unauthorized disclosure of which, while not endangering the national security would be prejudicial to the interest or prestige of the nation, or any government activity, or would cause administrative embarrassment or unwarranted injury to an individual or would be of advantage to a foreign nation. this definition, however, applies to top level matters and is in order when information and materials pertain to national security and interest.

When the term confidential is applied to some agencies' operation, it denotes a lower degree of restriction than that applied to matters of limited circular which when indiscreetly divulged may lead to administrative embarrassment.

The gravest threat to which confidential information is constantly exposed is premature release of information. To avoid leakage of information, the originators shall see to it that, the personnel to whom they assign the preparation and coursing of confidential matters are trusted to keep vital information.

FACTORS THAT MAKE EMPLOYEES SUSCEPTIBLE TO RECORDS SECURITY INFRACTION

- 1) Weakness of Character
 - ✓ He is easily dominated and is a fair victim for security violation.
- 2) Serious indebtedness
 - ✓ Every man has his price. The price on people who are seriously indebted is usually low.
- 3) Jealousy or Envy
 - ✓ It can be utilized by alert interested fixers for the total destruction or loss of records.
 - ✓ It will cause employees to plan harmful acts to records.
- 4) Drug Addiction
 - ✓ It is widely known that drug addicts will commit any crime to obtain dope.

HOW TO PROTECT OUR RECORDS AND DOCUMENTS

- Vital documents or records are placed in areas considered as exceptionally safe, free from any larceny from flood and from any form of natural calamity.
- Vital documents are microfilmed
- Control of keys to the stack areas
- Use of charge out cards
- Application of RESTRICTED AREAS policy
- Designation of NO SMOKING AREAS
- Duly authenticated duplicate copies should be stored separately from the originals

- Constant security survey
- Surveillance of records personnel
- Maintain security emergency plan
- Apply regular fumigation
- Install air-conditioning units
- Whenever necessary adopt body and baggage searches to all personnel entering and going out of the records storage areas for security reasons.

SUPPLEMENTAL SECURITY CHAINS

For the purpose or classification, there are at least three supplemental security chains normally adopted in the maintenance of security records and documents.

1) Physical Security

It is a method in safeguarding records and documents by physical means, such as by the installation of security guards in strategic areas, fire protection measure, construction of fences, lighting system alarm system, installation of restricted signs prohibiting loiters and unauthorized personnel, smoking and other similar means of making plans, policies, programs, training of security personnel, use of utilities, information drives, and installations against compromise, trespass sabotage, pilferage, embezzlement, fraud or any form of dishonest and criminal acts against records.

2) Communication Security

It is the protection resulting from the application of measures to prevent the unauthorized disclosure of classified information or by the use of methods of delay the enemy or unauthorized person from gaining information or access to the records by means of any form of communication.

3) Personnel Security

This includes all security measures designed to prevent unsuitable individuals or persons of doubtful loyalty from gaining access to the classified records and documents or to any facility and to prevent the appointment or retention of any person as an employee in any agency. In most cases background check or complete background investigation and continuous surveillance of a certain employee is applied in order to determine his/her integrity and loyalty. No individual shall be appointed, retained or assigned to positions involving the handling of records and documents if there is a reasonable doubt about his loyalty to the agency or the head of the office or government as a whole.

FACTORS IN DETERMINING THE EXISTENCE OF A REASONABLE DOUBT AND THE LOYALTY OR INTEGRITY OF AN EMPLOYEE

- a) **ADVOCATE** or malfeasance or threat to alter the standard operating procedures of the agency for the purpose of degrading the personality of the head of an office or any of its key officials;
- b) **INTENTION** or attempting to perform his/her duties for the interest of a private person in preference to interest of the agency as a whole.

- c) INTENTIONAL or unauthorized disclosure to any person any classified matters or information under the circumstances which should be indicative of his disloyalty to the head of the office or to agency key officials onto the government.
- d) Seeking to alter the policies of the administration to cause adverse effects to the prestige of the agency.
- e) INSINUATION or inflicting intrigues to cause administrative embarrassments.

CLASSIFICATION OF RECORDS

Our vital records and documents are classified as TOP SECRET, CONFIDENTIAL, and RESTRICTED more specifically defined as follows:

1) TOP SECRET DOCUMENTS

Records or documents contain information and materials, the unauthorized disclosure of which would cause exceptionally grave damage to the nation politically, economically or from the point of National Security. This kind of records deserves the most guarded secrets by the person involved.

2) SECRET RECORDS OR DOCUMENTS

Records contain information or materials, the unauthorized disclosure of which would endanger National Security cause serious injury to the interest and prestige of the nation or any government activity or would be of great advantage to other nation.

3) CONFIDENTIAL RECORDS OR DOCUMENTS

Records contain information and materials the unauthorized disclosure of which would be prejudicial to the interest or prestige of this nation, or any government activity or would cause administrative embarrassment or unwarranted injury to the honor and dignity of an individual or would be of advantage of a foreign nation.

FACTORS TO BE CONSIDERED IN THE SECURITY OF RECORDS AND DOCUMENTS

There are three important factors to be considered in the maintenance o security of records and documents, which are so important that system could not be effective without any of these factors:

1) Loyalty and Dedication of the Records Personnel

Records personnel should be and must be proven to be loyal, dedicated and knowledgeable. Even if we have the modern system in records management but if we have defective personnel, we could not consider our records to be safe and secured.

2) Location and Facilities

Our records should be stored in secured places, such as buildings made of strong materials, which could sustain fire, typhoon, flood and earthquake with available facilities such as alarm, fire, extinguishers, insecticides, vaults, keys and padlocks, lighting system, an waterproof storage areas.

3) Management Support and Policies

There must be a continuous management support, such as funding for the maintenance of facilities, and establishment of policies designed for the protection and safety of our records.

MEASURES ADOPTED BY THE GOVERNMENT TO SAFEGUARD RECORDS

Section 633 of the Revised Administrative Code states that employees who are in charge of files shall be accountable and responsible for their safekeeping.

Article 171 of the Revised Penal Code provides for the penalty of prison mayor (8 to 14 years) and a fine of not to exceed P5,000.00 shall be imposed any public officer, employee, notary public or ecclesiastical minister who is taking advantage of his position, shall falsify a document by committing any of the following:

- Counterfeiting or imitating any handwriting or signature of any person in any record or document;
- Causing it to appear that persons have participated in any act or proceeding when they did not really participate;
- Attributing to persons who have participated in an act or proceedings statement other than those in fact made by them;
- Making untruthful statements in narration of facts;
- Altering true dates in certain documents or records;
- Making any alteration or intercalation in a genuine document which changes its true meaning;
- Issuing an authenticated form a document purporting to be a true copy of an original document when no such document originally exists, or including such copy a statement contrary to or different from that of the original; and
- Interpolating any instrument or note relative to the issuance thereof in a protocol, registry or official book.

The same penalty shall be imposed upon any ecclesiastical minister who shall commit any of the aforementioned offences of this article, with respect to any record or document of such character that its falsification may affect the civil status of a person.

Article 226. Revised Penal Code speaks of the unauthorized removal, concealment or destruction of records and documents. Any public officer who shall remove, destroy or conceal any records or documents or papers entrusted to him without any authority, shall suffer the following penalties:

- The penalty of prison mayor (8 to 14 years) and fine of not exceeding P1000.00 whenever a serious damage shall have been caused thereby to a third party or the public interest;
- The penalty of prison correctional (6 mos. To 2 years) in its minimum period and fine exceeding P 1000.00 shall be imposed whenever the damage caused a third party or public interest shall not be serious.
- In either case, the additional penalty of temporary disqualification in the government service to a maximum period of special disqualification shall be imposed.
- In order to convict a certain person under this case, the following elements are required:

- ❖ That the offender must a public officer;
- ❖ That he abstracts, destroys or conceals a document or records;
- ❖ That said document or record should have been entrusted to such public official by reasons of his Office;
- ❖ That the damage whether serious or not to a third party or the public interest should have been caused.

Article 227 of the Revised Penal Code. Officer breaking seal.

Article 228 is embodied in the Revised Penal Code to penalize any public officer or employee found guilty of opening a closed document. He shall suffer the penalty of arrest to mayor, plus a fine of P1,000.00 and disqualification from holding a public office. The damage caused in this article is not a requirement.

Article 229 also in the Revised Penal Code, penalizes any officer who shall reveal any secret known to him by reason of his official capacity, or who wrongfully deliver papers/documents of copies thereof with a penalty of prison correccional and a fine of not exceeding P2,000.00 including perpetual disqualification from holding a public office.

The following elements are to be considered to warrant the conviction of any public officer under this provision.

- That the offender is a public official or employee;
- That he knows the secret by reason of his official capacity;
- That he reveals such secrets without authority or justifiable reasons;
- That damage great or small shall be caused to public interest;
- That the records or document are under his custody.

LEGAL RESPNSIBILITIES OF A RECORDS OFFICER

Government employees in charge of records may not be aware of the responsibilities which he assumes once he handles office records. The following excerpts taken from the Revised Penal Code should serve to emphasize these responsibilities:

Chapter V

Section 2. Infidelity in the custody of documents

Article 226. Removal, concealment or destruction of documents. Any public officer who shall remove, destroy or conceal documents or papers officially entrusted to him shall suffer:

- 1) The penalty of "prison mayor" and a fine not exceeding P1,000.00 whenever serious damage shall had been caused thereby to a third party or to the public interest.
- 2) The penalty of "prison correccional" in its minimum and medium periods and a fine mot exceeding P1,000.00 whenever the damage caused to a third party of the public interest shall not had been serious.

In either case, the additional penalty or temporary special disqualification in its maximum period to perpetual special disqualification shall be imposed."

Misdelivery of a public document may be infidelity in custody thereof as when one releases a public document to the wrong party because its constitutes betrayal of public faith and trust in one's custody of public documents.

CHAPTER X

GUIDELINES ON THE DECENTRALIZED DISPOSAL OF VALUELESS RECORDS IN GOVERNMENT AGENCIES

ARTICLE I – COVERAGE

Pursuant to Section 5 of Executive Order No, 285 dated July 25, 1987, the Records Management and Archives Office (RMAO) has been transferred and attached to the Department of Education, Culture & Sports. To strengthen operation of the said office, the DECS was authorized by virtue of Executive Order No. 301 dated July 26, 1987 to effect a decentralized disposal of valueless records of government offices/agencies in the disposal or destruction of their valueless or unnecessary records. Thus, these guidelines were formulated to meet this purpose.

The “guidelines on the Decentralized Disposal of Valueless Records” in the government offices consist of five (5) parts. These are: (1) Coverage, (2) Definition of Terms, (3) Records Disposal Procedure, (4) Penal Provisions, and clause of the guidelines.

ARTICLE II – DEFINITION OF TERMS

Administrative Value – the usefulness of records to the originating or succeeding agency in the conduct of current business.

Agency – any agency other than the Records Management and Archives

Appraisal – the study of records, their relationships and contents, to determine their administrative, fiscal, legal, archival value and time values whether temporary or permanent

Archival Value – the determination by appraisal of the vital worth of records for purpose of permanent preservation and storage by an archival agency.

Director – Director of Records Management and Archives Office (RMAO)

Disposal – the act of selling, burning, or any other way of getting rid of valueless records in accordance with the provision of these guidelines.

Disposition Schedule – a listing of records series by organization showing for each records series the period of time it is to remain in the office area, in the storage (inactive) area and its preservation or destruction.

Files Breaks – the termination of filing activity for a particular file at a pre-determined time, or after the lapse of a specific event and the beginning of a new file period.

Fiscal Value – the information on the usefulness of records about the financial transactions and obligation of agencies and organization.

General Records Schedule – a records control schedule governing the retention and disposition of a specified recurring records series common to several or all agencies.

Infidelity of Records – loss of records under the custody of the agency including the loss of valueless records before its actual disposal.

Inventory – a descriptive listing of the records holding by record series indicating its specific location, inclusive dates and volume in cubic meters.

Legal Value – the use of records containing evidence of legally enforceable rights or obligations of government and/or private person.

Records – any paper, book, photograph, motion picture film, microfilm, x-ray films, sound recording, drawing, map or other document of any physical form or character whatever or any copy thereof, that has been made by any entity or received by it in connection with the transaction of public business and had been retained by that entity or its successor, as evidence of the objectives, organizations, functions, policies, decisions or other activities of the government, or because of the information contained therein.

Records Disposition – systematic removal from office storage of records that are not needed in everyday operation, identification and preservation of permanently valuable records and the destruction of valueless records.

Records Series – a group of related records arranged under a sing unit or kept together as a unit because they deal with a particular subject, result from the same activity, or have a special form such as maps, blueprints, etc.

Retention Period – the specific period of time established and approved by the Records Management and Archives Office as the life span of files, after which a given set of files is deemed ready for permanent storage or destruction.

Valueless or No Value Records – include all record materials that have reached their prescribed retention period and usefulness to the agency or the government as a whole.

ARTICLE III – DISPOSAL PROCEDURES

Rule 1. Inventory of Records

Each agency shall prepare an inventory of its records holding in the prescribed form (Form 1) as an initial step in developing the Records Disposition Schedule (RDS)

Rule 2. General Records Disposition Schedules

All Government agencies and instrumentalities shall observe the enclosed General Disposition Records Schedules in determining the disposal of their valueless records.

Agencies shall not dispose of their records earlier than the period indicated for each record series. However, records may be retained for longer period if there is a need to do so.

Rule 3. Agency's Records Disposition Schedule

Each agency shall have a Records Disposition Schedule, to be accomplished in the prescribed form (Form 2) covering its substantive records and those records not included in the General Records Schedules to serve as its guide in the disposition of records, subject to the approval of the Records Management and Archives Office.

Any revision or change in the Schedule shall likewise be submitted for approval by the Director as the need arises.

Rule 4. Request for Authorization

- 4.1 No agency shall destroy or sell record without having first secured authority from the Director of the Records Management and Archives Office.
- 4.2 Each agency shall submit to the Records Management and Archives Office for (4) copies of accomplished "Request for Authority to Dispose of Records" (Form 3).

Rule 5. Appraisal Examination of Disposable Records

Upon receipt of the request for authority to dispose of records, the Chief of the current Records Division, acting for the director, shall assign a Records Management Analyst to appraise and examine the disposable records of the requesting agency and recommend the manner or method of disposal, such as by burning or direct sale or shredding before sale in the prescribed form (Form 4).

Rule 6. Authority to Dispose

- 6.1 The Director of Records Management and Archives Office, acting for the Secretary of DECS with the concurrence of the Head of the agency concerned, is authorized to direct destruction or disposal of records in accordance with the recommendation of the Records Management Analyst of the Records Management and Archives Office who appraised the records.
- 6.2 The Director of the Records Management and Archives Office shall issue the authority to dispose of records and the manner of disposal using the prescribed form (Form 5).
- 6.3 All records pertaining to claims and demands by the government of the Philippines either as a debtor or creditor, and are required to be audited by the Commission on Audit shall not be destroyed or disposed of by any entity under the authorization granted without the necessary clearance from the Commission on audit, certifying among other things that the records for disposal are not involved in any case.

Rule 7. Custody of Valueless Records

The Records Officer who is in custody of the records holding of an agency shall be responsible for the safekeeping of the valueless records until its disposal is authorized.

Rule 8. How Disposals are to be accomplished

- 8.1 The Records Management and Archives Office together with the representative of DECS and the COA may reappraise and re-examine records for disposal as the need arises.
- 8.2 To safeguard the sanctity of the records and to check that the records to be disposed are of the same records which were appraised and examined and that no insertions have been done, the actual disposal of records shall be witnessed by representatives of the agency concerned, the RMAO and COA.

Rule 9. Authority to Conduct Public Bidding

- 9.1 Each agency shall conduct public bidding for the disposal of valueless records once a year following the pertinent provisions on public bidding and awarding of contracts of P.D. 1445. Preferably, the public bidding should be conducted towards the end of the calendar of the winning bidder shall be in January of the following year.
- 9.2 The Records Management and Archives Office shall be furnished with a copy of the contract.

Rule 10. Certificate of Disposal

- 10.1 A Certificate of Disposal (Form 6) shall be prepared in triplicate by the agency concerned and witnessed by the representatives of the Commission on audit, Records Management and Archives Office and the owning agency upon the delivery of the disposable records to the paper mills or warehouse of the winning bidder.
- 10.2 The Certificate shall indicate the nature of the records, the manner, place and date of disposal and their approximate volume in cubic meters and weight.
- 10.3 The original copy goes with the agency concerned, a copy for the Records Management and Archives Office and a copy for the Commission on Audit.
- 10.4 Each agency shall submit a report on the disposal of valueless records to the Records Management and Archive Office.

Rule 11. Proceeds of Sale

All proceeds realized from the sale of disposal of valueless records shall be remitted either to the National Fund, to the Local Government Fund, or to the Corporate Fund.

Rule 12. File Breaks and Disposal Periods

- 12.1 Each agency shall determine when to have its file breaks. File breaks are generally set during the slack periods of filing and servicing. A file break may be set at the end of the fiscal year or calendar year.
- 12.2 Records shall be disposed of periodically, usually once a year, soon after a file break.

ARTICLE IV – PENAL PROVISIONS

Rule 13. Any act or omission in relation to the rules and regulations promulgated in the guidelines shall be punishable under the provisions of Article 226, 234 and 235 of the Revised Penal Code or any specific rule which may be considered a violation of the specific provision of criminal laws without prejudice to the filing of administrative case against the offender.

ARTICLE V – MISCELLANEOUS PROVISIONS

Rule 14. Repealing Clause

All orders, rules and regulations or part thereof, which are inconsistent herewith are hereby repealed or amended accordingly.

Rule 15. Effectivity

This Department Order shall take effect fifteen (15) days after its publication in the Official Gazette.

Published in the Official Gazette Volume 84, No. 10 dated March 7, 1988

CHAPTER XI

SUPPLY AND PROPERTY

Legal Bases:

- 1) Republic Act No. 9184 – Government Procurement Reform Act
- 2) COA Circular No. 94-006
- 3) National Budget Circular No. 415, s 1990
- 4) Other pertinent COA, DBM and ISU issuances

OBJECTIVES:

1) General

It is the policy of ISU to strictly adhere to the principles of economy, efficiency and effectiveness in the management of its material resources. The procurement, proposal and reporting system is based on what is most advantageous to the government service, and in pursuance of existing rules and regulations.

Hence, procurement of goods shall be undertaken according to the approved Annual Procurement Plan (AAP) of the Campus/Units concerned. The APP shows the itemized quantity, description and estimated cost of supplies/materials/equipment required for the ensuing fiscal year must be submitted to the Department of Budget & Management on or before the last working day of November of every year.

2) Specific

- 2.1 Establish a system that is based on economy, efficiency and effectiveness in the aspects of procurement, disposal and reporting of material resource requirements of the ISU;
- 2.2 Ensure transparency in the conduct of bidding and other financial transactions; and
- 2.3 Provide equal opportunity to all legitimate and reputable establishments who may to do business with the ISU.

SCOPE

This Supply and Property Management Program covers all transactions pertaining to procurement, disposal and reporting of material resources, regardless of the source of funds in all the campuses of the University.

CHAPTER XII

PROCUREMENT

I. Preparation of Purchase Request

- 1) End-user accomplishes the Purchase Request Slip Form. It is expected that the requirements listed in the request reflect the actual needs based on the operational plan and the budgetary allocation of each Unit.

The request must clearly state and contain the following:

- 1.1 Item – Name and Quantity
- 1.2 Specifications – Brand, Measurement, Color and the like
- 1.3 Quality – Substance for Bond Paper
- 1.4 Price Estimate – Based on the latest purchase for the purpose of determining sufficiency of allocation and effecting accuracy in the subsequent documents to be prepared.
- 1.5 Purpose – Classroom requirement, repair of buildings, preparation of reports, or documentation of seminars and workshops.

- 2) The President or his duly authorized Representative approves the request.

II. Preparation and Accomplishment of Required Documents Supply Office prepares and undertakes the following:

1.1 Purchase Request (PR)

List of supplies and materials requested in this form. It shall be approved by the President or Campus Executive Director or their authorized representative. The quantity and kind of supplies and materials requisitioned are indicated therein. Purchase Request are to be prepared and signed by the head of the requesting unit certifying as to their necessity for official use, and the project or activity where the supplies and materials are to be used. The Supply Office assigns control Number of the Purchase Request.

1.2 Certification as to Availability of Funds (CAF)

The CAF is a certification made by the accountant that funds are appropriated/allotted for the purpose. The CAF is required in the P.R. and the Allotment and Obligation Slip (ALOBS).

1.3 Canvass Papers

- 1.3.1 As a general rule, only duly licensed supplier, dealer, manufacturer or business establishment shall be invited to participate in the bidding or be provided with the canvass papers. They should satisfy the following criteria:

- ❖ Duly licensed and registered with appropriate government bodies.
- ❖ Not blacklisted by any government agency at the time of the canvass.
- ❖ Should be in business for at least 6 months at the time of the canvass.
- ❖ Duly accredited distributor of imported products, where applicable.

- 1.3.2 Canvass papers shall be prepared and signed by the Supply Officer or his authorized representative.

1.3.3 The Supply Office shall be responsible in the issuance or service of the canvass papers. To ensure transparency, a copy of the canvass papers should be provided to the end user and the Chairman of the Bids and Award Committee.

1.4 The Bids and Award Committee (BAC) receives the canvass papers from the bidders. On the date and time stipulated, the BAC OPENS THE BID PROPOSALS IN THE PRESENCE OF THE coa Auditor. The presence of the Auditor during the opening of bids shall continue issuance of Purchase Order pursuant to COA Circular No. 94-006, particularly 5.4 thereof.

The Bids and Award Committee of the University is composed of the following:

- 1.4.1 Financial & Management Officer II – Chairman
- 1.4.2 Faculty President or his/her representative, Regular Member
- 1.4.3 Legal officer – Regular Member
- 1.4.4 End-User – Provisional Member
- 1.4.5 Technical Expert – Provisional Member

1.5 Abstract of Canvass (AC) – It shall contain the quotations of bidders and shall be signed by the members of the BAC specifying its recommendations to the President or his authorized representative.

III. Issuance of the Purchase Order:

- 1) Purchase Order (PO) – It shall be signed by the President or his duly authorized representative. It is served by the Supply Officer who shall see to it that the winning bidder affixes his signature and date of receipt on the spaces provided for the purpose. The signature signifies acceptance of the award, and the date shall be the reckoning point in computing the number of days within each the delivery must be effected. In case of delay in delivery, the winning bidder shall be charge liquidated damages amounting to 1/10 of 1% for everyday of delay.

The Purchase Order or Job Order shall clearly indicate the following:

- a) Name and Address of the supplier
 - b) Office to which the delivery shall be made
 - c) Complete description, specification, and other information or Date of the items awarded.
 - d) Provision for penalty in case of late or non-delivery
 - e) Quantity and unit price
 - f) Period of delivery
 - g) Shipping terms and conditions and other conditions of Delivery
 - h) Date of effectivity and termination of contract
 - i) Conditions regarding importation, if any
 - j) Date received by the supplier or contractor
- 2) A copy of the Purchase Order or Job Order shall be submitted to the COA Resident Auditor within 5 days after its issuance to the winning Bidder.

IV. Delivery of Items, Inspection and Acceptance

- 1) The Supply Office notifies the end-user to be present upon delivery of items for the purpose of determining compliance by the winning Bidder of the specifications required as basis for acceptance and payment.

- 2) Supply Office notifies COA Auditor of the scheduled delivery. Inspection by COA, however, is no longer a pre-requisite to payment pursuant to COA Circular No. 94-006.
- 3) The Inspection Committee is composed of:
 - 3.1 Supply Officer
 - 3.2 End User

The members shall jointly inspect all deliveries to ensure compliance.

As to quality and specifications, they shall affix their signatures in the caption provided for in the Inspection Report.

- 4) Technical Inspector

Evaluation of items which are highly technical in nature shall in all cases be attended by technical experts of the ISU, and form part of inspection Committee. The Technical Inspector must affix his/her signature in the Inspection Report.

V. Posting and Issuance to End-User:

- 1) Supply Office records the required entries in the Ledger Card
- 2) Supply Office issues delivered items to end-user through:
 - 2.1 Issuance Slip (IS)
 - 2.2 Memorandum Receipt (MR)

VI. Payment:

- 1) Supply Office prepares Disbursed Voucher (DV), Purchase Order and other supporting documents.
 - 1.a Supply Office follows up the claim from one signatory to another.
 - 1.b Cashier's Office remits payment, scores Official Receipt, records. Prepares report, and transmits to COA for post-audit.

PREPARATION OF REPORTS

I. Nature and Frequency:

- 1) Requisition and Issuance Slip (RIS) – to be prepared on a monthly basis for submission to the Accounting Office.
- 2) Inventory – to be prepared on a yearly basis for submission to COA.
 - 2.1 Condemnation
- 3) Memorandum Receipt – to be updated annually.

CHAPTER XIII. INFRASTRUCTURE

| ACTIVITY | BY CONTRACT | | BY ADMINISTRATION | |
|--------------------------|-------------------------|---|-------------------------|---|
| | OFFICE/UNIT | UNDERTAKING | OFFICE/UNIT | UNDERTAKING |
| WORK AND FINANCIAL PLANS | University Infra Office | <p>Technical</p> <p>a.1 Determines the Scope of Work based on allocation a.2 Prepares detailed Working Plans, Technical Specifications a.3 Conducts Canvass/Survey on Construction Material Price a.4 Prepares detailed Bill of Materials, Cost Estimates a.5 Prepares Program of Work/PERT/CPM</p> <p>Transmits to the President the Program of Work, Plans & Specification & Budgetary Ceiling</p> <p>Approves Program of Work, Plans & Specification & Budgetary Ceiling</p> | University Infra Office | <p>Technical</p> <p>a.1 Determines the Scope of Work based on allocation a.2 Prepares detailed Working Plans, Technical Specifications a.3 Conducts Canvass/Survey on Construction Material Price a.4 Prepares detailed Bill of Materials, Cost Estimates a.5 Prepares Program of Work/PERT/CPM</p> <p>Transmits to the President the Program of Work, Plans & Specification & Budgetary Ceiling</p> <p>Approves Program of Work, Plans & Specification & Budgetary Ceiling</p> |
| | Office of the President | <p>Transmits to Univ. Infra Office requirement preparation</p> | Office of the President | <p>Transmits to Campus Infra for pre-implementation activity in Exec. Director coordination with the Head/Operating Unit.</p> |

| ACTIVITY | BY CONTRACT | | BY ADMINISTRATION | |
|--------------------|-------------------------|---|--|--|
| | OFFICE/UNIT | UNDERTAKING | OFFICE/UNIT | UNDERTAKING |
| PRE-IMPLEMENTATION | University Infra Office | <p>Documentation</p> <p>a.1 Undertakes reproduction of Approved Program of Works, Plans, Specification & Budgetary Ceiling</p> <p>a.2 Provide copies of the documents to concerned Offices & PBAC</p> | Executive Director/ Head, Operating Unit | <p>Directs the Supply Office and End User (Department concerned) to Canvass/Survey Construction Material Prices</p> <p>b.Directs the Campus Bids & Awards Committee in coordination with the Internal Auditor to undertake the necessary steps in compliance with existing rules and regulations pertinent to bidding and award of supplies and materials or pacquiao labor if applicable.</p> |
| | PBAC | <p>Pre-publication/advertisement meeting</p> <p>Meets the President to finalize time-table PERT/CPM</p> <p>Prepares Public Bidding Publication/Advertisement</p> <p>Receives Pre-C1 documents Conducts evaluation of Pre-C1 documents Recommends to the President the contractors who will be allowed to participate in biddings/s & for inclusion in the Role of Contractors of University, for approval</p> | <p>Campus Bids & Awards Committee</p> <p>Pres/VP/ED</p> <p>Internal Auditor/Inspectors</p> <p>Supply Officer</p> <p>End User</p> | <p>Evaluates Bid Proposals</p> <p>Recommends awards to the ED/President/VP for Admin.</p> <p>Issue Purchase Order/Contract</p> <p>Inspect items delivered in the presence of the End User</p> <p>Receives items delivered and issues the same to the End User Receives in accordance with the purposes for which they are intended</p> |

| ACTIVITY | BY CONTRACT | | BY ADMINISTRATION | |
|----------|-------------|--|-------------------|-------------|
| | OFFICE/UNIT | UNDERTAKING | OFFICE/UNIT | UNDERTAKING |
| | | Conducts Pre-Bid Conference Conducts Public Bidding Evaluates Bid Proposal/s to wit: i.1 Duly accomplished Proposal Form i.2 Authority of signatory i.3 Post C-2 duly notarized i.4 Detailed Cost Analysis i.5 Organization of the Project i.6 Site Inspection Certificate i.7 Affidavit that the Bid Bond is sufficient i.8 Bidder's Bond i.9 PERT/CPM i.10 No. of calendar days to complete the project i.11 Bid Price Transmits to the President the complete documents of the lowest responsive bidders, and recommends the awarding of contract | | |

| ACTIVITY | BY CONTRACT | | BY ADMINISTRATION | |
|--|-------------------------|---|-------------------------|--|
| | OFFICE/UNIT | UNDERTAKING | OFFICE/UNIT | UNDERTAKING |
| PROJECT INPLEMENTATION Supervision | Board of Regents | Approves winning bidder Approves Contract | | |
| | Office of the President | Issues Notice of Award & require submission of Performance Bond Signs Contract Issues Notice to Commence Work | | |
| | Board of Regents | 2. Inform Board of Regent Issues Memorandum detailing Technical Staff of Univ. Infra Office at the Construction Site who shall be responsible in supervising the ongoing construction, to wit: | Office of the President | Issues Memorandum detailing one (1) Technical Staff of the Campus Infra Office at the Campus where the project/s is/are undertaken who shall be responsible in supervising the ongoing project/s, to wit: a.1 To see to it that the progress of work is in accordance with the Work Program a.2 To see to it that the materials used are in accordance with the plans and specification a.3 To regularly report to the ED through the Architect the progress of work, copy furnished, President |
| | Office of the President | a.1 To see to it that the progress of work is in accordance with the Program of Work, Plans & Specification. a.2 To see to it that the materials used are in accordance with the plans & specifications a.3 To initiate the issuance of certifications as to percentage of accomplishment in accordance with the Contract | | |

| ACTIVITY | BY CONTRACT | | BY ADMINISTRATION | |
|----------|---------------|---|-------------------|---|
| | OFFICE/UNIT | UNDERTAKING | OFFICE/UNIT | UNDERTAKING |
| | Budget Office | <p>a.4 To submit all recommendations to the University President through the Univ. Infra Office and VP for Admin, copy furnished the Executive Director of the Operating Unit</p> <p>a.5 Call attention of Contractors or construction foreman of any deviation or deficiencies and report the same to the President through the Univ. Infra Office and VP for Admin.</p> <p>Issues Memorandum creating a Technical Review Team at the Central Administration, with the Exec. Director/Head of Operating Unit concerned as Chairman, which is tasked to review and confirm the recommendation of the Construction Supervisor and to submit to the President a certification on all matters referred to the Team.</p> <p>Directs the Budget Office to release and/or prepare request for release of funding requirement in accordance with the percentage of accomplishment</p> <p>Releases funding to the Central Administration and/or prepares documents necessary to support release of funding warrant for the signature of the President</p> | | <p>a.4 Note deviations or deficiencies & report the same to the ED and Campus Infra Office.</p> |

| ACTIVITY | BY CONTRACT | | BY ADMINISTRATION | |
|-------------------------|-------------------------------------|---|--|--|
| | OFFICE/UNIT | UNDERTAKING | OFFICE/UNIT | UNDERTAKING |
| Pre-Completion Payments | Central Administration | Secures, if necessary, additional supporting documents from Univ. Infra Office and other Offices | Executive Director | Pays Construction Materials/ Labor after delivery in accordance with existing COA Rules and Regulations, and the University Policy Disbursement Scheme |
| | | Submits to DBM request for release/s | | |
| | Follows up request/s when necessary | | | |
| | | Notifies the President upon release | | Pre-Audit Unit/Campus Internal Auditor |
| | Accounting Office | Pays 15% Mobilization Cost except when not demanded by the Contractor, or when the bidder is the same Contractor who is working on the same Project or other Project/s within the same site (Campus). Pays periodically based percentage of Accomplishment | | |
| | | Prepares voucher with the following signatories: a.1 Letter a Univ. Director, Infra a.2 Chief Accountant a.3 President a.4 Preparation of check to be signed by the Cashier and countersigned by the President a.5 Cashier pays the Contractor | | |
| | University Infra | Submits certification to the President through the VP. | Executive Director/ Head of Operating | Initiates formal ceremony, |

| Acceptance | Office | | Unit | when necessary |
|---------------|---|---|--|--|
| ACTIVITY | BY CONTRACT | | BY ADMINISTRATION | |
| | OFFICE/UNIT | UNDERTAKING | OFFICE/UNIT | UNDERTAKING |
| TURN-OVER | Central Administration & Campus concerned | Initiates formal turn-over ceremony | | |
| FINAL PAYMENT | Central Administration | University Director, Infra provides all supporting documents to the Accounting Office (Contract, Notice of Award, Notice to Commence Work, Accomplishment Report, Surety Bond and others) | Executive Director/ Head, Operating Unit | |
| REPORTS | Office of the President | Initiates submission of consolidated reports of all projects undertaken during the year to the Office of the President | Executive Director | Initiates submission of consolidated reports of all projects undertaken during the year to the Office of the President |
| | | Directs Publication Office to include in the Annual Report | Office of the President | Submits consolidated reports/s of all projects undertaken during the year to the Office of the President Directs Publication Office to include in Annual Report |

CHAPTER XIV

THE INTERNAL AUDIT SERVICE

Legal Bases:

- 1) R.A. No. 3456
- 2) R.A. No. 4177
- 3) Administrative Order No. 278
- 4) Administrative Order No. 70

OBJECTIVES:

1) GENERAL

The overall objective of the work of the service is to assist the agency management in achieving an effective and efficient administration of its fiscal and operating function.

2) SPECIFIC

2.1 To evaluate the existing system and identify weaknesses, inadequate/excessive controls and breakdowns in control and propose/recommends measures to improve the existing control including the cost and benefits to be delivered;

2.2 To monitor agency's compliance with University policies, accounting and auditing laws, rules and regulations;

2.3 To identify laws, regulations and policies which need amendment/revision for the improvement of operation.

2.4 To review the reliability of financial information and the effective and efficient utilization of resources and ensure that its assets or resources are accounted/recorded.

2.5 To evolve a system of evaluation and recommend/implement appropriate corrective action.

ORGANIZATION:

As required by the Internal Auditing Act of 1962 (R.A. No. 3456 as amended by R.A. No. 4177), the Service shall be created in all departments, bureaus and offices.

The Service in the different campuses shall be independent from each other. However, they shall coordinate with each other in order to achieve their common objectives effectively.

SCOPE OF WORK:

The agency head should define in general terms the nature and scope of work to be performed by the Service. This is necessary so that the duties and responsibilities, functions and stature of the Service will be recognized by all components of the agency.

In general, the scope of work of the Service is not restricted to accounting and financial matters but extend to the review of operating matters. The Service may be also called upon to perform special assignments by the management or as situation warrants.

AUTHORITY AND RESPONSIBILITY OF THE SERVICE

1) Authority to direct

The service shall not have authority to direct other persons in the agency, since internal auditing is a staff or advisory function and not a line or operating function. It shall exercise direct authority only over its own personnel in the Service.

While the Service is free to make recommendations it deems proper, the authority to order compliance with them rests with the agency management.

2) Access to records, property premises

The Service, in the discharge of its function, will have the authority to examine all records, books, vouchers and files of the agency, and will have access to its property and premises.

3) Reporting responsibility

The Service shall report directly to the head or assistant head of the agency. In certain cases it may also report to the General auditing Office through its Internal Auditing Coordinating Department.

APPENDICES

INPLEMENTING RULES & REGULATIONS OF REPUBLIC ACT NO. 9184 The Government Procedure Reform Act

An act providing for the Modernization, Standardization and Regulation of the Procurement Activities of the Government and for other purposes.

GENERAL COVERAGE

All procurement activities from procurement planning up to implementation and termination, except the following:

- a) Acquisition of real property
- b) Private sector infrastructure or development project

SCOPE AND APPLICATION

Procurement of infrastructure projects, goods and consulting services regardless of source of funds, whether local or foreign.

BIDS AND AWARDS COMMITTEE (BAC)

BAC shall have at least five (5) members but not more than seven (7) members.

Regular Members:

- 1) Chairman – at least third ranking permanent official; of the procuring entity.
- 2) An Officer – at least fifth ranking permanent official with knowledgeable/experience and/or expertise in procurement, to the extent possible from legal or administrative area. For Bureaus, regional/district offices, at least third ranking permanent personnel.
- 3) An Officer - at least fifth ranking permanent official with knowledgeable/experience and/or expertise in procurement, to the extent possible from the finance area. For Bureaus, regional/district offices, at least third ranking permanent personnel.

Provisional Members:

- 4) An Officer who has technical expertise relevant to the procedure at hand.
- 5) A representative from the end user who has knowledge of procurement laws and procedures.

The members of the BAC, including the Chairman and Vice-Chairman shall be designated by the head of the procuring entity.

The Vice-Chairman shall be a regular member of the BAC.

The term “Permanent” shall refer to a plantilla position within the procuring entity concerned.

The BAC shall have a fixed term of one (1) year renewable at the discretion of the head of the procuring entity.

Functions of the BAC

- Advertise and/or post the invitation to bid
- Conduct pre-procurement and pre-bid conferences
- Determine the eligibility of prospective bidders
- Receive bids
- Conduct evaluation of bids
- Undertake post-qualification proceedings
- Recommend the imposition of sanctions
- Perform such other related functions
- Create TWG from pool of technical, financial and/or legal experts
- Recommend the use of Alternative Methods of Procurement
- Ensure that the procuring entity abide by the standards sets forth by the Act and IRR
- Prepare a procurement monitoring report approved and submitted by the head of the procuring entity to the GPPB on a semestral basis, covering all procurement activities, on-going and completed.
 - Goods and infra
 - Consulting services
 - Php 50M and above
 - Php 5M and above

Observers

The observers shall come from organization duly registered with the SEC and should meet the following criteria:

- 1) Knowledge and expertise in procurement or in the subject matter of the contract to be bid.
- 2) Absence of director or indirect interest in the contract to be bid out.
- 3) Any other criteria that may be determined by the BAC.

BAC – Secretariat – will serve as the main support unit of the BAC and shall have the following functions:

- 1) Provide administrative support to the BAC.
- 2) Organize and make all necessary arrangements for the BAC meetings.
- 3) Attend BAC meetings.
- 4) Prepare minutes of the BAC meetings.
- 5) Take custody of procurement documents and responsible for the sale and distribution of bidding documents to interested bidders.
- 6) Assist in managing the procurement process.
- 7) Monitor procurement activities and milestone to proper reporting to relevant agencies when required.
- 8) Consolidate PPMPs from various units of the procuring entity to make them available for review.
- 9) Make arrangements for the pre-procurement and pre-bid conferences and bid openings.
- 10) Be the central channel of communication.

The head of the secretariat in central offices shall be at least fifth ranking permanent employee or, if not available, a permanent official of the next lower rank; or shall be a third ranking permanent employee in bureaus, regional offices and sub-regional/district offices, or if not available, a permanent employee of the next lower rank.

PREPARATION OF BIDDING DOCUMENTS

Form and Documents of Bidding Documents

- a) Approved Budget for the contract;
- b) Eligibility Requirements;
- c) Instructions to Bidders, including criteria for eligibility, bid evaluation and post-qualification, as well as the date, time and place of the pre-bid conference, submission of bids and opening of bids;
- d) Terms of Reference (TOR), for consulting services;
- e) Scope of work;
- f) Plans and technical specifications;
- g) Forms of Bid, Price Form, and list of goods or bill of quantities;
- h) Delivery Time or Completion Schedule;
- i) Form, Amount and Validity Period of Bid Security;
- j) Form and Amount of Performance Security and Warranty; and
- k) Form of Contract, and General and Special Conditions of Contract

Detailed Engineering for the Procurement of Infrastructure Projects

No bidding and award of contract for infrastructure projects shall be made unless the detailed engineering investigations, surveys and designs, including the acquisition of the ROW for the projects have been sufficiently carried out and duly approved in accordance with the standards and specifications prescribed by the head of the procuring entity concerned or his duly authorized representative.

PROCEDURES IN PROCUREMENT (For Infrastructure Projects)

- a) Pre-procurement Conference
- b) Advertisement/Posting
- c) Eligibility Screening
- d) Pre-Bid Conference
- e) Submission and Receipt of Bid
- f) Bid Evaluation
- g) Post-Qualification
- h) Award of Contract

I. Pre-Procurement Conference

Prior to advertisement or the issuance of the Invitation to Apply for Eligibility and to Bid, the BAC, through its Secretariat, shall call for a pre-procurement conference, to;

- a) Ensure that the procurement is in accordance with the project and annual procurement plans;
- b) Determine the readiness of the procurement at hand;
- c) Review, modify and agree on the criteria for eligibility screening;
- d) Review, modify and agree on the criteria for the evaluation of bids/proposals;

- e) Clarify that the specifications and other terms in the bidding documents are minimum requirements;
- f) Reiterate and emphasize the importance of confidentiality during the bid evaluation process, and the applicable sanctions and penalties;

The holding of a pre-procurement conference may not be required for small procurements, i.e., procurement of infrastructure projects costing five million pesos (P5,000,000.00) and below;

II. Advertisement/Posting

- a) For contracts above P5 Million
 - 1) Advertised at least twice within a minimum period of 14 cd, within a minimum period of six (6) cd between publications, in a newspaper of general nationwide circulation which have been regularly published for at least two (2) years before the date of issuance of the advertisement;
 - 2) Posted continuously in the website of the procuring entity concerned;
 - 3) Posted in the G-EPS during the two-week period;
 - 4) Posted at any conspicuous place reserved for this purpose in the premises of the procuring entity.
- b) For contracts P5 million and below
 - 1) Posted continuously in the website of the procuring entity concerned;
 - 2) Posted in the G-EPS during the two-week period
 - 3) Posted at any conspicuous place reserved for this purpose in the premises of the procuring entity.

For infrastructure projects, the bidding documents shall be issued within thirty (30) calendar days from last day of period of advertising and/or posting of invitation to Apply for Eligibility and to Bid, and the opening of bids shall be conducted within the following periods from the last day of the issuance of the bidding documents.

| Estimated Contract Cost (in pesos) | Period |
|--|------------------------|
| Up to twenty five (25) million | 15 to 30 calendar days |
| Above twenty five (25) million up to fifty (50) million | 15 to 45 calendar days |
| Above fifty (50) million up to two hundred (200) million | 30 to 60 calendar days |
| Above two hundred (200) million | 60 to 90 calendar days |

In case of simple or repetitive or standardized works where time is of the essence, the head of the procuring entity may reduce the above term of issuance to not less than fifty percent (50%) of the periods indicated above.

Provided, however, that the periods for conducting eligibility check, pre-bid conference and the issuance of the bidding documents shall be followed:

III. Eligibility Screening

a) Eligibility Criteria

- 1) The following persons/entities shall be allowed to participate in the bidding for infrastructure project;
 - a) Duly licensed Filipino Citizens/sole proprietorships;
 - b) Partnership duly organized under the laws of the Philippines, and of which at least seventy-five percent (75%) of the outstanding capital stock belongs to citizens of the Philippines;
 - c) Persons/entities forming themselves into a joint ventures;
 - d) Cooperatives duly registered with CDA
- 2) Must have a PCAB license
- 3) The value of the prospective bidder's largest single completed contract, adjusted to current prices using NSO consumer price indices at G-EPS website, and similar to the contract to be bid, must be at least fifty percent (50%) of the approved budget for the contract to be bid: In the case of a small A and B contractors without similar experience on the contract to be bid, they may be allowed to bid if the cost of such contract is not more than fifty percent (50%) of their registration particular for such category. For this purpose, the allowable range of contact cost per PCAB registration of contactor shall be:

| Registration Particular | |
|-------------------------|---|
| Category | Allowable Range of Contract Cost (in Million Pesos) |
| Small A | Up to 0.5 |
| Small B | Up to 3 |
| Medium A | Up to 15 |
| Medium B | Up to 30 |
| Large A | Up to 50 |
| Large B | Less than or above 50 |

- 4) The Contractor's Performance Evaluation System (CPES) rating and/or certificate of completion and owner's acceptance of the contract must be satisfactory.
- 5) Credit line at least 10% of ABS, or, the prospective bidder's NFCC must be at least equal to the ABC, calculated as follows:

NFCC= [(Current assets minus current liabilities) multiplied by (K)] minus the value of all outstanding works or projects under ongoing contracts, including awarded contracts yet to be started.

K= 10 for a contract duration of one year or less, 15 for contract duration of more than one year up to two years, and 20 for a contract duration of more than two years.

The BAC shall determine if each prospective bidder is eligible to participate in the bidding by examining the completeness of each prospective bidder's eligibility requirements, using a non discretionary "pass/fail" criteria, and shall be determined as either "eligible" or "ineligible".

The BAC shall inform an eligible prospective bidder that it has been found eligible to participate in the bidding. The BAC shall inform an eligible prospective bidder that it has been found ineligible to participate in the bidding, and the grounds for its ineligibility. Those found ineligible have seven (7) calendar days upon written notice or, if present at the time of opening of eligibility requirements, upon verbal notification, within which to file a request for a reconsideration with the BAC.

Notwithstanding the eligibility of a prospective bidder, the procuring entity concerned reserves the right to review its qualifications at any stage of the procurement process if it has reasonable grounds to believe that a misrepresentation has been made by the said prospective bidder, or that there has been a change in the prospective bidder's situation from the time it submitted its eligibility requirements.

b) Eligibility Check for Infrastructure Projects

The determination of eligibility shall be based on the submission of the following:

1) Class "A" Documents

- a) Department of Trade and Industry (DTI) business name registration or SEC registration certificate, whichever may be appropriate under existing laws of the Philippines;
- b) Valid and current Mayor's permit/municipal license.
- c) Taxpayer's Identification Number;
- d) Prospective Bidder's computation for the NECC;
- e) Statement of the prospective bidder that is not "blacklisted" or barred from the bidding by the Government or any of its agencies, offices, corporations or LGUSs, including, non-conclusion in the "blacklist:" of the contractors issued by the Construction Industry Authority of the Philippines;
- f) Other appropriate license as may be required by the procuring entity concerned;
- g) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any. The statement shall state for each contract whether said contract is:

g.1 Ongoing, Completed or Awarded but not yet started: within the relevant period, where applicable. The statement shall include, for each contract, the following:

- i. Name of the contract;
- ii. Date of award of the contract;
- iii. Contract duration;
- iv. Owner's name and address;
- v. Nature of work
- vi. Contractor's role (whether sole contractor, sub-contractor, or partner in a joint venture);
- vii. Total contract value at award;
- viii. Date of completion or estimated completion time;
- ix. Total contract value at completion, if applicable;

- x. Percentages of planned and actual accomplishments, if applicable;
- xi. Value of outstanding works, if applicable
- xii. The statement shall be supported by the notices of award and/or notices to proceed issued by the owners; and
- xiii. The statement shall be supported by the CPES rating sheets, and/or certificates of completion and owner's acceptance, if applicable

g.2 Similar or not similar in nature and complexity to the contract to be bid.

- h) Valid PCAB license and registration for the type and cost of the contract to be bid;
 - i) The prospective bidder's statement of:
 - i.1 Availability of the prospective bidder's key personnel, such as project managers, project engineers, materials engineers and foreman, that may be used for construction contracts; and
 - i.2 Availability of equipment that he owns, has under lease, and/or has under purchase agreements, that may be used for construction contracts, provided that the ownership of equipment is not a requisite for eligibility; and
 - j) The prospective bidder's audited financial statement, stamped "received" by the BIR or its duly accredited and authorized institutions, for the immediately preceding calendar year, showing, among others, the prospective bidder's total and current assets and liabilities.
- 2) Class "B" Documents
- a) Valid joint venture agreement, in case of a joint venture; and
 - b) Letter authorizing the BAC or its duly authorized representative/s to verify any or all of the documents submitted for the eligibility check.

The prospective bidder or its duly authorized shall certify under oath that each of the documents submitted in satisfaction of the eligibility requirements is as authentic and original copy, or a true and faithful reproduction or copy of the original, complete, and that all statement and information provided therein are true and correct.

A prospective bidder may be allowed to submit his eligibility requirements electronically. Provided, however, that said prospective bidder shall submit the certification required to the BAC at least seven (7) calendar days before the deadline for the submission and opening of the eligibility envelopes. The entire process of eligibility check for the procurement of infrastructure projects shall not exceed fifteen (15) calendar days.

IV. Pre-Bid Conference

For contracts to be bid with an a approved budget of one million pesos (P1,000,000.00) or more, the BAC shall convene at least one (1) pre-bid conference to clarify and/or explain any requirements, terms, conditions and specifications stipulated in the bidding documents.

For contracts to be bid conference less than one million pesos (P1,000,000.00), pre-bid conferences may be conducted at the discretion of the BAC. Subject to the approval of the BAC, a pre-bid conference upon written request of any prospective bidder.

The pre-bid conferences shall be held at least twelve (12) calendar days before the deadline for the submission and receipt of bids. However, attendance of the bidders shall not be mandatory.

The pre-bid conference shall discuss, among other things, the technical and financial components of the contract to be bid. The minutes of the pre-bid conference shall be recorded and made available to all participants not later than three (3) calendar days after the pre-bid conference.

Request for clarification(s) must be in writing and submitted to the BAC at least ten (10) calendar days before the deadline set for the submission and receipt of bids. The BAC shall respond to the said request by issuing a Supplemental/Bid Bulletin, at least seven (7) calendar days before the deadline for the submission and receipt of bids

Any Supplemental Bulletin issued by the BAC shall also be posted on the website of the procuring entity concerned, if available, and on the G-EPS.

V. Submission and Receipt of Bids

Eligible bidder shall submit their bids through their authorized officer or their duly authorized representative (i) in the prescribed Bid Form, including its annexes, as specified in the bidding documents, (ii) on or before the specified deadline, and (iii) in two (2) separate sealed bid envelopes, the first containing the technical component of the bid, and second containing the financial component of the bid.

Bid submitted after the deadline shall not be accepted by the BAC.

The first envelope (Technical Proposal) shall contain the following technical information/documents, at least:

- 1) Bid security as to form, amount and validity period;
- 2) Authority of signing official;
- 3) Construction schedule and S-curve;
- 4) Manpower schedule;
- 5) Construction methods;
- 6) Organization chart for the contract to be bid;
- 7) List of contractor's personnel (viz., project managers, project engineers, materials engineers and foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
- 8) List of contractor's equipment units, which are owned, leased, and/or under purchased agreements, supported by certification of availability of equipment from the equipment lessor/vendor for the duration of the project;
- 9) Equipment utilization schedule;
- 10) Affidavit of site inspection
- 11) Commitment of the contractor's bank to extend to it a credit line if awarded the contract to be bid, or cash deposit certificate, in an amount not lower than that set by the agency in the Instruction to Bidders, which shall be at least equal to the operating cash flow requirement of the contract to be bid (i.e., the estimated average operating expense for two (2) months of the contract to be bid, or ten percent (10%) of the approved budget for the contract to be bid, whichever is less.)
- 12) Construction safety and health program of the contractor.
- 13) Certificate from the bidder under oath of its compliance with existing labor laws and standards;

- 14) A sworn affidavit of compliance with the Disclosure Provision of RA 9184 in relation to other provisions of RA 3019; and
- 15) Documents/materials to comply with other non-discretionary criteria and requirements as stated in the Instruction to Bidders.

The second envelope (Financial Proposal) shall contain the following financial information/documents, at the least;

- 1) Bid process in Bill of Quantities in the prescribed Bid form;
- 2) Detailed estimates including a summary sheet indicating the unit of construction materials, labor rates and equipment rentals used in coming up with the bid; and
- 3) Cash flow by the quarter and payments schedule.

Modification and Withdrawal of Bids

A bidder may modify its bid, provided that this is done before the deadline for the submission and receipt of bids. Where a bidder modify its bid, it shall not be allowed to retrieve its original bid, but shall only be allowed to send another bid equally sealed, properly identified, marked as a "modification". Bid modifications received after deadline shall not be considered and shall be returned to the bidder unopened.

A bidder may, through a letter, withdraw its bid before the deadline for the receipt of bids. Withdrawal of bids after the applicable deadline shall be subject to appropriate sanctions. A bidder may also express its intention not to participate in the bidding through a letter which should reach and be stamped received by the BAC before the deadline for the receipt of bids. A bidder that withdraws its bids shall not be permitted to submit another bid, directly or indirectly, for the same contract.

Bid Security

The Bid security shall be in an amount at least equal to, and not lower than, a percentage of the approved budget for the contract to be bid, as advertised by the concerned procuring entity, in a form of:

| Form of Security | Minimum Amount in % of Approved Budget for the Contract to be Bid |
|---|---|
| Cash, certified check cashier's check, manager's check, back draft or irrevocable letter of credit. | One percent (1%) |
| Bank guarantee | One and a half percent (1 ½ %) |
| Surely bond | Two and a half percent (2 ½ %) |
| Foreign government guarantee | One hundred percent (100%) |

Bid Opening

The BAC shall open the bids at the time, date and place specified in the invitation to Apply for Eligibility and to Bid and the bidding documents. The bidders or their duly authorized representatives may attend the opening of bids. All members of the BAC or their duly authorized representatives who are present during bid opening shall initial every page of the original copies of all bids received and opened. The minutes of the bid opening shall be made available to the public upon written request and payment of a specified fee.

VI. Bid Evaluation

The purpose of bid evaluation is to determine the Lowest Calculated Bid. This bid shall be subject to post qualification to determine its responsiveness to the eligibility and bid requirements. If after post-qualification the Lowest Calculated Responsive Bid is determined to be post-qualified it shall be considered the Lowest Calculated Responsive Bid and the contract shall be awarded to the bidder.

Bid shall be determined in two steps:

- The detailed evaluation of the financial component of the bids, to establish the correct calculated prices of bids; and
- The ranking of the total bid prices as so calculated from the lowest to the highest. The bid with the lowest price shall be identified as the Lowest Calculated Bid.

Members of the BAC, including its staff and personnel, as well as its Secretariat, and TWG, are prohibited from making or accepting any kind of communication with any bidder regarding the evaluation of their bids until the issuance of the Notice of Award, unless otherwise allowed in this IRR. The entire evaluation process shall be completed in not more that fifteen (15) days for the procurement of goods and infrastructure projects from the deadline for the receipt of proposals.

Ceiling of Bid Prices

The approved budget for the contract under bidding shall be the upper limit or ceiling for acceptable bid prices. If a bid price, as evaluated and calculated in accordance with this IRR, is higher than the approved budget for the contract under bidding, the bidder submitting the same shall be automatically disqualified. There shall be no lower limit or floor on the amount of the award.

Detailed Evaluation of Bids

To determine the Lowest Calculated Bid, the BAC shall immediately conduct a detailed evaluation of all bids rated "passed" using a non-discretionary criteria, which shall include a consideration of the following:

- a) The bid must be complete. Bids not addressing or providing all of the required items in the bidding documents including, where applicable, bill quantities, shall be considered non-responsive, but specifying a "0" (zero) for the said item would mean that its being offered for free for the government; and

- b) Minor arithmetical corrections to consider computational errors, omissions and discounts if allowed in the bidding documents to enable proper comparison of all eligible bids. Any adjustment shall be calculated in monetary terms to determined the calculated prices.

In the evaluation of bids under existing and future foreign loan agreements where tax and/or non-tax privileges have been granted, the BAC shall evaluate all bids on an equal footing to ensure fair and competitive bid evaluation. For this purpose, all bidders shall be required to include the cost of all taxes, such as, but not limited to, value added tax (VAT), income tax, local taxes and other fiscal levies and duties which shall be itemized in the bid form and reflected in the detailed estimates. Such bids, including said taxes, shall be the basis for bid evaluation and comparison.

In case of discrepancies between: (a) bid prices in figures and in words, the latter shall prevail; (b) total prices and unit prices, the latter shall prevail; (c) unit cost in the detailed estimates and unit cost in the bill of quantities, the latter shall prevail.

Ranking of Total Bid Prices

Based on the detailed evaluation of bids, those that comply with the above-mentioned requirements shall be ranked in the ascending order of their total calculated bid prices, as evaluated and correct for computational errors, discounts and other modifications, to identify the Lowest Calculated Bid. Total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, which exceed the approved budget for the contract shall not be considered.

VII. Post-Qualification

The post-qualification shall verify, validate and ascertain all statements made and documents submitted by the bidder with the Lowest Calculated Bid, using non-discretionary criteria. These criteria shall consider, but shall not be limited to, the following:

- a) Legal Requirements – to verify, validate and ascertain licenses and agreements submitted by the bidder and the fact that he is not included in any Government “backlist”
- b) Technical Requirements – to determine compliance with the requirements.
- c) Financial requirements – to verify, validate and ascertain the bid price proposal of the bidder and, the required bank commitment to provide a credit line to the bidder in the amount specified and over the period stipulated in the Instructions to Bidders.

Failure of Bidding

The BAC shall declare the bidding a failure and conduct a re-bidding with re-advertisement and/or posting, after a re-evaluation of the terms, conditions and specifications of the first bidding when:

- No prospective bidder submit an LOI or no bids are received;
 - All prospective bidders are declared ineligible;
 - All bids fail to comply with all the bid requirements or fail post-qualification.
- d) The bidder with the Lowest Calculated Responsive Bid refuses, without the justifiable cause to accept the award of contract, and award is made.

The BAC shall modify the terms, conditions and specifications in the first bidding documents, when necessary, to change the scope of work or to adjust the procurements entity’s cost estimates or specifications. However, the BAC shall be maintained. All bidders who have been declared eligible in the first bidding shall be allowed to submit new bids. The BAC shall observe the same process and set the new periods according to the same rules followed during the first bidding.

Should there occur a second failure of bidding, the procuring entity concerned may enter into a negotiated procurement.

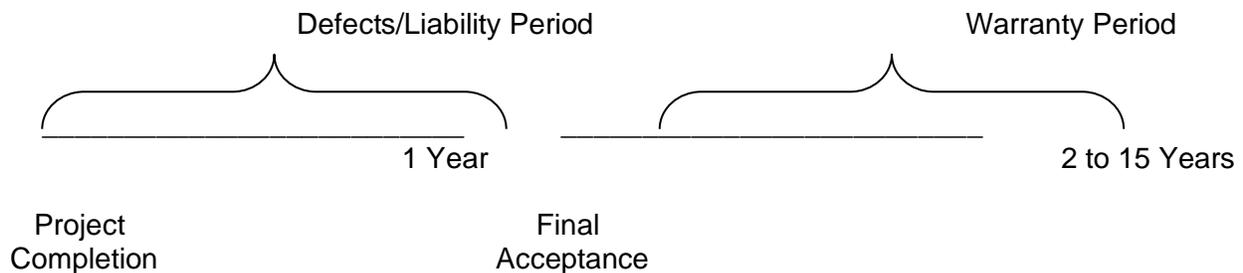
VIII. Award of Contract

Award of contract shall be made to the bidder with the Lowest Calculated Responsive Bid, as its submitted bid price or its calculated bid price, wherever is lower.

Performance Security

| Form of Security | Minimum Amount in % of Total Contract Price |
|---|---|
| Cash, certified check cashier’s check, manager’s check, back draft or irrevocable letter of credit. | Five percent (5%) |
| Bank guarantee | Ten percent (10 %) |
| Surely bond | Thirty percent (30 %) |
| Foreign government guarantee | One hundred percent (100%) |

Warranty



For the procurement of infrastructure projects, the contractors shall assume full responsibility for the contract work from the time project construction commenced up to final acceptance by the government and shall be held responsible for any damage or destruction of the works except those occasioned by force majeure. The contractor shall be required to put up a warranty

security in the form of cash, bank guarantee, letter of credit, Government Service Insurance System bond, or callable surety bond.

The defects liability period of infrastructure projects shall be one year from project completion up to final acceptance by the Government. During this period, the contractor shall undertake the repair works, at his own expenses, of any damage to the infrastructure projects on account of the use of materials of inferior quality within ninety (90) days from the time the head of the procuring entity has issued an order to undertake such repair works and shall be entitled to full reimbursement of expenses incurred therein upon demand.

After final acceptance of the project by the Government, the contractor shall be held responsible for structural defects and/or failure of the completed project within the following warranty periods from final acceptance, except those occasioned by force majeure and those caused by other parties.

- a) Permanent Structures (15) years
Building of types 4 and 5, steel and concrete bridges, flyovers, concrete aircraft movement areas, port, dams, diversion, tunnels, causeways, wharves, piers, dikes, filtration and treatment plants, sewage systems, power plants, transmission and communication towers, railway, and other similar structures.
- b) Semi-Permanent Structures: Five (5) years
Building types 1, 2 and 3, concrete roads, asphalt roads, river control, drainage, irrigation and drainage canals, municipal ports and river landing, deep wells, rock causeway, pedestrian overpass, and other similar structures; and
- c) Other Structures: Two (2) years
Bailey and wooden bridges, shallow wells, spring development, and other similar structures.

In case where structural defects and/or failure arise during the warranty period, the following persons/parties shall be held liable:

- Contractor – where structural defects and/or failure attributable to improper construction use of inferior quality/substandard materials, and any violation of the contract plans and specifications, the contractor shall be held liable;
 - Consultants – where structural defects and/or failures arise due to fault and/or inadequate design and specifications as well as construction supervision, then the consultant who prepared the design or undertook construction supervision for the project shall be held liable.
- d) Procuring Entity's Representatives/Project Manager/construction Managers and supervisors – the project owner's representative/s project manager, construction managers, and supervisor/s shall be held liable in cases where the structural defects/failures are due to his/their intervention in altering the designs and other specifications; negligence or omission in not approving or acting on proposed changes to noted defects or deficiencies in the design and/or specifications; and the use of substandard construction materials in the project;
 - e) Third Parties – Third Parties shall be held liable in cases where structural defects/failure are caused by work undertaken by them such as leaking pipes, diggings/excavations, underground cables and electrical wires, underground tunnel, mining shaft and the like, in which case the applicable warranty to such structure should be levied to third parties for their construction or restoration works.

- f) Users – in cases where structural defects/failures are due to abuse/misuse by the end of the constructed facility and/or non-compliance by a user with the technical design limits and/or intended purpose of the same, then the user concerned shall be liable.

The term “Structural Defects” shall mean major faults/flaws/deficiencies in one or more key structural elements of the completed elements of the project which may lead to structural failure of the completed elements or structure.

The term “Structural Failures” is defined as an occurrence where one or more key structural elements in an infrastructure facility fails or collapses, thereby rendering the facility or part thereof incapable of withstanding the design loads, and/or endangering the safety of the users or the general public.

In cases of structural defects/failure occurring during the applicable warranty period, the Government shall undertake the necessary restoration or reconstruction works and shall be entitled to full reimbursement by the parties found to be liable, of expenses incurred therein upon demand, without prejudice to filing of appropriate administrative, civil, and/or criminal charges against the responsible persons as well as the forfeiture of warranty securities posted in favor of the Government.

Bidding of Provincial Projects

Within five (5) years from the effectivity of the Act, a contractor who participates in the bidding of provincial priority programs and infrastructure projects whose principal office is within the same province, and who submits the Lowest Calculated Bid made by a contractor with principal office outside the said province, shall be given forty-eight (48) hours from the receipt of written advice from the BAC to match in writing the Lowest Calculated Bid. Matching shall be through appropriate adjustments in his unit bid prices without changing the Scope of Work and work items prescribed by the procuring entity in the bidding documents.

The release of funds for said projects shall be published in a local newspaper with the widest circulation and posted at any conspicuous place reserved for the purpose in the premises of the procuring entity and posted continuously in the website of DBM and the G-EPS DURING THE SAME PERIOD OF THE ADVERTISEMENT AND POSTING OF THE Invitation Apply for Eligibility and to Bid under Section 21 of this IRR.

CONTRACT IMPLEMENTATION

Variation Orders – are change orders or extra work orders which should not be exceed 10% of the original project cost.

Variation Orders beyond 10% shall be subjected to another contract to be bid if the works are separable from the original contract or if urgently necessary to complete the original scope of work, be authorized by the head of the procuring entity but not more than 20% subject guidelines by the GPPB, but with appropriate sanctions to the designer, consultant or official responsible for the original design.

Supplemental agreement is no longer allowed.

Liquidated Damages shall be imposed for delays in completion of work but “Incentive Bonus” shall not be allowed.

IMPLEMENTING RULES AND REGULATIONS (IRR) FOR THE 30-HOUR WORK/WEEK POLICY

Legal bases:

- 1) RA 8292
- 2) RA 4670
- 3) PD 1464
- 4) Board Resolution No. 117, 2. 2003

RATIONALE

The work of a faculty is unique and challenging. Aside from the basic instructional role, a faculty is expected to perform research, production and administrative roles in the University. The activities of a classroom teacher cannot be confined within the physical boundaries of the classroom or within the boundaries of the University. The faculty members must be given enough freedom to prepare for their roles as teachers, to perform instruction-related activities, and to manage their time in order that they can maximally perform and contribute to the other thrusts of the University, namely: research, extension and production activities.

The logic of RA 4670 recognizes this freedom when it required basic education teachers to have a 30-hour work/week official time. Given the broad responsibilities that tertiary teachers take compared to the basic education teachers in the public sector, charters of state institutions of higher learning such as State Universities and Colleges (SUCs) recognize the fact that members of the faculty need much more flexibility in the management of their official time when it empowered their Governing Boards to determine the appropriate service hour, notwithstanding the general working hours prescribed by the Civil Service.

Section 6 P.D. 1464 which originally created the Isabela State University empowered the ISU Board of Regents to determine the service hours of its faculty. Similarly, Section 3f of P.D. 1437 defining the composition and term of office of the Governing Boards of State Colleges and Universities empowered the Board of Regents of the ISU to fix the service hours of its faculty. Section 4h of RA 8292, which now governs State Colleges and Universities, empowered the Board of Regents of the ISU to fix hour of service of its faculty. Thus, the Board of Regents of the Isabela State University passed Resolution No. 117. S. 2003 adopting the 30-hour official time per week for full time teaching, as the service hours of its faculty.

Pursuant to the above resolution, these rules and regulations implementing the 30-hour work/week official time policy is hereby laid.

I. COVERAGE

This guideline shall be applicable to all regular, as well as contractual (without designation) members of the faculty of the Isabela State University who are actually holding teaching assignments. Faculty members who have been hired on part-time basis are not covered.

II. DEFINITION OF TERMS

For the purpose of these guidelines the following terms are hereby defined:

- 1) **Actual Contact Hours** – refer to the length of time a faculty member is engaged in actual teaching.

- 2) **Faculty Official Time (FOT)** – is the length of time that the members of the faculty are required to be physically present in their workstations to render service.
- 3) **Full Time Equivalent (FTE)** – shall be determined in accordance with the University workload policy.
- 4) **Official Working Schedule (OWS)** – refers to the individual schedule to be prepared by each member of the faculty detailing the specific times and days the faculty is to report to his official station to complete his Faculty Official Time (FOT).
- 5) **Quasi-Teaching Functions** – refer to the activities of the members of the faculty which are related to their teaching functions such as those in research, extension as well as instruction related production activities.
- 6) **Regular Workload** – this refers to the 24 FTE/week that a faculty should carry every academic term.

III. POLICIES AND PROCEDURES

- a) Policy Standards
 - 1) Members of the Faculty, in order to qualify for the 30-hour per week official time policy must carry a workload equivalent to at least 18 FTE, in accordance with the University Faculty Workload Scheme.
 - 2) Faculty Official Time maybe served from 7:00 in the morning to 9:00 in the evening everyday from Monday to Sunday, provided that, the 30-hour official work time must be served/distributed in at most five continuous days. However, whenever possible, service hours on Sundays must be avoided.
 - 3) No faculty member should be allowed to teach in a lecture class for more than three continuous hours. In the exigency of the service, however, they maybe required to render more than six hours of teaching per day, provided that services in excess of 30 hours per week shall be properly compensated. Moreover, those who have a last period class in the morning session should not, as much as possible, be given a first period class in the afternoon session.
 - 4) The official Working Hours (OWH) for all faculty members shall be categorized as follows:
 - 40 hours/week for faculty members on Vacant-Sick Leave status
 - 30 hours/week for faculty members on Teachers Leave status
 - Mixed Load – Faculty with both teaching and administrative functions, for purposes of this guideline, only those below the chairs are qualified under the 30-hr work/week.

For Faculty with mixed loads, their official hours will be computed as follows:

$$\begin{array}{rcccl}
 \text{FTE for actual teaching} & & & \text{FTE for designation} & \\
 \hline
 & \times 30 \text{ hours} & + & & \times 40 \text{ hours} \\
 & & & & \\
 24 & & & & 24
 \end{array}$$

- 5) The immediate supervisor shall accomplish a monthly Certificate of Service rendered in his/her department stating among others the total number of absences.
- 6) Time spent for activities covered by locator slips are not part of the 30-hour official working time.
- 7) Faculty members are allowed a maximum of two hours for consultation.
- 8) Every hour of absence during official time is equivalent to 1.33 hours of absence.

b) Procedures/Mechanics

The following shall be the procedures to be adopted in the implementation of this policy:

- 1) Determination of the Official Time and the preparation of Official Working Schedules.
Before the beginning of the semester and after the preparation of the official faculty workload by each department, the official time of the faculty will be determined and their official working schedules prepared in the following manner:

Faculty Official Time

The Faculty Official Time shall be served following a schedule to be prepared by each faculty to be endorsed by the department heads and recommended for approval by the Deans.

The Accomplishments of the Official Time Service Schedules shall be made by each faculty by accomplishing the "Faculty Official Time Service Schedule For," herein marked as Annex "A". This form shall be accomplished at the beginning of the semester after the workloads shall have been determined. This form shall be the basis for monitoring faculty and must bear specific entries for each kind of activity such as instruction, research, extension and teaching-related production.

Members of the Faculty who enjoy the benefits under this policy are also required to accomplish a Monthly Planning And Accomplishment Chart by accomplishing the form herein marked as Annex "B". The front page of the chart (planning chart) defines the range across the days/weeks where activity during the month. The back page of the chart (accomplishment chart) details the specific activities and specific outputs realized during the month.

There is no need to include instructional activities in this chart as the activities and outputs in instruction are relatively standardized.

- 2) A roving monitoring mechanism shall be adopted to monitor the faculty members 15 minutes after the start of each class and 15 minutes before the end of the period of each class. Other activities of the faculty members should be supervised and monitored by the immediate supervisor.

IV. EFFECTIVITY

This approved IRR shall take effect 1st Semester, SY 2004-2005.

ISABELA STATE UNIVERSITY

IMPLEMENTING RULES & REGULATIONS FOR THE MONETIZATION OF LEAVE CREDITS

X-----X

In accordance with and by virtue of Rule XVI, Section 22, 23, and 24, Omnibus Rules Implementing Book V of Executive Order No. 292 and Memorandum Circular No. 08series of 2003, the following rules and regulations are hereby adopted and promulgated for the implementation of Monetization of Leave Credits, thus:

RULE I TITLE AND POLICIES

SECTION 1. Title – This IRR shall be known and cited as the “University Implementing Rules and Regulations for the Monetization of Leave Credits (IRRM)”.

SECTION 2. Policies – It is the declared policy of the State to protect and promote the right health of the people and to instill health and health consciousness among them. Relative thereto, with emphasis to the public sector in this jurisdiction, the State further affirms labor as a primary social economic force. Finally, It shall protect the rights of workers and promote their welfare.

Towards this end, the University Management hereby establishes the implementing rules and regulations of the abovementioned benefits, in order to:

- 1) To facilitate its implementation;
- 2) To provide system in the procedure of application; and
- 3) To provide order of prioritization in the granting of said benefits.

RULE II COVERAGE

Section 3. Coverage – This IRRM shall apply and cover all faculty and staff, whether of permanent, temporary, casual or conterminous appointment, of the Isabela State University System, who have accumulated fifteen (15) days of vacation leave credits shall be allowed to monetize a minimum of ten (10) days: Provided, that a maximum of thirty (30) days may be monetized in a given year, subject to the availability of funds.

Service credits may also be applied for monetization, provided, however, that the same shall be converted first into vacation-sick leave credits in accordance with the conversion rate and procedure of service prescribed under CSC Memorandum Circular No. 9, series of 1998.

RULE III DEFINITION OF TERMS

SECTION 4. Definition of Terms – Whenever used in the IRRM, the following words or phrases shall mean or refer, thus:

- 1) Monetization – refers to payment in advance under prescribed limits and subject to specifies terms and conditions of the money value of leave credits of an employee upon his/her request without actually going on leave.
- 2) Communication of leave credits – refers to conversion of unused leave credits to their corresponding money value.
- 3) Employee – refers to the faculty and staff, whether of permanent, temporary, casual or coterminous appointment, of the Isabela State University System, who have accumulated fifteen (15) days of vacation leave credits shall be allowed to monetize a minimum of ten (10) days;
- 4) Immediate family – refers to the spouse, legitimate children, parents, minor brothers, sisters and any relative living under the same roof and dependent upon him/her the employee for support.

RULE IV RULES AND REGULATIONS

SECTION 5. Order of Priority in Granting this Benefit – Monetization of accumulated vacation/sick leave credits may be allowed for valid and justifiable reasons, in the following order of priority:

FIRST PRIORITY – Health, medical and/or Hospital Needs of the employee and/or his immediate member/s of the family brought about by accidents or serious illness.

Two Categories of Health, Medical and/or Hospital Needs Cases:

- a) Emergency – Cases that need prompt and immediate attention such as surgical and medical cases.

SURGICAL CASES include but not limited to cases such as Caesarian Section, where the female employee is under pre- as Caesarian Section wherein the female employee is under pre-eclampsia, eclampsia, placenta previa, pre-maturity , abortions, and all other acute surgical abdomen cases.

Other cases such as Appendectomy and Multiple Injuries secondary to Vehicular accidents and other cases of similar nature;

MEDICAL CASES including but not limited to cases such as Cerebrovascular Accident (CVA), Myocardial Infarction (MI), Hypertension and other cases of serious illness duly determined and with proper recommendation from the University Physician and/or attending physician.

- b) Elective – Those which do not constitute between life and death situations, to be properly determined and recommended by the University Physician and/or attending physician, certifying the need of prompt and immediate medical attention.

SECOND PRIORITY – Educational Needs of the employee and/or his immediate member/s of the family.

THIRD PRIORITY – Financial Aid such as payment of mortgages and loans which were entered into and for the benefit of the employee.

FOURTH PRIORITY – Other analogous cases as may be determined by the University Management.

SECTION 6. Period of Availment – Except for the First Priority and subject to the availability of funds, all applications for monetization should be processed and paid on the last week of every quarter.

SECTION 7. Limitation – Monetization of fifty percent (50%) of all accumulated leave credits may be allowed for valid and justifiable reasons subject to the discretion of the Campus Executive Director concerned and the availability of funds, and to other limitations prescribed by the Civil Service Commission and other concerned government agencies.

SECTION 8. In accordance with the Joint DBM and CSC Circular No. 1, series of 1991 and subject to the Order of Priority in preceding section, employees holding positions with *salary grade below nineteen* (19) shall be given preference in the availment of the privilege.

SECTION 9. Subject to the Order of Priority in the preceding section and the availability of funds, employees holding positions with *salary grade ten* (10) *and below* shall be given preference to receive a higher number of approved accumulated leave credits to be monetized.

SECTION 10. Basic Documentary Requirements

a) HEALTH/MEDICAL/HOSPITAL NEEDS:

- 1) Duly accomplished and approved application for leave form (CSC Form 6);
- 2) Medical Certificate of the University Physician justifying the need of the employee or his/her immediate family member to be confined in the hospital.

In emergency cases, however, the admitting diagnosis of the attending physician will suffice, a copy of the same, however, shall be submitted to the University Physician after admission, attached thereto is the certificate of admission by the hospital for purposes of entry in the daily census of the University Clinic.

b) EDUCATIONAL NEEDS:

- 1) Duly accomplished and approved application for leave form (CSC Form 6);
- 2) Photocopy of Statement of Account/Balance from the school concerned, duly authenticated by the University Records Office;
- 3) Submission to the University of a duly authenticated photocopy of the Official Receipt of the school concerned after payment.

c) FINANCIAL AID

- 1) Duly accomplished and approved application for leave form (CSC Form 6);
- 2) Submit documentary proof such as demand letter/notice of balance account/subpoena and/or other similar documents.

SECTION 11. Procedures in the Application for the Grant of Monetization

- 1) The employee should file his/her letter to the Office of their respective Campus Executive through their Campus Monetization Committee signifying his/her intention to monetize with justifications thereof. This must be accompanied by the required documents in the immediately preceding Section.

- 2) Attached in the application is the accomplished application for leave form (CSC Form 6), duly certified by the Campus Personnel Officer of the available vacation/sick leave credit balances. Said certification will serve as one of the bases for the Campus Monetization Committee of their recommendations to the Campus Executive Director.
- 3) Once approved for payment, no erasures or changes is allowed in all documents of the application, with particular emphasis on the number of approved leave credits to be monetized and the amount granted.
- 4) Before the release of payment, the documents should pass through the Campus Personnel Office for final posting of the number of approved monetized leave credits in the ledger.
- 5) To ensure faithful compliance of the IRRM and for monitoring purposes, the only authorized signatory of pay checks for monetization is the Vice-President for Administrative and Finance Services.

**RULE V
CAMPUS MONETIZATION COMMITTEE**

SECTION 12. Responsibilities and Composition – The Campus Monetization Committee shall be responsible for the evaluation of all applications for monetization of leave credits and shall make the proper and necessary recommendations, subject to the final approval of Campus Executive Director of whatever actions to be taken to the same.

The Campus Monetization Committee shall have the following composition:

- 1) Campus Administrative Officer as Chair; and
- 2) The following members:
 - a) Representative from Campus Finance Office;
 - b) The head of the Campus Medical Clinic or the University Physician as the case may be or their duly authorized representative;
 - c) Duly authorized representative from faculty association or non-academic association, as the case may be.

**RULE VI
FUNDING**

SECTION 13. Funding Source – The funding requirement shall be charged against savings for Personnel Services in the campuses and the amount thereof to be allocated shall not exceed twenty percent (20%) for this purpose.

**RULE VII
EFFECTIVITY**

SECTION 14. Effectivity of the IRRM – This implementing rules and regulations took effect on June 1, 2005, by virtue of Board Resolution No. 46, s. 2005 approved by the Board of Regents.

ALETH M. MAMAUAG, Ph.D.
President

REPUBLIKA NG PILIPINAS
 REPUBLIC OF THE PHILIPPINES
 KAGAWARAN NG EDUKASYON
 DEPARTMENT OF EDUCATION
 DepEd Complex, Meralco Avenue, Pasig City Philippines

Tanggapan ng Kalihim
Office of the Secretary

DepEd ORDER
No. 53, s. 2003

UPDATED GUIDELINES ON GRANT OF VACATION SERVICE CREDITS TO TEACHERS

To: Regional Directors
Schools Division/City Superintendents
Heads, Elementary and Secondary Schools
All Others Concerned

- 1) In line with the policy of this Office to periodically review existing rules and regulations with a view to improve the delivery of education services, the various issuances on the grant of vacation service credits to teachers on teachers' leave basis are hereby updated and consolidated as follows:
 - a) Statement of Policy
The basic policy in the grant of vacation service credit is that it should be given only for work beyond regular functions or beyond work hours/days where payment of honorarium or overtime pay is not possible. In addition, there are situations wherein extraordinary work is demanded from teachers including those which expose their lives to certain risks and for which monetary compensation is not enough. Thus, extra non-monetary compensation is justified.
 - b) Definition of Terms
 - 1) For purposes of this Order, the term, "teacher" shall refer to teachers who do not have to report for classes during the Christmas and long summer vacation and still be entitled to their regular compensation.
 - 2) The term, Teachers' vacation service credits refers to the leave credits earned for services rendered on activities during summer or Christmas vacation or in the course of the regular school year, as authorized by the proper authority.
 - 3) The term normal teaching load shall refer to six (6) hours of actual classroom teaching a day.
 - c) Uses of vacation service credits
Vacation service credits are used to offset absences of a teacher due to illness. To offset absences on account of illness, one (1) work day service credit is used to offset one (1) day of absence.
 - d) Activities Eligible for the Grant of Service Credits
 - 1) Service credits may be granted for the following activities:
 - 2) Services rendered during registration and election days as long as these are mandated duties under existing laws.

- 3) Services rendered during calamity and rehabilitation when schools are used as evaluation centers;
- 4) Services rendered in connection with the conduct of remedial classes during the summer or Christmas vacation or outside of regular school days;
- 5) Services rendered in connection with early opening of the school year;
- 6) Services rendered during school sports competitions held outside of regular school days.
- 7) Services rendered by those who train teachers in addition to their normal teaching loads;
- 8) Teaching overload not compensated by honoraria;
- 9) Teaching in non-formal education classes in addition to teaching in formal education classes carrying a normal teaching load;
- 10) Work done during regular school days if these are in addition to the normal teaching load;
- 11) Conduct of testing activities held outside of school days; and
- 12) Attendance/participation in special DepEd projects and activities which are short-term in duration such as English, Science and Math Mentors' Training, curriculum writing workshop, planning workshop, etc., if such are held during the summer vacation or during weekends.

A premium of 20% may be granted for educational activities (as opposed to non-educational activities such as election duties, calamity assistance) which require specialized expertise.

e) Activities Not Eligible for the Grant of Service Credits

Service credits shall not be granted for the following activities:

- 1) In-service training programs fully funded by the government;
- 2) Assignment to clerical work, such as checking forms and finishing reports commonly required in connection with the opening and closing of classes;
- 3) Reassignment of teachers to duty in another bureau or office (detailed in another government office);
- 4) Assignment in connection with exhibits at a fair;
- 5) Postponement of a regular teacher's vacation; and
- 6) Time spent in traveling to and from station to the place where services are rendered.

f) Procedure in the Grant of Service Credits

- 1) The following steps shall be followed in the grant of service credits:
 - a) Head of office/school recommends approval of request to render vacation service
 - b) Schools Division Superintendent approves/disapproves request
 - c) if reason for request is not among those listed above, request should be forwarded to the Regional Director for action if activity is region-wide and to the Central Office through the Regional Director if activity is DepEd-wide. For attendance/participation in DepEd-wide programs and projects, the Central Office shall make the necessary issuances on the grant of vacation service credit
- 2) The following documents/requirements shall be accomplished/submitted after completion of vacation service:
 - a) accomplishment report
 - b) duly signed DTR/CS Form 4

g) Other Rules

The following rules shall also apply in the grant or use of service credits:

- 1) One work day of vacation service credit is granted for one day (eight hours) of service;
- 2) The number of days of vacation service credits granted to a teacher shall not exceed 15 work days in one year except in cases authorized by the Secretary upon the recommendation of the Regional Director;
- 3) Vacation service credits shall not be granted for services rendered without previous authority;
- 4) Teachers on detail in offices or assigned to non-teaching jobs are on the vacation-sick leave basis and should not therefore be granted vacation service credits;
- 5) In the monetization of teachers leave basis, unused vacation service credits shall be converted into vacation-sick leave credits. After monetization, the remaining vacation-sick leave credits shall be converted back to vacation service credits;

The formula in the conversion of vacation service credits to the vacation and sick leave credits is as follows:

$$\text{Vacation and Sick Leave}^* = 30y / 69$$

| | | | |
|-------|----|---|--|
| Where | 30 | = | Number of days in a month |
| | Y | = | Total number of teacher's leave credits |
| | 69 | = | 58 days of summer vacation plus 11 days of Christmas vacation |

*No. of days derived shall be divided equally and sick leave credits.

The formula in the conversion of vacation and sick leave credits to vacation service credits is as follows:

$$Y = \frac{VL + SL}{30} \times 69$$

- 6) The vacation service credits of a teacher who transfers to a non-teaching position may be converted into vacation-sick leave credits and vice-versa; and
- 7) Unused vacation service credits of teachers who resigned, retired, or are separated from the service through no fault of their own on or after January 16, 1986 shall be paid the money value of their unused vacation service credits converted to vacation and sick leave credits.

- h) These guidelines shall take effect immediately.
 - 2) Strict compliance with this Order is directed.

(SGD) EDILBERTO C. DE JESUS
Secretary

Reference
DECS Order No. 5, s. 1990

REVISED POLICIES/ GUIDELINES FOR THE FACULTY WORKLOAD OF THE ISABELA STATE UNIVERSITY (ISU)

Legal Bases:

- 1) RA 8292, Section 4h
- 2) RA 1880
- 3) EO 292
- 4) Board Resolution No. 57, s. 2001 dated October 23,2001
- 5) DBM Budget Memorandum No. 71, s. 1996

I. RATIONALE

Faculty members of the Isabela State University perform a variety of functions along mandates of the University, namely: instruction, research, extension and production. Depending on their qualifications, experiences and specialization/expertise, faculty members are expected to be involved in all or a combination of these functions. As holders of faculty positions, however, instruction must always be apart of their duties.

With teaching as a primary function, faculty members may be given quasi- teaching assignments (teaching related works). In the interest of the services, they may also be designated to perform administrative duties on their qualifications and competence.

In order to rationalize the functions of the faculty members, a workload scheme had been established to serve as a guide in assigning teaching loads as well as other related duties. Faculty members are expected to carry a regular r a minimum workload; and any excess thereof may entitle them to a corresponding overload payment, subject to the availability of funds as provided in the budget allocation for honoraria. In case, there is insufficient fund for the full payment of allowable excess load, the balance of unpaid excess load will be converted to vacation service credits.

Recent budgetary constraints have necessitated a review of all existing workload scheme of ISU to make it more realistic and responsive to present situation and condition. A rational and equitable distribution of workload is also necessary to achieve better efficiency and effectiveness among faculty members.

This proposed revision of faculty workload scheme took into consideration NBM No. 71, s. 1996 of the Department of Budget and Management and the PASUC Executive Board Meeting on 17 November 1997, which recommend the establishment of regular or minimum faculty credits units per week workload in all SUCs. It also studied existing workload schemes of other state universities and colleges.

II. Definition of Terms

- 1) Working Hours- Under R.A. 1880, all government employees including faculty members are required to render forty (40) hour per week or eight (8) hours per day. This definition is reiterated in Section 5, Rule XVII of Book V of E.O. No. 292 the same is highlighted in CSC Resolution No. 96-2875. Section 4h of R.A. 8292 also provides the working hours of SUCs as approved by the Board of Regents.
- 2) Actual Contact Hours (ACH)- This refers to the actual time of a faculty in the University.

- 3) Full Time Equivalent (FTE)- This refers to the prescribed weight value of contact hours (CH) per week of actual teaching (AT), quasi- teaching assignments (QTA) and/or designations.
- 4) Regular Workload- This refers to the 24 FTE/ week that a faculty should carry every semester/ term.
- 5) Excess Load- It is the number of full time equivalent credit units in excess of, or over, the regular faculty workload units required of faculty members.
- 6) Quasi- Teaching Assignment (QTA) – This refers to teaching related assignments (e.g., research, extension, production and committee works as identified in item 4.f under other assignments).
- 7) Excess Load Honorarium – The honorarium paid to a faculty member has an FTE that is in excess or over regular FTE required of faculty members provided that it shall be limited to a maximum six (6) FTE or equivalent to 108 hours per academic term; and that the budget from excess load as allocated in the General Appropriations Act, shall be the basis for payment.
- 8) Vacation- Service Credits- The equivalent number of days by which the unpaid balance of payable excess load is converted using the conversion formula approved by the Board of Regents. In no case will the paid excess load and the covered unpaid excess load exceed 6 FTE or 108 hours per academic term.
- 9) Special Programs- These are linkages programs/ projects of the University with local, regional, national or international agencies or organizations that are covered by a Memorandum of Agreement.
- 10) University- National Research- Research program/ project aligned with, and supportive of, the National Integrated Research Development and Extension Agenda and Program (NIRDEAP), which embody the thrust and priorities in disciplines, covered by DA- BAR, PCARDD, DOST- STAND and CHED. It draws funding from the national allotment that is incorporated in the agency budget through the Department of Budget and Management (DBM). It follows stringent policies on evaluation of proposals and that the R&D generates results of national and international recognition.
- 11) University- Regional Research- Research program/ project aligned with and supportive of, the pertinent, Regional Integrated Research, Development and Extension Agenda and Program (RIRDEAP). It draws funding from the regional offices and that the R&D generates results of regional significance.
- 12) College- Based Research- Local research program/ project for the furtherance of the goals of higher education in its various academic disciplines to improve instructional programs and promote the development of the rural community. It draws funding from the ten percent (10%) of the supplemental budget to higher education R&D as approved by the BOR in a Special Meeting held on 18th of July 2001.

III. Composition of the University and Campus Faculty Workload Committee

a) Campus Faculty Workload Committee

Chair : As designated by the Campus Head
 Members : Office of Planning and Development
 Campus Registrar
 College Secretaries (Floating Members)

b) University Faculty Workload Committee

Chair : As designated by the University President
 Members : Office of Planning and Development
 Finance Director

Director of Instruction
University Registrar

IV. Duties and Responsibilities of the Faculty Workload Committee

a) Campus Faculty Workload Committee

- 1) To review and check the workload of individual faculty members submitted by their respective college secretaries.
- 2) To determine if documents supporting workload claims are properly accomplished and are acceptable.
- 3) To act on complaints/ request for reconsideration filed by faculty members in connection with their corrected workload.
- 4) To make an analysis of campus workload and prepare relevant information/ data that may serve as input for management decisions in regard to the assigning of loads or designations.
- 5) To submit the checked Campus Workload to the University Workload Committee for final review.

b) University Faculty Workload Committee

- 1) To make a final review of the individual faculty workload submitted by the Campus Faculty Workload Committee.
- 2) To act on appeals for reconsideration or complaints filed by faculty members.
- 3) To make a summary of the workload of all faculty members in the University.
- 4) To prepare a summary of unpaid excess faculty workload.
- 5) To submit a report on faculty workload to the Vice President for Academic and Related Affairs.

V. Implementing Standards

- 1) There will be a standard Faculty Workload form for all faculty members of the University (FWD) Form 1a & 1b) and a standard format for all reports (accomplishment or progress reports) to be attached a supporting documents to the individual faculty workload.
- 2) The Official Working Hours (OWH) for all faculty members shall be 40 hours per week or 8 hours per day.
- 3) Full Time Equivalent (FTE) and Actual Contact Hours (ACH)- The standards or regular FTE for all faculty members teaching graduate, undergraduate and high school subjects will be 24 FTE per week.
- 4) Contact Hours (CH) and Full Time Equivalent (FTE)- The contact Hours and the corresponding FTE or credit units in the different categories shall be as follows:

4. a. INSTRUCTION

| | Contact Hour | Weight Value | Full Time Equivalent |
|--------------------------------------|--|--------------|----------------------|
| 1) For every 1- hour/ week | | | |
| a) Undergraduate and High School | 1.0 | 1.0 | 1.0 |
| b) Graduate | 1.0 | 1.0 | 1.0 |
| 2) For every 1- hour laboratory/week | | | |
| a) Science & Computer Laboratory | 1.0 | 0.80 | 0.80 |
| b) Shopwork /Cooking/Sewing | 1.0 | 0.60 | 0.60 |
| 3) Subject Preparation | | | |
| a) Undergraduate and High School- | 1.25 for every subject regardless of the number of classes. Proportionate for less than 3 units. | | |

- b) Graduate- 1.5 for every subject regardless of the number of classes proportionate for less than 3 units.
- 4) Subject on farm practice, on- the- job training (OJT), special problems- 0.3/ student but not to exceed 3.0 FTE (maximum)
- 5) In- campus/Off- campus observation and participation.
 - a) Subject Teacher- 0.3/ student but not to exceed 3.0 FTE) (maximum)
 - b) Cooperating Teacher- 0.15/student but not to exceed 2.0 (maximum)
- 6) Adviser/ Committee Member (maximum of 3.0 FTE. Not counted for excess load computation)

4. b RESEARCH

- 1) For every approved research of at least one (1) semester duration

| | |
|-----------------------------|-------|
| <u>University National</u> | F.T.E |
| Program Leader | 6.0 |
| Project Leader | 5.0 |
| Study Leader | 4.0 |
| <u>University- Regional</u> | |
| Program Leader | 5.0 |
| Project Leader | 4.0 |
| Study Leader | 3.0 |
| <u>College- Based</u> | |
| Program Leader | 4.0 |
| Project Leader | 3.0 |
| Study Leader | 2.0 |

Community Research Evaluator- 0.3/ evaluation not exceed 1.0 (maximum)

- 2) Research FTE shall have the following provisions:
 - a) Faculty Members assigned/ detailed in the Research Department shall have at least six (6) credit units of actual teaching.
 - b) Faculty Members with mixed loads shall be allowed a maximum of nine (9) Research FTE units.
 - c) Researches not complete within the time frame as indicated in the approved research proposal without valid reasons will no longer be credited.
 - d) A detailed accomplishment/ progress report in the prescribed format (FWD Form 2) shall be required to support claims for research. The Research Director should be judicious in approving/ certifying research reports.
 - e) For team research, a proportionate credit unit shall be given to each member.
 - f) For researches where the researcher/s receive/s honorarium, no credit unit is given.
 - g) College- based researches must be reviewed and recommended by the College Research Coordinator endorsed by the College Dean and approved by the Campus Research Director.
 - h) Appropriate authorities must approve institutional/ agency researches.
 - i) Researches funded by other agencies shall be covered with Memorandum of Agreement between ISU and the funding agency.

4. c EXTENSION

- 1) For participation in the implementation College- Based or institutional extension programs/ activities as defined or specified in the approved extension proposal, corresponding credit unit shall be given as follows:
One (1) credit unit for every 18 hours of involvement but not exceed 6 credit units or a maximum of 108 hours per academic term. Proportionate units will be given to lesser hours of involvement.
- 2) Extension FTE will be given subject to the following:
 - a) Faculty Members assigned/ detailed in the Extension Department will have at least (6) credit units of actual reaching.
 - b) An approved extension program/ project proposal (FWD Form 3) is necessary before any extension claim will be credited. College- based extension should be evaluated and recommend by the College Dean and approved by the Campus Extension Director.
 - c) A detailed progress/ completion report in the prescribed format (FWD Form 4), reviewed and recommendation by the College Extension Coordinator, endorsed by the Dean and approved by the Campus Extension Director must support claims for Extension FTE. The Extension Director must be judicious in approving/ certifying extension reports.
 - d) No credit unit will be given to faculty members who receive honorarium for their involvement/ participation in extension projects, programs or activities.
 - e) The extension project/ activity should not be a part or a requirement for an academic subject although students can ride on existing extension program/ project for their practicum.

4. d. PRODUCTION

- 1) For involvement in approved income- generating enterprise (IGE) that is college or institutional- based, a maximum of six (6) credit units will be given or a maximum of 108 hours per academic term. Proportionate credit units will be given for a lesser number of hours of participation. The IGE should be recommended by the Dean and sanctioned by the CAMPUS Executive Director or his duly authorized representative.
- 2) Credit shall be given to claims for production, subject to the following:
 - a) Faculty Members assigned/ detailed in the production Department as Enterprise In-Charge of institution/ college- based enterprise must have a minimum of six (6) credits of actual teaching.
 - b) There is an approved proposal for the IGE (FD Form 5).
 - c) A detailed progress/ accomplishment report that includes the financial condition of the IGE (FWD Form 6) should support claims for production.
 - d) The report should be approved by the Dean if the IGE is college based; and by the Campus Executive Director if it is institution or campus- based.
 - e) The IGE should not be a laboratory requirement for an academic subject.

4. e. ADMINISTRATIVE FUNCTIONS

| Designations | Credit Units |
|---|--------------|
| a) University Level | |
| University Vice President | 18 |
| University Secretary/ Board Secretary | 13 |
| University Director for Instruction, Research | |

| | |
|---|----|
| Extension and Production | 15 |
| Other University Director per organizational Structure (e.g. Sports, Planning& Development) | 14 |
| Heads of Special Programs (with no honorarium) that are covered by MOA | |
| 1) International | 12 |
| 2) National/ Regional | 9 |
| 3) Local/ Institutional | 6 |

b) Campus Level

| | |
|---|----|
| Executive Director/ chancellor | 18 |
| Satellite Head | 15 |
| Campus Directors for Instruction, Research Extension and Production | 13 |
| Campus Secretary | 10 |
| Other Designations signed by the Vice President | 10 |
| Other Designations signed by the Executive Officer (e.g. Campus Guidance Counselor) | 6 |
| Heads of Special Programs with MOA (no honorarium) | |
| 1) International | 9 |
| 2) National/ Regional | 6 |
| 3) Local/ Institutional | 3 |
| Campus Registrar | |
| 100 students and less | 2 |
| 101-300 students | 4 |
| 301-700 students | 6 |
| 701-1000 students | 8 |
| 1001 students and above | 10 |

c) College Level

| | |
|--|-------------|
| Dean | 15 |
| Associate Dean | 13 |
| Department Chairperson/ H.S. Principal | |
| Corresponding credits will be given on a Graduated basis depending on the number of Staff supervised as follows; | |
| 5 or less | 4 |
| 6-8 | 7 |
| 9 or more | 10(maximum) |
| Designations signed by the Campus Exec. Director | 3 |
| College Secretaries | |
| 500 students or less | 8 |
| 501-700 students | 10 |
| 701 students above | 12 |

4.f. OTHER ASSIGNMENTS

The following assignments may be given credit units for the purpose of determining workload. However, they shall not be included in the computation of excess workload.

- 1) Committee Membership

| | |
|--|-------------|
| <u>University Level</u> (1 credit unit/ committee) | 3 (maximum) |
| Staff Development Committee | |
| Bids and Awards Committee | |
| Recruitment, Selection and Promotions Board | |
| Faculty Workload Committee | |
| University PERC | |
| Curriculum Development and Review Committee | |
| Evaluation and Review Committee for faculty Upgrading (during evaluation period only) | |
| <u>Campus Level</u> (.075 credit unit/ committee) | |
| Campus Level PERC | |
| Staff Development Committee | |
| Bids and Awards Committee | |
| Recruitment, Selection and Promotions Board | |
| Campus Workload Committee | |
| Evaluation and Review Committee for faculty Upgrading (during evaluation period only) | |
| <u>College Level</u> (0.50 credit unit/ committee) | |
| College PERC | |

- 2) Accreditation Work

| | |
|--|-------------|
| | 3 (maximum) |
| As Accreditation Over- all Coordinator | 3 |
| As Area Chair | 2 |
| As Area Member (During accreditation report is submitted) | 1 |

- 3) Publication Coordination

| | |
|---|-------------|
| | 4 (maximum) |
| Institutional/ University Publication | 4 |
| Campus Publication | 3 |
| College Publication (Provided that there is at least one issue published per semester) | 2 |

- 4) Advisers of recognized student organizations or Class Advisers whose designation is signed by the Campus Executive Director or Satellite Head- .50/org. or class but not exceed 1.0 (maximum)

VI. General Provisions for Workload and Overload Computation

- 1) Faculty members shall be allowed to have overload/excess load with honorarium and/ or non- monetary incentive (vacation- service credits) provided that they must first meet the minimum/ regular workload of 24 FTE.
- 2) Excess load entitled to payment of honorarium and/ or conversion to vacation service credits shall be limited to a maximum of six (6) FTE/ week or 108 hours per academic term.
- 3) Faculty Members with administrative designations are required to satisfy first the following credit workload units of actual teaching per week:

Vice- President, Executive Directors/ Chancellors, Deans

University Director and Satellite Heads 3 credit units

Campus Directors for Instruction, Research, Extension and Production, Associate Dean 6 credit units

Department Chairperson/ Principals, College Secretaries 9 credit units

College Coordinators (e.g. research, extension, production) 12 credit units

Faculty detailed in the Department of Research, Extension and Production 6 credit units

- 4) Faculty Members holding more than one (1) designation shall be given corresponding credit units for just one designation, whichever is higher.
- 5) In case the appropriated amount in the University budget for honoraria will not be enough to cover the payment of such expenditures, the available amount shall be proportionately allocated and the unpaid balance will be converted into vacation service credit.
- 6) Deans should see to it that faculty workload assignments are equitably and fairly distributed such that it will result to cost savings without prejudice to the quality of instruction.
- 7) The giving of credit units to subjects shall be based on the nature (intensiveness and/ or extensiveness) of the contact of the faculty to the students and not necessarily on the credit units provided in the curriculum of the program.
- 8) Approved requested subjects with less than 15 students in the undergraduate and less than 5 students in the graduate shall not be considered in the computation of overload, except in cases where there are graduating students.
- 9) Faculty members who are required to report to the Graduate School during Saturdays and Sunday by the nature of their administrative duties are entitled to proportionate service credits for the number of non- teaching hour rendered.
- 10) Faculty members with the rank of Assistant professor and above must satisfy the requirements of NBC 471 of involvement/ participation in at least one or a combination of either research, extension or production, aside from instruction.

VI. EFFECTIVITY

This revised policies/ guidelines for faculty workload of Isabela State University took effect on October 23, 2001 by virtue of Board Res. No. 57,s. 2001.

ALETH M. MAMAUAG, Ph.D
President

POLICY AND MECHANICS FOR THE CONVERSION OF UNPAID FACULTY OVERLOAD TO VACATION LEAVE CREDITS

Legal Bases:

- 1) Omnibus Rules Implementing Book V of Executive Order No. 292
- 2) Approved under Board Res. No. 30, s. 2001 dtd. May 28,2001

Due to budgetary constraints, overload of faculty members teaching in the Graduate and Undergraduate Programs are not always paid in full. Whatever amount is available is paid to overload claims on a pro- rated basis.

In order to remedy the situation, the University hereby adopts the policy of converting the unpaid balance of the faculty overload into vacation leave credits.

1.0 OBJECTIVES

To provide incentives to faculty members with overload who cannot be paid in full due to budgetary limitations.

To properly compensate overload faculty with non- monetary benefits in case they could not be paid either in full or in part due to budgetary constraints.

2.0 SCOPE

All faculty members teaching in the Graduate, Undergraduate, and High School with overload as computed by the Workload Committee will be entitled to this benefit. The conversion will apply only during academic terms when the allocated amount for honoraria in the University budget is not enough to cover the claims for overload pay.

3.0 DEFINITION OF TERMS

- 3.1 Faculty Workload- the computed workload of the faculty from instruction and quasi-teaching functions based on the University Workload Policy.
- 3.2 Overload/ Excess Workload- the excess of the total workload over the regular faculty workload.
- 3.3 Leave Credit- the number of days resulting from the conversion of the unpaid overload into leave credit.

4.0 MECHANISM OF CONVERSION

- 4.1 The workload is first computed and checked by the Workload Committee, which will determine if a faculty member has an overload or excess workload. Only a maximum of six (6) overload units or 108 hours per academic term will be allowed. Any excess of 6 overload units or 108 hours will be forfeited.
 - 4.2 The overload pay/ honorarium is computed by the Accounting Office in accordance with DBM rules using the data provided by the Workload Committee.
- a) Computation of PHTR:
- Annual Salary x Degree Factor
(Doctoral= 0.0015; Masteral=0.0014; B.S.=0.000781)

b) Computation of Overload Honorarium/ pay:

- PHTR x Overload Hours

4.3 Computed overload honorarium/ pay is paid proportionately based on the amount available for honoraria. Only a maximum of 3 overload units or 54 hours will be paid for the Graduate load and the excess, if any, will be charged to the Undergraduate overload pay/ honorarium. The maximum overload pay or honorarium to be paid for both the Graduate and the Undergraduate/ High School will be 6 overload.

Faculty teaching equivalent / units load per week:

- 18 units- teaching load per week
- 21 units- teaching load per week
- 24 units- teaching load per week
- 40 hours-no. of hours for five (5) days a week or eight (8) hours a day.

Equivalent Ratio:

- 18: : 40 = 2.22 equivalent unit per hours
- 21: : 40 = 1.90 equivalent unit per hours
- 24: :40 = 1.66 equivalent unit per hours

Example:

- 1) A faculty with a teaching overload of 3 units per semester based on 24 units maximum load using the no. 1 ratio 2.2 equivalent units per hour.

Computation

$$\begin{array}{r}
 54 \quad \text{hours/ semester} \\
 \times 2.22 \quad \text{equivalent units per hour} \\
 \hline
 19.88 \quad \text{equivalent units per semester}
 \end{array}$$

$$\begin{array}{r}
 =119.88 \\
 8 \text{ hours (no. of working hours a day)} \\
 =14.98 \text{ days leave credits}
 \end{array}$$

5.0 NOTICE OF ENTITLEMENT OF CONVERTED VACATION LEAVE CREDITS

- 5.1 The University President will issue a Special Order to all concerned offices regarding the list of faculty members who are entitled to converted leave credits.
- 5.2 Individual faculty members entitled to converted credits will be issued a letter- notice signed by the President or his duly authorized representative, copy furnished the Personnel Office and the Records Office.
- 5.3 The Personnel Office will enter the converted leave credits to the individual leave ledger of the faculty.

EFFECTIVITY

This policy Guidelines and Mechanics for the conversion of unpaid overload pay/honorarium took effect on May 28, 2001 by virtue of Board Res. No. 30, s. 2001.

ALETH M. MAMAUAG, Ph.
President

**Republic of the Philippines
ISABELA STATE UNIVERSITY
Echague, Isabela**

GUIDELINES FOR THE AWARDING OF HOUSING UNITS TO FACULTY/ STAFF

Objectives:

The in- campus housing program of the Isabela State University has the following objectives:

- 1) To facilitate the efficient implementation of the programs of the University, leading to the achievement of its objectives and goals.
- 2) To provide incentive to deserving personnel in order to increase their efficiency/ affectivity.

Operational Framework:

The housing program operates within the framework of the following existing situations:

- 1) These are at present very few housing units available in comparison with the number of applicants.
- 2) The University has very limited resources and is not in a position to provide an adequate number of housing units to meet actual needs.
- 3) Incentives other than housing are provided the employees and faculty, within the limits of available resources.

Implementing Guidelines/ Criteria:

The following guidelines shall be observed in evaluating applicants for housing units.

| <u>Concern</u> | <u>Guidelines</u> |
|-------------------------|---|
| Pre- Qualification | 1.1 Only those who are married and with permanent appointments are qualified to apply for a housing unit. |
| Application/ Evaluation | 2.1 Application forms should be secured from the office of the Campus Committee on staff Housing. 2.2 The application forms, duly accomplished should be submitted to the Campus Committee on Staff Housing, for evaluation. |

Occupancy

2.3 The applicants will be evaluated on the basis of the criteria.

3.1 A written contract between the University and the awardee shall be executed prior to the occupancy.

3.2 The awardee shall pay a minimum monthly rental for maintenance cost, such amount to be determined on the basis of the size and condition of the unit applied for.

3.3 The awardee shall not accept paying boarders/ lodgers.

3.4 The awardee shall shoulder the cost of light And water bills.

3.5 The awardee shall immediately notify the Campus authorities in case of damage due to accidents/ fortuitous events.

3.6 Repairs for damage shall be borne by the occupants.

3.7 An inventory for the structure/ facilities shall be done prior to, and at the termination of occupancy.

3.8 The University shall be allowed access to the unit for period inspection.

3.9 Entitlement to occupancy is non- transferable.

3.10 The University shall determine the land boundaries of each unit.

3.11 Livelihood projects are encouraged within the allowed land boundaries of the unit, provided these do not become a source of disturbance or hazard to the neighborhood.

3.12 A 50-50 sharing scheme shall be observed for income- generating assets already within the perimeter at the time of occupancy.

3.13The University reserves right to institute such actions as will protect the safety of the housing unit from damage and the occupants from harm.

4. Termination of Occupancy

4.1 Entitlement to occupancy is co- terminus with employment, provided that the University reserves the right to terminate such privileges for cause even prior to the employees separation from the University.

4.2 A faculty/ employee who goes on study leave may be allowed to retain his privilege as occupant of the unit, provided the period of his leave is limited to the prescribed period stipulated in the Scholarship Agreement. The University reserves the right, however, to award the unit temporarily to other applicants for the duration of the awardees leave of absence after prior consultation with the incumbent occupant.

4.3 Permanent improvements undertaken by the occupant become the property of the University upon the termination occupancy.

Criteria for the Evaluation of Applicant for a Housing Unit

| <u>Criteria</u> | <u>Points</u> <u>40 pts. – maximum</u> |
|--|---|
| 1) Nature of Work (Required presence in Campus outside office hours) | 10 pts.-rarely once in a while (20-40% of the time) 20 pts.- often (40-60% of the time) 30 pts.- very often/ frequently (60-80% of the time) 40 pts.- almost always/ always (80-100% of the time) |
| 2) Position Held (For levels of position held, Refer to organizational chart) | 10 pts.- (level 1) 8 pts.- (level 2) 6 pts.- (level 3) 4 pts.- (level 4) 2 pts.- (level 5) |
| 3) Number employed in ISU (Include only spouse and unmarried children living with applicant) | 5 pts.- (two or more employed) 2 pts.- (only one employed) |
| 4) Length of Service | 5 pts. – (30 years or more) 4 pts. – (20-29 years) 3 pts. – (10- 19 years) 2 pts. – (less than 10 years) |
| 5) Place of Origin | 10 pts.- If not a native on the campus where he/ she is |

presently assigned.

- | | |
|---|--|
| 6) House Ownership | 10 pts. – if applicants does not own a house in the campus where he/ she is presently assigned |
| 7) Family size (include only qualified dependents living with applicants) | 10 pts.- couple with more the 4 dependents 8 pts.- couple with 3-4 dependents 6 pts. - couple with 1-2 dependents 4 pts. - couple without dependents |
| 8) Family Income | 10 pts.- less than P2,000 per month 8 pts.- P2,000- P2,999 per month 6 pts.- P3,000- P3,999 per month 4 pts.- P4,000-P4,999 per month 2 pts,- P5,000 or more |

Maximum Number of Points = 100

APPROVED GUIDELINES/CRITERIA IN GRANTING HONORARIA TO SOME DESIGNATED OFFICIALS OF THE UNIVERSITY

Legal Basis:

- 1) Approved under Board Res. No. 66,s. 2002 dtd. August 9, 2002
- 2) Faculty Workload Policies under Board Res. No. 57, s. 2001 dtd October 23, 2001

Those ISU Officials who are not entitled to Representation Allowance and Transportation Allowance (RATA) pursuant to the provisions of NBC 404 dated March 29,1989 shall be granted honoraria in lieu of the RATA, provided they meet the following guidelines/ criteria and subject to the provision of the duly approved Faculty Workload Policies under B.O.R. Res.No.57,s.2001 dated October 23,2001, to wit:

- 1) For University Level or Campus Level designations, the office must have a year- round function as evidenced by the Program of Work (POW) or Action Plan (AP) and performs supervisory function involving at least 1,000 students and at least 50 faculty and supportive staff through actual contact and the use of telephone, cellphone, radio, other form of communication media, or and covering the University System.
- 2) For Campus Director of Academic and Related Affairs (ARA) or Administrative and Finance Service (AFS), the campus must have at least 1,000 students in the tertiary and advanced education, and he/she supervises at least 7 personnel who are holding plantilla items positions.
- 3) For Campus Director for Research and/ or Extension projects in the campus where he/ she is designated with a total project cost of P500, 000.00, regardless of funding source. Provided the Campus Directors does not receive honorarium from any all of the Campus 10 approved on- going research projects/ studies. Provided, further, the submission of a terminal report indicating therein at least 30-50% status of the projects is required; and in the case of the Extension Department, a progress report is required.
- 4) Officials receiving incentives, by the nature of their designations, shall no longer be included in the workload the FTE of the designation.
- 5) For the Director of External Linkages, he/ she must have forged at least three linkages which are provincial/ regional, or two are national or international in scope; and has generated external fund source of least a total amount of P1 million per year.
- 6) For the Director of General Services, he must cover the whole University system. If based in one campus, there must be at least four (4) colleges with an aggregate of not less than 1,500 students, supervise at least 15 personnel holding plantilla items, and must submit a monthly accomplishment report.
- 7) For the Supervisory of the Security Force, he must cover the whole University system, to include all regular security guards and also private agency guards, whose duties, among others, include the following; a.) must submit monthly accomplishment report; b) conducts regular meeting; c.)conducts training to improve the competence of the security force..
- 8) Consultancy/ advisory ship with honoraria shall not be considered as extension activity.

GUIDELINES FOR THE SEARCH FOR THE BEST EMPLOYEE

Legal Basis:

- 1) BOR Res. No. 119, s. 2002 dated December 2002

WHO ARE QUALIFIED?

- 1) The search is open to non- teaching positions involving Clerks, Laborers, Carpenters, Security guards, Farm Workers, Janitors and other positions in a non- supervisory capacity.
- 2) Must have a performance rating of at least "VERY SATISFACTORY" for the last two (2) consecutive years immediately preceding the search.

WHO ARE NOT QUALIFIED?

- 1) Employees with pending administrative criminal cases.

CRITERIA FOR EVALUATION

- a) Performance Evaluation System (PES) 50 pts.

He/ she must have ratings of at least VERY SATISFACTORY last two (2) consecutive years. To compute the points for this item, the average numerical ratings of the four consecutive rating periods (2 years) multiplied by 5.

Ex. $\frac{8.76 \text{ (rating period)} + 8.65 \text{ (RP2)} + 8.80 \text{ (RP 3)} + 9.08 \text{ (RP 4)}}{4}$

$$= 8.82 \quad \times \quad 5 = 44.1 \text{ pts.}$$

- b) Integrity and Loyalty 25 pts.

- a. Moral Uprightness

- Must not have convicted of a crime or offense of any nature or must not have been involved in any case even if such was settled amicably out of court.
- Must have no pending administrative, civil or criminal case.
- Must not have been the subject of any complaint involving moral turpitude

- b. Trust and Confidence

CRITERIA FOR THE SELECTION OF COLLEGE DEAN

Legal Bases:

MUST CRITERIA:

- 1) Educational Qualification – appropriate Doctoral Degree
- 2) Experience – 2 years administrative experience
-- Minimum of 5 years teaching experience

DISCRIMINATING CRITERIA:

| | | |
|--|---|------|
| 1) Research Experience | - | 10% |
| 2) Managerial Capability | - | 30% |
| 3) Integrity, Commitment to Duty | - | 20% |
| 4) Vision (Proactive/Dynamic) | - | 10% |
| 5) Competence (leadership, ability, expertise In his/her line of specialization | - | 20% |
| 6) Public Relations (networking and linkages) | - | 10% |
| | | 100% |

ADMINISTRATIVE DISCIPLINARY RULES ON SEXUAL HARASSMENT CASES

Legal Bases:

- 1) Section 11, Article 11 of the 1987 Constitution
- 2) RA 7877
- 3) RA 6713 –Code of Conduct and Ethical Standards for Public Officials and Employees
- 4) EO 292

WHEREAS, Section 11, Article 11 of the 1987 Philippine Constitution provides that the state values the dignity of every human person and guarantees full respect for human rights;

WHEREAS, the Vienna Declaration and Programme of Action of the World Conference on Human Rights (June 1993) and the Beijing Declaration and Platform for Action of the Fourth World Conference on Women (September 1995) reaffirm the equal rights and inherent human dignity of women and men, and particularly the human rights of women as an inalienable, integral and indivisible part of all human rights and fundamental freedom.

WHEREAS, the Philippines, with other states of the World, has reaffirmed, through the Vienna Declaration and Programme of Action and the Beijing Declaration and Platform of Action, its solemn commitment to fulfill its obligations to promote universal respect for, and observance and protection of all human rights and fundamental freedoms for all in accordance with the Charter of the United Nations, other instruments relating to human Rights, the international law;

WHEREAS, the Vienna Declaration and Programme of Action stresses that all forms of sexual harassment are incompatible with the dignity and worth of the human person and must be eliminated by legal measures and through national action, while the Beijing Platform for Action specifically mandates Governments to “enact and/or reinforce penal, civil, labor and administration sanctions in domestic legislation to punish and redress” violence against women in all educational institutions, workplaces, and elsewhere;”

WHEREAS, the Philippine Congress enacted on February 14, 1995 Republic Act No. 7877, otherwise known as the “Anti-Sexual Harassment Act of 1995”, which took effect on March 5, 1995 and declares unlawful sexual harassment against women and men in the employment, education and training environment.

WHEREAS, Section 4 (a) of Republic Act No. 7877 mandates every employer or head of agency in the public and private sectors to promulgate rules and regulations prescribing the procedure for the investigation of sexual harassment against women and men in the employment, education and training environment.

WHEREAS, there is a need to devise uniform rules and regulations particularly in the definition of the administrative offense of sexual harassment and the sanction therefore, and the procedures for the administrative investigation, prosecution and adjudication of sexual harassment cases.

WHEREAS, Section 3, Article IX (B) of the 1987 Constitution, Section 1 and Section 12 (19), Subtitle A, Title 1 of Book V of the Administrative Code of 1987 (Executive Order No. 292) and Section 4 (B), Republic Act No. 6713, otherwise known as the “Code of Conduct and Ethical Standards for Public Officials and Employees,” empower the Civil Service Commission,

as the Central Personnel agency of the Government officials and employees, in order to promote morale, efficiency, integrity, responsiveness in the entire government bureaucracy;

WHEREAS, Section 4 of Republic Act No. 6713 provides norms of personal conduct for public officials and employees to observe in the performance of official duties, and specifically directs that they shall act without discrimination against anyone, and shall at all times respect the right of others and refrain from doing acts contrary to law, good morals, good customs, public policy, public order, public safety and public interest;

WHEREAS, sexual harassment violates the dignity of workers and their right to a humane, just and safe work environment, defeats and impairs morale and efficiency in the workplace, and violates the merit and fitness principle in the civil service.

NOW THEREFORE, this Commission hereby promulgates these Rules and regulations defining the administrative offense of sexual harassment and prescribing the standard procedure for the administrative investigation, prosecution and resolution of sexual harassment cases in the public sector.

RULE I. TITLE

Section 1. These Rules shall be known as the Administrative Disciplinary Rules on Sexual Harassment Cases.

RULE II. COVERAGE

Section 2. These Rules shall apply to all officials and employees in government, whether in the Career on Non-Career service and holding any level of position, including Presidential appointees and elective officials regardless of status, in the national or local government, state colleges and universities, including government-owned or controlled corporations, with original charters.

RULE III. DEFINITION

Section 3. For the purpose of these Rules, the administrative offense of sexual harassment is an act, or a series of acts, involving any unwelcome sexual advance, request or demand for a sexual favor, or other verbal or physical behavior or a sexual nature, committed by a government employee or official in a work-related, training or education related environment of the person complained of.

- a) Work-related sexual harassment is committed under the following circumstances:
 - 1) submission to or reject of the act or series of acts is used as a basis for any employment decision (including, but not limited to, matters related to hiring, promotion, raise in salary, job security, benefits and any other personnel action) affecting the applicant/employee; or
 - 2) the act or series of acts have the purpose or effect of interfering with the complainant's work performance, or creating an intimidating, hostile or offensive work environment; or
 - 3) the act of series of acts might reasonably be expected to cause discrimination, insecurity, discomfort, offense or humiliation to a complainant who may be a co-employee, applicant, customer, or ward of the person complained of.
- b) Education or training-related sexual harassment is committed against one who is under the actual or constructive care, custody or supervision of the offender, or against one whose education, training, apprenticeship, internship or tutorship is directly or constructively entrusted to, or is provided by, the offender when;

- 1) submission to or rejection of the act or series of acts is used as a basis for any decision affecting the complainant, including, but not limited to, the giving of a grade, the granting of honors or a scholarship, the payment of a stipend or allowance, or the giving of any benefit, privilege or consideration.
- 2) the act or series of acts have the purpose or effect of interfering with the performance, or creating an intimidating, hostile or offensive academic environment of the complainant, or
- 3) the act or series of acts might reasonably be expected to cause discrimination, insecurity, discomfort, offense or humiliation to a complainant who may be a trainee, apprentice, intern, tutee or ward of the person complained of.

Section 4. Sexual harassment may take place:

- 1) in the premises of the workplace or office or of the school or training institution;
- 2) in any place where the parties were found as a result of work or education or training responsibilities or relations;
- 3) at work or education or training-related social functions;
- 4) while on official business outside the office or school or training institution or during work or school or training-related travel;
- 5) at official conferences, for a, symposia or training sessions; or
- 6) by telephone, cellular phone, fax machine or electronic mail.

RULE IV. FORMS OF SEXUAL HARASSMENT

Section 5. The following are illustrative forms of sexual harassment:

- a) Physical
 - 1) Malicious Touching
 - 2) Overt sexual advances
 - 3) Gestures with lewd insinuation
- b) Verbal, such as but not limited, requests or demands for sexual favors, and lurid remarks
- c) Use of objects, pictures or graphics, letters or written notes with sexual underpinnings
- d) Other forms analogous to the foregoing

RULE V. PERSONS LIABLE FOR SEXUAL HARASSMENT

Section 6. any government official or employee, regardless of sex, is liable for sexual harassment when he/she:

- a) directly participates in the execution of any act of sexual harassment as defined by these Rules;
- b) induces or directs another or others to commit sexual harassment as defined by these Rules;
- c) cooperates in the commission of sexual harassment by another through an act without which the sexual harassment would not have been accomplished;
- d) cooperates in the commission of sexual harassment by another through previous or simultaneous acts.

RULE VI. COMMITTEE ON DECORUM AND INVESTIGATION (CODI) OF SEXUAL HARASSMENT CASES

Section 7. A Committee on decorum and investigation shall be created in all national or local agencies of the government, state colleges and universities, including government-owned or controlled corporations with original charter. The Committee shall perform the following functions:

- a) Receive complaints of sexual harassment;
- b) Investigate sexual harassment complaints in accordance with the prescribed procedure;
- c) Submit a Report of its findings with the corresponding recommendations to the disciplining authority for decision;
- d) Lead in the conduct of discussion about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment;

Localized Committees on Decorum and investigation established in the regional or field offices, as the case may be, of the agency or institution shall have the same functions as stated above and shall submit the report of investigation with its recommendation directly to the disciplining authority.

When a member of the Committee is the complaint or the person complained of in sexual harassment case, he/she shall be disqualified from being a member of the Committee.

Section 8. Composition. In a work related environment, a Committee on Decorum and Investigation shall be composed of at least one (1) representative each from the management, accredited union, if any, the second level employees, and from the first level employees, duly selected by the unit concerned.

In an educational or training institution, the Committee shall be composed of at least one (1) representative from the administration, the trainers, instructors, professors or coaches, and students or trainees, as the case may be, duly selected by the levels.

Section 9. The agency may formulate its own rules governing the term of office of its members which should be more than two years, and other matters pertaining to the functions of the Committee not otherwise provide in these rules.

RULE VII. PRE-FILING STANDARDS OPERATING PROCEDURES IN ATTENDING TO VICTIMS OF SEXUAL HARASSMENT

Section 10. The Pre-filing Stage. The agency may adopt mechanism to provide assistance to an alleged victims of sexual harassment which may include counseling, referral to an agency offering professional help, and advice on options available before the filing of the complaint.

RULE VIII. STANDARD PROCEDURAL REQUIREMENTS

Section 11. The procedural ruled provided hereunder are the standard requirements in handling a sexual harassment case.

Section 12. Complaint

- a) The Complaint may be filed at any time with the disciplining authority of the office or agency, or with the Committee on Decorum and Investigation. Upon receipt of the complaint by the disciplining authority or the office or agency, the same shall be

transmitted to the Committee on Decorum and Investigation, if there is any. In the absence of a Committee on Decorum and Investigation, the head of office or agency shall immediately cause the creation of a Committee on Decorum and Investigation in accordance with the laws and rules, and transmit the complaint to the Committee.

- b) The complaint must be in writing, signed and sworn to by the complainant. It shall contain the following.
 - 1) the full name and address of the complainant
 - 2) the full name, address, and the position of the respondents;
 - 3) a brief statement of the relevant facts;
 - 4) evidence, in support of the complaint, if any;
 - 5) . a certification of non-forum shopping.

In the absence of any one of the aforementioned requirements, the complaint shall be dismissed without prejudice to its refiling.

Where the complaint is not under oath, the complaint shall be summoned by the Committee to swear to the truth of the allegations in the complaint.

- c) Complaints sent by telegram, radiogram, electronic mail or similar means of communication shall be considered non-filed unless the complainant shall comply with the requirements provided in Section 12(b) within ten (10) days from receipt of the notice of compliance.
- d) Withdrawal of the complaint at any stage of the proceedings shall not preclude the Committee from proceeding with the investigation where there is obvious truth or merit to the allegations in the complaint or where there is documentary or direct evidence that can prove the guilt of the person complaint of.

Section 13. Action of the Complaint. Upon receipt of a complaint that is sufficient in form and substance, the Committee on Decorum and Investigation shall require the person complained of to submit a Counter-Affidavit/Comment under oath within three (3) days from receipt of the notice, furnishing a copy thereof to the complainant, otherwise the Counter-Affidavit/Comment shall be considered as not filed.

Section 14. Preliminary Investigation. A preliminary investigation shall be conducted by the Committee on Decorum and Investigation. The investigation involves the ex parte examination of documents submitted by the complainant and the person complained of, as well as the documents readily available from other government offices.

During the preliminary investigation, the parties may submit affidavits and counter-affidavits.

Upon receipt of the counter-affidavit or comment under oath, the Committee on Decorum and Investigation shall be held under strict confidentiality.

Section 15. Duration of the Investigation. A preliminary investigation will commence not later than five (5) days from receipt of the complaint by the Committee on Decorum and Investigation and shall be terminated within fifteen (15) working days thereafter.

Section 16. Investigation Report. Within five (5) working days from the termination of the preliminary investigation, the Committee on Decorum and Investigation shall submit the Investigation Report and the complete records of the case to the disciplining authority.

Section 17. Decision or Resolution After Preliminary Investigation. – If a prime facie case is established during the investigation, a formal charge shall be issued by the disciplining authority within three (3) working days from receipt of the Investigation Report.

In the absence of a prima facie case, the complaint shall be dismissed within the same period.

Section 18. Formal Charge. After finding a prima facie case, the disciplining authority shall formally charge the person complained of. The formal charge shall contain a specification of the charge(s), a brief statement of material or relevant facts, accompanied by certified true copies of the documentary evidence, if any, sworn statements covering the testimony of witnesses, a directive to answer the charge(s) in writing under oath in not less than seventy-two hours from receipt thereof, an advice for the respondent to indicate in his/her answer whether or not he/she elects a formal investigation of the charge(s), and a notice that he/she is entitled to be assisted by a counsel of his/her choice.

If the respondent has submitted his/her comment and counter-affidavits during the preliminary investigation, he/she shall be given the opportunity to submit additional evidence.

The Committee on Decorum and Investigation shall not entertain requests for clarification, bills of particulars or motions to dismiss which are obviously designed to delay the administrative proceeding. If any of these pleading is filed by the respondent, the same shall be considered as part of his/her answer which he/she may file within the remaining period for filing the answer.

Section 19. Answer. The answer, which must be in writing and under oath, shall be specific and shall contain material facts and applicable laws, if any, including the administrative proceeding. If any of this pleading is filed by the respondent, the same shall be considered as part of his/her answer which he/she may file within the remaining period for filing the answer.

Section 20. Failure to File an Answer. If the Respondent fails or refuses to file his/her answer to the formal charge within seventy two (72) hours from receipt thereof without justifiable cause, he/she shall be considered to have waived his right thereto and formal investigation may commence.

Section 21. Preventive Suspension. Upon petition of the Complainant or motu proprio upon the recommendation of the Committee on Decorum and Investigation, at any time after the service of the Formal Charge to the respondent, the proper disciplining authority may order the preventive suspension of the respondent during the formal investigation, if there are reasons to believe that he/she is probably guilty of the charges which would warrant his/her removal from the service.

An order of preventive suspension maybe issued to temporarily remove the respondent from the scene of his/her misfeasance or malfeasance and to preclude the possibility of his/her exerting undue influence or pressure on the witnesses against him/her or tampering of documentary evidence on file with this Office.

Section 22. Duration of Preventive Suspension. When the Administrative case against the respondent under preventive suspension is not finally decided by the disciplining authority within the period of ninety (90) days after the date of his/her preventive suspension, unless otherwise provided by special law, he/she shall be automatically reinstated into the service; provided that when the delay in the disposition of the case is due to the fault, negligence or petition of the respondent, the period of delay should not be included in the counting of the ninety (90) calendar days period of preventive suspension. Provided further that should the respondent be on paternity/ maternity leave, said preventive suspension shall be deferred or interrupted until such time that said leave has been fully enjoyed.

Section 23. Remedies from the Order of Prevention Suspension.

The respondent may file a motion for reconsideration with the disciplining authority or may elevate the same to the Civil Service Commission by way of an appeal within fifteen (15) days from receipt thereof.

Section 24. Conduct of Formal Investigation. Although the respondent does not request a formal investigation, one shall nevertheless be conducted by the Committee on Decorum and Investigation if it deems such investigation is necessary to decide the case judiciously.

The investigation shall be held not earlier than five (5) days nor later than ten (10) days from receipt of the respondent's answer. Said investigation shall be finished within thirty (30) days from the issuance of the form charge or the receipt of the answer unless the period is extended by the disciplining authority in meritorious cases.

Section 25. Pre-hearing Conference. – At the commencement of the formal investigation, the Committee on Decorum and investigation may conduct a pre-hearing conference for the parties to appear, consider and agree on any of the following:

- a) stipulated of facts;
- b) simplification of issues;
- c) identification and marking of evidence of the parties;
- d) waiver of objections to admissibility of evidence;
- e) limiting the number of witnesses, and their names;
- f) dates of subsequent hearings; and
- g) such other matters as may aid in the prompt and just resolution of the case.

The parties may submit position papers/memoranda and submit the case for resolution based on the result of the pre-hearing conference without any need for further hearing.

Section 26. Continuous Hearing Until Terminated; Postponement.-

Hearing shall be conducted on the hearing dates set by the Committee on Decorum and Investigation or as agreed upon during a pre-hearing conference.

Where no-pre-hearing conference is conducted, the parties, their counsel and witnesses, if any, shall be given a notice of at least five (5) days before the first scheduled hearing specifying the time, date and place of the said hearing and subsequent hearings. Thereafter, the schedule of hearings previously set shall be strictly followed without further notice. A party shall be granted only three (30) postponements upon oral or written requests. A further postponement may be granted only upon written request and subject to the discretion of the Committee on Decorum and Investigation.

If the respondent fails to appear during the scheduled hearings despite due notice, the investigation shall proceed ex-parte and the respondent is deemed to have waived his right to be present and to submit evidence in his favor during those hearings.

Section 27. Preliminary Matters. – At the start of the hearing, the Committee on Decorum and Investigation shall note the appearance of the parties and shall proceed with the reception of evidence for the complainant.

If the respondent appears without the aid of a counsel, he/she shall be deemed to have waived his/her to counsel.

Before taking the testimony of a witness, the Committee on Decorum and investigation shall place him/her under oath and then take his/her name, address, civil status, age, and place of employment.

Section 28. Appearance of Parties. – Any person representing any of the parties before any hearing or investigation shall manifest orally or in writing his/her appearance for either the respondent or complainant, stating his/her full name and exact address where he/she can served with notices and other documents. Any pleading or appearance made without complying with the above stated requirements shall not be recognized.

Section 29. Order of Hearing. – Unless the Committee on Decorum and Investigation direct otherwise, the order of hearing shall be as follows:

- a) The complainant shall present evidence in support of the charge;
- b) The respondent shall then offer evidence in support on his/her defense;
- c) The complainant may then offer rebuttal evidence, and the respondent, Sur – rebuttal evidence.

Every witness may be examined in the following order:

- a) Direct examination by the proponent;
- b) Cross-examination by the opponent;
- c) Re-direct examination by the proponent;
- d) Re-cross examination by the opponent.

A sworn statement of a witness properly identified and affirmed by the witness before the Committee on Decorum and Investigation shall constitute his/her direct testimony.

When the presentation of evidence has been concluded, the parties shall formally offer their evidence either orally or in writing and thereafter objections thereto may also be made either orally or in writing. Thereafter, both parties may be given time to submit their respective memorandum which in no case shall beyond five (5) days after the termination of the investigation. Failure to submit the memorandum within the given period shall ba considered a waiver thereof.

Section 30. Objections. All objections raised during the hearing shall be resolved by the committee on Decorum and Investigation. However, objections that cannot be ruled upon by the committee shall be noted with the information that the same shall be resolved by the Committee on Decorum and Investigation. However, objections that cannot be ruled upon by the Committee shall be noted with the information that the same shall be included in the memorandum of the concerned party to be ruled upon by the proper disciplining authority.

The Committee on Decorum and Investigation shall accept all evidence deemed material and relevant to the case. In case of doubt, the Committee on Decorum and investigation shall allow the admission of evidence subject to the objection interposed against its admission.

Section 31. Markings. – All documentary evidence or exhibits shall be properly marked by letter (A,B,C. etc) if presented by the complainant and by numbers (1,2,3,etc.) if presented by the respondent. These shall form part of the complete records of the case.

Section 32. Request for Subpoena. – If a party desires the attendance of a witness or the production of documents or things, he/she shall make a request for the issuance of the necessary subpoena, at least three (3) days before the scheduled hearing.

Section 33. Issuance of Subpoena. - The Committee on Decorum and investigation may issue subpoena and testificandum to compel the attendance of witnesses and subpoena duces tecum for the production of documents or objects.

Section 34. Records of Proceedings.



Republic of the Philippines
ISABELA STATE UNIVERSITY
_____ CAMPUS

Name of Faculty: _____ College/Campus: _____
Present Rank: _____ Department: _____

PASUC CRITERIA FOR EVALUATION OF FACULTY
(NBC 461)

SUMMARY OF POINTS

| MAJOR COMPONENTS | MAXIMUM POINTS | PREVIOUS POINTS AS OF 6-30-98 | ADDITIONAL POINTS AS OF 6-30-98 | TOTAL POINTS |
|--|----------------|-------------------------------|---------------------------------|--------------|
| 1.0 Educational Qualification | | | | |
| 2.0 Experience and Length of Service | | | | |
| 3.0 Professional Development, Achievement and Honors | | | | |
| TOTAL | | | | |

Campus Evaluation Committee:

Chairman

Member

Member

Member

Member

Chairman

Member

Member

Member

Member



Republic of the Philippines
ISABELA STATE UNIVERSITY
_____ CAMPUS

Name: _____ Total CCE Points Earned: _____

PASUC COMMON CRITERIA FOR EVALUATION
(NBC 461)

| | | RS | EP | RS | EP |
|---|---------------|-------|-------|-------|-------|
| 1.0 EDUCATIONAL QUALIFICATION... | 85 pts | _____ | _____ | _____ | _____ |
| 1.1 Highest relevant academic degree or educational attainment | | | | | |
| 1.1.1 Doctorate Degree | 85 | _____ | _____ | _____ | _____ |
| 1.1.2 Master's Degree | 65 | _____ | _____ | _____ | _____ |
| 1.1.3 LLB, MD | 65 | _____ | _____ | _____ | _____ |
| 1.1.4 Diploma Course | | | | | |
| Bachelor's Degree | 55 | _____ | _____ | _____ | _____ |
| 1.1.5 Bachelor's Degree (four years) | | | | | |
| Four years | 45 | _____ | _____ | _____ | _____ |
| Exceeding four years | | | | | |
| (plus 5 pts for every year) | | | | | |
| 1.1.6 Special Course | | | | | |
| 3-yr post secondary course | 30 | _____ | _____ | _____ | _____ |
| 2-yr post secondary course | 25 | _____ | _____ | _____ | _____ |
| 1.2 Additional equivalent and relevant degree earned | | | | | |
| 1.2.1 Additional Masters Degree | 4 | _____ | _____ | _____ | _____ |
| 1.2.2 Additional Bachelor's Degree | 3 | _____ | _____ | _____ | _____ |
| 1.3 Additional credits earned (max. 10 pts) | | | | | |
| 1.3.1 For every 3 units credit earned towards an approved higher degree course (max of 10 pts) | | | | | |
| 2.0 EXPERIENCE AND LENGTH OF SERVICE... | 25 pts | | | | |
| 2.1 Academic Experience | | | | | |
| 2.1.1 For every year of full-time academic service in state institution of higher learning. | 1 | _____ | _____ | _____ | _____ |
| 2.1.2 For every year of full-time academic service In an institution of higher learning other Than SUC's CHED Sels and TESDA TEIs, service In private or public research institution. | | | | | |
| 2.2 Administrative Experience | | | | | |
| 2.2.1 For every year of Administrative designation as: | | | | | |
| President | 3 | _____ | _____ | _____ | _____ |
| Vice President | 2.5 | _____ | _____ | _____ | _____ |
| Dean/Director/Sch.Supt. | 2 | _____ | _____ | _____ | _____ |
| Principal/Supervisor/Dept. | 1.5 | _____ | _____ | _____ | _____ |

| | | | | | |
|--|--------|-------|-------|-------|-------|
| Chairman/Head of Unit | | | | | |
| Cooperating Teacher | 0.5 | _____ | _____ | _____ | _____ |
| 2.3 Industrial/Agricultural Experience | | | | | |
| 2.3.1 For every year of full time industrial/ Agricultural teaching experience as: | | | | | |
| Engineer, Plant/Farm Manager | 1.5 | _____ | _____ | _____ | _____ |
| 2.3.2 Teaching experience in Basic and Secondary Education | 0.5 | _____ | _____ | _____ | _____ |
| 3.0 PROFESSIONAL DEVELOPMENT, AND HONORS... | 90 pts | | | | |
| 3.1 Innovations, patented inventions, publications and Other creative works (max of 30 pts) | | | | | |
| 3.1.1 For every cost and time saving innovations, patented invention and creative work as Well as discovery of an Educational technical, Scientific and/or cultural value | 1-7 | _____ | _____ | _____ | _____ |
| 3.1.2 For every published book (original, edited or Compiled) copyright/published within the last Ten years. | | | | | |
| As original author | 3-7 | _____ | _____ | _____ | _____ |
| As co-author | 2-5 | _____ | _____ | _____ | _____ |
| As reviewer | 1-4 | _____ | _____ | _____ | _____ |
| As translator | 1-4 | _____ | _____ | _____ | _____ |
| As editor | 1-3 | _____ | _____ | _____ | _____ |
| As compiler | 1-2 | _____ | _____ | _____ | _____ |
| 3.1.3 For every scholarly research/monograph/ Educational/tech'l. articles in a tech'l/scientific /professional journal | | | | | |
| International | 5 | _____ | _____ | _____ | _____ |
| National | 3 | _____ | _____ | _____ | _____ |
| Local | 2 | _____ | _____ | _____ | _____ |
| 3.1.4 For every scholarly manual/audio-visual Material develop and approved use: | | | | | |
| National | 3 | _____ | _____ | _____ | _____ |
| Regional | 2 | _____ | _____ | _____ | _____ |
| Local/Institutional | 1 | _____ | _____ | _____ | _____ |
| 3.2 For expert services, training and active participation In professional/technical activities (max. of 30 pts) | | | | | |
| 3.2.1 Training and Seminars (max of 10) | | | | | |
| 3.2.1.1 For every training course with a of at Least one year | | | | | |
| National | 5 | _____ | _____ | _____ | _____ |
| Regional | 3 | _____ | _____ | _____ | _____ |
| Local/Institutional | 2 | _____ | _____ | _____ | _____ |
| 3.2.1.2 For certified industrial agro-industrial Of fishery training (max of 5 pts – 1/120 hrs) | 5 | _____ | _____ | _____ | _____ |
| 3.2.1.3 For participation in conferences, | | | | | |

| | | | | | |
|---|------|-------|-------|-------|-------|
| seminars, workshops | | | | | |
| National | 3 | _____ | _____ | _____ | _____ |
| Regional | 2 | _____ | _____ | _____ | _____ |
| Local/Institutional | 1 | _____ | _____ | _____ | _____ |
| 3.2.2 Expert Services Rendered (max of 20 pts) | | | | | |
| 3.2.2.1 For serving as a short term consultant/ Expert in an logical, professional, Scientific or cultural nature sponsored By the gov't. or other agencies. | | | | | |
| International | 5 | _____ | _____ | _____ | _____ |
| National/Regional | 3 | _____ | _____ | _____ | _____ |
| Local | 2 | _____ | _____ | _____ | _____ |
| 3.2.2.2 For services rendered as coordinator, Lecturer, resource person or guest Speaker in conferences, workshops, And/or training courses. | | | | | |
| International | 5 | _____ | _____ | _____ | _____ |
| National/Regional | 3 | _____ | _____ | _____ | _____ |
| Local | 2 | _____ | _____ | _____ | _____ |
| 3.2.2.3 For expert services adviser in doctoral Dissertations, masters and Undergraduate thesis (max of 10 pts) | | | | | |
| Doctoral dissertation | 1 | _____ | _____ | _____ | _____ |
| Master's thesis | 0.5 | _____ | _____ | _____ | _____ |
| Local | 0.25 | _____ | _____ | _____ | _____ |
| 3.2.2.4 For certified services as re viewer/ Examiner in the PRC or in the CSC | | | | | |
| 3.2.2.5 For expert services in accreditation Work as member of the Board of Directors, member of the Tech'l. Comm. or consultant Group | 1 | _____ | _____ | _____ | _____ |
| 3.2.2.6 For expert services in trade skill certification | 1 | _____ | _____ | _____ | _____ |
| 3.2.2.7 For every year of service as coach/ Trainer in sports or adviser of student organization | 1 | _____ | _____ | _____ | _____ |
| 3.3 Membership in professional organization honor Societies and honors received (max of 10 pts) | | | | | |
| 3.3.1 For current indiv. membership in relevant Professional organization(s) | | | | | |
| Learned Society | | | | | |
| Full Member | | | | | |
| Associate Member | 2 | _____ | _____ | _____ | _____ |
| Honor society | 1 | _____ | _____ | _____ | _____ |
| Scientific society | 1 | _____ | _____ | _____ | _____ |
| Professional | | | | | |
| Office | 1 | _____ | _____ | _____ | _____ |
| Member | 0.5 | _____ | _____ | _____ | _____ |
| 3.3.2 For undergraduate academic honors earned | | | | | |
| Summa Cum Laude | 5 | _____ | _____ | _____ | _____ |
| Magna Cum Laude | 3 | _____ | _____ | _____ | _____ |

| | | | | | |
|---|-----|-------|-------|-------|-------|
| Cum Laude | 1 | _____ | _____ | _____ | _____ |
| 3.3.3 Scholarship/Fellowship. This may be degree granting | | | | | |
| International, competitive | | | | | |
| Doctoral | 5 | _____ | _____ | _____ | _____ |
| Masteral | 4 | _____ | _____ | _____ | _____ |
| Non-degree | 3 | _____ | _____ | _____ | _____ |
| International, non-competitive | | | | | |
| Doctorate | 3 | _____ | _____ | _____ | _____ |
| Masters | 2 | _____ | _____ | _____ | _____ |
| Non-degree | 1 | _____ | _____ | _____ | _____ |
| National/regional competitive | | | | | |
| Doctorate | 3 | _____ | _____ | _____ | _____ |
| Masters | 2 | _____ | _____ | _____ | _____ |
| Doctorate | 2 | _____ | _____ | _____ | _____ |
| Masters | 1 | _____ | _____ | _____ | _____ |
| Local competitive on-competitive | 1 | _____ | _____ | _____ | _____ |
| 3.4 Awards of distinction received in recognition of Achievement in relevant areas of specialization/ Professionals and or assignment of the faculty concerned. | | | | | |
| International | 5 | _____ | _____ | _____ | _____ |
| National/regional | 3 | _____ | _____ | _____ | _____ |
| Local | 2 | _____ | _____ | _____ | _____ |
| 3.5 Community Outreach (max of 5 pts) | | | | | |
| 3.5.1 For every year of participation is service-Oriented projects in the community. | 1 | _____ | _____ | _____ | _____ |
| 3.6 For every relevant licensure and other professional Examination passed (max of 10 pts) | | | | | |
| Engineering, Accounting, Law Medicine, Teacher's Board, etc. | 5 | _____ | _____ | _____ | _____ |
| Marine Board/Seaman Certificate, Master Electrician/Master Plumber Certificate, Etc; Plant Mechanic Certificate; Professional Radio Operator Certificate | 2 | _____ | _____ | _____ | _____ |
| Other trade skill certificate | 1 | _____ | _____ | _____ | _____ |
| GRAND TOTAL | 200 | _____ | _____ | _____ | _____ |

**COLLECTIVE NEGOTIATION AGREEMENT BETWEEN THE ISABELA STATE UNIVERSITY
AND THE ISABELA STATE UNIVERSITY NON-ACADEMIC STAFF ASSOCIATION (NASA)**

Legal Bases:

- 1) 1987 Constitution
- 2) PD 1434
- 3) Exe. Order No. 180 dated June 1, 1987
- 4) CSC Certificate of Registration No. 114 dated June 4, 2004
- 5) Board Res. No. 110, s. 2003

This Collective Negotiation Agreement is entered into by and between:

The ISABELA STATE UNIVERSITY existing under and by virtue of P.D. 1434 with principal office address at San Fabian, Echague, Isabela, herein referred to as the University represented by its President, Dr. Miguel P. Ramos,

And

The ISABELA STATE UNIVERSITY NON-ACADEMIC STAFF ASSOCIATION (ISU-NASA), a duly organized and existing legitimate association with Certificate of Registration No. 1029 dated February 21, 2002 by the Department of Labor and Employment and the Civil Service Commission and affiliated with the National Federation of Administrative Personnel of State Universities, with postal address at San Fabian, Echague, Isabela hereinafter referred to as the ASSOCIATION, represented by Mrs. Gilda G. Niala, President, and its duly constituted negotiating panel members.

WITNESSETH:

WHEREAS, the 1987 Constitution, among others, provide: The right of the people including those employed in the public and private sectors to form unions, associations or societies for purposes not contrary to law shall not be abridged (Sec. 8, Art. III).

WHEREAS, under the Constitution: The State affirms labor as primarily social economic force. It shall protect the right of workers and promote their welfare (Sec. 19, Art. II).

WHEREAS, Executive Order No. 180 dated June 1, 1987, recognize and guarantee, among others, the rights of government employees to self-organization and collective negotiation;

WHEREAS, the Civil Service Commission (CSC) and the Department of Labor and Employment (DOLE) recognize and support the rights of government employees to self organization and collective negotiation;

WHEREAS, the ASSOCIATION has been accredited by the Civil Service Commission under Certificate of Accreditation No. 344 and is the leading bargaining agent for all non academic employees in the Isabela State University

WHEREAS, the ASSOCIATION and the UNIVERSITY have agreed to sign and enter into a formal agreement on mutually acceptable terms as may hereinafter be agreed upon in order to provide just, humane, reasonable and equitable working conditions, ensure maximum

productivity and employee discipline; promote general welfare, health safety and the best interest of all ISU non-teaching personnel, as means of further fostering harmonious labor management relations;

WHEREAS, for the purpose of Negotiation Agreement, the Association Negotiating Panel shall be composed of the ISU-NASA President and duly authorized representatives from ISU-NASA of the different campuses;

NOW, THEREFORE, for and in consideration of the premises, covenants, undertakings, terms and conditions herein contained, the parties hereby mutually agree on the following terms and conditions.

ARTICLE I DECLARATION OF PRINCIPLES

SECTION 1. The UNIVERSITY and the ASSOCIATION recognize the basic rights of all members to living wage, security of tenure and humane condition of work.

SECTION 2. The UNIVERSITY and the ASSOCIATION shall adhere to the observance of international and national declaration of policies, laws and rules on the right of all workers to self organization, collective negotiation and to undertake association activities not contrary to law of the land and other promulgated policies of the UNIVERSITY.

SECTION 3. The parties adhere to promote a progressive and harmonious labor-management relationship.

ARTICLE II DEFINITION OF TERMS

SECTION 1. As used in this agreement, the following terms shall be referred to as follows:

- a) NEGOTIATING UNIT – consist of all Non-Teaching personnel, whether permanent, temporary, casual or contractual employed by the UNIVERSITY and who are members of the ASSOCIATION in good standing as defined in the Constitution and By-Laws of the Association;
- b) UNIVERSITY – refers to ISABELA STETE UNIVERSITY including all existing offices, units and campuses;
- c) MEMBERS – refer only to those within the coverage of the negotiating unit herein defined;
- d) NEGOTIATING PATTERN – comprises of the duly authorized representatives of the ISU-NASA from the different campuses.

ARTICLE III COVERAGE

It is agreed that the coverage of this Agreement refers to the negotiating unit as herein defined.

ARTICLE IV RECOGNITION

The UNIVERSITY hereby recognized the ASSOCIATION Negotiating Panel as the sole exclusive collective negotiating panel agent of all Non-teaching employees of the UNIVERSITY with respect to the terms and conditions of the employment.

ARTICLE V ASSOCIATION SECURITY

Section 1. The UNIVERSITY shall deal only through and directly with the ASSOCIATION on all matters and issues affecting the common interest, rights, welfare and benefits of all members covered by the CAN.

Section 2. The UNIVERSITY shall allow on official time the holding of Association meetings, General Assembly meetings and assembly meetings of Campus Association Officers, Executive Committee Meetings,, and Campus General Assembly Meetings.

Section 3. The ASSOCIATION shall be represented in the following UNIVERSITY/CAMPUS Management Boards/Councils/Committee:

- a) Administrative Council
- b) Personnel Recruitment & Section Board (PRSB)
- c) Business Management Board/Committee
- d) Committee on Decorum and Investigation
- e) Other committees that will be formed which affect the general welfare of the non-teaching employees

Section 4. The UNIVERSITY shall provide an office space for the ASSOCIATION to serve as the central headquarters and Principal office of the Association Officers.

Section 5. The UNIVERSITY recognized the rights of the ASSOCIATION to collect Associations dues and other contributions from its members through payroll deduction upon presentation of written authorization by the Association. The remittance of the said collection to the Association shall be on or before 10th day of the month following the date of collection.

ARTICLE VI MEMBERS' COMMITMENT TO THE UNIVERSITY

Section 1. Every member shall observe faithfully and conscientiously all policies, rules and regulations promulgated by the duly constituted authorities of the UNIVERSITY.

Section 2. It shall be the duty of every member and the ASSOCIATION to assist the UNIVERSITY in all its undertakings to improve the quality of service to its clients.

Section 3. Every member shall always uphold the interest of the UNIVERSITY over personal interest.

Section 4. The ASSOCIATION shall help the UNIVERSITY in instilling professionalism among the members, discharge their duties with the highest degree of excellence, intelligence and skill with utmost devotion and dedication to duty.

Section 5. Every member shall not use the name of the UNIVERSITY for purposes contrary to any existing laws, policies, rules and regulations or for his own personal benefit.

Section 6. The ASSOCIATION shall endeavor to enforce disciplinary measures to its erring members in accordance with the Constitution and By-laws and pursuant to existing laws.

Section 7. Every member shall endeavor to attain at least satisfactory performance in the conduct of his duties and functions. The ASSOCIATION shall impose sanctions for every member whose performance is below satisfactory level.

Section 8. The ASSOCIATION shall report violations of members of existing policies, rules and regulations of the UNIVERSITY for Official Action by the UNIVERSITY.

Section 9. Every member who grossly and willfully violates any provisions of this agreement shall be meted with the appropriate sanctions as approved by the University and all benefits due the erring members shall be waived.

ARTICLE VII MEMBERS' BENEFITS

Section 1. The UNIVERSITY shall grant the employees the option to enjoy compensation day-off in lieu of approved overtime work that cannot be paid due to unavailability of funds.

Section 2. The UNIVERSITY shall give priority to the members of the ISU-NASA who wish to avail of the monetization benefits a provided for in any government circulars.

Section 3. The university shall provide annual medical/dental check-up and health insurance to all members every year the amount of not less than P2,500.00 each employee as insurance premium to reputable Insurance Company subject to usual accounting and auditing rules and procedures.

**ARTICLE VIII
HEALTH AND SAFE WORKING CONDITION**

Section 1. The UNIVERSITY shall endeavor to improve/modernize medical and dental clinics and services of all campuses. Likewise, the UNIVERSITY shall provide first-aid facilities, trained first-aiders and improved medical-dental facilities.

Section 2. The University shall allow breast-feeding mothers for a period of two(2) months reinstatement, a one (1) hour official time during morning and afternoon in between time in and time out to attend to her child feeding needs. Beyond which the time consumed shall be considered absent and be deducted from her leave credits.

Section 3. The University shall provide facilities conducive to working condition such as proper room ventilation, potable drinking water, and free from polluted environment.

**ARTICLE IX
PROFESSIONAL GROWTH AND DEVELOPMENT**

Section 1. The UNIVERSITY shall support the approved Staff Development Plan of the Association for Personnel Growth and Development.

That the University, under the said plan, gives emphasis and utmost consideration to the employee staffing patterns, reclassification, upgrading position levels, professional development, incentives and award system and other economic and non-economic benefits of all employees.

Section 2. The University shall recognize the commitment and diligence of its employees for professional development while in the service, hence, may provide assistance for book allowance, to those pursuing bachelor's degree, master's and doctorate degrees, through their own initiative and resource, subject to staff development policies.

Section 3. The University shall give preference to one of the children upon the death and/or retirement of the member, if qualified for vacant position in the University, considering all things are equal.

Section 4. The University shall prioritize the hiring of casual or contractual employees who are qualified to fill-up vacant plantilla positions.

Section 5. The University shall expand the existing tuition assistance to the members and their children. It shall provide 75% discount of tuition fees to the member and free tuition fees to the children of permanent member-employee of ISU and next of kin of single member who will

enroll in the various levels of education being offered in the University, except program offerings in Graduate School, Law, Nursing, Medicine, Paramedical, and Information Technology.

Section 6. The University shall establish and pursue a program for the improvement and development of clerical and personnel doing frontline services.

ARTICLE X SPORTS, RECREATION AND CULTURE

Section 1. The University and the ASSOCIATION establish and implement a year-round Sports, Physical, Cultural, and Spiritual Development Programs in order to enhance team work, and employee's sense of morality and productivity.

Section 2. The University and the ASSOCIATION promote the development of professionalism and enhance employee's competency for better service to the University by sponsoring educational field trip/lakbay aral for employees once a year.

ARTICLE XI OTHER MEMBERS' PRIVILEGES

Section 1. The University shall provide legal assistance to a member in any of the following instances:

- a) If the employee is sued by any party in administrative case in connection with the performance of his/her duties and responsibilities.
- b) If the employee is subpoenaed/summoned to testify as witness for the University before any court, tribunal or body exercising quasi-judicial function.
- c) All members can be given opportunity to consult the ISU Legal Officer for legal advice and counseling pertaining to official function, through written request.
- d) Attendance of all members to official hearing shall be on official time, unless the member is used as witness for UNIVERSITY cases, it will be treated on official business.

Section 2. The University shall provide legal and moral support to all employees in case of accident or any other untoward incidents in connection with the performance of his/her duties and responsibilities.

Section 3. The University shall respect the right of the employee to refuse for good cause to work overtime, or render services whether temporary assignment and/or reassignment such as detail and given a designation other than his/her regular duties and function due to justifiable reasons/cause.

Section 4. The University shall give preference to one of the children or next of kin of a member, if qualified for the vacant position and if the need exists.

ARTICLE XII GRIEVANCE MACHINERY

Section 1. The UNIVERSITY and the ASSOCIATION recognize their indispensable role and hereinafter shall endeavor to further strengthen its existing Grievance Machinery to promote peaceful, wholesome and desirable management-employee relations and to prevent the same from the atmosphere of discontentment, disenchantment and dissatisfaction.

Section 2. As a further step to realize the objective provided under the preceding section, the ASSOCIATION shall endeavor to organize its own Grievance Committee as the first level in settling disputes, discontentment and/or dissatisfaction.

Section 3. The ASSOCIATION shall endeavor to resolve grievances expeditiously within its level as possible. Otherwise, the same may be elevated to the next level in accordance with the existing University Grievance Machinery Guidelines and Procedures.

ARTICLE XIII FUNDING

Section 1. Provisions of this Collection Negotiation Agreement which requires incentives and funding may be provided based on Resolution number 1, series of 2002 of Public Sector Labor Management Council on the grant of Collective Negotiation Agreement Incentive for National Government Agencies, State Universities and Colleges and Local government Units.

ARTICLE XIV BENEFITS PROVIDED BY LAW

Section 1. Subject to existing laws unless further revoked by subsequent laws the UNIVERSITY shall continue to implement the provisions of existing benefits to all entitled members.

Section 2. Within ninety (90) days from the date of signing of this Agreement and based on existing laws, rules and regulations, the UNIVERSITY shall review and propose a revised Incentives and Awards System for members.

ARTICLE XV EFFECTIVITY AND DURATION

Section 1. This COLLECTIVE NEGOTIATION AGREEMENT shall take effect upon signing by the Parties concerned and upon ratification by the majority of the members.

Section 2. Both parties agree that a point monitoring committee with equal membership shall be created and periodically convened to monitor the implementation of the provisions of this agreement.

Section 3. If any provision of this Agreement or the application of such provision to any employee or group of employees is declared invalid, the remainder of the Agreement shall not be affected by such declaration.

Section 4. This Agreement will expire after three (3) years.

Section 5. The University agrees that once this agreement is ratified by both parties, the University shall grant each members the amount of THREE THOUSAND (P3,000.00) for the first year of implementation and additional ONE THOUSAND PESOS (P1,000.00) per year for the two remaining years during the three-year duration of this agreement as Collective Negotiation Agreement Signing Incentive.

ISU NON-TEACHING STAFF CREDO

- 1) We believe that our first responsibility is to the STUDENTS, the FACULTY MEMBERS, and the OFFICIAL of the University.
- 2) In meeting their needs, everything we do must be of high quality.
- 3) We must constantly strive to increase our productivity by being efficient and effective in our functions and duties.
- 4) Our customers must be serviced promptly and accurately.
- 5) We are responsible to the Students, the Faculty and the University Officials, the men and women who work with us throughout the world.
- 6) Everyone must be considered as an individual.
- 7) We must respect their dignity and recognize their merit.
- 8) Employees must feel free to make suggestions and comments
- 9) Employees must be equal opportunity for development and advancement for those qualified.
- 10) We must be GOOD CITIZENS – support good works and charity and bear our fair share of taxes.
- 11) We must maintain in good order the properties we are privileged to use, protecting the environment and natural resources.
- 12) Our final responsibility is to our STAKEHOLDERS – THE STUDENTS.

I.S.U. HYMN

O glorious seat of learning
In our valley dear
We praise her name
Isabela State University

With raise ever so clear
In graceful strides we bear
Thy standards high that to our quest
For knowledge thy strive thy youth grow excelling
In cities, fields and mountain sides
We'll sing and cheer for our dear I.S.U.

Beloved Alma Mater
Whose name we hold so dear
Molder of our future leaders
Who build our country's glory and fame.

To thee we all pledge our loyalty, faith and love
And always to cherish and honor thee
Throughout eternity.

Lyrics:
Prof. Evangeline P. Juan
Prof. Edgardo V. Babaran

Music:
Constante Tabalba

ISABELA HYMN

Isabela a home endeared by men
Upright and free
A land where peace and love abide,
Where men of truth reside
Endowed with rich and glorious past
a heritage known and vast
From Palanan to Jones they stood,
for freedom and for truth.

Her shining rivers teem with fish
and mountains lush with trees
Her fertile fields abound with yield
Are blessings for our need
Bless Isabela, Gracious Lord
and keep her in your fold
In unison we all proclaim
Her providential fame.

PANUNUMPA NG KAWANI NG GOBYERNO

Ako'y kawani ng Gobyerno,
 Tungkulin kong maglingkod/ng tapat at mahusay/
 Dahil dito/ako'y papasok ng maaga/
 At magtrabaho nang lampas sa takdang oras/kung kinakailangan;
 Magsisilbi ako nang magalang at mabilis/sa lahat ng nangangailangan;
 Pangangalagaan ko ang mga gamit/kasangkapan/
 at iba pang pag-aari ng pamahalaan;
 Magiging pantay at makatarungan/and pakikitungo/
 sa mga lumalapit sa aming tanggapan;
 Magsasalita ako laban sa katiwalian/at pagsasamantala;
 Hindi ko gagamitin and aking katungkulan/
 sa sarili kong kapakanan;
 Hindi ako hihingi/o tatanggap ng suhol;
 Sisikapin kong madagdagan/and aking talino at kakayahan;
 Upang ang antas ng paglilingkod sa bayan/ay patuloy na maitaas;
 Sapagkat ako'y isang kawani ng gobyerno/
 tungkulin ko ang maglingkod ng tapat at mahusay/
 sa bayan ko/at sa panahong ito;
 Ako at ang aking kapwa kawani/ ay kailangan tungo sa isang maunlad/
 masagana/at mapayapang Pilipinas;
 Sa harap ninyong lahat/ ako' taos pusong nanunumpa.

REPUBLIC OF THE PHILIPPINES
ISABELA STATE UNIVERSITY
Echague, Isabela
Tel No.: (078) 672-2013 / (078) 672-2113

Office of the Board of Regents

EXCERPT FROM THE MINUTES OF THE BOARD OF REGENTS OF THE ISABELA STATE UNIVERSITY HELD ON MAY 05, 2005 AT THE ADMINISTRATION CONFERENCE ROOM, NVSU, BAYOMBONG, NUEVA VISCAYA.

Resolution No. 27, s. 2005

RESOLVED TO CONFIRM the
authority of the University President to
approve the appointments of ISU
personnel from salary grade 24 and below.

I hereby certify to the correctness of the above-quoted resolution.

Given this 12th day of June 2005.

RUBY B. SARMIENTO
Board Secretary

AN EXCERPT FROM THE MINUTES OF THE 2ND REGULAR MEETING
OF THE ISU BOARD OF REGENTS HELD ON MAY 28, 2001 HELD AT THE
ALBA HALL, ISU, ECHAGUE, ISABELA

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RESOLUTION NO. 30, S. 2001

APPROVING the Policy and
Mechanics for the Conversion of Unpaid Faculty
Overload to Vatican Leave Credits effective First
Semester, SY 2000-2001, subject to existing
CSC rules and regulations with the inclusion of a
proviso on the monetization of said leave credits,
if possible.

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