



Pamantasan ng
Lungsod ng Maynila

FACULTY MANUAL

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PAMANTASAN NG LUNGSOD NG MAYNILA

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Foreword

Probably among today's milestones at Pamantasan ng Lungsod ng Maynila, this *Faculty Manual* is designed to serve as a ready and appropriate reference for PLM faculty members. It contains in one handy package their duties and responsibilities, their rights and privileges, as well as the roles they are expected to perform as mentors of PLM students as they help shape the future of the University's priority clients and principal products.

The contents of this manual were culled from the provisions of the University Code, resolutions of the PLM Board of Regents, Pamantasan Administrative Orders (PAOs), memoranda from the different units of the University, and issuances from government regulatory agencies such as the Civil Service Commission (CSC), the Commission on Higher Education (CHED), the Commission on Audit (COA), among others.

In this regard, I would like to personally express my thanks to the members of the *Faculty Manual* Committee for the painstaking work they did in compiling, organizing and deliberating on all the key and relevant information contained in these documents into one reader-friendly handbook. It is doubly gratifying that they were able to come out with this landmark reference material in time for the celebration of an equally key landmark occasion: the Golden Anniversary of PLM.

The principles set forth in this *Faculty Manual* attest to the University's continuing commitment to provide faculty members with the most favorable working conditions that its resources can permit looking after their interest to better serve this institution's academic community. They likewise prove the administration's firm intention to create an atmosphere in which faculty members can freely pursue their scholarly activities and interests so they can rise to their full potentials as PLM's able partners.

I sincerely hope that the information contained in this *Faculty Manual* can help our faculty members perform their primary roles as teachers and scholars more knowledgeably with much dedication, drive and enthusiasm. And I hope that guided by a deeper understanding of their duties and responsibilities, they will all endeavor to promote the students' holistic development, adhere to the institution's norms and standards, and strive to instill in them PLM's long respected core values of *Karunungan, Kaunlaran* and *Kadakilaan*.

MA. LEONORA V. DE JESUS, Ph.D.
University President

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PLM at a Glance

As the first City University in the country, PLM is dedicated to the advancement of human knowledge, particularly of the people of the City of Manila. The basic mission of the University is to pursue the truth, excellence in academic instruction, research and extension services and to promote the moral uplift of the students. The University exercises all powers granted by its Charter, Republic Act 4196, this University Code and such other laws as may relate directly or indirectly to the purposes of the University. The University shall strive for economy, efficiency, and effectiveness in its organization.

The purposes of this university shall be: (1) to advance human knowledge through basic study and research; (2) to fully develop the Filipino intellect and promote Filipino culture; (3) to give professional training in public affairs as well as in scientific, cultural, technological, industrial and vocational fields; (4) to introduce in its curricula studies which do not at present receive sufficient emphasis in existing institutions of higher learning in the country.

I. VISION

Guided by the values of academic excellence, integrity and social responsibility, PLM is committed to pursue the principles of “Karunungan, Kaunlaran, Kadakilaan.”

II. MISSION

The PLM Board of Regents, Management, faculty, and staff are committed:

1. To be recognized by the Philippines and ASEAN academic accrediting agencies as a premier university for its quality education, research, and extension services;
2. To ensure that PLM maintains a higher than the national average performance in all professional licensure examinations taken by its graduates; and
3. To continue to provide the students with an education that will give them a competitive advantage for employment opportunities

III. OBJECTIVES

1. To secure national and ASEAN accreditation of all its academic courses and program, and its administrative systems; and ensure compliance with, and enforcement of all other pertinent and relevant laws, rules and regulations of the country;

2. To establish and maintain physical facilities that are safe, secure and conducive to learning, as well as promote everyone’s well-being;
3. To implement faculty development programs for the continuous upgrading of faculty competencies and skills;
4. To improve administrative systems through the computerization of databases and all university records to upgrade the financial, personnel and academic records, transactions and processes;
5. To efficiently manage the resources of the University through the institution of proper controls in all University processes; and
6. To generate resources needed for the continuous modernization of physical facilities, laboratories, library, faculty development, and research initiatives.

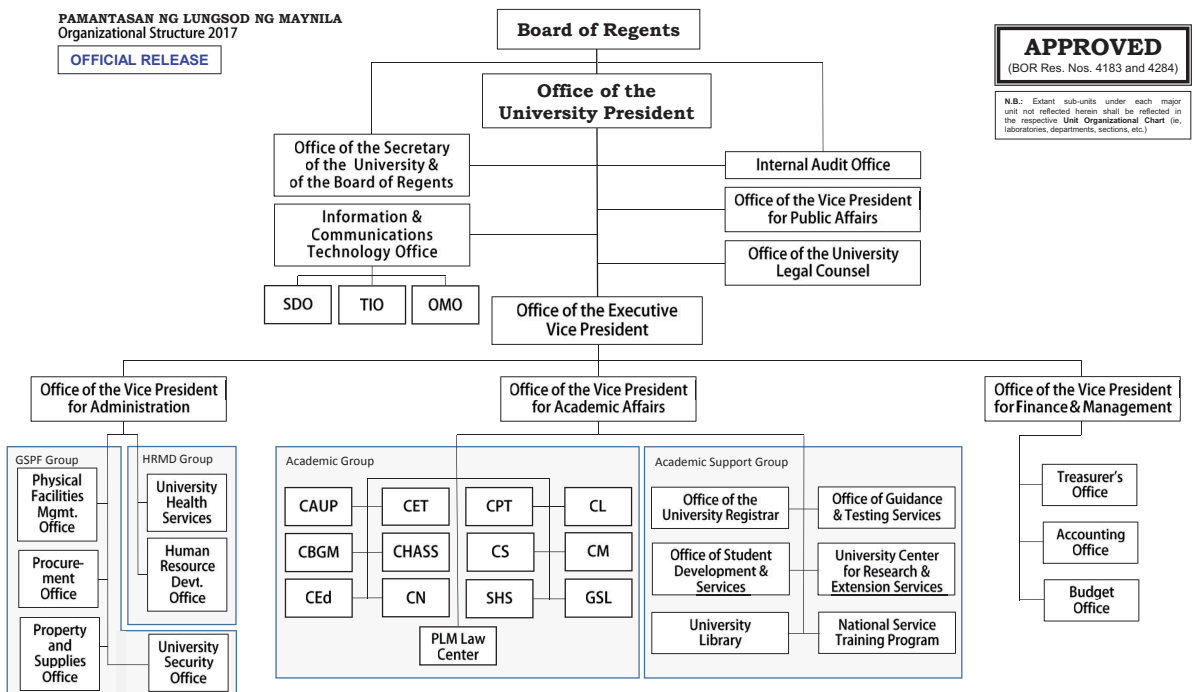



Figure 1: Organizational Chart

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CHAPTER 1

Governance and Administration

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Section 1 The Board of Regents

Article 1. The governance of the University is vested in the Board of Regents, which is responsible for overall policy formulation and direction in the University. All major issues affecting the University are resolved by the Board.

(Art. 12, University Code 2005)

1.1. Membership and Officers

Article 2. The Board of Regents, hereinafter referred to as the Board, consists of six appointive members and one ex-officio member. The appointive members include a representative of the faculty, a representative of the alumni and a recognized educator. The Superintendent of Schools for the City of Manila is an ex-officio member of the Board of Regents. The Board elects from among the appointive members its Chairman and the University President who is the ex-officio Vice-Chairman of the Board.

(Art. 8, University Code 2005)

Article 3. All members of the Board of Regents are appointed by the Mayor of the City of Manila with the consent of the City Council; to serve for a term of six years or until their successors have been appointed or qualified. However, the said Regents may be the subject of reappointment. In no case is there a declaration of vacancy in the Board of Regent except by reason of death, legal or physical incapacity, resignation or other similar causes. Only in such instances may the vacancy be filled, and the new appointee holds office for the unexpired portion of the vacated term.

(Art. 9, University Code 2005)

Article 4. All members of the Board are citizens of the Philippines. They are chosen on the basis of their professional competence, proven integrity and good moral character. No person in the employ of or with financial interest in any educational institution in any capacity whatsoever, except those exercising purely professional functions, are eligible for membership in the Board. The Board members serve without compensation other than allowances for every Board meeting attended or for other official business authorized by their resolutions. Allowances are provided in the University budget.

(Art. 10, University Code 2005)

Article 5. The Chairman presides over all meetings of the Board. In his/her absence or incapacity, the Vice-Chairman acts as the Chairman; provided that, in the absence also of the Vice-Chairman, the order of seniority of appointments of the Regents present is followed in determining who preside over the meeting.


(Art. 11, University Code 2005)

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1.2 Powers and Duties

Article 6. Subject to existing laws, the Board observes collegiality in the performance of the following powers and duties, in addition to the powers vested upon as provided in the University Charter, Republic Act 4196:

- a. To receive an annual appropriation from the City of Manila for the purpose specified by its ordinance and to disburse such amount for the support of the University;
- b. To provide for the establishment of the necessary undergraduate and graduate colleges, considering the priorities of city and national needs;
- c. To approve the courses of study and rules of discipline recommended by the University Council as hereinafter provided for, and to fix tuition and other fees;
- d. To confer degrees for which graduating students are qualified, and honorary degrees and titles upon persons in recognition of their wisdom, statesmanship, or service in the government and to society as well as in due regard to eminence in philosophy, science, literature, and community service;
- e. To provide fellowships and scholarships for students, faculty and staff on the basis of merit;
- f. To establish professorial chairs in the University's colleges, and to provide or arrange for the maintenance or endowment of such chairs;
- g. To provide for academic ranks and approve the appointment of the teaching personnel and to fix the compensation commensurate with such ranks;
- h. To provide a reasonable system of compensation and fringe benefits such as housing, medical health, insurances, scholarships for direct descendants of University personnel, legal support in case of litigation, and other benefits provided by existing laws. Such compensation benefits are for all University officials, faculty, and staff, full time or part-time, as applicable. Non-pecuniary benefits are in accordance with rules and regulations on hours of service, and such other conditions as the Board may deem proper;
- i. To receive, in trust and tax – free, legacies, gifts, land grants, and property of all kinds, and to administer the same for the benefit of the University or of any specified department thereof or of any student specified by the donor and in such manner as the Board may determine;
- j. To prescribe rules for its own governance, and to enact for the governance of the University such general rules and regulations as are consistent with the purposes of the institution;
- k. To promulgate rules and regulations of discipline governing University officials, faculty and staff members, including removal from the service for cause, after due process;
- l. To review cases of expulsion of students and dismissals of faculty members for religious conduct and activities proscribed by Section 11 of Republic Act 4196 and related issuances; and

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m. To exercise such other powers and duties as maybe necessary/essential to carry out its purposes.

(Art. 13, University Code 2005)

Article 7. At the end of each fiscal year, the Board submits an annual report to the Mayor of the City of Manila, the City Council, and the appropriate government agency.

(Art. 14, University Code 2005)

1.3. Meetings

Article 8. The Board of Regents holds its regular meetings at least once a month. A majority of all Regents constitutes a quorum of the Board for transacting business. Special meetings of the Board may be called by the Chairman or the President of the University or by any three Regents of the Board; provided that the Regents are properly notified at least twenty four (24) hours in advance.

(Arts. 15-17, University Code 2005)

Article 9. The meetings of the Board are held in the University, unless otherwise provided. The President determines and prepares the agenda of all meetings of the Board; provided that any Regent of the Board may have any matter included in the agenda.

(Arts. 18-19, University Code 2005)

1.4. Committees

Article 10. The Board may create an Executive Committee or such other committees, as it may deem necessary. The President of the University is an ex-officio member of all committees. All resolutions of all committees are subject to confirmation of the Board.


(Arts. 20-22, University Code 2005)

Section 2 Office of the President

Article 11. The President is the Chief Executive Officer of the University elected by the Board of Regents for a term of six years, subject to reappointment, unless sooner removed for cause such as incapacity, incompetence, dishonesty and/or final conviction of a crime involving moral turpitude and other grave offenses as decided by a competent court of law. He/She receives a salary and fringe benefits commensurate with his/her position and qualifications, such emoluments to be determined by the Board.

(Art. 36, University Code 2005)

Article 12. The units within the Office of the President are: the Executive Vice-President's Office, the Vice-Presidents' Offices, Office of the University/Board Secretary, Office of the University Legal Counsel, University Security Group, Computer and Internet Laboratories Office, and the specialized centers and such other offices as may be provided hereafter

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in the approved organizational chart. All officers, faculty members and employees of the University are responsible to and under the direction of the President, through their respective unit heads.

(Arts. 37-38, University Code 2005)

Article 13. All pertinent matters referred to the Board by the deans, faculty members, employees, students and any other entities are coursed through the President; provided that he/ she makes full disclosure to the Board of any communication addressed to it; provided, further, that complaints against the President are directly addressed and submitted to the Board.


(Art. 39, University Code 2005)

Article 14. In case of temporary or permanent vacancy in the Office of the President due to death, physical or legal incapacity, abandonment, resignation or expiration of term, the Chairman or any Regent, within twenty four (24) hours from verification of the vacancy by the Board Secretary, calls for a special meeting of the Board of Regents for the purpose of designating a Regent-in-Charge until such time that a new President is elected or until the President is able to resume the discharge of his duties and responsibilities.

(Art. 40, University Code 2005)

Article 15. As academic and administrative head, the President exercises the following powers; provided that he/she informs the Board of any and all actions he/she takes for which he/she is accountable:

- a. Authority to appoint qualified persons to fill available positions whose appointment is not otherwise provided for by this Code;
- b. Renewal of temporary appointments for not more than one (1) year, subject to the needs of the service and the availability of funds;
- c. Action on applications for leave of absence with or without pay and/or extending or shortening such leave, considering the needs of the service;
- d. Transfer of faculty members and employees from one (1) department or unit of the University to another; provided that such transfer is advantageous to the University and each transferee is fit for the new position to which he is transferred; provided, further, that there is no serious objection from the parties concerned;
- e. Action on resignation of faculty members and employees;
- f. Action on the retirement of members of the faculty and employees of the University;
- g. Control and supervision over all academic and administrative matters;
- h. Keeping officers, faculty members, and employees responsible and accountable for the full discharge of their duties;
- i. Action on the involuntary separation from the service of any University personnel after due process;
- j. Promotion of some extra-curricular activities of University officials, faculty, staff, and students;

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- k. Promulgation of rules and guidelines for the organization, accreditation and operation of student organizations;
- l. Authorization of expenditures on the basis of the budget approved by the Board; provided that in the absence of an approved budget the previous year's budget is used as basis;
- m. Preside over commencement exercises and other public functions of the University, and confer such titles, degrees, and honors as maybe granted by the Board of Regents; and
- n. Assign and apportion responsibilities among administrative offices for their efficient and effective performance.

(Art. 41, University Code 2005)

Article 16. The President submits to the Board, for its approval, the annual budget of the University containing estimates of income and expenditures for the ensuing year as prepared by the Executive Vice-President and the Budget Officer. The President prepares the annual report of the University at the end of each fiscal year.

(Arts. 42-43, University Code 2005)

Article 17. The President enters in the name of the University into contracts, agreements, and other documents where in the University is a contracting party and implements and enforces the same, as may be directed or authorized by the Board of Regents.

(Art. 44, University Code 2005)

Article 18. The President or in his/her absence, his/her authorized representative affixes his/her signature in all instruments of payments and obligation on behalf of and in the name of the University.

(Art. 45, University Code 2005)

Article 19. The President represents the University in meetings, conferences, conventions and other gatherings in which the University may be interested; provided that he/she may delegate such responsibility to a University official, as appropriate and necessary.

(Art. 46, University Code 2005)

Article 20. The President endeavors to secure and obtain for the University such funds and/or property in the form of prizes, scholarships, donations, endowments and land grants to enable the University to effectively accomplish the purpose of its establishment.

(Art. 47, University Code 2005)

Article 21. The President possesses and enjoys other powers, in addition as for what is provided in this Code, or by the Charter of the University or as specially authorized by the Board and as in hereinto pertaining to the Office of the President of the University. He/ She is also authorized to delegate in writing any of his specific functions to any office under his/ her control and supervision.

(Art. 48, University Code 2005)

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Section 3 Offices Directly Under the President

3.1. Office of the Executive Vice-President

Article 22. There is an Executive Vice-President who is appointed by the Board of Regents upon recommendation of the President, who participates in the direction and coordination of activities pertaining to or affecting both the academic and administrative services of the University. He/She oversees and supervises the Vice-Presidents and their subordinates, and further enjoys such power that may be conferred upon him/her by the Board.

(Art. 53, University Code 2005)

Article 23. He/ She oversees and supervises the Vice-Presidents and their subordinates, and further enjoy such power that may be conferred upon him/her by the Board.

(Art. 53, University Code 2005)

3.2 Offices of the Vice-Presidents

Article 24. There is such number of Vice-Presidents as may be required for the efficient operations of the University. Their powers, functions and terms of office are fixed by the President and the Board of Regents.

(Art. 53, University Code 2005)

Section 4 The Colleges and the Academic Support Units

Article 25a. The University currently has eight (8) colleges with integrated Graduate Schools, two (2) Professional schools, and one (1) Independent Graduate School detailed as follows under the Office of the Vice President for Academic Affairs:

Eight (8) Colleges

1. Architecture and Urban Planning (CAUP)

1.1 Bachelor of Science in Architecture

(Board Resolution No. 3959)

2. Business and Government Management (CBGM)

(Board Resolution No. 4284)

2.1 Doctor of Business Administration (DBA)


2.2 Master in Business Administration-Top Executive Program (MBA-TEP)

2.3 Master in Business Administration (MBA)

2.4 Bachelor of Science in Accountancy

2.5 Bachelor of Science in Entrepreneurship

2.6 Bachelor of Science in Business Administration major in Business Economics

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- 2.7 Bachelor of Science in Business Administration, major in Marketing Management
 - 2.8 Bachelor of Science in Business Administration major in Financial Management
 - 2.9 Bachelor of Science in Hotel and Restaurant Management
 - 2.10 Bachelor of Science in Tourism Management
(Board Resolution No. 3943)
 - 2.11 Bachelor of Science in Business Administration major in Human Resource and Operations Management
(Board Resolution No. 3179)
 - 2.12 Bachelor of Science in Real Estate Management
 - 2.13 Doctor of Public Management (DPM)
 - 2.14 Master in Government Management (MGM)
 - 2.15 Bachelor in Public Administration
(Board Resolution No. 4002)
3. Education (CEd)
- 3.1 Bachelor of Elementary Education (BEED) with specialization in Pre-School Education
(Board Resolution No. 3960)
 - 3.2 Bachelor of Secondary Education
 - a. With specialization in English
 - b. With specialization in Filipino
 - c. With specialization in Mathematics
 - d. With specialization in Social Studies
 - e. With specialization in Biological Science
(Board Resolution No. 3960)
 - 3.3 Bachelor of Physical Education Major in School Physical Education
(Board Resolution No. 4083)
 - 3.4 BEEd with specialization in Special Education
(Board Resolution No. 4084)
 - 3.5 Certificate in Professional Education
 - 3.6 Master of Arts in Education major in:
 - a. Biological Sciences
 - b. Chemistry
 - c. Physics
 - d. Social Studies
 - e. Educational Management and Leadership
 - 3.7 Master of Arts in Special Education with specialization in Developmental Delays
 - 3.8 Doctor of Education major in Educational Management and Leadership
4. Engineering and Technology (CET)
- 4.1 Bachelor of Science in Chemical Engineering

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- 4.2 Bachelor of Science in Civil Engineering
- 4.3 Bachelor of Science in Electrical Engineering
- 4.4 Bachelor of Science in Electronics Engineering
- 4.5 Bachelor of Science in Manufacturing Engineering
- 4.6 Bachelor of Science in Mechanical Engineering
(Board Resolution No. 3958)
- 4.7 Bachelor of Science in Computer Engineering
- 4.8 Bachelor of Science in Computer Studies, major in Computer Science
- 4.9 Bachelor of Science in Computer Studies, major in Information Technology
- 4.10 Master of Engineering with specialization in Computer Engineering
- 4.11 Master of Engineering with specialization in Structural Engineering
- 4.12 Master of Engineering Management with specialization in Construction Management
- 4.13 Master of Science in Management Engineering
- 4.14 Master of Science in Information and Communications Technology

5. Humanities, Arts and Social Sciences (CHASS)
 - 5.1 Bachelor of Science in Social Work
 - 5.2 Bachelor of Communication Arts
 - 5.3 Bachelor of Mass Communication, major in Public Relations
 - 5.4 MA in Communication Management
(Board Resolution No. 3961)

6. Nursing (CN)
 - 6.1 Bachelor of Science in Nursing
(Board Resolution No. 3512)
 - 6.2 Master of Arts in Nursing
(Board Resolution No. 3944)

7. Physical Therapy (CPT)
 - 7.1 Bachelor of Science in Physical Therapy
(Board Resolution No. 3942)
 - 7.2 Master of Science in Physical Therapy
(Board Resolution No. 3964)

8. Science (CS)
 - 8.1 Bachelor of Science in Biology
 - 8.2 Bachelor of Science in Chemistry
 - 8.3 Bachelor of Science in Mathematics
 - 8.4 Bachelor of Science in Psychology
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 - 8.5 Master of Arts in Psychology
 - 8.6 MS in Mathematics Education

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Two (2) Professional Colleges

1. College of Law (CL) (Board Resolution No. 3179)
2. College of Medicine (CM) (Board Resolution No. 806)

Graduate School

1. Graduate School of Law (GSL) (Board Resolution No. 3816)

Article 25b. The Colleges perform their functions alongside the Academic Support Units that include:

- a. Office of the University Registrar
- b. Office of Student Development and Services
- c. University Center for Research and Extension Services
- d. University Library
- e. Office of the Guidance and Testing Services
- f. National Service Training Program Unit

Article 26. The faculty of each college is composed of the University President, the Vice-Presidents, the Dean, and the faculty members at all rank levels, full-time or part-time, and other personnel with academic rank. The college which requires its students to take courses offered by other colleges includes in its faculty the Chairperson of Departments offering such courses.

(Arts. 59-60, University Code 2005)


Article 27. Faculty members of any college who teach in another college within the University attend and participate in the faculty meetings of the latter. Each college holds at least two meetings every semester or term.

(Arts. 61, 63, University Code 2005)

Article 28. Each college has the power and responsibility to:

- a. Determine the entrance requirements of the college and the course of study for each degree program offered subject to the approval of the Board upon the recommendation of the University Council and the President, who is guided by the academic standards of the University;
- b. Recommend to the Board, through the University Council, qualified candidates for degrees, titles, certificates, and honors; and
- c. Initiate and implement educational activities of the college; provided that matters of policy are subject to review by the University Council and approval of the Board.

(Art. 64, University Code 2005)

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Section 5 The Graduate Schools

Article 29. Graduate Education is the apex of the educational system. As such, it showcases the best of academic and intellectual products and processes of the system. Specifically:

- a. Graduate education is so structured as to enhance quality, efficiency and effectiveness in higher education;
- b. Graduate education is made more relevant and more responsive to the development needs of the educational system as well as to the regional and national development thrusts; and
- c. Graduate education take the lead role in enhancing the quality of Philippine higher education towards global competitiveness and world-class scholarship.

Article 30. The graduate education if feasible is vertically articulated by discipline. Graduate programs therefore should emanate from strong undergraduate programs. (CHED CMO 36 series of 1998)

Section 6 Officials of the College


6.1. Dean

Article 31. There is a Dean for each college who must hold the full-time rank of an Assistant Professor or higher at the time of his/her appointment.
(Art. 65, University Code 2005)

Article 32. The minimum education requirement or degree for the designation of College Dean or Officer in Charge is Master's Degree. Doctorate degree is required in the designation of the Graduate School Dean or Officer-in-Charge. For graduate school without doctorate program, Master's degree maybe allowed. However, a College Dean with Master's Degree is encouraged to undergo Doctorate Degree. For Colleges offering professional courses, a faculty Member with a Bachelor's Degree who is a holder of professional licensure, to Master's Degree, maybe designated as College Dean or Officer in Charge.

(Board Resolution No. 3425)

A dean must have at least five (5) years of satisfactory teaching experience and at least two years of satisfactory managerial experience. He/She assists the school head in the attainment of institutional goals and objectives, and performs the functions and responsibilities as maybe expressly and legitimately prescribed by the school.
(MORPHE, Article VII, Section 33)

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Article 33. The term of office of a dean is for a period of two years beginning on the first day of the first month of the Academic Year and until his/her successor has been appointed and qualified without prejudice to reappointment, subject to such terms and conditions as may be provided for by the Board of Regents.

(Article 66, University Code 2005)

Article 34. The Dean exercises the following responsibilities:

- a. Administration of the college;
- b. Presiding in faculty meetings of the college;
- c. Supervision of the administration and classification of students and their class assignments;
- d. Maintenance of orderly behaviour and discipline of faculty members, employees, and students of the college;
- e. Identification and recruitment of competent faculty members and recommending them for hiring;
- f. Supervision and administration of activities of students which may affect the University in coordination with the Dean of the Office of Student Development and Services;
- g. Preparation of the agenda of meetings of the college faculty or staff, and notification of the President and the members of the faculty of the college of such meetings, furnishing each a copy of the meeting's agenda at least three days before each meeting;
- h. Preparation of the annual plan and budget of the college;
- i. Responsibility for all publications of the college;
- j. Submission to the President, within sixty (60) days after the beginning of each semester, of a written report on enrolment, faculty appointments and faculty vacancies, stating the positions to be filled and the qualifications required; provided that the Chairman of each department make a similar prior report to the Dean covering his/ her department;¹
- k. Submission of a written report to the President within thirty (30) days after the end of each term on the performance ratings of the members of the faculty, which will be used as basis for enhancing their performance;
- l. Submission to the President of recommendations for merit promotion, awards, and/or other incentives to the appropriate authorities for the most highly qualified faculty members;
- m. Submission to the President of recommendations and all other proposed personnel actions as demotion, transfer, dismissal, or fine of any member of his faculty and staff; provided that in case of evident serious misconduct of any member, he/she may recommend preventive suspension to the President pending the resolution of the case;
- n. Submission to the President of recommendations on all other proposed personnel actions requiring decisions beyond the college level, in accordance with University rules and regulations, and those of the Civil Service;

¹ Pamantasan Administrative Order No. 4, series 2017 "Delegation of Authorities (Annex A): This also applies to items l, m, n, o.

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- o. Submission to the President of all proposals or recommendations involving
 1. instruction, research, and extension,
 2. scholarships and exchange of persons,
 3. offers of aid, and
 4. similar matters received by the college from any source;
- p. Consultation with each Department Chairman on any matter pertaining to the department; provided that in case of disagreements between him/ her and the Chairman the same is resolved within the college in consultation with competent authority, as appropriate and necessary;
- q. Ex-officio membership of all committees in the college;
- r. Preparation and submission of an annual report of its college and such other reports as the President may require;
- s. Representation of the college or University in an official capacity approved by the President;
- t. Coordination of the implementation of measures or sanctions for academic deficiencies of students with the Office of Guidance and Testing Services; and
- u. Other tasks and responsibilities assigned by the President.

(Art. 67, University Code 2005)

6.2. Assistant Dean

Article 35. There may be an Assistant Dean, when the college has thirty (30) or more faculty members and two hundred (200) or more student majors. He/she, as far as practicable, has the same qualifications as the Dean.

(Art. 68, University Code 2005)


Article 36. The Assistant Dean is appointed by the President upon the recommendation of the Dean. His/ her term is co-terminus with that of the Dean.

(Art. 68, University Code 2005)

Article 37. The Assistant Dean exercises the following responsibilities:

- a. Support for the Dean in the performance of the Dean's functions to help ensure effective and efficient management of the College and, in the Dean's absence, assumption of his duties;
- b. Planning and implementation, in consultation with the Dean and with the College Secretary, of the college faculty development program and annual review of the curricula;
- c. Assistance in the formulation and implementation of faculty activities, particularly in the areas of research and extension services in coordination with the University Center for Research and Extension Services (UCRES);
- d. Supervision of all academic activities of students in coordination with the Dean of Student Development and Services; and
- e. Other official duties as may be assigned by the Dean.

(Art. 68, University Code 2005)

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6.3. College Secretary

Article 38. The College Secretary is designated by the University President upon the recommendation of the Dean. He/ She is co-terminus with the term of the incumbent Dean.

Article 39. The College Secretary exercises the following responsibilities:

- a. Assistance in the supervision and coordination of all college activities;
- b. Recording and keeping of minutes of all faculty meetings of the college and furnishing copies of the same to the Dean, the Assistant Dean and all members of the college faculty, calling attention to needed actions;
- c. Keeping all records of the college for which he/she institutes an appropriate records management system;
- d. Providing information to students of their curricula, schedules, and related matters and ensuring that requirements for graduation are fulfilled;
- e. Assistance to the Dean and Assistant Dean in the supervision of academic and official activities within and outside the college;
- f. Implementation of committee decisions affecting the college;
- g. Assigning of work and supervision of the administrative staff of the college;
- h. Monitoring of the condition of all facilities of the college and calling the attention of competent University authorities to needed repairs as well as all other needs and requirements;
- i. Preparation of the needed information on the qualifications of the faculty members who will be recommended for appointment to faculty position; and
- j. Other official duties as may be assigned by the Dean.

(Art. 69, University Code 2005)

6.4. Department Chairperson

Article 40. Each department has a chairperson designated by the President upon the recommendation of the Dean. His/ Her term is co-terminus with that of the Dean.

(Art. 71, University Code 2005)

Article 41. He/ She must be a holder of an aligned bachelor's degree for the program, at least a relevant master's degree and a professional license, wherever applicable.

Article 42. The Department Chairperson is responsible for the organization, administration, and conduct of his/her department. He/She recommends members thereof for the approval of the Dean.

(Art. 72, University Code 2005)

Article 43. Specifically, the Department Chairperson exercises the following responsibilities:

- a. Organize and administer his/ her department, and to maintain conduct of his/ her department. He / she recommends members thereof for the approval of the Dean.

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- b. Settle administrative and academic matters involving conflicts and issues affecting the department provided that the approval of the Dean is sought for final action.
- c. Conduct meeting for at least twice per term with the department staff and faculty provided that the Dean is notified in writing on matters requiring action and that the Dean's approval is sought on any formal action.

(Arts. 72-74, University Code 2005 in PAO 44, 2016)

6.5 Graduate Programs Director

Article 44. The Graduate Programs Director is responsible in supervising the graduate programs and is designated by the University President upon the recommendation of the Dean

(Article 41[a] ,67[n], University Code 2005).

Article 45. He/She holds a doctorate degree in the specific or related field of the graduate programs offered by the institution.

(CMO No. 36, s. 1998)


Article 46. Specifically, the Graduate Programs Director exercises the following responsibilities:

- a. Recommendation of graduate courses, programs and degrees for approval;
- b. Budget planning and personnel decisions affecting graduate school;
- c. Recommendation of approval of faculty eligibility for the instruction of graduate courses; and
- d. Establishment and maintenance of standards and procedures for graduate student admission, enrolment, advising, retention and graduation.

6.6 Officer-in-Charge

Article 47. In the absence of qualified faculty member for Deanship, an Officer-in-Charge may be designated. The term of Office of an Officer-In-Charge of the College is limited until replacement shall have been made available but not more than one (1) year. When the term of one (1) year expires and replacement is not available, the designation may be extended or renewed provided that the performance rating for the duration of the designation is at least highly satisfactory.

(Board Resolution No. 3425)

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Section 7 The University Council

7.1. Composition

Article 48. There is a University Council chaired by the President of the University consisting of all members of the faculty holding the rank of professor, associate professor, and assistant professor. Through the President, the University Council may invite other officers of the University to its meetings, as maybe necessary or desirable.
(Art. 25, University Code 2005)

7.2. Powers

Article 49. Subject to existing laws and approval of the Board, the Council exercises the following responsibilities:

- a. Prescribing the courses of study and rules of discipline, subject to the approval of the Board;
- b. Determining the requirements for admission to any college or school of the University;
- c. Determining the requirements for graduation and the conferment of degrees;
- d. Recommending for the conferment of degrees;
- e. Exercising disciplinary power over the students, through a permanent committee for that purpose, within the limits prescribed by the approved rules of discipline;
- f. Representing the views of the faculty and other University sectors on matters of general concern;
- g. Adopting internal rules consistent with the provisions of the Charter; and
- h. Other functions as maybe referred to it by the President and by the Board.

(Art. 26, University Code 2005)

7.3. Officers of the Council

Article 50. The President of the University is the presiding officer of the Council. In the event of his/her absence, he/she designates member of the Council who presides and whose designation is approved by the Board.

(Art. 27, University Code 2005)

Article 51. The Registrar is the ex-officio Secretary of the Council, and has the following responsibilities:

- a. Issuing of notices of meetings of the Council and of its committees;
- b. Preparing minutes of meetings of the Council and its committee, and furnishing each member a copy of said minutes not later than one(1) week before the next meeting or within such other time the Council may require;
- c. Providing each member the order of business of each meeting of the Council or its committees;

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- d. Record-keeping and managing all documents of the Council; and
 - e. Exercising other functions as may be assigned by the Council.
- (Art. 28, University Code 2005)

7.4. Meetings

Article 52. The President calls the University Council to meetings at least twice a year and on such occasions he/she may deem necessary. The President also calls the Council to meeting at any time upon the request of one-third of its members.

(Art. 29, University Code 2005)

Article 53. Every member of the University Council is required to attend all its meetings; provided that absence may be excused for only justifiable reasons.

(Art. 30, University Code 2005)

Article 54. Members of the faculty who attend Council meetings are authorized to assign appropriate work to their students for the duration of the meeting.

(Art. 31, University Code 2005)

Article 55. A majority of the Council members constitutes a quorum to transact business.

(Art. 32, University Code 2005)

7.5. Committees

Article 56. The University Council may create such other committees, as it may deem necessary and convenient, for the proper performance of its functions.

(Art. 33, University Code 2005)

Article 57. The President is ex-officio member of every committee of the University Council.

(Art. 34, University Code 2005)

Article 58. Except on matters specifically provided by law, the rules of the University Council, may be amended at any regular meeting of the Council by a vote of two-thirds of the members present; provided, however, that any proposed amendment has been considered by the Council in a previous meeting, and is subsequently ratified by the Board of Regents.

(Art. 35, University Code 2005)

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CHAPTER 2

Academic Freedom

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Section 1 Academic Freedom at the Institutional Level

Article 1. PLM is mandated by its Charter and other relevant national laws to serve the people of Manila and other areas through research, instruction and extension services. The Pamantasan, in the fulfillment of these functions, upholds and protects academic freedom as provided for in the 1987 Constitution and in implementing laws related thereto as follows:

1. "Academic freedom is enjoyed in all institutions of higher learning"
(Section 5 [2], Article XIV, 1987 Constitution).
2. "The State likewise ensures and protects academic freedom and promotes its exercise and observance for the continuing intellectual growth, the advancement of learning and research, the development of responsible and effective leadership, the education of high-level and middle-level professionals, and the enrichment of our historical and cultural heritage"
(Section 2 - Declaration of Policy, RA 7722: Higher Education Act of 1994).
3. "Nothing in this Act is construed as limiting the academic freedom of universities and colleges. In particular, no abridgement of curricular freedom of the educational institutions by the Commission is made except for: (a) minimum unit requirement for specific academic programs; (b) general education distribution requirements as may be determined by the Commission; and (c) specific professional subjects as may be stipulated by the various licensing entities."

(Section 13 - Guarantee of Academic Freedom, RA 7722: Higher Education Act of 1994)

Article 2. In pursuance of the above -mentioned provisions in the national laws, and policies of the University duly approved by the PLM Board of Regents, the enjoyment of academic freedom in the University is consist of, but not limited to, the following levels and its corresponding elements: academic freedom at the institutional level and academic freedom of faculty members, researchers, and extension service personnel.

Article 3. It is the right of the University to determine on academic grounds who is admitted to study, who may teach, and what are the subjects of the study and research.

(Sec. 5(2) Article IV of the Constitution)

Article 4. It is the right of the Board of Regents to "prescribe rules for its own governance and to enact for the governance of the University such general rules and regulations as are consistent with the purposes of its institution".

(RA 4196 Section 6 H; University Code of 2005 Article 13 J)

Article 5. The President of the University develops and maintains a healthy school atmosphere conducive to the promotion and preservation of academic freedom and effective teaching and learning, and to harmonious school-personnel relations.

(Section 17, Batas Pambansa Blg 232; Education Act of 1982)


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Section 2

Academic Freedom of Faculty members, Researchers & Extension Service Personnel

Article 6. Faculty members enjoy academic freedom in the discharge of their professional duties, particularly with regards to teaching and classroom activities.
(Section 12, RA 4670: The Magna Carta for Public School Faculty Members)

Article 7. Each faculty member enjoys academic freedom. Academic freedom is the right of the faculty member to conduct studies and teach the subject of his specialization according to his best lights; to hold, in other subjects, such ideas as he believes sincerely to be right; and to express his/ her opinions on public questions in manner that do not interfere with his duties as a member of the faculty.
(Art. 120, University Code 2005)

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CHAPTER 3

Faculty Employment

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Section 1 Faculty Appointment

Article 1. The members of the faculty of the University are classified as permanent, temporary, or contractual pursuant to existing regulations of the Civil Service Commission and the University.

(Section 9 and 27, EO No. 292, Book V, Title I, Chapter 2 and 5)

Article 2. Permanent appointment. A permanent appointment is issued to a person who meets all the requirements for the positions to which he/she is being appointed, including the appropriate eligibility prescribed, in accordance with the provisions of law, rules, and standards promulgated in pursuance thereof.

(EO 292, Book V, Chapter 5- Personnel Policies and Standards, 1987)

Article 3. Temporary appointment. Temporary appointment is issued to a person who does not meet the education, experience, or training requirements of the position to which he/she is being appointed not exceeding one school year, including eligibility in appropriate cases.

(Civil Service MC No. 19 s 2005)

Article 4. Appointees under temporary status do not have security of tenure and may be separated from the service, with or without cause. As such, they are not considered illegally terminated and; hence, not entitled to claim back wages and/or salaries and reinstatement to their positions.

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

A 30-day written notice signed by the appointing authority is given to the temporary appointees prior to termination of service, removal or replacement.

(Civil Service MC No. 19 s 2005)

Article 5. Contractual appointment. A contractual appointment may be issued to a faculty member when the exigency of the service requires, subject to existing policies. Such appointment is for limited period not to exceed one school year. The appointing authority indicates the inclusive period covered by the appointment for crediting services.

A contractual appointment should not be confused with contract of service since the service under the latter is not considered as government service.

Contract of service does not give rise to employer-employee relationship between the individual and the government, which is not true with contractual appointment.

(Civil Service MC No. 19 s 2005)

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Article 6. Part-time appointment. A part-time appointment may be issued to a regular plantilla position, either as permanent, if the requirements of the position are met; or as temporary, if one of the requirements is not met.

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

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

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

(Civil Service MC No. 19 s 2005)

Article 7. Only full time faculty members are granted permanent and temporary appointment while part-time faculty members are engaged on a per contract basis.

(Civil Service MC No. 19 s 2005)

Section 2

Qualifications of Faculty Members in the Undergraduate and Graduate Programs

Article 8. The minimum qualifications of a faculty member in a higher education institution is in accordance with the Policies, Standards and Guidelines of the different degree programs set forth by the Commission on Higher Education.

- 1) For undergraduate programs, he/she must be:
 - a. Holder of a master's degree, to teach mainly in his major field and where applicable, a holder of appropriate professional license requiring at least a bachelor's degree for the professional courses. However, in specific fields where there is dearth of holders of Master's degree, a holder of a professional license requiring at least a bachelor's degree may be qualified to teach. Any deviation from this requirement will be subject to regulation by the Commission;
 - b. For Physical Education: A holder of a degree in Bachelor of Science in Physical Education, or Bachelor of Science in Education, with major or minor in physical education, or any other bachelor's degree with certificate in physical education;
 - c. For Music Education: A holder of a degree in Bachelor of Music, or Bachelor of Science, with major or minor in music, or any other bachelor's degree with certificate in music.

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2) For graduate programs, he/she must be:

- a. For the master's program: There is at least one (1) full-time faculty who holds a doctoral degree, and at least three (3) full-time faculty who are master's degree holder in the discipline;
- b. For professional master's program: A holder of at least a professional master's degree. Faculty complement required in specific fields is defined in the policies and standards set by the Commission specific to the field;
- c. For the doctoral program: There is at least three (3) full-time faculty members who are doctoral degree holders, and who have published research works in refereed journal(s) in the discipline;
- d. For professional doctoral program: A holder of a professional doctoral degree. Faculty complement required is defined in the policies and standards set by the Commission specific to the field.

(CHED, MORPHE, Article VIII, Section 35)

Section 3 Faculty Rank

3.1. Rank Categorization for Regular, Temporary, and Part-Time Faculty

Article 9. Regular and Temporary faculty members hold academic ranks as follows, based on the Model Merit Systems for Faculty Members of State Universities and Colleges and Local Colleges and Universities.²

(CSC MC No. 19, s. 2005)

FACULTY RANK	SUB-RANKS
Instructor	I-III
Assistant Professor	I-IV
Associate Professor	I-V
Professor	I-VI
College Professor	–
University Professor	–

Article 10. Part-time faculty members may hold the following ranks, subject to the provision of Section 12 of Republic Act 4196:

- Lecturer;
- Assistant Professorial Lecturer;

² PLM is considered as sui generis because of its unique nature—created by virtue of a republic act, but subsidized by the local government of Manila.

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- Associate Professorial Lecturer;
- Professorial Lecturer; and
- Special Lecturer.

(Art. 111, PLM University Code 2005)

3.2. Rank Categorization for New Entrants

Article 11. The qualification standards for appointment and other personnel actions for faculty are those provided under CSC MC No. 1, s. 1997, No. 19, s. 2005 and No. 10, s. 2012. The minimum qualification standards for appointment to faculty positions/ranks are provided under MC No. 1, s. 1997 and MC No. 19, s. 2005.³

Section 4 Security of Tenure

Article 12. The guarantee of security of tenure under the Constitution means that an employee cannot be dismissed from the service for causes other than those provided by law and only after due process is accorded the employee.

(De Guzman vs. Comelec, G.R. No. 129118, July 19, 2000.)

Article 13. Permanent appointment is issued to a person who meets the qualification standards established for the faculty rank and who has successfully completed the probationary period. The probationary period may be from 6 months to 2 years, whichever is approved.

(Civil Service MC No. 19 s 2005)

Section 5 Faculty Promotion

5.1 Rank Promotion

Article 14. Promotion. A promotion is a movement from one position to another with an increase in duties and responsibilities as authorized by law and usually accompanied by an increase in pay. The movement may be from one department or agency to another or from one organizational unit to another in the same department or agency.

(EO 292, Book V, Chapter 5- Personnel Policies and Standards, 1987)

5.2 Considerations for Promotion

Article 15. The University President must ensure a system of periodic evaluation of the performance of every faculty member, who has remained at the same rank for three (3) consecutive years, for career and professional development.

(Art. 117-118, University Code 2005)

³ "Minimum Qualification Standards for Appointment" (Annex B)

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Article 16. Application of full-time faculty members who are considered for promotion are evaluated by the University Review Committee for Faculty Promotion (URCFP). (PAO 21, 20016; PAO 07-ACA, 2017)

Article 17. The filing and pendency of an administrative case against a faculty member does not constitute a disqualification from promotion. (CSC MC No. 19, s. 2005)

Article 18. Promotion within six (6) months prior to compulsory retirement is not allowed except as otherwise provided by law. (CSC MC No. 19, s. 2005)

Article 19. A faculty member who is on local or foreign scholarship or training grant or on maternity leave or on secondment may be considered for promotion. For this purpose, the performance ratings to be considered are the two ratings immediately prior to the scholarship or training grant or maternity leave or secondment. If promoted, the effectivity date of the promotional appointment, including those on secondment, is after the scholarship or training grant or maternity leave or upon assumption to duty. (CSC MC No. 19, s. 2005)

Section 6 Special Appointments

6.1. Visiting Professor

Article 20. The President may recommend to the Board the appointment of visiting professors and/or special lecturers whose expertise and experience may be required by the University. (Art. 112, University Code 2005)

6.2. Professor Emeritus

Article 21. After retirement, a University Professor continues to be considered a member of the faculty, and if considered qualified, may be conferred the title of Professor Emeritus, subject to terms and conditions duly approved by the Board. (Art. 114, University Code 2005)

Section 7 Other Faculty Designations

7.1 Lead Persons/Coordinators

Article 22. A full-time faculty member may be designated as lead person. He/ She is deloaded of nine (9) teaching units. (OVPA, Memorandum 2016-0826-01)

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Article 23. Designated lead person performs the following duties:

- a. accomplish status report of student regarding academic and non –academic matters (*i.e.* academic status, problems encountered etc.);
- b. keep record student’s demographic data and scholastic status and compile academic files of students to (*i.e.* students checklist and study plan, grades, registration form);
- c. accomplish related office communications (*i.e.* letter of requests, endorsement, or recommendations); and
- d. other tasks as required by the dean.

(IPCR, MFO Core functions for leads Persons)

7.2 Faculty Researchers

Article 24. A full –time faculty member may be designated as Faculty Researcher and is fully deloaded of the regular teaching load.

Section 8 Teaching Load

8.1. Regular Teaching Loads

Article 25. A full-time faculty member has a regular teaching load of fifteen (15) units per term; except for new entrants of Academic Year 2015–2016 onwards whose regular teaching load is twenty-one (21) units. The maximum teaching load for full-time faculty members considers the respective CMOs of each academic program. The maximum extra teaching load for summer classes is six (6) units.

(Art. 123, University Code 2005; BOR Resolution No. 3821)

Article 26. A minimum of two (2) preparations is required of full time faculty members with a teaching load of fifteen (15) units. Faculty members with teaching loads in excess of fifteen (15) units are required a minimum of three (3) preparations.

(PAO 15, s. 2008)

Article 27. Part-time faculty members engaged to teach under a particular college or program may be given load/s from another college or program but in no case his/her teaching load exceed a total of eighteen units, including loads for substitution.⁴

(PAO 02- ACA s. 2017)

Article 28. For purposes of computing the total teaching load of faculty members, all laboratory/design (non-lecture) courses (in CAUP, CET, CS and other colleges) is computed at a basis of one (1) unit for every one (1) hour of class.

(PAO 15, s. 2008)

⁴ PAO 02- ACA, s. 2017 “Maximum Teaching Load of Part-time Faculty Members” (Annex C)

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Article 29. Each faculty member may engage in research, creative writing, other productive academic work, or administrative service assignment, and is entitled to a reduced teaching load; provided that the maximum credit load for committee, administrative and research work or creative writing is determined on the basis of approved guidelines.

Article 30. The following guidelines in relation to class sizes apply to undergraduate colleges.

Class Size	Number of Students	Remarks
Maximum	40 students	Class size exceeding the maximum number may be allowed on an exigency basis upon favorable recommendation of the University Registrar and the Vice President for Academic Affairs and the approval of the Executive Vice President
Regular Class	21 to 40	All faculty members are credited with the units corresponding to the teaching hours performed. Ratio of load credit is 1:1.
Small Class	10 to 20	Same 1:1 load credit for faculty members. Maintenance of small class sizes is allowed only in the circumstances necessitating it provided that a justification submitted by the dean and it is favorably recommended by the University Registrar and the Vice President for Academic Affairs and approved by the Executive Vice President. ⁵
Tutorial Class	Less than 10	Tutorial class units of faculty members are credited at a rate of one point five (1.5) units per three (3) units credited to the student. The college, through the Dean and/or Department Chair advises the conduct of tutorial classes for class groups composed of less than ten (10) students. All tutorial classes are recommended by the dean, duly endorsed by the University Registrar and the Vice President for Academic Affairs and approved by the Executive Vice President.

(PAO No. 15 s. 2008)

⁵ Legal Opinion on Small Class: Annex D

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8.2. Extra Teaching Loads

Article 31. In the exigency of service, extra load units may be given to faculty members based on the following guidelines:

- Faculty member must have SFE rating of at least Very Satisfactory for the last two semesters.
- The course is a faculty member's expertise and no other faculty member has the capability to handle the said course.

Faculty members with extra teaching load are paid according to the prescribed rates in the Section 7.13.1 of DBM Manual on Position Classification and Compensation.⁶

Article 32. The regular and extra teaching loads of faculty members are tabulated as follows:

	Units (For Full-time faculty members hired before AY: 2015-2016)	Newly Hired As of AY 2015-2016
Regular	15	21
Extra Load	12	6
Total Units	27	27

(Board Resolution No.4000)

Article 33. Should the exigency of the service require it, and only in extenuating circumstances, faculty members are allowed additional six (6) units for substitution on top of the allowable maximum load limited to the duration of the term when the vacancy occurred. Substitution assignment priority is given to part-time faculty members with the requisite expertise and qualifications and those who have not reached their maximum teaching load.

In cases when there are still unassigned units and no faculty member will be handling the said classes, the VPAA allows the additional extra load of three (3) units per faculty member subject to the guidelines mentioned above.

(PAO 15, s. 2008)

Article 34. The administrative heads of the colleges and graduate schools have the prerogative of assigning teaching loads to their respective faculty members on the basis of curriculum requirements, faculty qualification & expertise, availability of facilities, rationalization of block schedules, and convenience of students and other

⁶ Computation of Extra Load: Annex E

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like considerations. Teaching Load within the mother unit/ college is of priority over teaching load acceptance in other colleges.

(PAO 15, s. 2008)

Article 35. A faculty member who garners an average SFE rating of “Satisfactory” or lower in the last two (2) semesters is given a maximum load of fifteen (15) units only. Once the SFE improve during the current semester, the dean may allow maximum teaching load for the next semester.

(PAO No. 15 s. 2008)

Article 36. Only those full time faculty members with teaching loads of twenty four (24) units or less maybe assigned teaching assignments that are spread over four (4) days.

(PAO No. 15 s. 2008)

8.3. Equivalent Teaching Units

Article 37. Faculty members assigned with administrative functions are deloaded of their regular teaching load and given Equivalent Teaching Units (ETUs) based on the following schedule:

Designation	Maximum teaching load*	ETUs	
		Old**	New***
Dean	Fully de-loaded	15	21
College Secretary/ Assistant Dean	3 units	12	18
Department Chair	6 units	9	15
Coordinator/ Lead Person	9 units	6	12

*As prescribed in Article 127 of the University Code of 2005

**Faculty members hired before AY 2015-2016

***Faculty members hired during AY 2015-2016

(Memorandum No. OVPAA 2016-0826-01)

Article 38. ETUs for research or extension services are not included in the consideration of the maximum load. However, such ETUs are computed for purposes of payments of extra teaching loads or overloads.

(PAO 9, s. 2004)

8.4. Substitution

Article 39. In cases of absences due to sudden illnesses and other unforeseeable situations where prior notification is impracticable, the faculty member immediately communicates such fact to his or her respective department chairpersons for documentation of absence, substitution and proper disposition of instructional related matters.

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Article 40. For all other absences, the concerned faculty member files a letter request for substitution with his or her respective department chair at least three (3) days prior to the leave unless non-compliance with such period is allowed in writing by the college dean. The department chair recommends one or more substitutes for approval of the college dean. University rules on approval of official business matters and rules on leaves implemented by the HRDO are applicable in all instances. Substitution by the college administrative heads is a matter of last recourse.

(PAO 15, s. 2008)

8.5. Teaching Outside the University

Article 41. A full-time faculty member may be allowed to teach outside the University, subject to the prior approval of the University President and in accordance with existing University rules and regulations.⁷

(Art. 128, University Code 2005)

Article 42. The Non-PLM teaching load for full time faculty members is included in the computation of the maximum extra teaching load. Teaching inside the university is prioritized over Non-PLM teaching load acceptance.

(PAO 15, s. 2008)

Section 9 Working Hours

Article 43. Full-time faculty members serve the required number of hours daily, including teaching, consultations and other relevant duties in accordance with laws and regulations.⁸

Article 44. For faculty members performing administrative functions, regular work hours is in accordance with existing laws and regulations, provided that overtime service is allowed and compensated, subject to the following conditions:

- prior approval and recommendation;
- evidence of necessity; and
- other exigencies of the service as would apply.

Article 45. Part-time, casual and contractual administrative personnel serve in accordance with the terms and conditions of their respective contracts or appointments.

(Arts. 162-163, 165, University Code 2005)

⁷ Permit to Teach Outside the University Form: Annex F

⁸ Absence Notification Form: Annex G

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Article 46. Punctuality is a matter of rule; faculty members are expected to arrive at most fifteen (15) minutes after for a one and a half hour class and at most thirty (30) minutes after for a three hour class.

(Art. 184, University Code 2005)

Section 10 Compensation

Article 47. Full-time and part-time faculty members receive compensation in accordance with their respective ranks and the corresponding salary levels in the approved salary scale.

Article 48. Full-time faculty members accomplish the required form for authenticating service rendered at the end of each pay period to be confirmed by the Dean as basis for the payment of salaries and for service record purposes. Part-time faculty members accomplish the daily time record which is authenticated, likewise, for the same purposes.

(Arts. 115-116, PLM University Code 2005)

Article 49. A full-time or part-time faculty member "is compensated based on the actual hours rendered."

(PAO 15, series of 2008)

Section 11 Non-teaching Activities

11.1. Community Extension Activities

Article 50. Extension refers to the act of communicating, persuading and helping specific sectors or target clientele (as distinguished from those enrolled in formal degree programs and course offerings) to enable them to effectively improve production, community and/or institutions, and quality of life.

(CMO No. 8 s. 2008)

Article 51. Community Extension Service refers to any development-oriented program or service provided internally or externally by the University/College.

(MC 19, s. 2005)

Article 52. Extension Service refers to any of the following:

- a. act of communicating, persuading and helping specific sectors or target clientele (as distinguished from those enrolled in formal degree programs and offerings) to enable to effectively improve production, community and/or institutions, and quality of life.

(CMO No. 8 S. 2008)

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- b. any development oriented program or service provided internally or externally by the university/college.”

(CMO No. 19 S. 2005)

- c. the provision of service by an academic unit, faculty, staff, and students (outside of course requirements), individually or collectively, to the people and other organizations. This function of the University is a contribution to achieving excellence in social and public service. Extension generates, validates, and applies knowledge that can enrich instruction and research.

(National Budget Circular 461)

Article 53. Extension activities include activities/projects/programs conducted by a faculty such as peer reviewing of research papers for publications in professional and academic journals, technology verification, packaging, managing/facilitating/ conducting non-formal/non-degree trainings and review classes [except PLM Admission Test (PLMAT), consultancy (without remuneration) and speakership in trainings/ seminars/workshops/conferences/symposia/convocations, community development activities, people empowerment/capability building, radio programs and development/ publication/dissemination of manuals, brochures, pamphlets, leaflets, techno-guide and newsletters, and the assessment areas are clientele satisfaction, leadership, partnership development, community responsibility. It also includes activities which are community based, service oriented, voluntary community work and advocacies not part of the faculty's teaching (i.e. subject/course) load, and/or activities in line with faculty expertise.

(National Budget Circular 461)

Article 54. As identified in the CHED Directive on Community Service Extension, an Integrated Extension Program shall include the following components:

1. Training programs-non-degree and non-credit courses offered by a college or unit;
2. Technical Assistance and Advisory Services- to agencies, organizations, and associations and other groups;
3. Communication/Information Services-communication and /or dissemination of knowledge and skills to particular client groups through the various means of dissemination such as person-to-person contact, radio. Television, newspaper and printed materials;
4. Community outreach activities-extension activities conducted in areas outside the university;
5. Technology transfer and utilization- the process of circulating, promoting and marketing research outputs or technologies to potential users.

(CMO No. 8 Series of 2008)

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Article 55. All extension activities are covered by Memorandum of Agreement (MOA) with the cooperating and/or funding agency/s.

- a. The agreement should include provisions on the scope of work or services, target clientele, project duration, schedule of fees, manner of collection, remittance schemes, obligations of all parties and other provisions, as necessary. In addition, the requisite provisions on revenue sharing (if applicable) must be included.
- b. Subject to provisions of the Agreement, the cost should be assessed in order to cover such expenses as honoraria of staff/personnel/resource persons, communication, supplies and materials, use/rental of equipment, use/rental of venue, meals, transportation, documentation, training kits/materials, certificates/tokens, and other related expenses.
- c. In addition, provisions for administrative and/or management costs are included in the costing. Administrative and/or management costs refer to expenses that will be incurred in the implementation of training activities such as janitorial services, utility expenses, cashiering, processing of vouchers, staff works and other support services. Depending on the magnitude of work required, a minimum of ten (10%) to twenty (20%) percent (of total project costs) is included in the costing as administrative and/or management cost.

Article 56. For stand-alone activities, the Dean or Head of Unit recommends the designation of a Coordinator who will have overall responsibility of management and implementation. For continuing activities, the Dean or Head of Unit is the Overall Coordinator (or Director) with coordinator or managers of each series, components, run and/or modules designated as necessary and feasible. The Dean or Head of Unit also recommends the composition of the entire management team. The designation requires prior approval of the University President.

Article 57. The Procedural Guidelines are detailed as follows:

- a. The Head of the unit(s) concerned (initiating unit), prior to any meeting or negotiations, secures the prior, written approval of the University President. The letter-request contains sufficient salient elements to allow for an effective decision making.
- b. Close coordination with the Office of the Vice President for Legal Affairs is undertaken to ensure that the agreement and/or similar documents are legally sound.
- c. Upon finalization of the Agreement, the Dean or Head of Unit organizes the management team subject to the condition above and in accordance with applicable government and/or university guidelines. The team, as may be necessary, includes the manager or coordinator, training assistant/s or staff, drivers, documentors, facilitator and/or moderators. The team is responsible for overall implementation details such as contacting the participants, resource persons, procurement of supplies, equipment rental, venue confirmation,

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food and/or accommodation arrangements, transportation arrangements, communications, preparation of certificates and training kits/materials, etc.

- d. At the conclusion of the activity, the manager or coordinator ensures that the requisite project documentation (i.e., terminal report) is prepared and submitted to the University President with a copy furnished University Center for Research and Extension Services (UCRES) for documentation purposes only. The report, at the minimum, contains a directory of the participants and resource person/s, financial statement and documentation of the proceedings. For continuing activities (duration of one year or more), semi-annual reports are prepared and submitted.

Article 58. Additional Guidelines are provided below:

- a. For government-funded activities, the applicable guidelines (on cost ceilings, involvement of university personnel, etc.) are complied with.
- b. As a general policy, the following guidelines on staff involvement are adopted:
 - o As a general policy, the involvement of university personnel is not to the detriment of regular duties and responsibilities of the personnel concerned.
 - o As much as practical and possible, services or extra works rendered for these activities are done outside office hours especially for activities where personnel concerned will be receiving extra compensation.
 - o The personnel concerned file for a leave of absence (for the duration of actual training period) in case his/her compensation for activities is more than three (3) times his/her rate (i.e., monthly salary) computed pro-rata.
 - o Unless specifically provided otherwise in the Agreement, only authorized personnel of the University receives and acknowledges payments received.
- c. The expected number of participants (for training, seminar, etc.) is specifically stated in the Agreement as much as possible. The setting of number is in accordance with the appropriate pedagogic principles of learning with due consideration of the learning objectives and demographic profile (e.g., age, previous experiences, position, educational background, etc.).
- d. Whenever possible, a confirmation or reservation fee is assessed.

(EXECOM of BOR resolution No. 15, s. 2006, 3rd EXECOM Meeting, December 20, 2006)

11.2. Research

Article 59. Research refers to the scientific investigation duly approved by the university/college authority and it is evaluated using the four (4) assessment areas such as: clientele satisfaction, leadership, partnership development and community responsibility.

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Article 60. Research conducted by faculty should comply with scientifically and professionally accepted standards and quality indicators. As such, researches to be given imprimatur by the University should pass the established benchmark of a quality research (as differentiated from an ordinary paper or study that is at comparable level as an undergraduate term paper).

Article 61. A research, to be accorded points for promotion and/or given imprimatur by the University, must undergo the complete process of peer evaluation and review for the entire cycle from conceptualization to proposal phase and completion/terminal assessment period. Only researches or projects funded by international or national agencies are exempted from undergoing the entire process.

An incentive scheme on faculty research productivity is used for faculty members' research undertakings.⁹

Article 62. A research, to be accorded points for promotion and/or given imprimatur by the University, must be of significant value and relevance to the discipline of the researcher and the college/ unit as a whole.

Article 63. An institutional study, to be considered a research and accorded points for promotion and/or given imprimatur by the University, must be of significant value and relevance to the University. The output/s must not be a direct derivation or expected performance/output of the researcher/s.

Article 64. A research that is given imprimatur by the University will entitle the researchers to equivalent teaching units (ETUs) in accordance with the limits and restrictions set as follows:

- Only internationally-funded researches (by recognized/ renowned institutions) may earn a maximum eighteen (18) ETUs.
- Nationally funded (by national government agencies or recognized organizations) may earn a maximum of twelve (12) ETUs.
- Other research projects may only earn a maximum of six (6) ETUs.

Article 65. The respective College Research Committee formulates a College Research Agenda and implements such Agenda upon its approval. The CRC is also responsible for the evaluation and assessment of all researches (including proposals) at the respective colleges. The evaluation and assessment focus on the technical and substantive elements. The recommendation includes the assignment of ETUs, if applicable.

Article 66. The University Research Evaluation Committee (UREC), composed of a Graduate School faculty member, a University Center for Research and Extension Services representative, and a faculty member representing each of the following areas:

⁹ Research Incentive Scheme: Annex H

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sciences, social sciences and humanities, medicine and health sciences, engineering and technology, and education, integrate the various College Research Agenda into a University Research Agenda for the approval of the University President. The UREC evaluates and endorses to the University President the recommendations of the college CRCs (with revisions, if applicable) on the various research proposals.

Article 67. The University Center for Research and Extension Services (UCRES), on the other hand, performs oversight and coordinative functions over the various CRCs including the formulation and implementation of university-wide guidelines on research upon approval by the University President. It serves as the secretariat of the UREC. Likewise, it may call on the UREC to provide technical assistance and/or advice when need arises.

Article 68. The authority to endorse project or research proposal for external funding is vested exclusively on the University President. Endorsement for funding by the University must be endorsed by the College Dean and the CRC concerned. (PAO No. 21 s. 2005)

Article 69. In addition to the foregoing, the following are hereby adopted:

1. **Data Management and Retention** requires that research data must be in a durable form; original data must be kept in college or department in which they are generated; research data should be retained for a sufficient period of time (generally 5 to 7 years) in the college concerned to allow analysis and review.
2. **Authorship** in research requires substantial participation (conception and design/analysis and interpretation of data; drafting and revising of articles and final approval of the version to be published); appropriate credit should be given to those who contributed significantly to the research process including the research staff and students; all persons who willingly agree to be listed as co-authors must assume the responsibility for accuracy and integrity of their contributions; authorship is not guaranteed by mere acquisition of funds or collection of data for research.
3. **Peer Review.** A requirement of the university before it can be accorded points for promotion; person to conduct the peer review must be an expert in the subject evaluated; evaluation must be kept confidential; the materials under review are considered privilege information. They cannot be used to benefit the person conducting the review unless they have been used publicly.
4. **Publication.** The university reserves the right to any publication as a result of research undertaken under these guidelines. All research reports, upon publication, must be submitted in at least 10 copies including digital or electronic copies for distribution to the University Library, National Library, PLM Law Center, UP Law Center, DOST, CHED and other pertinent agencies. Submission at the same time of research output to different publishers and publication of multiple papers based on the same set of data should be avoided.

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5. **Disclosure of Potential Conflict of Interest.** The researcher must disclose at the start any affiliation or financial involvement in any organization or entity with a direct interest in the research materials and findings. The researcher should also disclose to any external organization or entity from which funds are sought or potential conflict of interest that could affect the research findings.
6. **Research Funding and ETUs.** The university does not prevent its faculty members from engaging in research where outsource funds are not so much of a problem. The university may grant faculty members with ETUs depending on the kind of research. For internationally funded research, maximum of 18 ETUs. For nationally funded research a maximum of 12 ETUs. For other researches maximum of 8 ETUs.
7. **Evaluation of Research for Promotion.** Faculty members may be given points on the research output and may be considered in the regular promotion of the university.
8. **Maintaining Safe and Ethical Research Environment.** The researcher should be responsible in the submission of research proposals to the College Research Committee and should comply with the relevant policies of the committee in the conduct of research in the university. The University Research Evaluation Committee will receive and review the proposals submitted to it and make the appropriate recommendation to the president
9. **Research Misconduct.** The university adopts the definition of research misconduct by the Boston College, which states that "Research misconduct is participation in practices which seriously deviate from those commonly accepted within the academic community for proposing, conducting and reporting on research. Research misconduct is distinguished from honest errors by the presence of intent to deceive or unacceptable negligence." It includes but not limited to the following:
 - A. Fabrication, falsification or misrepresentation of data;
 - B. Plagiarism;
 - C. Abuse of confidentiality which includes the expropriation or abuse of ideas and preliminary data.

(Memorandum Circular, Guidelines on the Conduct of Research, 2007)

Section 12 Separation

12.1. General provisions

Article 70. Separation from the service in the University includes resignation, unexplained absence, and transfer to another institution, termination for cause, permanent disability, retirement, or death.

(Art. 212, University Code 2005)

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12.2. Resignation

Article 71. Resignation implies an expression of the incumbent in some form, express or implied, of the intention to surrender, renounce, and relinquish the office and the acceptance by competent and lawful authority. To constitute a complete and operative resignation from public office, there must be: (a) an intention to relinquish a part of the term; (b) an act of relinquishment; and (c) an acceptance by the proper authority. Resignation is subject to the existing University Policy on Resignation.¹⁰

(PAO 41, s. 2016)

Article 72. A faculty or staff member who resigns for justifiable reasons submits to the President, through the Dean or Director concerned, his/her letter of resignation at least thirty (30) days before it takes effect, unless accepted by the President to take effect immediately in the interest of the service.

(Art. 213, University Code 2005)

Article 73. An officer or employee under investigation may be allowed to resign pending decision of his case without prejudice to the continuation of the processing until finally terminated.

(CSC Revised Omnibus Rules on Appointments and other Personnel Action, Rule XII)

12.3. Separation Due To Transfer of Service

Article 74. A faculty or staff member may request transfer to another government entity here or abroad for justifiable reasons, for which purpose his request is made at least thirty (30) days before its effectivity, subject to the approval of the President.

Article 75. All faculty and staff members separated from the University service due to the above reasons is required to obtain clearance of property and other accountabilities.

(Arts. 214-215, University Code 2005)

12.4. Separation Due To Retirement

Article 76. Retirement is of three categories: namely, optional, compulsory and early retirement. Optional retirement may be availed of by those who have completed at least fifteen (15) years of service in the government, including service in the University. Compulsory retirement is as provided by law. Early retirement may be availed of at any time as provided by law and regulations.

Article 77. All University personnel may avail of retirement privileges as provided by law and be given retirement and other benefits, subject to University rules and regulations. The effectivity of compulsory retirement is on the day of the retiree's 65th birthday.

¹⁰ PAO on Resignation: Annex I

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Article 78. Subject to the approval of the President and the BOR, the University may allow retired personnel to avail the following additional privileges:

- a. Part-time teaching in the University if there is a need for service subject to the approval of the University President and the Board of Regents.
- b. Access to the University Library;
- c. Free copies of publications of the University, as available; and
- d. Such other privileges as the University President may grant.

(Arts. 209, 216-217, University Code 2005)

12.5. Separation for Cause


Article 79. Officers and employees who are either habitually absent or have unsatisfactory or poor performance or have shown to be physically and mentally unfit to perform their duties may be dropped from the rolls subject to the following procedures:

A. Absence without approved leave

1. An officer or employee who is continuously absent without official leave (AWOL) for at least thirty (30) working days is separated from the service or dropped from the rolls without prior notice. He/ She, however, be informed of his separation from the service not later than five (5) days from its effectivity which is sent to the address appearing on his 201 files or to his last known address;
2. If the number of unauthorized absences incurred is less than thirty (30) working days, a written Return-to-Work order is served on the official or employee at his last known address on record. Failure on his part to work within the period stated in the order is a valid ground to drop him from the rolls.

B. Physically and Mentally Unfit

1. An officer or employee who is continuously absent for more than one (1) year by reason of illness may be declared physically unfit to perform his duties and the head of the office in the exercise of his sound judgment may consequently drop him from the rolls.
2. An officer or employee who is intermittently absent by reason of illness for at least two hundred sixty (260) working days during a twenty four (24) month period may also be declared physically unfit by the head of office.
3. An officer or employee who is behaving abnormally for an extended period which manifests continuing mental disorder and incapacity to work as reported by his co-workers or immediate supervisor and confirmed by the head of office, may likewise be dropped from the rolls.

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Article 80. For the purpose of the two (2) preceding paragraphs, notice is given to the employee containing a brief statement of the nature of his incapacity to work.

Article 81. The officer or employee who is separated from the service through any of the above modes has the right to appeal his case to the CSC or its regional office within fifteen (15) days from receipt of such order or notice of separation.

Article 82. The order of separation is immediately executory pending appeal, unless the Commission on meritorious grounds directs otherwise.

Article 83. This mode of separation from the service for unauthorized absences or physical and mental incapacity is non-disciplinary in nature and does not result in the forfeiture of any benefit on the part of the official or employee nor in disqualifying him from reemployment in the government.

Article 84. The written notice mentioned in the preceding paragraphs may be signed by the person exercising immediate supervision over the official or employee. However, the notice of separation is signed by the appointing authority or head of office. (CSC Revised Omnibus Rules on Appointments and Other Personnel Action, Rule XII)


12.6. Extension of Service

Article 85. Extension of Service. Subject to the approval of the President and the BOR and in meritorious cases, the CSC may allow the extension of service of a person who has reached the compulsory retirement age of sixty-five (65), for a period of six (6) months only unless otherwise stated. Provided that, such extension may be for a maximum period of one (1) year for one who will complete the fifteen (15) years of service required under the GSIS Law.

Article 86. Request for Extension of Service. A request for extension is made by the head of office and is filed with the CSC not later than three (3) months prior to date of the official/employee's compulsory retirement.

Article 87. The following documents are submitted to the CSC:

- a. Request for extension of service signed by the Head of Office, containing the justifications for the request;
- b. Certification that the employee subject of the request is still mentally and physically fit to perform the duties and functions of his/her position;
- c. Certified true copy of the employee's Certificate of Live Birth;
- d. Service Record of the employee if the purpose of the extension is to complete the fifteen (15) year service requirement under the GSIS law; and
- e. Proof of payment of filing fee.

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Article 88. The only basis for Heads of Offices to allow an employee to continue rendering service after his/her 65th birthday is a Resolution of the CSC granting the request for extension. Absent such resolution, the salaries of the said employee are for the personal account of the responsible official.

Article 89. An employee on service extension is entitled to salaries, allowances and other remunerations, that are normally considered part and parcel of an employee's compensation package, subject to the existing regulations on the grant thereof.
(Revised Rules on Administrative Cases in the Civil Service, Rule 20)

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CHAPTER 4

Faculty Rights

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Section 1 Rights

Article 1. Each faculty member enjoys the following rights and/or privileges:

- a. Right to free expression of opinions and to avail of effective channels of communication with students and the appropriate academic and administrative bodies of the school;
- b. Right to establish, maintain or join professional organizations of his choice;
- c. Right to intellectual property as provided by applicable laws;
- d. Right to choose alternative career channels in college/University administration for purposes of career development; and
- e. Rights accorded by Republic Act 4196 and other laws, rules and regulations, whenever applicable.

(Art. 119, University Code 2005)

Section 2 Membership in Organizations and Associations

Article 2. The right of the people including those employed in the public and private sectors, to form unions, associations, or society for purposes not contrary to law are not abridged.
(1987 Phil. Consti. Art. 3 Section 8)

Article 3. All government employees, including those in government-owned or controlled corporations with original charters, can form, join or assist employees' organizations of their own choosing for the furtherance and protection of their interests. They can also form, in conjunction with appropriate government authorities, labor-management committees, work councils and other forms of workers' participation schemes to achieve the same objectives.

(EO 292 Chapter 6 Section 28)

Article 4. Faculty and staff members may organize themselves into professional or civic associations for constructive ends beneficial to both the University and the members; provided that such associations are registered with the appropriate government agency and in the University; provided, further, that duly accredited associations submit their constitution, by-laws, programs and annual reports to the President; provided, finally, that they are subject to such other conditions as may be prescribed by the President and approved by the Board of Regents. Associations whose accreditation is withdrawn are not allowed to operate within the University premises.

(Article 211, University Code)

Article 5. A Certificate of Registration legitimizes a union/organization so it can avail the rights, privileges and protection granted by law. Its legal personality can only be questioned by an independent petition for cancellation of its registration.
(CSC Primer on Public Sector Union Registration)




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CHAPTER 5

Faculty Responsibilities

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Section 1 Responsibilities

Article 1. Each faculty member has the following obligations to:

- a. Perform and abide with his/her academic duties in accordance with the philosophy, goals, objectives and policies of the University;
- b. Observe instructional standards prescribed or issued by CSC or CHED for the specific discipline;
- c. Be accountable for the efficient and effective attainment of specified learning objectives with respect to his/her specific assignments;
- d. Make prompt submission to the Dean of requisite reports of grades reflecting the academic performance of each student under him/her;
- e. Give scholastic ratings to students on the basis of academic performance, standards and other factors in accordance with the grading system of the University;
- f. Observe professional and ethical behavior in all his/her dealings;
- g. Perform other duties as may be assigned by the Dean; and
(Art. 121, University Code 2005)
- h. Prepare the syllabus of each subject he/she handles and provide a copy of each syllabus to Dean's Office.
(Art. 136, University Code 2005)


Section 2 Consultation Hours

Article 3. Each full-time faculty member makes himself/ herself available for consultation within the University premises, with students or University authorities, as may be necessary, during or after his regular office hours.
(Art. 130, University Code 2005)

Article 4. The Department Chair, in consultation with the faculty member, determines these hours at the beginning of every semester. Consultation hours should be held from 8:00 AM to 12 noon and 1:00 – 6:00 PM. Consultation schedule of faculty members should be posted on conspicuous places.
(PAO No. 15 s. 2008)

Article 5. Each faculty member with a regular load is required to be available for consultation for a period of ten (10) hours a week.
(PAO No. 15 s. 2008)

Article 6. For faculty members performing administrative work, the number of consultation hours per week may be undertaken as follows:

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ETU	Number of Consultation hours per week
15/21	2
12	4
9	6
6	8
3	10

(PAO No. 15 s. 2008)

Section 3 Grading System

Article 7. The zero-based grading system is utilized across all colleges effective first semester School Year 2016 – 2017 and onwards.
(Board Resolution No. 3982)

Section 4 Submission of Grades

Article 8. All faculty members must submit the grades of students as prescribed in the University academic calendar approved by the Board of Regents.

Article 9. Non-submission of grades by the faculty on the prescribed deadline has the following consequences:

- a. Ground for disciplinary action in accordance with existing Civil Service Rules for full-time/permanent faculty members;
- b. Non-renewal of appointment for full-time temporary faculty members;
- c. Non-renewal for part-time faculty members .


(Memorandum No. OVPAA2015-0427-01)

Section 5 Maintenance of Class Record

Article 10. The faculty member ensures that all students attending his/ her classes are duly enrolled through verifying the names of the students as reflected in the temporary report of grades.

Article 11. Each faculty member is obliged to give scholastic ratings to students on the basis of academic performance, standards and other factors in accordance with the grading system of the University.

(Article 121(d), University Code 2005)

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Article 12. To avoid incidence of request for the change of grade, each faculty member is expected to maintain a class record for each subject, indicating the names of the students in alphabetical order and their corresponding absences and grades for recitation, quizzes, periodic examinations, and final grades.

To avoid entry errors of the students in each subject, the faculty concerned should read the list of students in the class record during classes and find out if all the names of the students have been called. Extreme care should be taken by the faculty member to ensure that all students duly enrolled in his/her subjects are properly listed in his/her class record.

Class records are to be submitted to the Deans along with the Report of Grades at the end of every semester.

(Memorandum No. OVPA2015-0604-4)

Article 13. Transparency on the computation of grades is observed. To avoid entry errors of students' scores or calculation of grades, the faculty member conducts grade verification with the students prior to submission of the Final Report of Grades. Should any concern arise regarding the computation of grades, the faculty concerned must be available to respond to students' queries.

(PAO No. 14 s. 2013)

Section 6 **Change of Grades**

Article 14. No faculty member changes any grade after the report of grades has been filed with the College or with the Office of the University Registrar.


Article 15. In exceptional cases, or when an error has been committed, the instructor/professor concerned submits request for change of grades through proper channels to the President subject to approval by the University Council.

Article 16. The request for change of grades is submitted to the proper channels fifteen days after the distribution of grades within the same semester.

Article 17. No request for change of grades is facilitated after the prescribed period or deadline.

Article 18. The Department Chair, College Secretary and College Dean review and validate the change of grades.

Article 19. Upon determination that the change of grade has sufficient basis, the College Dean endorses the request for the change of grade to the University Council upon the endorsement from the Vice President for Academic Affairs (VPAA), Executive Vice President (EVP) and to the University President.

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Article 20. The request for a change of grade is taken against the faculty member and corresponding sanction is marked against the faculty member concerned.

Article 21. The faculty member personally presents his/ her records and justification to the University Council for the request for the change of grade.

Article 22. The University Council deliberates on the request for change of grade and its decision is final and executory.

Article 23. The documents are forwarded to the University Registrar for posting in the student's record.

Article 24. The faculty member who is deemed delinquent relative to change of grades is penalized with the following sanctions:

1. 1st Offense – Written warning
2. 2nd Offense – Suspension
3. 3rd Offense – Dismissal

(Board Resolution No. 3798)

Section 7

Remedial Teaching for Failing or Delinquent Students

Article 25. Members of the faculty are encouraged to undertake remedial teaching for failing or delinquent students; provided that prior arrangements are made with the Dean concerned, subject to the approval of the President; provided, further that compensation is within reasonable limits.

(Art. 133, University Code 2005)

Section 8


Academic Advising

8.1. Faculty Adviser

Article 26. A faculty adviser is assigned to every student during enrolment and is assisted by a member of the college's staff who is responsible of the student course/ program .

Article 27. The faculty adviser reviews and evaluates the course prospectus of a student to ensure that the subjects being enrolled are on track and appropriate for the semester.

Article 28. In case the faculty adviser notices any deficiency or irregularity, the student is advised to take appropriate action.

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Article 29. If it concerns subject equivalency, a corresponding form is filled in and is endorsed to the University Registrar for appropriate action. If it concerns enrollment of prerequisite/ requisite subject(s), the faculty adviser properly advises the student.

Article 30. Other concerns related to enrollment are forwarded to the Dean or the University Registrar as the case may be.

Article 31. It is the responsibility of the faculty adviser to guide students towards achievement of their career goals and meet the requirements of their academic degree program.

Article 32. Students meet with the faculty adviser every semester and discuss with their adviser the progress they are making toward their chosen degree.

Article 33. With proper academic advising, it is the students' responsibility to make sure that they complete their degree requirements. This includes meeting both academic and administrative requirements set by their academic degree program.

8.2. Reminders during Enrollment

Article 34. Every student is given a curriculum prospectus by the Faculty Adviser. Every student of a specific program must strictly observe the prescribed curriculum.


Article 35. Students must enroll their subjects as scheduled on a particular semester/ term with consideration to the required pre-requisites prior to enrolling.

Article 36. To avoid re-enrolling a subject that was completed, the respective Faculty Adviser must ensure that the student has properly accomplished the "Curriculum checklist/Course Prospectus". This means, the grades per subject should be reflected on the prospectus.

Article 37. The faculty adviser validates the grades from the class card or certificate of report of grades duly issued by the University Registrar.

Article 38. Students who are about to be promoted to the higher year level (i.e. 3rd, 4th, 5th) must have PASSED their required subjects including Physical Education (PE)/ ROTC/CWTS/NSTP. Certification from said departments must be secured to ensure that the student has completed the required subjects. Otherwise, the student enrolls the said subjects.

(Board Resolution No. 3799)

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Section 9

Choice of Textbooks, Reference Textbooks and Related Learning Materials

Article 39. In line with the academic freedom at the tertiary level, the choice of textbooks, reference books, and related learning materials is the primary responsibility of the faculty members concerned; provided that such choice is subject to the appropriate guidelines; provided, further, that faculty members of the same subjects choose a common set of textbooks and reference books.

(Art. 134, University Code 2005)

Section 10

Selling of Books

Article 40. Faculty members are allowed to sell their own books or any other learning materials to their students; provided that the same are approved for use by the University and sold at least twenty (20) percent below regular retail prices. Any violation of this article is regarded as profiteering and constitutes grounds for dismissal.

(Art. 137, University Code 2005)

Section 11

Prohibition on Soliciting Contribution and other Monetary Contributions

Article 41. Faculty members desist from soliciting contributions or other monetary and material considerations, which might affect the scholastic standing of students and could otherwise compromise the reputation of the faculty members.

(Art. 122, University Code 2005)

Section 12

Statement of Assets and Liabilities

Article 42. Public officials and employees have an obligation to accomplish and submit declarations under oath of, and the public has the right to know their assets, liabilities, net worth and financial and business interests including those of their spouses and of unmarried children under eighteen (18) years of age living in their households. The documents must be filed: (a) within thirty (30) days after assumption of office; (b) on or before April 30, of every year thereafter; and (c) within thirty (30) days after separation from the service. Husband and wife who are both public officials and employees may file the required statements jointly or separately. Provided, That public officers assuming office less than two months before the end of the calendar year, may file their statements in the following months of January.

(Code of Conduct and Ethical Standards for Public Officials and Employees to R.A. 6713, Section 8, and Anti-Graft and Corrupt Practices Act R.A. 3019, Section 7)

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CHAPTER 6

Faculty Development

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Article 1. The faculty development program covers graduate education study privileges within the University, trainings, seminars and other relevant development activities, which is open to full time faculty members.

Section 1 Graduate Education Study Privileges

Article 2. The Graduate Education is categorized into two, the Master's degree program and the Doctorate degree program.

- a. Master's Degree Program. This program is open to faculty members who do not have master's degree, those who earned academic units in any master's degree program and those who will be working on their thesis or other capstone requirements.
- b. Doctorate Degree Program. This degree program is open to faculty members without the doctorate degree, those who earned their academic units in doctorate program and those who will be working on their dissertation.


Article 3. Faculty members/administrative officials who pursue their studies in the University are considered as PLM scholars entitled to full tuition and other fee remissions, allowable benefits, including full salary for the duration of their scholarship, subject to the terms and conditions approved by the Board of Regents upon the recommendation of the President.

Article 4. The graduate education is one hundred percent (100%) free for faculty members who are full- time permanent with consistent performance rating of at least highly satisfactory for the last two (2) rating periods provided that the graduate students of master's and doctorate degrees are enrolled in any of the PLM graduate schools. Faculty members must enroll in programs allied or highly relevant to their field of interest.

Article 5. The scholarship program covers free tuition fee and other fees for thesis or directed study of six (6) units for master's degree and dissertation of twelve (12) units for doctorate degree. Miscellaneous and other fees for comprehensive examination and defense are personally shouldered by the students, including payment of honorarium for adviser, reader and panelists.

Article 6. Priority is given to faculty members who have not obtained master's degree and College Deans, College Secretaries and Department Chairs who will be completing their Doctorate Degree. Each college is given a slot of twenty (20%) percent of its total faculty complement who are permanent per school year.

Article 7. The graduate education program is covered by a scholarship contract to be executed between the faculty and the University, which defines the terms and conditions, including the obligation of each party.

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Article 8. After successful completion of the degree, scholars are required to render payback service to the University in a ratio of two (2) years for every year of scholarship. In the event that the faculty member resigns or terminates his/her employment from the University before completion of the service requirement, he/ she refunds the total equivalent amount spent for the scholarship proportionate to the remaining number of months/years unserved.

Article 9. A scholar who has completed his/her master's degree cannot proceed to take the doctorate degree enjoying the same scholarship benefits until he/ she completely served the service requirement.

Article 10. A scholar is given three (3) years to complete the master's degree and five (5) years to finish the doctorate degree. A request for extension may be granted based on justifiable reasons but not to go beyond the maximum residency rule, which is five (5) years for master's degree and seven (7) years for doctorate degree, otherwise, the scholar refunds the total equivalent amount spent for the program either in cash or installment through salary deduction.

Article 11. A scholar obtains an average grade of 1.5 every trimester/ semester for master's degree and 1.25, for doctorate degree to stay in the program. If the scholar cannot meet the grade requirement, he/she is disqualified from the scholarship program and refunds the total equivalent amount spent for the completed units/ subjects. However, he/she may continue the program provided that the scholar personally pays the remaining tuition and other fees to complete the program and may only avail of the fifty (50%) percent discount given to faculty members prior to the effectivity of this scholarship program.

Article 12. Faculty members who choose to enroll in institutions other than the University may be allowed to enroll up to nine (9) units a term, subject to the approval of the President. Faculty members are encouraged to study abroad on grants either from the University or external sources, subject to terms and conditions.

Article 13. Temporary faculty members may avail of the graduate education grant with a fifty percent (50%) subsidy in any of the PLM graduate schools, provided that they have obtained a rating of at least highly satisfactory for the last two (2) rating periods. They must also enroll in programs allied or highly relevant to their field of interest.

Article 14. Scholarship grant in a form of three (3) ETUs for every nine (9) units of study load may be awarded to temporary faculty members whose specialization is highly technical and scientific disciplines (i.e. Architecture, Engineering, and Physical Therapy) for every affected semester/term of the academic calendar of PLM.¹¹

(Board Resolution No. 3418; PAO 47 GPP, s. 2016)

¹¹ PAO 70, s. 2015 "Policies on Scholarship Grant for Full-time Temporary Faculty Members" (Annex I)

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Section 2 Fellowship Grants

Article 15. A fellowship is a grant to enable the fellow to pursue special studies in a specified discipline for a specific purpose. A scholarship is a grant based on academic excellence of the scholar to enable him to acquire or obtain a chosen academic degree or title. Fellowships and scholarships is created, as funds are available, on the basis of the greatest need and benefit to the University. The appointment of fellows and scholars is made by the President according to duly approved selection criteria.

Article 16. University fellowships and scholarships are made available to qualified faculty members and administrative officials for their continued academic growth, professional development and effectiveness in their respective fields or allied subjects. The grantee of any full-time fellowship or scholarship grant serves the University for two (2) years for every year of full-time grant (or any fraction thereof) in the University. The grantee of any part-time fellowship or scholarship grant serves the University for one (1) year for every year of part-time grant (or any fraction thereof) in the University.

Article 17. A faculty member granted a fellowship or scholarship from other entities may be entitled to a partial fellowship or scholarship from the University under similar terms and conditions as those that apply to full fellows and scholars, on a proportionate basis.

Article 18. A faculty member's application for fellowship or scholarship in another institution may be made directly by him/her; provided that he secures endorsement from his/her Dean/Immediate Head and the approval of the President, for the appropriate study leave.

Article 19. Faculty members/administrative officials granted full or partial fellowships or scholarships by the University and other entities duly accredited by the University are on official time and receive their full salaries and benefits for the duration of their grants.

Article 20. The University may provide allowance benefits as may be determined by the Board of Regents.

Article 21. A fellow or scholar who violates any of the terms and conditions of his/ her grant refunds to the University the amount received during the period of the grant.

Article 22. A University Committee on Fellowships and Scholarships is designated by the President. The Committee formulates, subject to approval of the President, criteria, guidelines and procedures for the selection of grantees and for the enforcement of terms and conditions of their respective grants.

(Arts. 197-205, University Code 2005)

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Section 3

Attendance in Conferences, Seminars, Workshops and Training Programs

3.1 Attendance in Conferences, Seminars, Workshops, and Training Programs

Article 23. *Conferences, seminars and workshops* are integral components of a Faculty Professional Development Program in a University. By operational definition, the term also applies to participation and/or attendance in meetings and conventions of professional groups or associations, scientific meetings, forum/fora, professional assemblies, seminars, workshops, academic visits, study visits/missions, exchange programs and similar activities. These activities provide the opportunity for exposure and eventual collaboration of faculty members with colleagues in the national and international academic communities through paper presentations and attendance. Interaction of faculty with other national and international experts in the different fields brings in new knowledge and reduces the effects of inbreeding. Although usually of short duration, these activities when they take place abroad and involve the presentation of papers can be of immense benefit to both the faculty member and to the University. Also attendance at these activities serves as an incentive for joining and staying within the ranks of the faculty.

Article 24. *Trainings and Seminars.* These interventions are provided to faculty members who lack the required training hours to qualify for promotion to higher academic ranks and to those who need to enhance their knowledge and skills relevant to their expertise and requirement of higher position in terms of specialized technical training, basic teaching proficiencies, managerial/leadership skills enhancement and administrative capability building, among others.

(Board Resolution No. 3418)

Article 25. Regular faculty members are encouraged and allowed to attend meetings, conferences and seminar-workshops on official time if they are members of the sponsoring professional organizations; provided that such activities are related to the primary purpose of the organization. Other faculty members may attend on their own time; provided that such attendance does not interfere with their work; provided, finally, that prior permission is secured from the Dean concerned.

(Arts. 138, University Code 2005)

Article 26. Faculty and staff members are encouraged to accept invitations to speak at graduation exercises, seminars and conferences and on other appropriate occasions on official time; provided that the Dean concerned or the immediate supervisor is duly informed; provided, further, that expenses are not borne by the University; provided, finally, that such engagements do not adversely affect the functions of the personnel concerned.

(Arts. 139, University Code 2005)

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Article 27. Among the requirements prescribed by related University Rules for attendance in seminars, training, and conferences, the following documents must be submitted together with letter-application¹²:

- a. copy of letter of invitation from the organizing agency;
- b. copy of the program of activities
- c. certification from the Department Chair that attendance to the activity will not result to losing 20% of total meetings for any class
- d. approved plans to compensate for the class activities to be missed, either a substitution plan or arranged make-up class *using Absence Notification Form*.

Article 28. If the faculty member is applying for financial assistance, the following must be provided:

- a. request for financial assistance indicating exact amount requested, including details; and
- b. copy of official schedule of fees.

3.2 Limitations and/or Obligations

Article 29. Attendance in conferences, seminars and workshops including training programs is governed by the following limitations and/or restrictions:

- a. The conference or seminar –workshop to which attendance of the faculty member is requested should be directly in line with the faculty member's area of discipline or line of work, and should clearly lead to the upgrading of his/her skills;
- b. The faculty member requesting participation on official time must be a full-time permanent employee to be considered. Otherwise, he/she attends on his/her own time, if granted permission;
- c. A request for permission for participation favorably endorsed by his/her College Dean is submitted by the concerned faculty member to the University President through the Vice President for Academic Affairs (VPAA).

Article 30. Faculty members granted benefits for attending conferences, seminars and workshops including training programs have the following obligations and responsibilities:

- a. Submit a written narrative report to the College Dean within three (3) working days after his/her attendance to the event;
- b. Conduct an echo seminar during the Faculty Development Seminar of the College to which he/she belongs (in case financial assistance was granted);

¹² PAO 69: "Policies on Participation to Conferences and Seminar-Workshops" (Annex J)

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- c. Submit a liquidation report with pertinent attachments (in case financial assistance was granted)

(PAO 69, s. 2015)


Section 4

Development Activities

Article 31. Development activities include consultancy, study tour, exchange faculty, acting as resource person, membership to professional organization and other activities that do not fall within the realm of training and education but could enhance faculty development.


Article 32. For development activities, as enumerated above, participants shall be given official time to attend any of such activities but attendance to activities requiring costs shall be subject to availability of funds and existing economy measures.

(Board Resolution No. 3418)

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CHAPTER 7

Faculty Benefits

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Section 1 Government Mandated Benefits

Article 1. The University participates in the Government Service Insurance System (GSIS), PHILHEALTH, PAG-IBIG and other applicable government welfare systems. Membership in the GSIS and other insurance and welfare systems is subject to the rules and regulations of the system concerned.

Article 2. Any employee on leave of absence without pay shoulders premium payable to the GSIS, PHILHEALTH, PAG-IBIG and other concerned government agencies to cover the duration of his leave.

(Arts. 206-208, University Code 2005)

Section 2 Leave Privileges

Article 3. Leave of absence refers to the approved period of time when any personnel, regular, probationary or temporary, is absent, with or without pay, during the official working hours.

(Arts. 169, University Code 2005)

2.1. Full-time Faculty Members Leave

Article 4. An official or regular employee officially employed or on study leave outside the University is on official leave of absence. Such employment is considered as part of his/her official service.


(Arts. 170, University Code 2005)

2.1.1 Full-time Faculty Members Leave

Article 5. In accordance with the rules of Civil Service and other applicable laws, the University officials, full-time faculty members are entitled to the following types of leave of absences:

- a. Full-time faculty members leave (Arts. 168, University Code 2005)
- b. Maternity/paternity leave (Section 15, Book V of EO 292);
- c. Solo parent's leave (Section 8, RA 8972);
- d. Sabbatical leave (Arts. 168, University Code 2005)
- e. Study Leave (Arts. 168, University Code 2005)
- f. Battered Women Leave (Section 43, RA 9262); and
- g. Other approved leave (Arts. 168, University Code 2005)

2.1.2 Full-time Faculty Members' Leave: Faculty Members without Designations

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Article 6. Full time faculty members are entitled to vacation leave which includes the two-month long vacation, Christmas vacation, all officially declared holidays, and such other authorized vacation periods.

Article 7. Regular faculty members who render administrative or non-administrative services during the two-month and other vacation periods earn service credits in accordance with existing rules and regulations.

Article 8. A faculty assigned to a non-teaching position may opt to convert his service credits, earned during summer and/or Christmas vacation, into leave credits.

(Arts. 171-174, University Code 2005)

Article 9. Faculty members are not entitled to the usual vacation and sick leave credits but to proportional vacation pay (PVP) of seventy (70) days of summer vacation plus fourteen (14) days of Christmas vacation. A faculty member who has rendered continuous service in a school year without incurring absences without pay of not more than one and a half (1 ½) days is entitled to eighty four (84) days of proportional vacation pay.

Article 10. 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 a faculty member due to illness or to offset proportional deduction in vacation salary due to absences for personal reasons or late appointment.


(EO 292 Omnibus Rules on Leaves)

2.1.3 Full-time Faculty Members Leave: Faculty Members with Administrative Functions

Article 11. University officials and full-time faculty members with administrative functions are entitled to fifteen (15) days vacation and fifteen (15) days sick leave, annually; with full pay exclusive of Saturdays, Sundays, Public Holidays without limitation as to the number of days of vacation and sick leave that they may accumulate; provided that they have rendered at least six (6) months of continuous and satisfactory service.

Article 12. Earned leave credits are accumulated in accordance with law. Any person separated from the University is entitled to commutation of all cumulative vacation and sick leaves to his/ her credit, unless otherwise provided by law or by a competent court. Commutation and payment of vacation or sick leave is in accordance with existing rules and regulations.

(Arts. 175-178, University Code 2005; Sec. 1, Rule XV Book V
EO 292 Omnibus Rules on Leaves)

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Article 13. Vacation and sick leave are cumulative and any part thereof which may not be taken within the calendar year may be carried over to the succeeding years. Whenever any official or employee retires, voluntarily resigns, or is allowed to resign or is separated from the service through no fault of his/her own, he/she is entitled to the commutation of all accumulated vacation and/or sick leave to his credit, exclusive of Saturdays, Sundays and holidays, without limitation as to the number of days of vacation and sick leave that he/she may accumulate provided his leave benefits are not covered by special law.

Article 14. When a person whose leaves have been commuted following his separation from the service is reemployed in the government before the expiration of the leave commuted, he/ she no longer refunds the money value of the unexpired portion of the said leave. Insofar as his/her leave credits are concerned, he/she starts from zero balance.

(EO 292, Omnibus Rules on Leaves)


2.2. Maternity and Paternity Leave

Article 15. Women employees are entitled to maternity leave in accordance with law, subject to the following conditions:

- a. Those who are permanent and regular, and have rendered an aggregate of two or more years of service, are entitled to sixty (60) calendar days leave with full pay.
- b. Permanent and regular employees who have rendered less than two years of service is entitled to sixty (60) calendar days leave with half pay.
- c. Temporary and casual employees who have rendered two or more years of service are entitled to sixty (60) days leave with half pay.
- d. Temporary and casual employees who have rendered less than two (2) years of service are entitled to sixty (60) calendar days leave but receive pay proportionate to their length of service at the ratio of thirty (30) days for every two (2) years of service.
- e. A female employee on maternity leave may report for duty before the expiration of her leave; provided that she presents a medical certificate of fitness to assume her duties; provided, further, that she needs not refund the commuted money value of her unexpired maternity leave; provided, finally,
 1. That she is entitled to her salary for actual services, from the day she returns to work.
 2. In the case of unmarried mother, her entitlement is sixty (60) calendar days maternity leave with pay, subject to the conditions stated earlier.

Article 16. Subject to applicable laws, a father may avail of paternity leave of seven (7) working days for each birth of his first four (4) legitimate children.

(Arts. 179-180, University Code 2005)

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2.3. Leave Without Pay

Article 17. Leave of absence without pay, not to exceed one year at a time, is granted for justifiable cause or causes; provided that the application for such leave is filed at least a week before.

(Art. 181, University Code 2005)


2.4. Monetization of Leave Credits

Article 18. Officials and employees in the career and non-career service whether permanent, temporary, casual, or coterminous, who have accumulated fifteen (15) days of vacation leave credits are allowed to monetize a minimum of ten (10) days; Provided, that at least five (5) days is retained after monetization and provided further that a maximum of thirty (30) days may be monetized in a given year.

Article 19. Monetization of fifty percent (50%) or more of the accumulated leave credits may be allowed for valid and justifiable reasons such as:

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

Article 20. The monetization of fifty percent (50%) or more of the accumulated leave credits is upon the favorable recommendation of the agency head and subject to availability of funds.

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Article 21. Either of the following formula is used for the computation of Monetization of Leave Credits:

Monthly salary x No. of days to be monetized x CF .478087 = Monetary Value of the monetized leave*

OR

Monthly salary

*20.916667 ** x No. of days to be Monetized = Money Value of the monetized leave*

*Constant Factor based on section 40 of CSC MC No. 14, s. 1999

** Equivalent number of days in a month for computation of MLC based on the total number of working days per year (251) (Section 40 of CSC MC No. 14, s. 1999) divided by the number of months in a year (12).


(EO 292 Omnibus Rules on Leaves)

2.5 Five-Day Forced/ Mandatory Leave

Article 22. All officials and employees with ten (10) days or more vacation leave credits are required to go on vacation leave whether continuous or intermittent for a minimum of five (5) working days annually under the following conditions:

- (a) The head of agency, upon prior consultation with the employees, prepares a staggered schedule of the mandatory five-day vacation leave of officials and employees, provided that he/ she may, in the exigency of the service, cancel any previously scheduled leave.
- (b) The mandatory annual-five-day vacation leave is forfeited if not taken during the year. However, in cases where the scheduled leave has been cancelled in the exigency of the service by the head of the agency, the scheduled leave not enjoyed is no longer be deducted from the total accumulated vacation leave.
- (c) Retirement and resignation from the service in a particular year without completing the calendar year do not warrant forfeiture of the corresponding leave credits if concerned employees opted not to avail of the required five-day mandatory vacation leave.
- (d) Those with accumulated vacation leave of less than ten (10) days have the option to go on forced leave or not. However, officials and employees with accumulated vacation leave of fifteen (15) days who availed of monetization for ten (10) days are still required to go on forced leave.

(EO 292 Omnibus Rules on Leaves)

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Section 3 **Sabbatical Leave**

Article 23. A sabbatical leave is a privilege given to a faculty member that exempts him/her from performing regular duties. This privilege maybe granted to faculty members and University officials, upon request, to encourage study, investigation and research; and to improve their competence for service to the University. A sabbatical leave is for a period of not more than one year with full payment of salary, benefits, and such allowances, as may be determined by the Board of Regents.


Article 24. A sabbatical leave may be granted to a faculty member who has had at least six consecutive years of service in the University, having a teaching load of not less than 15 units per semester during the said period and must hold an Assistant Professor rank in the last two years; provided that the faculty member concerned has demonstrated very satisfactory performance for the last two years, and has not been convicted of and penalized for any misdemeanor.

Article 25. A faculty member designated to an administrative position but who has retained his/her faculty rank, is eligible for sabbatical leave. The faculty member must have served for a continuous 6-year period, either as a full-time faculty member, a faculty member designated to an administrative position, or a combination of both.

Article 26. Applications for sabbatical leave must be submitted at least six (6) months (in advance, prior to) the actual year that the leave is to be enjoyed; provided that, not more than (2) applicants from program is granted Sabbatical Leave at any given time and the leave does not prejudice the operation of said program. The faculty member is free to choose the purpose for which the sabbatical will be spent, which includes, study, research, scholarly and creative work, provided that existing University rules are not violated and subject to the approval of the University President and the Board of Regents. All applicants must undergo a thorough physical and medical examination by the University Physician and those found possessing such symptoms as might seriously affect their health are not considered.

Article 27. Evaluation of the sabbatical leave project takes into consideration the following:

- a. Submission of a research design (in case of research studies) or outline of proposed activities and their relevance to the improvement of their competency for service to the college/school.
- b. In case of funded researches, approval of the research design (proposal) by the funding agency; or in the case of observation tours, approval by the host/sponsoring agency/institute; or in the case of apprenticeships/assistantship/fellowships or similar others, approval by the host/sponsoring agency/institute; and

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- c. Application for the sabbatical leave not entailing additional University funding is given priority;

Article 28. Upon the approval by the Board of Regents of the sabbatical leave, the sabbatical leave grantee executes a contract with the college/school to the effect that the grantee renders one (1) year of service after the sabbatical leave and to submit at least five (5) copies of the research report or sabbatical leave undertaking report.

Article 29. A faculty member taking sabbatical leave either for one or two semesters arranges to report to regular duty on the semester following the completion of his leave. On completion of sabbatical leave and not later than two (2) months after reporting to regular duty, the faculty member concerned is required to submit a complete report to the President and the Board of Regents, copies of the same going to the Executive Vice-President, Vice-President for Academic Affairs, and the dean of the college concerned, covering the attainment of the purposes stated in the application for sabbatical leave. Violation thereof constitutes a ground for withholding payment of salary after return to service. In case he fails to comply with this requirement, he/ she refunds to the University the amount of pay received during this period of sabbatical leave.

Article 30. Enjoyment of the sabbatical leave may be availed of more than once in the entire service of the faculty; PROVIDED, that succeeding sabbatical leave may be granted only after serving another six (6) years after termination of the sabbatical leave. Priority however, is given to those have not previously availed of the sabbatical leave privilege.

(Board Resolution No. 1773)

Section 4 Dependents' Benefits


Article 31. Children of regular members of the faculty and staff are entitled to full enjoyment of tuition and other fees in any undergraduate course; provided that they maintain good scholastic standing in a term, which constitutes sufficient reason for the cancellation of the privilege.

(Art. 195, University Code 2005)

Section 5 Incentives and Awards


Article 32. University employees are entitled to incentives and awards in accordance with Civil Service rules and regulations; provided that the University awards the Diploma of Merit and other types of awards to qualified University personnel for exemplary conduct, loyalty and exceptionally efficient and meritorious service rendered to the University.

(Art. 210, University Code 2005)


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Section 6 Table of Benefits and Incentives

Benefit/Incentive	Monetary Equivalent	Policy Rule	Basis
Personnel Economic Relief Allowance (PERA)	1,500.00	As stated in the Rules and Regulations on the Grant of PERA	DBM Budget Circular No.2009-3 August 18, 2009
Additional Compensation	500.00		
Clothing Allowance	5,000.00	Must have rendered six (6) months in the service	DBM Budget Circular No. 2012-1
13 TH Month Pay	One Month Salary	Must be in the service as of October 31	DBM Budget Circular No.2010-1 April 28, 2010
	Half of One Month Salary	Must be in the service as of April 30	
Cash Gift	5,000.00	Must be in the service as of October 31	
	2,500.00	Must be in the service as of April 30	
14 th Month Pay	One Month Salary	Granted to those who have rendered at least four (4) months of satisfactory service and are still in the service as of same date; given not earlier than May 15 of every year (Executive Order 201 and NBC 562 section 6 dated February 24, 2016) For further evaluation of the VPFP	
Rice Allowance	1,000.00		
Leave Credits	As stated in the Civil Service Commission (CSC) Omnibus on Leave	As stated in the Civil Service Commission (CSC) Omnibus on Leave	CSC Omnibus on Leave Rules on Leave, Section 26
Monetization			CSC Omnibus on Leave, Section 22 and 23
Special Privilege Leave	Non-Monetary	Granted to government employees three (3) working days in a year	CSC Omnibus on Leave Rules on Leave, Section 21
Five Days Forced/Mandatory Leave	Non-Monetary	All officials and employees with ten (10) days or more vacation leave credits is required to go on vacation leave whether continuous or intermittent for a minimum of five (5) working days subject to the conditions stipulated in Section 25 of the Omnibus Rules on Leave	CSC Omnibus on Leave Rules on Leave, Section 25
Maternity Leave	Two (2) months salary	Granted to female employees allowing her sixty (60) calendar days leave (with pay)	CSC Omnibus on Leave Rules on Leave, Section 11

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Benefit/Incentive	Monetary Equivalent	Policy Rule	Basis
Parental Leave to Solo Parents	Non-Monetary	As stated in the Guidelines on the Grant of Parental Leave to solo parents	CSC MC No.8, S2004 (Guidelines on the Grant of Parental Leave to Solo Parents)
Special Leave for Women	Non-Monetary	Granted to female employees who have undergone surgery caused by gynecological disorders	CSC MC No.25, S2010 (Magna Carta of Women Under RA9710 Special Leave Benefits for Women)
Battered Women Leave	Non-Monetary	Granted to female employee who is a victim of Violence Against Women and their Children allowing her not to report for 10 days.	R.A. 9262 (Anti-Violence Against Women and their Children Act of 2004), Section 43.
Paternity Leave	Non-Monetary	Granted to male employees allowing him not to report for seven (7) working days (with pay)	Joint CSC-DOH MC No.1, S1996 (Implementing Rules and Regulations of RA8187)
Step Increment based on Length of Service	One Step	Must have rendered continuous satisfactory service in a particular position for at least 3 years	Joint CSC and DBM Circular No.1, S1990 (Rules and Regulations Governing the Grant of Step Increments to Deserving Officials and Employees of the Government)
Maturity Retirement Pension Burial Death Claim Survivorship	As stated in the Republic Act of the Government Service Insurance System (GSIS)		RA 8291 (Revised GSIS Act of 1997)
Study Privilege	50% discount on Tuition Fee	As stated in the Revised Rules and Regulations	Board Resolution No. 1773 dated October 28, 1994
Faculty Scholarship Program	100% Free on all Fees	As stated in the approved Faculty Development Program	Board Resolution No. 3418 dated October 25, 2011
Loyalty Award	1,000.00 for every year of service	As stated in the approved Program on Awards and Incentives for Service Excellence (PRAISE)	PLM PRAISE in accordance with CSC MC No.1, S2001
Model Employee	10,000.00		
Best Employee	5,000.00		
Most Punctual/Perfect Attendance	5,000.00		
Career and Self Development	5,000.00		

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Section 7

Philippine Health Insurance Corporation (PhilHealth) Benefits

Article 33. Republic Act 7875 mandates the Philippine Health Insurance Corporation (PhilHealth), a government-owned and controlled corporation, to provide health insurance coverage and ensure affordable, acceptable, available, and accessible health care services for all the citizens of the Philippines.

7.1. Compulsory Health Insurance

Article 34. All citizens of the Philippines are required to enroll in the PhilHealth Insurance Program.

Article 35. Qualifications for entitlement to benefits

- a. At least three (3) monthly contributions have been paid within the immediate six-month period prior to the month of confinement.
- b. Confinement (in-patient case) in an accredited hospital for not less than twenty four (24) hours due to an illness or injury requiring hospitalization. The coverage also applies to minor surgical procedures (done in the operating room complex) or when receiving chemotherapy, radiotherapy, hemodialysis, and cataract extraction even on an out-patient basis.
- c. The forty five (45) days allowance for room and board has not been consumed yet.


Article 36. Qualified dependents

- a. Legitimate spouse who is currently not a member.
- b. Children (whether legitimate, illegitimate and legitimated or adopted) below twenty one (21) years old, unmarried and unemployed; Provided, however, That child-dependents who are twenty one (21) years old and above, but are suffering from any illness or disease, congenital or acquired even after reaching the age of twenty one (21), are automatically covered.
- c. Parents who are sixty (60) years and above, not qualified as lifetime members, and are wholly dependent on the member for support.

Article 37. Designation and change of beneficiaries. Beneficiaries are designated by the member by filling out the Information for Membership. The member may change or designate additional beneficiaries at any time while the insurance is in force.

Article 38. Availing of benefits

- a. Prior to hospital discharge benefits are automatically deducted from the total hospital

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bill if a properly accomplished PhilHealth Claim Form 1 (available at the HRDO) is submitted to the hospital billing section prior to discharge.

b. Reimbursement

In case of failure to avail of the benefits before discharge, benefit claims can still be filed by submitting the following documents to PhilHealth within sixty (60) days from the date of discharge:

1. PhilHealth Form 1 (to be filled out by the member and employer);
2. PhilHealth Form 2 (to be filled out by the hospital and doctors);
3. PhilHealth Form 3 (to be filled out by the hospital in case the patient is confined in a primary care hospital);
4. Supporting documents (as required);
5. Original official receipts or hospital waiver.

c. Filing claims


1. Through the hospital
2. Directly to the NHIP Claims Dept.
3. Directly to the PhilHealth Regional Health Insurance office
4. Through registered mail or any courier services. The postmark date is considered as the date of filing.

d. Processing period. It takes about 60 days to process and adjudicate the claims for a refund of benefits. Check payments are sent to the member/health care provider (depending on who filed the claim) through registered mail.

7.2. Benefit Package

Article 39. The insurance will pay for the following subject to certain conditions:

- a. Room and board in PhilHealth-accredited hospitals
 1. Not exceeding forty five (45) days annually for each member and another 45 days to be shared by dependents
 2. Number of days is NOT cumulative, i.e., unused benefit for the given year is NOT carried over to the succeeding year
- b. Drugs and medicines
Paid per single period of confinement, i.e., a series of, or successive confinement for the same illness, injury, or condition not separated from each other by more than ninety (90) days for the following:
- c. Catastrophic cases
 1. Cerebral vascular attack
 2. Massive hemorrhage
 3. Meningitis
 4. Encephalitis
 5. Myocardial infarction
 6. Cancer cases requiring chemotherapy
 7. Rheumatic heart disease—grade III
 8. Cirrhosis of the liver
 9. Renal conditions requiring dialysis or transplant

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d. Intensive cases


1. All confinements in intensive care unit (ICU) other than those classified as catastrophic
2. Other similar serious illnesses or injuries
 - i – Kidney disease
 - ii – Typhoid fever
 - iii – Severe injuries
 - iv – Septicimia
 - v – H-fever
 - vi – Diarrhea with severe dehydration
 - vii – Pneumonia
 - viii – Black water fever
 - ix – Chronic obstructive pulmonary disease
 - x – Moderately and far advanced pulmonary tuberculosis and its complications
 - xi – Diseases of the heart
 - xii – Cardiovascular attack
 - xiii – Liver disease
 - xiv – Cancer
3. Surgical procedures or multiple surgical procedures done in one sitting with a total Relative Unit Value of 20 and above such as coronary bypass, open heart surgery or neurosurgery.

e. Ordinary cases: illnesses and injuries other than those enumerated above.

1. X-ray, laboratory, etc. fees
2. Professional fees
 - a. General practitioner
 - b. Specialist (Surgeon, Anesthesiologist)
3. Operating room
4. Surgical family planning procedures
 - i Vasectomy
 - ii Tubal ligation

Article 40. The following are not covered by PhilHealth:

1. Non-prescription drugs and devices;
2. Cosmetic surgery;
3. Optometric services;
4. Home and rehabilitation services;
5. Drug and alcohol abuse and dependency treatment;
6. Outpatient psychotherapy and counseling for mental disorders;
7. Other cost ineffective procedures as defined by PhilHealth; and
8. Normal obstetrical delivery (Medical practitioners agree that giving birth is not an illness nor an injury but a part of the natural process of reproduction.).

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Section 8 Government Service Insurance System (GSIS) Benefits

Article 41. Life and social security protection of government employees is administered by the Government Service Insurance System (GSIS).
(Republic Act No. 8291, GSIS Act of 1997)

8.1. Compulsory Life Insurance

Article 42. All members of the GSIS are covered with compulsory life insurance.

Article 43. Membership

1) Compulsory coverage


Membership is compulsory for all employees who have not reached the compulsory retirement age at the time of election or appointment and are receiving basic pay or salary but not per diems, honoraria, or allowances.

2) Classification of membership

- a) Active members. Those covered by the GSIS with the complete social security program and paying the integrated contributions under R.A. 8291;
- b) Retired members. GSIS retirees and pensioners and those who have received their lump sum but are still in their guaranteed period;
- c) Policy holders. Those who have separate retirement schemes under special laws and are covered by a life insurance policy only, such as the members of the Armed Forces of the Philippines (AFP), Judiciary, Constitutional Commissions, and other similarly situated government officials; and
- d) Separated from service or inactive members. Those who have paid the integrated contributions for the complete GSIS social security program but are separated from the service or whose coverage has ceased but have yet to receive future benefits from the GSIS.

3) Information for membership

- a. All employees accomplish and submit to the GSIS the Information for Membership form as required by the GSIS. The service record portion of the Information for Membership is duly certified to by the Heads of Offices or their duly authorized representatives. Failure to submit the said document within thirty (30) days from the promulgation of these Rules or in case of new employees, from assumption of duty is a ground for withholding the benefits under these Rules.
- b. For purposes of the immediately preceding paragraph, all heads of offices submit to the GSIS within thirty (30) days from the promulgation of Rules the names and specimen signatures of their duly authorized representatives, otherwise, only the said heads of offices can certify to the Information for Membership forms.

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- 4) Effectivity of membership
 - a. Upon the employee's assumption of duty pursuant to a valid appointment or election and oath of office, or
 - b. June 24, 1997, the effectivity of this Act, for non-permanent employees in service as of this date.

Article 44. Designation and change of beneficiaries

1. A member designates the beneficiaries in the Information for Membership. She/He may change or designate additional beneficiaries at any time while the insurance is in force by filing the prescribed form with the GSIS during her/his lifetime.
2. Pursuant to Article 2012 of the Civil Code of the Philippines, any person who is forbidden from receiving any donation under Article 739 of the Civil Code cannot be named beneficiary of a life insurance policy by the member.

Article 45. Specifically, the invalid designations of beneficiary are applied the following:


1. Those made between persons who were guilty of adultery or concubinage at the time of designation;
2. Those made between persons found guilty of the same criminal offense in consideration thereof; and
3. Those made to a public officer or his/her spouse, descendants and ascendants by reason of his/her office.

Article 46. Unless otherwise indicated by the member in the Information for Membership or in a written request filed with the GSIS, the beneficiaries share equally in the proceeds of the insurance in the event the member dies prior to the maturity of the insurance.

Article 47. Plan of insurance

Members are given a life insurance policy known as endowment insurance, i.e., a type of insurance with a definite maturity. The insurance plan pertaining to the employee's age at the time of effectivity, is as follows:

Age Bracket	Plan of Insurance
30 years and below	Endowment at 45
31 years to 40 years	Endowment at 55
41 years to below 60 years	Endowment at 65
60 years and over	Ordinary Life

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Article 48. Benefit Features

The compulsory life insurance for all employees has the following benefit features:


1. Maturity benefit. Upon maturity of the life insurance, the face amount less any indebtedness, is paid to the member;
2. Death benefit. When a member dies prior to the maturity of his/her insurance and during the continuance, the GSIS pays to the designated beneficiaries or to the legal heirs, as the case may be, the face amount less any indebtedness;
3. Accidental Death Benefit (ADB). When the death of the member is accidental in accordance with Section 11.9.2 of Rule XI of GSIS Act of 1997, the GSIS pays the designated beneficiaries or the legal heirs, as the case may be, an additional amount equivalent to the face amount of compulsory insurance.

Age Benefit	Recipient
Maturity Benefit	Member
Death Benefit	Beneficiaries
Accidental Death Benefit (ADB)	Beneficiaries

Note: If the age of the member had been misstated, the amount of insurance is adjusted to the sum that corresponds to his/her correct age. The date of birth appearing in the —Information for Membership is adopted unless the birth certificate or baptismal certificate is presented showing a different date. In such a case, the birth certificate, then the baptismal certificate, takes precedence.

Article 49. Other related benefits

- a. Waiver of premiums. When a member is separated from service due to total and permanent disability, the contributions that may become due and payable during the period of disability is deemed waived and considered paid.
- b. Cash Surrender Value (CSV). After his/her insurance has been in force for one (1) year, a member separated from the service prior to the maturity of the insurance may be paid the cash value less any indebtedness thereon unless the terms of separation provide otherwise.
- c. Insurance loans. Upon application, a member who has been insured for at least one (1) year may be granted an insurance loan in an amount not exceeding fifty percent (50%) of the cash value of his/her insurance at the time of application.
- d. Dividends. An annual dividend may be granted to all members of GSIS whose life insurance is in force at least one (1) year, based on records submitted by the employer. A Dividend Allocation Formula is determined and circularized by the GSIS for this purpose.

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8.2. Social Security Protection Benefits

Article 50. All members of the GSIS are covered not only with life insurance but with the following social security protection benefits as well.

- a. Retirement
- b. Disability
- c. Separation
- d. Survivorship
- c. Unemployment

Article 51. Retirement Benefits

- 1) Eligibility. A member who satisfies all of the following conditions is eligible for retirement:
 - a) Has rendered at least fifteen (15) years of service;
 - b) At least 60 years of age at the time of retirement;
 - c) Not receiving a monthly pension benefit for permanent total disability; and
 - d) At age 65, retirement is compulsory.
- 2) Mode of payment. Under the new law, a retiree has two (2) basic options:
 - a) The 5-year lump sum (60 x Basic Monthly Pension) plus the Basic Monthly Pension for life starting at the end of the 5-year-guaranteed period, or
 - b) The cash payment (18 x Basic Monthly Pension) plus the Basic Monthly Pension starting immediately upon retirement.
- 3) Other retirement options. The following retirement options are available to those who were in the service before June 1, 1977:
 - a) R.A. 8291 and P.D. 1146 for those who have rendered at least fifteen (15) years service and are at least 60 years of age upon retirement ;
 - b) R.A. 1616 for those who have rendered at least twenty (20) years service ;
 - c) R.A. 660 for those who pass the —Magic 87|| criteria, that is, when the length of service and the age at retirement are summed up, the total is at least —87;
 - d) R.A. 8291 and P.D. 1146 for those who came into the service after May 31, 1977;
 - e) R.A. 8291 for those who came to the service on or after June 24, 1997.
- 4) Other Features
 - a) Employees who entered the service before June 1, 1977 and who have not received any separation or retirement benefits have the option to retire under Republic Act Nos. 1616, 660, or 8291;
 - b) Retirement benefits is paid on the last day of service in government if all requirements are submitted to the GSIS at least thirty (30) days prior to the effective date of retirement.

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Article 52. Separation Benefits. A member who has rendered at least three (3) years but less than fifteen (15) years of service is eligible for separation benefit in the form of a cash payment equivalent to one hundred percent (100%) of the Average Monthly Compensation for every year of service. This is payable upon reaching the age of sixty (60) or upon separation, whichever comes later, as long as the member is not receiving a monthly pension benefit in the form of a cash payment equivalent to eighteen (18) times the Basic Monthly Pension payable at the time of separation plus the Basic Monthly Pension for life starting at age sixty (60).

The two (2) types of separation benefits and their corresponding eligibility requirements are the following:

- 1) Transfer/ Separation Options
 - a) A member who transfers from one employer to another or from one station to another under the same employer continues to be insured under the same insurance. However, s/he immediately notifies the GSIS of the said transfer and of any change in salary.
 - b) A member who is separated from the service for any reason other than dismissal for cause or total and permanent disability after having been insured for at least one (1) year, have the following options:
 - i To terminate the insurance and collect its cash value; or
 - ii To continue the insurance and pay the premiums as determined by the GSIS.
- 2) Unless the terms of the separation provide otherwise, a member who is dismissed for cause automatically forfeits to the GSIS one-half (1/2) of the cash value of the insurance. The other half, less indebtedness, is paid to the member and in case of death, to beneficiaries and/or legal heirs.

Article 53. Unemployment Benefits. The unemployment benefit is paid when a permanent employee is involuntarily separated from the service as a result of the abolition of office or position usually resulting from reorganization.

- 1) Eligibility. A permanent employee who has paid the monthly integrated contribution stipulated in R.A. 8291
- 2) Payment. Unemployment benefits are in the form of monthly cash payments equivalent to fifty percent (50%) of Average Monthly Compensation. The duration of the benefit depends on the length of service and ranges from two (2) months to a maximum of six (6) months. Unemployment benefits are paid in accordance with the following schedule:

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Contributions Made	Benefit Duration
1 year but less than 3 years	2 months
3 or more years but less than 6 years	3 months
6 or more years but less than 9 years	4 months
9 or more years but less than 11 years	5 months
11 or more years but less than 15 years	6 months

Those who have more than fifteen (15) years service may either avail of retirement or separation benefits as the case may be.

Article 54. Disability benefits. Disability benefits are granted to a member due to the loss or reduction in earning capacity caused by a loss or impairment of the normal functions of his/her physical and/or mental faculties as a result of an injury or disease.

Article 55. The loss in earning capacity is determined not only on the basis of the member's actual loss of income from the usual occupation but also on the capacity to continue engaging in any other gainful occupation because of the impairment.

- 1) Permanent total disability. If the permanent disability is total, the member receives a monthly income benefit for life equal to the basic monthly pension effective from the date of disability;
 - a) *Provided*, That the member is:
 - i in the service at the time of disability; or
 - ii if separated from the service, has paid at least thirty-six (36) monthly contributions within the five (5) year period immediately preceding disability or has paid a total of at least one hundred eighty (180) monthly contributions, prior to disability;
 - b) *Provided, further*, That if at the time of disability, the member was in the service and has paid a total of at least one hundred eighty (180) monthly contributions, s/he receives a payment equivalent to eighteen (18) times the basic monthly pension in addition to the monthly income benefit;
 - c) *Provided, finally*, That a member cannot enjoy the monthly income benefit for permanent disability and the old-age retirement simultaneously.
 - i. If a member who suffers permanent total disability does not satisfy conditions in a) above but has rendered at least three (3) years service at the time of her/his disability, he/she is advanced the cash payment equivalent to one hundred percent (100%) of the average monthly compensation for each year of service with paid contributions but not less than twelve thousand pesos (PHP12,000.00) which should have been the separation benefit.

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- ii. Unless the member reached the minimum retirement age, disability benefit is suspended when he/she:
 - a. is re-employed; or
 - b. recovers from the disability as determined by GSIS, whose decision is final and binding; or
 - c. fails to present her/himself for medical examination when required by the GSIS.
 - iii. The following are considered permanent total disabilities:
 - a. Complete loss of sight of both eyes;
 - b. Loss of two (2) limbs at or above the ankle or wrist;
 - c. Permanent complete paralysis of two (2) limbs;
 - d. Brain injury resulting in incurable imbecility or insanity; and
 - e. Other cases as may be determined by the GSIS.
2. Permanent partial disability. If the disability is partial, the member receives a cash payment in accordance with a schedule of disabilities to be prescribed by the GSIS; Provided, That the member satisfies either conditions a) and b) or 2) of Section 9.4.1 of *The Implementing Rules and Regulations, GSIS Act of 1997 (R.A. 8291)*. The following are considered as permanent partial disabilities:

Complete and permanent loss of the use of:

- any finger
- any toe
- one arm
- one hand
- one foot
- one leg
- one or both ears
- hearing in one or both ears
- sight of one eye

Such other cases as may be determined by the GSIS.


3. Temporary Total Disability. This accrues or arises when there is complete but temporary incapacity to continue with a member's present employment or engage in any gainful occupation due to the loss or impairment of the normal function of the physical and/or mental faculties of the member. In effect, this loss or impairment can be reversed to the point where the member can continue with his/her previous employment or engage in another gainful occupation.
 - a. A member who suffers temporary total disability for reasons not due to any of the conditions enumerated in Section 15R.A. 8291 is entitled to seventy-five percent (75%) of the current daily compensation for each day or fraction thereof of temporary disability benefit. This does not exceed one hundred twenty (120) days in one (1) calendar year after exhausting all sick leave credit and collective bargaining agreement sick leave benefits, if any, but not earlier than the fourth day of the temporary total disability;
 - i. *Provided*, that s/he is in the service at the time of disability or if separated from the service, has rendered at least three (3) years of service and has paid at least six (6) monthly contributions in the twelve-month

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- period immediately preceding disability;
- ii. *Provided, however,* That a member cannot enjoy the temporary total disability benefit and sick leave pay simultaneously;
 - iii. *Provided, further,* That if the disability requires more extensive treatment that lasts beyond one hundred twenty (120) days, the payment of the temporary total disability benefit may be extended by the GSIS but not to exceed a total of two hundred forty (240) days.
- b. The temporary total disability benefit is in no case be less than seventy pesos (PHP70.00) a day.
 - c. The notices required of the member and the employer, the mode of payment, and other requirements for entitlement to temporary total disability benefits is provided for in the rules and regulations to be prescribed by the GSIS.
4. Non-scheduled disability. For injuries or illnesses resulting in disability not listed in the schedule of partial/total disability, the GSIS determines the nature of the disability and the corresponding benefits thereof.
- a. Survivorship and death benefits. Survivorship and death benefits are granted to surviving and qualified beneficiaries of the deceased member or pensioner to cushion them against the adverse economic, psychological, and emotional loss resulting from the death of a wage earner or pensioner. When a member or pensioner dies, the beneficiaries is entitled to survivorship benefits provided for in Sections 21 and 22 of R.A. 8291 subject to the following conditions:

Article 56. Survivorship Benefits

- a) The survivorship benefits payable to the beneficiaries are either or both of the following:
 - i. Survivorship pension. The basic survivorship pension for the spouse is fifty percent (50%) of the basic monthly pension while the survivorship pension for dependent children do not exceed the remaining fifty percent (50%).
 - ii. A cash payment equivalent to one hundred percent (100%) of the average monthly compensation for each year of service the deceased member has paid contributions.

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- b) The survivorship pension is paid as follows depending who the surviving beneficiaries are:

Survivors	Entitlements
Dependent spouse only	Basic survivorship pension for life or until remarriage
Dependent children only	Basic survivorship pension for as long as qualified plus the dependent children's pension equivalent to 10% of basic monthly pension (for every dependent child not exceeding five (5), counted from the youngest and without substitution)
Dependent spouse and dependent children	Basic survivorship pension for spouse for life or until remarriage and dependent children's pension

- c) If at the time of death the member was in the service and has rendered at least three (3) years service
- i. The primary beneficiaries receive the survivorship pension plus the cash payment; or
 - ii. In the absence of primary beneficiaries, the secondary beneficiaries receive the cash payment; or
 - iii. In the absence of both the primary and secondary beneficiaries, the legal heirs receive the cash payment.
- d) If at the time of death the member was in the service with less than three (3) years service or was separated from the service with at least three (3) years of service and has paid thirty-six (36) monthly contributions within the five-year period immediately preceding the death; or has paid a total of at least one hundred eighty (180) monthly contributions prior to the death:
- i. The primary beneficiaries receive the survivorship pension; or
 - ii. In the absence of primary beneficiaries, the secondary beneficiaries receive the cash payment; or
 - iii. In the absence of both the primary and secondary beneficiaries, the legal heirs receive the cash payment.
- e) Upon the death of a retiree-pensioner or a member receiving the monthly income benefit for permanent total disability, the primary beneficiaries receive the survivorship pension.

In the case of a pensioner who dies within the period covered by the lump sum, the survivorship pension is paid only after the expiration of the said period.

- f) If the cause of death is accidental, the above life insurance benefits also accrue. The GSIS pay the accidental death benefit upon receipt of written notice within thirty (30) days from the date of death of the member if the following conditions are met:


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- i. Due proof that such death resulted, directly and independently of all other causes, from bodily injury and while his/her insurance is in force at the time of death; and
 - ii. That said death was caused solely by external, violent, and accidental means and not intentionally caused or provoked by the member and occurred within ninety (90) days from the date of the accident.
- g) However, the accidental death benefit is not paid if the member's death resulted, either directly or indirectly, from any of the following causes:
- i. Suicide or self-inflicted injuries, whether the member be sane or insane;
 - ii. Any violation of the law by the member;
 - iii. Assault provoked by him/her;
 - iv. Strike, riot, insurrection, or war, or any act incident thereto;
 - v. Submarine expedition or operation except as fare paying passenger;
 - vi. Physical or mental infirmity, sickness or disease of any kind, pregnancy, or childbirth;
 - vii. Poisoning or infection, if not occurring simultaneous with and as a consequence of a cut or wound sustained in an accident;
 - viii. Nuclear energy explosion of any nature whatsoever;
 - ix. Habitual intoxication;
 - x. Use of dangerous drugs without physician's prescription;
 - xi. Intentional exposure to unnecessary danger; or
 - xii. Injuries of which there is no visible contusion or wound on the exterior of the body, except in cases of drowning and internal injuries as revealed by autopsy.

The GSIS may, before payment, examine the body and make an autopsy.

Article 57. Funeral benefits

- 1). Funeral benefits are determined and specified by the GSIS rules and regulations and is paid upon the death of:
 - a. an active member as defined under Section 2e) of R.A. 8291; or
 - b. a member who has been separated from the service, but who may be entitled to future separation or retirement benefits pursuant to Section 4 of this Act; or
 - c. a pensioner, as defined in Section 20) of this Act; or
 - d. a retiree who at the time of retirement was of pensionable age under this Act but who opted to retire under R.A. 1616 or R.A. 8291.
- 2). The funeral benefits are paid to one of the following, in the order in which they appear below:
 - a. the surviving spouse;
 - b. the legitimate child who spent for the funeral services; or
 - c. any other person who can show incontrovertible proof of having borne the funeral expenses.

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- 3.) The following are not entitled to funeral benefits:
- a. All survivorship pensioners;
 - b. Those who have optional life insurance coverage only

Note: Prescription period – Claims for benefits other than life and retirement prescribe after four years from the date of contingency. Life and retirement claims therefore do NOT have any prescription period.

8.3. Loans

Article 58. Salary loan. A member of the System may apply for a salary loan with one's salary as security under the following schedule:

Premium Paid	Salary Loan Available	Interest Rate
20 months	1 month	8%
40 months	2 months	8%
60 months	3-5 months	8% – 1st 3 mos.
120 months	6-8 months	12% – 4th mo. and beyond

Article 59. Policy loan. A policy loan is granted to a member after the policy has been in force for one (1) year, with the policy as security.

Section 9 Pag-IBIG Benefits

Article 60. The Home Development Mutual Fund, popularly known as Pag-IBIG Fund (Pagtutulungan sa Kinabukasan: Ikaw, Bangko, Industriya at Gobyerno), is a provident savings system, supported by matching contributions of employers with housing as the primary investment, to assist employees in acquiring or constructing their own homes. It is open to all government and private employees and other working groups (contract workers and self-employed) who are willing to contribute the prescribed amount monthly to the Fund.


[P.D. 1530; amended by P.D. 1752; E.O. no. 35, Office of the President of the Philippines; R.A. 7742; R.A. 8501]

Article 61. A member of good standing is eligible to apply for housing loan, under such terms as may be authorized by the Board of Trustees, taking into account ability to pay.

9.1. Expanded Housing Loan

Article 62. Expanded housing loan finances any or a combination of the following:

- a. Purchase of residential unit or a fully developed lot
- b. Purchase of a lot and construction of a house

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- c. Construction or completion of a residential unit on a lot owned by the member
- d. House improvement

9.2. Pag-IBIG Multi-Purpose Loan (MPL)

Article 63. Pag-ibig Multi - Purpose Loan (MPL) provides assistance for the following:

- a. Medical and educational expenses
- b. Livelihood
- c. Minor home improvement
- d. Purchase of appliance and furniture, etc.

9.3. Provident Benefit

Article 64. Membership maturity is reached at the end of a twenty (20) year-period of membership with Pag-IBIG, when a member would have completed two hundred forty (240) monthly contributions. A member can then withdraw his/her provident benefit.

- a. Qualification

All Pag-IBIG members who have completed 20 years of membership, starting from the month that they made their initial contribution, and who have made a total of 240 monthly contributions at the time of maturity may claim their provident savings from Pag-IBIG.

At the same time, members with gaps in their membership due to valid suspensions of their contributions are also qualified to withdraw their savings. The valid reasons for suspension are: unemployment due to termination, resignation, suspension, company closure, or health reasons; leave without pay.
- b. Amount to be received

Members receive an amount equivalent to their total personal contributions, employer counterpart shares (if any) and credited dividends. However, the balance of their loans from Pag-IBIG, if any, is deducted from the proceeds of their provident benefit.
- c. Procedure for application

An employed member files his/her application for provident benefits through his/her Fund Coordinator or employer upon completing two hundred forty (240) monthly contributions. Pag-IBIG notifies the member when his/her provident savings benefit is ready for payment.

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CHAPTER 8

Conduct, Restrictions and Discipline


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Section 1 General Provisions on Discipline

Article 1. Duty bound to observe the highest level of decorum and professionalism in his dealings, each faculty member abides by the Code of Conduct and Ethical Standards for Public Officials and Employees. Penalties for unprofessional conduct and misbehavior are based on existing University Rules and Civil Service Regulations that include reprimand, suspension or dismissal depending upon the severity of the charge.

Article 2. No officer or employee in the Civil Service is suspended or dismissed except for cause as provided by law and after due process. The following is grounds for disciplinary action:

- a. Dishonesty;
- b. Oppression;
- c. Neglect of duty;
- d. Misconduct;
- e. Disgraceful and immoral conduct;
- f. Being notoriously undesirable;
- g. Discourtesy in the course of official duties
- h. Inefficiency and incompetence in the performance of official duties
- i. Receiving for personal use of a fee, gift or other valuable thing in the course of official duties or in connection therewith when such fee, gift, or other valuable thing is given by any person in the hope or expectation of receiving a favor or better treatment than that accorded other persons, or committing acts punishable under the anti-graft laws;
- j. Conviction of a crime involving moral turpitude;
- k. Improper or unauthorized solicitation of contributions from subordinate employees and by faculty members or school officials from school children;
- l. Violation of existing Civil Service Law and rules or reasonable office regulations;
- m. Falsification of official document;
- n. Frequent unauthorized absences or tardiness in reporting for duty, loafing or frequent unauthorized absences from duty during regular office hours;
- o. Habitual drunkenness;
- p. Gambling prohibited by law;
- q. Refusal to perform official duty or render overtime service;
- r. Disgraceful, immoral or dishonest conduct prior to entering the service;
- s. Physical or mental incapacity or disability due to immoral or vicious habits;
- t. Borrowing money by superior officers from subordinates or lending by subordinates to superior officers;
- u. Lending money at usurious rates of interest;
- v. Willful failure to pay just debts or willful failure to pay taxes due to the government;

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- w. Contracting loans of money or other property from persons with whom the office of the employee concerned has business relations;
- x. Pursuit of private business, vocation or profession without the permission required by Civil Service rules and regulations;
- y. Insubordination;
- z. Engaging directly or indirectly in partisan political activities by one holding a non-political office;
 - aa. Conduct prejudicial to the best interest of the service;
 - bb. Lobbying for personal interest or gain in legislative halls or offices without authority;
 - cc. Promoting the sale of tickets in behalf of private enterprises that are not intended for charitable or public welfare purposes and even in the latter cases if there is no prior authority; and
 - dd. Nepotism.

(Chapter 7 Section 46, EO 292)

Section 2

Grounds for Administrative Disciplinary Action

Article 3. In addition to the grounds for administrative disciplinary action prescribed under existing laws, the acts and omissions of any official or employee, whether or not he/ she holds office or employment in a casual, temporary, hold-over, permanent or regular capacity, declared unlawful or prohibited by the Code, constitute grounds for administrative disciplinary action, and without prejudice to criminal and civil liabilities provided herein, such as:

- (a) Directly or indirectly having financial and material interest in any transaction requiring the approval of his office. Financial and material interest is defined as a pecuniary or proprietary interest by which a person will gain or lose something;
- (b) Owning, controlling, managing or accepting employment as officer, employee, consultant, counsel, broker, agent, trustee, or nominee in any private enterprise regulated, supervised or licensed by his office, unless expressly allowed by law;
- (c) Engaging in the private practice of his profession unless authorized by the Constitution, law or regulation, provided that such practice will not conflict or tend to conflict with his official functions;
- (d) Recommending any person to any position in a private enterprise which has a regular or pending official transaction with his office, unless such recommendation or referral is mandated by (1) law, or (2) international agreements, commitment and obligation, or as part of the functions of his office;
- (e) Disclosing or misusing confidential or classified information officially known to him by reason of his office and not made available to the public, to further his private interests or give undue advantage to anyone, or to prejudice the public interest;

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- (f) Soliciting or accepting, directly or indirectly, any gift, gratuity, favor, entertainment, loan or anything of monetary value which in the course of his official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of, his office. The propriety or impropriety of the foregoing is determined by its value, kinship or relationship between giver and receiver and the motivation. A thing of monetary value is one which is evidently or manifestly excessive by its very nature.
- (g) Obtaining or using any statement filed under the Code for any purpose contrary to morals or public policy or any commercial purpose other than by news and communications media for dissemination to the general public;
- (h) Unfair discrimination in rendering public service due to party affiliation or preference;
- (i) Disloyalty to the Republic of the Philippines and to the Filipino people;
- (j) Failure to act promptly on letters and request within fifteen (15) days from receipt, except as otherwise provided in these Rules;
- (k) Failure to process documents and complete action on documents and papers within a reasonable time from preparation thereof, except as otherwise provided in these Rules;
- (l) Failure to attend to anyone who wants to avail himself of the services of the office, or to act promptly and expeditiously on public personal transactions;
- (m) Failure to file sworn statements of assets, liabilities and net worth and disclosure of business interests and financial connections; and
- (n) Failure to resign from his position in the private business enterprise within thirty (30) days from assumption of public office when conflict of interest arises, and/or failure to divest himself of his shareholdings or interests in private business enterprise within sixty (60) days from such assumption of public office when conflict of interest arises, the official or employee must either resign or divest himself of said interests within the periods herein-above provided, reckoned from the date when the conflict of interest had arisen.

(RA 6713 Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees Rule X)

Section 3 **Specific Offenses**

Article 4. Administrative offenses with corresponding penalties are classified into grave, less grave or light, depending on their gravity and effects on the government service.

Article 5. Grave offenses are those which may be punished with dismissal from the service for the first offense or the maximum of one (1) year suspension for the first offense and dismissal from the service for the second offense. The following Grave Offenses are punishable with dismissal:

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- a. Serious Dishonesty;
- b. Gross Neglect of Duty;
- c. Grave Misconduct;
- d. Being Notoriously Undesirable;
- e. Conviction of a crime involving moral turpitude;
- f. Falsification of Official Document;
- g. Physical or mental incapacity due to immoral or vicious habits;
- h. Receiving for personal use of a fee, gift or other valuable thing in the course of official duties when the same is given by any person in the hope or expectation of receiving a favor or better treatment, or committing other acts punishable under the anti-graft laws;
- i. Contracting loans of money or property from reasons with whom the office of the employee has business relations;
- j. Soliciting or accepting directly or indirectly, any gift, gratuity, favor, entertainment, loan or anything of monetary value which in the course of his/her official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of his/her office. The propriety or impropriety of the foregoing is determined by its value, kinship, or relationship between giver and receiver and the motivation. A thing of monetary value is one which is evidently or manifestly excessive by its very nature;
- k. Nepotism; and
- l. Disloyalty to the Republic of the Philippines.

Article 6. The following Grave Offenses are punishable by suspension of six (6) months and one (1) day to one (1) year for the first offense and dismissal from the service for the second offense, to wit:

- a. Less serious dishonesty;
- b. Oppression;
- c. Disgraceful and immoral conduct;
- d. Inefficiency and incompetence in the performance of official duties;
- e. Frequent unauthorized absences or tardiness;
- f. Refusal to perform official duty;
- g. Gross insubordination;
- h. Conduct prejudicial to the best interest of the service;
- i. Directly or indirectly having financial, and material interest in any transaction requiring the approval of his office. Financial and material interest is defined as pecuniary or proprietary interest by which a person will gain or lose something;
- j. Owning, controlling, managing, or accepting employment as officer, employee, consultant, counsel, broker, agent, trustee or nominee in any private enterprise regulated, supervised, or licensed by his/ her office unless expressly allowed by law;


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- k. Disclosing or misusing confidential or classified information officially known to him/her by reason of his/her office and not made available to the public, to further his/her private interest, or give undue advantage to anyone, to prejudiced the public interest;
- l. Obtaining or using any statement filed under the Code of Conduct and Ethical Standards for Public Officials and Employees for any purpose contrary to morals, public policy, or any commercial purpose other than by news and communications media for dissemination to the general public; and
- m. Recommending any person to any position in a private enterprise which has a regular or pending official transactions with his/ her office, unless such recommendation or referral is mandated by law or international agreement, commitment and obligation, or as part of the functions of his/ her office.

Article 7. The Grave Offense of inefficiency and incompetence in the performance of official duties is punishable by demotion. In this case, the guilty person is appointed to the next lower position to which he/she is qualified in the plantilla of the agency. In case there is no such next lower position available, he/ she suffers diminution in the salary corresponding to the next salary grade.

Article 8. Less Grave Offenses. The following Less Grave Offenses are punishable by suspension of one (1) month and one (1) day to six (6) months for the first offense; and dismissal from the service for the second offense:

- a. Simple Neglect of Duty;
- b. Simple Misconduct;
- c. Discourtesy in the course of official duties;
- d. Violation of existing Civil Service Law and Rules of serious nature;
- e. Insubordination;
- f. Habitual Drunkenness;
- g. Unfair discrimination in rendering public service due to party affiliation or preference;
- h. Failure to file sworn statement of assets, liabilities and net worth, and disclosure of business interests and financial connections including those of their spouses and unmarried children under eighteen (18) years of age living in their households;
- i. Failure to resign from his/her position in the private business enterprise within thirty (30) days from assumption of public office when conflict of interest arises; Provided, however, that for those who are already in the service and conflict of interest arises, the official or employee must either resign or divest himself/ herself of said interest within the periods herein above provided, reckoned from the date when the conflict of interest had arisen; and
- j. Engaging directly or indirectly in partisan political activities by one holding non-political office.

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Article 9. The Less Grave Offense of Simple Dishonesty is punishable by suspension of one (1) month and one (1) day to six (6) months for the first offense; six (6) months and one (1) day to one (1) year for the second offense; and dismissal for the third offense.

Article 10. Light Offenses. The following Light Offenses are punishable by reprimand for the first offense; suspension of one (1) to thirty (30) days for the second offense; and dismissal from the service for the third offense:

- a. Simple Discourtesy in the course of official duties;
- b. Improper or unauthorized solicitation of contributions from subordinate employees and by faculty members or school officials from school children;
- c. Violation of reasonable office rules and regulations;
- d. Frequently unauthorized tardiness (Habitual Tardiness);
- e. Gambling prohibited by law;
- f. Refusal to render overtime service;
- g. Disgraceful, immoral or dishonest conduct prior to entering the service;
- h. Borrowing money by superior officers from subordinates;
- i. Willful failure to pay just debts or taxes due to the government-- The term "just debts" applies only to: (1.) Claims adjudicated by a court of law or (2.) Claims existence and justness of which are admitted by the debtor;
- j. Lobbying for personal interest or gain in legislative halls and offices without authority;
- k. Promoting sale of tickets in behalf of a private enterprises that are not intended for charitable or public welfare purposes and even in the latter cases, if there is no prior authority;
- l. Failure to act promptly on letters and request within fifteen (15) working days from receipt, except as otherwise provided in the rules implementing the Code of Conduct and Ethical Standards for Public Officials and Employees;
- m. Failure to process documents and complete action on documents and papers within a reasonable time from preparation thereof, except as otherwise provided in the rules implementing the Code of Conduct and Ethical Standards for Public Officials and Employees;
- n. Failure to attend to anyone who wants to avail himself/herself of the services of the office, or act promptly and expeditiously on public transactions;
- o. Engaging in private practice of his/her profession unless authorized by the Constitution, law or regulation, provided that such practice will not conflict with his/her official functions; and
- p. Pursuit of private business, vocation or profession without the permission required by the Civil Service rules and regulations.

(Revised Rules on Administrative Cases in the Civil Service Rule 10 Section 46)

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Section 4

Complaints Against Other Faculty Members

Article 11. Whenever complaints are filed for unprofessional behavior and conduct, the following grievance procedure is followed:


- a. Complaints against administrative officials and employees, including Vice-Presidents and Deans, are lodged with the Office of the President who, after evaluating the complaint, may form a Committee created for that purpose, which include, whenever practicable, a member of the bar and a representative from the personnel department. Said Committee evaluates the complaint, and if warranted hear the case and recommend its findings to the President for his/her decision. The President decides the case and his/her decision is final unless an appeal is made to the Board within thirty (30) days.
- b. Administrative complaints against faculty members for unprofessional behavior and misconduct are filed with the Dean of the College concerned who will form a committee of at least three (3) persons who will hear and recommend the case to the said Dean for his/her decision. Said decision is final unless appealed to the President within thirty (30) days from notice thereof.
- c. The proceedings, findings and recommendation of the committees in paragraphs "a" and "b" are in writing and all documents, papers and other evidence received form part of the records of the case and forwarded to the Dean or President, as the case may be. Unless warranted by circumstances and other justifiable reasons, all proceedings is terminated and accomplished within sixty (60) days from organization.
- d. Penalties for unprofessional conduct and misbehavior are based on existing University Rules and Civil Service Regulations that include reprimand, suspension or dismissal depending upon the severity of the charge.

Article 12. For serious offenses including crimes and other felonies, administrative complaints are filed with the University Council who hears and decides the case. Decisions can be appealed to the Office of the President whose decision is final.

(Arts. 218-220, University Code of 2005)

Article 13. For disciplinary and administrative cases, the Office of the University Legal Counsel assigns one lawyer to act as investigating officer to conduct a preliminary investigation against the complained University employee. If prima facie case is established, the investigating officer makes a recommendation by filing a formal charge or notice of charge against the complaint of the university personnel subject to the Board of Regents (BOR). A formal investigation is conducted by the University Legal Counsel as hearing officer. The procedure on the Revised Rules on Administrative Cases in the Civil Service Commission (CSC) is complied with in the conduct of the formal investigation. After the conclusion of investigation of the hearing officer, the latter submits the investigation report to the BOR for action or decision.

(PAO no. 42 series of 2015)

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Section 5 Guidelines in Administrative Cases

Article 14. The following guidelines are observed in Administrative cases brought against any administrative official, employee and faculty member, including Vice Presidents and Deans:

- a. Complaints against administrative officials and employees, including Vice Presidents and Deans, are lodged with the Office of the University President. Administrative complaints against faculty members are lodged with the Dean of the College concerned; provided, however, that for serious offenses including crimes and other felonies, the same is lodged with the University Council;
- b. The University President may designate one (1) lawyer of the University to act as an Investigating Officer to conduct the required preliminary investigation on the complaint filed against the official, employee or faculty member concerned in accordance with the Revised Rules on Administrative Cases in the Civil Service (RRACCS);
- c. If the Investigation Officers determine that there (sic) prima facie case against the official, employee or faculty member concerned, he/she recommends the filing of formal charges against him, otherwise he/she dismisses the complaint;
- d. If the Investigation Officer's recommendation is for the filing of formal charges, he/she prepares the Formal Charge Sheet to be signed by the Vice President for Administration (VPA). His findings together with the Formal Charge Sheet is endorsed to the University Legal Counsel, acting as the Hearing Officer, for formal investigation in accordance with the RRACCS; and
- e. The resolution of the Hearing Officer on the complaint is submitted to the University President for approval. The decision of the University President is come final and executor unless appealed to the Board of Regents within thirty (30) days from receipt hereof by the official, employee or faculty member concerned; provided, however, that for serious offenses, i.e. crimes and other felonies, the decision of the President is final.

Article 15. The Human Resources and Development Office (HRDO) ensures that copies of this order are furnished to all recognized employees' unions in the University and all administrative and academic units of the University. The HRDO causes the publication of the Order in the PLM webpage.

(PAO No. 3, s. 2016)

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Glossary of Terms

Complaint – either written or spoken feelings of dissatisfaction expressed by an employee with some aspects of his/her working conditions, relationships or status that are outside the control of the complainant.

Conflict of interest – arises when a public official or employee is a member of a board, an officer or a substantial stockholder of a private corporation or owned or has a substantial interest in business, and the interest of such corporation or business, or his rights or duties therein, may be opposed to or affected by the faithful performance of official duty.

Commutation of leave credits – refers to conversion of unused leave credits of employees to their corresponding money value.

Confidential Information – means any information relative to the subject of mediation or arbitration, expressly intended by the source not to be disclosed, or obtained under circumstances that would create a reasonable expectation on behalf of the source that the information is not disclosed. It includes (1) communication, oral or written, made in a dispute resolution proceedings, including memoranda, notes or work products of the neutral party or non-party participant, as defined in this Act; (2) an oral or written statement made or which occurs during mediation or for purposes of considering, conducting, participating, initiating, continuing of reconvening mediation or retaining a mediator and (3) pleadings, motions, manifestations, witness statements, reports filed or submitted in an arbitration , or for expert evaluation.

Extension Load – refers to the equivalent teaching unit given to a faculty member doing extension services.


Faculty – regular plantilla-based set of people of the LCU appointed to a faculty rank who are directly engaged in teaching, research and extension services.

Faculty Rank – the classification of faculty into Professor, Assoc. Prof. Asst. Prof. and Instructor positions, which is further classified into sub ranks pursuant to applicable rules and regulations.

Grievance – refers to work related issues giving rise to faculty members' dissatisfaction.

Grievance Procedure – this refers to the methods of determining and finding the best way to remedy the specific cause or causes of the complaint or grievance.

Leave of absence – generally defined as a right granted to officials and employees not to report for work with or without pay as may be provided by law.

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Maternity leave – refers leave of absence granted to female government employees legally entitled thereto in addition to vacation and sick leave. The primary intent or purpose of granting maternity leave is to extend working mothers some measure of financial help and to provide her a period of rest and recuperation in connection with her pregnancy.

Merit System – a system in which the comparative merit or achievement governs the selection, utilization, training, retention and discipline of the faculty members of the Pamantasan.

Monetization – refers to payment in advance under prescribed limits and subject to specified terms and conditions of the money value of leave credits of an employee upon his request without actually going on leave.

Paternity leave – refers to the privilege granted to a married male employee allowing him not to report for work for seven (7) days while continuing to earn the compensation therefore, on the condition that his legitimate spouse has delivered a child or suffered a miscarriage, for purposes of enabling him to effectively lend care and support to his wife before, during and after childbirth as the case may be and assist in caring for his newborn.


Pregnancy – refers to the period between conception and delivery or birth of a child. For purposes of maternity leave, miscarriage is within the period of pregnancy.

Qualification Standards – is a statement of the minimum qualifications for a position which shall include education, experience, training, civil service eligibility, and physical characteristic and personality traits required for the performance of the job or set of duties. The civil service eligibility can be dispensed with for appointment to faculty ranks; however RA1080 is required if the subjects to be taught are covered by bar/board laws.

Reappointment – is a re-issuance of appointment during reorganization, devolution, salary standardization, or similar events or subsequent appointment of a substitute faculty member.

Reclassification/Upgrading – Change of position title with increase in salary grade. This is for effective execution of function and duties attached to the position and for the employee to perform an all-around adaptability in meeting diverse work assignment. This requires issuance of appointment.

Reemployment – means a reappointment of a person who has been previously permanently appointed but separated from the service as a result of reduction in force, reorganization and/or voluntary resignation, early retirement and disciplinary action such as dropping from the rolls and other modes of separations. It presupposes a gap in the service.

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Reinstatement – is a reappointment of a person who has been previously appointed to a position in the career service with no delinquency or misconduct but has been separated there from, or the restoration of one who has exonerated of the administrative charges filed against him. (Sec. 6 Rule VII Bk. 5 EO 292.

Renewal – is a subsequent appointment issued upon the expiration of contractual/casual or temporary appointment if a qualified eligible is still not available. The renewal presupposes no gap in service.

Research Load – refers to the equivalent teaching unit given to a faculty member doing research work in a given semester.

Secondment – is a movement of an employee from one department or agency to another which is temporary in nature; it may not require the issuance of an appointment but may either involve reduction or increase in salary (Sec. 9 Rule VII Bk 5, EO 292). Secondment exceeding one (1) year however, shall involve issuance of appointment by the receiving agency. While on Secondment, the seconded official/employee is on leave without pay from his mother agency. A seconded employee draws his salary from the receiving agency as compared to an employee on detail who draws salary from the mother agency.

Sick leave – refers to leave of absence granted only on account of sickness or disability on the part of the employee concerned or any member of his immediate family.


Special privileges leave – refers to leave of absence which officials or employees may avail of for a maximum of three (3) days annually over and above the vacation, sick, maternity and paternity leaves to mark personal milestones and/or attend filial and domestic responsibilities.

Study load – refers to the total number of academic units a faculty has enrolled in a particular semester.



Transfer – is a movement of one position to another which is of equivalent rank, level or salary without a gap in service. It requires the issuance of an updated appointment.


Vacation leave – refers to leave of absence granted to officials and employees for personal reasons, the approval of which is contingent upon the necessities of the service.

Vacation Service Credit – refers to the leave credits earned by public school faculty members for services rendered during activities authorized by proper authorities during long and Christmas vacation. These credits are used to offset their absences due to illness or to offset proportional deduction in vacation salary due to absences for personal reasons or late appointment.

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ANNEX A Delegation of Authorities

	PAMANTASAN NG LUNGSOD NG MAYNILA (University of the City of Manila) General Luna cor. Muralla Sts., Intramuros, Manila	
Office of the University President		
PAMANTASAN Administrative Order No. 4 - GPP s. 2017	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> PAMANTASAN NG LUNGSOD NG MAYNILA ACADEMIC AFFAIRS OFFICE RECEIVED By: <i>g/ 2017-0228-1</i> Date: <i>12-28-17</i> Time: <i>10:00 a.m.</i> </div>	
<p>SUBJECT: DELEGATION OF AUTHORITIES TO THE VICE PRESIDENTS</p> <p>In the interest of service and pursuant to Article 48 of the University Code of 2005, in order to promote efficiency, responsiveness, and accountability in all University operations and transactions the respective Vice Presidents are hereby given authority to approve the following matters, for and in behalf of the University President:</p>		
I. The Vice President for Academic Affairs shall have the authority to approve the following matters:		
<ol style="list-style-type: none"> 1. Scheduling of the Pamantasan ng Lungsod ng Maynila Admission Test (PLMAT), Medical College Admission Test (MCAT), and College of Law Admission Test (CLAT), including extensions thereto and/or postponements; 2. Request/s for Renewal of Memoranda of Agreement (MOAs), Contracts of Affiliation and any agreement between the University and partner institutions/agencies for the internship/ practicum/ on-the-job (OJT) training/s and other similar trainings or activities of students; 3. Payment of honoraria to thesis/dissertation advisers and panelists; 4. Request/s for faculty attendance and participation to activities, seminars, trainings and workshops outside the University; 5. Requests for students' attendance and participation to activities, seminars, trainings, competitions and workshops outside the University; 6. Approval of research incentives to qualified faculty members; 7. Approval of extension services to be undertaken outside the University; 8. Permit to Teach outside the University of full-time faculty members; 9. Application/s for Permit to Study of employees under his/her office; 10. Application/s for leaves (VL, SL, SPL, FL, maternity, paternity and other leaves as provided under pertinent government rules and issuances) of employees under his/her office; 11. Approval of any matter within and under the Office of the Vice President for Academic Affairs (OVPA) which does not require the approval of the Board of Regents. 		
II. The Vice President for Administration shall have the authority to approve the following matters:		
<ol style="list-style-type: none"> 1. Request/s for the use of University facilities; 2. Request/s for attendance and participation to activities, seminars, trainings and workshops of employees under his/her office; 3. Letter request for payment of honoraria; 4. Application/s for Permit to Study of employees under his/her office; 5. Application/s for leaves (VL, SL, SPL, FL, maternity, paternity and other leaves as provided under pertinent government rules and issuances) of employees under his/her office; 6. Approval of any matter within and under the Office of the Vice President for Administration (OVPA) which does not require the approval of the Board of Regents. 		
III. The Vice President for Finance and Management shall have the authority to approve the following matters:		
<ol style="list-style-type: none"> 1. Disbursement Vouchers amounting to Five Hundred Thousand Pesos (Php500,000.00) and above, and all payrolls except for the payroll of Job Order personnel; 2. Renewal of Savings Account/s of the University; 3. Transmittal of Mobile Loan Savers to Land Bank of the Philippines; 4. Remittance Return to the Bureau of Internal Revenue (BIR); 5. Monthly remittances filing to the Government Service Insurance System (GSIS); 6. Request/s for fidelity bond. 7. Monetization of Leave Credits 8. Application/s for Permit to Study of employees under his/her office; 9. Application/s for leaves (VL, SL, SPL, FL, maternity, paternity and other leaves as provided under pertinent government rules and issuances) of employees under his/her office; 10. Request/s for attendance and participation to activities, seminars, trainings and workshops of employees under his/her office; 11. Approval of any matter within and under the Office of the Vice President for Finance and Management (OVPFM) which does not require the approval of the Board of Regents. 		

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<p>IV. The Vice President for Legal Affairs shall have the authority to approve the following matters:</p> <ol style="list-style-type: none"> 1. Preliminary Investigation Reports; 2. Application/s for Permit to Study of employees under his/her office; 3. Application/s for leaves (VL, SL, SPL, FL, maternity, paternity and other leaves as provided under pertinent government rules and issuances) of employees under his/her office; 4. Request for attendance and participation to activities, seminars, trainings and workshops of employees under his/her office. 5. Approval of any matter within and under the Office of the Vice President for Legal Affairs (OVPLA) which does not require the approval of the Board of Regents.
<p>V. The Vice President for Public Affairs shall have the authority to approve the following matters:</p> <ol style="list-style-type: none"> 1. Request/s for the renewal of Memoranda of Agreement (MOA) for Scholarship Programs provided no change in the terms and conditions shall be introduced thereto; 2. Request/s by scholarship provider/s to use the President Ramon Magsaysay Entrepreneurial Center (PRMEC); 3. Application/s for Permit to Study of employees under his/her office; 4. Application/s for leaves (VL, SL, SPL, FL, maternity, paternity and other leaves as provided under pertinent government rules and issuances) of employees under his/her office; 5. Request for attendance and participation to activities, seminars, trainings and workshops of employees under his/her office; 6. Approval of any matter within and under the Office of the Vice President for Public Affairs (OVPPA) which does not require the approval of the Board of Regents.
<p>VI. The Vice President for Information and Communication Technology shall have the authority to approve the following matters:</p> <ol style="list-style-type: none"> 1. Request/s for the renewal of Memoranda of Agreement (MOA) for projects and activities involving Information and Communication Technology; 2. Application/s for Permit to Study of employees under his/her office; 3. Application/s for leaves (VL, SL, SPL, FL, maternity, paternity and other leaves as provided under pertinent government rules and issuances) of employees under his/her office; 4. Request for attendance and participation to activities, seminars, trainings and workshops of employees under his/her office; 5. Approval of any matter within and under the Office of the Vice President for Information and Communication Technology (OVPICTO) which does not require the approval of the Board of Regents.

The Vice President/s concerned shall likewise have the authority to approve Purchase Request/s for projects under their office not exceeding Php500,000.00.

Provided, that the approval of any of the foregoing University matters shall be in compliance with existing University procedures and guidelines, as well as with pertinent laws, policies, rules and regulations upon the matter.

Provided further, that the respective Vice Presidents shall promptly and expeditiously inform the University President of any and all actions they take in relation to these matters, in a timely and effective manner;

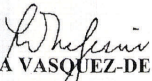
Provided furthermore, that any action thereof made by the respective Vice Presidents shall not preclude or prevent the University President from modifying, amending, reversing, restraining, or invalidating the action/s of the Vice Presidents concerned at any time after being informed thereof;


Provided finally, that the respective Vice Presidents shall be primarily and directly accountable, responsible and liable for the following matters to the University President in the exercise of her power of control and supervision.

Pamantasan Administrative Order (PAO) No. 3, series of 2015 is hereby amended accordingly. All other administrative issuances, orders, regulations or parts thereof that are contrary or inconsistent with this Order are hereby deemed superseded or repealed accordingly.

This order shall take effect immediately.


Signed this 24th day of February, 2017 at the City of Manila.


MA. LEONORA VASQUEZ-DE JESUS, Ph.D.
University President

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Annex B

Minimum Qualification Standards for Appointment to Faculty Rank and Position
<p>INSTRUCTOR I</p> <p>Education : Master's Degree in the area of specialization</p> <p>Experience : 1 year of relevant experience</p> <p>Training : 4 hours of relevant training</p> <p>Eligibility : None required RA 1080 (For courses requiring BAR or BOARD eligibility)</p> <p>Salary Grade : SG 12</p>
<p>INSTRUCTOR II</p> <p>Education : Master's Degree in the area of specialization</p> <p>Experience : 1 year of relevant experience</p> <p>Training : 4 hours of relevant training</p> <p>Eligibility : None required RA 1080 (For courses requiring BAR or BOARD eligibility)</p> <p>Salary Grade : SG 13</p>
<p>INSTRUCTOR III</p> <p>Education : Master's Degree in the area of specialization</p> <p>Experience : 1 year of relevant experience</p> <p>Training : 4 hours of relevant training</p> <p>Eligibility : None required RA 1080 (For courses requiring BAR or BOARD eligibility)</p> <p>Salary Grade : SG 14</p>
<p>ASSISTANT PROFESSOR I</p> <p>Education : Master's Degree relevant to the job</p> <p>Experience : 1 year of relevant experience</p> <p>Training : 4 hours of relevant training</p> <p>Eligibility : None required RA 1080 (For courses requiring BAR or BOARD eligibility)</p> <p>Salary Grade : SG 15</p>
<p>ASSISTANT PROFESSOR II</p> <p>Education : Master's Degree relevant to the job</p> <p>Experience : 1 year of relevant experience</p> <p>Training : 4 hours of relevant training</p> <p>Eligibility : None required RA 1080 (For courses requiring BAR or BOARD eligibility)</p> <p>Salary Grade : SG 16</p>

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Minimum Qualification Standards for Appointment to Faculty Rank and Position

ASSISTANT PROFESSOR III

Education : Master's Degree relevant to the job
 Experience : 1 year of relevant experience
 Training : 4 hours of relevant training
 Eligibility : None required
 RA 1080 (For courses requiring BAR or BOARD eligibility)
 Salary Grade : SG 17

ASSISTANT PROFESSOR IV

Education : Master's Degree relevant to the job
 Experience : 2 year of relevant experience
 Training : 8 hours of relevant training
 Eligibility : None required
 RA 1080 (For courses requiring BAR or BOARD eligibility)
 Salary Grade : SG 18

ASSOCIATE PROFESSOR I


Education : Relevant Master's degree
 Experience : 2 years of relevant experience
 Training : 8 hours of relevant training
 Eligibility : None required
 RA 1080 (For courses requiring BAR or BOARD eligibility)
 Salary Grade : 19

ASSOCIATE PROFESSOR II

Education : Relevant Master's degree
 Experience : 2 years of relevant experience
 Training : 8 hours of relevant training
 Eligibility : None required
 RA 1080 (For courses requiring BAR or BOARD eligibility)
 Salary Grade : SG 20

ASSOCIATE PROFESSOR III

Education : Relevant Master's degree
 Experience : 2 years of relevant experience
 Training : 8 hours of relevant training
 Eligibility : None required
 RA 1080 (For courses requiring BAR or BOARD eligibility)
 Salary Grade : SG 21

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Minimum Qualification Standards for Appointment to Faculty Rank and Position

ASSOCIATE PROFESSOR IV

Education : Relevant Master's degree
 Experience : 3 years of relevant experience
 Training : 16 hours of relevant training
 Eligibility : None required
 RA 1080 (For courses requiring BAR or BOARD eligibility)
 Salary Grade : SG 22

ASSOCIATE PROFESSOR V

Education : Relevant Master's degree
 Experience : 3 years of relevant experience
 Training : 16 hours of relevant training
 Eligibility : None required
 RA 1080 (For courses requiring BAR or BOARD eligibility)
 Salary Grade : SG 23

PROFESSOR I


Education : Relevant Master's degree
 Experience : 4 years of relevant experience
 Training : 24 hours of relevant training
 Eligibility : None required
 RA 1080 (For courses requiring BAR or BOARD eligibility)
 Salary Grade : SG 24

PROFESSOR II

Education : Relevant Master's degree
 Experience : 5 years of relevant experience
 Training : 32 hours of relevant training
 Eligibility : None required
 RA 1080 (For courses requiring BAR or BOARD eligibility)
 Salary Grade : SG 25

PROFESSOR III

Education : Relevant Master's degree
 Experience : 5 years of relevant experience
 Training : 32 hours of relevant training
 Eligibility : None required
 RA 1080 (For courses requiring BAR or BOARD eligibility)
 Salary Grade : SG 26

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Minimum Qualification Standards for Appointment to Faculty Rank and Position

PROFESSOR IV

Education : Relevant doctorate degree
 Experience : 5 years of relevant experience
 Training : 32 hours of relevant training
 Eligibility : None required
 RA 1080 (For courses requiring BAR or BOARD eligibility)
 Salary Grade : SG 27

PROFESSOR V


Education : Relevant doctorate degree
 Experience : 5 years of relevant experience
 Training : 32 hours of relevant training
 Eligibility : None required
 RA 1080 (For courses requiring BAR or BOARD eligibility)
 Salary Grade : SG 28

PROFESSOR VI

Education : Relevant doctorate degree
 Experience : 5 years of relevant experience
 Training : 32 hours of relevant training
 Eligibility : None required
 RA 1080 (For courses requiring BAR or BOARD eligibility)
 Salary Grade : SG 29

COLLEGE/UNIVERSITY PROFESSOR


Education : Relevant doctorate degree
 Experience : 5 years of relevant experience
 Training : 32 hours of relevant training
 Eligibility : None required
 RA 1080 (For courses requiring BAR or BOARD eligibility)
 Salary Grade : SG 30

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Annex C

“Maximum Teaching Load of Part-time Faculty Members”

2.02



PAMANTASAN NG LUNGSOD NG MAYNILA
(University of the City of Manila)
General Luna cor. Muralla Sts., Intramuros, Manila



Office of the University President

PAMANTASAN
Administrative Order
No. 02, ACA s. 2017
x-----x

PAMANTASAN NG LUNGSOD NG MAYNILA
ACADEMIC AFFAIRS OFFICE
RECEIVED


By: *[Signature]* 2017-02-20
Date: 2-20-17
Time: 2:02 pm

SUBJECT: MAXIMUM TEACHING LOAD OF PART-TIME FACULTY MEMBERS

In the interest of the service and in order to ensure efficient and effective distribution of teaching loads as well as to guarantee that all academic offerings for every term of each academic year are properly covered, **the maximum teaching load of part-time faculty members is hereby increased** subject to the following provisions and conditions:

1. Part-time faculty members engaged to teach under a particular college or program may be given load/s from another college or program but in no case shall his/her teaching load exceed a total of eighteen (18) units, including loads for substitution.
2. Provided, however, that part-time faculty members teaching in engineering courses as well as in all degrees covered under Engineering Education shall remain to have a maximum teaching load of twelve (12) units as prescribed by CHED Memorandum Order No. 25, s. 2005¹.
3. Provided further, that in compliance with the pertinent CHED Memorandum Orders (CMOs) and issuances, the maximum allowable teaching load for part-time faculty members of the following degree programs shall not exceed nine (9) units:
 - a. Bachelor of Science in Nursing
 - b. Bachelor of Science in Hotel and Hospitality Management (*for those employed in government*)
 - c. Bachelor of Science in Hotel and Restaurant Management (*for those employed in government*)
 - d. Bachelor of Science in Tourism Management (*for those employed in government*)
 - e. Bachelor of Science in Travel and Tourism Management (*for those employed in government*)
 - f. Bachelor of Social Works
 - g. Bachelor of Science in Business Administration (*for those employed in government*)
 - h. Bachelor of Science in Business Economics (*for those employed in government*)
 - i. Bachelor in Public Administration (*for those employed in government*)

¹ Revised Policies, Standards and Guidelines for Engineering Education

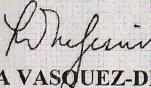
 <p>Pamantasan ng Lungsod ng Maynila Intramuros, Manila</p>	Document Title	Faculty Manual	Version No.	01
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- j. Master of Arts in Communication Management
4. The implementation of this policy shall not in any way prejudice existing issuances, *e.g.* *CHED Memorandum Orders (CMO)*, of the Commission on Higher Education (CHED) as well as those which the Commission may hereinafter promulgate pertaining to the allowable teaching loads of part-time faculty members.


All issuances, orders, regulations or parts thereof inconsistent with this Order, such as PAO No. 74, s. 2015² and PAO No. 15, s. 2008, are hereby repealed and/or deemed superseded or modified accordingly.

This Order shall take immediately.

Signed this 20th day of February 2017 at the City of Manila.


MA. LEONORA VASQUEZ-DE JESUS, Ph.D.
 University President

² Policies on Part-Time Faculty Members' Working Hours

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ANNEX D

Legal Opinion on Small Class



Republic of the Philippines
PAMANTASAN NG LUNGSOD NG MAYNILA
Intramuros, Manila



OFFICE OF THE UNIVERSITY LEGAL COUNSEL

MEMORANDUM:

FOR: ALL CONCERNED

RE: REQUEST OF ONE (1) ONIC CREDIT OF SMALL CLASSES which are REGULAR OFFERINGS

DATE: 01 August 2016

In the interest of service and to clarify existing concerns on small classes raised by four colleges (CET, CLASS, CS and CBD) in relation to possible disallowance by COA, this memorandum is hereby issued to provide guidance and clarification.

We have examined all relevant laws and government circulars such as COA, DDM, CSC rules and regulations and found that there are no existing laws governing the requirement of 117 credit for small class cases.

As a consequence, reference to University policies, rules and regulations is in order. Guided by R.A. No. 4196 (PLM Charter), the following provisions are in order:

Section 5 of R.A. No. 4196 (PLM Charter) provides that:

"All and the exercise of its corporate powers are hereby vested exclusively in the Board of Regents and the president of the University insofar as authorized by the said Board."


From the above provision, the University President was given the power to exercise PLM's corporate powers as authorized by the Board of Regents.

Furthermore, Section 6 paragraph (e) of R.A. No. 4196 (PLM Charter) provides that:

"Subject to existing laws, the Board of Regents shall have the following powers and duties, in addition to its general powers of administration and the execution of the powers of the corporation:

XXX:

(1) to appoint, on the recommendation of the president of the university, professors, instructors, lecturers and other employees of the university, to fix their compensation, terms of service, and such other terms and conditions as it may deem proper, to grant to them in its discretion, leaves of absence under such regulations as it

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Republic of the Philippines
PAMANTASAN NG LUNGSOD NG MAYNILA
Intramuros, Manila



may promulgate, and other provisions of law to the contrary notwithstanding, and to remove them for cause after an investigation and hearing shall have been had."

As a consequence, the University President is vested with the authority to issue a Pamantasan Administrative Order to govern the needed policies, rules and regulations covering the rights and obligations of professors, instructors, lecturers and other employees of the university.


Inasmong sa kanya authority, PAO No. 15 series of 2008¹ was issued covering the application of teaching load assignment on small class size. It provides that a small class size refers to a class having twenty (20) or less number of students. Further, that on small class size, the teaching load assignment shall be *the same as a regular class size* whereas the ratio of load credit shall be 1.1 (1 unit) *per hour, provided further that such small class be allowed only in the circumstances necessitating it.* Furthermore, a justification must be submitted by the Dean and is favorably recommended by the University Registrar and the Vice President for Academic Affairs (VPAA) and approved by the Executive Vice President (EVP).

As such, the VPAA and the EVP are fully vested with the authority to determine whether sufficient justification exists for the conduct of small classes and to approve or disapprove any request for small classes or any request for equivalency of credit units. Approval is not a matter of right; the authority vested by PAO No. 15 series of 2008 calls for the full exercise of discretion and intelligent judgment on the part of the VPAA and EVP based on the facts and circumstances at hand. This exercise of discretion ends for no evaluation of such sub-approval or a case by case basis to determine whether the same merits an approval or not.

Furthermore, any approval or disapproval must be guided by the following considerations in order to avoid any disallowance by COA:

1. The conduct of the small class is *justifiable and necessary* under the attendant facts and circumstances. Wherever there exists any circumstance showing that a small class may be avoided by the University without detriment to the welfare of the students, approval becomes unnecessary and is improper.
2. The class size subject for approval is sufficiently reasonable. PAO No. 15 series of 2008 allows the conduct of small classes; however, this Office is of the opinion that it is unreasonable to approve a class with less than fifteen (15) enrollees, unless there exists natural constraints on the class size.
3. The cost-benefit analysis of approval or disapproval, taking into account the actual cost of teaching a low enrolment section and administrative costs vis-a-vis the available resources of the University.
4. The student demand for each particular course/subject.

¹ Omnibus Rules on Faculty Load Assignments, Substitution and related matters

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Republic of the Philippines
PAMANTASAN NG LUNGSOD NG MAYNILA
Intramuros, Manila




That provided sufficient justification exists for the opening and conduct of a small class, the same shall be subject to the favorable recommendation by the University Registrar and the Vice President for Academic Affairs as well as the approval of the Executive Vice President before it shall be binding.

This Office would like to emphasize that strict compliance with the procedures laid down by FAO No. 15 series of 2008 is necessary before allowing the conduct of small classes. This Office further recommends that before resorting to an application for a small class size, each College should strictly observe measures for the prevention thereof, including consolidation/merger of classes, proper distribution of enrolled students, and exploring the possibility of offering the course on the succeeding semester. Failure to observe these measures will result to disapproval of the small class.

For Cebu City, August 01, 2016


ATTY. RUBEN V. ABUDA
Atty. for President for Legal Affairs

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ANNEX E

DBM Computation of EL

Section 7.13.1 of DBM Manual on Position Classification and Compensation Provides:

7.13.1 Honoraria for Teaching Overload

Faculty members are entitled honoraria for services rendered in excess of the regular teaching load. Honoraria is based on the Prime Hourly Teaching Rate (PHTR) which is computed as follows:

7.13.1.1 for undergraduate program

$$PHTR = \frac{AR}{w} T = \frac{AR}{1,600x} \times 1.25 = 0.000781 AR$$

Where:

AR annual salary rate of each faculty proposed to be paid honoraria

W Total teaching hours (40hrs/week multiplied by 40 weeks or 1600 hrs.)

T 1.25 or 125% of the faculty's remuneration for services in excess of 6 hours of actual teaching per day but not more than 2 hours

7.13.1.2 for graduate program

7.13.1.2.1 For faculty members with Bachelor's degrees and with special vocational preparation

$$PHTR = \frac{AR}{1,296} \times 1.5 = 0.00012 AR$$

7.13.1.2.2 For faculty members with Master's degrees

$$PHTR = 0.0014 AR$$


7.13.1.2.3 For faculty members with Doctorate Degrees

Management however adopts the following computation:

- a) ~~Formula to pay per hour~~ of regular faculty in the undergraduate program.


$$\frac{\text{Monthly basic salary}}{100 \text{ hour}} \times 125\%$$
- b) Regular faculty and University officials with regular faculty appointment who teach in the ~~graduate program~~ and College of Medicine is computed as follows:

$$\frac{\text{Monthly basic salary}}{100 \text{ hour}} \times 125\%$$
- c) Administrative employees with part-time faculty appointment is paid the same rate as that of equivalent regular faculty rank.

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ANNEX F Permit to Teach Form

HRD PT 2009 FORM-4
Revised per PAO #45 s 2013


 Republic of the Philippines
PAMANTASAN NG LUNGSOD NG MAYNILA
 (University of the City of Manila)
 General Luna Street cor. Muralta Street
 Intramuros, Manila, Philippines

PERMISSION TO TEACH*

NAME	Family Name	First Name	Application Date: Middle Name
OFFICE/ COLLEGE			STATUS <input type="checkbox"/> Permanent <input type="checkbox"/> Casual
DESIGNATION/ RANK			<input type="checkbox"/> Temporary <input type="checkbox"/> Within the University <input type="checkbox"/> Outside the University
PERIOD COVERED			
Name of School/s (including address and contact number/s) where faculty intends to teach			
Indicate Time Schedule			
TOTAL LOAD, PLM		TOTAL AGGREGATE LOAD	
TOTAL LOAD IN OTHER UNIVERSITIES/SCHOOL			


I hereby abide by the applicable rules and regulations on governing limited practice of profession or involvement in outside activities.

I also certify in my honor to the correctness of the information provided herein.

Signature

2. Verified Correct by: _____ Date _____ Head of Office/Unit	3. Recommended by: _____ Date _____ Vice President for Academic Affairs
Endorsed by: _____ Date _____ Chief, Human Resource Development Office	4. Action <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved _____ Date _____ University President

A copy of the requesting party Teaching Assignment is a required attachment for this request (for faculty member).
* Processing time is seven (7) working days.

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ANNEX G

ANF Memo

Republic of the Philippines
PAMANTASAN NG LUNGSOD NG MAYNILA
(University of the City of Manila)
General Luna St. cor. Muralla St.,
Intramuros, Manila, Philippines

OFFICE OF THE
VICE PRESIDENT FOR ACADEMIC AFFAIRS
Telfax: 632.527.1466
<http://www.plm.edu.ph>

MEMORANDUM

OVPAA 2015-1222-01

TO : All College Deans

SUBJECT : Absence Notification Form for Faculty Members

DATE : 22 December 2015


To comprehensively cover the actual concerns pertinent to absences of faculty members, the attached Absence Notification Form (ANF) is hereby prescribed to be utilized by all Colleges.

Without encouraging faculty members to incur absences, the ANF was designed to:

- A. simplify the process of duly notifying the College officials of the faculty members' absences;
- B. ensure that all absences are addressed with appropriate arrangements (i.e., makeup classes, substitution, etc.), so as not to shortchange the students' required contact hours; and
- C. monitor absences of faculty members at the College level.

In this regard, all College Deans are enjoined to implement the utilization of the ANF among all faculty members as follows:

1. The ANF is filled out in triplicate. One copy is submitted to the Human Resource Development Office; the second copy is submitted to the College where the faculty member reports. The remaining copy is kept by the faculty member for personal file.
2. Except for emergency cases such as sickness or any unexpected circumstances, the ANF is submitted to the College five (5) working days prior to anticipated absence. For the aforesaid emergency cases, the ANF is filed by the faculty member until twenty four (24) hours upon reporting back to work.

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3. Pertinent documents shall accompany the ANF to support the reason for absence. Such is listed under ‘attachments’.
4. To indicate whether or not the absence is recommended to be excused, the Chair shall fill out the portion for ‘remarks’.
5. Proposed arrangements for the affected class to cope with the faculty member’s absence is supported accordingly. Substitution shall only be applicable for anticipated absences.
 - a. For makeup classes, the Chair shall ensure that the arranged schedule does not interfere with other classes. The Chief of the Student Information System shall certify availability of classroom by affixing his signature on the designated box.
 - b. For substitution, the substituting instructor/professor shall affix his/her signature on the designated box to certify agreement to act on behalf of the concerned faculty member. The Chair shall further certify that no classes is affected by the arrangement.
6. The faculty member’s signature shall indicate certification that all the information stated in the ANF is true and correct.
7. The Dean’s approval of the proposed arrangement is based on the completeness and correctness of the information given in the form, and on the merit of the involved faculty member’s justification.

All Deans are further instructed to submit a monthly report of faculty members’ absences to the HRDO, and furnish the Office of the Vice President for Academic Affairs a copy thereof.

For guidance and strict compliance.

Prof. FELIX R. DEOCAMPO, Jr.
OIC-Asst. Vice President for Academic Affairs

Dr. CECILIA J. SABIO
Vice President for Academic Affairs

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PAMANTASAN NG LUNGSOD NG MAYNILA
 Intramuros, Manila
 (**NAME OF COLLEGE**)


ABSENCE NOTIFICATION FORM

Name of Faculty Member				Date of filing						
Rank				Status						
Date of absence			Proposed arrangement <input type="checkbox"/> Makeup class <input type="checkbox"/> Substitution <input type="checkbox"/> Other _____							
Reason for absence			Attachments							
			Remarks (to be filled up by Chair)							
AFFECTED CLASSES				PROPOSED ARRANGEMENT						
Subject			Regular Schedule			<i>(For makeup class)</i>			<i>(For substitution)</i>	
			Day	Time	Room	Date	Time	Room	Name of Substitute	Signature of Substitute

Certified true and correct:


(Faculty Member)

Conforme: <p align="center">(Chief, SIS)</p>	Recommending Approval: <p align="center">(Department Chair)</p>
--	---

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ANNEX H


Research Incentive Scheme



(University of the City of Manila)
Intramuros, Manila

Board of Regents
Office of the Secretary

Special Meeting
Board of Regents




President Ramon Magsaysay
Entrepreneurial Center

Board Resolution No. 3989

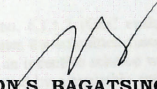
PAMANTASAN NG LUNGSOD NG MAYNILA
ACADEMIC AFFAIRS OFFICE
29 April 2016
RECEIVED
By:
Date: 06-10-16
Time: 4:48 pm

"Be it **RESOLVED**, as it is hereby **RESOLVED**,
to approve the Proposed Faculty Research Incentive
Scheme."
(Annex 4.1.A.2 of the Special Meeting is an integral part of this Resolution)


BENJAMIN E. DIOKNO
Chairman



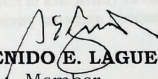
MA. LEONORA V. DE JESUS
Vice-Chairman




RAMON S. BAGATSING, JR.
Member



ESTRELLITA P. BAUTISTA
Member

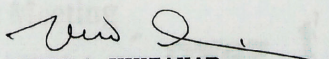


BIENVENIDO E. LAGUESMA
Member



WILFREDO E. CABRAL
Ex-Officio Member

Attested/Certified by:




VITO A. KINTANAR
University and Board Secretary

Copy Furnished:

- Board of Regents
- Office of the University President
- Office of the Vice-President for Academic Affairs
- Office of the Vice-President for Finance and Planning
- Human Resource Development Office

- Internal Audit Office
- Budget Office
- Accounting Office
- University Center for Research and Extension Services
- File

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INCENTIVE SCHEME ON FACULTY RESEARCH PRODUCTIVITY

1. Background

- 1.1. Being of a University status, PLM is determined to produce a number of quality publications, serving as barometer in determining excellence among higher education institutions.¹
- 1.2. The National Higher Education Research Agenda-2 and CHED CMO nos. 41 and 42 series of 2010, restates the policies that should guide higher education research, presents strategies and initiatives to develop research capacity and enhance research productivity in higher education.
- 1.3. State Universities and Colleges (SUCs) provide "cash" incentives for faculty members with international publications in international journals. To exemplify, the UP System has implemented its Faculty Productivity Guidelines has also included non-ISI journals of international circulation of equally excellent quality with respect to number of advanced issues as required by Thomson Reuters Citation Index and International Scientific Indexing.²
- 1.4. It is also believed that it is difficult to write a book or a chapter in a book of international circulation hence, any faculty with such accomplishment must be recognized to encourage similar undertakings in the future.
- 1.5. The University has no clear incentive policy guidelines pertaining to the aforementioned endeavors.

2. Coverage

- 2.1. The proposed incentive scheme shall only apply to full-time faculty members.

3. Legal Basis

- 3.1. Per RA 4196, Section 2 paragraph 1, "*The purpose of this University shall be: to advance human knowledge through basic study and research.*"
- 3.2. As stated in the Art. 135 of the University Code 2005, "*Faculty members shall be encouraged to write and publish their respective textbooks and required learning materials for their respective subjects, and shall be assisted by the University to have such materials published.*"

4. Rationale


Incentivizing faculty research undertakings or works can motivate faculty members to engage in publishing their scholarly work. This in effect shall increase the number of publications among faculty members which could lead to positive impact in terms of accreditation and recognition.

5. Incentive Guidelines

¹ PLM Charter RA 4196

² Mindanao State University Faculty Handbook 2011 www.msuiit.edu.ph/faculty-staff (last accessed July 16, 2015)

ANNEX 4.1.A.2
Special Board Meeting

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5. Incentive Guidelines

- 5.1.1. The faculty shall apply for Faculty Research Productivity Incentive (FRPI)
- 5.1.2. Only duly recognized research and publication by the **College Research Committee (CRC)** shall be considered for incentive.
- 5.1.3. The application for incentive shall be endorsed by the CRC to the University Research Evaluation Committee (UREC)³ to be endorsed to the University President for her approval.

5.2. Incentive Summary

- 5.2.1. The following cash incentive scheme is hereby proposed for the following nature of publication(s):

Nature of Publication	Incentive (PhP)
Authorship of a paper in an International Scientific Indexing (ISI) listed journal: Thomas Reuters Master Journal/Scopus and CHED Accredited Research Journal (Category A)	20,000
Authorship of a paper in an Non ISI listed journal	5,000

5.2.2. Publications Qualified for Incentive

- 5.2.2.1. The published work must bear the name of the University.
- 5.2.2.2. The publication date must not be later than five years from the date of application for incentive.
- 5.2.2.3. The published work must not be funded by any institution or organization.

6. Application for Incentive

- 6.1.1.1. The faculty shall submit his published research to the University Research Evaluation Committee for evaluation.
- 6.1.1.2. The evaluation process should be done within seven (7) working days after the receipt of the published research from the faculty applying for the incentive
- 6.1.1.3. The final decision shall rest with the University President.

7. Source of Funds


- 7.1. The funds for these cash incentives shall be obtained from the University's **development fund**, as the law allows.

³ PAO No. 29 S. 2015 University Research Evaluation Committee

ANNEX 4.1.A 2
Special Board Meeting

APR 29 2016

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The University Code 2005, Section 9-Incentives and Awards, Article 210, states that: *University employees shall be entitled to incentives and awards in accordance with Civil Service rules and regulations; provided that the University shall award the Diploma of Merit and other types of awards to qualified University personnel for exemplary conduct, loyalty and exceptionally efficient and meritorious service rendered to the University.*


8. Granting of Research Productivity Incentives

- 8.1. The granting of the aforementioned cash incentives commences upon approval of the Board of Regents.
- 8.2. Incentives will be given in full for sole authorship. On the other hand, the incentive due for a particular publication shall be divided equally among the authors.

ANNEX 41 A 2
Special Board Meeting

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ANNEX I Policy on Resignation



Republic of the Philippines
PAMANTASAN NG LUNGSOD NG MAYNILA
(University of the City of Manila)
 General Luna cor., Muralla Sts.,
 Intramuros, Manila, Philippines



PAMANTASAN
 Administrative Order
 No. 41 -ACA s. 2016
 X-----X

Subject Matter: Policy on Resignation

In the Interest of service and to provide guidelines on the resignation of faculty members of the University in accordance with the Civil Service laws, rules and regulations, the University Code and other existing rules and regulations, the Policy on Resignation is hereby prescribed.

Coverage

This Administrative Order shall apply to full-time faculty members, whether permanent or temporary.


Definition

Resignation implies an expression of the incumbent in some form, express or implied, of the intention to surrender, renounce, and relinquish the office and the acceptance by competent and lawful authority. To constitute a complete and operative resignation from public office, there must be: (a) an intention to relinquish a part of the term; (b) an act of relinquishment; and (c) an acceptance by the proper authority.

Policies

1. Each faculty member is obliged to perform and abide with his/her academic duties in accordance with the philosophy, goals, objectives and policies of the university, and to observe professional and ethical behavior in all his dealings.¹¹
2. The best interest of service requires that faculty members with assigned teaching load shall commit themselves to service until its completion. Resignation during the engagement of service is prejudicial to the best interest of service and university

¹¹ Article 121 (a) and (e) University Code of 2005

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- academic operations at the expense of the students' right to quality education.
3. No resignation shall take effect until the services of a successor or temporary substitute have been secured. This shall not be applicable to resignation on account of serious illness, or when, in the judgment of the University President, it is in the interest of the University that the resignation be accepted to take effect immediately.
 4. Fulltime faculty members are obliged to finish the course. In cases of resignation, the Dean, Chairperson or director concerned shall assign substitution to any competent teaching personnel who can assume the class until the completion of the course.
 5. A faculty under investigation may be allowed to resign pending the decision of his case without prejudice to the continuation of the processing until finally terminated.¹²
 6. Acceptance of a resignation does not carry with it any waiver of the financial and property obligations of the person concerned to the University.

Requirements

Full-time faculty members resigning shall submit the following for approval:

1. Submit the Resignation letter to the President, through the Head of Office concerned, his/her letter of resignation at least thirty (30) days before its effectivity, unless accepted by the President to take effect immediately in the interest of service.¹³
2. The resignation letter shall contain the reason, intended date of effectivity, and as far as practicable, to attach pertinent documents for justification.
3. Complete Cover Memo with the Dean's recommending approval of the application for Resignation. The Cover Memo shall include Replacement and/or Substitution Plan prepared by the college to ensure that no student will be prejudiced by reason of such resignation.
4. Accomplishment of necessary forms and clearances on other property accountabilities.¹⁴

Obligations


The faculty member whose resignation is accepted shall abide by the following:

1. Appropriate Endorsement and/or Turn Over of all documents and properties assigned to the resigning faculty member such as but not limited to grading materials and other academic requirements to ensure completeness of student records;
2. An employee who fails to comply with the 30-day notice rule may be held liable for damages sustained by the university by reason thereof.
3. Should the resigning faculty member is a grantee of any scholarship grant or financial subsidy on education who may not be able to complete the degree by reason thereof, or who may not be able to complete the required return-service to be rendered

¹² CSC Revised Omnibus Rules on Appointments and other Personnel Action Rule XII)

¹³ Article 213. University Code of 2005, modified.

¹⁴ Article 215 University Code of 2005.

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imposed by the grant, shall refund the total expenses incurred for his/her scholarship, or its monetary valuation. This is without prejudice to any provision, policy, rule, or law applicable to the scholarship grant.

Penalties

Failure of a faculty member to follow the procedure on resignation provided in this PAO may subject the erring faculty member to the corresponding administrative sanctions and to the penal provisions of Article 238 of the Revised Penal Code which provides:

“**Article 238. Abandonment of office or position.** – Any public officer who, before the acceptance of his resignation, shall abandon his office to the detriment of the public service shall suffer the penalty of *arresto mayor* (1 month and 1 day to 6 months imprisonment).”

All issuances, orders, and regulations or parts thereof inconsistent with this Order are repealed accordingly.


This order shall take effect immediately.

Signed this 11th day of __August__ 2016 in the City of Manila.


(Sgd)

MA. LEONORA V. DE JESUS, Ph.D.


University President

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ANNEX J PAO 69, s. 2015



Republic of the Philippines
PAMANTASAN NG LUNGSOD NG MAYNILA
 (University of the City of Manila)
 General Luna cor. Muralla Sts.,
 Intramuros, Manila, Philippines



PAMANTASAN
Administrative Order
No. 69 s. 2015
x-----x

In support of the upgrading of faculty members' knowledge and skills in their field of discipline or line of work through participation in conferences and seminar-workshops, and to provide opportunities for faculty members to network with experts and their peers in their discipline especially in research undertakings, the **Policies on Participation to Conferences and Seminar-Workshops** are hereby prescribed.


Coverage

This set of policies is applicable to all faculty members who wish to participate in conferences and seminar-workshops that are related to their discipline, to the primary purpose of the sponsoring organization, and to their service to the university.

Policies

1. The conference or seminar-workshop to which attendance of the faculty member is requested should be directly in line with the faculty member's area of discipline or line of work, and should clearly lead to the upgrading of his/her skills.
2. The faculty member requesting participation on official time must be a full-time permanent employee to be considered. Otherwise, he/she shall attend on his/her own time, if granted permission.
3. A request for permission for participation favorably endorsed by his/her College Dean shall be submitted by the concerned faculty member to the University President through the Vice President for Academic Affairs (VPAA).
4. In order to provide sufficient time for the management to act judiciously on applications, the faculty member shall submit his/her request to the Office of the VPAA at least fifteen (15) working days prior to the actual meeting, conference, or seminar-workshop, if to be held within the country. If the event is to be held abroad, the request letter should be submitted not later than twenty-five (25) working days before the meeting, conference, or seminar-workshop. An addition of five (5) working days is needed if the faculty member shall request for financial assistance from the university.

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5. The letter of request must be accompanied by the following:
- 4.1. copy of the letter of invitation from the organizing agency
 - 4.2. copy of the program of activities
 - 4.3. certification from the Department Chair that attendance to the activity will not result to losing 20% of total meetings for any class
 - 4.4. approved plans to compensate for the class activities to be missed, either:
 - 4.4.1. substitution plan, duly signed by the requesting party and the willing and qualified substitute faculty member/s; or
 - 4.4.2. arranged make-up class/es, in consideration of the schedule of the students.
6. If the faculty member is attending as a paper presenter, resource speaker, or workshop facilitator, the following should be included in the letter of request:
- 5.1. for resource speakers, workshop facilitators, and similar roles:
 - 5.1.1. specifications on the nature, scope, and dates of actual participation of the faculty member.
 - 5.2. for paper presenters/readers
 - 5.2.1. proof of acceptance of submitted research work;
 - 5.2.2. copy of research paper to be presented; and
 - 5.2.3. copy of certification of evaluation of paper to be presented from the University Research Center, or proof of acceptance to be published in a reputable scholarly journal by an ISI publication
7. For the conferences or seminar-workshops to be conducted outside the country, the following should also be attached with the letter of request:
- 6.1. request for travel authority
 - 6.2. hotel booking
 - 6.3. travel itinerary
8. If the faculty member is applying for financial assistance, the following must be provided:
- 8.1. request for financial assistance indicating exact amount requested, including details; and
 - 8.2. copy of official schedule of fees.

Entitlements

The following may be granted to the requesting faculty member, subject to existing policies:

1. permission to attend the research conference;
2. salary for the duration of the seminar (if granted on official time); and/or

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3. financial assistance on registration fee, travel expenses, and/or housing/hotel accommodation, subject to availability of funds, and accounting and auditing rules, whichever is applicable.

In addition to the aforesaid, a research productivity incentive may be awarded to the paper presenter subject to applicable policies.

Obligations

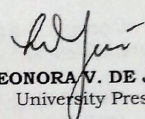
The faculty member who shall be granted participation/attendance shall:


1. submit a written narrative report to the College Dean within three (3) working days after his/her attendance to the event;
2. conduct an echo seminar during the Faculty Development Seminar of the College to which he/she belongs (in case financial assistance was granted); and
3. submit a liquidation report with pertinent attachments (in case financial assistance was granted).

All issuances, orders and regulations or parts thereof inconsistent with this Order are repealed accordingly.

This order shall take effect immediately.

Signed this day of October 2015 in the City of Manila.


MA. LEONORA V. DE JESUS, Ph.D.
 University President


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Other Sources and Forms

DRESS CODE

In accordance with the provisions of the Civil Service Commission (CSC) Resolution No. 002515 with the subject “Revised Dress Code Prescribed for All Government Officials and Employees in the Workplace” and in order to maintain modesty, integrity and proper decorum in the public office, the following provisions must be strictly observed:

Appropriate Attire	<p>Employees is dressed in appropriate business attire. The wearing of “maong pants”, although generally prohibited, may be considered as appropriate attire when paired with a collared polo/shirt (for male employees), or any appropriate blouse or shirt (for female employees).</p> <p>Appropriate Footwear – preferable closed formal shoes.</p>
Prohibited Attire	<p>The following attire is prohibited for all government employees when performing official functions inside the workplace:</p> <ol style="list-style-type: none"> 1. Gauzy, transparent or net-like shirt or blouse; 2. Sando, strapless or spaghetti-strap blouse (unless worn as an undershirt), tank tops, blouse with over plunging necklines; 3. Micro-mini skirt, walking shorts, cycling shorts, leggings, tights, jogging pants; and 4. Rubber sandals, rubber slippers, “bakya”
Other Prohibitions	<p>The following shall also be prohibited during office hours and within office premises:</p> <ol style="list-style-type: none"> 1. Ostentatious display of jewelry, except for special occasions and during official celebrations’ 2. Wearing of heavy theatrical make-up
Pregnant Female Employees	<p>Allowed to wear maternity dress during the period of their pregnancy provided that a written report is submitted through their respective heads.</p>
Those in Mourning	<p>Employees who lost a loved one can wear mourning clothes during the period of mourning</p>

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Employee's ID is worn at all times while inside the PLM premises.

Heads of Academic and Administrative Offices is held primarily and individually responsible for enforcing the prescribed Dress Code by the members of the faculty and/or administrative employees under their respective jurisdiction.

Any violation of the provisions of this Dress code is considered as ground for disciplinary action, for violation of Reasonable Office Rules and Regulations, under Section 22.C, Rule XIV of the Revised Omnibus Rules Implementing Book V of the Administrative Code of 1987 (Executive Order No. 292). Thus, subject to the requirements of due process, the following penalties is strictly imposed in administrative disciplinary proceeding for non-compliance with the guidelines:

1st offense - Reprimand


2nd Offense – Suspension for one (1) day to thirty (30) days

3rd offense – Dismissal

For strict compliance.

(Sgd.) MA. LEONORA V. DE JESUS, Ph.D.

University President

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Memorandum Circular No. 1-91 February 14, 1991

TO: ALL JUDGES AND EMPLOYEES OF THE REGIONAL TRIAL COURTS, SHARI'A DISTRICT COURTS, METROPOLITAN TRIAL COURTS ON CITIES, MUNICIPAL TRIAL COURTS, MUNICIPAL CIRCUIT COURTS, AND SHARI'A CIRCUIT COURTS

Quoted hereunder is Memorandum Circular No. 04, Series 1991, of the Civil Service Commission for the information and guidance of all concerned.

The Civil Service Commission, pursuant to its mandate as the central personnel agency of the government, hereby promulgates the following guidelines and rules on absenteeism and tardiness:

A. HABITUAL ABSENTEEISM

1. An officer or employee in the civil service is considered habitually absent if he incurs unauthorized absences exceeding the allowable 2.5 days monthly leave credits under the leave law for at least three (3) months in a semester or at least three (3) consecutive months during the year;
2. In case of claims of ill health, heads of departments or agencies are encouraged to verify the validity of such claim and, if not satisfied with the reason given, should disapprove the application for sick leave. On the other hand, cases of employees who absent themselves from work before approval of their application should be disapproved outright; and
3. In the discretion of the Head of any department, agency or office, any government physician may be authorized to do a spot check on employees who are supposed to be on sick leave. Those found violating the leave laws, rules or regulations is dealt with accordingly by filing appropriate administrative cases against them.

B. HABITUAL TARDINESS

Any employees is considered habitually tardy if he incurs tardiness, regardless of the number of minutes, ten (10) times a month for at least two (2) months in a semester or at least (2) consecutive months during the year.


C. SANCTIONS

- a) The following sanctions is imposed for violation of the above guidelines: For the first violation, the employees, after due proceedings, is meted the penalty of 6 months and 1 day to 1 year suspension without pay.
- b) For the second violation, and after due proceedings, he is dismissed from service.

Reports on punctuality and attendance of all employees should be submitted to the Personnel Office or Administrative Officer of every department or agency not later than two (2) weeks after the end of every semester (June and December).

Heads of Departments or Agencies shall oversee the strict implementation of this Circular and may prescribe their own internal rules and regulation in the use of Bundy clock, logbook, pass slip and/or application for leave of absence

(Sgd.) PATRICIA A. STO. TOMAS
Chairman

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DTR Service Report

Civil Service Form 48

DAILY TIME RECORD

(Name of Faculty Member)

For the month of

Regular Days

Days	AM		PM		Undertime	
	AR	DTR	AR	DTR	HR	MIN
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

PLM Form No. 4
SERVICE REPORT

PAMANTASAN NG LUNGSOD NG MAYNILA

For the month of _____, 20__

Name _____

College _____

Position _____

Activities other than Teaching such as Research, etc. _____

Appropriate number of hours/work _____

I HEREBY CERTIFY

Signature

ATTESTED

Head, Department

OF _____

APPROVED:

Dean

NOTE: Suggested certification, to be written in longhand.


I HEREBY CERTIFY upon my honor that I have Rendered full service for the month of _____, 20__ except (in case of absence) on _____

Make-up classes schedule as follows:

TOTAL _____


I CERTIFY on my honor that the above is true and correct report of the hour of work performed, record of which are made daily at the time of arrival and departure from office.

verified as to the prescribed hours.

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Permit to Engage in Limited Practice Form

RD PEP 2008 FORM-5



Republic of the Philippines
PAMANTASAN NG LUNGSOD NG MAYNILA
(University of the City of Manila)
General Luna Street cor. Muralla Street
Intramuros, Manila, Philippines

PERMISSION TO ENGAGE IN LIMITED PRACTICE OF PROFESSION/MANAGEMENT OF PRIVATE ENTERPRISE *

NAME	Family Name	First Name	Middle Name		
OFFICE/ COLLEGE					
DESIGNATION/ RANK					
PERIOD COVERED					
STATUS <input type="checkbox"/> Permanent <input type="checkbox"/> Casual <input type="checkbox"/> Temporary <input type="checkbox"/>					
State briefly the exact nature of proposed limited practice of profession or management of private enterprise, and the reason/s for engaging in it.					
WORK SCHEDULE					
PRESENT			PROPOSED SCHEDULE OUTSIDE UNIVERSITY		
DAYS	TIME	NO. OF UNITS (if applicable)	DAYS	TIME	NO. OF UNITS (if applicable)
TOTAL LOAD, PLM			TOTAL AGGREGATE LOAD		
TOTAL LOAD IN OTHER UNIV/SCHOOL					
CONTACT INFORMATION OF PROPOSED WORKPLACE					
OFFICE					
CONTACT ADDRESS					
CONTACT PERSON					
CONTACT NOS.					


I hereby abide by the applicable rules and regulations on governing limited practice of profession or involvement in outside activities.

I also certify in my honor to the correctness of the information provided herein.

Signature


For Academic Personnel	For Non-Academic Personnel	
1. Verified Correct by:	1. Verified Correct by:	3. Recommended by:
_____ Department Chair Date	_____ Immediate Supervisor Date	_____ HRDO Chief Date
2. Endorsed by:	2. Endorsed by:	3. Action
_____ College Dean Date	_____ Head of Office Date	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
		_____ University President Date

* Processing time is seven (7) working days.

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Requirements for Faculty Hiring


- Application Letter
- Resume / CV
- Transcript of Records
- Diploma
- Certificates of Trainings, Seminars, etc.
- Certification of Teaching Experience (if applicable)
- PRC or CSC Proof of Eligibility (if applicable)
- Preliminary Evaluation Form for Academic Personnel (soft copy to be sent to rgvilladolid@plm.edu.ph)
- Teaching DEMO result
- Draft Teaching Assignment
- Recommendation of the Dean in CSW Format

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First Payment Requirements

DATE RECEIVED _____	
GENERAL REQUIREMENTS (FULL-TIME FACULTY/ADMINISTRATIVE) (Original & Two Photocopies)	
[]	1. Approved Clearance form Previous Employer
[]	2. Acceptance of Resignation (Optional)
[]	3. Birth certificate
[]	4. Medical Certificate (in coordination with the University Physician) <ul style="list-style-type: none"> a. CBC complete blood count b. CXR PA view chest x- ray with film size 11” x 14” and official result c. Urinalysis d. Drug Test for methamphetamine and tetrahydrocannabinol e. Blood chemistries (optional – for ages 35 and above) f. Recent ID picture (passport size or 2”x2”)
[]	5. NBI Clearance
[]	6. SR/DTR
[]	7. Two (2) Documentary Stamps

DATE RECEIVED _____	
INTERNAL REQUIREMENTS (to be facilitated by HRDO)	
[]	1. Personal Data Sheet (NOTE: for immediate submission of the applicant)
[]	2. KSS Appointment
[]	3. Report for Duty
[]	4. Panunumpa sa Katungkulan (NOTARIZED)
[]	5. Statement of Assets, Liabilities & Networth (NOTARIZED)
[]	6. BIR 1902 (application for registration for newly hired and updating)
[]	7. GSIS (application for membership for newly hired and updating)
[]	8. PHILHEALTH (member data record for newly hired and updating)
[]	9. LANDBANK Application
[]	10. PAG-IBIG (Online Membership Registration, for newly hired and updating)

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**GENERAL REQUIREMENTS
FOR PART-TIME FACULTY MEMBERS**
(Original and Two Photocopies)

COA REQUIREMENTS:

- Contract of Service
- Report for Duty
- Daily Time Record (DTR) (issued by the College concerned after 1 month of active
- Teaching Assignment
Notarized Panunumpa sa Katungkulan
- Two (2) pcs. Documentary Stamp

INTERNAL REQUIREMENTS

- Permission to Teach (if connected with government agencies)
- Declaration/Disclosure of other teaching engagements with other school/s (whether full-
- Personal Data Sheet (PDS)
- Landbank Application
- Notarized Undertaking of Good Health

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Salary Grade-Equivalent Salary Table

SALARY GRADE	EQUIVALENT SALARY (in Pesos)
None	9,478
1	9,478
2	10,159
3	10,883
4	11,658
5	12,488
6	13,378
7	14,331
8	15,368
9	16,512
10	17,730
11	19,077
12	20,651
13	22,328
14	24,141
15	26,192
16	28,417
17	30,831
18	33,452
19	36,409
20	39,768
21	43,439
22	47,448
23	51,826
24	56,610
25	61,971
26	67,690
27	73,937
28	80,760
29	88,214
30	96,354
31	117,086
32	135,376
33	160,924