



"A university for people and nature"

FACULTY MANUAL





Isabela State University - Faculty Manual Revised 2016

CHAPTER I

THE ISABELA STATE UNIVERSITY

Section I. ESTABLISHMENT OF THE UNIVERSITY

PRESIDENTIAL DECREE NO. 1434: A DECREE 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 OF ISABELA SCHOOL OF ARTS AND TRADE, JONES RURAL SCHOOL, ROXAS MEMORIAL AGRICULTURAL AND INDUSTRIAL SCHOOL AND SAN MATEO VOCATIONAL AND INDUSTRIAL SCHOOL TO THE UNIVERSITY, PROVIDING A CHARTER FOR THE MERGER AND APPROPRIATE FUNDS FOR ITS OPERATION.

Through this decree, the Isabela State University was established to provide advanced instruction in agriculture, arts, natural sciences, technical/technological and other related fields. Likewise, it is mandated to conduct basic and scientific researches and committed to carry out community service.

Section II . BASIC LAWS AFFECTING THE ISABELA STATE UNIVERSITY

The University charter was laid down by two Presidential Decrees (PDs). PD 1434 established the Isabela State University (ISU), the first in Region 02, on June 10, 1978. PD 1437 complemented PD 1434 by defining the composition, powers and functions of the governing board which was recently revised by RA 292, known as the Higher Education Modernization Act of 1997. On June 1, 1999, CHED Memorandum Order No. 18 was issued for the purpose of integrating CHED supervised institutions (CSIs) to State Universities and Colleges (SUCs).

Section III. REPUBLIC ACT NO. 7722

AN ACT CREATING THE COMMISSION ON HIGHER EDUCATION (CHED), APPROPRIATING FUNDS THEREOF AND FOR OTHER PURPOSES.

This act is known as the Higher Education Act of 1994. Through this act, the state shall protect, foster and promote the rights of all citizens to affordable quality education at all levels and shall take appropriate steps to ensure that education is accessible to all.

The Commission on Higher Education (CHED), referred to as the Commission, shall be independent and separate from DECS and attached to the Office of the President of the Republic of the Philippines for Administrative purposes only. Its coverage shall be both public and private institutions of higher education, as well as degree-granting programs in all post-secondary educational institutions, public and private.

Section IV. REPUBLIC ACT 8292

AN ACT PROVIDING FOR THE UNIFORM COMPOSITION AND POWER OF THE GOVERNING BOARD, THE MANNER OF APPOINTMENT AND TERMS OF OFFICE OF THE PRESIDENTS OF CHARTERED STATE UNIVERSITIES AND COLLEGES.

Republic Act 8292 modifies the composition of the Governing Board of State Universities and Colleges in order to achieve a more coordinated and integrated system of higher

education, render them more effective in the formulation and implementation of policies of higher education; and provide more relevant direction in their governance.

The Governing Board (GB) for chartered SUCs shall have the following composition:

1. Chairperson of CHED as Chair
2. President of Chartered SUC as Vice-Chair
3. Chair of the Committee on Education and Culture of the Senate as member
4. Chair of the Committee on Education and Culture of the House of Representatives as member
5. Regional Director of NEDA as member
6. Regional Director of DOST as member
7. Regional Director of DA as member
8. *President of the Faculty Association Federation as member
9. *President of the Student Supreme Council Federation (SSCF) as member
10. *President of the ISU Federated Alumni Associations as member
11. Two prominent citizens of the Province as members

**Note :* The terms of office of the Presidents of Faculty Federation, SSC Federation and Alumni Federation shall be co-terminus with their terms of office in such capabilities, in accordance with their respective Constitution and By-laws. The two private sector representatives shall serve for a term of two (2) years each. They may be reappointed for another term only.

The power and duties of the Governing Board shall be as follows:

1. enact laws and regulations not contrary to law as may be necessary to carry out the purposes and functions of the university or college;

2. 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 functions of the university or college;
3. receive in trust legacies, gifts and donations of real and personal properties of all kinds and to administer and dispose the same when necessary, for the benefit of the university or college, subject to limitations, directions and instructions of the donors, if any. Such donations shall be exempted from all taxes and shall be considered as deductible items from the income tax of the donor;
4. fix the tuition fees and other necessary charges such as, but not limited to, matriculation fees, graduation fees and laboratory fees, as they may deem proper to impose, after due consultations with the involved sectors. 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 at a bank, and all interests that shall accrue therefrom shall form part of the same fund for the use of the university or college; provided, that income derived from the university or college hospitals shall be exclusively earmarked for the operational expenses of the hospitals.

Any income generated by the university or college from tuition 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, 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, its GB may authorize the use of said funds for any reasonable purpose which, in

its discretion, may be necessary and urgent for the attainment of the objectives and goals of the university or college.

5. adopt and implement a socialized scheme of tuition fees and school fees for greater access to poor but deserving students;
6. authorize the construction or repair of its buildings, machineries, equipment and other facilities and the purchase and acquisition of real and personal properties, including necessary supplies, materials and equipment. Purchases and other transactions entered into by the university or college through its Governing Board (GB) shall be exempted from all taxes and duties;
7. appoint, upon the recommendation of the President of the university or college, the institution's Vice President(s), Deans, Directors, Department Heads, Faculty, other officials and employees;
8. fix and adjust salaries of faculty and administrative officials and employees, subject to the provisions of the revised compensation and classification system and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper to grant them at its discretion, leaves of absence under such regulations as it may promulgate any provisions of existing law to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law;
9. approve the curricula, institutional programs and rules of discipline drawn by the administrative academic councils as hereinafter provided;
10. set policies on admission, retention and graduation of students;
11. award honorary degrees upon persons in recognition of their outstanding contribution in the fields of education, public service, arts, sciences 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;

12. absorb non-chartered tertiary institutions within respective provinces where their university or college is located, in accordance 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 as mandated by the Constitution;
13. establish research and extension centers of the university or college where such will promote its development;
14. establish Chairs in the university or college and to provide fellowships for qualified faculty and scholarships to deserving students;
15. delegate any of its powers and duties provided for herein above to the President and 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;
16. authorize an external management audit of the university or college, and request the CHED to finance the same, and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;
17. collaborate with the other GBs of chartered SUCs within the province or the region, under the supervision of the CHED which must approve the same, and in consultation with the Department of Budget and Management, and work toward their restructuring so they will become more efficient, relevant, responsive, productive and competitive;

18. enter into joint ventures with business and industry for the profitable development and management of the economic assets of the university or college, the proceeds from which shall be used for the development and strengthening of the university or college;
19. develop consortia and other forms of linkages with local government units, institutions and agencies, both public and private, local and foreign, in the furtherance of the purposes and objectives of the university or college;
20. develop academic arrangements for institution-capability building with appropriate institutions and agencies, public or private, local or foreign, and to appoint experts/specialists as consultants, or visiting or exchange professors, scholars, researchers, as the case may be;
21. set-up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual system, open learning, community laboratory, etc., for the promotion of greater access to higher education;
22. establish policies, guidelines and procedures for participative decision-making and transparency within the university or college;
23. privatize the management of non-academic services such as health, food, maintenance of buildings, grounds, or properties and similar other activities, where it is most advantageous to the university or college;
24. extend the services of the President of the university or college beyond the compulsory age of retirement, but not more than the age of seventy (70), whose performance has been unanimously rated as outstanding, and upon unanimous recommendation of the Search Committee (SC) concerned.

Section V. CHED MEMORANDUM ORDER NO. 18 s. 1999

**ISSUANCE OF THE IMPLEMENTING GUIDELINES ON THE INTEGRATION
OF CHED-SUPERVISED INSTITUTIONS (CSIs) TO THE STATE UNIVERSITIES AND
COLLEGES (SUCs)**

CHED Memo Order No. 18, pursuant to the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the “Higher Education Act of 1994” and Republic Act (RA) No. 8292, also known as the “Higher Education Modernization Act of 1997, and Republic Act No. 8745, otherwise known as the General Appropriations Act of 1999 and for the purpose of promoting quality education, rationalization of tertiary education, and maximization of resources, emphasize the need to develop systems, policies and plans to attain such objectives. Through the implementing guidelines, the efficient, economical and effective integration of CHED – Supervised Institutions (CSIs) to State University and Colleges (SUCs) are ensured.

CHAPTER II

HISTORY, UNIVERSITY SEAL, VISION, MISSION, GOALS AND CORE VALUES

Section 1. History

The Isabela State University (ISU) was established through the Presidential Decree 1434 by then President Ferdinand E. Marcos on June 10, 1978 merging two state colleges-Isabela State College of Agriculture (ISCA) in Echague and Cagayan Valley Institute of Technology (CVIT) in Cabagan. The said decree also transferred the college level programs of Isabela School of Arts and Trades (ISAT) in Ilagan; San Mateo Vocational and Industrial School in San Mateo and Jones Rural School in Jones to the new state university. The merger identified Echague Campus as the main campus and administrative site and mandated the University to establish an effective and efficient institution of higher learning that will provide better professional and technical training in agriculture, arts, sciences, humanities and technology and in the conduct of scientific researches and technological studies.

In 1999, the CHED Memo Order No. 18 s. 1999 which provides the guidelines for the integration of CHED supervised institutions (CSIs) to State Universities and Colleges (SUCs)

was issued. Pursuant to this order, the first CHED supervised CSI, the Cauayan Polytechnic College at Cauayan, Isabela, was integrated to the University. In 2001, three more CSIs were integrated to the system through CHED Memo Order No. 27 s. 2000 – the Roxas Memorial Agricultural and Industrial School (RMAIS) in Roxas, Isabela; the Delfin Albano Memorial Institute of Agriculture and Technology (DAMIAT) in San Mariano, Isabela and the Angadanan Agro-Industrial College (AAIC) in Angadanan, Isabela. Later, through the collaborative efforts of ISU and the local governments of Palanan and Santiago City, two extension campuses were added to the system - ISU Palanan and ISU Santiago.

The Isabela State University System is strategically located in the middle of the Cagayan Valley region, which is composed of the island province of Batanes, the valley provinces of Cagayan and Isabela and the generally mountainous provinces of Nueva Vizcaya and Quirino. The province of Isabela is composed of 92 municipalities, three (3) cities and 2,292 barangays. Coincidentally, the ISU satellite campuses are situated along the regions where “Midrib-Peripheral Growth Centers and Socio-economic zone” where the major urban and commercial centers of the region are located. Another strategic advantage is the University’s proximity to the site of the Regional Agro-Industrial Center (RIC) of Cauayan City, Isabela and its accessibility to Sta. Ana, Cagayan as the entry point for international trade. It is also near to Tuguegarao City and Santiago City, the two regional trades, financial and commercial centers of the region.

Thirty-five years after its establishment, the University has become a credible Higher Education Institution (HEI), having been awarded by the Association of Accredited Chartered Colleges and Universities of the Philippines (AACCCUP) as the SUC with the most number of accredited programs in 2012 as well as one of the few Level IV SUCs in the country. Also, ISU has been named as one among the 21 leading SUCs in the Philippines

ISU has recently assumed leadership roles in research not only in Region 02, but in the country and in Asia as well. It is now the base agency of two regional research centers: the Higher Education Regional Research Center under CHED and the Cagayan Valley Agricultural Resources Research and Development under PCARRD-DOST. Having been chosen as the base agency is a recognition of ISU's superiority and dominance among HEIs in the region in terms of capability in research management and scientific undertakings. Presently, ISU is the seat of at least 12 Research and Development (R & D) centers and laboratories, proof of its strong R & D capability.

With its educational leadership and pioneering roles in research, along with the strategic location of its satellite campuses in the region, the University has been successfully achieving its vision, mission, goals and objectives. Today, ISU is a credible partner of development and as a leading university in the country with the commitment of its faculty, support staff, students and other stakeholders.

Section 2. The University Seal



The University Seal is the unifying theme evoking wisdom and positive virtues and qualities that can be attached or displayed with pride in every object of communication – letters,

websites, products, billboards, banners, etc. It is a trademark of identification and ownership and an assurance of quality and excellence distinct for **Isabela State University**.

The New University Seal was created with elements associated with symbolic meanings. The following describe these symbolisms in the use of space, objects, text, and colors in the making of the seal:

Space allocation: The circular area is divided into two areas the ratio of which is patterned after the golden ratio – a ratio symbolic of beauty, balance, and perfection. The nine golden rays of the sun emanate from the core center of the circle and each ray cuts an angle of 24.72 degrees for a total of 222.5 degrees. The other area cuts an angle of 137.5 degrees. The ratio of the smaller area to the bigger one is 0.618. This is the same ratio for the bigger area and the whole circle. The ratio 0.618 is referred to among the Greeks as the Golden ratio. The radius of the small circle cuts that of the bigger one dividing it into two segments exhibiting the Golden Ratio even as it does for their areas. Objects divided using this ratio exhibit an excellent proportion that produces beauty, balance, and equity.

Color scheme: In some cultures, yellow is associated with cowardice. Among the Japanese, it is the symbol of courage. Other cultures use the color to emphasize care and hope. The use of the Golden Yellow in the seal symbolizes humility amidst greatness, a hidden power that drives hope for greatness in the future. Precisely, it is the color of early morning sunshine that beats darkness and illuminates the greatness of space and the vastness of what it contains. Even the golden rays of the early morning sun give the feeling of elation, hope and life for a better day just as water is one of the four basic elements of nature. It depicts that education illuminates the world and breaks the bondage of ignorance; it is the great equalizer that empowers humankind and brings about goodness of life.

- **Bright Red** is the color of energy. It symbolizes the strength of its drive and commitment to its vision and mission. Red is the Chinese color for good business relations. While it symbolizes energy and strength, it is consistently used among cultures to seek restraint and help. Restraint is symbolic of accountability and as a state institution, of public accountability – public trust, public service. The bright red color denotes the university’s quest for and responsible exploitation of knowledge – information, skills, and technologies.
- **The Leaf Green color** in its various hues is the color of life and intelligence – the environment, people, the flora and fauna and all the intelligence of the elements their ecologies exhibit. Its use in the seal is symbolic of the university’s original mandate in agriculture and forestry education and now as a comprehensive university; it depicts the character of the institution as the University for People and Nature.
- **The Brown Color** is a versatile foundation of many colors. It is the color of the earth, a strong foundation from which to build upon. It is symbolic of capacity and strength in unity – binding all the elements of the institution together. Brown is also the color of acceptance symbolic of the university’s inclusive character inviting the participation of many without discrimination to build a synergy that can build wisdom and positive virtues.
- **Deep Blue** is the color of confidence and security. Aside from red for good business relations, blue is used by banks to create the feeling of security and confidence among its clients. The blue skies are seen as one that binds the universe in peace, and giving it the promise of a vibrant good life. Its use in the seal symbolizes Integrity as one of the valued institutional characters.

The Objects:

1. The **green fields** represent the potentials of the university from where many will be built and grown. The vanishing horizon spells out an unlimited arena for academic activities as well as the boundless extent of what knowledge and products can bring.
2. The **torch** with the acronym of the university, ISU, with its burning red hot flames, depicts the institution's energy and dedication to its mission. It shares the rays of its radiant light rays with the sun's rays depicting the university as one of the leading universities enlightening this world through education.
3. The **shapes of concentric circles** holding every element of the seal symmetric to their common center is a symbol of balance and academic neutrality. The outermost one is a rope spliced throughout its length of no distinguishable end strips symbolizing the strength and unity of the elements therein. The institution's official name, ISABELA STATE UNIVERSITY is wrapped around its beginning from its founding year in 1978.
4. Overall, the **SEAL** is a simple and an uncomplicated creation that evokes integrity, intelligence, excellence, beauty, energy, unity, peace and hope as it depicts an institution – a University for People and Nature, keeping faithful to its past and steadfast towards building a great future for people and the environment.

Section 3. University Vision

The Isabela State University as a leading, vibrant, comprehensive and research university in the country and in the ASEAN region.

Section 4. University Mission

The Isabela State University is committed to develop highly trained and globally competent professionals; generate innovative and cutting-edge knowledge and technologies for

people empowerment and sustainable development; engage in viable resource generation programs; and maintain and enhance stronger partnerships under good governance to advance the interests of national and international communities.

Section 5. Quality Policy

The Isabela State University a University for People and Nature, is committed to provide quality instruction and attain academic excellence in order to develop professionally and globally competent graduates, equipped with moral values through continuous improvement of delivery of services.

Section 6. Core Values

Excellence

We conduct our affairs with due diligence, care, and thoughtful engagement in the pursuit of excellence in our academic, research and development and extension services.

Integrity

We believe in the value of respect and subscribe to the highest ethical standards of honesty, fairness, truth and justice in all our engagements and as we pursue our mission and vision.

Innovation

We shall constantly seek for new and innovative ways of doing things. Contribute to solving current as well as emerging problems of society. We believe that innovation is the key to our competitiveness in the world.

Efficiency

We shall constantly seek for more effective and yet most economical ways of pursuing our vision and mission and goals amidst limited resources.

Collaboration

We strongly recognize that societal problems are not isolated - in fact, multifaceted and appropriately addresses through the development of multidisciplinary teams in a collaborative synergy in order to ensure efficiency, innovation and productivity.

Accountability

We recognize that working with the University is a unique opportunity and privilege. We acknowledge that our office is a public trust and as such we shall conduct our engagements with the strongest sense of responsibility and submit ourselves accountable to the public and to Almighty God.

Environmentalism

We put prime value on our living planet. We accept the responsibility, adopt practices to protect the environment, and be made accountable for our action.

Public Engagement

We shall consistently engage the public, mobilizing their participation in our programs and services. We shall seek their voice, recognize its needs, and mobilize their expertise for a sustained and continuing programs and services improvement.

Section 7. University Goals

Instruction

Provides tertiary and graduate education that meet the prescribed standards of quality and excellence and cater to the needs and demands of all sectors while bridging the gap between supply and demand of graduates, thus, setting right the unbalanced distribution of local and foreign manpower.

Research and Development (R & D)

Conducts researches to improve professional and management practices supportive to the promotion of quality and excellence, relevance and responsiveness, effectiveness and efficiency, access and equity, in the various curricular programs and other functions of the University and to promote countryside development through the generation, verification, adoption and commercialization of appropriate technologies and strategies for sustainable development which are relevant and responsive to quality and excellence.

Extension and Training

Provides distinctive community extension services, delivers programs and projects along with distinctive competencies that will produce more vital changes and impact.

Production

Generates income to support instruction, research, extension programs, projects and activities and sources out funding for other facilities and equipment to augment University allocation for the programs.

CHAPTER III FACULTY

Section 1. Definition

A faculty is one who devotes a total residence or service hours of at least 40 hours a week and renders a minimum faculty teaching equivalent (FTE) workload of 21 units per week.

Section 2. Classification

1. A regular faculty shall include those who hold plantilla items categorized as:
 - a. University Professor
 - b. College Professor
 - c. Professor – I to VI
 - d. Associate Professor – I to V
 - e. Assistant Professor – I to IV
 - f. Instructor – I to III

2. A non-regular faculty shall be any one of the following:
 - a. Lecturer is one who is considered an expert in his/her field of

- specialization and invited to lecture on a particular subject matter or topic.
- b. **On-call Professor** is an expert from GOs or NGOs whose expertise is tapped whenever necessary.
 - c. **Visiting Professor** is a faculty or a scientist outside the university whose services is requested by the university for a limited period.
 - d. **Exchange Professor** is a faculty from a local or foreign institution under a faculty exchange program and is detailed or assigned to teach in the university.
 - e. **Professor Emeritus** is a retired professor or scientist whose services are engaged by the university to supplement and strengthen instruction, research and extension.

Section 3. Qualification Standards

General Policy

The qualification standards for faculty positions/ranks shall be those provided under CSC MC No. 10 s. 2012, the NBC 461 Guidelines and the approved qualification standards approved by the BOR with Resolution No. 11 series of 2016 and other issuances that may henceforth be issued.

Hereunder are the minimum qualification standards for appointment to faculty position/ ranks:

REVISED QUALIFICATION STANDARDS FOR FACULTY	
INSTRUCTOR I	
Education	: Masters Degree in the area of specialization

REVISED QUALIFICATION STANDARDS FOR FACULTY

Experience : Preferably with tertiary teaching experience

Eligibility : RA 1080 (For courses requiring Bar or Board eligibility)

^{a/} Professional Education Subject

INSTRUCTOR II

Education : Masters Degree in the area of specialization

Experience : at least 1 (one) year tertiary teaching experience

Training : At least 16 hours of relevant training in his/her field of specialization,

or competency certifications such as TESDA, Microsoft, etc.

Publication/Research & IM ^{b/}: At least one (1) new IM on the following: a) If the first and second types of IMs are to be prepared, a faculty is required to submit at least 1 IM per subject taught within the rating period; and, b) if the 3rd type of IM is to be prepared, a faculty is required to submit at least 1 IM with ISBN within the rating period.

Eligibility : RA 1080 (For courses requiring Bar or Board eligibility)

^{a/} Professional Education Subject

INSTRUCTOR III

Education : Masters Degree in the area of specialization

Experience : At least 1 (one) year tertiary teaching experience

Training : At least 32 hours of relevant training in his/her field of specialization,

or competency certifications such as TESDA, Microsoft, etc.

Publication/Research & IM ^{b/} : At least one (1) new IM on the following: a)

If the first and second types of IMs are to be prepared, a faculty is required to submit at least 1 IM per subject taught within the rating period; and, b) if the 3rd type of IM is to be prepared, a faculty is required to submit at least 1 IM with ISBN within the rating period.

Eligibility : RA 1080 (For courses requiring Bar or Board eligibility)

^{a/}Professional Education Subject

ASSISTANT PROFESSOR I TO III

Education : Masters degree in the area of specialization

Experience : At least two (2) years of tertiary teaching experience, with involvement in research and extension

Training : At least 48 hours of relevant trainings/seminar-workshops in teaching, research and extension, and/or competency certification in TESDA, Microsoft, etc.

Publication/Research & IM ^{b/} : At least one (1) new IM on the following:

a) If the first and second types of IMs are to be prepared, a faculty is required to submit at least 1 IM per subject taught within the rating period; and, b) if the 3rd type of IM is to be prepared, a faculty is required to submit at least 1 IM with ISBN within the rating period.

Eligibility : RA 1080 (For courses requiring Bar or Board eligibility)

^{a/}Professional Education Subject

ASSISTANT PROFESSOR IV

Education: Masters degree in the area of specialization

Experience : At least three (3) years of tertiary teaching experience, with research

and extension

Training : At least 64 hours of relevant trainings/seminars-workshops in teaching, research and extension, and/or competency certification

in TESDA, Microsoft, etc.

Publication/Research & IM ^{b/}: Involvement in research, extension and publication (either co-study leader/author/member, and at least one new IM ^{c/} on the following: a) If the first and second types of IMs are to be prepared, a faculty is required to submit at least 1 IM per subject taught within the rating period; and, b) if the 3rd type of IM is to be prepared, a faculty is required to submit at least 1 IM with ISBN within the rating period.)

Eligibility : RA 1080 (For courses requiring Bar or Board eligibility)

^{a/}Professional Education Subject

ASSOCIATE PROFESSOR I

Education : Masters degree in the area of specialization, with 15 doctorate units or its equivalent in a research doctorate degree in the area of specialization

Experience : At least six (6) years of tertiary teaching experience or four (4) years of tertiary teaching experience with two (2) years of professional practice in the field of specialization.

Training : At least 80 hours of relevant trainings/seminar-workshops in teaching, research and extension

Publication/Research & IM ^{b/}: With completed output in research and extension as author, co- author and at least one new IM on the following: a) If the first and second types of IMs are to be prepared, a faculty is required to submit at least 1 IM per subject taught within the rating period; and, b) if the 3rd type of IM is to be prepared, a faculty is required to submit at least 1 IM with ISBN within the rating period.

Eligibility : RA 1080 (For courses requiring Bar or Board eligibility)

^{a/}Professional Education Subject

ASSOCIATE PROFESSOR II

Education : Masters degree in the area of specialization, with 21 doctorate units

or its equivalent in a research doctorate degree in the area of

specialization.

Experience : At least six (6) years of tertiary teaching experience or four (4) years of tertiary teaching experience with two (2) years of professional practice in the field of specialization.

Training : At least 96 hours of relevant trainings/seminar-workshops in teaching, research and extension

Publication/Research & IM ^{b/}: With completed output in research and extension as author, co - author and at least one new IM on the following: a) If the first and second types of IMs are to be prepared, a faculty is required to submit at least 1 IM per subject taught within the rating period; and, b) if the 3rd type of IM is to be prepared, a faculty is required to submit at least 1 IM with ISBN within the rating period.

Eligibility : RA 1080 (For courses requiring Bar or Board eligibility)

^{a/}Professional Education Subject

ASSOCIATE PROFESSOR III

Education : Masters degree in the area of specialization, with 30 doctorate units or its equivalent in a research doctorate degree in the area of specialization.

Experience : At least six (6) years of tertiary teaching experience or four (4) years of tertiary teaching experience with two (2) years of professional practice in the field of specialization.

Training : At least 112 hours of relevant trainings/seminar-workshops in teaching, research and extension

Publication/Research & IM ^{b/} : With completed output in research and Extension as author, co-author and IMs on the following:
a) If the first and second types of IMs are to be prepared, a faculty is required to submit at least 1 IM per subject taught within the rating period; and, b) if the 3rd type of IM is to be prepared, a faculty is required to submit at least 1 IM with ISBN within the rating period.

Eligibility : RA 1080 (For courses requiring Bar or Board eligibility)

^{a/}Professional Education Subject

Associate Professor IV

Education : Masters degree in the area of specialization, with completed

academic requirements in the doctoral program in the area of specialization.

Experience : Eight (8) years of tertiary teaching experience or six (6) years of tertiary teaching experience with two (2) years prof. practice in the field of specialization

Publication/Research & IM^{b/} : 1 new relevant publication in a research/acad.

Journal and IMs on the following: a) If the first and second types of IMs are to be prepared, a faculty is required to submit at least 1 IM per subject taught within the rating period; and, b) if the 3rd type of IM is to be prepared, a faculty is required to submit at least 1 IM with ISBN within the rating period.

Training : At least 128 hours of relevant trainings/seminar-workshops in

teaching, research and extension

Eligibility : RA 1080 (For courses requiring Bar or Board eligibility)

^{a/}Professional Education Subject

ASSOCIATE PROFESSOR V

^{d/} **Education** : Doctorate degree in the area of specialization

Experience : Eight (8) years of tertiary teaching experience or six (6) years of tertiary teaching experience with two (2) years prof. practice in the field of specialization.

Publication/Research & IM^{b/}: One (1) new relevant publication in a research/acad. Journal and IMs on the following: a) If the first and second types of IMs are to be prepared, a faculty is required to submit at least 1 IM per subject taught within the rating period; and, b) if the 3rd type of IM is to be prepared, a faculty is required to submit at least 1 IM with ISBN within the rating period.

Training : At least 144 hours of relevant trainings/seminar-workshops in teaching, research and extension

Eligibility : RA 1080 (For courses requiring Bar or Board eligibility)

^{a/} Professional Education Subject

PROFESSOR I

^{d/} **Education** : Doctorate degree in the area of specialization

Experience : Ten (10) years of tertiary teaching experience or eight (8) years of tertiary teaching experience with two (2) years prof. practice in the field of specialization

Publication/Research & IM ^{b/}: One (1) new relevant publication in a refereed research/acad. Journal and IMs on the following:
a) If the first and second types of IMs are to be prepared, a faculty is required to submit at least 1 IM per subject taught within the rating period; and, b) if the 3rd type of IM is to be prepared, a faculty is required to submit at least 1 IM with ISBN within the rating period.

Training: At least 160 hours of relevant trainings/seminar-workshops in
teaching, research and extension

Eligibility : RA 1080 (For courses requiring Bar or Board eligibility)

^{a/}Professional Education Subject

^{e/} **Accreditation of Professorship**

PROFESSOR II

^{d/} **Education** : Doctorate degree in the area of specialization

Experience : At least ten (10) years of tertiary teaching experience; or eight (8) years of tertiary teaching experience with two (2) years prof. practice in the field of specialization

Publication/Research & IM^{b/}: One (1) new relevant publication in a refereed research/acad. Journal and IMs on the following:
a) If the first and second types of IMs are to be prepared, a faculty is required to submit at least 1 IM per subject taught within the rating period; and, b) if the 3rd type of IM is to be prepared, a faculty is required to submit at least 1 IM with ISBN within the rating period.

Training: 176 hours

Eligibility : RA 1080 (For courses requiring Bar or Board eligibility)

^{a/} Professional Education Subject

^{e/} **Accreditation of Professorship**

PROFESSOR III

^{d/} **Education:** Doctorate degree in the area of specialization

Experience : Ten (10) years of tertiary teaching experience or eight (8) years of tertiary teaching experience with two (2) years prof. practice in the field of specialization

Publication/Research & IM^{b/}: One (1) new relevant publication in a refereed research/acad. Journal and IMs on the following:
a) If the first and second types of IMs are to be prepared, a faculty is required to submit at least 1 IM per subject taught within the rating period; and, b) if the 3rd type of IM is to be prepared, a faculty is required to submit at least 1 IM with ISBN within the rating period.

Training: 192 Hours

Eligibility : RA 1080 (For courses requiring Bar or Board eligibility)

^{a/} Professional Education Subject

^{e/} **Accreditation of Professorship**

PROFESSOR IV

^{d/} **Education** : Doctorate degree in the area of specialization

Publication/Research & IM^{b/}: One (1) new relevant publication in a refereed

research/acad. Journal and IMs on the following: a) If the first

and second types of IMs are to be prepared, a faculty is required

to submit at least 1 IM per subject taught within the period;

and, b) if the 3rd type of IM is to be prepared, a faculty is

required to submit at least 1 IM with ISBN within the rating

period.

Experience : Twelve years of tertiary teaching experience or ten (10) years of

tertiary teaching experience with two (2) years with prof. practice

in the field of specialization

Training: At least 208 hours of relevant trainings/seminar-workshops in teaching, research and extension

Eligibility : RA 1080 (For courses requiring Bar or Board eligibility)

^{a/}Professional Education Subject

^{e/} **Accreditation of Professorship**

PROFESSOR V & VI

^{d/} **Education** : Doctorate degree in the area of specialization

Publication/Research & IM ^{b/}: One (1) new relevant publication in a refereed

research/acad. Journal and IMs on the following: a) If the first

and second types of IMs are to be prepared, a faculty is required

to submit at least 1 IM per subject taught within the rating period;

and, b) if the 3rd type of IM is to be prepared, a faculty is required

to submit at least 1 IM with ISBN within the rating period.

Experience : Twelve years of tertiary teaching experience or ten (10) years of

tertiary teaching experience with two (2) years of prof. practice in

the field of specialization

Training: At least 224 hours of relevant trainings/seminar-workshops in teaching, research and extension

Eligibility : RA 1080 (For courses requiring Bar or Board eligibility)

^{b/} Professional Education Subject

^{e/} **Accreditation of Professorship**

COLLEGE/UNIVERSITY PROFESSOR

^{d/} **Education** : Doctorate degree in the area of specialization

Experience : Fifteen years of tertiary teaching experience or 13 years of tertiary teaching experience with two (2) years prof. practice in the field of specialization

Publication/Research & IM ^{b/}: One (1) new relevant publication in a refereed

research/acad. journal and IMs on the following: a) If the first

and second types of IMs are to be prepared, a faculty is required to

submit at least 1 IM per subject taught within the rating period;

and, b) if the 3rd type of IM is to be prepared, a faculty is required

to submit at least 1 IM with ISBN within the rating period.

Training: At least 240 hours of relevant trainings/seminars/workshops in teaching (national and international), research and extension

Eligibility : RA 1080 (For courses requiring Bar or Board eligibility)

^{a/} Professional Education Subject

^{e/} Accreditation of Professorship

Other Criteria for College/University Professor:

- a. Qualitative Contribution in at least three (3) out of four (4) of the functional areas;
- b. Professional accreditation by the Regional PASUC; and
- c. Passed the accreditation by the National PASUC.

^{a/} Professional Education subject is not an entry requirement in any academic rank for newly hired faculty. However, a total of 18 units should be earned within 1 – 2 years upon issuance of appointment. The 18 units is a requirement for promotion.

^{b/} The number of IMs required of the faculty to submit per rating will depend on the type of IMs as follows:

1) If the first and second types of IMs are to be prepared, a faculty is required to submit at least 1 IM per subject taught within the rating period; and, 2) if the 3rd type of IM is to be prepared, a faculty is required to submit at least 1 IM with ISBN within the rating period. IM shall have undergone evaluation and certification by the IM committee.

^{c/} Types of Instructional Materials

1. Concrete objects, including objects from the world of nature
2. Representations of concrete objects and phenomena;
3. Descriptions of such objects and phenomena by means of the signs, words, and sentences of natural and artificial languages and
4. Technological instructional media

^{d/} However, in highly meritorious and extremely exceptional cases as in areas of specialization or fields of discipline where there is a dearth of doctoral programs or the same are not readily available, the doctorate degree requirement may be replaced by a related doctorate degree.

^{e/} Must pass the Accreditation of Professorship conducted by the Regional PASUC.

Definition of Instructional Materials

References:

<http://www.tsbvi.edu/e-policy/78-e-policy/1676-efaa-instructional-materials-selection-and-adoption-textbook-selection-and-adoption>

<http://encyclopedia2.thefreedictionary.com/Instructional+Materials>

1. Instructional materials are defined as a variety of materials in any format which influence the student's learning and the instructor's teaching. They include, but are not limited to, textbooks, library books, periodicals, pamphlets, art prints, study prints, pictures, transparencies, films, filmstrips, slides, videocassettes, videodiscs, audio cassettes, sound recordings, compact discs, computer software, CD-ROMS, and electronic resources.

2. Instructional material is defined as content that conveys the essential knowledge and skills of a subject in the public school curriculum through a medium or a combination of media for conveying information to a student. The term includes a book, supplementary materials, a combination of a book, workbook, and supplementary materials, computer software, magnetic media, DVD, CD-ROM, computer courseware, online services, or an electronic medium, or other means of conveying information to the student or otherwise contributing to the learning process through electronic means, including open-source instructional material.
3. Instructional materials are the tools used in educational lessons, which include active learning and assessment. Basically, any resource a teacher uses to help him teach his students is an instructional material.
4. Are educational resources used to improve students' knowledge, abilities, and skills, to monitor their assimilation of information, and to contribute to their overall development and upbringing.
5. "Open-source instructional material" is electronic instructional material that is available for downloading from the Internet at no charge to a student and without requiring the purchase of an unlock code, membership, or other access or use charge, except for a charge to order an optional printed copy of all or part of the instructional material
6. "Technology equipment" is a hardware, a device, or equipment necessary for instructional use in the classroom, including to gain access to or enhance the use of electronic instructional materials; or professional use by a classroom teacher.

Types of Instructional Materials

There are four (4) types of instructional materials:

- 1) Concrete objects, including objects from the world of nature
- 2) Representations of concrete objects and phenomena; and
- 3) Descriptions of such objects and phenomena by means of the signs, words, and sentences of natural and artificial languages.
- 4) Technological instructional media

The **first type** of instructional materials includes such **objects and phenomena** as minerals, rocks, raw materials, semifinished and finished manufactured articles, and plant and animal specimens. Included among these materials are reagents and apparatus for producing chemical and other reactions and for demonstrating and studying such reactions during laboratory sessions. Also included in the first group are materials and equipment for students' expeditions and other travel, as well as supplies, instruments, and equipment for production training and for courses in drafting and their presentational arts. Among such supplies, instruments, and equipment are wood, metal, plastic, and glass objects, measuring and monitoring instruments and equipment, equipment for the assembling and finishing of various products, and machines and machine tools.

The **second type** of educational materials, that of **representations of actual objects and phenomena**, includes three dimensional materials (castings, globes, and experimental models), two dimensional materials (charts, pictures, photographs, maps, diagrams, and drawings), and audiovisual materials (motion pictures, film clips, filmstrips, slide sequences, diapositive, transparencies, records and tape recordings, and radio and television broadcasts). Audio visual materials, including the resources of films, radio, and television, help acquaint students with the achievements of modern science, technology, industry, and culture and with phenomena that are inaccessible to direct observation. Audio visual materials also acquaint students with early periods of history and with distant places in the world and in space. Such materials elucidate natural and social phenomena and enable students to study the inner world of matter and the internal motion of waves, elementary particles, atoms, molecules, and living cells.

The **third type** of instructional materials, that of **written descriptions**, includes scientific, scholarly, reference, and methodological teaching aids, as well as textbooks, books of problems and exercises, books for recording scientific observations, laboratory manuals, manuals for production training, and programmed textbooks.

The **fourth type** of instructional materials is **technological instructional media**. Among these are equipment for the transmission and assimilation of information recorded on film or on phonograph recordings: film projectors, tape recorders, phonographs, and television sets. Monitoring devices include punched cards and various types of automatic apparatus. Teaching machines include language-laboratory machines, closed-circuit television systems, and computers. Instructional materials are made to comply with functional, biotechnological,

aesthetic, economic, safety, and hygienic requirements. The most effective use of educational equipment is achieved by means of centralized study facilities.

The National Budget Circular pertaining to compensation and position classification plan for faculty positions in SUCs shall govern the compensation and position classification of faculty positions in the University.

Section 4. Recruitment, Selection and Appointment

A. Recruitment and Appointment

Objectives

In compliance to CHED and Civil Service policies and guidelines, the University Faculty Recruitment, Selection and Promotion Board (UFRSPB) shall be tasked to implement the following objectives:

1. establish and implement a system of Recruitment and Selection based on the principles of merit and fitness;
2. recruit, select and recommend the most qualified applicant to the President for appointment based on need analysis and the result of ranking and
3. ensure fair and transparent process of hiring new faculty.

The qualification standards for recruitment, selection and appointment of faculty shall be based from CMO MC No. 10 s. 2012, the NBC 461 guidelines, the faculty merit system and the approved Qualification Standards as per BOR Resolution No. 11 series of 2016.

Composition of the University Faculty Recruitment, Selection and Promotion Board (UFRSPB)

The University Faculty Recruitment, Selection and Promotion Board (UFRSPB) shall compose of the following:

- a. VP ARA, Chair
- b. University Director for Instruction, Vice – Chair

Members:

Executive Officer/Campus Administrator where vacancy exists
Program Chair of the College where vacancy exists
Faculty Regent
Subject Specialist
Professional Education Specialist
HRMO (Secretariat)

Scope

1. Applicants for appointment include those for permanent item, those to be recruited as substitute and/or contractual faculty either on full time or part time.

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

General Policy

Consistent with the objectives of the Isabela State University to provide quality education, only the most qualified faculty applicants shall be recruited. All recruitment and subsequent appointment of the faculty shall be 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 affiliations.

For this purpose, the following policies and guidelines governing recruitment of faculty are hereby established.

Specific Policies

The University policies and procedures on recruitment and appointment of faculty shall be in accordance with the following Civil Service, CHED and other statutory requirements:

1. Recruitment shall be limited to those who meet the minimum requirements prescribed by the Merit System adopted by the University.
2. Vacant positions to be filled-up shall be published in accordance with Republic Act No. 7041 (Publication Law) and posted in at least three (3) conspicuous places for at least ten (10) calendar days and shall be sent to other educational institutions within the region to inform other interested applicants. Other appropriate modes of publication shall be considered for widest dissemination

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

The publication of a particular vacant position shall be valid within but not beyond six (6) months.

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

If the vacant position is not filled-up within the nine (9) month period, it shall be republished.

Note: If a faculty is appointed as SUC President, he/she loses his/her faculty rank. However, if it is a designation, he/she retains his/her faculty rank.

3. The status of appointment for a faculty is either any of the following:
 - a. Permanent appointment shall be issued to a faculty with a vertical Master's degree and who meets the established qualification standards of the university and other statutory bodies.
 - b. Temporary appointment shall be issued to a faculty if one of the requirements is not met except for professional education subjects.

A faculty under temporary status does not have security of tenure hence, may be terminated from the service at the expiration of his/her appointment or for any valid cause and after due process. As such, he/she shall not be considered unlawfully terminated, hence, not entitled to claim back wages and/or separation pay.

A faculty under temporary status may be terminated without necessarily being replaced by another or may be replaced within the twelve-month period by a qualified applicant.

A 30-day written notice signed by the appointing authority shall be issued to the faculty with temporary appointment prior to the termination of his/her service.

4. All appointments whether permanent, temporary or contract of service shall pass

through the University Faculty Recruitment, Selection and Promotion Board (UFRSPB).

5. Except for 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.
6. Recruitment and appointment to a faculty position shall be based on the following factors:
 - 6.1 education;
 - 6.2 eligibility (if applicable);
 - 6.3 experience;
 - 6.4 professional development;
 - 6.5 panel interview;
 - 6.6 personality and psychological examination;
 - 6.7 demonstration teaching, and
 - 6.8 writing skills
7. An applicant to be appointed to permanent status shall not be more than 50 years old.
8. Faculty recruitment shall be based on need using the results of the Faculty Need Analysis.
9. An applicant shall be ranked based on the following factors:

a. Qualifications based on NBC 461 CCE points (50% of 200 pts)	100 pts.
b. Panel interview that determines the applicant's potential, and psycho-social attributes (Dean/ARA, Subject Specialist, Prof. Educ. Rep., Faculty Asso. Pres.)	20 pts.
c. Demonstration teaching:	35 pts.
Students	10 pts.
Subject Specialist	15 pts.
Professional Education Representative	<u>10 pts.</u>
d. Appropriate Skills	25 pts.
writing skills	25 pts.

Total ----- 180 pts.

*Note: To be considered, an applicant must obtain at least **80 points**. If no applicant meets the minimum point requirement, failure of search shall be declared and re-advertisement shall be made for the needed degree/specialization to attract new qualified applicants.*

10. An applicant shall meet the prescribed qualifications and minimum points.
11. An applicant shall preferably be an honor graduate, and/or topnotcher in Licensure Examination or a graduate from any of the following:
 - a. top 1000 universities based on world ranking
 - b. national university
 - c. programs with at least level III Accreditation or COE/COD status
12. A faculty given appointment shall undergo one (1) semester to one (1) year probationary period.
13. Mechanics/Procedures of Screening and Recruitment
 - a. Publish needed field of specialization;
 - b. Recruit needed faculty at least two (2) months before the actual service or duty;
 - c. Evaluate credentials submitted by the applicants;
 - d. Observe and rate the conduct of demonstration teaching and administer personality, psychological and written examinations;
 - e. Interview applicants;
 - f. Summarize results of screening, and
 - g. Endorse results to the University Faculty Recruitment, Selection and Promotion Board (UFRSPB) for re-evaluation and recommendation to President for appointment.

General Provision

- a. A minimum of three (3) applicants in each discipline shall be required before evaluation/ screening is conducted. In case the minimum number of applicants is not met and the need is urgent, screening shall proceed; otherwise, failure of recruitment is declared.
- b. Initial evaluation shall be done at the campus level by the Campus Faculty Recruitment Selection and Promotion Board (CFRSPB).
- c. Evaluators of demonstration teaching shall compose of the Subject Specialist, Professional Education Representative and students who shall observe and give rating to the applicant. The process of demonstration teaching is as follows:
 - c.1. Prior to the schedule of demonstration teaching, the committee shall require each applicant to prepare five (5) topics related to his/her field of specialization.
 - c.2. Before the actual demonstration teaching, the applicant shall be asked to draw one (1) from the five (5) topics which shall be discussed with a time allotment of 20-30 minutes.
- d. The HRMO shall act as the secretary of the CFRSPB, keep records of the proceedings and accomplish the following forms:
 - a. FRS Form 1 – Panel Interview Rating Form
 - b. FRS Form 2 – Subject Specialist and Professional Education Representatives 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
- e. The CFRSPB shall conduct post conference about the evaluation result as basis for recommendation.
- f. The names of the top three (3) applicants shall be forwarded to the UFRSPB for re-evaluation and recommendation to the appointing authority who shall issue the appointment.

g. The HRMO shall post a notice regarding the appointment of a faculty in three (3) conspicuous places in every campus in the entire the university system.

Section 5. OBLIGATIONS, FUNCTIONS, DUTIES AND RESPONSIBILITIES OF A FACULTY

Obligations

It shall be the obligation of a faculty to:

- a. discharge his/her duties and responsibilities in accordance with the vision, mission and the quality policy of the university;
- b. promote efficient and effective practices for the attainment of the national and regional development goals;
- c. demonstrate professionalism and pursue professional growth and advancement, and
- d. introduce and adopt innovations in programs of the university and the community within the context of national and international standards.

Functions

Pursuant to the mandated functions of the faculty in the university, he/she shall:

- a. teach
- b. conduct, present and publish research
- c. render extension service
- d. participate in income-generating activities
- e. perform and involve in other related academic activities, like graduation, recognition, college and campus academic council meetings and others.

Furthermore, he/she shall:

- a. maintain loyalty to the University and uphold its good name;

- b. cooperate with the Administration to enable the University to achieve its vision, mission, goals and objectives;
- c. extend his/her services even beyond classroom or office hours;
- d. wear the prescribed uniform and ID;
- e. attend flag rites;
- f. assist during enrollment period, and
- g. conduct/attend seminars, conferences, symposia or training programs and the like.

Duties and Responsibilities

A faculty shall have the following duties:

- a. update and enhance his/her teaching competencies by pursuing graduate/post graduate courses and/or attending trainings, seminars, workshops, and conferences;
- b. utilize technological innovations to enhance the teaching and learning process;
- c. prepare syllabus/syllabi and varied types of IMs;
- d. start and end classes on time;
- e. submit grade sheet not later than seven (7) calendar days after final exam;
- f. serve as class/registration adviser and/or counselor/student consultant;
- g. assist the school administration and fellow workers in all activities aimed at improving and strengthening the programs and supporting the operations of the University;
- h. conduct research and publish outputs in research journals preferably in refereed ones, and

- i. engage in community service/extension and production activities.

Section 6. MORAL FUNCTIONS

It shall be the moral function of a faculty to:

- a. fulfill the terms and conditions of his/her appointment and give the Administration reasonable time to effect his/her replacement in case he/she decides to terminate his/her tenure with the University;
- b. avoid untoward professional and/or moral turpitude or activity that may tarnish the reputation of the University and/or its duly constituted authorities;
- c. adhere to the standards, rules and regulations of the CSC and enforce school discipline among students at all times and
- d. be morally upright.

Section 7. WORKLOAD POLICY

Faculty Workload

- a. The workload of a faculty shall be in accordance with the approved workload guidelines.
- b. Excess Workload – in excess of the normal workload, a faculty shall be paid honorarium subject to existing rules and policies, provided, that the normal workload required shall have been complied with.
- c. Submission of Individual Faculty Workload (IFW)

- c.1. A faculty shall be required to accomplish an Individual Faculty Workload duly signed and approved by the dean/department chairperson and the Executive Officer/Campus Administrator;
- c.2 The IFW shall contain the faculty teaching hours and quasi assignments.
- d. A faculty shall have a maximum of three-course preparations to ensure teaching effectiveness. As much as possible, the number of preparations shall be equal for all faculty in a college or department.
 - d. Hereunder is the Workload Policy of the University for faculty.

I. Title and Legal Bases_

These policies/guidelines shall be known as the:

FACULTY WORKLOAD GUIDELINES REVISED 2016

Section 4 of RA 8292 otherwise known as the **Education Act of 1994** provides for the **Powers of the Governing Boards of State Universities** which among others include the formulation and implementation of policies and procedures to effectively carry-out the functions of the University. **CHED Memorandum Order (CMO) No. 3, series of 2001** also reiterates among others under Section 18, Paragraph h of Rule V thereof:

“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 provision of existing laws to the contrary notwithstanding (underscoring supplied); and to remove them for cause in accordance with the requirements of due process of law;”

In the same manner, the same CMO provides in Section 19 of Rules VI that:

The GBs of chartered SUCs may promulgate and implement policies vis-a-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 thrusts of the CHED and of Republic Act No. 7722, otherwise known as the “Higher Education Act of 1994”).

Other laws, rules and regulations supporting the adoption of these policies/guidelines includes 1) The Omnibus Rules Implementing Book V of EO 292 and other pertinent CSC Laws, and the DBM Manual for Position Classification and Compensation System.

II. Rationale

A faculty of the Isabela State University performs a variety of functions along the mandates of the University, namely: instruction, research, extension and production. Depending on his/her qualifications, experiences and specialization/expertise, a faculty is expected to be involved in all or a combination of these functions.

With teaching as a primary function, a faculty may be given quasi teaching assignments (teaching – related works). In the interest of the service, he/she may also be designated to perform administrative duties based on his/her qualifications and competence and in conformance to existing government policies, rules and regulations and the provision of existing laws.

In order to rationalize the functions of a faculty, a workload scheme has to be established to serve as a guide in assigning teaching loads as well as other related duties. A faculty is expected to carry a regular or a minimum workload; and any overload thereof may entitle his/her to a corresponding overload payment, subject to the availability of funds as provided in the budget allocation for honoraria and other allowable sources of funds.

In the light of changes in the environment and contexts within which the Isabela State University is operating such as the changes in the organizational structure and job terms of references, the University deemed it necessary to review its current faculty workload policies as approved through BOR Resolution No. 10, s. of 2013, the manner by which an excess load is paid. Moreover, in order to effect ease of reference and facilitate understanding of these policies governing workload and related issues, the consolidation of the two policies is hereby sought.

III. General Policies

The following are general policies which are intended to be adhered to at all times and regardless of circumstances unless otherwise repealed or revoked by subsequent policies.

1. The required minimum workload of a faculty is 21 FTE per semester.
2. A faculty may be allowed to have overload of not more than 6 FTE or its equivalent of 108 hours per semester. Such overload shall be with compensation in the manner defined herein.
3. A faculty holding more than one (1) designation shall be given corresponding credit units. For purposes of completing the minimum required 21 FTE, the cumulative FTE of the two or more designations of the faculty shall be considered. However only the designation with a highest FTE shall be included in the computation of excess load.
4. In the event that the amount of honoraria appropriated under the GAA is not enough to pay the excess load, all campuses shall provide budget from their income for the payment of excess load, subject to availability of funds.
5. The number of preparation shall be part of the FTE workload, but shall not be included in the computation of excess workload. In excess of one (1) preparation, additional one (1) point shall be considered thereafter but not to exceed 3 FTE.
6. FTE Equivalent
Laboratory
 - a. Sciences/Computer subjects = 0.8
 - b. Tech. Voc. subjects (i.e. Automotive, Electronics, Drafting, Food Processing, Cooking and Baking, Dressmaking and Tailoring, Housekeeping, etc.) = 0.7

- c. One (1) hour lecture = 1 FTE
- d. Technical Adviser/Supervisor in field work, on-the-job training, community immersions, field experience, and similar activities, including critic teacher in practice teaching = 0.3 per student but not to exceed 3.0 FTE.

7. The Dean, in coordination with the Registrar, must see to it that workload assignments shall be equitably and fairly distributed such that it will result to cost savings without prejudice to the quality of instruction. Toward this end, the following shall be observed:

- a) A faculty may be assigned workload to complete at least 21 FTE from Mondays to Sundays provided that such workload shall be rendered in, at most, five (5) contiguous days or an equivalent of 40 hours per week, does not conflict with the faculty's religious rights, and affords the faculty a maximum of two days off within a week. Provided further that in the exigency of the service, the faculty maybe required to render services for more than 5 days or more than 40 hours in the form of overload compensation if the faculty is engaged with more than 21 FTE, or overtime pay in accordance with pertinent CSC and DBM rules, or compensatory time off in accordance with CSC rules.
- b) A faculty whose load is less than the required minimum of 21 FTE in a particular semester shall undertake research, extension, production, and other assignments to complete the required minimum workload.
- c) Deans shall not take more than the minimum 21 FTE per semester if there is a faculty in the College having a workload less than the required minimum FTE unless a strong and justifiable reason exist as maybe submitted by the dean/department or program chair and approved by the campus head.
- d) The required number of students for undergraduate classes are:
 - d.1) The minimum class size for General Education is at least 30 and at most 50 students per class provided that the maximum number of class does not exceed the number *n* as follows:

Let $N=KQ+R$ where K is the maximum number of class size, Q is the integer quotient of $N/50$ and R is the remainder of $N/50$, N is the total number of students enrolled in a particular course, n is the number of classes.

Then,

$$n = Q \text{ if } (R/Q) \leq 10; \text{ Otherwise, } n = Q+1.$$

For example if there are 120 students enrolled in Math 101 ($N=120$), then $Q = N/50$
 $120/50 = 2$ and a remainder $R = 20$. $R/Q = 20/2 = 10$. Thus, number of classes $n = 2$.

If $N= 135$, then $Q = N/50 = 135/50 = 2$ and a remainder $R= 35$. $R/Q = 35/2= 17.5 > 10$.
Thus, $n = Q+1 = 2 + 1 = 3$.

d.2) Tool/major subjects that are regular offerings during the semester, at least 25 and at most 50 students per class. The reduction to 25 is due to the imposition of the selective retention policies of the University.

Classes that do not meet the minimum number of students prescribed for general education and tool/major subjects may be given the equivalent workload for the purpose of meeting the regular workload of a faculty. However, for the purpose of claiming overload pay, if any, the compensation shall be limited to the tuition fees paid by the students in such classes. In case of free tuition fee, the overload pay shall be borne by the university.

Classes in the Graduate School shall have a minimum range of 10 to 25 students per class.

No class of the same subject in the undergraduate and graduate levels shall be divided into sections primarily to enable the faculty to claim an overload pay.

8. A faculty who is required to report to the Graduate School during Saturdays and Sundays as program chair by the nature of his/her administrative duties, is entitled to service credits as per CSC policies provided that the number of non-teaching hours rendered during the weekend is not included in the 40 hours computation.

9. A faculty who does not have any workload or whose workload is lower than 50% of the regular workload shall be given assignment or shall be detailed to other campuses where his/her expertise is needed.
10. Any revisions/changes on teaching assignment of faculty shall be properly approved by the College Dean and duly noted by the Registrar and Head of the campus concerned.
11. Subject offering per term shall follow the structured curriculum or checklist of the program.
12. All designations shall be issued by the President or his/her duly authorized representative in consonance with the approved workload policy on assigning of equivalent FTE that corresponds to the designation.
13. A faculty teaching in classes that do not meet the minimum number of students prescribed in the University's academic policies (e.g., student handbook) maybe given the equivalent workload for the purpose of meeting his/her regular workload. However, for the purpose of claiming overload honoraria, if any, his/her compensation shall be limited to the tuition fees paid by the students in such classes. In case of free tuition fee, payments shall be borne by the University.
14. The payment of faculty handling unprogrammed subjects shall be drawn from the tuition fees paid by the students enrolled in the subjects, and shall not form part of the workload of the faculty.
15. A faculty with administrative designation equivalent to 12 FTE and above shall be on Vacation and Sick Leave Status (VSL). The FTE equivalent shall be included in the computation of excess load.
16. A faculty involved in production shall be given a corresponding FTE for purposes of satisfying the minimum required workload. However, the FTE shall not be included in the computation of excess load if he/she is given an honorarium out of production.
17. A faculty who is assigned as program/ project/study leader without honorarium shall be credited only with an FTE in at least one level with the highest workload equivalent provided it meets the criteria to be considered as a program/project/study.
18. If a program/project/study has more than one leader without honorarium, the equivalent workload shall be divided equally among the faculty sharing the same designation.

19. All faculty designees are required to teach subjects with FTE in accordance with the faculty workload guide.

20. The FTE of a faculty receiving honoraria from research/extension/production shall form part of the workload to comply with the minimum required FTE but not included in the computation of excess load.

21. Workload computation of Regular Faculty with RLE = 21 Units (to include combined lecture, laboratory, designation and other quasi academic assignments as included in the approved University workload guidelines with supporting official appointment)

In excess of 21 Units, only a maximum of 6 Units will be paid as RLE.

Thus: $\frac{6 \text{ Unit}}{\text{sem}} \times \frac{51 \text{ hrs}}{\text{unit}} = 306 \text{ hrs/sem.}$

@ 1 unit RLE=51 hrs equivalent

Units = units in lec + units in lab

1 unit lab=51 hours (Ranges up to 8)

1 unit lec = 1 hour (Ranges up to 8)

The applicable RLE fee shall be computed using the following formula

$$\begin{aligned} \text{Average faculty RLE rate} &= (\text{highest salary} + \text{lowest salary}) / 2 / 22 / 8 \\ &= P178.03 \text{ (existing rate)} \end{aligned}$$

- For non RLE Subjects the excess load shall be computed based on the regular workload guidelines as per BOR Resolution No. 10 s. 2016
- For Summer RLE load = total RLE Hours rendered but not to exceed 102 hours

22. Hiring of retired faculty with vertical Master's and Doctorate degrees and practitioners (Lawyers, Medical Doctors, Police Colonel) shall be allowed to teach as per BOR resolution No. 66 series 2014, subject to CSC MC no. 1, s. 2007 which provides that *“contracts of service and job orders will no longer be submitted to the Civil Service Commission Regional Offices (CSCROs) for review and requests for exemptions from said circulars will no longer be required with respect to hiring under a contract of service of job orders.”*

23. FTE claims for Extension shall not include those that are conducted primarily as part of the field experiences of students.

24. Designations falling below the Program Chair may earn corresponding FTE for purposes of meeting the required minimum workload but shall not be included in the claims for excess load except for SSCF/SSC/SBO Advisers.

25. A designation or assignment to non-teaching function as defined in the approved Organizational Structure or in such capacities the President or duly authorized representative may designate, provided that such designation shall define the equivalent workload thereof. Otherwise such designation shall not earn any workload equivalent.

26. A faculty may be assigned two or more designations that are defined in the organizational structure and the functions require the faculty/designee to report during Christmas break and summer vacation, the designee may be given an FTE for such designation not to exceed 12 provided that such designation shall define the equivalent workload.

27. A regular faculty load is 21 lecture units. One (1) lecture unit is equivalent to one lecture hour. In case the faculty has laboratory subjects, the laboratory hours shall be converted to lecture units/hours as indicated in the workload matrix. The resulting lecture units/hours shall be added to the existing lecture units/hours to get the total number of lecture units/hours. The result shall be the basis in determining the total faculty workload.

IV. Definition of terms

The following terms are herein defined operationally to guide the proper interpretation of the provisions of these policies and guidelines:

- 1. Working Hours** – Under R.A. 1880, all government employees and faculty of SUCs are required to render forty (40) hours per week or eight (8) hours per day. This definition is reiterated in Section 5, Rule XVII of Book V of EO No. 292, the same is highlighted in CSC Resolution No. 96-2875. Section 4 of R.A. 8292 also provided the working hours of SUCs as approved by the Board of Regents. For the purpose of these policies and guidelines the 40 hours per week or 8 hours per day shall mean 8 hours or work rendered in any contiguous five (5) days from Mondays to Fridays consistent with the general policies earlier defined.

2. **Actual Contact Hours (ACH)** – The actual teaching time of a faculty in the University.
3. **Full time Equivalent (FTE)** – The prescribed weighted value of actual contact hours (ACH) per week of teaching, quasi-teaching assignments (QTA), and/or other administrative designations.
4. **Regular Workload** – The minimum FTE that a faculty has to satisfy in a week is twenty one (21).
5. **Quasi-Teaching Assignment (QTA)** – Teaching related assignments such as research, extension, production and administrative designation.
6. **National Research** - A research program/project aligned with, and supportive of the National Integrated Research, Development and Extension Agenda and Program (NIRDEAP), which embodies the thrusts and priorities covered by research and development institutions such as DA-BAR, PCARRD, DOST, NEDA, CHED, and other recognized institutions and agencies.
7. **Regional Research** – Research program/project aligned with, and supportive of the Regional Integrated Research that generates regional significance.
8. **College-Based Research** – Local research programs/projects in its various academic disciplines to improve instructional programs and promote countryside development.
9. **Special Program** – A linkage program/project of the University with local, regional, national or international agencies or organizations that are covered by a Memorandum of Agreement (MOA)/Memorandum of Understanding (MOU).
10. **Overload** – Total workload of a faculty in excess of the required minimum of 21 FTE.

- 11. Excess Load Pay** – The compensation paid to a faculty in excess of the required minimum of 21 FTE.
- 12. Administrative Designation** - A designation or assignment to non-teaching function as defined in the approved Organizational Structure or in such capacities the President, or his/her duly authorized representative may designate, provided that such designation shall define the equivalent workload thereof. Otherwise, such designation shall not earn any workload.
- 13. Program leader** – A faculty who spearheads a research/extension program and handles at least one project of the program.
- 14. Project leader** – A faculty who spearheads a research/extension project and handles at least one study of the project.
- 15. Unprogrammed subject** – this is a requested subject by a student who failed and becomes irregular. The requested subject is not listed in the curriculum as a regular offering during the term and is not included in the computation of faculty workload.

V. Workload Committees

1. Campus Faculty Workload Committee

The committee shall be composed of the following:

Chairperson	:	Campus ARA Directors/Coordinators
Members	:	The Dean/College Secretary (Floating Member)
	:	Campus Registrar
	:	Faculty Association President

The committee shall be tasked to:

- a. review and check the individual faculty workload submitted by the concerned college secretaries not later than one (1) month after the 1st day of classes.

- b. determine if the workload claims are properly accomplished with supporting documents.
- c. furnish the concerned college of the result of the workload evaluation.
- d. act on complaints/requests for reconsideration filed by faculty before it will be elevated to higher authorities.
- e. submit the reviewed faculty workload to the University Workload Committee for final evaluation not later than two (2) weeks before the end of the semester.

2. University Faculty Workload Committee

The committee shall be composed of the following:

Chairperson	:	VP ARA
Members	:	Registrar
		Finance Director
		Director for Instruction
		ARA Directors/Coordinators
		Faculty Regent/Authorized Representative

The committee shall be tasked to:

- a. review the individual faculty workload submitted by the Campus Workload Committee.
- b. summarize reviewed workload by campus for submission to the budget office for budget allocation and payroll preparation.
- c. review and countercheck the payroll vis-à-vis the workload summary and disseminate the same to the different campuses.
- d. act on appeals or complaints for reconsideration.

VI. Implementing Procedures

1. **Assignment of Workload** – the dean, in consultation with the program chair/college secretary, shall have the primary responsibility to determine the teaching assignments of

his/her respective faculty considering the quasi-teaching assignments in research, extension, production and administrative designations.

Workload assignment shall be based on the following guidelines:

- a. As a general rule, only research, extension, and production activities with approved proposals, including those continuing activities along these lines of assignments shall be considered in the faculty workload.
- b. Faculty teaching assignments shall be disseminated to the faculty by the college deans at least one (1) week before the start of every term.
- c. Requests for changes on the workload assignments shall be settled by the workload committee at least one (1) week after the start of classes in each term.
- d. Request of faculty for changes on his/her workload that is not acted upon shall not be valid ground for the faculty to neglect his/her duties. Until the final resolution on the request for changes, the officially communicated workload and the responsibilities and accountabilities accompanying the same belong to the faculty.
- e. The campus workload committee shall finalize the workload assignments of faculty within but not beyond three (3) weeks after the start of classes.

2. Faculty Workload Determination . The faculty shall be given the workload equivalent for all assignments and designations assigned to him/her following the procedures below:

- a. The faculty accomplishes the standard Faculty Workload Form-A (FWFA) with attached supporting documents for workload claims such as research/extension/production report and/or photocopy of designation. The same shall be submitted to the program chair within but not later than two weeks after the start of classes per term. The FWFA is the basis in the computation of workload. Failure to submit the FWFA shall be a ground for non-inclusion of the faculty in the payroll for excess load.

- b. The Program/Department Chair shall review, summarize and endorse the duly accomplished FWFA to the Dean for approval.
- c. The Dean, together with the College Secretary, shall review the endorsed the FWFA and submit the same to the Chair of the Campus Workload Committee.
- d. The Campus Workload Committee Chair shall prepare the workload summary by College/Institutes in triplicate copies (one for the college, one for the UFWC, and one as file copy).
- e. The EO/CA shall review and approve the campus faculty workload to be endorsed to the Chair of the UFWC.
- f. The UFWC shall review the faculty workload and endorse the list of faculty with excess load to the budget officer for funding.

3. Claim of Overload. The faculty shall claim excess load compensation following the prescribed procedures below:

- a. The faculty shall submit the following required supporting documents to be able to claim the overload pay:
 - Certification from the Registrar that grade sheets were submitted
 - DTRs for the term
 - Instructional accomplishment report duly certified by the Dean
- b. The formulas in determining the payment of overload and RLE are as follows:
 - **Semester Term Overload = [(I+R+E+A) – 21 FTE] x 18 hours**; where I is the FTE from instruction; R, from research; E, from extension; and A for administrative designation, but not to exceed 108 hours per term.

- **Summer Term Overload FTE = [(A/3+Instruction FTE) – 7] x 18 hours** provided that a faculty on teachers leave status is not entitled to payment via overload scheme, but he/she shall be compensated on the basis of his/her hourly rate subject to CSC and DBM rules, but not to exceed 108 hours.
- **Payment for unprogrammed/requested subjects shall not be included in the computation of excess workload** = number of students enrolled in the subject x number of units per subject x tuition fee per unit collected from the students enrolled in the subject.
- **Payment of Class size less than the required minimum number** = number of students x number of units per subject x tuition fee per unit collected from the students enrolled in the subject.
In case of free tuition fee, payment shall be borne by the University.

- **Guidelines in the Payment of Excess Load due to RLE Services Rendered by Faculty**

As per CMO No. 14, s. 2009 (for BS Nursing), under Section 11 item 11.7a states that faculty handling subjects in Health-related courses may carry a combined RLE and maximum teaching load of not more than 36 units per semester. In the University Faculty Workload Guidelines, approved under BOR Res. No. 10 s. 2016. The University regular FTE is 21, which shall be the basis in the computation of RLE load as follows:

$$\begin{aligned} \text{RLE FTE} - 21 \text{ FTE} &= \text{Excess FTE Load, } \frac{\text{hrs}}{\text{Week}} \times \frac{18 \text{ weeks}}{\text{Sem}} \\ &= \text{Excess FTE Load, hrs/sem} \end{aligned}$$

Allowable maximum hours = 108 hrs/sem excess load per sem

For RLE hours rendered during the night, a Compensatory Time Off (CTO) during the day corresponding to the number of hours rendered shall be availed of by the faculty.

For RLE rendered in Manila or outside of the Region, a faculty shall be entitled of per diems subject to DBM policies, guidelines, accounting rules and regulations..

Payment of excess load due to RLE shall be borne from RLE fee paid by students.

- **Payment of hired retired faculty with vertical Master’s & Doctorate degrees and practitioners** (Lawyers, Medical Doctors, Police Colonel), is subject to the promulgated guidelines approved by the Board of Regents as per BOR resolution No. 66 series 2014, presented below

Academic Programs	Qualifications of Part time Faculty							
	Doctorate		Masters		Lawyer/Med Doctor/Vet Med		Police/Military at least Colonel	
	No. of units	Hon.	No. of units	Hon.	No. of units	Hon.	No. of units	Hon.
Undergrad	6	400	6	350	6	350	6	350
Masters/Law	6	450	6	400	9 for law program	400	6	400
Doctorate	6	500						

Note: Maximum academic load is 6 units.

Queries and clarifications of faculty regarding the approved overload payment shall be filed to the UFWC within 15 days from receipt of payroll by the Campus Finance Officer for re-evaluation.

The result of the re – evaluation and decision of the UFWC shall be deemed final.

The computation of payment of overload honorarium shall be based on the prime hourly teaching rate as defined in the DBM Manual for Position Classification and Compensation System to wit:

$$\text{Overload (OL) Honorarium} = \text{Approved OL FTE}(18)(\text{PHTR})(\text{Annual Salary})$$

Where the following PHTR are defined:

- Undergraduate Program = 0.000781
- Graduate Program:
 - o Faculty with master degree = 0.0014
 - o Faculty with Ph.D. degree = 0.0015

The Graduate Load shall be subject to the recently approved Core Faculty of the Graduate School and the guidelines in the implementation of Flexi-Work Schedule for the Core Faculty of the Isabela State University as per BOR Resolution No. 38, s. 2016.

VII. Repealing Clause

Any provision of an earlier issued University policy governing workload not in consonance with these workload policy guidelines is hereby repealed.

VIII. Separability Clause

Any provision of this policy which may be established to be contrary to existing laws and public policies shall not render the rest of its provisions ineffective. All other provisions not so established as such shall remain in effect.

IX. Effectivity

These revised consolidated policies/guidelines for faculty workload and compensation of faculty overload of the Isabela State University shall take effect S.Y. 2016 – 2017 as per BOR resolution No. 10 series 2016.

CERTIFICATIONS

Approval of the ISU BOR: Board Resolution No. 10 series 2016_

BOR Meeting on March 18, 2016 at CHED Executive Lounge, HEDC BLDG., CP. Garcia Avenue, Diliman, Quezon City

Summer Teaching Load

a. A faculty on teachers leave status and who teaches subjects that are regular offerings during summer as listed in the curriculum checklist shall be paid accordingly. The maximum teaching load shall be limited to 108 hours.

b. A faculty on vacation and sick leave status and who teaches during summer shall be paid overload in accordance with the Workload Policy of the University. The maximum teaching load shall be limited to 108 hours.

Section 8. COUNSELING AND CONSULTATION

A faculty shall conduct student counseling as the need arises and provide time for consultation.

a. Each faculty shall be required to render ten (10) hours of student consultation per week.

b. The student consultation hours with the faculty shall be scheduled in such a way that the faculty is present anytime from 8:00 a.m. to 12:00 a.m. and 1:00 p.m. to 5:00 p.m., Monday to Friday.

c. A faculty shall encourage the student/advisee to have consultation with him/her on any academic problem. He/she shall give special attention to students with poor scholastic performance.

Section 9. OTHER NON – TEACHING HOURS

a. In the exigency of the service, a faculty shall be required to render additional hours of service to the University.

b. Membership to an adhoc committee shall not exceed three (3) committees at a time.

c. A faculty is required to participate in the following activities/occasions:

c.1. – Enrollment

c.2. – College/University Foundation

c.3. – Commencement Exercises and Recognition Program

c.4. – Committee Works

c.5. – Proctoring of Examinations

c.6. – Other activities requiring full participation of the faculty

Section 10. FACULTY INVOLVEMENT IN RESEARCH, PUBLICATIONS AND SCHOLARLY ACTIVITIES

A faculty shall engage in research, publication and in scholarly activities. In certain disciplines, these activities may take the form of creative writing for publication that reinforce and vitalize teaching but not to supersede or exclude it.

Section 11. FACULTY LIMITATIONS

Religious / Sectarian Influence

No faculty shall inculcate sectarian tenets in his/her teachings, nor attempt to either directly

or indirectly influence or intimidate his/her subordinates/peers and/or students for or against any particular sect or religion. Any violation thereof shall be a ground to subject the faculty concerned to disciplinary action including dismissal from the service after due process.

External Activities of a Faculty

1) Activities of a faculty for consultancy, special detail, and trainings shall be subject to the approval of the President.

2) No faculty shall engage in teaching in other academic institutions during the term unless approved by the President, subject to the following conditions:

a. The faculty assignment shall not be within office hours from eight o'clock in the morning to five o'clock in the afternoon.

b. Request to teach in other academic institutions shall be subject to the endorsement of the President to the Board of Regents for approval.

c. The total teaching load in other academic institutions shall not exceed six (6) hours a week.

d. The teaching activity shall not be prejudicial to the interest of the University.

Press Statements and Publications

- 1) Any statement regarding the proceedings of the Board of Regent's meetings, University and Administrative Council meetings and other University policies shall only be issued to the requesting party upon approval of the President.
- 2) All information concerning a particular Campus shall be issued only by the Campus Head and those concerning a particular school/college shall be issued by the Dean; provided, that such information has to do only with the Campus or School/College concerned and not to affect other campuses or colleges of the University, unless the President prohibits the publication of same.
- 3) Publication of scientific, scholarly articles and books shall be encouraged.
- 4) The following are policies concerning publications:
 - a. No rules and regulations that would tend to discourage freedom of investigation, and are contrary to academic freedom shall be enacted by any academic or administrative entity in the University.
 - b. Any faculty signing as an individual or even with his/her official title in the institution, is the party directly responsible for such work.
 - c. For record purposes, reprints of typescripts of any article shall be filed at the Office of the Dean before and after its publication.

Section 12. ATTENDANCE TO CLASSES AND SUBMISSION OF GRADES

Attendance to Classes

- a. A faculty shall be required to attend his/her classes regularly and promptly. His/her attendance shall be monitored by the Campus ARA/Dean/Department chair based on the log book and actual conduct of classes. A summary of attendance and tardiness in the logbook shall

be submitted by the Program Chair to the HR who determines and implements the corresponding sanctions.

b. A faculty who incurs a maximum of ten (10) times tardy and/or under time in a month within two consecutive months in a semester as per report from the HRMO shall be subject to disciplinary action by appropriate authority/ies.

Submission of Grades

A faculty shall be required to submit grade sheets seven (7) working days after the final exam.

The following sanctions shall be imposed for late submission of grade sheets as per CSC Executive Order 292 p.49

1 st offense	Reprimand
2 nd offense	Suspension for one (1) to thirty (30) days
3 rd offense	Dismissal

The Campus Head through the ARA Director/Coordinator shall issue the corresponding sanctions upon the recommendation of the registrar, copies of which shall be furnished to the VP-ARA and HRMO and the Dean/Program Chair.

Section 13. WORKING HOURS

General Policy

A faculty shall render not less than eight (8) hours of work a day for five (5) days or a total of forty (40) hours a week, exclusive of time for lunch. The forty (40) hours a week may include time for teaching, student consultation, research and extension work, and other activities

relevant to teaching, e.g. preparation of lessons, checking and recording of papers, administering examinations etc.

Additional Policies

a. The University prescribes its own rules and regulations governing working hours and attendance of its faculty.

a.1 It shall be the duty of the head to require all faculty under him /her to strictly observe the prescribed office hours, which may be apportioned to the three thrusts of the university and other assignments.

a.2 Should the head of the department allow the faculty to leave the office for personal/social reasons, he/she shall require the faculty to fill up a duly signed pass slip/locator slip. A maximum of two hours per week may be allowed.

a.3 All faculty regardless of status of appointment shall be required to register in the biometrics and in the log book.

a.4. In the exigency of service, the daily hours of work of faculty may be extended upon approval by President or his/her duly authorized representative. The extension shall be fixed in accordance with the nature of the work and duly compensated subject to existing statutory laws and regulations.

Flexi – Time Schedule

A faculty may be granted flexible working hours so he/she can perform the functions of instruction (graduate and undergraduate), research, extension, production and administration provided that the prescribed forty (40) hours of work per week shall be observed, subject to the recommendation of the Dean and approval of the Campus Head.

A faculty who teaches in the Graduate School during Saturdays and Sundays shall be

covered by the Flexi-time schedule and may opt to choose any of the week days to offset the Saturday and Sunday. Refusal to accept or to perform official functions shall be dealt with accordingly.

Part Time Teaching

To maintain the quality of education, the University may hire part-time faculty on contract of service (COS) on the basis of the following requirements of the position:

- a. A faculty shall satisfy at least the 20-hour week requirement.
- b. Part-time faculty shall be required to use the Biometric. He/she shall be required to keep records of his/her attendance in a logbook.
- c. An appointment for contract of service maybe issued to a faculty when in the exigency of service requires, subject to existing policies. Such appointment is for a limited period not to exceed one (1) school year. However, the renewal of the appointment is based on need and subject to the availability of funds.
- d. Contract of service (COS) does not give rise to employer-employee relationship and services rendered cannot be credited as government service, hence, the benefits enjoyed by the permanent faculty is not applicable.

Section 14. LEAVE BENEFITS

All faculty are on teachers leave (TL) except those faculty with designations with an FTE of 12 units shall be on vacation and sick leave (VSL) basis. A faculty on TL enjoys Christmas vacation of 14 days and summer vacation of 60 days inclusive of Saturdays, Sundays and Holidays. A faculty on VSL earns 15 days vacation and 15 days sick leave credits each year.

Section 15. HOUSING BENEFITS

The University shall endeavor to find ways and means to provide housing for each faculty subject to the policies, rules and regulations of the University

Section 16. FACULTY PROMOTION

Objectives

The Faculty Promotion System shall have the following objectives to:

- a. provide a system of professional advancement for faculty to obtain a higher position based on merit and fitness;
- b. recognize the meritorious achievements of the faculty. and
- c. upgrade qualifications of faculty

Scope

The promotion shall apply to all faculty holding permanent plantilla positions in all academic ranks and who are on study leave, sabbatical leave, maternity leave, extended leave without pay, and are recipients of training grants, local or foreign scholarships and secondment.

Policies

- a. A faculty may be considered for promotion to a higher faculty rank/sub-rank on the basis of his/her education, experience, eligibility, training and other qualification standards in the approved Qualification Standards for Faculty and NBC 461 Guidelines and performance rating of at least Very Satisfactory during the last two (2) rating periods.
- b. In case where two or more faculty are comparatively at par, preference shall be given to the candidate in the department where the vacancy exists. However, if the two (2) faculty belong to the same department the discretion of the appointing authority shall prevail.

- c. Pursuant to Board Resolution No. 39 series 2012, “ The President, in highly meritorious cases where a faculty contemplated for recruitment or promotion to highly technical positions demanding highly specialized technical skills (such as in the case of scientist level qualification, persons of rare and highly technical skills such as engineers needed in agri-machineries design and manufacture), may promote or recruit to the position contemplated for, even in the absence of sufficient length of teaching service or the required professional education subjects, subject to terms and conditions”.
- d. The filing and pendency of an administrative case against a faculty shall not constitute a disqualification for promotion.
- e. Promotion within six (6) months prior to compulsory retirement shall not be allowed, except as otherwise provided by law.
- f. A faculty who is on local or foreign scholarship or training grant, secondment, sabbatical leave, study leave, maternity leave, leave without pay, may be considered for promotion, the effectivity of which shall be upon reinstatement to duty.
- g. As per CSC Circular re “No Quantum Leap” policy, a faculty may be promoted to a position involving not more than three (3) salary grades.
- h. All faculty candidates for promotion shall be evaluated based on the guidelines and factors under NBC 461 CCE (with strict observance of the point limits), QCE and the BOR Approved Qualification Standards or other institutional issuances that may henceforth be issued for faculty evaluation.
- i. The criteria to be considered shall be the following:

i.1 Qualifications

Education – This shall refer to the highest vertical academic degree during the rating period.

Experience – This shall refer to academic related professional experience/s acquired during the

rating period.

Professional Achievement – This shall refer to Item 3.0 in the PASUC Common Criteria for

Evaluation under NBC 461.

i.2 Performance

The performance of the faculty for two (2) rating periods immediately preceding the evaluation.

For faculty who are on training, secondment, study leave, sabbatical leave, maternity leave, vacation/sick leave and the like, the last two (2) rating periods immediately prior to their leaves shall be used.

The following shall be considered:

QCE under NBC 461 – 50% of the quantitative rating

CSC PES – 50% of the numerical rating transmuted to 100% by multiplying it by 10.

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
	87.53 (Performance)	x	30%	= <u>26.26</u>

j. As provided in ISU-BOR Resolution No. 37, s. 1998, Chain Promotion shall be done by Campus where the vacancy/ies occur/s. In case there is no qualified faculty in the campus where there is vacancy, an inter-campus transfer of vacant item/s may be allowed.

However, the transferred vacant item shall be replaced by an item that can be filled up by a qualified faculty in the campus where the original vacancy comes from.

k. For upgrading of rank, the criteria and procedures for evaluation provided in the National Budget Circular pertaining to compensation classification plan for faculty positions in the University shall be followed.

Section 17. COMPOSITION AND DUTIES OF CAMPUS FACULTY RECRUITMENT, SELECTION, PROMOTION COMMITTEE (CFRSPC)

Composition

The Campus Faculty Recruitment, Selection and Promotion Committee (CFRSPC) shall be composed of the following:

- a. Executive Officer/ Campus Administrator, Chair
- b. Campus ARA, Vice – Chair

Members:

- Dean of the College where vacancy exists
- Program Chair of the College where vacancy exists
- Faculty Association President
- Subject Specialist
- Professional Education Specialist
- HRMO (Secretariat)

Composition and Duties of the Campus Evaluation Committee (CEC)

The CEC composed of three (3) or more members who had undergone PASUC Seminar/Training on NBC 461 shall be tasked to evaluate the documents submitted by faculty candidates for promotion.

Duties of the CFRSPC

The CFRSPC shall:

- a. evaluate and review documents submitted by the CEC as well as the QCE and PES results forwarded by the HRMO;
- b. prepare summary of ranking and submit the final list of candidates for promotion to the NBC 461 Committee and PASUC Zonal Center for final evaluation, encoding and print out;
- d. post print out in conspicuous places;
- e. indorse the summary of promotable faculty to be endorsed by the Executive Officer/Campus Administrator to the University Faculty Selection and Promotion Board (UFSPB) for final review and recommendation to the University President for approval and confirmation of the Board of Regents.

Section 18. STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS)

General Policy

The Isabela State University has developed its own strategic performance management system (SPMS) for faculty positions/ranks to be administered in such manner as to continuously foster the improvement and efficiency of the faculty as well as effectiveness of the organization. The system is an organized, methodical and standardized manner of evaluation for faculty. It is being administered in accordance with the rules, regulations and standards established by the Civil Service Commission (CSC).

The CSC-approved SPMS shall form part of the ISU Merit System. Details of the SPMS are found in Appendix 1.

Section 19. PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)

General Policy

An incentive awards system of the Isabela State University is hereby promulgated to encourage creativity, innovativeness, efficiency, productivity, and uphold integrity in the public service by recognizing and rewarding faculty either individually or in group for their innovations, inventions, superior accomplishment and other personal efforts that contribute to the improvement of public services in the university.

Specific Policies

The System shall:

- a. adhere to the principle of providing faculty incentives and awards based on performance, innovative ideas and exemplary behavior.
- b. give award or recognition which shall include the conduct of timely institutionalized on-the-spot recognition.
- c. provide monetary or non-monetary awards and incentives to recognize and acknowledge exemplary accomplishments.
- d. grant monetary awards not exceeding 20 percent (20%) of the savings generated only when the exemplary accomplishments and other personal efforts result to monetary savings.
- e. give cash incentive of P15,000 chargeable to the University allocation for Staff Development to a Faculty who has finished or earned his/her vertical Doctorate degree at his/her own expense from a prestigious and reputable institution.

Functions

The PRAISE Committee shall:

- a. identify, evaluate, monitor and document exemplary accomplishments on a continuing basis;
- b. formulate, reproduce, disseminate and orient the faculty on the provisions of the PRAISE Manual;
- c. adopt and monitor the implementation of the approved suggestions to continuously improve the incentive system of the University;
- d. determine the types of awards and incentives to be granted;
- e. plan, identify resources and propose annual budget;
- f. resolve filed complaints and issues related to awards and incentives within 15 days from the date of submission;

Qualities of PRAISE Committee Members

Each Committee member shall:

- a. possess positive attitude;
- b. exhibit open-mindedness;
- c. execute firm and objective decision, and
- d. display high tolerance and dynamism

Scope

A regular faculty who meets the criteria for each specific award shall be entitled to receive the award. The recipient of honor/award is given preferential promotion and in training grants and scholarships.

General Objective

To encourage, recognize and reward faculty, either individually or in group, for any innovative ideas, inventions, discoveries, exemplary accomplishments, heroic deeds, extraordinary acts or services and other personal efforts that contribute to the efficiency, economy and improvement to organizational productivity.

Specific Objectives

The merit system of the university is promulgated specifically to:

- 1) establish a mechanism for identifying, selecting, rewarding and providing incentives to deserving faculty;
- 2) identify and evaluate outstanding accomplishments and best practices of faculty on a continuing basis,
- 3) provide incentives and interventions to motivate faculty who have contributed innovative ideas, suggestions, inventions, discoveries, superior accomplishments and other personal efforts.

Composition of the PRAISE Committee

The PRAISE Committee shall compose of the following:

- a. University President or authorized representative as chairperson
- b. Director, Finance Services
- c. Director, Planning Services
- d. Director, Administrative Services
- e. Director, Instruction
- f. President, Faculty Association

Definition of Terms

- a. Award – It is a recognition given to a faculty either in monetary or non-monetary form for innovative ideas, suggestions, inventions, discoveries, or service in the public interest that contribute to the efficiency, economy, improvement in government operations and to organizational productivity;
- b. Contribution – It is any input in the form of an idea or performance.
- c. Discovery – It is the uncovering of something previously existing but found or discovered for the first time which will improve public service delivery.
- d. Innovative Idea – It refers to an idea, a suggestion or an invention or discovery for improvement to effect economy in operation, increase productivity and improve working conditions.
- e) Incentive – It is a monetary or non-monetary reward.
- f) Invention – It refers to something useful that is produced for the first time through the use of the imagination or ingenious thinking and experiment.
- g) Exemplary Accomplishment – This refers to an extraordinary performance or heroic act or service in the interest of the public; or sustained outstanding work performance for a minimum period of one (1) year which is beyond the normal requirement of the position of the faculty or group of faculty.
- h) Suggestion – It is an idea or proposal which improves work performance, systems, procedures, work efficiency and effectiveness.

Types of Awards

a) National awards

The University shall participate in the screening of candidates for the search of deserving faculty by government agencies, private entities, NGOs and other award-giving bodies such as the:

- a.1 Presidential or Lingkod Bayan Award** – This shall be conferred to a faculty for consistent, dedicated and exemplary performance resulting in the successful implementation of an idea or performance which is of significant effect to the public or to national interest, security and prosperity.

a.2 Outstanding Public Official/Employee or Dangal ng Bayan Award – It shall be granted to any faculty who has demonstrated exemplary service and conduct on the basis of his/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.

a.3 Civil Service Commission or the PAGASA Award – This shall be conferred to a group of faculty who has demonstrated outstanding teamwork and cooperation, that resulted in the successful achievement of its goal or has greatly improved delivery of public service, economy in operation, improved working conditions or benefited the government in many other ways.

a.4 Others – These awards shall be given by other government agencies, private institutions or NGOs to a faculty or group of faculty for contribution or an idea, or performance that directly benefited the government.

b) Institutional Awards

The Isabela State University shall initiate the search for and screening of deserving faculty to be given any of the following awards:

b.1 Best Teacher Award – This shall be granted to a faculty who excelled in the three thrusts of the university. The recipient shall be given a certificate of recognition and a cash award or other forms of incentives based on existing laws.

b.2 Gantimpala Agad Award – This shall be given to a faculty nominated by clients for his/her courtesy, promptness, efficiency, and dedication to duty.

b.3 Exemplary Behavior Award – This shall be granted to a faculty who is automatically nominated to the Dangal ng Bayan Award by the university PRAISE Committee based on the eight norms of conduct as provided under RA 6713.

b.4 Best Organizational Unit Award – This shall be granted to the top organizational unit which may be a section, division or office on the basis of meeting the organization's performance targets and other pre-determined criteria.

b.5 Cost Economy Measure Award – This shall be granted to a faculty or group of faculty whose contributions such as ideas, suggestions, inventions, discoveries, or performance of functions result in savings in terms of man-hours and cost or otherwise beneficial to the agency and government as a whole. The monetary award shall not exceed 20% of the monetary savings generated from the contribution.

2.6 Service Award – This shall be conferred to a retiring faculty whether under optional or compulsory retirement schemes which shall be held during a fitting ceremony on or before the date of the retirement.

2.7 Other Awards – These are awards which the University may decide to give such as:

- 1) Outstanding Punctuality and Attendance Award
- 2) Loyalty Award

Types of Incentives

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

1) Loyalty Incentive* – This shall be granted to a faculty who has continuously and satisfactorily served the Isabela State University for at least ten (10) years and beyond:

No. of Years of Service	Amount to be Received
➤ 10	= Php 10,000.00
➤ 15	= Php 5,000.00
➤ 20	= Php 5,000.00
➤ 25	= Php 5,000.00
➤ 30	= Php 5,000.00
➤ 35	= Php 5,000.00
➤ 40	= Php 5,000.00

2) Length of Service Incentive – This shall be given to a faculty 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 adjustment following the Joint CSC-DBM Circular No. 1, s. 1990.

3) Career and Self-Development Incentive – This shall be granted in recognition of a faculty who has satisfactorily completed a verticalized doctorate degree within or outside the country at his/her own expense. He/she shall be given a cash incentive of Php15,000 chargeable against the supplemental budget subject to existing Staff Development Policies.

4) Other Incentives – These are the incentives that the PRAISE Committee may recommend on the basis of special achievements, innovative approaches to assignments, exemplary service to the public and recognition by an outside group of a particular achievement subject to existing statutory laws and regulations.

Other Forms of Awards and Incentives

The following awards and incentives shall be subjected to existing statutory laws and regulations and approval of the University President:

1) Compensatory Time-Off – This shall be granted to a faculty who has worked beyond his/her regular office hours without overtime pay.

2) Flexi-time – This shall be a special arrangement granted to a qualified faculty who has demonstrated responsibility, initiative, and capacity to produce output/result and accomplishment outside of the workplace.

3) Personal Growth Opportunities- These incentives shall be in the form of attendance to conferences on official business, membership in professional organization, Educational Tours/Lakbay-Aral and other learning opportunities.

4) Monetary Award

5) Incentives in kind such as books, journals, tapes, computers/laptops, cellular phones or other forms of electrical gadgets

- 6) Special privilege such as reserved parking space
- 7) Recognition posted on the Wall of Fame, university website and other publications

Statement of Commitment

The faculty shall commit to abide with the provisions of the Isabela State University PRAISE which shall be the basis for the grant of awards and incentives.

Section 20. PERSONNEL RELATIONS AND WELFARE SERVICES

General Policy

The University shall take appropriate steps toward the creation of a conducive atmosphere for sound management-faculty relations. It shall make provisions for the health, welfare, counseling, recreation and related services.

Specific Policies

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

- a. make arrangements for annual medical and dental services and take proper action on the recommendations resulting from such physical examinations;
- b. provide a system of informing the faculty of their rights and privileges as well as the rules governing their obligations and conduct;
- c. facilitate the dissemination of information and discussion of ideas among the faculty;
- d. encourage faculty participation in the formulation of policies, procedures and other work-related matters;
- e. promote socio-cultural activities that contribute to the faculty's well-being; and,
- f. encourage faculty to form, join and organize associations that may protect their rights and privileges within the context of statutory laws and regulations.

Part – Time Teaching

The University may hire a faculty on a part-time basis provided that he / she meets the requirements of the position. Appointment shall be through a contract of service.

Part-time faculty shall be guided by the following:

a. The working hours of a part-time faculty on Contract of Service (COS) shall not be fixed but shall be dependent on the actual services rendered; hence, he/she shall be paid on an hourly basis. He/she shall not be required to render eight (8) hours per day and there is no employee-employer relationship.

b. Part-time teaching shall be offered to retired faculty with vertical Masters and Doctorate degrees and to other practitioners (lawyers, medical doctors, police colonel, etc.) who shall be allowed to teach in accordance to BOR resolution No. 66 series 2014 and Civil Service Commission rules.

c. Contract of Service/Part-time faculty shall be required to register his/her attendance in the biometrics and log book and submit duly accomplished CS Form 48 (DTR) to the HRMO.

d. COS/Part-time faculty shall be required to sign contract with the University.

e. A COS/part time faculty shall be governed by the University's mechanism of accountability with appropriate sanctions as stipulated in the contract of service.

Flexi – Time Schedule

Each department head, with the approval of the University President, may allow flexible working hours for a faculty to perform his/her four-fold functions in instruction, research, extension, and production provided that the prescribed 40 hours of work per week shall be strictly observed.

Section 21. GRIEVANCE MACHINERY

Legal Bases

1. CSC No.010113 dated January 10, 2002
2. CSC Memorandum Circular No.02

Rationale

For the furtherance and protection of the interest of faculty and in line with the Revised Policies on the Settlement of Grievance in the Public Sector contained in CSC resolution No. 010113, dated January 10, 2002 and implemented through CSC Memorandum Circular No. 02, the University hereby adopts the Grievance Machinery as indicated in the Administrative Manual of the University.

Basic Policies

- a. The University shall establish a grievance machinery to address work-related grievances resulting to dissatisfaction between or among officials and faculty.
- b. A grievance shall be resolved expeditiously at all times at the lowest possible level. Otherwise, the aggrieved party shall present his/her grievance through channels following the hierarchy of positions.
- c. The aggrieved party shall be accorded freedom from coercion, discrimination, abuse, reprisal, prejudice and biased actions.
- d. Any grievance shall be acted upon promptly and, as much as possible, settled amicably without the services of a legal counsel.
- e. A grievance shall be presented verbally or in writing to the immediate supervisor. The aggrieved party shall be informed verbally of the corresponding action within three (3) working days from the date of presentation.

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

- f. The composition of the grievance committee shall be designated by the University President.

- g. The following cases shall be acted upon through the grievance machinery:
- g.1) Non-implementation of policies, practices and procedures on economic and financial issues and other terms and conditions of employment fixed by law including salaries, incentives, working hours, leave benefits, and related terms and conditions;
 - g.2) Non-implementation of policies, practices and procedures which hinder faculty promotion, detail, transfer, alignment, retirement, termination, lay-offs and the like;
 - g.3) Poor physical working conditions;
 - g.4) Poor interpersonal relationships and linkages;
 - g.5) Protest on appointments; and,
 - g.6) All other matters giving rise to faculty dissatisfaction and discontentment outside of those cases enumerated above.
- h. The following cases shall not be acted upon through the grievance machinery:
- h.1) Disciplinary cases which shall be resolved pursuant to the Uniform Rules on Administrative Cases;
 - h.2) Sexual harassment cases as provided for in RA 7877 and its implementing rules; and,
 - h.3) Registered faculty association-related issues and concerns.
- i. The Grievance Committee shall be composed of officials with permanent appointment status and faculty with integrity, probity, sincerity and credibility.
- j. The following shall compose the Grievance Committee:
- a. A ranking official chosen by the President as Chairman;
 - b. Administrative Officer;
 - c. Dean/chairman of the department or head of the unit where the complainant is assigned;
 - b. HRM Officer as Secretary, and

c. President or his/her authorized representative of the SEC-registered Faculty Association.

k. If any member of the grievance committee is the one facing a complaint, another faculty shall be designated by the President in his/her place.

l. The Grievance Committee shall establish its own internal procedures and strategies.

m. Membership in the Grievance Committee shall be considered as part of the member's regular duties.

General Objectives

The grievance committee shall be organized to help promote peace, foster harmony and camaraderie among officials, faculty and staff of the university for utmost productivity.

Specific Objectives

Specifically, the committee shall be tasked to:

1. establish an orderly method of handling disputes;
2. encourage regular dialogue between and among officials, faculty and staff;
3. settle disputes, as much as possible, at the lowest level;
4. ensure that all parties involved in the grievance have the right to appeal until a final decision that is binding and executory is reached, and
5. ensure that the grievance procedures are strictly observed

Definition of Terms

a. Complaint – It means a faculty's expressed (written or spoken) feelings of dissatisfaction with some aspects of his / her working conditions, relationships or status which are outside his / her control. This does not include those involving disciplinary actions that are governed by separated rules.

- b. Grievance – It refers to a written complaint which has been perceived by the faculty as ignored,
overridden or dropped without due consideration.
- c. Grievance Machinery – It is a system or method of determining and finding the best way to address the specific cause or causes of a grievance.
- d. Grievance Procedure – It refers to the best way of determining the specific cause or causes of the complaint and its corresponding solution.
- e. Conciliation – It is a process whereby a conciliator brings the parties together, encourages them to discuss their differences and assists them in arriving at the best solution.
- f. Mediation – It is a process whereby a mediator is needed in assisting the disputing parties to reach acceptable solutions. The mediator can also present his / her own proposal/s for the settlement of disputes.
- g. Arbitration – It is a process whereby a third party called an arbitrator, a board of arbitrators or an arbitration court, is empowered to render a decision which disposes of the dispute and is binding
on both parties.
- h. Recognized faculty association – It is an accredited or duly recognized faculty association by a statutory body such as CSC, SEC, etc.

Contents of a Written Grievance

The complainant shall fill up the grievance form with the following information:

- a. Name of the complainant
- b. Position title

- c. Designation (as applicable)
- d. Section or Division where assigned
- e. Immediate Supervisor
- f. Next higher Supervisor
- g. Nature of Grievance (brief)
- h. Settlement Desired
- i. Signature of Complainant
- j. Signature of Association Official/Representative (if applicable)
- k. Date of initial filing from the lowest level in the University

Procedure

- a. A faculty may verbally express his/her complaint to his/her immediate supervisor who shall resolve the dispute through a dialogue with the person involved.
- b. If the complainant is not satisfied with the result, he/she shall file a written complaint to be endorsed by his/her immediate supervisor to the grievance committee.

In case the immediate supervisor is the subject of the complaint or grievance, the case may be aired directly to the next higher supervisor.

- c. The Committee shall resolve any complaint within five (5) days.
- d. In case the dispute remains unresolved after all available remedies have been exhausted under existing laws and procedures, the grievance may be elevated to the Civil Service Commission Regional Office upon submission of a Certification on the Final Action on the Grievance (CFAG) issued by the grievance committee. The CFAG shall contain history of the grievance and final action taken by the agency on the grievance.

Between and Among Individual Employees and Supervisors

***Oral Grievance**

The complainant shall present orally his/her complaint to his/her immediate supervisor who shall initiate and exhaust all possible means to resolve the problem within three (3) working days. If the immediate supervisor is the subject of the complaint, the complainant may bring the grievance to the next higher supervisor who takes proper action within five (5) working days. If the conflicting employees belong to separate divisions/units, their respective supervisors will be jointly responsible in resolving the problem.

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

***Written Grievance (If the Oral Discussion Fails)**

Filing of Grievance

- a. If the complainant is still not satisfied with the decision within the University, either party may request the conciliation/mediation services of the Civil Service Commission which shall render judgment within ten (10) working days.
- b. 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 (5) working days from receipt thereof.
- c. The decision of the Commission is final, binding and executory, unless appeal from said decision is brought to the proper courts.
 - i. Appeal by either party shall be in accordance with the rules of court.

For an Association Member who would like to present his complaint through the recognized negotiating unit.

*** Oral Discussion**

a) A complainant shall initially present orally his/her complaint to the immediate supervisor through the Association representative who shall present the complaint to the supervisor and inform the complainant orally of the decision within three (3) working days.

b) 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.

The Grievance Committee shall then conduct an investigation and hearing within ten (10) working days and shall render decision five (5) days thereafter.

c) If the complainant is still dissatisfied with the decision of the Grievance Committee, he/she may elevate the case to the University President through the Association President or his/her authorized representative within five (5) working days. The President shall render the decision within ten (10) working days.

d) 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.

e) If there is a deadlock, either or both parties may appeal to the Public Sector Labor Management Council (PSLMC) through the Office of Personnel Relations, which in turn, shall submit to the PSLMC its comments within five (5) working days after receipt of the complaint.

***Written Discussion**

a) If the complainant is not satisfied with the oral decision, he/she may submit

his/her grievance in writing within five (5) working days from receipt of the oral decision of his/her immediate supervisor who shall forward the grievance with his/her comments within five (5) working days to the 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/her decision. If 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.

b) If the complainant is not satisfied with the decision of the higher supervisor, he/she may appeal to the Campus Grievance Committee within five (5) working days, through the higher supervisor who shall make the necessary comments and forward the grievance within five (5) working days to the University Grievance Committee who shall take proper action within ten (10) working days and conduct an investigation and hearing thereof.

c) If the concerned party is not satisfied with the decision of the Campus Grievance Committee, he may elevate it to the University Grievance Committee. Together with the appeal, the aggrieved party shall submit a certification on the final action of the Campus Grievance Committee.

APPEAL

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

a. Within ten (10) working days from receipt of decision, he/she may elevate the case to the University President, through the Association President or his/her authorized representative, who shall issue decision within five (5) working days from receipt of the complaint.

b. If the complainant is still not satisfied with the decision of the President, he/she may

appeal to the University Board of Regents within ten (10) working days.

c. If the complainant is still not satisfied with the decision of the University Board of Regents, he/she may appeal to the PSLMC which shall render the decision within thirty (30) working days thereafter. The decision of the Council is binding, final and executory, unless the appeal is brought to the proper courts.

d. Appeal to the courts shall be in accordance with the Rules of Court.

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.

All records involving complaints and grievances shall be kept by the Human Resource Management Officer of the University and records officer of the recognized negotiating unit.

COMMITMENT

The University President shall 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 to their attention.

SECTION 22. FACULTY ASSOCIATION

Policy

A faculty may organize or join faculty association of his/her choice for the furtherance

and protection of his/her interest. To achieve such objective, he/she may also form labor-management committees, work councils and other forms of workers' protection schemes in cooperation with government authorities.

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

Specific Policies

- a) Any Faculty may join the faculty association.
- b) The Faculty Association shall register with the Department of Labor and Employment, the Civil Service Commission and Security and Exchange Commission prior to its recognition by the ISU Governing Board,
- c) The Faculty Association President shall sit as member of the different committees such as Faculty Training and Development Board, Faculty Recruitment, Selection and Promotions Board, Grievance Committee, PRAISE Committee, PERC and other related committees concerning faculty.
- d) The Faculty Association shall be governed by the rules and policies on Public Sector Unionism.

IMPOSITION OF DISCIPLINE

General Policy

Except for cause as provided by law and after due process, no faculty shall be removed or suspended.

Specific Policies

1. The provisions of the Revised Rules on Administrative Cases in the Civil Service (RRACS) CSC Resolution No. 1101502 dated November 8, 2011 shall apply in proceedings against erring faculty.
2. The University shall implement its rules and regulations on sexual harassment as indicated in the Administrative Manual.
3. The University President may suspend or remove for cause, any faculty of the University following due process set by the CSC and the University, without prejudice to an appeal to the

Board of Regents within thirty (30) days after the receipt of the decision.
4. No faculty covered by the approved Merit System of the University shall be suspended or dismissed except for cause as provided by law and after due process.
5. The provision of the Civil Service Laws and Rules on Administrative Discipline under

Rule

XIV of EO292 shall apply in the proceedings against a faculty.
6. In addition to the grounds for disciplinary action under EO 292, a faculty may be subjected to disciplinary action on the following grounds:
 - a) engaging in employment while on leave without pay
 - b) engaging in consultancy services without prior approval of the University which may adversely affect his/her official duties.

Section 23. OTHER PERSONNEL ACTIONS

The University shall implement its internal rules on the following actions subject to CSC rules and regulations:

1. **Transfer** – It is the movement of a faculty from one SUC to another or from one college to another within the same SUC or from one position in the administrative department to a faculty position in the academic department within the SUC without break in the service. It involves issuance of an appointment.

2. **Reassignment** – It is the movement of a faculty across the organizational structure within the same SUC, which does not involve a reduction in rank, status or salary, and does not require issuance of an appointment but an office order by duly authorized official.

3. **Detail** – It is the temporary movement of a faculty from one department or agency to another, which does not involve a reduction in rank, status or salary. A detail requires issuance of an office order by duly authorized official.

The faculty who is detailed shall receive his salary only from his mother unit/agency. Such detail shall be allowed only for a maximum of one year

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

4. **Secondment** – It is the movement of a faculty from one department or institution to another which is temporary and which may or may not require the issuance of an appointment but may either involve reduction or increase in compensation.

Secondment shall be governed by the University policies and CSC rules and regulations on the matter.

Section 24. SANCTIONS ON FALSE ENTRIES IN DAILY TIME RECORDS (DTRs)

A faculty who is found guilty of making dishonest or false entries on his/her DTRs shall be given the following sanctions:

1 st Offense	Warning
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2 nd Offense	Suspension for one month without pay
3 rd Offense	Suspension for 1 year without pay

Section 25. TERMINATION, LAY-OFF AND SUSPENSION

A faculty may be terminated, separated, laid off or suspended for cause from work in accordance with the rules and regulations of the University as well as existing applicable laws.

Section 26. RETIREMENT

General Policy

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

Except in the exigency of service and other meritorious cases, withdrawal or cancellation of approved application for optional retirement shall not be allowed.

Specific Policies

- a) Extension of service may be requested by the President or the appropriate authority to complete the fifteen-year service requirement in accordance with Civil Service rules and regulations.
- b) Services of the SUC President, whose performance has been unanimously rated as Outstanding and unanimously recommended by the Search Committee concerned, may be extended by the governing board beyond the compulsory age of retirement but not beyond the age of seventy (70).
- c) Faculty who becomes president of SUC loses his/her faculty position.

CHAPTER IV HUMAN RESOURCES MANAGEMENT

Specific Policies

- a) All appointments of faculty shall be strictly based on merit, fitness, and qualifications regardless of religious and/or political affiliations.
- b) The entry level of a faculty shall be the lowest grade of faculty rank to which he is qualified. (e.g. Instructor I, Assistant Professor I, Associate Professor I and Professor I.)
- c) The Campus Faculty Recruitment, Selection and Promotions Committee (CFRSPC) shall conduct the recruitment and selection processes and procedures. The University Faculty Recruitment, Selection and Promotions Board (UFRSPB) shall assist the University President in the final review and evaluation of candidates for appointment and/or promotion.
- d) All appointments shall be based on the existing PASUC Common Criteria for Evaluation (CCE) and Qualitative Criteria for Evaluation (QCE) as well as the Qualification Standards of the Civil Service Commission and University requirements as embodied in the Faculty Merit System.
- e) The qualification standards for faculty positions/ranks shall be those provided under CSC MC no. 10 s. 2012, the NBC 461 Guidelines, the Faculty Merit System and Faculty Manual and other issuances that may henceforth be issued.
- f) Permanent appointment shall be issued to a faculty who meets the qualification/requirements for the faculty rank.
- g) A temporary appointment maybe given to a faculty who lacks the required length of teaching experience or professional practice in the field of his/her specialization.

- h) A faculty may be hired as temporary substitute in the exigency of the service to take the place of a faculty who is on leave without pay, secondment and/or detail.
- i) In the exigency of the service, a faculty may be hired on a contract of service (COS) status and he/she shall be governed by the terms and conditions of the contract.
- j) A faculty may be allowed to render services to other agencies upon endorsement by the immediate supervisor and approval of the President, subject to existing laws.
- k) A personnel from other agencies/institutions may be hired to teach on part-time basis upon submission of approved endorsement from the agency head, subject to existing laws.
- l) Non-teaching personnel within the University may be tapped to teach on a part-time basis, subject to existing laws.
- m) A Visiting Professor who shall serve for a limited period may be recommended for appointment by the President to the Board of Regents, subject to existing laws.
- n) An Exchange Professor is a qualified faculty allowed to avail of the faculty exchange program for a period of one year, upon the recommendation of the immediate supervisor, the dean and campus head and with the approval of the President and the Board of Regents, subject to existing laws.
- o) The successive renewal of appointment of a non-regular faculty shall not be a guarantee for another reappointment.
- p) The appointment of a newly hired faculty who fails to report within one (1) month shall be automatically canceled without the President's written approval.
- q) A faculty may file a protest regarding promotion subject to civil service laws, rules and issuances relative to protest or appeal.

Resignation and/or Transfer

a) A faculty may tender his/her resignation and/or transfer which shall be effective only upon approval of the University President, through appropriate channel at least thirty (30) days prior to its date of effectivity as confirmed by the Board of Regents.

No resignation and/or transfer shall take effect during a school term unless a successor or a substitute shall have been appointed.

The aforesaid policy on resignation and/or transfer shall not apply when the reason is due to serious illness or, when, in the judgment of the President, such resignation and/or transfer is in the interest of the University that it shall be accepted and take effect immediately.

b) Approval of a permit to transfer does not carry with it any waiver of the financial or property obligations / accountability of the transferee.

Leave Privileges

Leave privileges of a faculty shall be classified as follows:

- a) Teachers Leave (TL)
- b) Vacation and Sick Leave (VSL)
- c) Maternity Leave
- d) Paternity Leave
- e) Military Service Leave
- f) Sabbatical Leave
- g) Study Leave
- h) Other special leave privileges in accordance with CSC and sanctioned by the Board of Regents.

a. Teachers Leave (TL)

a.1 Teachers leave shall be granted to a faculty who is not designated to perform administrative functions, or whose designation has an equivalent workload of less than twelve (12) Faculty Teaching Equivalent (FTE) and is not assigned to handle duly approved research and / or extension projects, hence, his/her services are not required during summer and Christmas break.

a.2 A faculty on teachers leave status who is requested to render service shall be granted service credits in accordance with existing University and CSC rules and regulations.

a.3 A faculty on teachers leave status shall be entitled to 70-day proportional summer vacation pay based on actual services rendered during the academic year, in addition to the usual 14-day Christmas vacation. Such leave may be enjoyed only during the regular summer and Christmas vacation periods.

a.4 Sick Leave by a faculty on teachers leave status for more than five (5) consecutive days shall be supported with medical certificate. Such leave shall be chargeable against his/her service credits, if there is and if none, it shall be treated as leave without pay.

b. Vacation and Sick Leave (VSL)

b.1 Vacation and sick leave credits shall be granted to a faculty with permanent appointment and who regularly performs administrative functions with an equivalent FTE of twelve (12) or higher and undertake research, special projects or whose services are needed throughout the year.

b.2 A faculty on vacation and sick leave status shall earn 1.25 vacation and 1.25 sick leave credits each month (section 11 (b) Rule XVI of RA 2260 as amended).

b.3 A faculty under the vacation and sick leave status shall be required to go on forced leave for a maximum of five (5) days a year, as mandated by Executive Order No. 1077 dated January 9, 1986.

b.4 Semestral break shall not be considered vacation for a faculty on teachers leave and vacation and sick leave.

b.5 Vacation and sick leave credits shall be cumulative and any part thereof which may not be spent within the calendar year in which it is earned may be carried over the succeeding years. When a faculty retires, resigns or is separated from the service through no fault of his/her own, he/she shall be entitled to the commutation of all the accumulated vacation and/or sick leave credits, provided such leave benefits shall be subject to statutory laws.

b.6 Commutation of leave credits of a faculty following his/her separation from the service, reappointment to another government service before the expiration of the leave commuted, shall be subject to statutory laws.

b.7 The accumulated service credits of a faculty on teachers leave status who retires and/or resigns shall be converted proportionally to vacation – sick leave credits based on existing CSC guidelines.

b.8 When a faculty transfers from one government agency to another, he/she shall have the option to: a) commute his/her unused vacation and/or sick leave credits or b) have it transferred to his/her new employer.

b.9 Application for vacation leave of absence for one day up to a maximum of fifteen (15) working days shall be filed five (5) days in advance using the prescribed form,

for action by the immediate supervisor. If the leave exceeds fifteen (15) days, it shall pass through channel and be acted upon by the President, subject to the submission of clearance and existing university or CSC rules and regulations. The grant of vacation leave shall be made on a case – to – case basis

b.10 Sick leave of absence for one day or more shall be filed using the prescribed form immediately upon return of the faculty from such leave, however the faculty shall notify his/her immediate supervisor of his/her leave of absence. In excess of five - day sick leave, a medical certificate is required.

b.11 Sick leave shall be granted only on account of illness or disability on the part of the faculty or of any member of his/her immediate family.

b.12 Sick leave may be applied for in advance in cases where the faculty will undergo medical examination or operation or is advised to rest in view of ill health. In this case, a medical certificate is required.

b.13 A faculty who is separated from the service for a cause shall forfeit his/her leave credits.

c. Maternity Leave

c.1 A female faculty who has rendered two (2) years or more of continuous service shall be entitled to maternity leave of sixty (60) days with full pay.

c.2 For a faculty who has rendered less than two years of government service at the time of the maternity leave, the computation of the maternity leave pay shall be proportionate to her length of service.

c.3 Maternity leave granted to female faculty shall be subject to existing CSC rules.

d. Paternity Leave

d.1 A male faculty shall be entitled to paternity leave subject to CSC rules.

e. Military Service Leave

e.1 A faculty who is enlisted for military service in accordance with the National Defense Act or any pertinent decree, may opt to be paid his salary in lieu of his pay from the Armed Forces during his absence for such purpose.

e.2 When a faculty goes on voluntary military training under the Armed Forces of the Philippines, he shall apply for leave of absence. Upon approval of his application, he shall not be entitled to his salary from the University during his absence, provided, however, that his absence shall not curtail the enjoyment of his leave privileges in the University upon his return. Absence without pay during the period of voluntary military training shall not exceed one year. Failure to return to the University after the expiration of one year, the faculty shall be automatically dropped from the roll.

f. Sabbatical Leave

f.1 A faculty who has rendered at least seven (7) continuous years of service with academic rank of Associate Professor I for two (2) years and very satisfactory ratings shall be granted sabbatical leave of one (1) year during which period he/she shall undertake research, writing of instruction materials or pursue special fields of study. Such leave shall be governed by the University Faculty Merit System and with the approval of the Board of Regents.

f.2 The Dean of the College shall certify that the services of the applicant could be dispensed with and that there are capable faculty who can temporarily take over.

f.3 During the leave, the faculty shall receive his/her salary and other benefits in full, subject to existing statutory laws.

f.4 Upon completion of the sabbatical leave a faculty shall apply for reinstatement to duty, submit the intended output to the USDC and render one (1) year of return service.

g. Study Leave

g.1 Study leave may be in the form of:

g.1.a Full time on official time

g.1.b Full time with University Scholarship grant

g.1.c Full time with External Scholarship grant

g.2 Such types of study leave shall be governed by the University Faculty Merit System and subject to the approval of the Board of Regents.

Compensation and Work Regulations.

a. The compensation and salaries of a faculty are fixed and set by the Department of Budget and Management, and are in accordance with the compensation or pay system prescribed by the Compensation and Position Classification Bureau (CPCB) and other existing laws, rules and regulations.

b. There shall be only one salary scale to be followed in all units of the University and such salary scale compensation shall be fixed by the Compensation and Position Classification Bureau of the Department of Budget and Management. A faculty shall be entitled to payment of excess load in accordance with the existing university faculty workload guidelines.

- c. An outsourced lecturer or consultant who is enlisted as a faculty of the University shall receive compensation, in addition to his/her salary from the agency where he/she is regularly employed at the rate to be fixed by the Board of Regents subject to existing accounting and auditing rules and regulations. Provided, that his/her services in the university are performed outside regular office hours.
- d. A faculty shall be paid his/her salary on the day he/she assumes and discharges the duties of his/her position.
- e. The working hours of faculty shall be guided by the faculty workload guidelines.
- f. Flexible working hours shall be allowed subject to the approval of the President through channel.
- g. A faculty shall not be allowed to attend private social functions or transact personal business during office hours without prior approval of University authorities concerned. No faculty shall absent himself/herself from his/her work without the permission of the concerned head of the office.

CHAPTER V

FACULTY DEVELOPMENT PROGRAM

Specific Policies

1. The Faculty Development Program is hereby established to improve the capability and competence of the faculty in order to attain and sustain academic excellence.

2. The University shall adopt a BOR approved Five Year Staff Development Program (FYSDP) relevant to the needs of the colleges.

3. The University shall approve the school/university where the faculty is to enroll.

3.1 Coverage of the Staff Development Program:

3.1.1 Faculty on scholarship/study leave on official time;

3.1.2 Faculty attending seminars, workshops and other training programs;

3.1.3 Faculty pursuing Graduate Studies during Saturdays and Sundays

4. A faculty shall be granted scholarship/study leave on official time, subject, however, to the policies and guidelines of the Staff Development Program of the University.

5. Involvement of faculty in special programs/projects on research, extension and other development projects including consultancy services and secondment shall be covered by a duly notarized Memorandum of Agreement (MOA) between ISU and the sponsoring agency; the terms and provisions of which are mutually beneficial and sanctioned by the Board of Regents.

Any incentive/honorarium received by a faculty for his/her involvement in special projects shall be subject to terms and conditions stipulated in the MOA between ISU and the sponsoring agency.

6. A faculty may avail of the provisions of secondment provided that he/she complies with the

qualifications and requirements prescribed and mutually agreed by both parties in accordance with the existing Civil Service policies. A faculty who is on secondment shall receive his/her salaries and other compensation from the agency or organizations where he/she is seconded unless otherwise provided in the Memorandum of Agreement (MOA).

A faculty may avail of secondment upon compliance of qualifications prescribed by the Civil Service and shall receive salaries and other compensation from the agency or institution granting the secondment.

Guidelines for Various Staff Development

A. Full - Time Study Leave

1. A faculty on full-time study leave shall have:
 - a. served the University on a permanent status for at least two (2) years immediately preceding the application;
 - b. obtained a very satisfactory (VS) performance rating for at least two (2) years preceding the application;
 - c. no pending administrative/criminal charges, and
 - d. met the age requirement as stipulated in the Faculty Merit System
2. A faculty shall be granted a study leave/scholarship only once.
3. The following guidelines shall be observed in the grant of study leave/scholarship:
 - a. Request for study leave shall be strictly in accordance with the specialization of the faculty;
 - b. In case of faculty retooling or those with terminal degrees, the Campus Faculty Development Committee shall determine the degree to be pursued;

- c. The Dean of the College shall certify that the services of the applicant could be dispensed with and that there are capable faculty who can temporarily take over;
 - d. The faculty shall secure a clearance and enter into scholarship/fellowship contract with the University.
4. A faculty on full-time study leave either on official time or with scholarship grants shall be entitled to leave with pay;
5. A faculty shall submit enrollment report and copy of grades duly certified by the Registrar of the College/University where he/she is enrolled thirty (30) days after at the end of each term. Failure to submit without valid reasons, the faculty shall be subject to the following:
- a. First offense – reprimand;
 - b. Second offense – suspension of salary and other benefits until the submission of the report, and
 - c. Third offense - suspension of the study grant.
6. A faculty granted scholarship shall maintain a weighted average of 1.75 per academic term. Failure of the faculty to meet the GWA shall cause reversal of the nature of his/her study grant from a university scholar to official time only.
7. A faculty shall pursue a degree vertical to his /her field of specialization.
8. A faculty shall not be allowed to transfer to another School/University except for justifiable reason
- as approved by the President through the recommendations of the University Faculty Staff Development Board and the sponsoring agency. Failure to observe this provision shall be a ground for cancellation of the grant.

9. No faculty shall be allowed to attend conferences, seminars, workshops and trainings while on study leave unless such attendance is a part of or required in his/her academic program. He/she shall not also be allowed to accept consultancy or go on moonlighting. Violation of this provision shall be a ground for the cancellation of the study leave.

10. A study leave shall not be deferred except on the following cases:

- a. Maternity (once only for the whole duration of the approved study leave);
- b. Serious illness (that may affect the mental and/or physical well-being of the grantee) as certified by a physician recognized by the University
- c. Unavailability of subject to be enrolled during the term, as certified by the registrar where the grantee is enrolled in;
- d. Deferred study leave due to (a), (b) and (c) shall not form part of the approved period of study leave;
- e. Request for deferment other than the above mentioned reasons shall not be allowed.

11. A grantee not enrolled in any term under (c) shall be required to report to duty in writing to his/her college; otherwise, he/she shall be considered absent and such absence shall be charged against his/her earned leave credits, if any, otherwise without pay.

12. Upon completion of his/her leave, a faculty shall immediately file request for reinstatement to duty;

13. A faculty shall submit to the Dean the following: a) request for reinstatement to duty, b) Transcript of Records, c) Diploma, d) copy of bound manuscript and e) re-entry plan stating the program of activities to be undertaken to further improve instruction, research, extension and production.

B. Study Without Leave

1. A faculty who desires to pursue or complete a degree without going on study leave may be permitted to enroll, but not more than nine (9) units, during weekdays provided he/she shall render equivalent hours of service during weekdays and/or weekends.

2. A faculty who desires to take up additional subject/s to enhance his/her teaching efficiency shall be permitted to enroll, but not more than six (6) units, during weekdays provided that it shall not interfere with his/her regular teaching functions as certified by his/her Dean.

3. A faculty who desires to pursue advanced education on his/her own without going on study leave, shall seek the approval of the Faculty Development Committee. The degree to be pursued shall be in line with his/her field of specialization and in conformity with the guidelines in the University Faculty Development Program.

C. Post-Doctoral Leave

1. Post-Doctoral Leave

A faculty who desires to pursue post-doctoral leave shall have rendered at least ten (10) continuous years of service with at least very satisfactory rating.

1. A faculty who goes on sabbatical or post-doctoral leave shall indicate strong justifications to include program of activities and expected output.
2. Upon approval of the application, the faculty shall sign a contract with the University and comply with other institutional requirements.
3. No sabbatical or post-doctoral leave shall be approved without the certification of the Dean concerned that the services of the faculty could be temporarily dispensed with and that there are capable faculty who shall take over.
4. The grantee shall submit an output upon the completion of the leave;
5. The faculty shall not engage in any form of employment, consultancy and similar activities while on sabbatical or post-doctoral leave.

D. Seminars, Trainings & Workshops

1. Attendance to seminars, trainings, workshops, conferences, conventions, scientific meetings of professional/fraternal and other accredited associations, etc. shall be in accordance to the following:
 - 1.a relevant to the four (4) thrusts of the University;
 - 1.b endorsed by appropriate agencies;
 - 1.c subject to the policies and guidelines of the Faculty Merit System;
 - 1.d conform with the Faculty Development Program, and

- 1.e endorsed to the President through channel.
2. A faculty who attends a foreign training for a duration of not less than one (1) month shall secure clearance and sign a contract with the University.
3. A faculty shall render a written report of participation and conduct an echo seminar as a requirement for attendance to succeeding seminars, trainings, workshops, etc.

E. Scholarship Grants Under Sponsorship

1. A faculty may seek a sponsor for scholarship grant provided he/ she informs the President thru the CSDC.
2. A scholarship under sponsorship may only be awarded to a faculty if the degree pursued shall be in line with his / her field of specialization.
3. A faculty shall be allowed to go on sponsored foreign grant/fellowship/paper presentation for not more than twice a semester.

Return Service

Upon reinstatement to duty from a study leave/sabbatical leave, a faculty shall observe the following guidelines:

- a. Official Time Only – one (1) year of return service for every year of study leave.
- b. University Scholarship/Grant/Sponsorship/Assistantship – two (2) years of return service for every year of study leave.
- c. Foreign Scholarship/Grant – three (3) years of return 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 for every six (6) or less than six (6) months.

e. Foreign Trainings of more than six (6) months but not more than (1) year – three (3) years return service.

Application

1. Application for study leave/sabbatical/post-doctoral leave shall be filed at least not beyond one (1) semester before the effectivity of the grant;
2. For trainings and seminar-workshops, not beyond one (1) week before the start thereof.

Financial Assistance

A faculty who has been granted study leave on official time including attendance to seminar workshop/training abroad shall be entitled to avail of University financial assistance subject to availability of funds and approval of the Board of Regents and with the following terms and conditions:

1. He shall have an approved application by the USDB thirty (30) days before the start of the academic term.
2. He shall be enrolled in a program with at least Level II Reaccredited Status in a reputable university;
3. He shall not be recipient of any scholarship and/or dissertation assistance by any government or private entities during his / her study leave;
4. He shall have maintained a general weighted average grade requirement of 1.75;
5. He shall be entitled to pre-departure expenses and clothing allowance as per provision of

Executive No.298 for attendance to seminar/workshop, training abroad.

6. To be entitled dissertation assistance, he shall have submitted an approved bound manuscript and Transcript of Records.

7. When attending foreign trainings/seminars, he shall submit an approved authority to travel and training contract with the University. Upon return, he shall submit certificate of participation/ appearance/completion.

Payment of Stipend for University-Sponsored Scholarship and Dissertation Assistance

Payment of stipend and other allowances to a University-sponsored scholar shall be as follows:

Monthly stipend : Metro Manila	P10,000.00
Outside Isabela but within Region 02	P 5,000.00
Book allowance/semester	P 5,000.00
Book allowance/summer	P 1,000.00
Dissertation assistance	P30,000.00

Sanctions for Breach of Contract

1. A faculty who fails to enroll without reasonable cause within the duration of his study leave shall reimburse all remunerations including allowances received.
2. A faculty who refuses to render the required period of return service shall be obliged to reimburse all financial support, assistance (Scholarship, allowance, Stipend) received while on study leave.
3. A faculty who fails to render in full the service obligation provided in the contract due to deliberate voluntary resignation, optional retirement, separation from the service through his

own fault, or other causes within his control shall refund the gross salary, allowances and other benefits received while on study leave;

4. A faculty who completes the academic requirements only and decides to return to duty, shall be required to render return service as stipulated in the contract. While rendering the required return service, he shall be barred from attending succeeding seminars, workshops, trainings and shall no longer be granted study leaves, grants and the like. If on official time, he shall reimburse fifty percent (50%) of all benefits and remunerations received and if with University scholarship/grants, shall reimburse one hundred percent (100%) of benefits, remunerations as well as financial grants/support received.
5. A faculty who has been granted foreign scholarship/fellowship but fails to return to the University shall be required to pay ten percent (10%) interest in addition to the full payment of all assistance or remuneration received from the University, and shall eventually be dishonorably dismissed from the University.
6. A faculty who violates any provisions of this Faculty Development Policies shall be administratively charged and meted with corresponding penalty after due process.

Repealing Clause

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

Effectivity

This Revised Faculty Development Policies, Rules and Regulations shall take effect upon the approval of the Board of Regents superseding the BOR approved Faculty Manual during the 4th Regular Meeting held on October 6, 2000 at the Isabela State University, Alba Hall, Echague, Isabela.

Reviewed/Revised by:

1. Estrelita M. Pascua, Ph.D. _____ Director, ARA - Echague Campus
2. Queenie Joy B. Mesa, Ph.D. _____ Director, ARA - Echague Campus
3. Susan C. Vallejo, Ph.D. _____ Director, ARA - Ilagan City Campus
4. Mark Rennel D. Molato _____ Director, ARA - San Mariano Campus
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6. Marilyn G. Pasion, Ph.D. _____ Director, ARA - Jones Campus
7. Boyet L. Batang, Ph.D. _____ Director, ARA - Cabagan Campus
8. Eugelyn R. Felix _____ Director, ARA - Angadanan Campus
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10. Charibel R. Sarte _____ Director, ARA - Roxas Campus
11. Warlito D. Antonio, Ph.D. _____ Director, ARA - Angadanan Campus
12. Edgardo B. Sario, Ph.D. _____ Director, ARA - Jones Campus
13. Clarina S. Sarmiento, Ph.D. _____ Director, ARA - San Mariano Campus
14. Bernadette D. Bagalay _____ Director, ARA - San Mateo Campus
15. Engr. Edmundo A. Obina _____ Faculty President - Echague Campus
16. Armand Francis C. Ruma _____ Faculty President - Ilagan City Campus
17. Eddie I. Peru, Ph.D. _____ Faculty President - Cauayan City
Campus
18. Marivic H. Dela Paz _____ Faculty President - Cabagan Campus
19. Joel M. Alcaraz, Ph.D. _____ Faculty President - Echague Campus

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|-----------------------------------|-------|---|
| 20. Roque C. Dolino Jr. | _____ | Faculty President - Angadanan Campus |
| 21. Isagani M. Valerozo | _____ | Faculty President - San Mateo Campus |
| 22. Adona S. Abana | _____ | Faculty - Cabagan Campus |
| 23. Roselle M. Beltran | _____ | Chief OSAS - Cabagan Campus |
| 24. Nerissa P. Batoon, Ph.D. | _____ | Sec. Chief, Supvn. & Eval. of Instruction |
| 25. Nanette D. Sayo | _____ | Sec. Chief, Special Projects and Programs |
| 26. Ambrocia A. Gaffud, Ph.D. | _____ | University Registrar |
| 27. Editha F. Ausa, Ph.D. | _____ | University Director for Instruction |
| 28. Emilia Afiado-Martinez, Ph.D. | _____ | Vice-President for Academic and Related Affairs |



APPENDIX 1

ISABELA STATE UNIVERSITY STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (ISU SPMS)

BACKGROUND

The Civil Service Commission as the central human resource management agency of the Philippine bureaucracy is constitutionally mandated to adopt measures to promote morale, efficiency, integrity, responsiveness and courtesy in the civil service. It is likewise tasked to institutionalize a management climate conducive to public accountability.

With the Revised Policies on Performance Evaluation System enunciated under **CSC Resolution 1200481 and CSC MC No. 6, S. 2012**, the Isabela State University adopts the Performance Evaluation System to be referred to as the Strategic Performance Management System (ISU-SPMS).

RATIONALE

The Isabela State University is a pioneering and dynamic institution of higher learning mandated to deliver academic, research, development, extension and production undertakings with the end goal of addressing the development needs in the countryside in region II. As a government line agency and a service provider, the university capitalizes on achieving a dynamic administrative system focused on advancing efficiency and effectiveness in the government service. For many years, it adhered to mandates and orders from the Civil Service Commission to fast track the addressing of the demands of the changing times. It has assimilated mechanisms and processes both mandated and initiated to support the teaching core in the course of its more than 30 years of existence.

The concept provided by the Civil Service Commission in the implementation of the new Strategic Performance Management System (SPMS) in assuring efficient and effective of government service delivery served as the cornerstone of this Manual.

With the attainment of quality, effectiveness and timeliness as the core of its activities, the University has reviewed the performance of the various faculty and non-teaching offices and levelled-off expectations among its staff. After such, target setting and determination of strategic and core outputs of points was made thru the Office Performance Commitment and Review (OPCR) form and the Individual Performance Commitment and Review (IPCR) form. It is expected that the new SPMS shall create a demand-driven and

output-based environment and culture of service delivery. Underscoring the premise of outputs, the new system for all employees of the Isabela State University has spelled tangible outputs, methods and mechanisms of gauging effectiveness in line with the delivery of the different functions.

USES OF PERFORMANCE RATING

- o Permanent status of an employee does not guarantee absolute security of tenure but is based on performance.
- o Employees who obtained two (2) successive Unsatisfactory ratings or one (1) poor performance rating and there is no evidence to show that he/she can improve his performance shall be a ground for separation from the service.
- o Due notice/advice shall be issued by the head of office at least three (3) months before the end of the rating period.
- o The performance ratings shall be used as bases for promotion, training, scholarship grants and other personnel actions.
- o Officials and employees on official travel, approved leave of absence or training or scholarship programs and who have already met the required minimum rating period of 90 days shall submit the performance commitment and rating report before they go on official leave.
- o For purposes of performance-based benefits, employees who are on official travel, scholarship or training within a rating period shall observe existing PBB guidelines set by the government through AO 25.

Legal Bases:

CSC Memorandum Circular No. 6, s. 2012
Section 5, AO 241
AO 25 dated December 21, 2011
CSC Resolution No. 1200481 dated March 16, 2012

Non-submission and approval of SPMS shall be used as ground for the following:

1. Disapproval of promotional appointments and other personnel actions requiring performance-based ratings;
2. Non-approval of other proposed personnel mechanisms; and

3. Downgrading of the agency's accreditation

CONCEPT

The SPMS is focused on linking individual performance vis-à-vis the agency's organizational vision, mission and strategic goals. It is envisioned as an instrument composed of strategies, methods and tools for ensuring fulfillment of the functions of the offices and its personnel as well as for assessing the accomplishments.

It is a mechanism that ensures that the employee achieves the objectives set by the organization and the organization on the other hand, achieves the objectives that it has set itself in its strategic plan.

POLICIES

The Isabela State University Strategic Performance Management System (ISU SPMS) shall:

1. adhere to the principles of performance-based security of tenure. It provides motivation and basis for incentives to performers and applies sanctions to non-performers.
2. operate on shared commitments and objective measures of performance results. Performance targets and standards of measures of results are planned and agreed upon by management, supervisor and employees.
3. enhance productivity by using performance targets and standards attuned to organizational goals and mandate.
4. recognize the role of various-stakeholders in the objective assessment and giving of feedbacks on individual employees performance. It promotes transparency and provides mechanism for appeals and resolution of conflicts and/or disagreements.
5. form an integral part of the personnel program of the University which will use the SPMS as the standards for Measurement.

6. integrate the provision of Section 5 of A.O. 241 which is the output-based performance.
7. remain as the basis of the employee in performing his/her main function vis-à-vis his/her concurrent designation.

OBJECTIVES

The Isabela State University Strategic Performance Management System aims to:

1. continuously foster improvements of employee performance and efficiency;
2. enhance organizational effectiveness and productivity;
3. provide an objective performance rating which serves as basis for personnel actions, incentives, rewards and administrative sanctions;
4. concretize the linkages of agency's overall performance with the Organizational Performance Indicator Framework, the Agency and Strategic Plan;
5. ensure organizational effectiveness by cascading institutional accountabilities to the various levels of the organization anchored on the establishment of scientific basis for performance targets and measures;
6. link performance management with other HR systems using one platform, that is, only one basis shall be used in performance evaluation, HR planning and interventions, rewards and incentives, disciplines and personnel actions;
7. improve office and individual performance through a systematic approach via an ongoing process of establishing strategic performance objectives, measuring performance, and collecting, analyzing, reviewing, and reporting performance data; and
8. align individual and Office performance goals with the organization's strategic goals/ vision putting premium on performance results of the University.

SCOPE

The Isabela State University Strategic Performance Management System (SPMS) shall apply to all first, second and third level employees under permanent, temporary, casual, contractual and/or contract of service.

RATING PERIOD

Performance evaluation is shall be done every six months ending on June 30 and December 31 of every year. However, if there is a need for shorter or a longer period, the minimum appraisal period shall be at least 90 calendar days or three (3) months while the maximum shall not be longer than one (1) calendar year.

KEY PLAYERS AND THEIR RESPONSIBILITIES

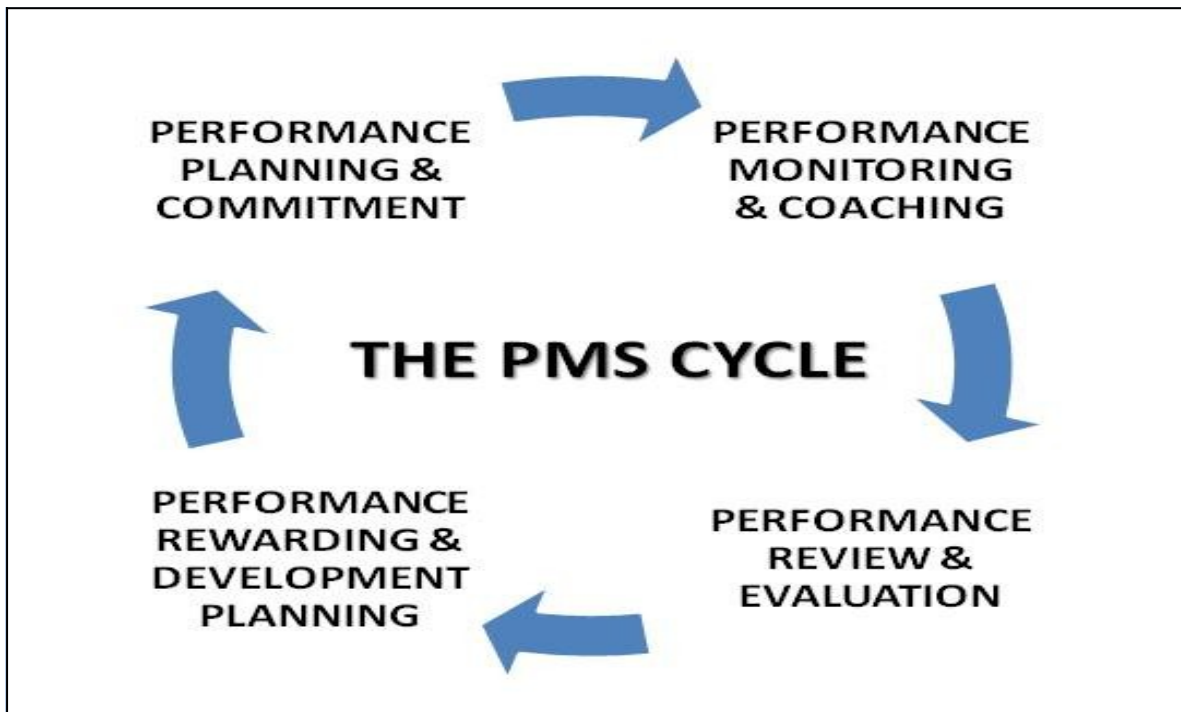
KEY PLAYERS	RESPONSIBILITIES
SPMS Champion – University President	<ol style="list-style-type: none"> 1. Establishes and implements the SPMS 2. Sets agency performance goals/objectives and performance measures 3. Determines agency target setting period 4. Approves office performance commitment and rating 5. Assesses performance of offices
Performance Management Team (PMT) <u>University PMT:</u> <ol style="list-style-type: none"> 1. Vice-President, AFS 2. Vice President, ARA 3. Chief Administrative Officer 4. Director, Planning 5. Director, Administrative Services 6. Director, Finance 7. Director, Quality Assurance 8. Director, Quality Management Representative 9. President, CSC-Accredited Faculty Association 	<ol style="list-style-type: none"> 1. Sets consultation meeting of all heads of offices for the purpose of discussing the targets set in the office performance commitment and rating form 2. Recommends approval of the office performance commitment and rating to the Head of Agency 3. Acts as appeals body and final arbiter for performance management issues of the agency 4. Identifies top performers and provide inputs to the PRAISE Committee for grant of awards and incentives 5. Adopts its own internal rules,

<p>10. President, CSC-Accredited Non-academic Staff Association</p> <p><u>Campus PMT:</u></p> <ol style="list-style-type: none"> 1. Head of Campus 2. Deputy Quality Management Representative/ARA 3. Finance Officer 4. Campus Administrative Officer/HRMO 5. Planning Officer 6. Dean or Department/Program Chair 7. Campus Secretary/Executive Assistant 8. President, Faculty Association 9. President, Non-academic Staff Association 	<p>procedures and strategies in carrying out the above responsibilities including schedule of meetings and deliberations, and delegation of authority to representatives in case of absence of its members.</p>
<p>Planning Office</p>	<ol style="list-style-type: none"> 1. Monitors submission and schedules review/evaluation by the PMT of the Office Performance Commitment and Review (OPCR) before the start of a performance period. 2. Conducts an annual agency performance planning and review of the OPCR. 3. Plans the OPCR for the next rating period with concerned heads of offices for budget allocation. 4. Provides each office with the final OPCR Office Assessment to serve as basis in the assessment of individual

	employees.
Human Resource Management Office	<ol style="list-style-type: none"> 1. Monitors submission of Individual Performance Commitment and Review (IPCR) by heads of offices. 2. Reviews the submitted IPCRs. 3. Ensures that the IPCR Ratings shall be equivalent to/or not higher than the OPCR Rating, otherwise shall inform the concerned head of office and faculty/staff for rectification. 4. Provides analytical data on retention, skill/competency gaps, and faculty/staff development program aligned with strategic plans. 5. Coordinates interventions that shall form part of the Human Resource Development Plan.
Individual Employees	<ol style="list-style-type: none"> 1. Acts as partners of Management and their co-employees in meeting organizational performance goals.

THE SPMS PROCESS

THE SPMS CYCLE



Stage 1: Performance Planning and Commitment. Determination of success indicators, performance measures and performance targets

- a) Determine success indicators, performance measures, and performance targets at the start of the rating period.
- b) Include in the performance measure the following general categories:

Category	Definition
Effectiveness/Quality	The extent to which actual performance compares with targeted performance. The degree to which objectives are achieved and the extent to which targeted problems are solved. It means getting the right things done.

Efficiency	The extent to which resources are used for the intended task or purpose. It measures whether targets are accomplished with a minimum amount or quantity of waste, expense, or unnecessary effort.
Timeliness	It measures whether the deliverable was done on time based on existing policies, standards and guidelines. Time-related performance indicators evaluate such things as project completion deadlines, time management skills and other time-sensitive expectations.

The **Common Reference Table**, a list of major final outputs with definition, shall be used as reference in the preparation of IPCR.

The approved OPCR shall serve as basis in the preparation of IPCR.

Stage 2: Performance Monitoring and Coaching.

- a) Establish and implement monitoring and coaching mechanism.
- b) Monitor regularly the performance of individuals and offices.
- c) Conduct coaching to individuals and heads of offices as deemed necessary.
- d) Ensure that objectives and goals are met.
- e) Formulate and implement necessary interventions to improve team performance and develop individual potentials.

Stage 3. Performance Review and Evaluation. (Office and Individual Employee's Performance)

- a) Review and assess the OPCR and IPCR based on the performance targets and measures and submitted documents in the college/office.
- b) Ensure that the employee is informed of his/her final performance rating.

Stage 4. Performance Rewarding and Development Planning.

- a) Discuss the result of the performance rating between the head of office/supervisor and the individual.
- b) Recommend deserving employees to be given award/incentive based on his/her ranking.
- c) Recommend for administrative sanction those employees who obtained unsatisfactory or poor performance rating.

SETTING OF INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW

Not later than the last quarter immediately preceding the rating period is devoted to preparation and setting of organizational target or either the Office Performance Commitment and Review Form (OPCR) or the Individual Performance Commitment and Review Form (IPCR). These refers to short-range (annual or semi-annual) expected accomplishments set to achieve its objectives.

RATING SCALE AND ITS MECHANICS

The rating scale shall be a 5-point scale, 5 being the highest and 1 is the lowest.

Each employee is rated on the levels of performance set below:

Numerical Description	Adjectival Rating	Rating
Performance exceeding targets by 20% and above of the planned targets <i>(For accomplishments requiring 100% of the targets such as those pertaining to money or accuracy exceeded, the usual rating of 5 for those who met targets or for those who failed or fell short of the targets applies.)</i>	Outstanding (O)	5
Performance exceeding targets by 1% to 19% of the planned targets	Very Satisfactory (VS)	4
Performance of 100% of the planned targets.	Satisfactory (S)	3
Performance of 51% to 99% of the planned targets	Unsatisfactory(US)	2
Performance failing to meet the planned targets of 50% or below	Poor (P)	1

In determining the final equivalent adjectival rating of the employee, the range of the

overall point scores is converted as follows:

Numerical Rating	Adjectival Rating
4.21 – 5.00	Outstanding (O)
3.41 – 4.20	Very Satisfactory (VS)
2.61 – 3.40	Satisfactory (S)
1.81 – 2.60	Unsatisfactory (US)
1.00 – 1.80	Poor (P)

COMPONENTS OF RATING

1. The overall rating of employees for a given rating period shall all be rated by the Supervisor.
2. Scholars, faculty on study leave, fellowship, and sabbatical leave shall be exempted from accomplishing and submitting the IPCR.
3. Employees with designations and multiple tasks shall be rated by the supervisor/official project leader concerned (for those with Research projects).
4. The existing QCE Teaching effectiveness shall still be used for the measurement of Effectiveness for Faculty as set in the SPMS Standards.
5. Activities or targets that necessitate longer time to finish and is not completed 100% as planned due to force majeure and/or fortuitous events shall be given consideration.
6. For non-teaching personnel, the employee sets the weight of duties and functions with the approval of the immediate supervisor.
7. Remarks portion shall be filled up by the immediate supervisor based on his/her observation regarding the accomplishment of the ratee.
8. 20% shall be assigned to each employee for administrative part which reflects the behavioral dimensions that affect the job performance of the employee. (Good Governance and Adhere to Office Rules & Regulations)

PERFORMANCE

Performance is the overall rating of the employee.

Rating Performance is the evaluation of actual accomplishment versus the planned level of performance in terms of Quality, Efficiency and

Timeliness of work based on the Individual Performance Commitment and Review Form (IPCR). The weight of each of the performance indicator shall depend on the nature of the activities and/or designation of the faculty.

The University shall adopt a system to classify a job or success indicator, assign a corresponding magnitude based on the nature, complexity, difficulty level and processes involved.

REFERENCES:

Punctuality – as reflected by tardiness and under time

Rating	Particulars
5	Not more than 110 minutes (1.83 hours) late per semester
4	Not more than 170 minutes (2.83 hours) late per semester
3	Not more than 230 minutes (3.83 hours) late per semester
2	Not more than 290 minutes (4.83 hours) late per semester
1	291 and above minutes (4.84 or more hours) late per semester

Note: Data shall be based on HR records

Attendance – Observance of presence at work to complete assigned responsibilities in a year

Rating	Particulars
5	Not more than 3 times unauthorized leave in a semester
4	Not more than 5 times unauthorized leave in a semester
3	Not more than 7 times unauthorized leave in a semester
2	Not more than 8 times unauthorized leave in a semester
1	More than 8 times unauthorized leave in a semester

Rating	Particulars
5	Not more than 15 days of absence

	except authorized sick leave
4	Not more than 20 days of absence except authorized sick leave
3	Not more than 25days of absence except authorized sick leave
2	Not more than 30 days of absence except authorized sick leave
1	More than 30 days of absence except authorized sick leave

Note: Data shall be based on HR records

- Authorized sick leave, scheduled leave, maternity leave, paternity leave and privilege leave of absences are not included in the counting of number of days absent.
- Faculty on Vacation-Sick Leave (VSL) status, counting of days of absence starts beyond the authorized 5-day Forced Leave or 3-day Privilege Leave.
- Faculty on Teachers Leave (TL) status, counting of days of absence starts beyond the authorized 3-day Privilege Leave as per Collective Negotiation Agreement (CNA) provisions.

Supervisor (Rater) – refers to the direct supervisor of the ratee who, by the nature of his position or authority, assigns work to the employee, monitors and evaluates the same on the basis of agreed targets.

Subordinate (Ratee) – refers to the person being rated by the supervisor.

The Supervisor shall collect, tabulate, summarize all client ratings to be presented to the employee during the consultation.

The Supervisor or the Employee shall objectively gather or collect performance feedback from clients.

HOW TO COMPUTE THE RATING

INDIVIDUAL PERFORMANCE COMMITMENT REVIEW (IPCR)

1. At the beginning of the rating period, employees shall submit their targets using the IPCR form to be confirmed by the next higher supervisor and submitted to the Campus PMT for evaluation.
2. At the end of the rating period, the supervisor (rater) shall fill up the accomplishment portion of the IPCR based on the targets prepared against the actual

accomplishments. The Quality (Q), Efficiency (E) and Timeliness (T) shall be used in giving each accomplishment a numerical rating.

3. The supervisor shall add all the scores under Q, E and T for each work activity of the ratee and get the average point. To get the weighted average for each performance activity, the average scores under Q, E and T for each performance indicator shall be multiplied with the corresponding weight of each activity.
4. The supervisor shall multiply the average point by the assigned weight of the performance indicator and get all the sum of weighted average point. To get the final rating per success indicator, the weighted average shall be added.
5. To compute the final performance rating, the Overall Weighted Average Scores per success indicator shall be added.

STRATEGIC PERFORMANCE MANAGEMENT SYSTEM PROCESS FLOW

STEP	Employee	Processes Involved	Duration of Activity	Fees and Charges	Office In-Charge
1	Accomplish IPCR	Collection and discussion of performance targets	2 days		PMT
2	Perform Targets	Monitoring and coaching	5 Months		Planning Office/ Personnel
3	Secure performance result and discuss the result with the Ratee	Evaluation and computation of numerical rating	1 day		Supervisor/Rater
4	Submit Result to PMT/Planning and HRMO	Validation and evaluation of ratings and its supporting documents	2 weeks		Planning and HRMO /PMT
5	Recommend for Rewards	Approval of IPCR/OPCR and the recommendations	5 minutes/employee		Head of Office, Personnel Office, PMT
End of Transaction					

SPMS Standards

For performance Indicators on Quality, Efficiency and Timeliness, please refer to the attached sample standards.

Generally, the following is observed in giving rating for Quality:

Rating: Range of Performance Quality, %

Rating	Range of Performance Quality (%)
5	96 -100% accuracy in the processing and preparation of employee function, with no mistakes
4	86 – 95% accuracy in the processing and preparation of employee functions with 1 or 2 minor errors
3	80-85% accuracy in the processing and preparation with 3 or more minor errors
2	75-79% accuracy in the processing and preparation with major errors
1	74 % and below – many errors, work is not acceptable

For Office Rules and Good Governance

Adherence to Office Rules

- a) Wearing of Uniform and ID (Observance of MC 19, s. 2000)
- b) Attendance to Flag Raising and Flag Lowering
- c) Submission of Personal Data Sheet (PDS)
- d) Submission of Statement of Assets, Liabilities & Networth (SALN)

Good Governance

- a. Liquidation of Cash Advance
- b. Observance of Citizens Charter
 - a. ARTA

Appeals

An employee who is aggrieved or dissatisfied with his/her final performance rating can appeal to the PMT within five (5) days from the date of receipt of his/her Final Performance Rating (FPR) or after appraisal discussion with his/her supervisor.

An employee, however, shall not be allowed to protest the performance ratings of his/her co-employees. Ratings obtained by other employees shall only be used as bases or references for comparison in appealing one's performance rating.

The PMT shall decide within one (1) month from the receipt of the appeal. Appeals lodged with the PMT shall follow the hierarchical jurisdiction of various PMT in the University.

Effectivity

The Isabela State University Strategic Performance Management System shall take effect upon approval of the Board of Regents and the CSC.

Accomplished Performance Evaluation Forms (PEFs) with the final ratings shall be submitted to the University HRMO/Personnel Office/Department not later than the 15th day after the end of the period. The HRMO/Personnel Office/Department shall consolidate all the employee's rating and prepare a report to the Campus PMT containing the statistics on Performance Evaluation Form (PEF) submission, distribution of rating and list of protested or appealable ratings, if any, including all documents relative thereto. The HRMO shall submit all the above documents to the Campus PMT within 30 days after the end of each rating period.

Sanctions

Non-submission of the OPCR and IPCR to the PMT within 15 days before the start of the rating period and the PEF within 30 days after the end of each rating period shall be meted with any or combination of the following sanctions:

- a) Disqualification of the employee/s from promotion, productivity enhancement incentive, performance-based bonus and other benefits and privileges.
- b) An administrative sanction for violation of office rules and regulations and simple neglect of duty for the supervisors or employees for the delay or non-submission of said performance targets and PEFs or both.

Procedure in filing complaints and imposing administrative sanction shall be in accordance with the Revised Rules on Administrative Cases in the Civil Service (RRACCS).

APPENDIX 2

CODE OF PROFESSIONAL ETHICS FOR TEACHERS

PREAMBLE

In order to set the proper conduct for teachers and school officials in their manifold relationships elevate the standards of the teaching profession and make education secure for the individuals and the Nation, the highest and fullest measure of efficiency, self – direction and happiness. This CODE OF PROFESSIONAL ETHICS AND SCHOOL OFFICIALS is hereby promulgated, RA 1368 – Code of conduct of Government officials and employees.

ARTICLE I

SCOPE AND LIMITATIONS

Section 1 – Since the Consultation provides that all educational institutions shall be under the supervision of and students to the regulations by the State, the provisions of this code apply with equal force to all school teachers and school officials in the Philippines whether public or private.

Section 2 – School official refers to any person directly engaged in educational work other than classroom teaching in supervisory, administrative or directive capacity. It includes principals, supervisors, superintendents, college deans, university presidents or sectors members and the governing boards of school and other supervisory and administrative officials.

ARTICLE II

THE TEACHERS AND THE STATE

Section 1 – The main purpose of a school is to help the individual cope with life’s situations, accept responsibilities and contribute effectively to society through the acquisition of cumulative knowledge, meanings and values, governed by the passion for service to his fellowmen. Teachers and school officials are under a strict obligation to see to it that this main purpose is achieved by the school they serve.

Section 2 – School officials, teachers and trustees of the cultural and educational heritage of the Nations are under obligations to uphold moral principles to promote sense of nationhood, deepen love of country, instill respect for constituted authority and foster obedience to the law of the land.

Section 3 – Every teacher and school official should earnestly endeavor to help carry out the declared policies of the Staff in accordance with the Philippines Constitutions.

Section 4 – The interest of the state demand that every school official or teacher be morally, mentally and physically fit for the service he has to render. Devotion to duty, honesty, punctuality, and efficiency are expected.

Section 5 – No school official or teacher in his capacity as such should directly or indirectly solicit of value from any receive or entity for any political religious and partisan interests.

Section 6 – School officials and teachers should vote and exercise other constitutional rights. However, no school official or teacher may use his position or official authority of influence to coerce the political action of any other person.

Section 7 – School officials and teachers may attend church and worship as they please but are not permitted to use their position and influence as such to proselyte.

Section 8 – A school official or teacher has the privilege to share the findings of his researchers and studies.

ARTICLE III
THE TEACHER AND THE STUDENT

Section 1 – The responsibility of forming students is a delicate task which demands the first and foremost concern of the teacher.

Section 2 – The teacher must make learning experiences of the student enjoyable, fruitful and meaningful.

Section 3 – The teacher must be firm but gentle in matters of discipline and gentle but firm in all other cases.

Section 4 – No teacher or school official should allow himself to be influenced by any consideration other than merit in the evaluation of the student work.

Section 5 – A teacher should always maintain his dignity and self-respect when dealing with students and should refrain from receiving favor directly or indirectly from any his students or their parents.

ARTICLE IV
THE TEACHER AND THE PARENTS

Section 1 – In the spirit of “loco parentis” the teachers act as parents to the students and therefore should establish harmonious relationship with the parents.

Section 2 – Teachers should establish friendly and cooperative relationship with parents but should maintain a dignified and professional attitude towards them.

Section 3 – Teachers should be prudent and tactful in their relationship with parents.

Section 4 – Teachers should keep in confidence all information gathered during visits and interviews with parents/guardians unless the common goal call for its disclosure.

ARTICLE V
THE TEACHER AND THE COMMUNITY

Section 1 – Every teacher should actively participate in as well as initiate community movements for moral, social, educational, economic civic and cultural betterment.

Section 2 – The teacher should be willing to share his knowledge, training, and experience with the community as an intellectual leader.

Section 3 – The teacher should so conduct himself as to merit the confidence and respect of the community with and outside the academe.

ARTICLE VI
THE TEACHER AND THE PROFESSION

Section 1 – All school officials and teachers should be convinced that teaching is among noblest profession. They should have a sense of mission and manifest genuine enthusiasm and pride in the calling. They should possess as “esprit de corps”.

Section 2 – Service in education calls for the highest standards of integrity and morality. The teacher should conduct himself properly at all times.

Section 3 – Propriety and good taste in language, grooming and behavior and avoidance of vulgarity at all times must be observed.

ARTICLE VII
THE TEACHER AND HIS ASSOCIATE

Section 1 – The teacher should be a discretion in matters concerning rather than a competitor information about his associate.

ARTICLE VIII

THE TEACHER AND THE ADMINISTRATIONS

Section 1 – Teacher-administrator relationship should be a partnership characterized by mutual cooperation and sharing imbued with frankness, honesty, loyalty and professionalism.

ARTICLE IX

TEACHER AND THE NON-TEACHING PERSONNEL

Section 1 – The non-teaching personnel play an important role in achieving the common goals of education: therefore, teachers should accept them as partners and co-workers.

ARTICLE X

SANCTIONS

Section 1 – Any consistent disregard of the fore-going provisions may be considered conduct unbecoming of a teacher and shall be sufficient ground for suspension and cancellation of the teacher’s license or privileges to belong to the profession.

APPENDIX 3
REVISED POLICIES/GUIDELINES FOR THE
APPROVED IMPLEMENTING RULES AND REGULATIONS (IRR)
FOR THE 30 HOURS WORK/WEEK POLICY

Legal Bases

1. RA 4670
2. P.D. 1434, 1437 and RA 8292
3. Board Resolution N.117, s. 2003

Rationale

The work of a faculty is unique and challenging. Aside from the basic instructional role, a faculty is expected to perform research, extension, 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 member 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, 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 per week official time. Given the broad responsibilities that tertiary teachers take compared to the basic education teachers in the public sector, charter 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 Commission.

Section 6 of P.D. 1434, 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 off office of the Governing Boards of SUCs empowered the BOR of the University to fix the service hours of its faculty.

Section 4 of RA 8292, which now governs SUCs empowered the Board Regents of the University to fix the hour of service of its faculty. Thus, the Board of Regents of the Isabela State University passed Res. 117, s. 2003, adopting the 30 hour official time per week teaching as the service hours of its faculty.

Pursuant to the above resolution, these rules and regulations implementing the 30-hour work per week official policy is hereby laid.

I. Coverage

This guideline shall be applicable to all regular, as well as contractual (without designation) member 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

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 work station to render service.

3. Full-time Equivalent (FTE) – shall be determined in accordance with the University workload policy.

4. Official Working Schedules (OWS) – refers to the individual schedules 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 refer 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 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 Hour (OWH) for all faculty members shall be categorized, as follows:

- Ø 40 hours per week for faculty members on Vacation-Sick Leave status
- Ø 30 hours per week for faculty members on Teachers Leave status
- Ø Mixed Load – faculty with both teaching and administrative functions, for purposes of this guideline, only those below the chairs are qualified under the 30-hour work per week

For faculty with mixed loads, their official hours will be computed as follow:

FTE for actual teaching		FTE for designation
_____	x 30 hours	_____
24		24
		x40 hours

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 (2) hours for consultation.
8. Every hour of absence during official time is equivalent to 1.33 hour of absence.

B. Procedures/Mechanics

The following shall be procedures to be adopted in the implementation of his 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.

C. 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 Accomplishment of the Official Service Schedules shall be made by each faculty by accomplishing the “Faculty Official Time Service Schedule Form” 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.

1. Members of the faculty who enjoy the benefits under 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/week where quasi-teaching activities with specific expected tangible outputs at every end every activity during the month. The back page of the 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 member 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.

Effectivity

This approved IRR shall take effect 1st Semester, SY 2004-2005

