

TARLAC STATE UNIVERSITY



# FACULTY MANUAL

TARLAC STATE UNIVERSITY

Approved during the 100th Regular Meeting of the Board of Regents of the Tarlac State University held at the Board Room, Clark International Airport Corporation, Clarkfield, Pampanga on December 4, 2015.

Board Resolution No. 83, s. 2015

REVISED 2015

**FOREWORD**

This manual is the outcome of a collaborative process for the guidance of the full-time and part-time faculty members of Tarlac State University. Thus has been done to emphasize important policies and procedures governing the relationship forged into each Faculty member and the University describing the mutual obligations and expectations which are the basis for a continuing alliance.

These policies have been formulated by an august body formed as a Committee to work on this Faculty Manual. The work came from different perspectives representing the Faculty, the Administration, the Legal Office and an Ethics Review Board affirming principles of University– faculty relationships that are in accord with the generally, legally and ethically acceptable decrees in the academic environment.

The principles set forth in this Manual attest to the firm intention of the University to provide a favorable working condition for its faculty as its resources permit, and an atmosphere in which each faculty member may pursue his development interests through scholarly activities and programs. Clearly, the Manual affirms the essential principle in the development which is both individual and institutional. In keeping with present– day circumstances within the context of approved financial, ethical and global necessities and subject to approved processes and procedures for revision, this Manual may be revised every now and then to ensure relevance, excellence, equity and ethics.

**University Faculty Manual Committee  
2013-2014**

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## Chapter 1 CODE OF ETHICS

### ***Article I. Scope and Limitations***

**Section 1.** The provisions of this code shall apply to all officials, faculty members and employees.

**Section 2.** The TSU Officials refer to any person permanently appointed or with or without teaching load whose work in TSU is supervisory, administrative or directive in capacity. Faculty members as used in this code, is meant any person directly engaged in teaching. Employee refers to any person engaged in a non-teaching position which is facilitative but not official in nature.

### ***Article II. Officials, Faculty Members, Employees and the State***

**Section 1.** The TSU is a public institution supported by public funds. The officials, faculty members, and employees are under obligation to elevate national morality, to promote justifiable racial pride, to cultivate love of God, love of country and love of fellowmen, to mold individuals into productive citizens, to instill respect for constituted authorities, to inculcate obedience to the laws of the state, to promote intellectual understanding and goodwill, and to lead in the practice of democratic way of life.

**Section 2.** Every TSU official, faculty member, or employee should sincerely believe in and earnestly endeavor to help carry out the declared policy of the state.

**Section 3.** The interest of the State demands that every TSU official, faculty member or employee be physically, mentally, morally fit for the service he has to render. Devotion to duty, honesty, punctuality, and efficiency are expected of him/her.

**Section 4.** No TSU official, faculty member or employee in his capacity as such should directly or indirectly solicit, require, collect, or receive any money or service or anything of value from any person or entity for the promotion of any political, religious or other partisan interest.

**Section 5.** TSU officials, faculty members and employees may vote and exercise other constitutional rights; however, they should not use their position or official authority or influence to course the political action of any other person, or to take part in any election except to vote.

**Section 6.** TSU officials, faculty members or employees have the privilege of expounding the product of their researches, studies and investigations

**Section 7.** TSU officials, faculty members or employees have the freedom to exercise their religious beliefs as long as these are not in conflict with their profession nor shall they use their authority in their profession to force or intimidate other persons to be a part of their religion.

### **Article III: *Officials, Faculty Members, Employees, and the Community***

**Section 1.** Officials, faculty members and employees shall actively participate in community movements in order to involve themselves in these undertakings personally to learn and gain experiences which can make them better individuals.

**Section 2.** Officials, faculty members and employees, being part of this institution which promote morality, respect of laws of man and give high honor to the laws of God, shall practice their profession with honor and dignity at all times and refrain from such activities as gambling, smoking, drunkenness, immoral acts and practices.

**Section 3.** Officials, faculty members and employees should have a full mastery of local customs and traditions and must practice the same in any manner they can, which is not in conflict with their profession. In this way, they can be good examples to the community.

**Section 4.** TSU officials, faculty members or employees should help in making the community aware of the works and accomplishments of TSU.

**Section 5.** TSU officials, faculty members or employees shall live their roles as intellectual guide and counselor in the community and shall be actively involved in matters affecting the welfare of the people.

**Section 6.** Every faculty member shall respect each other as persons, under no circumstance will they exploit, harass, and discriminate against anyone and shall maintain harmonious and pleasant personal and official relations with each other and with other professionals, with government officials, and with the people, individually or collectively.

**Section 7.** TSU Officials, faculty members or employees represent this institution in every dealings they have, be it profession related or outside work. Hence, they must always be cautious with their actions and words. They must also be tactful and prudent in conversing with other people. They must, at all times uphold the dignity of the institution and its people.

#### **Article IV: A Faculty Member and the Profession**

**Section 1.** TSU officials, faculty members and employees shall ensure and prove that teaching is the noblest profession, and shall manifest genuine enthusiasm and pride in teaching as a noble vocation.

**Section 2.** TSU officials, faculty members and employees shall uphold the highest possible standards of quality education,

and shall at all times, in the practice of their profession, exert their best efforts.

**Section 3.** TSU officials, faculty members and employees shall broaden and deepen their professional interests and shall pursue such studies to improve their efficiency, to enhance the prestige of the profession, and to strengthen their competence, virtues, and productivity in order to be nationally and internationally competitive.

**Section 4.** TSU Officials, faculty members or employees in every dealings they have, must manifest integrity, dignity, pride and respect. They must realize that they not only represent themselves but TSU as well.

**Section 5.** Every faculty members shall possess optimistic outlook that shall support the school and other departments to avoid improper misrepresentations through personal advertisements and other questionable means.

**Section 6.** TSU Officials, faculty members or employees have the freedom to practice their religious beliefs, but shall not in any manner be allowed to introduce to students such beliefs during classes or induce them neither to believe, or impart beliefs which shall confuse students of their own beliefs and ideals.

#### **Article V. *The Faculty Member and his Associates***

**Section 1.** All TSU officials, faculty members, and employees should at all times be imbued with the spirit of professional loyalty, love and faith in one another, mutual confidence and self-sacrifice for the common good and cheerful cooperation. When the best interest of the students, the college or the profession is at stake, it is the duty of the official, faculty members or employee to support one another.

**Section 2.** Every official, faculty member or employee

should make due acknowledgement of assistance received from his colleagues. He should not appropriate the work of others for himself.

**Section 3.** Any official, faculty members or employee, before leaving a position, should organize and leave for his successor records and other data as these are necessary to carry on the work.

**Section 4.** A TSU officials, faculty members or employees should hold inviolate all confidential information concerning his associates in the college; he should not divulge to interested persons the contents of documents which have not been officially released. He/She should not remove records from the file without permission from the head of the agency.

**Section 5.** Professional criticism of associates should be made only for the welfare of the students or the college and only in formal accusation before those who have the authority to try the case on its merits. An anonymous or fabricated criticism of an associate is unwarranted. Justifiable criticism in the interest of the service, however, should not be withheld but should be presented with the supporting evidence and in proper forum. No criticism of an associate should be made in the presence of the students or fellow faculty members or other employees or school patrons. No criticisms should be made during class hours.

**Section 6.** Marking or promotion of students is generally determined by the faculty members within the standards set by the administration. However, this does not exclude the exercise of general supervisory and administrative powers by a superior authority over such matters especially where there has been manifest abuse of judgment on the part of the faculty members.

**Section 7.** No TSU official, faculty member or employee should apply for any position that is not vacant or definitely

known to be vacant nor criticize the qualifications of a competitor even if given the opportunity to do so.

**Section 8.** Every TSU official, faculty member or employee should understand that his official time should be devoted fully, faithfully, and conscientiously to the accomplishment or improvement of his official work.

**Section 9.** Gossiping is not in any manner tolerated in this institution. TSU officials, faculty members, and employees shall not spend any part of their official time to cheap and idle gossip.

#### **Article VI. *The Official , the Faculty Members and the Employees***

**Section 1.** Every TSU official, faculty member and employee should support loyally the legitimate policies of the TSU and the administration. He should make an honest effort to understand these policies and to carry them out.

**Section 2.** Officials, faculty members or employees should make no false accusations or complaint against superiors especially under an anonymous or fictitious name. If they have charges to make against their superiors they should have the moral courage to present the charges before the competent authorities and be willing to prove them.

**Section 3.** Officials, faculty members, and employees should transact official business thru channels except when special conditions warrant a different procedure in which case the complainant should feel free to write directly to the higher authorities.

**Section 4.** As individuals or groups, employees, faculty members and college officials have a right to protest against any injustice and discrimination but the important nature of their work renders any recourse to a strike or walkout indefensible.

**Section 5.** Officials, faculty members, and employees should realize that appointments, promotions, and transfers are made only on the basis of merit and educational qualification in the interest of the service. However, no transfer or change of status shall be effected to the personal disadvantage of or without the willingness of the official, faculty member, or employee concerned.

**Section 6.** A TSU official, faculty member or employee accepting position in the TSU assumes a contractual obligation. He is duty bound to live up to the contract and should therefore have full knowledge of the terms and conditions of his employment.

**Section 7.** Effective supervision and administration demand responsible leadership and direction by TSU officials, who should at all times show professional courtesy, helpfulness and sympathy towards their subordinates

**Section 8.** In the interest of the service, a TSU official before formulating any policy or introducing important changes in the system should give his personnel opportunity for broad minded discussion and constructive criticism in the spirit of earnest inquiry and for the good of the students.

**Section 9.** No TSU official should stand in the way of the just promotion of a deserving faculty members or employee. Moreover, TSU officials should encourage and carefully nurture the professional growth of worthy and promising faculty members and employees by recommending them for promotion.

#### **Article VII. *The Officials, Faculty members, Employees and the Students***

**Section 1.** The officials, faculty members or employees' primary concern should be the interest and welfare of the students.

**Section 2.** The officials, faculty members or employees should deal with the students fairly and justly. Students should be free from any kind of discrimination pertaining to his/her sex, race, color, religious beliefs, principles and aspirations in life, social standing, disability and intellectual ability.

**Section 3.** No official or faculty member should accept, receive or ask favors, gifts in any form from students or parents of the students.

**Section 4.** No official or faculty member should allow himself to be influenced by any consideration other than merit in the evaluation of the students' performance. It is improper for a faculty member to ask or accept directly or indirectly personal services, gifts or other favors from any of his students or their parents that will tend to influence his professional relations with them. Faculty members must not consider personal favors or gifts that they receive from students in evaluating the standing of students in class.

**Section 5.** An official, faculty member or employee should not in any manner take advantage of his position to court his student. Faculty members must always be reminded that it is their primary duty to guide, help and mold students and hence should not prioritize their personal interests and feelings. They must maintain a faculty member-student relationship at all times, whether inside or outside the premises of the school, as long as they are employed in TSU and students are enrolled in TSU. They must not allow their personal feelings towards a student be their consideration in evaluating the performance of their student.

**Section 6.** No official or faculty member should inflict corporal punishment on offending students. Neither shall an official or faculty members make deductions in the student's scholastic ratings for acts that are clearly not manifestations of poor scholarship.

**Article VIII. *The Officials, Faculty members, Employees and the Parents***

**Section 1.** Officials, faculty members and employees should establish and maintain cordial relations with the parents of students. The problems of the students concerning their studies should be discussed with their parents at all times.

**Section 2.** In case of an argument or misunderstanding between students or between parents of the students, the officials, faculty members and employees should mediate the parties and guide them to do what is just and fair.

**Section 3.** In communicating with parents, especially concerning their children's fault and shortcomings, a faculty member or an official should exercise the utmost candor and tact. It is his duty to point out the students' deficiencies hitherto unknown to the parents and to seek their cooperation for the proper guidance and improvement of their children.

**Section 4.** The official, faculty members or employee should be sensitive or listen to parent's complaints with sympathy and understanding. He should, however, discourage parent's unfair criticism of his associates, the administration and the college in general.

**Article IX. *The Officials, Faculty Members, Employees and Private Business***

**Section 1.** All officials, faculty members and employees should have and should maintain a good reputation with respect to financial matters by paying their just debts promptly or make satisfactory arrangements for payment with their creditors.

**Section 2.** No official or faculty member should contract loans from students or their parents nor should any official con-

tract loans from his subordinates.

**Section 3.** No official or faculty member should either directly or indirectly act as an agent for, hold stock in, or be financially interested in any commercial venture the business of which is to furnish textbooks, library books, supplementary readers, stationary, magazines, periodicals, athletic goods and other materials for college purposes in the purchase and disposal of which he can exercise in any manner his official influence.

**Section 4.** The official, faculty member or employee should, as a rule, refrain from outside teaching. However, upon the favorable recommendation of his immediate superior and the approval of the President, he may do so outside of his official time; provided, that such outside teaching does not interfere with his official duties nor impair in any way the efficiency of his services to the TSU; provided further, that it does not exceed 9 hours a week.

**Section 5.** A TSU official, faculty member, or employee may engage in private business, commercial venture, or enterprise upon the recommendation of his immediate chief and the approval of the President provided it does not interfere with his official duties and it does not in any way impair the efficiency of his services to the TSU.

#### **Article X. *Miscellaneous Provisions***

**Section 1.** Any violation of the foregoing shall be considered unprofessional and dishonorable conduct for a TSU official, faculty member or employee and will be subject for an administrative investigation.

## Chapter 2

### ACADEMIC FREEDOM OF FACULTY MEMBERS

#### **Article I. *Nature and Scope of Academic Freedom***

**Section 1.** The Tarlac State University, as an institution of higher learning, has the right and responsibility to exercise academic freedom and such shall be extended to its faculty members.

**Section 2.** All faculty members whose concern is on instruction, research, extension and production functions of the University whether on full time or part time basis shall exercise academic freedom.

**Section 3.** Academic freedom is the right and responsibility of the faculty members to teach the subject of their specialization according to their best lights; to hold, in other subjects, such ideas as they believe to be right; and, to express their opinions on public questions in a manner that shall not conflict with their duties as members of the faculty or cast doubt to their loyalty to the University that employs them.

#### **Article II. *Statement of Principles on Academic Freedom***

**Section 1.** The Tarlac State University recognizes and protects the right of faculty members to exercise academic freedom provided, however, that in the exercise of the same, they shall be guided by law and established principles.

**Section 2.** The Tarlac State University adheres to the following principles on academic freedom of faculty members:

- a) Faculty members are entitled to freedom in the exposition of their subject-matter in the classroom or in addresses and publications;

- b) Faculty members shall not discuss in the classroom controversial topics that are not pertinent and relevant to the course of study being pursued;
- c) Restraint shall not be imposed upon faculty members in the choice of subjects for research and investigation undertaken on their own initiative;
- d) The freedom of faculty members to speak or write outside of the institution on subjects beyond the scope of their field of study shall be recognized, subject to responsibility and accountability exercised by every citizen; and,
- e) Faculty members assume sole responsibility for expressing views which are clearly and exclusively their own.

## Chapter 3

### APPOINTMENT OF FACULTY

**Article I.** Appointments of the faculty positions at Tarlac State University shall be governed by a standard system guided by the following policies, rules and procedures:

#### **Section 1. Policies**

- a) Recruitment shall be limited to those who possess at least a master's degree except for highly technical courses where a master's degree is rarely offered.
- b) Entry to faculty positions shall be at the lowest sub-rank of the lowest rank.
- c) Transferees from other state or local university and private educational institutions to faculty rank shall be at the lowest sub-rank of the lowest faculty rank until an appropriate evaluation is done.
- d) Qualification standards and appointments to academic ranks shall be consistent with the policies promulgated by higher authority such as the Civil Service Commission, the CHED, the DBM, and other relevant bodies.

#### **Section 2. Faculty Selection Board (FSB)**

1. The University shall create appoint faculty in accordance with the following procedures:

The University shall create a Faculty Selection Board (FSB) which shall assist the President in assessing and selecting qualified applicants or candidates for appointment to faculty ranks/positions.

2. The members of the FSB shall be those contained in the approved merit system of the University:
  - a) The Vice President for Academic Affairs as Chairman;
  - b) The Dean/Director/Chairman/Head of the department or the unit where the vacancy exists;
  - c) The President of the TSU Faculty Union (TSUFU);
  - d) Director of the University Extension Office;
  - e) Director of the University Research Office;
  - f) A faculty member in the specialization concerned designated by the Vice President for Academic Affairs/or the Dean concerned;
  - g) The Chairman of the NBC Evaluation Committee; and
  - h) The HRMO who shall serve as its Secretary. He shall continuously make an inventory of vacant positions and coordinate with the concerned department/dean/director in determining qualified insiders who may be considered for appointment. He shall keep records of the proceeding of the FSB and maintain all records and documents, keeping them in readiness for inspection and audit by the Civil Service Commission.

The FSB shall formulate its guidelines for screening, consistent with the existing policies.

### **Section 3. *Procedures***

Procedures in Selection for Faculty:

- a) The Dean/Director of the concerned college informs the HRMO of the need.
- b) The HRMO publishes the vacant position/need of the college.
- c) The HRMO initially screens the documents of qualified applications.
- d) The Dean/Director of the concerned college shall do the final screening of the applicants' documents.
- e) Screened documents of qualified applicants are forwarded to the NBC evaluator for evaluation and initial ranking using the following point system:
  - 1. Educational Qualifications, 85 points;
  - 2. Academic Experience and Length of Service, 25 points; and
  - 3. Professional Development, Achievement and Honors, 90 points.
- f) The HRMO informs initially ranked applicants for demonstration teaching and interview then convenes the FSB for the demonstration and interview.
- g) The demonstration teaching and interview shall be done before the FSB. Ranking sheet shall be prepared by the HRMO for FSB using the following criteria and equivalent points

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Educational Qualification	50%
Length of Service	35%
Professional Growth	}
Teaching Demonstration	15%
Interview	<hr/> 100%

- h) The HRMO prepares the final ranking sheet. FSB determines qualified applicants to be used as basis of the appointing authority.
- i) The HRMO prepares recommendation to be signed by the Dean/VP and President for Board approval/confirmation.
- j) The HRMO shall issue requirements and prepares appointment to confirmed applicant.
- k) Confirmed applicant/appointee shall be oriented followed by the oath taking with the President.

**Section 4.** Board Eligibility Shall Be Made a Prerequisite for Applicant Who will Teach Board Subjects.

**Section 5.** A faculty member who shall be given a temporary status must have completed at least 50 % of the required units leading to a Master's Degree related to his/her course and a faculty to become permanent must have a Master's Degree related to his/her course. Temporary faculty members are given three (3) years to complete their Master's Degree. At the end of 3 years period those who have not completed their Master's Degree shall be automatically dropped from the plantilla (BOR Resolution # 25 S.2003, June 5; 2003, BOR Resolution 1919 S. 2006, November 15, 2006).

**Section 6.** Incoming faculty members are required to undergo and satisfactorily pass a complete medical examination, prior to appointment.

**Section 7.** Part-time teaching outside of the University by a regular faculty shall be made only upon a written permission from the head of the agency, provided that the total teaching load shall be within the maximum allowable limits provided by law.

**Section 8.** No person who has reached the age of 57 years and has previously retired from the service shall be appointed, reinstated and reemployed on full time basis in the academic staff unless approval from the Civil Service Commission is secured pursuant to administrative order:

**Section 9.** Faculty members with a rank below Associate Professor I, SG-19, and have undergone the usual selection process may assume the position upon approval of their appointment by the President. Appointment must also be presented to the Board of Regents for confirmation. (Resolution # 3, S.2011, March 1, 2011).

Faculty members with a rank of Associate professor I, SG-19 and above shall be approved by the BOR upon the recommendation of the President.

**Section 10.** No person who has filed and has withdrawn his candidacy or has been defeated as a candidate for any political office in an election shall be eligible for appointment or reinstatement as a regular member of the faculty within one (1) year after election.

**Section 11.** No person shall be appointed to the faculty of the University on full-time basis if the said person is employed on full time basis in another institution, except in cases of consortiums and secondments.

## Chapter 4 DUTIES AND WORKING HOURS

### **Article I. Duties and Responsibilities**

**Section 1.** Along students – related duties, the faculty has the following responsibilities to:

- a) Work seriously and conscientiously on his/her teaching assignment, including regular attendance to scheduled classes;
- b) Recognize that students deserve respect as individuals and have rights that must be protected. This includes assisting students in terms of individual, academic, and personal problems, when they are consulted or when their assistance and advice are sought; and,
- c) Recognize that he/she serves as a role model and exercise a great influence in shaping young minds. He/ She must set standards for:
  - 1. academic and scholarly excellence,
  - 2. personal integrity; and,
  - 3. professional ethics.
- d) Recognize that in his/her influential classroom role, he/she is morally bound not to take advantage of his/her position in discussing subject matter outside the scope of the course and beyond his/her field of professional competence.

**Section 2.** Along moral duties, the faculty member has the following responsibilities to:

- A) Keep up-to-date with the state of the arts in his academic discipline through familiarity with recent publications and journals and active participation in profession-

- societies, meetings, conferences, seminars, symposia, etc.;
- b) Seek ways of improving his effectiveness as a faculty member, exploring new ways of presenting subject matter, motivating students and improving methods of evaluating student performance;
  - c) Advance knowledge in his academic discipline through individual and/or group research, creative writing and analysis, and presenting papers at colloquia or professional meetings; and,
  - d) Assist colleagues in:
    - 1. Contributing to curriculum studies at both the departmental and college levels;
    - 2. Participating in department, college or university faculty meeting for the better operations and strengthening of the education program of the university;
    - 3. Carrying a fair share of the burden of intra-curricular and co-curricular assignments such as registration, counseling, proctoring, and participating in socio-cultural activities, athletics and other activities;
    - 4. Taking an active role in protecting and enhancing the academic and professional standing of the faculty by assisting in appropriate committees when officially assigned; and,
    - 5. Demonstrating respect for the rights of individuals in the educational community which espouses divergent opinions.

**Section 3.** Institutional Responsibilities

As a public servant and/or official of the state, a faculty member is expected to:

- a) Faithfully perform his/her duties and responsibilities in accordance with set goals and objectives of the University;
- b) Conscientiously fulfill all obligations for the period and give due notice and time before resigning or leaving the position;
- c) Make judicious use of the funds and/or property of the university, departments and/or special projects entrusted to his/her care;
- d) Make every effort to avoid actions which may cause economic loss or legal embarrassment to the University;
- e) Avoid the use of university resources, equipment, or labor for his/her personal gain;
- f) Give support to general institutional activities by participating at meetings, convocations, commencement exercises, and other University/College assemblies;
- g) Commit to a reasonable amount of service to university-wide committees, such as faculty committees, committees on student discipline, etc.;
- h) Indicate clearly, in making public statement or views, that he/she is speaking as an independent scholar and citizen and not as representative of his/her college or university; and,

- i) Act as ‘ambassador of goodwill’ of the university when attending public forums, seminars, conventions and meetings which are conducted outside of official station time.

**Section 4.** Without prejudice to the foregoing, a faculty member, in addition to other duties and obligations under existing laws shall:

- a) Perform his/her duties to the school by discharging his/her responsibilities in accordance with the vision, goals and objectives of the University;
- b) Be responsible for the efficient and effective attainment of specified learning objectives pursuant to national development goals within the limits of available resources of the University;
- c) Render regular reports on performance of each students;
- d) Assume the responsibility in maintaining and sustaining his/her professionalism at all times; and,
- e) Refrain from making deductions in students’ that are clearly not manifestations of poor scholarship.

## **Article II. *Working Hours***

### **Section 1. *Official Working Hours***

- a) Full-time faculty members of the university shall be on duty for at least thirty hours during each week in accordance with the time schedule to be approved by the University President upon the recommendation of the Vice President for Academic Affairs;
- b) Faculty members shall submit a Certificate of Service which shall be certified by the faculty concerned and verified by the Dean or Director, through the department head

at the end of each month; and,

- c) When the interests of the University service so requires, the head of any unit/office may recommend to the proper authorities the extension of the daily hours of labor for any or all of the faculty members under him/her. Extension may be in the form of teaching load outside of official working hours and paid with corresponding honorarium and/or other assignments that may be given equivalent service credit.

#### 1. Full-Time Equivalent (FTE)

This refers generally to a standard of load measurement of faculty members and students. For management and budgetary purposes, FTE is used to determine the number of faculty members and the number of the students served.

Faculty FTE is the standard number of contact hours (CH) per week of actual teaching (AT) and/or Quasi-Teaching Assignment (QTA)

The common faculty FTE adopted by SUCs are:

- a. For graduate.....15 CH
- b. For undergraduate lecture subject.....18 CH
- c. For undergraduate laboratory/shop course..24 CH

This is based on the following weight values:

- a. For lecture subject.....1 Hr AT = 1 CH
- b. For laboratory/shop course.....1 Hr AT = .75 CH
- c. For P.E. subjects.....1 Hr AT = 1 CH

The lesser units/load in the graduate education considers the heavy research and experimental requirements of the subjects. The .75 CH weighted value of 1 Hr AT in undergraduate laboratory/shop subjects underscores more practicum/hands-on and fewer lectures.

The variances on faculty FTEs are brought about by the:

- a. Nature and/or level of the teaching load. e.g., graduate education, undergraduate lecture and undergraduate laboratory/shop subjects/courses.
- b. Number of preparation and mixed loads. e.g., lower FTE for more preparation; reduced FTE for mixed loads of lecture and laboratory/shop or graduate education and undergraduate subjects.
- c. Quasi-teaching assignments. e.g., reduced load for industrial coordination, approved committee work, research, extension, production, etc.
- d. Leadership designations pursuant to NCC 12. e.g., reduced loads for faculty members designated as Vice Presidents, Deans, Department Heads, etc., as authorized by the governing board.

## 2. Key Positions

These are executive positions defined in NCC 12-A in four hierarchical levels, e.g., SUC President, SUC Vice President(s), Deans, Directors, Chief Administrative Officer, University/College Secretary. For multi-campus SUCs, the Campus Director and Chief Administrative Officer(s) are also considered as key position.

## 3. Teaching-Related Assignments

This refers to quasi-teaching assignments of faculty members like research, committee work, guidance, etc. duly approved by Board of Trustees/regents as rec-

ommended by the SUC President.

Pursuant to the provisions of Batas Pambansa Blg. 232, the following academic non-teaching positions may perform teaching-related functions and assignments;

- a. Librarian
- b. Guidance Counselor/Coordinator
- c. Industrial Coordinators
- d. Etc.

The Dean, through the Vice President for Academic Affairs, shall submit to the President for his/her approval, all the names of faculty members for whom non-teaching credits are allowed.

- a. **Scope.** Community and similar services by the various units of the University, in support of its primary functions of teaching and research, shall include the conduct of short-term non-degree courses, refresher or review classes, seminars, conferences, special trainings, or continuing education programs. These activities may be initiated by the unit or undertaken at the request of persons or agencies, whether foreign or domestic, governmental, for conducting research, trainings, policies or other studies. Any of the activities shall be subject to prior authorization by the University.
- b. **Responsibility of Heads of Units.** Heads of units of the University shall have primary responsibility for the planning and conduct of non-degree courses or special training programs and conduct for professional and technical services.

- c. **Budget and Other Requirements.** Proposals for the conduct of community or similar services in response to the request of other agencies, and contracts for professional and technical services shall include, among other requirements, a budget indicating the major items of expenditures which shall form part of the contract or memorandum of agreement, and a staffing pattern indicating the number of and positions required, as well as the corresponding honoraria or salary rates and/or allowances, which shall, in no case, indicate names of particular persons.
- d. **Administrative Overhead Expenses.** Provision shall be made in the budget for the payment to the University of administrative overhead expense, in an amount equivalent to 15% of the total cost of the project staff members and participants; Provided, however, that all contracts between the University and any government department, office or agency involving community or similar service projects shall be exempted from this requirement if the undertaking concerns a priority program of the government and has the official endorsement of the Office of the President of the Philippines.
  - 1. Appointments – Appointments, as well as the corresponding honoraria, salary rates, or allowances of personnel, shall be in accordance with the University policies, rules and procedures.
  - 2. Honoraria of University Faculty – University faculty appointed to a project shall be entitled to honoraria or allowance, provided their services to the project shall be ren-

dered beyond their regular office hours in their respective units or offices, or their equivalent.

3. Honoraria for Lecturers – Payment of honoraria for special lecturers, resource persons or panelists shall be determined by the heads of unit (proper authority) depending on such professional, technical, or other qualifications, subject to existing rules and regulations.
4. Applicability of University Salary Scale – Employees or personnel in the project shall be subject to the University salary scale and classification plan: provided, that the hiring rate for contractual employees shall not exceed the third step of the particular range. However, in cases where the University employees are detailed to the project, they shall continue to enjoy leave privileges as well as compulsory GSIS membership and may receive compensation from the project fund up to 75% of their current salaries.
- e. **Administration of Funds.** The sponsoring agency shall turn over the funds for the project to the University. The administration and disbursements of funds shall be in accordance with University policies and procedures as well as the usual accounting and auditing rules and regulations.
- f. **Periodic Reports.** It shall be incumbent upon the heads of units to make periodic reports to the President with regard to community similar services undertaken while the project is in pro-

gress, and a terminal report upon the completion of the project.

## **Section 2. Special Detail and Outside Activities**

### *a. Special Detail*

1. *Authorization and Conditions* – Special details shall include participation in an official capacity in conferences, workshops, seminars, short-term courses and similar activities. It shall be subject to prior authorization and to such conditions as may be attached thereto and to applicable laws and regulations.

### *b. Outside Activities*

1. *Coverage Outside Activities* of University personnel shall include: limited practice of profession, management of private enterprises, outside consultancy, secondment, teaching in other educational or training institutions as well as research and other activities or projects under the auspices of outside agencies which are not considered integral functions of the University. Each activity shall not be considered part of the head of the personnel concerned.
2. *Prior Authorization Required* – No member of the University personnel shall engage in outside activities without prior authorization from the President upon endorsement of the Dean, Director, or head of office concerned, subject to the exigencies of the service.
3. *Duration* – Except as otherwise provided in these rules, permission to engage in outside activities shall be for a period not exceeding

one year, renewable for the same period at the discretion of the President upon recommendation of the Dean, Director or head of the office concerned: provided, however. That such permission may be terminated or withdrawn with valid reasons at any time by the President.

4. *Secondment* – Upon request of another agency, government or private, and when the resources of the University so permit, University personnel may be detailed by secondment to the requesting agency, subject to the following conditions:
  - a. Secondment to a private agency or to a career position in the government shall not exceed one calendar year, renewable for another calendar year: provided, that should the person seconded fail to return to the University after the expiration of two calendar year, the position in the University shall be ipso facto vacated; provided, further, that secondment to accept academic positions with an academic institution with which the University shall be for the duration of the term of the position to which the secondment is made.
  - b. Secondment to a policy determining primarily confidential or highly technical position in the civil service may initially be for two calendar years, renewable for a like period; provided, that should the person seconded fail to return to the university after the expiration of four calendar years, the position, in the University shall likewise be vacated ipso facto.

c. If a full-time secondment is with pay, honorarium, or allowance equivalent to or higher than the salary and allowance in the University, such secondment shall be without pay from the University.

d. Secondment to international agencies or organizations shall be subjected to existing agreements between such agencies or organizations and the Philippine government.

5. *Practice of Profession* – Permission to engage in private practice of profession may be granted provided that such practice:

- a. Is not adverse to the interests of the University;
- b. Shall not be conducted on official time;
- c. Will improve efficiency and usefulness of the faculty in the University; and,
- d. Shall be subject to such other requirements as may be imposed by law or University rules and regulations.

6. *Management of Private Enterprise* – Permission to engage in management of private enterprise shall be subject to the conditions imposed on practice of profession.

7. *Invitation to Speak in Other Educational Institutions* – University personnel may, subject to exigencies of the service, and with permission from the Dean of the College or head of office, accept speaking and similar engagements on official time.

8. *Reports and Disclosure* – Any person authorized under these rules to be involved in outside activities shall make periodic reports on and

full disclosure of such activities, through channels, to the President.

9. *Use of University Facilities* – Equipment and other facilities of the University shall not be used in carrying out these activities except with written authorization from the dean or director or head of office concerned, issued pursuant to the University rules governing the use of physical resources, including the imposition of reasonable fees or charges for such use.
10. *Sanctions* – Any university personnel who violates any provision of the above rules, as well as duly approved supplemental regulations, shall be subjected to disciplinary action by the University authorities.

**Section 3. Exceptions to the Rules on Teaching Load, Community Service and Outside Activities.**

All exceptions to the Rules on Teaching Load, Community Service, and Outside Activities for University Personnel may be approved by the President.

**Section 4. Consultation Hours**

Each full time member of the faculty shall be available for consultation during regular office hours as determined by the Dean or Director in consultation with the faculty member at the beginning of every semester or term. This consultation service is inherent to the faculty's responsibility.

**Section 5. Attendance at Meetings**

Faculty members of one college having a teaching load in another college shall attend its faculty meeting provided that such meeting does not conflict with the official time allotted for his/her service. Faculty mem-

bers attending such meeting have the right to voice out concerns involving his/her students.

Faculty members are required to attend faculty, personnel meeting and activities as part of their involvement to and participation in the University or college activities for as long as such activities are related to the University/College functions and mission.

## Chapter 5 PROMOTION

**Article I.** Advancement in rank or position of faculty shall be by promotion or appointment to an upgraded position, usually accompanied by increased in salary. The following are the policies and procedures to be served:

### **Section 1. Policies**

- a. The primary basis for promotion shall be established and approved set for that purpose by executive action or legislation.
- b. Upgrading of faculty ranks/positions shall be done not more often than once a year following the performance appraisal rating period.
- c. A person shall be promoted to a higher faculty ranks/ sub-rank on the basis of the extent to which he/she meets the specific requirements or standards of the higher rank and provided his performance ratings during the last two rating periods are at least Very Satisfactory.
- d. The comparative degree of competence and qualification of a candidate for promotion shall be determined by pertinent rules and regulations.
- e. The mere filling of an administrative charge shall not constitute a disqualification for promotion. When a faculty member who is legitimately due for promotion is administratively charged, the processing of the promotion shall be suspended.

### **Section 2. Procedures for Promotion**

- a. The procedure for promotion shall follow the provisions of NBC 461, its implementing rules and regulations and pertinent issuances.

- b. The University created the NBC Evaluation Committee to evaluate all the candidates' credentials or documents submitted to it in accordance with the NBC 461 Provisions.

**Section 3. *Procedure for Upgrading of Rank/Position***

**Article II. Tenure**

**Section 1.** Tenure is the title of permanence to the position or the grounds on which the faculty may confidently expect to hold on to his positions until he/she is retired for age or permanent disability or separated for cause under due process.

**Section 2.** All initial appointments to faculty positions shall be temporary in nature; appointments of faculty, professors shall be renewed from year to year, but in no case shall go beyond 3 years after which period the faculty concerned shall be considered for permanent appointment.

**Section 3.** Determination of those who will be renewed, terminated or recommended for permanent appointments shall rest on the administrative council sitting en banc based on evaluation or performance or attainment of advanced degrees, needs of the institution and other factors so agreed to protect the interest of the service and the institution.

Appointments of faculty to permanent status shall be made by the President upon recommendation of the Dean concerned and the FSB.

## Chapter 6

### PRIVILEGES/HONORARIA AND RECOGNITION

#### **Article I. General Provision**

**Section 1.** Privileges for faculty members consist of honoraria for overload teaching, non-teaching activities such as research, thesis/dissertation panel.

**Section 2.** Recognition of faculty expertise and outstanding performance is made through award of a professorial chair, faculty grants, sabbatical, artist-in-residence.

**Section 3.** Other privileges include: faculty leave, cumulative leave, maternity leave, military service leave, still leaves costs or without pay.

#### **Article II. Honoraria**

**Section 1.** Honoraria for Overload Teaching. Officially approved workload in excess of approved regular teaching units even on official time shall be entitled to honorarium subject to existing rules and policies.

**Section 2.** Honoraria for Thesis/Dissertation Advising. Faculty members shall be paid honoraria subject to existing rules and regulations members who are assigned as advisers of student's thesis/dissertation shall not be entitled to reduction of teaching load due to such thesis advising.

**Section 3.** Honoraria for University Personnel. University personnel appointed to a project shall be entitled to honorarium or allowance, provided their services to the project shall be rendered outside their regular office hours in their respective units or offices or their equivalent.

The total honoraria or allowance that such personnel may receive from several projects shall not exceed 75 percent of

their basic salaries from the University. (Sec. 15, as amended at the 851<sup>st</sup> BOR Meeting).

### ***Article III. General Guidelines on Professorial Chairs and Other Faculty-Incentive Schemes***

**Section 1. Professorial Chairs.** Professorial chairs are positions supported by special endowments and awarded to members of the faculty at the tertiary level who have distinguished themselves in the fields they represent. A professorial chair is a form of recognition for achievement in the academe.

#### **1. Minimum Qualifications**

To qualify for the Professorial Chair Award, the faculty member must

- a) hold an academic rank of not lower than Assistant Professor.
- b) have presented a research paper in his/her field of specialization in a national or international conference within the last three years prior to the award.
- c) have published a research paper, either as sole or co-author, in an international journal or national journal, preferably a CHED accredited journal, within the last three years prior to the award.

#### **2. Requirements**

- a) Completed research in the prescribed format (The research output should have never been published nor presented in any forum.)
- b) Curriculum Vitae
- c) Documents to support claims

### **3. Privileges of the Professorial Chair Occupant**

The Professorial Chair Occupant shall

- a) receive a lump sum amount of fifty thousand pesos (PhP50,000.00) upon conferment of the award
- b) receive a subsidy from the University for paper presentation in an international conference in accordance with existing guidelines
- c) be entitled to all incentives for paper presentation and publication in accordance with pertinent provisions of the University Research Manual

### **4. Responsibilities of the Professorial Chair Occupant**

The Professorial Chair Occupant must

- a) present his/her research before the TSU academic community at a facilitated Lecture Series for Professorial Chairs during the year of award.
- b) present (oral) his/her research in a national or international conference within two years after conferment of the award.
- c) publish his/her research in an international journal or CHED accredited journal within two years after conferment of the award.
- d) submit a printed and an electronic copy of his/her research in the prescribed format to the University Research Office, College where the Chair Occupant belongs, and University Library.
- e) comply with the above requirements to maintain his/her good standing in the academic community and continue to

be entitled to all incentives and privileges pertaining to research.

## **5. Responsibilities of TSU**

TSU shall

- a) release the full amount of the grant to the awardee upon conferment of the award.
- b) organize a Lecture Series for Professorial Chairs for presentation of the researches of the awardees through the University Research Office.
- c) work for the copyright of the paper or creative/innovative work through the Intellectual Property Office of the University.

## **6. Evaluation of Research Paper**

- a) Candidate shall be evaluated based on his/her written paper following the criteria for evaluation of researches as stipulated in the Research Manual.
- b) Evaluation of research papers shall be done by the Committee on Professorial Chair which shall be further expanded for this purpose to include a Representative from TSUFP, a specialist in the discipline, and two (2) reviewers not connected with TSU.

## **Article IV. *Sabbatical Leave***

**Section 1.** Subject to the exigencies of the service a sabbatical may be granted to a member of the faculty for study instruction of book for a period not exceeding one year, with full salary, under the following conditions:

1. The faculty member has served the University not less than seven consecutive years, at least as associate profes-

sor in the last two years, and,

2. No case shall the sabbatical be granted within two years before the faculty member's compulsory retirement. If the sabbatical is for study or research and the faculty member applies (in addition to the salary/ for transportation costs, per diems and other forms of assistance, the following shall be imposed:
  - a. Reasonable assurance on the basis of the faculty member's record, that the study or research will be accomplished;
  - b. A full report of the study or research done shall be made at the end of sabbatical; and,
  - c. Funds are available.

#### **Article V. *Special Detail***

Special detail may be allowed for following activities:

1. Attendance in conference, meetings, workshops; and,
2. Attendance in training programs and study tours.

##### **Section 1. *Attendance in Conferences***

1. *Required Documents:*
  - a. Letter of invitation from the organization or agency sponsoring the conference, meeting, or workshop; and,
  - b. Letter of endorsement from the department chairman and dean or director of the unit.
2. *Terms of the grant*

- a. Awardee is entitled to his salary for the duration of the grant; and,
- b. Fellow may request other forms of allowance allowed by the Philippine Government for travel abroad, e.g. pre-travel allowances, clothing allowances. These allowances are subject to availability of funds, accounting and auditing rules.

## **Section 2. Attendance in Training Programs**

Nominations to training programs made available to the Philippine Government may be made by the different colleges and units of the University with official endorsement to the University President.

Faculty members, research, extension and professional staff and administrative personnel holding permanent appointment can be nominated to training/scholarship grants.

The current guidelines governing the nomination of candidate's training/scholarship grants is prescribed in Civil Service Commission Memorandum Circular No. 13 dated August 5, 1987.

1. Pursuant to Memorandum Circular No. 29 series of 1963 only permanent employees should be nominated to foreign assisted training/scholarship grants.
  - a. If a candidate/nominee had previously availed of any foreign-assisted scholarship/training from any sponsoring entity, in no instance shall said candidate/nominee be allowed to avail of another grant unless he/she has completed serving the required number of years with the nominating agency or provided such grant is not a direct consequence of his previous grant.

**Section 3. *Obligations***

Everyone granted authority to travel abroad shall submit within ten (10) days upon return a brief written report about the trip.

**Article VI. *Faculty Fellowship***

Fellowship from the University fall into four different categories: foreign fellowship, local fellowship, study leave and research fellowship these are subject to existing rules and conditions provided in fellowship agreements.

**Section 1. *Faculty Fellowship*****A. Full Fellowship**

Faculty members who will pursue a doctorate program in a field of specialization that falls within the priority fields that need faculty strengthening as approved by the College or unit he/she belongs and the FSTD Committee of the University, provided that the field of study is not available in any other University in the Philippines, may be awarded a full foreign fellowship.

**1. Qualifications**

- a. Must have good academic records;
- b. Must have rendered at least three years of continuous full time service in the University on a non-substitute status;
- c. Must pursue a doctoral program that falls within the priority fields approved by the FSTD Committee; and,
- d. Must not be a recipient of a previous grant.

2. Duration

The Fellowship shall be initially for one year, renewable for another year depending on the performance of the fellowship.

3. Terms of the Grant

- a. Round trip fare (economy class by plane or tourist bus *class by boat*);
- b. Stipend of \$250/month;
- c. Tuition and all authorized school fees;
- d. Clothing allowance in accordance with established rules and regulations if there is winter in the place of study;
- e. Thesis aid, if the fellow is already working on the thesis; and,
- f. Pre-travel expenses in accordance with law.

4. Requirements

- a. Application for fellowship duly accomplished by the applicant;
- b. Letter of Acceptance from the University where the fellow will pursue his/her graduate studies; and,
- c. Strong justification from the Chairman or Dean on the necessity for the proposed program in terms of course offerings both in the undergraduate and graduate levels.

5. Obligations

- a. Fellow executes a contract with the university which stipulates among other things, a 2-year

return service for every year of fellowship or a reimbursement of all expenses incurred plus an equity charge of 20% of all total amount expended and interest at the prevailing legal rate at the time of the breach or revocation of the legal contract.

- b. Accomplishment of the University clearance and clearance from administrative charges before leaving.
- c. Submission of progress report, copy of grades and a letter from his adviser on the progress of his study. The renewal of the fellowship is contingent upon the submission of these documents.
- d. Submission of a final report within 60 days upon the return to the Philippines.

#### B. Partial Fellowship

A member of the faculty who has obtained a fellowship of scholarship from another institution to pursue a graduate degree may be granted partial fellowship if the financial support provided by the fellowship or scholarship is not adequate.

##### 1. Qualifications

- a. Must have good academic records; and,
- b. Must pursue a doctoral or master's program in an area that falls within the priority fields approved by the scholarship committee of the University.

##### 2. Duration

The duration of a fellowship for a master's de-

gree shall be for one year renewable for another year depending upon the academic performance of the fellow.

The duration of the fellowship, for a doctoral degree shall be for one year, depending also on the performance of the fellow.

### 3. Benefits

The benefits attached to a partial fellowship are not uniform since they are determined on the basis of the reasonable need of the applicant and availability of funds.

### 4. Requirements

- a. Application for fellowship duly accomplished by the applicant;
- b. Letter of Acceptance/Admission by the University where the fellow intends to enroll;
- c. Copy of the scholarship award, teaching, research or graduate assistance etc; and,
- d. Endorsement by the Department chairman and the Dean.

### 5. Obligations

The same conditions as that of full fellowship.

## C. Local Faculty Fellowship

Faculty members may avail of the local fellowships and enroll in the University for advanced degrees subject to approved guidelines and other conditions that the President may prescribe.

Every start of the fiscal year, the Faculty Selection Committee announces through the Deans/Director the availability of local faculty fellowships. The committee screens the applications according to a given set

of criteria such as follows:

**Criteria for Selection**

- a. Need of the College/Unit for faculty members with advanced degree as indicated by its faculty development plan;
- b. Field of study the applicant should fall within the priority areas approved by the scholarship committee of the University;
- c. Type of study program whether master's/doctoral.
- d. Amount of financial assistance the applicant has received in the past; and,
- e. Faculty member must have a regular item.

**2. Duration**

Initially for one year subject to a renewal for another year for a total of 2 years for a master's degree and three years for a doctoral degree.

**3. Requirements**

- a. Curriculum vitae
- b. Transcript or Copy of Grades
- c. Program of Study
- d. Endorsement by the Department Chairman and the Dean.

**4. Obligations**

- a. The fellow executes with the University which stipulates, among other things, service of two years for every year of fellowship; and,
- b. Submission of progress reports and copy of grades. These documents are submitted to the

FSTD Committee before renewal of the fellowship is granted.

**D. Study Leave**

Subject to exigencies of the service, faculty members may be granted study leave with or without pay.

**1. Criteria for Selection**

- a. The need of the college unit for faculty members with advanced degrees as related to its faculty development plan.

**2. Duration**

The duration of the study leave with pay for masteral degrees shall be for one to two years depending upon the academic performance of the fellow on study leave with pay and the exigencies of the service.

The duration of the study leave with pay for a doctoral degree shall be from one year to three years, depending also on academic performance and subject to exigencies of the service.

**3. Requirements**

- a. For an applicant of a local study leave, submission of application for study leave maybe submitted to the HRMO.
- b. For those applying for study leave abroad, the same documents are required as those full and partial fellows.

**4. Benefits**

- a. Salary of the faculty members charged against his own item; and,
- b. Upon request, and subject to availability of

funds those on study leave abroad may be granted pre-travel expenses not to exceed P600 and clothing allowance of \$400 (if fellowship is in temperate zone) chargeable against the funds of the college or unit, provided they have not received clothing allowance during the preceding 24 months.

#### 5. Obligations

The return service for every year of study leave with pay locally is one year, for abroad, two years (i.e., the same obligations are required for fellowship).

#### 6. Approval of study leave with pay

- a. The President approves study leave with pay;
- b. For study leave abroad, the approval of the Vice President for Academic Affairs is transmitted to the President; and,
- c. The signed endorsement is sent to the Department of Foreign Affairs (DFA) through the National Economic Development Authority (NEDA) for the processing of the passport and travel tax exemption.

### **Article VII. *Study Privileges***

**Section 1.** Faculty members may be allowed to enroll in the University or other universities subject to the approval of the President and to availability of funds.

**Section 2.** Faculty members may avail of the privilege to study in the University and is allowed not more than 9 units per term/semester with free tuition fee exemption from all miscellaneous and laboratory fees except Student Fund Fees (e.g. Year Book fees, Student Council fees, and Student Publication fee).

**Section 3.** Criteria for scholarship availment

- a. The candidate is a permanent employee and has served the University in a permanent status for at least one year;
- b. His last two performance ratings are very satisfactory;
- c. The degree being pursued should be relevant to his/her field of specialization and in line with the development thrust of the College; and,
- d. Priority shall be based on the dates received by the TSU Records Office.

**Section 4.** Criteria/Guidelines for Thesis/Dissertation Writing Assistance.

- a. A thesis/dissertation writing assistance shall be granted to qualified faculty and staff in the amount of P20,000 and P30,000 respectively, as per approved Board Resolution No. 164, s. 2006;
- b. The degree being pursued should be relevant to his/her field of specialization and in line with the development thrust of the College;
- c. Evidence must be submitted that the research proposal has been successfully defended, accepted and should be certified by the Dean concerned;
- d. The grantee is a permanent employee of the University and has served the University in a permanent status for at least one year;
- e. The grantee shall submit a permit to study;
- f. The funding must be certified by the Budget Officer;

- g. The grantee shall be given one year from the date of release of the financial assistance to complete the Thesis, and two years for the Dissertation. A hard bound copy of the Thesis/Dissertation should be submitted to the Committee and subsequently turned over to the University Library;
- h. The grantee shall serve the University a corresponding return service equivalent to two (2) semesters;
- i. In case of failure to finish the thesis/dissertation, the grantee shall be required to refund the full amount received from the University as well as thesis/dissertation assistance.

**Section 5.** Not qualified to avail thesis/dissertation allowance are non-permanent employees.

On matters involving complicated applications for scholarship grant a meeting should be convened by the FSTD committee.

### **Article VIII. *Leave Privileges***

#### **Section 1. *Faculty Leave***

Faculty leave shall be granted to full and part time members of the faculty who do not normally perform administrative functions.

##### a. Faculty Vacation Leave

Faculty vacation leave consists of two months in each academic year in addition to the usual Christmas vacation.

Such vacation leave may be taken only during the regular vacation periods of the University.

##### b. Summer Service

The President of the University, upon the recommendation of the Vice President for Academic Affairs may detail members of the faculty as they may consider necessary to teach during the summer vacation of the University with honoraria.

**Section.2 Vacation Service Credits of Faculty Members –**  
Faculty members' vacation service credits refer to the leave credits earned for services rendered on activities during summer or Christmas vacation as authorized by proper authority. These vacation service credits are used to offset absences of faculty members due to illness or to offset proportional deduction in vacation salary due to absences for personal reasons or late appointment. The manner by which service credits may be earned by faculty members is subject to the guidelines issued by the Department of Education (DepEd). (As amended by Resolution No. 98-3142 dated December 14, 1998)

### **Section 3. Cumulative Leave**

Cumulative leave shall be granted to members of the faculty who regularly perform administrative functions such as:

Faculty members who are engaged in assignments, which involves reporting for work beyond the normal office hours which are normally necessary in the management of the affairs of the University and its units.

Faculty members who are engaged in assignment which involve reporting for work beyond the normal office hours, and which prevent them from taking advantage of the faculty members' vacation leave, both conditions being certified by the appropriate dean or director, may enjoy cumulative leave status. This privilege may be granted only when the assignment carries an official designation or appointment, lasting at least one academic year with the previous approval of the Vice President for Academic Affairs.

### **Section 4. Maternity Leave**

Married or unmarried female members of the faculty who are permanently, provisionally, or temporarily appointed in the service at the Tarlac State University shall, in addition to the faculty members' leave which they enjoy, be entitled, in every instance of pregnancy irrespective of its frequency, to 60 days maternity leave subject to the following conditions:

- a. Permanent and regular members of the faculty who have

rendered two or more years of continuous service shall be entitled to 60 days with full pay. The two or more years' service should be under regular and permanent appointment exclusive of service under provisional or temporary status.

b. Permanent and regular members of the faculty, who have rendered less than two years of continuous service, shall be entitled to 60 days with half pay.

c. Provisional or temporary faculty members of the faculty members of the faculty, who have rendered less than two years of continuous service shall be entitled to 60 days maternity leave but shall only receive full pay for number of days based on the ratio of 30 days to two years of continuous service.

For the purpose of granting maternity leave only, a gap of not more than three months between separation and the re-employment of a regular, provisional or temporary employee may be disregarded without violating the legislative intent, especially when the interpretation was not of the employee's own choosing.

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

“The commuted money value of the unexpired portion of the leave need not be refunded and that when the employee returns to work before the expiration of her maternity leave, she may receive both benefits granted under the maternity leave law and the salary for actual services rendered effective the day she reports for work.” (As amended by Resolution No. 02-1420 dated October 22, 2002

e. Maternity leave with pay may be granted even if delivery occurs just a few days after the termination of employee's

service – maternity leave with pay may be granted even if the delivery occurs not more than fifteen (15) calendar days after the termination of employee's service as her right thereto has already accrued.

- f. Maternity leave of employee on extended leave of absence without pay, if already entitled, a female employee can still avail of the sixty (60) days maternity leave with pay even if she is on extended leave of absence without pay.” (As amended by Resolution No. 98-3142 dated December 14, 1998)
- g. Maternity leave of a female employee with pending administrative case. – Every female employee in the government service is entitled to maternity leave of absence with pay even if she has a pending administrative case.

#### ***Section 5. Paternity Leave***

- a. Conditions for the grant of paternity leave. – Every married male employee is entitled to paternity leave of seven (7) working days for the first four (4) deliveries of his legitimate spouse with whom he is cohabiting.  
“The first of the four (4) deliveries shall be reckoned from the effectivity of the Paternity Leave Act on July 15, 1996.  
“Married male employee with more than one (1) legal spouse shall be entitled to avail of paternity leave for an absolute maximum of four (4) deliveries regardless of whichever spouse gives birth.” (As amended by Resolution No. 98-3142 dated December 14, 1998)
- b. Paternity leave: non-cumulative/non-commutative. – Paternity leave of seven (7) days shall be non-cumulative and strictly non-convertible to cash. The same may be enjoyed either in a continuous or in an intermittent manner by the employee on the days immediately before, during or after the childbirth or miscarriage of his legitimate spouse.” (As amended by CSC Resolution no. 99-1885 dated August 23, 1999)

“Married male employee with more than one (1) legal spouse shall be entitled to avail of paternity leave for an absolute maximum of four (4) deliveries regardless of whichever spouse gives birth”( As amended by CSC Resolution No. 98-3142 dated December 14, 1998).

**Section 6. Maternity and Paternity to Adoptive Parents:**

This is granted to adoptive parents upon the birth of a child shall be enjoyed if the adoptee is below seven (7) years of age (CSC Resolution No. 02-0515 dated April 10, 2002).

**Section 7. Solo Parent Leave:**

A seven (7) days leave is granted to any solo parent employee to perform parental duties and responsibilities where physical presence is required to a child below 18 years of age and/or above provided that the child is incapable of self-support and/or physically or mentally challenged, unmarried and unemployed ( CSC MC No. 8., s. 2004).

**Section 8. Ten-Day Leave Under RA 9262.**

This is granted to any woman employee in the government service regardless of employment status, who is a victim of violence and/or whose child is a victim of violence whose age is below eighteen (18) but unable to take care of himself/herself.

**Section 9. Rehabilitation Leave.**

All officials and employees including those with fixed term of office may avail themselves of rehabilitation leave privilege for a maximum period of six (6) months for wounds and/or injuries sustained while in the performance of official duties (Sec. 55, Book V of EO 292)

**Section 10. Special Leave Benefits for Women under RA 9710  
(Magna Carta of Women)**

Any female employee, regardless of age and civil status, provided she has rendered at least 6 months aggregate service in any or various government agencies for the last 12

months prior to undergoing surgery for gynecological disorders, may avail a maximum of 2 months special leave per year for every instance of gynecological disorder requiring surgery. Classification of procedure based on the patient's estimated period of recuperation:

MINOR-Surgical procedures requiring a maximum period of recuperation of 2 weeks.

MAJOR-Surgical procedures requiring a minimum period of recuperation of 3 weeks to a maximum period of 2 months

#### **Section 11. Military Service Leave**

Military Service Leave shall be granted to members of the faculty. Any person mentioned in the next preceding Article who may be called to render military service in accordance with the National Defense Act or any other law for regular active duty during his absence for such purpose.

When he goes for training voluntarily with the Armed Forces of the Philippines, without being obliged to go, he shall apply for leave of absence. In case the application is approved, he shall draw no compensation from the University. During his absence. This shall not curtail his vacation leave privileges in the University.

#### **Section 12. Leave of absence without pay, not to exceed one year at a time, shall be granted for good cause. The absence shall be identified in advance so as not to interfere with work of the University.**

Under no circumstances shall leave without pay granted for more than one year. If an employee who is on leave without pay for any reason fails to return to duty at the expiration of one year from the effective date of such leave, shall be considered automatically separated from the service. Provided, that he shall, within a reasonable time before the expiration of his one year leave without pay, be notified in writing of the expiration thereof with warning that if he fails to report for duty on said date he will be dropped from the service.

**Section 13. Leave During Probationary Period.** – An employee who is still on probation may already avail of whatever leave credits he has earned during said period. Accordingly, any leave of absence without pay incurred during the period of probation shall extend the completion thereof for the same number of days of such absence. (As amended by Resolution no. 98-3142 dated December 14, 1998)

**Section 14. Conversion of Vacation Service Credits of Faculty Members to Vacation and Sick Leave Credits and Vice Versa; Payment thereof.** – Faculty members and other school personnel on the faculty members leave basis who resigned, retired, or are separated from the service through no fault of their own on or after January 16, 1986 shall be paid the money value of their unused vacation service credits converted into vacation and sick leave using the formula:

$$\text{Vacation and Sick Leave}^* = 30y/69$$

Where:      30       =       Number of days in a month  
                 Y       =       total of numbers of faculty  
                        members's service credits  
                 60       =       58 days of summer vacation  
                        plus 11 Days Christmas Vacation

\* No. of days derived shall be divided equally into vacation and sick leave credits

“Formula in obtaining 69 days:

84 total numbers of days of summer/Christmas vacation

-15(12days: Saturday/Sunday during summer vacation

+3 days: Christmas Day, Rizal Day, New Year's Day)

69 days

“Conversely, the formula in the conversion of sick and vacation leave credits to vacation service credits of faculty members is as follows:

$$Y = \frac{VL + SL}{30} \times 69$$

**Section 15.** *Transfer from Teaching to Non-Teaching Service during Summer Vacation/Entitlement to Proportional Vacation Pay.* A faculty members who transferred to the non-teaching service or who resigned from government service ten (10) days before the close of the school year is entitled to proportional vacation pay in as much as his right thereto has already accrued: provided; That the service will not be prejudiced and provided further that he fulfills his responsibilities and obligations." (As amended by Resolution No. 99-1885 dated August 23, 1999)

**Section. 16.** *Effect of Unauthorized Leave.* An official/employee who is absent without approved leave shall not be entitled to receive his/her salary corresponding to the period of his unauthorized leave of absence. It is understood, however, that his/her absence shall no longer be deducted from his accumulated leave credits, if there are any.

**Section 17.** *Rehabilitation Leave for Job-Related Injuries.* Applications of officials and employees for leave of absence on account of wounds or injuries incurred in the performance of duty extending beyond the available leave credits of the proper medical certificate and evidence showing that the wounds or injuries were incurred in the performance of duty. The head of the department/agency concerned may direct that absence during any period of disability thus occasioned shall be on full pay, but not exceed six (6) months. He shall also authorize the payment of medical attendance, necessary transportation, and subsistence and hospital fees of the injured person. Absence in the case contemplated shall not be charged against sick leave or vacation leave, if there are any. However, vacation and sick leave credits shall not be earned and accumulated during such absence.

**Section 18.** *Seconded Employee on Leave Without Pay from his Mother Agency.* The seconded employee shall be on leave without pay from his mother agency for the duration of his secondment, and during such period, he may earn leave credits

which is commutable immediately thereafter and payable by the receiving agency.

**Section 19. Effect of Vacation Leave Without Pay on the Grant of Length of Service Step Increment.** For purpose of computing the length of service for the grant of step increment, approved vacation leave without pay for an aggregate of fifteen (15) days shall not interrupt the continuity of the three-year service requirement for the grant of step increment. However , if the total number of authorized vacation leave without pay included within in the three-year period exceeds fifteen (15) days, the grant of one-step increment will only be delayed for the same number of days that an official or employee was absent without pay" (As amended by Resolution No. 98-3142 dated December 14, 1998)

**Section 20. Effect of Pending Administrative Case Against an Official or Employee.** An official or employee with pending administrative case /s is not barred from enjoying leave privileges" (As amended by Resolution No. 99-1885 dated August 23, 1999).

**Section 21. Effect of Failure to Report for Duty after Expiration of One Year Leave.** if an official or employee who is on leave without pay pursuant to Section 57 hereof, fails to report for work at the expiration of one (1) year from the date of such leave, he shall be considered automatically separated from the service" (As amended by Resolution No. 98-3142 dated December 14, 1998).

**Section 22. Effect of Absences Without Approved Leave.** An official or an employee who is continuously absent without an approved leave for at least thirty (30) working days shall be considered on absence without official leave (AWOL) and shall be separated from the service or dropped from the rolls without prior notice. He shall, however, be informed, at his address appearing on his 201 files or at his last known written address, of his separation from the service, not later than five (5) days from its effectivity.

“If the number of authorized absences incurred is more than thirty (30) working days, a written Return-to Work Order shall be served to him at his last known written address on record. Failure on his part to report to work within the period stated in the order shall be a valid ground to drop him from the rolls” (As amended by Resolution No. 99-1885 dated August 23, 1998)

**Section 23.** *Status of an Official or Employee on Vacation Leave or Sick Leave.* While the incumbent is on vacation or sick leave with or without pay, his position is not vacant. During the period of such leave therefore, only substitute appointment can be made to such position” (As amended by Resolution No. 98-3142 dated December 13, 1998).

**Section 24.** *Effect of Decision in Administrative Case.* – An official or employee who has been penalized with dismissal from the service is likewise not barred from entitlement to his terminal leave benefits” (As amended by Resolution No. 99-1885 dated August 23, 1999).

**Section 25.** *Effect of Exoneration from Criminal/Administrative Case.* – In general, officials and employees who have been dismissed from the service but who were later exonerated and thereafter reinstated, are entitled to the leave credits during the period they were out of the service.

**Section 26.** *Cause for Disciplinary Action.* – Any violation of the leave laws, rules or regulations, or any misrepresentation or deception in connection with an application for leave, shall be ground for disciplinary action” (As amended by CSC Resolution No. 98-3142 dated December 14, 1998).

## **Article IX. Diploma of Merit**

**Section 1.** A Diploma of Merit shall be presented to members of the faculty and the administrative staff for exemplary conduct, loyalty and exceptionally efficient and meritorious ser-

vices to the University upon their voluntary resignation or their retirement from the service after at least 15 years of service. The diploma shall be issued and signed by the President and the Secretary of the University on the date following the last day of active service.

#### ***Article X. Enrolment Privileges***

**Section 1.** Dependent children of TSU faculty and personnel who have served the University continuously for a period of not less than five (5) years, shall upon initial enrolment as such in the University, be entitled to free tuition and fifty percent (50%) discount on all miscellaneous and laboratory fees except student fund fees.

**Section 2.** Extension of the enrolment privileges for faculty and children of deceased TSU personnel. Dependents of deceased TSU personnel who qualify for admission to the University and are already enjoying enrolment privileges, prior to the death of the TSU personnel are allowed to continue enjoying the same privileges until they graduate or finish a course. However, they will follow University rules and regulations on scholarships.

#### ***Article XI. Housing Facilities***

**Section 1.** When they become available, colleges and residential units in the campus may be leased to University employees on a first come first served basis or based on criteria to be set by the University.

#### ***Article XII. Health Services***

**Section 1.** Every employee of the University shall enjoy health services beginning from the start of his/her employment until separation from the service.

**Article XIII. *Library Privileges***

**Section 1.** Members of the faculty may use the library resources subject to the rules and regulations governing their use.

**Article XIV. *Privileges of Retired Faculty Members***

**Section 1.** Retired members of the faculty shall enjoy University library privileges and shall receive upon request publication of the University (if there's any) which are furnished to the faculty generally. They may else be entitled to such other privileges which, in the opinion of the President, the University is in a position to grant and they shall be invited to participate in major University programs and activities.

**Section 2.** Upon the request of the Dean of a College, a retired University member maybe detailed, with his consent, by the President to some pending academic program or project or to a special activity of the college concerned.

**Section 3.** A retired faculty member with the rank of professor maybe appointed professor emeritus if he has rendered at least two years of active and faithful service to the University and has achieved marked distinction as a productive scholar, artist, or scientist, or is widely acknowledged as an effective and dedicated faculty. A special committee, appointed by the President, will be responsible for nominating retired professor for an emeritus appointment, the nomination to be submitted to the President of the University who in discretion, may endorse the matter to the Board of Regents for approval, provided, that this procedure shall be made without prejudice to any nomination which may be submitted by the faculty of a particular college.

## Chapter 7

### RESTRICTIONS, CONDUCT AND DISCIPLINE

**Article I.** Article XI of the 1987 constitution states that “Public office is a public trust. Public officers and employees must at all times be accountable to the people, serve them with utmost responsibility, integrity, loyalty, and efficiency, act with patriotism and justice, and lead modest lives.”

**Section 1.** Accountability, responsibility and efficiency of public officers and employees are the observance of working time that is less than the full time or the required minimum in a given working day.

**Section 2. *Inviting Outside Lecturers***

No member of the faculty may invite any person who is not officially connected with the university to give a lecture or talk on any subject before his/her class or any group of students without permission from the Dean/Director or Vice President for Academic Affairs. Violation of this rule shall be subject the faculty member concerned to disciplinary action.

**Section 3. *Private Tutoring***

No member of the faculty shall be permitted to give private lessons to any student enrolled in his/her college or school and to accept payment thereof without the previous approval of the Dean/Director, Vice President for Academic Affairs and President.

**Section 4. *Acceptance of Anything of Valuable Consideration from the Students***

No member of the faculty shall have dealings with any student involving money, property, or any valuable considerations which might have an influence on the scholastic standing of such student in the University. In doing this, the faculty shall be subject to disciplinary action stipulated in the Civil

Service Commission rules.

**Section 5. Publications**

- a. No member of the faculty, officer or employee of the university shall publish or discuss publicly the proceedings of the Board of Regents or its decisions, not yet released for publication and without the written permission of the President.
- b. No member of the faculty, officer or employee shall publish or discuss publicly charges or complaints against any other member of the faculty, officer, or employee concerning his/her official duties or his/her private life or conduct. Any such complaint or charge shall be addressed to the proper authorities of the University for action before resorting to any other remedy available to the complaining party.
- c. Authors of articles appearing in University publication shall be jointly and severally responsible for the opinions expressed therein.

**Section 6. Enrolment Without Permission**

No member of the faculty shall enroll as a student in the University or in an outside institution without the permission of his/her Dean, Vice President for Academic Affairs and the President. Permission may be granted only after the faculty teaching load, the nature and the scope of the course he/she intends to take, and the time of the course requires are considered.

In no case should such study impair his/her efficiency as a member of the faculty.

**Section 7. Use of Textbooks**

No book outline, compilation or syllabus, whether printed or duplicated, shall be used as a basic or required textbook in any class unless provided by a committee in accordance with the rules prescribed by the higher authorities. Prices shall be determined in accordance with the rules issued by the President.

## ***Article II. Coursing of Communications***

**Section 1.** All employees and members of the faculty of the University shall forward all official communications thru channels to the President for his/her action or decision or for transmission to the Board of Regents, as the case may be.

**Section 2.** In the coursing of all proposals for presentation to the appropriate University Council, the following procedures shall be followed:

- a. The faculty or member of the Council shall submit his/her proposals to the President through the Secretary of the appropriate University Council;
- b. The President in turn shall direct the Secretary to refer the proposals to the appropriate committee of the Council; and,
- c. The committee shall report its action to the President through the Secretary, for submission to the Council.

## ***Article III. Rules and Regulations of the Discipline of Faculty Members.***

**Section 1.** Section 11 Article 2 of the 1987 Constitution declares that the state values the dignity of every human being and guarantees full respect for human rights (the equal protection clause of the law and due process shall at all times be observed).

**Section 2. Definition of Terms.** – The terms hereunder shall be construed as follows:

- a) **Agency** refers to any bureau, office, commission, administration, board, committee, institute, corporation with original charter, whether performing governmental or pro-

prietary function, or any other unit of the national government as well as provincial, city or municipal government.

- b) **Appointing Officer** refers to the person or body duly authorized to issue appointments in the civil service.
- c) **Civil Service** is the generic term which refers to all men and women in all branches, subdivisions, instrumentalities and agencies of the Government, including government-owned or controlled corporations with original charters.
- d) **Civil Service Commission Field Offices (CSCFOs)** refer to the Civil Service Commission Field Offices under the direct supervision of the Civil Service Commission Regional Office, each headed by a Field Director.
- e) **Civil Service Commission Regional Offices (CSCROs)** refer to the sixteen (16) Civil Service Commission Regional Offices and those that may be subsequently created, each headed by a Regional Director.
- f) **Commission** refers to the Civil Service Commission composed of the Chairman and two (2) Commissioners.
- g) **Department** refers to any of the executive departments or entities having the category of a department, including the judiciary, legislative and the other constitutional commissions.
- h) **Disciplining Authority** refers to the person or body duly authorized to impose the penalty provided for by law or rules.
- i) **Forum-Shopping** refers to the filing of several administrative actions or complaint either simultaneously or successively before another agency or any tribunal having jurisdiction over the case against the same party involving

the same essential facts, circumstances, acts, causes of actions or relief, and all raising substantially the same issues either pending in, or already resolved adversely by, some other tribunal or agency.

- j) **Party Adversely Affected** refers to the respondent against whom a decision in an administrative case has been rendered or to the disciplining authority in an appeal from a decision reversing or modifying the original decision.
- k) **Person Complained** refers to the person who is the subject of a complaint but who is not yet issued a notice of charge/s or formal charge by the disciplining authority.
- l) **Personnel Action** refers to any action denoting the movement or progress of personnel in the Civil Service which shall include appointment promotion, transfer, reinstatement, reemployment, reappointment, detail, reassignment, secondment, demotion and separation from the service.
- m) **Probationary Employee** refers to the employee who is required to undergo a thorough character investigation and assessment of capability to perform the duties of the position enumerated in the Position Description Form (PDF).
- n) **Respondent** refers to the person who is issued a notice of charge/s or formal charge by the disciplining authority.
- o) **Qualified Next-In-Rank** refers to the employee appointed on a permanent basis to a position previously determined to be a next-in-rank to the vacancy and who meets the requirements for appointment thereto as previously determined by the appointing authority and approved by the Commission.
- p) **Form.** The appointment which must be in triplicate

- q) **Signature of the Appointing Authority.** The original copy of the appointment must be duly signed and the succeeding two (2) copies thereof at least initialed by the appointing authority.
- r) **Position Title.** The position title indicated in the appointment shall conform with the approved Position Allocation List and should be found in the Index of Occupation Service (IOS). The salary grade shall always be indicated after the position title.
- s) **Employment Status.** The employment status shall be indicated on the space provided therefore. It may be permanent, provisional, temporary, substitute, co-terminus, casual or contractual.
- t) **Date of Signing.** The date of signing, which is the date of the issuance of the appointment shall be indicated below the signature and the initials of the appointing authority.
- u) **Nature of Appointment.** The correct nature of appointment shall be indicated on the space provided thereof. The nature of appointment, which may either be original, initial, promotion, transfer, reemployment, reappointment, reinstatement, renewal, change of status or demotion, shall be indicated in the space provided for.
- v) **Publication of Vacancy.** Vacant positions to be filled shall be published in accordance with RA 7041 and its implementing guidelines except positions enumerated in Section 1 RULE IX hereof.
- w) **Faculty Selection Board (FSB) Evaluation/Screening.** All appointees should be screened and evaluated by the FSB, if applicable. As proof thereof, a certification signed by the Chairman of the Board at the back of the appointment or alternatively, a copy of the proceedings/minutes of the

the final screening/deliberation of the FSB.

- x) **Personal Data Sheet** The appointee's Personal Data Sheet (CS Form 212, Revised, 1998) which should be properly and completely accomplished by the appointee shall be attached to the appointment. Said PDS shall contain an authorized from the job applicant/employee that the agency head or his authorized representative can verify/validate the contents therein. For appointment of substitute faculty members and renewal of appointment of contractual and casual personnel, updated Personal Data Sheets shall be required. (As amended by CSC MC No. 15,s. 1999)(Also see RACCS pages 1-3).

**Section 3.** Officials and other personnel shall be subject to PD 807, R.A. 6713, Code of Conduct, and other pertinent rules and regulations. Revised Rules on Administrative Cases (RRACCS) Nov. 18, 2011 Administrative Disciplinary Rules on Sexual Harassment Cases May 21, 2001. Anti-Violence against Women and their Children Act of 2004 and all other Administrative and CSC Issuance, Memoranda's and Circulars.

**Section 4.** Separability Clause – if any part of these Rules is held invalid or unconstitutional, the other parts or provisions thereof shall remain valid and effective.

**Section 5.** Repealing Clause – All other rules and regulations, or parts thereof, inconsistent with the provisions of these Rules are hereby repealed.

