



**CARAGA
STATE UNIVERSITY**

UNIVERSITY CODE

**AS REVISED FROM THE MINUTES OF THE 1ST COMMITTEE MEETING
FOR THE REVIEW OF THE CARAGA STATE UNIVERSITY CODE
HELD AT CHEDRO XI CONFERENCE ROOM, DAVAO CITY ON MARCH 1, 2019**

Preface

The *CSU Code* was prepared as a revision to the NORMISIST Code, pursuant to S.O. No. 490-A, series of 2017, a constitution of the steering committee and working committees tasked to make the university code responsive to the existing operations of the University and its satellite upon promulgation of Republic Act No. 9854, “An Act Establishing the Caraga State University in the Caraga Region by Integrating the Northern Mindanao State Institute of Science and Technology (NORMISIST) in Ampayon, Butuan City and the Northern Mindanao College of Arts, Science and Technology (NMCAST) in Cabadbaran, Agusan del Norte and Appropriating Funds Therefor”.

This manuscript is a testament of the revolutionary academic administration almost a decade after its birth as a university in 2009 and a legacy of constitutions among leading academicians designated as interpreters and promoters of legal academic and administrative activities in the University. Likewise, this manuscript is the fruition of all the milestones the university has gone thus far and is created in accordance with the mandates in the current typology of the university and in pursuance with the issuances by the Philippine Association of State Universities and Colleges (PASUC), the Civil Service Commission (CSC), the Department of Budget and Management (DBM), and the Commission on Higher Education (CHED), and as guided further by the ASEAN Quality Assurance Network and its ASEAN Quality Reference Framework.

History of the Caraga State University

CSU was first conceived in 1918 as the Agusan Agriculture High School thru the passage of an Omnibus Bill filed by the First Congresswoman of the Philippines, Honorable Elisa Rosales Ochoa. On February 14, 1920, Proclamation Number 4 was passed by the American Governor to the Philippines Francis Burton Harrison, declaring the reservation of a 232-hectare virgin forest land in Barrio Ampayon, in the Municipality of Butuan, province of Agusan del Norte as the grounds of the young school. However, it was only at the close of World War II in 1946 that the Agusan Agricultural High School (AAHS) was established in the reserved area.

The first framework of the school building was laid down in 1937. However the development of the school was deferred as the government deviated to giving priority to serve the Manobo cultural minority by creating the Bunawan Agricultural High School in Agusan del Sur. The funding for the establishment of the school came from the Rehabilitation Act of 1946, the FAO-PHILCUSA, and the Pres. Carlos P. Garcia contingency fund.

After 17 years, in June 22, 1963, Republic Act 3604 was passed converting the school into the Northern Mindanao Agricultural College (NORMINAC). NORMINAC was among the 13 pilot experimental agricultural high school chosen by the Department of Education, Culture & Sports (DECS) for World Bank Assistance through the Central Bank Development of Education Agricultural Loan Fund (CB-DEC-ALF) which was the umbrella of the Educational Project Implementing Task Force (EDPITAF) in 1974-1975. Moreover, NORMINAC became the training center for the National Manpower and Youth Council (NMYC).

In collaboration with the International Rice Research Institute, the school was instrumental in the discovery of the zinc deficiency problem of the Agusan Land. The technological breakthrough solved the puzzle of poor rice harvests in many rice fields in Agusan and the surrounding areas.

In 1977-1978, the Bachelor of Science in Agricultural Education opened with 34 enrollees. However, it was phased out to meet World Bank requirement of offering only agricultural technology courses to develop skills for countryside development.

As Caraga Region rapidly grew and developed in both agricultural and industrial sectors, House Bill No. 25 was passed by the then Assemblyman Antonio R. Tupaz, converting NORMINAC to the Northern Mindanao State Institute of Science and Technology (NORMISIST). The House Bill became Batas Pambansa Blg. 241 when President Ferdinand Marcos signed it into law on November 11, 1982

and NORMINAC became NORMISIST or Northern Mindanao State Institute of Science and Technology.

It was around this time that logging facilitated the economic expansion of Butuan. The wider range of curricular offerings was dynamically responsive to the growing need of the region for an educationally prepared and academically capable human resource that is equipped with higher technical skills for agricultural and industrial development. The conversion of NORMINAC into NORMISIST also provided opportunity and access to a good quality of higher education in science and technology to the youth in the region who had been deprived of such a right for many years.

NORMISIST has steadily grown as an institution in delivering education to the constituents of Butuan and the neighboring areas. In 1994, the presidents of the faculty association, the administrative personnel association, and the central student government gained the privilege of observation in the meetings of Board of Trustees (BOT). The above-mentioned organization presidents were not afforded voting rights. However, the observation privilege given at the meeting was an essential means for the Institute stakeholders to learn the rudiments of policy and decision-making and was an initial step in the integration of the NORMISIST personnel into the mainstream of BOT powers.

In the same years, the institution exemplified academic growth by starting to offer graduate studies namely MA in Education with majors in Education and supervision, General Education, Curriculum and Instructional Technology and Adult and External Education as sanctioned by Ref. Res. No. 12, s. 1994 of the Board of Trustees. The above-mentioned accomplishment led to the offering of other graduate programs that are responsive to the need of equipping the human resource of the region.

As part of its commitment to serve a larger academic areas of responsibility, and with the integration of a CHED supervised school, NORMISIST has evolved into a system with one satellite campus, the NORMISIST-Cabadbaran Campus established in an 8-hectare area at the heart of the municipality of Cabadbaran, Agusan del Norte.

AAHS, NORMINAC, NORMISIST became CSU through House Bill No. 5110 filed by Congressman Jose "Joboy" S. Aquino of the First District of Agusan del Norte and co-authored by Congressman Edelmiro A. Amante at the House of Representatives with Senator Mar A. Roxas as the principal sponsor in the Senate together with Senator Juan Miguel Zubiri. HBN 5110 was approved in the Senate's 3rd and final reading last November 16, 2009. On December 16, 2009, HBN 5110

was signed and approved into law by Her Excellency President Gloria Macapagal - Arroyo through Republic Act 9854.

President Arroyo was in NORMISIST for the ceremonial signing of Republic Act 9854 last January 5, 2010. RA 9854 established the Caraga State University in the Region by integrating the Northern Mindanao State Institute of Science and Technology (NORMISIST) of this city and the Northern Mindanao College of Science and Technology (NMCAST) in Cabadbaran, Agusan del Norte with its main campus in Butuan City.

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THE ORGANIZATIONAL & FUNCTIONAL STRUCTURE OF THE CARAGA STATE UNIVERSITY

GENERAL PROVISIONS

Article 1. Legal Basis

By virtue of the Republic Act No. 9854, “An Act Establishing the Caraga State University in the Caraga Region by Integrating the Northern Mindanao State Institute of Science and Technology (NORMISIST) in Ampayon, Butuan City and the Northern Mindanao College of Arts, Science and Technology (NMCAST) in Cabadbaran, Agusan del Norte and Appropriating Funds Therefor”, the Caraga State University (CSU) hereby establishes its System Code pursuant to the provisions of the Philippine Constitution, the R.A. 8292 or the “Higher Education Modernization Act of 1997”, the R.A. 6713 or the “Code of Conduct and Ethical Standards for Public Officials and Employees”, the Batas Pambansa Seg. 232 or the “Educational Act of 1982”, the Civil Service laws, and the other statutes, rules, and regulations.

Article 2. Title, Purpose, and Application

Section 1. Title. This body of principles, policies, rules, and regulations promulgated by the University is known and cited as the *System Code of the Caraga State University* or simply referred to as the “*CSU Code*”.

Section 2. Purpose. The CSU Code is adopted and promulgated to prescribe the principles, policies, rules, and regulations in the administration and general operations of CSU and to facilitate compliance therewith and achieve the objectives thereof.

Section 3. Application. The CSU Code shall govern and apply only to the Caraga State University (CSU) with principal address at Ampayon, Butuan City and a campus at Cabadbaran City (RA 8760), Agusan del Norte, Caraga Region XIII. Specifically, this code shall cover and apply to the following: all officials and employees of the University, whether in the academic, administrative, or support services and all units and instrumentalities of the University operating in such functions as instruction, research, extension, production, and general administration including the officials and employees thereof and other agencies, projects, and properties owned, integrated to, and controlled by CSU.

Article 3. Declaration of Principles and Policies

Section 1. Government. The University is a non-sectarian and non-profit government institution of higher learning and research, established and governed by laws and primarily supported by state funds.

Section 2. Philosophy. CSU highly values and respects the dignity, integrity, and personal worth of all individuals, including diversity and multiculturalism. The University advocates on fundamental truth that education is basic to individual and national development and that the role of an educational institution is to offer individuals the opportunities to actualize their potentials to contribute in the development and sustainability of the country and the welfare of humanity.

Section 3. Vision. CSU envisions for a globally engaged university excelling in science, engineering, and the arts.

Section 4. Mission. Caraga State University endeavors to produce globally competitive and socially responsible human capital toward the sustainable and inclusive development of Caraga Region and beyond.

Section 5. Goals. The University endeavors to contribute to the achievement of the regional, national, and global development goals and shall strive to achieve a maximum level of performance in terms of relevance and responsiveness, excellence and quality, equity and access, efficiency and effectiveness, discipline and teamwork in the major areas of concern: instruction, research, innovation, extension, production, and administration.

Section 6. Quality Policy. The University endeavors to continually improve its management system in the following key result areas: outcome-based teaching and learning, responsive research and community engagement, viable resource generation and mobilization, and good governance toward effective human capital formation and sustainable development of Caraga Region and beyond.

Section 7. Core Values. Through transformative educational programs, the University advocates its core values: *competence, service, and uprightness*.

Section 8. Institutional Autonomy. Pursuant to Paragraph 2, Section 5 of Article XIV of the Philippine Constitution and Republic Act No. 8292, CSU shall enjoy academic freedom and institutional autonomy.

Section 9. Powers and Responsibilities. The powers and responsibilities of CSU, in addition to those provided in the Philippine constitution, shall be those provided in its charter, Republic Act No. 9854, Republic Act No. 8292, and the pertinent provisions of the Corporation Law and such other powers and responsibilities as may hereinafter be provided by the law.

Section 10. Institutional Management Credo. CSU, as the flagship government institution of higher learning and research in Caraga Region XIII, adheres to the credo of "Transformational and Servant Leadership". It is committed to propel all efforts toward the achievement of its vision, mission, goals, and objectives in response to regional, national, and global development.

Section 11. General Mandate. Caraga State University shall primarily provide advanced education with higher technological and professional instruction and training in the fields of agriculture, environment, engineering, fishery, forestry,

industrial technology, information technology, education, law, public administration, sciences and the arts, medicine and other health-related programs, and other related courses. It shall undertake research and extension services and provide progressive leadership in its areas of specialization.

Section 12. Data Privacy. It shall be the policy of the University to protect the fundamental human right of privacy of communication while ensuring free flow of information to promote innovation and growth. The University shall recognize the vital role of information and communication technology in nation-building and its inherent obligation to ensure that personal information in information and communication systems in the university are secured and protected.

Article 4. Declaration of General Objectives

Section 1. The University shall actively engage in the exploration, transmission, and advancement of knowledge and cultural heritage of mankind and shall prepare men and women for entrepreneurial and professional services.

Section 2. In line with the regional, national, and global development goals, its charter, its vision, and its mission, CSU shall aim: to develop an institution of higher learning and research that values human dignity, truth, freedom, and justice; to generate research programs adaptive to the changing world, productive to the human life, and fit for humanity; to train professionals who are competent, highly skilled, innovative, and humane; and, to produce alumni leaders who will bring the name of CSU in the forefront of internationalization and globalization.

Section 3. In instruction, CSU shall pursue the following specific objectives: to produce competent, highly skilled, and globally competitive engineers and computer technologists, agricultural and vocational technicians, agriculturists, foresters, entrepreneurs, and managers; to produce teachers for Science, Mathematics, and Home Management Technology; to equip and empower individuals with the knowledge and skills in the sciences and the arts; to establish regional educational centers providing access to quality education and training opportunities to those in the service area, especially the poor but deserving students; and, to provide updated curricular programs for graduate and post-graduate studies.

Section 4. In research, CSU shall pursue the following specific objectives: to enhance and strengthen research capabilities in producing substantial research studies and to promote scholarly research programs, innovative discoveries, and inventions with copyright and patents.

Section 5. In extension, CSU shall pursue to collect and introduce technologies that will help improve the humanity's quality of life.

Section 6. In production, CSU shall pursue the to become a show window for income generation, entrepreneurship, and commercial development.

Section 7. In administration, CSU shall pursue to ensure the observance of the merit principle among employees in the promotion of quality and excellence, access and equity, efficiency and effectiveness.

Article 5. The Official Seal & Colors, University Hymn, and Institutional Holidays

Section 1. Official Seal. The official seal of the University depicts the following designs: the *boat* which is the wooden watercraft used by the early settlers and traders from other neighboring countries to engage trading in Butuan City; the *torch* which symbolizes light and vision for the quest for knowledge and truth; the *field* which symbolizes the curricular programs of the University; the *gear* which stands for development and progress in the university's pentadic functions of instruction, research, extension, production, and administration; the dynamic *atom* which is the icon for science and technology; the *map* of Caraga which is the land of spirited people; the *book* which is the universal symbol for learning; the *laurel* wreath which is a symbol of victory and honor; and, the *year* 1946 which is the institution's year of birth.

Section 2. Official Colors. The official colors of the University are green, gold, orange, and white. Green symbolizes life, fertility, and productivity. Gold represents the ripe rice panicles that stand for bounty and prosperity. Orange represents strength with fortitude. White represents purity and cleanliness.

Section 3. University Hymn. The official hymn of the University is the 2012 song with words and music by Rommel N. Tambura.

*Many have come through your door
And have been touched by your greatness.
You nurture with wisdom, love, and compassion.*

*Caraga State University,
You're esteemed and highly sought after.
Within your vast land in Northern Mindanao,
You shine to the nation with a light of hope.
You lead with honor.
You guide with excellence.*

*Caraga State University,
You have taught us for the nation
And for the world unto God. (2x)*

Section 4. Institutional Holidays. In addition to national and regional holidays, the University shall observe its Proclamation Day every February 14 and its Charter Day every December 16. The observance of both holidays shall include a half-day, non-working celebration.

CHAPTER 1**THE STAFFING STRUCTURE*****Article 6. General Principles to CSU Staffing Structure***

Section 1. Application. The policies and standards prescribed in this book shall principally apply to the various officials designated in the different academic administration units of the University.

- 1.1 The academic administration is hereby recognized as a branch of the University and its colleges responsible for the maintenance and supervision of the institution and separate from the faculty or academics, although some officials may have joint responsibilities.
- 1.2 As a state university, this book recognizes all professional and statutory codes to be binding; hence, all officials in the academic administration shall carry out their functions and responsibilities in accordance with the law and shall be responsible for the reasonably foreseeable consequences of any acts or omissions arising from the performance thereto.
- 1.3 As an academic community, the University's fundamental purpose is the pursuit of knowledge. Essential to the success of this educational mission is the commitment that every official is responsible for upholding the highest standards by adhering to the principles prescribed in this book.

Section 2. Implementation. The academic administration policies and standards governing the University shall be those promulgated by its Board of Regents (BOR). As the highest policy-making body, the BOR shall regulate, among others, all policies and standards pertaining to all officials of the academic administration.

- 2.1 All academic administration policies and standards shall be implemented as a system; hence, a system approach in management shall be adopted where certain structures are followed.
- 2.2 The composition of the officialdom of the University shall be in order: the Board of Regents, the University President, the Vice Presidents, the Chancellors, the College Deans, the Directors, and other officials as may be determined by the University President.
- 2.3 All academic administration officials shall be designated by the University President, subject to the confirmation of the BOR.

- 2.4 To ensure that all designations remain current and accurate, the term of office shall be subject to the discretion of the University President or as stipulated otherwise in the Special Order.
- 2.5 All officials shall be entitled to a deloading and an overload pay, if any. The deloading is subject to the normal practice of awarding the highest unit to be deloaded for officials with concurrent designations.
- 2.6 All officials shall be entitled to accumulated leave credit benefits during the term of the designation or proportionate to the period of service rendered, which shall also be subject further to existing policies established for the purpose.
- 2.7 All the second and third-level, high-ranking officials shall be entitled to a monthly representation and transportation allowance, subject to the usual pertinent rules and regulations.

CHAPTER 2

GOVERNING BOARDS

Article 7. Board of Regents

Section 1. Composition. Pursuant to the provisions of R.A. 8292 and R.A. 9854, the Board of Regents (BOR) shall be the governing board of the University and shall be composed of the following:

- 1.1 the Chairperson of the Commission on Higher Education (CHED) as Chairperson;
- 1.2 the University President of CSU as Vice Chairperson;
- 1.3 the Chairperson of the Committee on Education, Arts, and Culture of the Senate, as a member;
- 1.4 the Chairperson of the Committee on Higher and Technical Education of the House of Representatives, as a member;
- 1.5 the Regional Director of the National Economic Development Authority (NEDA) Caraga Region, as a member;
- 1.6 the Regional Director of the Department of Science and Technology (DOST) Caraga Region, as a member;
- 1.7 the President of CSU Federation of Faculty and Staff, as a member;
- 1.8 the President of CSU – University Student Council, as a member;
- 1.9 the President of CSU Alumni Associations, as a member; and,
- 1.10 two prominent citizens from the private sector in the region who have distinguished themselves in their professions or fields of specialization, as members.

Section 2. Term of Office. The presidents of the faculty federation, the alumni associations, and student council shall be co-terminus with their respective terms of office, as set forth in their respective constitutions and by-laws. The two

prominent citizens, whose appointments are endorsed through a search committee, shall serve for a term of two years from the date of appointment. All the other board members shall remain as members until their terms of office such as being the commissioner, chairperson, director, or university president expire.

Section 3. Promulgation and Implementation of Policies. The board shall promulgate and implement policies in accordance with the declared state policies on education and other pertinent provisions of the Philippine Constitution on education, agriculture, science, and technology, as well as the policies, standards, and thrusts of the Commission on Higher Education.

Section 4. Functions and Responsibilities. Within the university governance structure, the BOR shall have general functions of administration. As the highest policy making body, the BOR shall regulate and promulgate all policies and standards. In addition thereto is the exercise of all functions and duties vested under the existing statutory laws.

Section 5. Meetings. The BOR shall hold a regular meeting at least once every quarter and a special meeting whenever necessary. Notice for a meeting shall be issued through any platforms of communication, at least a week prior to the meeting. The meetings of the board shall be held in the University. However, meetings may also be held in other places in the Caraga or outside the region, if necessary. The Chairperson shall preside over all meetings of the board. In the absence of the Chairperson, and whenever a meeting is necessary, the Vice Chairperson, who is the University President, shall act as Chairperson.

Section 6. Quorum. A majority of all members holding office shall constitute a quorum for board meetings: provided,

- 6.1 that the CHED Chairperson, who is the BOR Chairperson or the University President is among those who are present in the meeting;
- 6.2 that in the absence of the CHED Chairperson, a duly designated CHED Commissioner represents the CHED Chairperson with all the rights and responsibilities of a regular member; provided, however, that the University President, who is the Vice Chairperson, shall be the presiding officer; provided further, that this provision notwithstanding, CHED is hereby authorized to designate a CHED commissioner as the regular Chairperson to the BOR, in which case the said CHED commissioner shall act as the presiding officer; and,
- 6.3 that in the absence of the Chairpersons to the congressional committees on education, a duly designated representative in the respective committee's behest attends the meeting, who shall have the same rights and responsibilities as a regular member of the BOR.

Section 7. Compensation. The members of the BOR shall serve without compensation, but they shall be entitled to reimbursement for actual and necessary expenses incurred in their attendance at meetings or in connection with their official business as authorized by a resolution, subject to existing laws and regulations.

Section 8. Committees. The board may create committees, standing or special, as it may deem necessary, for the proper performance of its functions. The University President shall be an *ex officio* member of each standing committee of the BOR.

Section 9. Communication Protocol. All official communications coursed to be brought to the notice of the BOR shall follow proper channels; that is to the University President for perusal except for when such communications are not given prompt attention within a reasonable time. In which case the personnel communicating officially can direct the communication to the BOR.

CHAPTER 3

GOVERNING COUNCILS

Article 8. Administrative Council

Section 1. Composition. The Administrative Council of the University shall consist of the University President as Chairperson, with the Vice Presidents, the Chancellors, the Deans; the Directors, and other university officials of equal rank as members, whose duty is to review and recommend to the BOR the policies governing the administration, management, and development planning of the University.

Section 2. Term of Office. The members of the Administrative Council shall sit as members until the expiration of their terms of office, or as may be under the discretion of the University President.

Section 3. Functions and Responsibilities. Within the university governance structure, the council shall review and recommend to the BOR policies governing the administration, management, and development planning of the University for appropriate actions.

Section 4. Presiding Officer. The University President shall be the presiding officer of the council. In the absence of the University President, either the Vice President for Administration and Finance (VPAF) or the Vice President for Executive Operations and Auxiliary Services (VPEOAS), or a designated ranking official may preside the meeting.

Section 5. Secretary. The University Secretary shall serve *ex officio* as the secretary of the council. The secretary's functions include, but not limited to, issuance of notices for meetings, keeping records of the minutes of all proceedings, and dissemination of relevant information to each member of the council. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Section 6. Meetings. The council shall meet at such times as determined by the University President. Every member of the council shall be required to attend all its meetings, but any member may be excused from attendance for reasons the University President considers acceptable. A quorum of a council meeting shall

consist of a majority of the members thereof, excluding those who are on official business or official leave.

Section 7. Committees. Committees may be formed as deemed necessary by the University President and the council to create and implement policies, plans, and programs, as approved by the BOR.

Article 9. Academic Council

Section 1. Composition. The Academic Council shall be composed of the University President who shall act as chairperson and all academic staff with the rank of at least assistant professor as members.

Section 2. Term of Office. The members of the Academic Council shall sit in the council until their separation from the University.

Section 3. Functions and Responsibilities. Within the university governance structure, the principal functions of the Academic Council are to determine general academic policies and regulations; to approve major changes in the requirements for admission to and graduation from the Colleges; to authorize the establishment, modification, or discontinuance of any academic organization or degree program of the University; and to provide for review, amendment, and final interpretation of the academic policies and standards, subject to the approval of the BOR.

Section 4. Presiding Officer. The University President shall be the presiding officer of the council. In the absence of the University President, the Vice President for Academic Affairs (VPAA) or a faculty member with the highest rank shall serve *ex officio* to preside the meeting.

Section 5. Secretary. The University Registrar shall serve *ex officio* as the secretary of the council. The secretary's functions include, but not limited to, issuance of notices for meetings, keeping records of the minutes of all proceedings, and dissemination of relevant information to each member of the council. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Section 6. Meetings. The council shall meet at least quarterly and at times determined by the University President. Every member of the council shall be required to attend all its meetings, but any member may be excused from attendance for reasons the University President considers acceptable. A quorum of a council meeting shall consist of a majority of the members thereof, excluding those on official leave.

Section 7. Committees. Committees may be formed as deemed necessary by the University President and the council to create and implement policies, plans, and programs, as approved by the BOR.

Article 10. Executive Committee

Section 1. Composition. There shall be an Executive Committee consisting of the University President, the Vice Presidents, the Chancellors, College Deans, Directors, and the University Registrar. The council may create such other committees, standing or special, as it may deem necessary and convenient for the proper performance of its functions.

Section 2. Term of Office. The members of the Executive Committee shall sit in the council until their separation from the University.

Section 3. Functions and Responsibilities. The committee shall function coherently with the principles and guidelines stipulated in its implementing rules and regulations (IRR).

Section 4. Presiding Officer. The University President shall be the presiding officer of the committee. In the absence of the University President, the Vice President for Academic Affairs (VPAA) or a faculty member with the highest rank shall serve *ex officio* to preside the meeting.

Section 5. Secretary. The University Registrar shall serve *ex officio* as the secretary of the committee. The secretary's functions include, but not limited to, issuance of notices for meetings, keeping records of the minutes of all proceedings, and dissemination of relevant information to each member of the committee. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Section 6. Meetings. The committee shall meet at least quarterly and at times determined by the University President. Every member of the committee shall be required to attend all its meetings, but any member may be excused from attendance for reasons the University President considers acceptable. A quorum of a meeting shall consist of a majority of the members, excluding those on official leave.

CHAPTER 4

EXECUTIVE OFFICERS

Article 11. University President

Section 1. Qualification. All qualification standards for the University President position must be in accordance with the pertinent provisions in the Implementing Rules and Regulations (IRR) adopted by the Commission on Higher Education (CHED) and the BOR.

Section 2. Manner of Selection. The appointment of the University President shall be upon the recommendation of a duly constituted Search Committee for the Presidency (SCP), subject to the approval of the BOR. In the case of re-appointment, all principles and standards must be coherent to the IRR promulgated by the CHED and the BOR.

Section 3. Term of Office. The University President shall have a term of four years and shall be eligible for re-appointment for another term. The University President's term may be extended beyond the age of retirement but not later than the age of seventy, if and only when the performance of duty has been unanimously rated as "outstanding" and upon the unanimous decision of the BOR per recommendation by a duly constituted SCP.

Section 4. Functions and Responsibilities. As the Chief Executive Officer within the university governance structure, the University President shall report directly to the BOR. The University President shall be responsible for implementing the policies adopted by the BOR. The BOR shall thereby delegate authority to the University President to carry out the responsibilities to manage the University and to adopt administrative policies and procedures consistent with the BOR's policies.

Section 5. Delegation. The University President shall designate officials subject to the confirmation of the BOR to assist in the performance of the responsibilities assigned by the BOR and may delegate the authority in such capacity whenever necessary to certain officials, except for when it is explicitly restricted by the existing policies.

- 5.1 In case of a brief absence of the University President, a ranking officer, preferably the Vice Presidents, may be designated as officer-in-charge (OIC) to carry out the University President's functions in the University.
- 5.2 The members of the University President's senior executive group with university-wide responsibilities include the Vice Presidents, the Chancellors, the College Deans, and the Presidential Management Staff (PMS).

Article 12. Vice President for Academic Affairs

Section 1. Qualification. The Vice President for Academic Affairs (VPAA) must be a doctorate holder with at least seven years of teaching experience and five years of research and administrative experience.

Section 2. Functions and Responsibilities. Within the university governance structure, the VPAA shall be directly responsible to the University President for carrying out the educational policies and programs of the University, in supervising curricular, instructional, and other academic-related activities of the University, and in performing other functions delegated by the University President. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Section 3. Delegation. The VPAA shall be assisted by technical assistants in the performance of the responsibilities assigned by the University President and

may delegate duties and responsibilities in such capacity whenever necessary to certain officials, except for when it is explicitly restricted by the existing policies.

- 3.1 In case of a brief absence of the VPAA, a ranking officer, preferably the other Vice Presidents, College Deans, and the Directors under the OVPA framework of instrumentalities, may be designated as OIC for the OVPA to carry out the functions of the office.
- 3.2 The officials of the VPAA's administrative group include the Chancellors, College Deans, the Director of the Office for Curriculum and Instruction Development, the Director of the Office for Internationalization and Global Engagements (OIGE), the Director of the Office for Student Affairs and Services (OSAS), the Director of the Office for Admission and Scholarship (OAS), the Director of the Office for Student Internship Programs (OSIP), the Director of the National Service Training Program (NSTP), the University Registrar, the University Librarian, and the Guidance Counselor.

Article 13. Vice President for Administration and Finance

Section 1. Qualification. The Vice President for Administration (VPAF) must be a doctorate holder, preferably with at least three years of academic experience and at least five years of work experience in finance, management, and administration.

Section 2. Function. Within the university governance structure, the VPAF shall report directly to the University President. The VPAF shall oversee the functions of the university pertaining to property, human resources, and finances. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Section 3. Delegation. The VPAF shall be assisted by technical assistants in the performance of the responsibilities assigned by the University President and may delegate duties and responsibilities in such capacity whenever necessary to certain officials, except for when it is explicitly restricted by the existing policies.

- 3.1 In case of a brief absence of the VPAF, a ranking officer, preferably the other Vice Presidents, the Chief Administrative Officer (CAO), and the Directors under the OVPAF framework of instrumentalities, may be designated as OIC for the OVPAF to carry out the functions of the office.
- 3.2 The officials of the VPAF's administrative group include the Administrative Services Director, the Director of the Resource Generation and Management Services (RGMS), the Director of Human Resource Management Services (HRMS), the Director of Financial Management Services (FMS), and the Director of General Services.

Article 14. Vice President for Executive Operations and Auxiliary Services

Section 1. Qualification. The Vice President for Executive Operations and Auxiliary Services (VPEOAS) must be a doctorate holder, preferably with at least five years of teaching experience and five years of administrative experience.

Section 2. Functions and Responsibilities. Within the university governance structure, the VPEOAS shall be directly responsible for the planning and funding of development projects and expansions and for promoting closer relations with the government, the alumni, the foundations, the private sectors, and the general public. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Section 3. Delegation. The VPEOAS shall be assisted by technical assistants in the performance of the responsibilities assigned by the University President and may delegate duties and responsibilities in such capacity whenever necessary to certain officials, except for when it is explicitly restricted by the existing policies.

- 3.1 In case of a brief absence of the VPEOAS, a ranking officer, preferably the other Vice Presidents, the Chief Administrative Officer (CAO), and the Directors under the VPEOAS framework of instrumentalities, may be designated as OIC for the VPEOAS to carry out the functions of the office.
- 3.2 The officials of the VPEOAS's administrative group include the Director of the Office for Planning and Development (OPD), the Director of Management Information System (MIS), the Director of Public Information and Communication Office (PICO), the Director of Alumni Relations Office (ARO), the Director of Quality Assurance and Management System (QuAMS), the Director of Internal Audit Services, the Focal Person of Gender and Development (GAD), the Focal Person of the Disaster Risk Reduction Management (DRRM), the Director of the University Center for Sports and Recreation Development (UCSR), the Director of the University Center for Culture and the Arts (UCCA), the Director of University Press, the Director of Health and Wellness, and Dormitory Manager.

Article 15. Vice President for Research, Innovation, and Extension

Section 1. Qualification. The Vice President for Research, innovation, and Extension (VPRIE) must be a doctorate holder with at least seven years of teaching experience and five years of research and administrative experience.

Section 2. Functions and Responsibilities. Within the university governance structure, the VPRIE shall be responsible of recommending to the University President policies, strategies, guidelines, budgetary allocations, among others, pertaining to research, innovation, and extension. The VPRIE shall also direct the planning, implementation, and monitoring of all research, innovation, and extension programs and the necessary collaborations with institutional linkages. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Section 3. Delegation. The VPRIE shall be assisted by technical assistants in the performance of the responsibilities assigned by the University President and may delegate duties and responsibilities in such capacity whenever necessary to certain officials, except for when it is explicitly restricted by the existing policies.

- 3.1 In case of a brief absence of the VPRIE, a ranking officer, preferably the other Vice Presidents, College Deans, the Directors under the OVPRIE framework of instrumentalities, may be designated as OIC for the OVPRIE to carry out the functions of the office.
- 3.2 The officials of the VPRIE's administrative core group include the Director of Research Centers, the Director of the Extension Services, the Directors of the research centers, Director of Technology Transfer and Licensing Office (TTLO), the Director of Extension Services, and the Director of the RIE Publication and Communication.

Article 16. Chancellor

Section 1. Qualification. The Chancellor is the Director of a satellite campus of the University. The Chancellor shall be designated by the University President subject to the confirmation of the BOR to render full-time service as stipulated in the Special Order that mandates the designation.

Section 2. Functions and Responsibilities. Within the university governance structure, the Chancellor shall have the senior role in a campus of the University to manage, direct, control, implement, and monitor all aspects of university operations. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Section 3. Delegation. The Chancellor shall be assisted by technical assistants in the performance of the responsibilities assigned by the University President and may delegate duties and responsibilities in such capacity whenever necessary to certain officials, except for when it is explicitly restricted by the existing policies.

- 3.1 In case of a brief absence of the Chancellor, a ranking officer, preferably the College Deans of the campus may be designated as OIC to carry out the functions in the University.
- 3.2 The members of the Chancellor's administrative group include the College Deans, the Director for Academic Affairs, the Director for Student Services, the Director for Administrative Operations, the Director for Auxiliary Services, the Director for Finance Management, the Director for Executive Operations, the Director for Research and Development, and the Director for Extension Services.

CHAPTER 5

EXECUTIVE MANAGEMENT STAFF

Article 17. University Secretary

Section 1. Qualification. All qualification standards for the University Secretary position must be in accordance with the pertinent provisions in the IRR adopted by the CHed and promulgated by the BOR.

Section 2. Functions and Responsibilities. Within the university governance structure, the University Secretary shall be appointed by the BOR to serve as both the secretary to the BOR and to the University. In such capacity and in consultation with the University President, the University Secretary shall oversee and coordinates official university ceremonial events and may represent the University to various internal and external groups. Further, the University Secretary shall take part in coordinating the development, revision, arrangement, and efficiency of information dissemination of university policies. Furthermore, the University Secretary shall provide confidential, neutral, and autonomous support to the general faculty and faculty governing bodies regarding procedures, policies and regulations that affect any university personnel.

Article 18. Chief of Staff

Section 1. Qualification. The Chief of Staff shall be preferably at least a Master's degree holder.

Section 2. Functions and Responsibilities. As head of the primary technical arm of the Office of the University President, the Chief of Staff shall be appointed to manage the development and formulation of the projects and policies of the Office of the President. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Article 19. Legal Officer

Section 1. Qualification. The Legal Officer of the University must be a passer of the bar examination conducted by the Supreme Court and of licensure board examinations administered by the Professional Regulation Commission, preferably with relevant experience in law practice and administrative experience.

Section 2. Functions and Responsibilities. Within the university governance structure, the Legal Officer shall hold a high-level management post in the University. Responsibilities include advising the officials and employees on changes to the laws affecting the University, investigating if the University or personnel does not comply with the law, overseeing lawsuits, possibly acting as the chief litigator, and ensuring the University fills out and submits all its legal paperwork. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Article 20. Technical Assistant

Section 1. Qualification. There shall be as many Technical Assistants as necessary to provide administrative assistance in the four key responsibility areas of the University: instruction, research, extension, and administration. Technical Assistants shall either be teaching and non-teaching.

- 1.1 A *non-teaching* Technical Assistant must be at least a bachelor's degree holder or any formal education program in administrative support, preferably in a field relevant to administration.
- 1.2 A *teaching* Technical Assistant must be at least a bachelor's degree holder with significant experience in teaching, research, or educational management.

Section 2. Functions and Responsibilities. Within the university governance structure, all Technical Assistants shall be appointed to provide administrative assistance and technical support in an office. The type of office a Technical Assistant works for shall primarily determine the nature of responsibilities to be executed. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

CHAPTER 6

OVPAAs INSTRUMENTALITY OF OFFICIALS

Article 21. College Dean

Section 1. Qualification. All qualification standards for a College Dean position must be in accordance with the pertinent provisions in the memorandum order issuance by the CHed and promulgated by the BOR, preferably a doctorate holder with at least five years of teaching experience and at least two years of administrative experience.

Section 2. Functions and Responsibilities. Within the university governance structure, as the head of a faculty, which may include several academic departments, all College Deans in the university and its campuses shall have significant authority over any specific academic unit or over any specific area of concern, or both. They shall be involved centrally in issues pertaining the key areas of an academic administration: instruction, research, extension, development, and production. All College Deans shall likewise support and promote the highest quality educational programs, research, public service, and economic development activities of their respective colleges. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Section 3. Delegation. The College Dean shall be assisted by a College Secretary in the performance of the responsibilities assigned by the University President and may delegate duties and responsibilities in such capacity whenever necessary to certain officials, except for when it is explicitly restricted by the administration policies.

- 3.1 In case of a brief absence of the College Dean, the College Secretary shall assume the designation as OIC, and in the absence of both, a ranking officer in the college or the Department Chairpersons, may be designated as OIC to carry out the functions of the office.
- 3.2 The members of the College Dean's administrative group include the Department Chairpersons, Program Coordinators, and College Staff.

Article 22. SGS Dean

Section 1. Qualification. All qualification standards for the Dean of the School of Graduate Studies (SGS) must be in accordance with the pertinent provisions in the memorandum order issuance by the CHed and promulgated by the BOR, preferably a doctorate holder with at least five years of teaching experience and at least two years of administrative experience.

Section 2. Functions and Responsibilities. Within the university governance structure, as the head of the SGS faculty, which may include several academic departments, the SGS Dean shall have significant authority over any specific academic unit or over any specific area of concern, or both. They shall be involved centrally in issues pertaining the key areas of an academic administration: instruction, research, extension, development, and production. The SGS Dean shall likewise support and promote the highest quality educational programs, research, public service, and economic development activities of their respective colleges. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Section 3. Delegation. The SGS Dean shall be assisted by a SGS Secretary in the performance of the responsibilities assigned by the University President and may delegate duties and responsibilities in such capacity whenever necessary to certain officials, except for when it is explicitly restricted by the administration policies.

- 6.1 In case of a brief absence of the College Dean, the SGS Secretary shall assume the designation as OIC, and in the absence of both, any of the College Deans, may be designated as OIC to carry out the functions of the office.
- 6.2 The members of the SGS Dean's administrative group include the College Deans, Department Chairpersons, Program Coordinators, and SGS Staff.

Article 23. OCID Director

Section 1. Qualification. A Director of the Office for Curriculum and Instruction Development (OCID) must be at least a Master's degree holder with a significant background in curriculum design and management and with at least five years of teaching experience and five years of administrative experience.

Section 2. Functions and Responsibilities. The OCID Director shall serve as the Chairperson for the following administrative units: Instructional Material Development Unit, Curriculum Design and Development Unit, and Academic Performance Evaluation Unit. In coordination with the College Deans, the Director of Instruction shall actively engage in environmental scanning of trends and issues that impact the teaching and learning experiences of both the faculty and students, respectively. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Article 24. OIGE Director

Section 1. Qualification. The Director of the Office for Internationalization and Global Engagement (OIGE) must be at least a holder of an appropriate Master's degree, preferably with special training or work experience, or both, in international relations, with at least three years of administrative experience.

Section 2. Functions and Responsibilities. As the primary channel of the University that accepts and scouts highly exceptional partners to perform well the vision-mission statement, the OIGE Director shall facilitate the mechanisms designed to expose CSU community in various engagements especially to the global community in order to strengthen the University's core values of competence, service, and uprightness and in order to internationalize the ideas and perspectives of the academic community, to open better understanding in cultural diversity, and to nurture the students and faculty to compete in the increasing globalized world. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Article 25. OSAS Director

Section 1. Qualification. A Director of the Office for Student Affairs and Services (OSAS) must be at least a holder of an appropriate Master's degree, preferably with at least three years of teaching experience and at least three years of administrative experience.

Section 2. Functions and Responsibilities. The OSAS Director shall be responsible for the development and implementation of various programs and services that focus on the non-academic aspects of the student's life in the university such as the acquisition of values and skills for a lifelong learning. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Article 26. OAS Director

Section 1. Qualification. The Director of the Office for Admission and Scholarship (OAS) must be at least a holder of an appropriate Master's degree, preferably with at least three years of teaching experience and at least three years of administrative experience.

Section 2. Functions and Responsibilities. The OAS Director shall supervise the mechanisms to attract students to the university by directing admissions strategies and promoting the university. The OAS Director shall also ensure the development and successful implementation of scholarship programs that support the enrollment management objectives of the University by working with the College Deans to optimize the enrollment and net revenue impact of institutional and foundation scholarships. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Article 27. OSIP Director

Section 1. Qualification. The Director of the Office for Student Internship Programs (OSIP) must be at least a holder of an appropriate Master's degree, preferably with at least three years of teaching experience and at least three years of administrative experience.

Section 2. Functions and Responsibilities. The OSIP Director shall supervise the mechanisms for student internship programs of the university. The OSIP Director shall ensure a systematic and strategic exchange of services for academic and practical experience between the CSU interns and certain organizations; in that, the oversight will create a professional network that will provide CSU students relevant skills and experience in a particular field which may lead to future employment opportunities. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Article 28. NSTP Director

Section 1. Qualification. The qualification standards for a Director of the National Service Training Program (NSTP) position in the University must be in accordance with the pertinent provisions adopted in the policies and principles mandated by the statutory issuances of the government.

Section 2. Functions and Responsibilities. The NSTP Director shall primarily be responsible to supervise over the design, formulation, adaptation, and implementation of the NSTP program components offered by the University in coordination with the Department of National Defense (DND) and with any CHED-accredited or TESDA-recognized NGOs. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Article 29. University Registrar

Section 1. Qualification. The University Registrar must be at least a holder of an appropriate Master's degree, preferably with at least three years of service as a faculty member and with significant experience in curriculum making and development and record keeping.

Section 2. Functions and Responsibilities. The University Registrar shall function in support of the other academic units by fulfilling the mandate of maintaining and preserving the academic records of the students in the University. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Article 30. University Librarian

Section 1. Qualification. A University Librarian must be at least a holder of an appropriate Master's degree and a licensed Library Science graduate, preferably with special training or work experience in the field and at least three years of administrative experience. All other qualification standards for the University Librarian position must be in accordance with the pertinent provisions promulgated by the Civil Service Commission (CSC) and the Professional Regulatory Commission (PRC).

Section 2. Functions and Responsibilities. The University Librarian shall be responsible to the VPAA for overseeing collection acquisition and development, budgeting, staff, fundraising, the maintenance and formation of state, regional, national, and international partnerships, library services, physical space, information technology adoption and development, website development, and strategic planning. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Article 31. Guidance Counselor

Section 1. Qualification. A University Counselor shall preferably be a holder of an appropriate Master's degree who meets the qualification standards promulgated by the CSC and PRC.

Section 2. Functions and Responsibilities. The University Counselor shall primarily be responsible to provide a confidential helping relationship to help students with educational, personal, and social concerns through management of students' activities and services aimed at reinforcing their ability and confidence in knowing and understanding themselves in relation to others and developing their own psychological growth and development. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

CHAPTER 7

OVPAF INSTRUMENTALITY OF OFFICIALS

Article 32. Administrative Services Director

Section 1. Qualification. The Director of the Office for Administrative Services (OAS) shall preferably be Master's degree holder with five years of administrative and supervisory experience.

Section 2. Functions and Responsibilities. The OAS Director shall report to the VPA in the management and supervision of the day-to-day operations of the administrative services in the University and shall be supervisory to numerous offices, including finance, sales, human resources, and marketing. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Article 33. RGMS Director

Section 1. Qualification. The Director of Resource Generation and Management Services (RGMS) must be a holder of an appropriate Master's degree, preferably with special training and work experience in resource management and at least three years of administrative experience.

Section 2. Functions and Responsibilities. The RGMS Director shall provide mechanisms to generate another means of income and enhance the financial capability of the university by building linkages with the government and private organizations to further enhance the various business affairs of the University. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Article 34. HRMS Director

Section 1. Qualification. The Director of Human Resource Management Services (HRMS) shall preferably be a holder of an appropriate Master's degree with special training and work experience in personnel development and management and at least five years of administrative and supervisory experience.

Section 2. Functions and Responsibilities. The HRMS Director shall ensure the university's compliance with Civil Service rules, other governmental rules and regulations or directives on human resources management systems and programs, personnel relations, and human resource records management. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Article 35. FMS Director

Section 1. Qualification. The Director of Financial Management Services (FMS) must be a Certified Public Accountant (CPA), preferably with Master's degree and with special training and work experience in financial management and at least three years of administrative and supervisory experience.

Section 2. Functions and Responsibilities. The FMS Director shall be accountable to provide services relating to financial systems and procedures, budget, cash, accounting, and all financial housekeeping matters. This includes preparing budget proposals and pursuing formal budget authorizations, undertaking budget execution and control, and conduct of regular management surveys of the organizational structure, manpower, and operations. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Article 36. General Services Director

Section 1. Qualification. The Director of General Service shall preferably be a holder of an appropriate Master's degree and a licensed Civil Engineer, with specialization in line with the duties and functions of the office and with five years administrative experience.

Section 2. Functions and Responsibilities. The General Services Director shall provide physical plant support functions the different offices in the University. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

CHAPTER 8

OVPEOAS INSTRUMENTALITY OF OFFICIALS

Article 37. OPD Director

Section 1. Qualification. The Director of the Office for Planning and Development (OPD) must be at least a Master's degree holder, preferably with special training and work experience in planning and development and at least three years of administrative experience.

Section 2. Functions and Responsibilities. The OPD Director shall be responsible for the management and coordination of the establishment and support to projects of significance in the operation and administration of any key operating components of the university. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Article 38. MIS Director

Section 1. Qualification. The Director of Management Information System (MIS) must be at least a Master's degree holder in information technology with at least three years of administrative experience.

Section 2. Functions and Responsibilities. With a directive to solve problems in a multi-server environment, through a variety of software systems and applications, the MIS Director is responsible for analyzing technology and industry trends to determine organizational objectives, and then develop strategic plans to meet the common goals of the University. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Article 39. PICO Director

Section 1. Qualification. The Director of Public Information and Communication Office (PICO) must be at least a Master's degree holder, preferably

with special training or work experience, or both, in public relations and communication, with at least three years of administrative experience.

Section 2. Functions and Responsibilities. As the head of the multi-media information arm of the University, the PICO Director is tasked to support the achievement of the university's objectives through effective communication with and the dissemination of the key institutional messages to internal and external audiences and stakeholders and through the promotion of the significant university events and achievements in instruction, research, development, the creative outputs of its constituents, and any academic and administrative activities. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Article 40. ARO Director

Section 1. Qualification. The Director of Alumni Relations Office (ARO) must be at least a Master's degree holder, preferably with special training or work experience, or both, in public relations and communication, with at least three years of administrative experience.

Section 2. Functions and Responsibilities. As the head of unit mandated by the University to establish strong lifelong relationships with the alumni. The ARO Director is responsible for establishing mutually beneficial relationship between the University and its alumni through various activities and programs. The ARO Director shall also serve as a communication line officer to the administration giving the alumni opportunities to ask, comment, and suggest. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Article 41. QuAMS Director

Section 1. Qualification. The Director of Quality Assurance Management Services (QuAMS) must be at least a Master's degree holder, preferably with special training and work experience in quality assurance management and at least three years of administrative experience.

Section 2. Functions and Responsibilities. The QuAMS Director shall ensure that the quality assurance and quality management system are established, implemented, monitored, and sustained in accordance with the university's vision, mission, quality policy, goals, and objectives. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Article 42. IAS Director

Section 1. Qualification. The Internal Audit Services (IAS) Director shall preferably be a holder of an appropriate Master's degree with special training and work experience in audit management and at least three years of administrative experience.

Section 2. Functions and Responsibilities. The IAS Director shall be accountable for the identification and reporting on all significant control weaknesses, through the application of a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, processes, controls, and decision making. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Article 43. GAD Focal Person

Section 1. Qualification. The Focal Person of Gender and Development (GAD), preferably with special training in gender-related trainings and at least three years of administrative experience, may either come from the GAD executive committee or from the GAD technical working group.

Section 2. Functions and Responsibilities. The GAD Focal Person shall head the Gender Focal Point System (GFPS) of the university in the execution of the national policies or other directives that support GAD mainstreaming in the policies, plans, programs, projects and activities, budget, systems, and procedures of the University. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Article 44. DRRM Focal Person

Section 1. Qualification. The qualification standards for a Focal Person of Disaster Risk Reduction Management (DRRM) position in the University must be in accordance with the pertinent provisions adopted in the policies and principles mandated by the Philippine Disaster Management System.

Section 2. Functions and Responsibilities. The DRRM Focal Person shall be in charge of raising the standard of basic education and administrative efficiency in providing mechanisms to protect and preserve personnel and students, university property, facilities, equipment, fixtures, instructional materials, and school records. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Article 45. UCSR Director

Section 1. Qualification. The Director of the University Center for Sports and Recreation (UCSR) must be at least a holder of an appropriate Master's degree or a sports enthusiast who put premium inclination in personal fitness and motor skills, preferably with at least one year of teaching experience and at least one year of administrative experience.

Section 2. Functions and Responsibilities. The UCSR Director shall be responsible for the supervision and coordination of the sports and recreation programs of the University. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Article 46. UCCA Director

Section 1. Qualification. The Director of the University Center for Culture and the Arts (UCCA) must be at least a holder of a Master's degree or have pertinent artistic and cultural inclination, preferably with at least one year of teaching experience and at least one year of administrative experience.

Section 2. Functions and Responsibilities. The UCCA Director shall assess and respond to the interests of CSU community in creating cultural arts opportunities that enliven and enhance the individual and collective experience, through a combination of essential artistic skills and effective use of resources to build on current programs and projects. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Article 47. University Press Director

Section 1. Qualification. The Director of University Press must be at least a holder of a Master's degree or have pertinent inclination in publishing industry, preferably with at least one year of teaching experience and at least one year of administrative experience.

Section 2. Functions and Responsibilities. The University Press Director shall be responsible for the management, supervision, and coordination of a centralized business mechanism for all the university's needs for publications. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Article 48. Health and Wellness Director

Section 1. Qualification. The Health and Wellness Director shall preferably be at least a holder of an appropriate Master's degree with at least two years of teaching experience and at least two years of administrative experience.

Section 2. Functions and Responsibilities. The Director shall advance the well-being, academic success, and lifelong achievement and health of the CSU community. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Article 49. Dormitory Manager

Section 1. Qualification. The Dormitory Manager must be at least a holder of a bachelor's degree relevant to the job and has a first-level eligibility in career service, preferably with at least one year of administrative experience.

Section 2. Functions and Responsibilities. The Dormitory Manager holds the responsibility of running the dorm efficiently and keeping it a safe and healthy place for the resident students. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Article 50. Research and Innovation Directors

Section 1. Qualification. The Research and Innovation Directors shall be faculty members who are at least holders of an appropriate Master's degree and have manifested research and innovation leadership in their fields of discipline.

Section 2. Function. The primary responsibility of the Research and Innovation Directors is to assist the VPRIE in making strategic and action plans for the center, preparing annual research and innovation programs, annual budget preparations, and progress and financial reports reflecting the implementation of sound and holistic research program of the center. The Directors shall lead in evaluating proposals since the centers shall serve as the 'pre-screening body' for research proposals of the faculty and graduate students seeking funds through the centers. The Directors shall create 'ad hoc' committees to evaluate specific program and project proposals or progress reports, or both.

Article 51. TTLO Director

Section 1. Qualification. The Director of the Technology Transfer and Licensing Office (TTLO) must be at least a Master's degree holder with special training or work experience, or both, in the implementation of intellectual property (IP) policy in terms development, transfer, and licensing of IP assets.

Section 2. Functions and Responsibilities. The TTLO Director shall primarily be responsible to streamline the efforts of the University in promoting research faculty interactions with other institutions and in bringing intellectual property research outcomes to the marketplace for public use and benefit. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Article 52. Extension Services Director

Section 1. Qualification. The Extension Services Directors shall be faculty members who are at least holders of an appropriate Master's degree and have manifested extension leadership in their fields of discipline.

Section 2. Function. The main responsibility of the Extension Services Directors is to assist the VPRIE in making strategic and action plans for the delivery of educational information and programs to the stakeholders of the University, with specific emphasis on efforts to insure the application of such knowledge. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Article 53. RIE Publication and Communication Director

Section 1. Qualification. The RIE Publication and Communication Director shall be a faculty member who is at least a Master's degree holder in the fields of communication or information and communication technology. The RIEPC Director must have at least five years of experience in publishing research outputs and communicating research results for adoption by the industries and by the communities.

Section 2. Functions and Responsibilities. The primary responsibility of the RIEPC Director is to assist the VPRIE in making strategic and action plans in managing the University's research and extension journals, publishing research outputs and in maintaining linkages with the publication sharing network. The RIEPC Director shall closely relate with the OIGE to strengthen global collaboration in research and innovation.

CHAPTER 10

SATELLITE CAMPUS INSTRUMENTALITY OF OFFICIALS

Article 54. Director for Academic Affairs

Section 1. Qualification. The Director for Academic Affairs must be a doctorate holder with at least three years of teaching experience and three years of research and administrative experience.

Section 2. Functions and Responsibilities. The Director for Academic Affairs shall be directly responsible to the Chancellor in supervising curricular, instructional, and other academic-related activities in the Campus. In coordination with the College Deans and other campus unit heads, the Director for Academic Affairs shall actively engage in environmental scanning of trends and issues that impact the teaching and learning experiences. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Article 55. Director for Student Services

Section 1. Qualification. The Director for Student Services must be at least a holder of an appropriate Master's degree, preferably with at least three years of teaching experience and at least three years of administrative experience.

Section 2. Functions and Responsibilities. The Director for Student Services shall be responsible for the development and implementation of various programs and services that focus on the non-academic aspects of the students' life in the Campus such as the acquisition of values and skills for a lifelong learning. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Article 56. Director for Administrative Operations

Section 1. Qualification. The Director for Administrative Operations must be at least a Master's degree holder, preferably with three years of administrative and supervisory experience.

Section 2. Functions and Responsibilities. The Director for Administrative Operations shall report to the Chancellor in the management and supervision of the day-to-day operations of the administrative services in the Campus and shall be supervisory to numerous offices, including finance, sales, human resources, and marketing. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Article 57. Director for Auxiliary Services

Section 1. Qualification. The Director for Auxiliary Services must be at least a Master's degree holder, preferably with three years of administrative and supervisory experience.

Section 2. Functions and Responsibilities. The Director for Auxiliary Services shall be responsible in ensuring the welfare of CSUCC constituents and outside clients through better access to auxiliary services of the Campus. The Director for Auxiliary Services shall supervise, coordinate, and assist the different unit heads in the planning, implementation, and evaluation of their respective programs. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Article 58. Director for Finance Management

Section 1. Qualification. The Director of Finance Management must be a Certified Public Accountant (CPA), preferably with Master's degree and with special training and work experience in financial management and at least three years of administrative and supervisory experience.

Section 2. Functions and Responsibilities. The Director of Finance Management shall be accountable to provide services relating to financial systems and procedures, budget, cash, accounting, and all financial housekeeping matters. This includes preparing budget proposals and pursuing formal budget authorizations, undertaking budget execution and control, and conducting regular management surveys of the organizational structure, manpower, and operations. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Article 59. Director for Executive Operations

Section 1. Qualification. The Director for Executive Operations must be at least a holder of an appropriate Master's degree, with at least three years of administrative and supervisory experience.

Section 2. Functions and Responsibilities. The Director for Executive Operations shall be entrusted with the systematic and strategic management of the campus's planning and development projects, information system, public relations, quality assurance, and internal audit system. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Article 60. Director for Research and Development

Section 1. Qualification. The Director for the Research and Development must be at least a holder of an appropriate Master's degree, with at least three years of teaching, research, and administrative experience.

Section 2. Functions and Responsibilities. The Director for Research and Development shall be entrusted with the systematic and strategic management of the planning, research, and information activities that are an essential pre-requisite to formulate coherent academic policies and programs in the Campus. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

Article 61. Director for Extension Services

Section 1. Qualification. The Director for Extension Services must be at least a holder of an appropriate Master's degree, with at least three years of teaching experience and at least three years of administrative experience and have manifested leadership and moral compass in extension services.

Section 2. Functions and Responsibilities. The Director for Extension shall spearhead the planning and implementation of extension activities such as making strategic and action plans, evaluating extension proposals, and preparing the annual budget and other financial reports reflecting the implementation of sound and holistic extension programs. Complementary thereto shall be the performance of all specific responsibilities stipulated in the Special Order that mandates the designation.

CHAPTER 1

ACADEMIC AFFAIRS

Article 62. General Principles to Academic Affairs

Section 1. Application. All academic policies and standards prescribed in this chapter shall principally apply to the various academic programs and projects within the framework of instrumentalities under the Office of the Vice President for Academic Affairs (OVPA). Deriving from the policies and standards, the circumstances of an individual campus or any particular programs or projects in the University may require supplementary interpretations or minor variations in procedure.

- 1.1 The Vice President for Academic Affairs (VPAA) shall be directly responsible to the University President for providing substantive inputs to the formulation of policies and standards and the monitoring, review, and coordination of any curricular and instructional programs of the University.
- 1.2 The academic policies and standards hereto shall be recognized as an implementing entity of the academic administration to establish, maintain, and support academic functions which shall provide directions to the CSU community in the pursuit of academic excellence and operational excellence through various academic programs and projects.

Section 2. Implementation. The principles of this chapter shall be implemented in order to attain the mandate of the University, to give meaning to academic integrity and academic freedom, to institute reasonable supervision and regulation, and to accelerate the development and innovation of the institution.

- 2.1 All doubts in the interpretation and implementation of the principles of this chapter shall be in favor of the University according to its mandate with the discretion of the University President.
- 2.2 The academic policies and standards governing the University academic affairs shall be those promulgated by the university Board of Regents (BOR) and shall be adherent to statutory and regulatory issuances of the government.

Article 63. Academic Programs and Curriculum Changes

Section 1. Academic Program. The University shall offer academic programs in line with its institutional mandates as stipulated in the enactment of Republic Act No. 9854.

- 1.1. All academic programs of the university shall comprise the core, required, and elective courses that lead to a degree or certificate in an academic track or concentration.
- 1.2. No abridgment of the university's academic freedom by the CHED shall be made except for: (a) minimum unit requirements for specific academic programs; (b) general education distribution requirements as may be determined by the CHED; and (c) specific professional subjects as may be stipulated by the various licensing entities.
- 1.3. All mechanisms for the creation and rationalization of any academic program shall follow the CHED's set of standards, policies, and guidelines.

Section 2. Curriculum Changes. The University shall establish a structural implementation of the academic programs by securing that the content, purpose, and organization of courses and activities shape every student's learning experience are in line with the mandates of the University.

- 2.1. Prior to implementation, all changes to a curriculum shall require submission, review, and approval of a proposal. The intent of this approval process is to support and ensure a coherent and coordinated effort among multiple stakeholders, namely the University and its community, CHED, and other licensing authorities, for a relevant and engaging delivery of the curriculum.

Article 64. Academic Calendar and Classes

Section 1. Academic Calendar. The academic calendar shall be prepared in accordance with pertinent guidelines of the Commission on Higher Education (CHED). The academic calendar shall be prepared by the University Registrar in coordination with the VPAA and as endorsed by the Academic Council for the approval of the BOR.

Section 2. Academic Year. There shall be two regular semesters and a midyear term in an academic year, each with 18 weeks or 54 contact hours, inclusive of registration and departmental examination periods. All academic units in the University shall operate under the semestral system.

Section 3. Class Schedule. Schedule of classes shall be prepared by a committee headed by the VPAA, with the College Deans and the Department Chairpersons of the academic programs.

Section 4. Class Size. The standard class sizes for undergraduate courses are as follows: lecture class, 50 students; laboratory class, 50 students (social) and 25 students (technical). The standard class size for graduate courses is 15, either lecture or laboratory. Any deviation thereto shall be consistent with the supplementary academic policies and standards stipulated and prescribed in the *Student Handbook*.

Section 5. Class Dismissal. The University shall promulgate rules and regulations to constitute the mechanism for dismissing a class as stipulated and prescribed in the *Student Handbook*.

Section 6. Class Suspension. The University shall promulgate rules and regulations to constitute the mechanism for a class suspension as stipulated and prescribed in the *Student Handbook*.

Section 7. Non-Regular Classroom Activities. The University shall promulgate rules and regulations to constitute the mechanism for enabling non-regular classroom activities, such as co-curricular and extra-curricular excursions and makeup classes.

Article 65. Admission and Registration

Section 1. Entrance Requirements. All pertinent requirements for admission and registration in the University must be complied in accordance with the standards and policies stipulated and prescribed in the *Student Handbook*.

Section 2. Admission. The University shall provide a mechanism through which students can enroll in the undergraduate, graduate, and postgraduate programs in the University. The mechanism shall include principles on accepting foreign students for admission. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Section 3. Admission Status. All students, undergraduate, graduate, and postgraduate alike, shall be classified upon admission to the University. The mechanism for classification of students shall be in accordance with the standards and policies stipulated and prescribed in the *Student Handbook*.

Section 4. Registration. The University shall provide a systematic process through which any eligible students can reserve seats in particular classes. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Section 5. Cross-Registration. The University shall provide a mechanism for cross-registration, a system allowing students in the University or at another university to take individual courses for credit at another institution or at the University, respectively. All pertinent requirements for cross-registration must be complied in accordance with the standards and policies stipulated and prescribed in the *Student Handbook*. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Section 6. Double Registration. The University shall provide mechanisms for double registration which refers to an arrangement between academic programs in the university, whereby a student continues to be registered in the University and is also registered in another HEI. All pertinent requirements for double registration must be complied in accordance with the standards and policies stipulated and prescribed in the *Student Handbook*. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Section 7. Dual Registration. The University shall provide mechanisms for dual registration which refers to an arrangement between universities, either local or international, whereby a student is concurrently registered to study in two curricular programs. All pertinent requirements for dual registration must be complied in accordance with the standards and policies stipulated and prescribed in the *Student Handbook*. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Article 66. Academic Load and Credit Unit

Section 1. Academic Load. The University shall provide a mechanism for regulating the course load of students or the difficulty of courses taken in an academic period. The normal load for students per semester shall be in accordance to the prescribed curriculum. The VPAA or any duly authorized representative, through channels, shall be empowered to adjust the academic load of students with relevant justifications.

Section 2. Credit Unit. An academic load or course load is the total number of academic units a student is taking in a semester. Each unit of credit shall be at least 18 semester-hours of instruction in the form of lecture, discussion, seminar, tutorial, recitation, or any combination of laboratory work such as field work or related student activity.

Article 67. Changes in Enrolled Academic Courses

Section 1. Change of Class Schedule. Any faculty members who meet their students for a make-up or a consultation at any time, date, or place other than what is designated for the purpose shall formally request for an authorization from the College Dean. All pertinent requirements for changing class schedules requested by students must be complied in accordance with the standards and policies stipulated and prescribed in the *Student Handbook*. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Section 2. Dropping of Courses. The University shall provide a mechanism through which students may officially drop an enrolled course. All pertinent requirements for dropping of courses must be complied in accordance with the standards and policies stipulated and prescribed in the *Student Handbook*. All

procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Section 3. Withdrawal of Courses. The University shall provide a mechanism through which students may withdraw an enrolled course. All pertinent requirements for withdrawal of courses must be complied in accordance with the standards and policies stipulated and prescribed in the *Student Handbook*. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Section 4. Substitution of Courses. The University shall provide a mechanism through which students may apply for substitution of courses. All pertinent requirements for substitution of courses must be complied in accordance with the standards and policies stipulated and prescribed in the *Student Handbook*. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Section 5. Adding of Courses and Changing of Courses. Adding or changing of course, or both, shall be allowed for valid reasons; provided, these are done within the period specified in the academic calendar, or on or before the deadline set for acceptance of late enrollees. All pertinent requirements for adding and changing of courses must be complied in accordance with the standards and policies stipulated and prescribed in the *Student Handbook*. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Section 6. Transfer of Students. Transfer of students from a recognized HEI to the University shall be allowed under certain limitations prescribed by the University. An admitted transferee shall be allowed to enroll in courses; provided, the prerequisites of which are passed. All pertinent requirements for the transfer must be complied in accordance with the standards and policies stipulated and prescribed in the *Student Handbook*. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Section 7. Validation of Courses. Admitted transferees may apply for transfer credits for units earned from another program or from another accredited HEIs upon presentation of official TOR and a validation given by college department offering the academic program. All pertinent requirements for validation of courses must be complied in accordance with the standards and policies stipulated and prescribed in the *Student Handbook*. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Article 68. Scholastic Standing and Retention Policies

Section 1. Class Attendance. Attendance of students to classes shall be governed by the rules and regulations promulgated by the University as stipulated and prescribed in the *Student Handbook*. All procedural standards and policies

pertaining to such mechanism shall at all times protect the academic integrity of the University.

Section 2. Leave of Absence. A leave of absence (LOA) is a period of time when students are permitted for a break with academic life while maintaining the status of being a student. Generally, such an arrangement has a predefined termination at a particular date. All pertinent requirements for LOA must be complied in accordance with the standards and policies stipulated and prescribed in the *Student Handbook*. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Section 3. Honorable Dismissal. Honorable dismissal is the voluntary withdrawal of a student from the University with the consent of the University Registrar. Students, who wish to end their connection to the University and avail of an honorable dismissal, shall have to present a written request and clearance from accountabilities duly approved by the College Dean and the VPAA. All accountabilities to the University must be settled before an honorable dismissal is issued. All pertinent requirements for the issuance of honorable dismissal must be complied in accordance with the standards and policies stipulated and prescribed in the *Student Handbook*. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Section 4. Scholarship Programs. For deserving students, the University shall provide mechanisms for academic and non-academic scholarships with separate set of guidelines as determined by a duly constituted committee on scholarship programs headed by the VPAA, endorsed by the university Academic Council, and approved by the University President and BOR. All pertinent requirements for the implementation of the scholarship programs must be complied in accordance with the standards and policies stipulated and prescribed in the *Student Handbook*. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Section 5. Retention Policies. All academic programs shall provide their own mechanisms for retention policy for both domestic and foreign students. The Grade Point Average (GPA), as the measure of the quality of the students' general academic performance during a regular academic term, shall be a basis for the determination of students' status with respect to the retention policies of a curricular program. Only grades with numerical values in academic courses are included in the computation of the GPA.

Article 69. Major Examination, Thesis, Dissertation, and Special Project

Section 1. Examination. Examinations are integral components of instruction and shall be administered by the instructors for the purpose of evaluating students' performance. All pertinent requirements for the implementation of examinations must be complied in accordance with the standards and policies stipulated and prescribed in the *Student Handbook*. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Section 2. Thesis, Dissertation, and Special Project. There shall be a mechanism for regulating the implementation of thesis, dissertation, and special projects as capstone of every academic program. All pertinent requirements for the implementation thereto must be complied in accordance with the standards and policies stipulated and prescribed in the *Student Handbook*. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Article 70. Grading System and Academic Recognition

Section 1. Grading System. The academic performance of students shall be evaluated and graded at the end of each term in accordance with the prescribed grading system stipulated and prescribed in the *Student Handbook*. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Section 2. Academic Recognition. Students who receive grades of 1.75 or above and those who carry the normal load as prescribed in the program curriculum shall be included in the Dean's List and shall receive certificate and recognition during a convocation program to be determined by the VPAA and the University Registrar. All pertinent requirements thereto must be complied in accordance with the standards and policies stipulated and prescribed in the *Student Handbook*. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Article 71. Incomplete Grades and Removal Examinations

Section 1. Incomplete Grade. The grade of INC is given to a student whose class standing throughout the semester is passing but insufficient to complete all academic requirements for the course due to any valid reasons, like accidents or illnesses. All pertinent requirements for compliance must be in accordance with the standards and policies stipulated and prescribed in the *Student Handbook*. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Section 2. Compliance Examination. Examinations may be taken by students who wish to improve their poor academic performance in a semester or those who applied for the completion of an incomplete (INC) grade. All pertinent requirements for compliance examination must be complied in accordance with the standards and policies stipulated and prescribed in the *Student Handbook*. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Article 72. Academic Completion

Section 1. Application for Graduation. All graduating students shall accomplish an application for graduation before the College Dean, through channels at most five weeks after the opening of classes during a regular semester

and at most two weeks during summer term. All pertinent requirements thereto must be complied in accordance with the standards and policies stipulated and prescribed in the *Student Handbook*. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Section 2. Graduation Rites. Unless the number of graduates will be justifiable to hold semestral commencement exercises, the regular commencement exercises for the tertiary level shall be scheduled after the end of the second semester. All pertinent academic requirements in the conduct of graduation rites must be complied in accordance with the standards and policies stipulated and prescribed in the *Student Handbook*. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Section 3. Prescribed Attire. To ensure that everyone who attends the baccalaureate service and commencement exercises is on their appropriate attire, a protocol committee must be established to ensure that the policies and standards stipulated and prescribed in the *Student Handbook* for are adhered to.

Section 4. Graduation with Honors. To indicate the level of distinction with which an academic degree is earned, there shall be a set of definite criteria to be met in order for students to obtain a given honors distinction. All pertinent requirements thereto must be complied in accordance with the standards and policies stipulated and prescribed in the *Student Handbook*. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Section 5. Conferment of Honoris Causa. The University, upon endorsement of the Academic Council and approval of the BOR, may confer a doctoral degree in *honoris causa* to any person with distinguished achievements in the national or international level. Such person must manifest exemplary support and contribution to the University and the country. The honoree must further comply with the policies on the grant of the same. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Section 6. Graduation in Absentia. Attendance to the commencement exercises shall be compulsory for all candidates for graduation. Graduating students who cannot attend the commencement exercises due to illness and other valid reasons shall submit to the University Registrar, through the College Dean or the Graduate School Dean, a request for permission to graduate in *absentia*, with the appropriate supporting documents. All other pertinent requirements thereto must be complied in accordance with the standards and policies stipulated and prescribed in the *Student Handbook*. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

CHAPTER 2

STUDENT SERVICES

Article 73. General Principles to Student Services

Section 1. Application. All academic policies and standards prescribed in this chapter shall principally apply to the various programs, projects, and activities relevant to student services.

- 1.1 The Director of the Office of Student Affairs and Services (OSAS) shall be directly responsible to the Vice President for Academic Affairs (VPAA) and to the University President for providing substantive inputs in the formulation of policies and standards and the monitoring, review, and coordination of any student services in the University.
- 1.2 The academic policies and standards hereto shall be recognized as an implementing entity of the academic administration to establish, maintain, and support any curricular programs which shall provide directions to the studentry in the pursuit of academic excellence and operational excellence through various student affairs and services.

Section 2. Implementation. The principles of this chapter shall be implemented in order to form individuals who can later become productive citizens of the country and the world, the University shall protect and promote the rights, welfare, and development of every student in accordance with the pertinent statutory and regulatory issuances of the government.

- 2.1 All doubts in the interpretation and implementation of the principles of this chapter shall be in favor of the University according to its mandate with the discretion of the University President.
- 2.2 The academic policies and standards governing the University academic affairs shall be those approved by the university BOR and shall be adherent to statutory and regulatory issuances of the government.

Article 74. Student Rights and Responsibilities

Section 1. Rights of Students. In addition to the fundamental rights guaranteed under the constitution and subject to the limitations prescribed by the rules and regulations of the University, every student shall enjoy the institutional rights provided by the University in accordance with the standards and policies stipulated and prescribed in the *Student Handbook*.

Section 2. Responsibilities of Students. In addition to those provided for under existing laws, the University shall promulgate standards and policies as stipulated and prescribed in the *Student Handbook*, within which students are bound to manifest responsible co-curricular and extra-curricular activities. All

regulatory standards and policies pertaining thereto shall at all times protect the academic integrity of the University.

Article 75. Student Welfare

Section 1. Guidance and Counseling Services. The University shall provide guidance, counseling, and consultation services to students in connection with the students' programs of studies and university life for their well-being. There shall be competent personnel to provide the following services: individual and group counseling, information services, guidance enrichment and counseling services, academic follow-ups, and student peer facilitators' program. All pertinent requirements thereto must be complied in accordance with the standards and policies stipulated and prescribed in the *Student Handbook*.

Section 2. Health and Food Services. In compliance with health-related laws, rules, and regulations enshrined in the Philippine constitution, there shall be mechanisms to provide primary health care and wellness programs to the students. The University shall provide the insurance of available, adequate, safe, and healthful food and beverages within the campus and immediate vicinity in accordance with the food, safety, and sanitation guidelines of the DOH. All pertinent requirements thereto must be complied in accordance with the standards and policies stipulated and prescribed in the *Student Handbook*.

Section 3. Admission Services. The University shall provide services that take care of the processing of students' entrance to the University. All pertinent procedural requirements thereto must be complied in accordance with the standards and policies stipulated and prescribed in the *Student Handbook*. In the imposition of the requirements and procedures for admission, the University shall provide due consideration or reasonable accommodation for foreign applicants or persons with disabilities as stipulated in statutory provisions.

Section 4. Scholarships and Financial Assistance. Scholarship grants, assistantships, grants-in-aids, and other forms of educational financial aid shall be provided for and awarded to deserving students in accordance with the provisions stated in the academic policies. All pertinent requirements thereto must be complied in accordance with the standards and policies stipulated and prescribed in the *Student Handbook*.

Section 5. Financial Assistance for Working Scholars. The University shall likewise provide opportunities for student-assistantship to deserving and promising students, upon the recommendation of the Deans and heads of the various units of the University. All pertinent requirements thereto must be complied in accordance with the standards and policies stipulated and prescribed in the *Student Handbook*.

Section 6. Housing and Other Amenities. The University shall provide assistance to ensure students have access to accommodation that is safe and conducive for a university environment. There shall be residence halls and dormitories for students. Students not living in the University residence halls or

dormitories shall be advised to reside in the homes or boarding houses included in the duly accredited list of boarding houses. All pertinent requirements thereto must be complied in accordance with the standards and policies stipulated and prescribed in the *Student Handbook*.

Section 7. Security Services. The University shall provide a safe, accessible, and secure environment to all the students of the University. Licensed and competent security personnel shall ensure the safety and security of students and their belongings. Likewise, all buildings and amenities shall be in compliance with the government standards such as mechanisms to address disaster risk reduction and management concerns and inclusive, in particular, of measures for persons with special needs.

Section 8. Library Services. The University Library shall serve as a gateway of knowledge for the accomplishment of scholarly works and the transformative experience of the CSU community in the academe. As a learning resource center, it shall be committed to support the CSU education by providing instructional materials and facilities for teaching-learning processes, research initiatives, and recent innovations in the promotion of life-long learning.

Article 76. Student Development

Section 1. Student Organizations. The University shall recognize student organizations designed for the enhancement and deepening of leadership skills and social responsibility of the students in the University. All pertinent requirements for the establishment of an organization must be complied in accordance with the standards and policies stipulated and prescribed in the *Student Handbook*.

Section 2. Student Publications. There shall be an editorial board for non-technical student publications and other media forms, in accordance with statutes and preferably within the framework of self-management which shall promote the development and growth of responsible journalism as a means of strengthening ethical values, encouraging critical and creative thinking, and developing moral character and personal discipline. All pertinent requirements for the establishment of an organization for student publications must be complied in accordance with the standards and policies stipulated and prescribed in the *Student Handbook*.

Section 3. Student Co-Curricular and Extra-Curricular Activities. The University shall provide programs and activities necessary to facilitate the delivery of essential and meaningful educational experience to all students in the University. Participation in co-curricular and extra-curricular activities shall be encouraged to promote leadership and social awareness for constructive purposes.

Section 4. Pre-University Intervention. The University shall offer pre-college education program designed for incoming college entrants. The program shall be a unique academic and social experience and shall provide students the opportunity to study at undergraduate level. It shall be an intensive program, combining academic classes, class excursions, university preparation advice, and wider skills

sessions. The academic program shall include an affirmative action for minorities and adult education for life-long learners.

Article 77. Student Conduct and Discipline

Section 1. Student Conduct. The University, shall provide projects, programs, and activities designed to nurture students who will treat all members of the CSU community with respect and represent the University as a responsible ambassador through their good conduct on and off campus. All procedural standards and policies pertaining thereto shall at all times protect the academic integrity of the University.

Section 2. Student Discipline. The University shall have mechanisms to deal summarily with any matter of student discipline and take whatever disciplinary action deemed to be warranted by any student's misconduct. All pertinent procedural requirements thereto must be complied in accordance with the standards and policies stipulated and prescribed in the *Student Handbook* and shall at all times protect the academic integrity of the University.

CHAPTER 3

INTERNATIONALIZATION ENGAGEMENTS

Article 78. General Principles to Internationalization Engagements

Section 1. Application. All academic policies and standards prescribed in this chapter shall principally apply to the various programs, projects, and activities that constitute the university's strategic internationalization plan (SIP).

- 1.1 The Director of the Office for Internationalization and Global Engagements (OIGE) shall be directly responsible to the Vice President for Academic Affairs (VPAA) and to the University President for providing substantive inputs in the formulation of policies and standards and the monitoring, review, and coordination of the various programs, projects, and activities that constitute the SIP in the University.
- 1.2 The academic policies and standards hereto shall be recognized as an implementing entity of the academic administration to establish, maintain, and support any curricular, research, and administrative programs and projects which shall provide directions to the University in the pursuit of academic excellence and operational excellence.

Section 2. Implementation. The principles of this chapter shall be implemented in accordance with the pertinent statutory and regulatory issuances of the government in order to improve the quality of education that would translate into the development of a competitive human resource capital that can

adapt to the shifting demands in regional and global environments and which can support and sustain the country's economic growth.

- 2.1 All doubts in the interpretation and implementation of the principles of this chapter shall be in favor of the University according to its mandate with the discretion of the University President.
- 2.2 The academic policies and standards governing the University academic affairs shall be those promulgated by the university Board of Regents (BOR) and shall be adherent to statutory and regulatory issuances of the government.

Article 79. Internationalization's Thrust

Section 1. The university's SIP and all pertinent mechanisms shall carry out the entrustment to enhance the institutional reputation by expanding its partnerships in the global community and to facilitate and coordinate international collaborations, engagements, and partnerships with the University.

Section 2. The policies and guidelines on internationalization shall be anchored on the Philippines foreign policy, CHED Memorandum Orders, Professional Regulatory Government Agencies, and other applicable laws, rules and regulations that uphold the promotion of national interest. It shall be directed towards supporting the national development goals, as reflected in the Philippine Development Plan and CHED's medium term Strategic Plan.

Section 3. The University shall formulate a Strategic Internationalization Plan (SIP) that is programmatic and holistic rather than one-off, random activities, in order to generate synergy and impact. The SIP shall be aligned with the mandate, mission, and vision of the University. The SIP shall be reviewed every five years to align with the current and updated information on internationalization.

Section 4. The programs in the SIP, shall combine activities under both home-based and cross-border internationalizations and shall include, among others, the following: incorporation of international, intercultural, and global dimensions on the university's curricular programs; the conduct of home-based internationalization activities to allow more students to benefit from internationalization activities; internationalization of research and innovation; mobility of faculty members and researchers; participation of Filipino students in academic exchanges abroad; and, intake of foreign students.

Section 5. The University shall provide budgetary allocation, facilities, and equipment for the realization of the programs indicated in SIP.

Section 6. Each unit in the university shall craft internationalization activities that is aligned to the SIP.

Section 7. In the recognition and realization of the internationalization programs of the University, particularly on mobility and recognition of degrees, quality assurance mechanisms, and comparability of qualifications, initiatives shall

be on an institution-to-institution basis and shall adhere to the principle of reciprocity.

Section 8. The internationalization program of the University shall be learner-centered; it shall be focused primarily on the learners' needs in terms of their cognitive, social, cultural, and personal development.

Section 9. While cross-border education shall be promoted as an important component of internationalization, the University shall continue to pursue the preservation and promotion of cultural and social norms and values of Filipinos.

Section 10. The University shall have an administrative infrastructure for quality assurance and good governance.

Article 80. Home-Based Internationalization

Section 1. The University shall initiate activities for internationalization through home-based intercultural and international dimensions in the teaching-learning process, research, extension, innovation, and production.

Section 2. Internationalization at home shall include formal intercultural and international learning opportunities and relationship with local cultural and ethnic community groups, as well as the integration of foreign students and scholars into campus life and activities.

Section 3. The University shall integrate internationalization in its curricular programs in order to provide an alternative mode of internationalization that can overcome the limitations inherent in international mobility schemes. This include incorporation of international, intercultural, or global dimensions into the content of curriculum, as well as the learning outcomes, assessment tasks, teaching methods, and support services of a program of study.

Article 79. Cross-Border Internationalization

Section 1. The university shall expand its networks thru partnership with foreign universities which are open to academic mutual cooperation thru bilateral and multilateral agreements.

Section 2. A memorandum of understanding or agreement shall be signed between the University and a foreign university for student or faculty member exchange, research collaboration, and other short and long-term engagements.

Section 3. Exchange agreements between the University and a foreign host institution must be current and approved in line with the University's bilateral relations establishment process and must be in place prior to the commencement of the exchange program.

Section 4. University faculty, staff, and students who are interested to apply in mobility programs shall be subjected to policies and guidelines of the country such as CHED Memorandum Orders, university policies and other applicable laws, rules, and regulations therein.

CHAPTER 1

PERSONNEL MANAGEMENT

Article 82. General Principles to Personnel Management

Section 1. Application. The administrative policies and standards prescribed in this chapter shall principally apply to the various personnel employed in the different implementing units of the University.

- 1.1 The Vice President for Administration and Finance (VPAF) shall be directly responsible to the University President for providing substantive inputs to the formulation of policies and standards and the monitoring, review, and coordination of all personnel affairs, including, but not limited to, recruitment, selection, placement, performance management, human resource development, compensation, rewards, and recognition.
- 1.2 As a state university, this book recognizes all professional and statutory codes to be binding; hence, all personnel of the University shall carry out their duties in accordance with the law and shall be responsible for the reasonably foreseeable consequences of any acts or omissions arising from the performance of their duties.
- 1.3 As an academic community, the University's fundamental purpose is the execution and accomplishment of its mandate. Essential to the success of its educational mission is the commitment that every university personnel shall be responsible for upholding the highest standards by adhering to the principles prescribed in this chapter.

Section 2. Implementation. All administrative policies and standards governing personnel administration in the University shall be implemented as a system; hence, a system approach in management shall be adopted where certain structures are followed.

- 2.1 All doubts in the interpretation and implementation of the principles of this chapter shall be in favor of the University according to its mandate with the discretion of the University President.
- 2.2 The academic policies and standards governing the University personnel management shall be those approved by the university Board of Regents (BOR) and shall be adherent to statutory and regulatory issuances of the government.

Article 83. Recruitment, Selection, and Placement

Section 1. Personnel Appointment. The opportunity for an employment in the University is open to all qualified and competent citizens of the Philippines and to any foreign nationals who have secured a working visa in the country. Positive efforts shall be exerted to attract the best qualified and competent persons, preferably from among the outstanding graduates of the University to enter the service.

- 1.1 All appointments for employment in the University shall be made strictly on the basis of merit and fitness and in accordance with the existing policies, rules, and procedures laid down in the Merit Selection Plan (MSP) and Merit Promotion Plan (MPP) promulgated by the University for all faculty members and non-teaching personnel and, as far as practicable, the qualification standards established by the Civil Service Commission (CSC) and such other evaluation criteria as may be adopted by the University.
- 1.2 The University shall ascertain that the right persons are placed in the appropriate positions with consideration of the inherent duties and responsibilities pertaining thereto.
- 1.3 No examination or inquiry shall be made in the process of selection and promotion pertaining to any individual's gender, religious opinions, or political and tribal affiliations.
- 1.4 All personnel of the University shall be appointed by the University President, subject to the confirmation of the BOR. The terms and conditions of every appointment shall be stated in writing.
- 1.5 Whenever applicable, appointments of university personnel shall be submitted to the CSC for appropriate action.

Section 2. Personnel Classification and Reclassification. All types of employment in the University shall fall into the following categories. Each of these categories is unique with regard to type of work performed, job security, benefits package, among others. Assignment to an employee category is based upon job title and the role of the position.

- 1.1 *Academic Staff*. The Academic Staff employee category is comprised of employees in non-faculty positions which are unique to higher education. These positions are either fixed term renewable or fixed term with a defined end date.
 - 1.1.1 *Permanent* – an appointment in the government service for an unlimited period granted to a ranked university personnel by the BOR upon the affirmative recommendation of the appropriate academic department and the University President

- 1.1.2 *Contractual* – a full-time appointment in a government service for a limited period approved by the University President upon the affirmative recommendation of the appropriate unit or department and held by a university personnel during the period which may precede a decision on a tenure appointment
- 1.1.3 *Job Order* – a full-time appointment in a non-government service for a limited period approved by the University President upon the affirmative recommendation of the appropriate unit or department and held by a university personnel who renders services on a per-hour basis
- 1.2 *Faculty.* The Faculty employee category is limited to persons who hold one of the following academic ranks: Professor, Associate Professor, Assistant Professor, Instructor, and Lecturer. There are four types of faculty appointments:
 - 1.2.1 *Permanent* – an appointment in the government service for an unlimited period granted to a ranked faculty member by the BOR upon the affirmative recommendation of the appropriate academic department and the University President
 - 1.2.2 *Temporary* – an appointment in the government service approved by the BOR upon the affirmative recommendation of the appropriate academic department and the University President and held by a faculty member during the period which may precede a decision on a tenure appointment
 - 1.2.3 *Contractual* – a full-time appointment in a government service approved by the University President upon the affirmative recommendation of the appropriate academic department and held by a faculty member during the period which may precede a decision on a tenure appointment
 - 1.2.4 *Lecturer* – a part-time appointment in a non-government service approved by the University President upon the affirmative recommendation of the appropriate academic department and held by a faculty member who renders services on a per-hour basis
 - 1.2.5 *Reclassified* – a full-time or part-time appointment in either the government service or in a non-government service approved by the BOR upon the affirmative recommendation of the appropriate unit of the University and the University President, as a result of the change of the title of an employee's current position to a title of a different classification

Section 3. Merit Selection Plan and Merit Promotion Plan. In order to adhere to the merit and fitness principles in the recruitment, appointment, and promotion of all personnel, the University shall establish the Merit Selection Plan (MSP) and Merit Promotion Plan (MPP) in accordance with the Civil Service laws, rules, and regulations.

- 3.1 The MSP and MPP shall define the composition of the selection and promotion boards for the sectors of employees in the University which shall assist the University President in the judicious and objective selection and promotion of employees of the University.
- 3.2 Advancement in rank or position of the faculty members and the non-teaching employees of the University shall either be by promotion to next higher position or by appointment to an upgraded or re-classified position, usually accompanied by an increase in salary.
- 3.3 The University may adopt the scrap-and-build policy where existing vacant positions may be abolished to create or reclassify appropriate positions, working within the funding limitations.
- 3.4 The policies and procedures established in the MPP for the faculty and the non-teaching personnel of the University shall be strictly observed in the promotion or advancement in rank or position.
- 3.5 The Civil Service rules and procedures for promotion of employees in government services shall be supplementary to the duly approved MPP of the University.

Article 84. Performance Management

Section 1. Performance Evaluation System (PES). The performance of all university personnel shall be evaluated in accordance with the performance appraisal system adopted by the University which shall be administered in such manner as to continually foster the improvement of individual employee's efficiency and organizational effectiveness.

- 1.1 No employee shall be considered for promotion without records of two performance ratings of at least *very satisfactory* immediately preceding the assessment of candidates for advancement to higher ranks or positions.
- 1.2 Performance ratings of officials and employees of the University shall also be the basis for granting of the additional incentives or benefits granted by the government, whenever available and with the exemption of reclassification of the faculty members.

Section 2. Working Hours. A university personnel, permanent and non-permanent alike, shall render 40 hours a week, exclusive of the time spent for lunch. Any deviation, such as the flexible working hours, shall be subject to the

approval of the University President, taking into consideration the applicable laws, rules, and regulations pertaining thereto.

Section 3. Service Report. With the exemption of the University President, all personnel shall be required to submit their duly accomplished daily time records (DTR) and accomplishment reports (whenever applicable) within the prescribed period. Non-submission of the said document shall be a valid reason to hold the salary and other compensation of the employee concerned. All pertinent regulatory principles and compliance thereto must be in accordance with the standards and policies stipulated and prescribed in the *Faculty Manual* and the *Administration Manual of Operations*. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Section 4. Faculty Workload. With the university's commitment at recognizing and supporting the industry of its faculty, there shall be a mechanism to guide any departmental, collegiate, or institutional decisions in ensuring fair, equitable, and prudent allocation of faculty workload. All pertinent regulatory principles and compliance thereto must be in accordance with the standards and policies stipulated and prescribed in the *Faculty Manual*. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Section 5. Overload. Faculty members teaching academic courses over and above the regular course assignments shall be entitled of an overload pay, as an extra compensation. The policy on overload pay shall be designed to ensure that neither the quality of instruction nor the quality of effort toward primary employment obligations is diminished when assuming any additional responsibilities. All pertinent regulatory principles and compliance thereto must be in accordance with the standards and policies stipulated and prescribed in the *Faculty Manual*. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Article 85. Human Resource Development

Section 1. Human Resource Development & Management Program. The University shall provide a framework for helping employees develop their personal and organizational skills, knowledge, and abilities, which shall include, but not limited to, training, performance management, coaching, mentoring, succession planning, key employee identification, tuition assistance, and organization development.

- 1.1 The establishment of Human Resource Development and Management Program (HRDMP) shall be the university's commitment to strengthen the competence, knowledge, and skills of its personnel to keep them abreast with the recent trends and developments in their fields. It shall consist of two components: the Faculty Training Development Program (FTDP) and the Administrative Personnel Training Development Program (APTDP).

- 1.2 The HRDMP shall be created with consideration of the goals and objectives of the implementing unit or college, all geared to promote the attainment of the university's vision and mission.

Section 2. Training and Development. In order to achieve the objective of bringing about highly educated and professionalized manpower resources, the University shall develop and implement a continuing program of training and development for its faculty and academic staff. All pertinent regulatory principles and compliance thereto must be in accordance with the standards and policies stipulated and prescribed in the *Faculty Manual* and the *Administration Manual of Operations*. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Section 3. Scholarships, Fellowships, and Grants. There shall be committee to formulate the set of guidelines for scholarships, fellowships, and grants in consonance with the implementation of the HRDMP. All pertinent regulatory principles and compliance thereto must be in accordance with the standards and policies stipulated and prescribed in the *Faculty Manual* and the *Administration Manual of Operations*. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Section 4. Sabbatical Assignment. A sabbatical leave or assignment, with full salary which can be commuted, may be granted to any regular member of the faculty to conduct study or research work, pursue a new idea or invention, or perform any other extraordinary activity with national or global importance. All pertinent regulatory principles and compliance thereto must be in accordance with the standards and policies stipulated and prescribed in the *Faculty Manual*. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Article 86. Rewards and Recognitions

Section 1. Program on Awards and Incentives for Service Excellence. The establishment of the *Program on Awards and Incentives for Service Excellence* (PRAISE) in the University shall encourage creativity, innovativeness, efficiency, and integrity in the public service by recognizing and rewarding faculty and non-teaching personnel, individually or in groups, for their suggestions, inventions, superior accomplishments, and other initiatives which contribute to the efficiency, economy, or other improvement in operations or for other extraordinary acts and services to the public interest. All pertinent regulatory principles and compliance thereto must be in accordance with the standards and policies stipulated and prescribed in the *Faculty Manual* and the *Administration Manual of Operations*. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Section 2. Social Security and Insurance Benefits. The University shall participate and enforce a compulsory membership of all its permanent employees in the Government Service Insurance System (GSIS) to provide them with social security, insurance, and other benefits, subject to such limitations as may be provided by law. Subject to the provision of applicable laws and regulations, the

University shall also effect the membership, compulsory or otherwise, as the case may be, of its employees in all other government-sanctioned programs for health care, compensation, housing, and other related benefits for their welfare and well-being. All pertinent regulatory principles and compliance thereto must be in accordance with the standards and policies stipulated and prescribed in the *Faculty Manual* and the *Administration Manual of Operations*. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Section 3. Leave Privileges. All permanent and contractual employees of the University shall be entitled to leave benefits, subject to the provisions of CSC and other applicable laws, rules, and regulations. All pertinent regulatory principles and compliance thereto must be in accordance with the standards and policies stipulated and prescribed in the *Faculty Manual* and the *Administration Manual of Operations*. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Section 4. Legal Services. Subject to applicable laws and regulations, the University shall provide free legal and other related services to its personnel who are charged with administrative, civil, or criminal proceedings by parties other than the University or government law enforcement and regulatory authorities for acts and omissions committed which are directly related to the lawful discharge of their official duties and functions or in defense of University policies and regulations, or both. All pertinent regulatory principles and compliance thereto must be in accordance with the standards and policies stipulated and prescribed in the *Faculty Manual* and the *Administration Manual of Operations*. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Section 5. Health, Safety, and Social Service. In order to sustain a high level of productivity and morale among the faculty and staff, the University shall take proper steps toward the creation of an atmosphere conducive to management-employee relations and improvement of the morale of the personnel by making provisions for health, safety, counseling, recreation, cooperatives, cafeteria, and other related services. Likewise, the University shall keep and maintain workplaces free from hazards that likely cause physical harm to employees or damage to property and shall provide security measures for the safety and protection of persons and properties.

Section 6. Personnel Relations. To promote harmony and better management-employee relationship and cooperation, the University shall provide a system of informing the faculty and staff of their rights and privileges, as well as, the rules governing their duties and obligations.

- 6.1 There shall be mechanisms to facilitate the dissemination of information and the discussion of ideas among the officials and employees and to encourage participation in the development of policies, procedures, and other matters affecting them and their works.

- 6.2 There shall be programs for school activities, whether athletic, social, recreational, or academic, provided that such activities are conducive to the well-being of the faculty and staff and consistent with the objectives of personnel development. Further, the University shall encourage faculty and staff to form, join, or assist employee organizations or work councils of their choice for purposes not contrary to law.

Section 8. Retirement Privileges. In addition to the benefits granted under existing laws, retired members of the personnel shall be afforded with the privilege to participate in major university programs and activities. Qualified retirees may be appointed to consultancy and affiliate faculty positions, subject to existing policies and regulations. All pertinent regulatory principles and compliance thereto must be in accordance with the standards and policies stipulated and prescribed in the *Faculty Manual* and the *Administration Manual of Operations*. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Article 87. Personnel Rights

Section 1. Right to Organize. All University employees, irrespective of employment status, can form, join, or assist organizations of their own choice for purposes not contrary to law for the furtherance and protection of their collective interests. They can also form, in conjunction with appropriate authorities, labor management committees, work councils, and other forms of workers' participation schemes to achieve the same objectives. All pertinent regulatory principles and compliance thereto must be in accordance with the standards and policies stipulated and prescribed in the *Faculty Manual* and the *Administration Manual of Operations*. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Section 2. Right to Protest. A question involving an appointment or promotion may be a subject of protest. There shall be a mechanism to accommodate fair treatment through the normal judicial system, especially concerning the personnel's entitlement. All pertinent regulatory principles and compliance thereto must be in accordance with the standards and policies stipulated and prescribed in the *Faculty Manual* and the *Administration Manual of Operations*. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Section 3. Complaints and Grievances. There shall be a mechanism where employees of the University have the right to present their complaints or grievances to the management and have them adjudicated as expeditiously as possible in the best interest of the University and the employee concerned. All pertinent regulatory principles and compliance thereto must be in accordance with the standards and policies stipulated and prescribed in the *Faculty Manual* and the *Administration Manual of Operations*. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Article 88. Personnel Accountability

Section 1. Code of Conduct and Ethical Standards. All personnel of the University must uphold the time-honored principle that a public office is a public trust and must at all times be accountable to the people. The University personnel shall observe the rules implementing the provisions of the code of conduct and ethical standards for public officials and employees, as promulgated by statutory and regulatory laws.

Section 2. CSU and the Civil Service Commission. It is incumbent upon every employee of the University to strictly observe and adhere to the policies, rules, and regulations promulgated by the CSC which aim to promote morale, efficiency, integrity, responsiveness, and courtesy in the civil service. Officials and employees of the University shall likewise be expected to abide by the policies, rules, and regulations adopted by the BOR and the councils and the memoranda or orders issued from time to time by the University President and other competent authorities and to discharge their duties and responsibilities in accordance with the vision, mission, and objectives of the University.

Section 3. Disciplinary Jurisdiction. As provided under existing laws, rules, and regulations, the University President shall have concurrent jurisdiction with the BOR to investigate, through a committee duly constituted for the purpose and to decide matters involving disciplinary actions against officials and employees of the University, subject to the confirmation of the BOR, if required. All pertinent executory discretions for the implementation and the compliance of all disciplinary actions must be in consonance with the standards and policies stipulated and prescribed in the *Faculty Manual* and the *Administration Manual of Operations*. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Section 4. Grounds for Disciplinary Actions. The administrative offenses, as specified under the existing Civil Service rules and regulations, shall be the grounds for disciplinary action. All pertinent regulatory principles and compliance thereto must be in accordance with the standards and policies stipulated and prescribed in the *Faculty Manual* and the *Administration Manual of Operations*. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Section 5. Separation from the University. All resignations or requests for transfer shall be considered subject to the approval by the University President through appropriate channels. All pertinent regulatory principles and compliance thereto must be in accordance with the standards and policies stipulated and prescribed in the *Faculty Manual* and the *Administration Manual of Operations*. All procedural standards and policies pertaining to such mechanism shall at all times protect the academic integrity of the University.

Article 89. General Principles to Institutional Administration

Section 1. Application. The administrative policies and standards prescribed in this chapter shall principally apply to the various cost centers and implementing units of the University.

- 1.1 The institutional administration is recognized as an instrumentality of the University and its colleges responsible for all aspects of overseeing and supervising business operations and related field which include accounting, finance, and marketing.
- 1.2 As a state university, this book recognizes all regulatory and statutory codes to be binding; hence, all the performance or management of its operations and decision making, as well as the organization of people and other resources, to direct activities toward university goals and objectives, shall be carried out in accordance with the law.
- 1.3 The Vice President for Administration and Finance (VPAF), with the academic administrative officers under the VPAF framework of instrumentalities, shall be directly responsible to the University President for providing substantive inputs to the formulation of policies and standards and the monitoring, review, and coordination of any strategic plans for the institutional administration of the University.
- 1.4 The policies and standards hereto shall be recognized as an implementing entity of the University in the operations of the University's financial and budgetary activities.

Section 2. Implementation. The principles of this chapter shall be implemented in order to attain the mandate of the University through sound and strategic management of the University's operations and financial resources in the service of the nation and the global community.

- 2.1 All doubts in the interpretation and implementation of the principles of this chapter shall be in favor of the University according to its mandate with the discretion of the University President.
- 2.2 The academic policies and standards governing the University institutional administration shall be those approved by the university Board of Regents (BOR) and shall be adherent to statutory and regulatory issuances of the government.

Article 90. Financial Management

Section 1. Budget Proposal. The annual budget of the University shall be prepared within the context of existing budgetary laws, policies, and regulations of the government. It shall conform to the plans of the University and shall ensure effective, efficient, ethical, and economical methods of achieving objectives. All pertinent institutional regulations for the implementation and the compliance thereto must be in consonance with the standards and policies stipulated and prescribed in the *Administration Manual of Operations*. Further, all procedural standards and policies shall at all times protect the integrity of the University.

Section 2. Expenditures. The fundamental principles governing the utility of the University funds shall be adherent to the unified accounting, auditing, and reporting mechanisms of applicable laws, rules, and regulations of the government. All pertinent institutional regulations for the implementation and the compliance thereto must be in consonance with the standards and policies stipulated and prescribed in the *Administration Manual of Operations*. Further, all procedural standards and policies shall at all times protect the integrity of the University.

Section 3. Disbursement. The fundamental principles governing the disbursement of university funds shall be adherent to the unified accounting, auditing, and reporting mechanisms of applicable laws, rules, and regulations of the government. All pertinent institutional regulations for the implementation and the compliance thereto must be in consonance with the standards and policies stipulated and prescribed in the *Administration Manual of Operations*. Further, all procedural standards and policies shall at all times protect the integrity of the University.

Section 4. Accounting and Auditing. All accounts and expenses of the University shall be audited by an auditing officer or by an authorized representative, and all disbursements shall be made in accordance with the rules and regulations prescribed by statutory and regulatory issuances of the government. All pertinent institutional regulations for the implementation and the compliance thereto must be in consonance with the standards and policies stipulated and prescribed in the *Administration Manual of Operations*. Further, all procedural standards and policies shall at all times protect the integrity of the University.

Section 5. Sources of Funds. The income from any revenue-generating activities of the University, either from academic or non-academic programs and whether from sponsored projects or government appropriations, must be utilized, accounted for, and reported in accordance not only with the terms and conditions of each sponsored agreement, but also with all the applicable statutory regulations. All pertinent institutional regulations for the implementation and the compliance thereto must be in consonance with the standards and policies stipulated and prescribed in the *Administration Manual of Operations*. Further, all procedural standards and policies shall at all times protect the integrity of the University.

Article 91. University Purchases

Section 1. Requisitions and Procurements. Purchases procedures, including but not limited to the tasks involved in identifying inventory needs, placing the order, receiving the inventory, and recognizing the liability, shall be made in line with the provisions of existing laws, rules, and regulations and other implementing guidelines adopted by the University in accordance with the statutory and regulatory auditing rules of the government.

Section 2. Competitive Bidding. As a general rule, no contracts for goods and services, consulting services, and infrastructure projects shall be entered by the University without competitive bidding, in accordance with the existing laws and government accounting and auditing rules and regulations. All pertinent institutional regulations for the implementation and the compliance thereto must be in consonance with the standards and policies stipulated and prescribed in the *Administration Manual of Operations*. Further, all procedural standards and policies shall at all times protect the integrity of the University.

Section 3. Creation of the Bids and Awards Committee. There shall be a committee for the purpose of prescribing the necessary rules and regulations for the modernization, standardization, and regulation of the procurement activities of the University in accordance with the existing laws and regulations. All pertinent institutional regulations for the implementation and the compliance thereto must be in consonance with the standards and policies stipulated and prescribed in the *Administration Manual of Operations*. Further, all procedural standards and policies shall at all times protect the integrity of the University.

Section 4. Procurement Planning. All procurement activities shall be within the approved budget and should be meticulously and judiciously planned by the University. Consistent with government fiscal disciplinary measures, only those considered crucial to the efficient discharge of governmental functions shall be included in the APP. All pertinent institutional regulations for the implementation and the compliance thereto must be in consonance with the standards and policies stipulated and prescribed in the *Administration Manual of Operations*. Further, all procedural standards and policies shall at all times protect the integrity of the University.

Article 92. Custodianship of Property

Section 1. Recording and Inventory. It shall be the prime responsibility of the University to promote greater service efficiency and economy in the use of supplies, materials, and equipment. For this purpose, an adequate and complete record system shall be maintained by the University and periodic inventory of the same shall likewise be conducted. All pertinent institutional regulations for the implementation and the compliance for property custodianship must be in consonance with the standards and policies stipulated and prescribed in the *Administration Manual of Operations*. Further, all procedural standards and policies shall at all times protect the integrity of the University.

Section 2. Accountability of Property. The University President is immediately and primarily responsible for all government properties pertaining to the University and the university officials and employees entrusted with the possession or custody of the property shall be immediately responsible to the University President without prejudice to the liability of either party to the government. Likewise, all unit heads of the University shall be primarily accountable of all government properties assigned or issued to their office, and the faculty or staff entrusted with the possession or custody of a government property under the accountability of the unit head shall be immediately accountable to such officer.

Section 3. Bond Requirement. Custody or possession of government property is the basis of accountability. Every official or employee of the University whose duties permit or require the possession or custody of government property shall be accountable therefor and for the safekeeping thereof in conformity with the law. As such, the official shall be properly bonded in accordance with the law. All pertinent institutional regulations for the implementation and the compliance thereto must be in consonance with the standards and policies stipulated and prescribed in the *Administration Manual of Operations*. Further, all procedural standards and policies shall at all times protect the integrity of the University.

Section 4. Insurance of Property. The University President or an authorized representative shall secure directly from a government insurance system all insurances and bonds covering properties, contracts, rights of action, and other insurance risks of the University, including all those in which the University has insurable interest only.

Section 5. Disposal of Property. Valueless or unsalable property of the University shall be condemned either by burning, pounding, or throwing beyond recovery, subject to government disposal procedures. Disposable property may also be transferred with or without cost to other government agencies, subject to government disposal procedures. In exceptional cases and for meritorious reasons, disposal of university property may be donated to charitable, scientific, and cultural organizations in accordance to prevailing laws.

Section 6. Sale of Property. Properties, which are in good and top conditions, but are not and shall never to be used by the University, may be sold through public auction or negotiation, if deemed to be for the best advantage of the University. All pertinent institutional regulations for the implementation and the compliance thereto must be in consonance with the standards and policies stipulated and prescribed in the *Administration Manual of Operations*. Further, all procedural standards and policies shall at all times protect the integrity of the University.

Section 7. Movable Property. Equipment issued by the property officer for official use of University officials and employees shall be covered by a property acknowledgment receipt (PAR) for equipment, subject to applicable laws and regulations. All pertinent institutional regulations for the implementation and the compliance thereto must be in consonance with the standards and policies stipulated and prescribed in the *Administration Manual of Operations*. Further, all

procedural standards and policies shall at all times protect the integrity of the University.

Section 8. Motor Vehicles. In general, all motor vehicles owned and operated by the University shall be constituted into a motor pool under the direct supervision of the director for general services; provided, the University President has authorized alternative mechanisms to promote economic use of vehicles. All pertinent institutional regulations for the implementation and the compliance thereto must be in consonance with the standards and policies stipulated and prescribed in the *Administration Manual of Operations*. Further, all procedural standards and policies shall at all times protect the integrity of the University.

Article 93. Administration of Property

Section 1. Land Use. The University shall put a mechanism in place for the regulations dealing with the design, location, and policy related to the development of land. The mechanism shall seek to create and improve plans that stimulate new growth in the university premises and revitalize or repurpose older areas. Likewise, it shall take into account economic, social, and environmental factors when creating development plans and recommending locations for new projects and activities.

Section 1. Naming of Infrastructures. University buildings, grounds, streets, and other structures may be named after Filipino heroes, the founder of the University, outstanding past administrators, personnel, students of the University, distinguished government officials, and prominent private citizens who may have contributed a major role in the establishment or construction of a given structure, academic discipline, and significant historical events or places in the university and in the Philippines. A committee shall be constituted to recommend to the University President the appropriate names to be given to such buildings, grounds, streets, and other structures of the University.

Section 2. Maintenance and Repair. All buildings and other physical structures of the University shall be properly inventoried and insured and shall comply with the safety requirements provided for in the statutes and other pertinent laws and regulations. The maintenance of grounds and buildings of the University shall be under the immediate supervision of an officer duly designated by the University President, who shall be responsible for the supervision and control of the personnel assigned to maintain buildings and grounds. All pertinent institutional regulations for the implementation and the compliance thereto must be in consonance with the standards and policies stipulated and prescribed in the *Administration Manual of Operations*. Further, all procedural standards and policies shall at all times protect the integrity of the University.

Section 3. Use of Equipment, Buildings, and Premises. It shall be incumbent upon the university officials and employees to exercise due care and diligence in the use of facilities. In this respect, they shall promulgate rules and regulations for the use thereof in accordance with existing university rules and regulations. Except those specifically provided under applicable rules and regulations, official activities by students or faculty members, or both, shall have priority in the use of school buildings or any other property intended for instructional purposes belonging to the University; provided, however, the use of facilities is not in conflict with more important programs of the University. The College Dean shall have the duty to allot classrooms in the buildings of the department and college. The use of buildings and premises by

individuals or by external organizations shall be in accordance with the rules in accordance with the existing rules and regulations.

Section 4. Donation. All donations shall be accepted by the University President or a duly authorized representative in the name of the BOR, unless such acceptance involves some additional expenditures or onerous conditions on the part of the University, in which case the donation shall be submitted to the BOR. All pertinent institutional regulations for the implementation and the compliance thereto must be in consonance with the standards and policies stipulated and prescribed in the *Administration Manual of Operations*. Further, all procedural standards and policies shall at all times protect the integrity of the University.

Section 5. Solicitation. No solicitations for funds, canvassing for the sale of merchandise, subscriptions, sale of tickets, and any other promotional or charity schemes shall be conducted in the buildings or grounds of the University without the previous approval of the University President or a duly authorized representative. Promotional materials which are used to announce, advertise, or publicize events, products, and the like shall not be posted or placed in any of the buildings or grounds of the University without the written permission of the University President or a duly authorized representative.

CHAPTER 1

EXECUTIVE OPERATIONS

Article 94. General Principles to Executive Operations

Section 1. Application. The policies and standards prescribed in this chapter shall principally apply to the various strategic plans for the development of the University and for the expansion of its enterprises as an educational institution.

- 1.1 As a state university, this book recognizes all regulatory and statutory codes to be binding; hence, all the performance or management of executive operations and decision making, as well as the organization of people and other resources, to direct activities toward university goals and objectives, shall be carried out in accordance with the law.
- 1.2 The Vice President for Executive Operations and Auxiliary Services (VPEOAS), with the academic administrative officers under the OVPEOAS framework of instrumentalities, shall be directly responsible to the University President for providing substantive inputs to the formulation of policies and standards and the monitoring, review, and coordination of any strategic plans for the development of the University.
- 1.3 The policies and standards hereto shall be recognized as an implementing entity of the university in the creation and deployment of strategic plans for the development of the University, including the development and implementation of strategic objectives and action plans and the measurement of their progress.

Section 2. Implementation. The principles of this chapter shall be implemented in order to attain the mandate of the University through generation, advancement, and transmission of the university's strategic plans in the service of the University, the nation, and the global community.

- 2.1 All doubts in the interpretation and implementation of the principles of this chapter shall be in favor of the University according to its mandate with the discretion of the University President.
- 2.2 The administrative policies and standards governing the University shall be those approved by the university Board of Regents (BOR) and adherent to statutory and regulatory issuances of the government.

Article 95. University Development Programs

Section 1. The University shall have a systematic and strategic framework for university development programs as a way of strengthening its academic administration by prioritizing the actions from all units of the CSU community and their perspectives toward the development of social, economic, and environmental policies and standards.

Section 2. To draw clear lines of authority and management responsibility, the mechanisms for planning and development shall specify levels of coordination among CSU officials and the government and non-government developers, consultants, contractors, and other collaborators to ensure that development projects and programs of the University are in accordance with statutory and regulatory issuances of the government.

Section 3. The VPEOAS, through channels, shall provide enhanced analytics to support administrative decisions, greater coordination between planning and budgeting functions, and transparent and strategic resource allocation processes.

Section 4. All short and long-term plans shall be responsive to the local and global needs and focusing on analytical support in accordance with the University's high priorities and with statutory and regulatory issuances of the government.

Section 5. The University shall have policies and standards in place with respect to university development programs that are based on a collection of policies and standards including statutes and its local government rules and ordinances. These policies and standards shall be adopted in order to protect the welfare of the CSU community.

Section 6. The VPEOAS, through channels, shall be responsible for the preparation, maintenance, and periodic update of the policies and standards. These mechanisms shall monitor the plans and keep them in conformance with global and local requirements as they respond to CSU community needs.

Article 96. Management Information System

Section 1. The University shall have a systematic framework for the development and implementation of evolutionary information communication technology (ICT) strategic plans, policies, standards, operational plans, and budgets, where mechanisms are sensitive to the emerging technologies and are responding to changing needs and practices.

Section 2. The information system shall be used for decision-making and for the coordination, control, analysis, and visualization of information with respect to the academic administration of the University, campus-wide and its online web. Such a mechanism shall specify levels of coordination among CSU officials and information system experts for the workflow and coordination to increase the value of the University's educational enterprise.

Section 3. Under a bureau for decision-making, MIS shall be used to supervise the implementation of the following: network design, planning, installation and maintenance; software and operating system configuration, testing, installation, and support; changing planning, recording, and management for any change to the ICT infrastructure or development environment; software and license control for all software purchased for use within the University; database or environment creation, maintenance, and administration; implementation and monitoring of the best practiced information-related security processes; project co-ordination for both internal infrastructure-based and the university-wide projects; ICT policy and strategy development and implementation; maintenance of the server functions for email, internet, databases, file storage, and administration; end-user ICT training, data management services, and technical support services; and, web content design and development.

Section 4. Under an office leveraging information technology to increase the University value in an academic administration environment, MIS shall be used for the acquisition and development of the following: University's ICT network infrastructure and services; online and offline educational digital resources and services; corporate internet expansion and services; user access hardware and peripherals; and training on basic and intermediary IT skills for all CSU community.

Article 97. Public Information

Section 1. The University shall have a systematic and strategic framework for public relations to ensure supervision and assessment of public attitudes and the maintenance of mutual relations and understanding between CSU and its public. There shall be a mechanism to improve channels of communication and to institute new ways of setting up a two-way flow of information and understanding.

Section 2. The mechanisms for public information shall specify levels of coordination between CSU officials and officials from government and non-government public information agencies for the workflow and coordination to regulate the following public relations.

- 2.1 *Media Relations:* preparing position papers on issues of importance to CSU, handling publicity, issuing news of activities to external audiences, establishing and maintaining contacts with the mass media, handling responses to inquiries from the mass media, coordinating media conferences and tours, and tracking and evaluating media coverage.
- 2.2 *Guest Relations:* organizing guest reception activities, preparing visit agenda and other visit related matters, conducting university tours, preparing brochures, tour guides, tapes, videos, maps and other guest-related communication materials, and preparing gift items for the visitors.

- 2.3 *Publications*: preparing and publishing materials for public and helping out other academic and non-academic units to promote and publish event announcements and other event related advertisement materials.
- 2.4 *Marketing Publicity*: announcing new projects, programs, and services and the enhancements thereto through editorial channels of mass media, developing and executing promotional materials, and participating in exhibits and marketing events.
- 2.5 *Ancillary Functions*: developing a good working climate for the CSU community, managing sponsorship, and building and managing relationships with other government and non-government agencies.

Article 98. Alumni Relations

Section 1. The University shall have a systematic and strategic and framework to establish and enhance a continuing and fruitful relationship between CSU and its alumni. There shall be an information bureau and placement office for the CSU alumni governed by a mechanism designed to extend the CSU community outside the portals of the University.

Section 2. The mechanisms for alumni relations shall specify levels of coordination between CSU officials and leaders from major alumni chapters for the workflow and coordination to regulate all alumni relations.

Section 3. Under an information bureau, there shall be a mechanism to maintain and develop an alumni database to establish updated contact means of the alumni and to collaborate with the colleges for enhanced alumni relations.

Section 4. Under a placement office, there shall be a mechanism to assist the alumni in finding opportunities for employment and to coordinate with the assigned officers in the conduct of an annual job fair and mock job interviews and of relevant seminars for the alumni to enhance their employability. Likewise, the mechanism also assist prospective employers in their recruitment of CSU alumni, by maintaining an updated page on the University's website and bulletin boards inside the university for postings of various job openings and trainings for employment.

Article 99. Quality Assurance

Section 1. The University's quality assurance system shall provide a framework within which all academic and non-academic units can examine and enhance processes and implementations to ensure that they achieve the desired quality of excellence.

Section 2. The University shall be accountable for the quality and standards of its programs, projects, processes, and implementations and be compliant to the statutory and regulatory bodies.

Section 3. As an academic institution, the University's quality assurance system shall be primarily responsible for the quality management system.

Section 4. The University shall be dedicated to ensuring the quality and continuous improvement of its academic programs in a transparent and accountable manner. This mechanism shall develop and maintain periodic internal quality assurance policies and procedures that foster a culture of quality at the University.

Section 5. To boost public trust and confidence and to uphold its commitment to high standards through a system of continuous improvement, the University shall subscribe to formal recognitions and certifications by independent bodies generally known as an accreditation body, statutory and private institutions alike, that operates according to domestic or international standards. This is to ensure high quality of educational programs and high standard of academic administration thereto.

Article 100. Gender and Development

Section 1. The University shall uphold statutes on systematic and strategic framework to propagate gender and development (GAD) awareness to the CSU community by giving full support to GAD-initiated activities, by creating a monitoring body to ensure the University's compliance with GAD provisions, and by enforcing the implementation of GAD-mainstreaming efforts .

Section 2. The mechanisms for gender and development shall specify levels of coordination among CSU officials and GAD advocates for the workflow and coordination to accomplish all GAD systematic and strategic objectives.

Section 3. The mechanisms shall include gender sensitivity seminars and trainings, information, education, and communication services, and the integration of GAD advocacies into the university's pentadic functions of instruction, research, extension, production, and administration.

CHAPTER 2

AUXILIARY SERVICES

Article 100. General Principles to Auxiliary Services

Section 1. Application. The policies and standards prescribed in this book shall principally apply to the various auxiliary services for the welfare of the CSU community and for the expansion of its enterprises as an educational institution.

- 1.1 As a state university, this book recognizes all regulatory and statutory codes to be binding; hence, all the performance or management of auxiliary services and decision making therewith, as well as the organization of people and other resources, to direct activities toward university goals and objectives, shall be carried out in accordance with the law.

- 1.2 The Vice President for Executive Operations and Auxiliary Services (VPEOAS), with the academic administrative officers under the OVPEOAS framework of instrumentalities, shall be directly responsible to the University President for providing substantive inputs to the formulation of policies and standards and the monitoring, review, and coordination of any auxiliary services for the welfare and expansion of the University.
- 1.3 The policies and standards hereto shall be recognized as an implementing entity of the university in the creation and deployment of auxiliary services for the welfare and expansion of the University, including the development and implementation of strategic objectives and action plans and the measurement of their progress.

Section 2. Implementation. The principles of this book shall be implemented in order to attain the mandates of the University through generation, advancement, and transmission of the university's strategic plans in the service of the nation and the global community.

- 2.1 All doubts in the interpretation and implementation of the principles of this chapter shall be in favor of the University according to its mandate with the discretion of the University President.
- 2.2 The administrative policies and standards governing the University shall be those promulgated by the university Board of Regents (BOR) and adherent to statutory and regulatory issuances of the government.

Article 102. Disaster Risk Reduction

Section 1. To ensure the general welfare of the CSU community, the University shall uphold the national government's management framework on disaster risk reduction, being one of the local agencies expected to be at the frontline of emergency measures in the preparedness, prevention and mitigation, response, and recovery and rehabilitation.

Section 2. There shall be a mechanism that specifies levels of coordination between national disaster risk reduction management body and CSU officials. The workflow and coordination shall ensure and facilitate quick response before, during, and after disaster situations.

Section 3. The University shall be proactive in performing disaster-related activities such as supervising preparations for and responses to natural calamities and human-induced disasters.

Article 103. Sports and Recreation

Section 1. The University shall uphold and support any government initiated efforts in sports and recreational activities adhered to by higher education institutions.

Section 2. The University shall maintain sports and recreations as its auxiliary services to provide opportunities for physical fitness and well-being of all constituents of the CSU community.

Section 3. There shall be mechanisms to promote national, regional, and sectoral sports activities in coordination with other government or non-government agencies, or both.

Section 4. The mechanisms for sports and recreation shall specify levels of coordination among CSU officials and sports educators, athletes, coaches, instructors, trainers, managers, students, sports aficionados, and advocates, for the workflow and coordination to emphasize the importance of physical and mental development through games, physical fitness, and other recreational activity.

Article 104. Culture and the Arts

Section 1. There shall be a response from the University to uphold and support the national government's programs responsible for the development and promotion of culture and the arts.

Section 2. There shall be a mechanism that specifies levels of coordination between government and non-government officials and the CSU officials. The workflow and coordination shall ensure the cultivation of productive, diverse, and inclusive practices within the CSU community in protecting, preserving, promoting, and developing of the arts, culture, and heritage.

Section 3. The University shall formulate and implement policies and plans that will conserve and promote the nation's historical and cultural heritage, by facilitating the widest dissemination of artistic and cultural products among the greatest number across the country and overseas for their appreciation and enjoyment; integrating regional culture and its various creative expressions as a dynamic part of the national cultural mainstream; and by ensuring that policies and standards of excellence are pursued in artistic and cultural programs and activities.

Article 105. Health Care and Wellness

Section 1. The University shall provide a systematic and strategic framework to ensure that the CSU community gets premium access to resources and programs pertaining to medical, dental, and counseling benefits to serve the needs of the students, faculty, and staff.

Section 2. There shall be a mechanism that specifies levels of coordination among health care and wellness professionals and the CSU officials for the workflow and coordination dedicated to enhancing the quality of life for faculty, staff, and students in the University.

Section 3. The University shall offer confidential and free professional mental health care for all constituents of the CSU community, including individual and group therapy, crisis intervention, structured workshops, psychological testing, medication reviews, among others.

Article 105. Food Services

Section 1. The University shall ensure available, adequate, safe, and healthful food within the campus and immediate vicinity in accordance with the food safety and sanitation guidelines of government agencies.

Section 2. The University shall set criteria for the safety and sanitary conditions and food choices of food outlets within the campus. They shall coordinate with local government for the safety of food service outside the university premises.

Article 106. Housing Services

Section 1. The University shall have mechanisms in place for the tenancy management services within and even outside the premises of the University to ensure premium assistance to students, personnel, and guests.

Section 2. The University shall maintain residence halls as one of its auxiliary services to its academic and administrative programs, where university students, personnel, and guests may reside whenever rooms are available. The residence halls shall be governed and operated in accordance with the university rules and regulations.

Section 3. There shall be a registry of boarding houses operating outside the University and the oversight thereto as ancillary mechanism to secure a clean, safe, affordable, and accessible leased residences which are conducive to university life, especially to differently abled.

CHAPTER 1

GENERAL PRINCIPLES

Article 108. General Principles to RIE Affairs

Section 1. Application. The policies and standards prescribed in this book shall principally apply to the various research, innovation, and extension programs, projects and activities undertaken by the research centers and colleges of the University.

- 1.1 As a state university, this book recognizes all regulatory and statutory codes to be binding; hence, all the performance or management of administrative operations and decision making, as well as the organization of people and other resources, to direct activities toward achieving the university goals and objectives, shall be carried out in accordance with the existing law.
- 1.2 The Vice President for Research, Innovation, and Extension (VPRIE), with the unit heads under the VPRIE framework of instrumentalities, shall be directly responsible to the University President for providing substantive inputs to the formulation of policies and standards, and the monitoring, review, and coordination of any program, project, or activity for the effective realization of the research, innovation, and extension vision, mission, and goals of the University.
- 1.3 The policies and standards hereto shall be recognized as an implementing entity of the university in the creation and deployment of strategic plans and services for the management of research, innovation, and extension in the university and in the establishment of specific guidelines concerning the various aspects thereto.

Section 2. Implementation. The principles defined in this book shall be implemented in order to effectively deliver the mandate of the University to enhance the ability of the CSU community in responding to national research, innovation, and extension priorities and at pursuing global opportunities through quality research and innovation.

- 2.1. All doubts in the interpretation and implementation of the principles of this book shall be in favor of the University according to its mandate with the discretion of the University President.
- 2.2. The administrative policies and standards governing the University research, innovation, and extension shall be those approved by the university Board of Regents (BOR) and adherent to statutory and regulatory issuances of the government.

CHAPTER 2

RESEARCH COMMUNITY

Article 109. Organizational Structure

Section 1. The CSU research, innovation, and extension (RIE) programs shall be implemented as a system. Adopting a system approach in management basically follows a structure.

Section 2. The BOR shall be the highest policy making body. All policies, rules, and regulations pertaining to RIE in the University through the Academic Council and the Administrative Council shall be recommended by the University President to the BOR for approval.

Section 3. The University President shall exercise general powers of administration, supervision, and control of the entire RIE system and programs of the University. The University President administers the system through the VPRIE.

Section 5. The VPRIE administers the entire research, innovation, and extension system of the University. The VPRIE is responsible in planning, integrating, directing, coordinating, and supervising the research programs and activities of the various units of the University, relating these activities to the goals and priorities of the University subject to the rules, guidelines and policies approved by the BOR.

Section 6. The RIE Executive Team (RET) is composed of the VPRIE, Campus Director, College Deans, Graduate School Dean and RIE Center Heads. The team develops action plans in consultation with stakeholders, monitors accomplishments, and deliberates possible collaborative works between and among centers and colleges. All specifications in the prescribed functions enshrined in the designation shall be in accordance with the procedures stipulated in the existing RIE Manual of Operations.

Section 7. The RIE Center Heads are faculty members who have manifested research and extension leadership in their fields of discipline. The primary responsibility of the Center Heads is to assist the VPRIE in making strategic and action plans for the center, preparing annual research and extension proposals, annual budget preparations, and progress and financial reports reflecting the implementation of sound and holistic research and extension program of the Center. All specifications in the prescribed functions enshrined in the designation shall be in accordance with the procedures stipulated in the existing RIE Manual of Operations.

Section 8. The researchers shall come from the academic community of the University. Every faculty member, students and research-based personnel in the various colleges and RIE centers shall be considered part of the research system being the originator of ideas and implementer of projects.

Article 110. Research and Innovation Centers

Section 1. The establishment of RIE centers shall be a component of the University to address primarily the banner programs of Caraga Region. These RIE centers shall be the focal points for the integration of various disciplines to address multi-faceted problems and issues confronting the major socio-economic drivers of the region and nearby provinces.

CHAPTER 3

RESEARCH OPERATIONAL PROCEDURES

Article 111 . Research Proposal

Section 1. All research proposals seeking for funding from the University or external funding institutions, or both, shall be subjected to evaluation. The route of the research proposal evaluation shall be in accordance with the procedures stipulated in the existing RIE Manual of Operations.

Section 2. All mechanisms in compliance with the intent of research proposal submissions shall be in conformity with the procedures stipulated in the existing RIE Manual of Operations.

Article 112. Research Progress, Annual, and Terminal Reports

Section 1. All research projects funded by the University and by external funding sources shall submit progress, annual, and terminal reports following the report submission route as stipulated in the existing RIE Manual of Operations.

Section 2. All mechanisms for and in compliance with the submission of the reports shall be in accordance with the procedures stipulated in the existing RIE Manual of Operations.

Article 113. Criteria for Prioritization of Research Programs

Section 1. All research proposals shall be evaluated using the criteria set to determine the score for prioritization as stipulated in the RIE Manual of Operations.

Article 114. Conduct of Research and Innovation Reviews and Disseminations

Section 1. An annual research and innovation review and exhibit shall be conducted. The purpose of the review shall be to present accomplishments and findings of ongoing and completed research from the RIE centers and colleges. This forum shall also be the venue to determine possible complementation and integration of research findings of related studies.

Section 2. All mechanisms in the conduct of research review shall be in agreement with the procedures stipulated in the existing RIE Manual of Operations.

Section 3. All mechanisms in the conduct of research output utilization, promotion, and dissemination shall be in agreement with the procedures stipulated in the existing RIE Manual of Operations.

Article 115. Monitoring and Evaluation of RIE Programs

Section 1. There shall be a monitoring and evaluation (M&E) team, composed of three to four personnel with expertise in the programs subjected to M&E.

Section 2. The M&E team shall be chaired by the RIE center head where the focus of the research or innovation falls. The team shall conduct the periodic M&E of the ongoing or completed RIE programs or projects and submit the M&E report accordingly.

Section 3. All mechanisms in the monitoring and evaluation shall be in conformity with the procedures stipulated in the existing RIE Manual of Operations.

Article 116. Ethics in Research and Innovation

Section 1. Ethical standards shall be adopted in the conduct of research and innovation programs and activities for the University to be recognized in the science community.

Section 2. The University shall establish its intellectual property (IP) policies to provide protection to the research and innovation output of the researchers and innovators or inventors.

Section 3. Mechanisms to prevent plagiarism and other forms of research and innovation malpractices shall be adopted.

Section 4. All mechanisms in compliance with the ethical standards in research and innovation shall be in agreement with the procedures stipulated in the existing RIE Manual of Operations.

Section 5. The University Research, Innovation, and Extension Ethics Committee shall be responsible in reviewing the methodologies of research and innovation projects and the corresponding publication of outputs in line with the compliance to policies and laws governing use of human subjects, animal welfare, plagiarism, among others.

Article 117. Incentives

Section 1. For locally and externally funded RIE programs and projects, incentives shall be given to those who are directly involved in the University RIE system. This is to motivate and encourage the CSU community to participate in the research services. All specifications in the appropriation of the incentives shall

conform with the procedures stipulated in the existing RIE Manual of Operations and in accordance with the principles of the CSU Code.

Article 118. Fiscal Management

Section 1. There shall be a mechanism for locally and externally funded RIE programs and projects, where all specifications in the fiscal management (i.e., procurement and disbursement, budget re-alignment, financial reports, unexpected balance, savings, interest, income, audit, and inspection) shall be in accordance with the existing government accounting and auditing procedures.

Article 119. Consultancy and Contract Research Services

Section 1. All consultancy and contract research services where funds are directly awarded to the project leader, the project leader shall report to the center head and the VPRIE the line item budget and the total budget for purposes of record keeping.

Section 2. All disbursements shall be in accordance with the agreements stipulated in the contract between the funding organization, researcher, and agency head.

Section 3. All mechanisms for and in compliance with the contract services in research and innovation shall be in agreement with the procedures stipulated in the Consultancy and Contract Research Policy approved by the BOR.

Article 120. Personnel Hiring

Section 1. The University President shall have the sole authority to hire research personnel based on the procedures set by the University. All qualification requirements shall be determined and implemented by the responsible RIE center head and the Program/Project Leader.

Section 2. The University President shall also have the authority to hire research consultants on honorarium basis upon the recommendation of the responsible RIE center head and the VPRIE.

Section 3. All other mechanisms in the hiring of research personnel shall be in accordance with the procedures stipulated in the existing RIE Manual of Operations.

CHAPTER 1

ESTABLISHMENT OF SATELLITE CAMPUSES AND EXTERNAL STUDY CENTERS

Article 121. General Principles to the Establishment of Satellite Campuses and External Study Centers

Section 1. Application. All academic and administrative policies and standards prescribed in this book shall principally apply to the various academic administrations within the framework of instrumentalities under the Caraga State University, including its satellite campuses and external study centers.

- 1.1 The governing Board of Regents (BOR) of the University shall enable the translation of its corporate power to establish and absorb non-chartered tertiary institutions within the Province of Agusan del Norte and the Caraga Region as a satellite campus or an external study center.
- 1.2 The creation or absorption of a satellite campus shall be in coordination with the CHED and in consultation with the Department of Budget and Management (DBM), and to offer therein programs or courses to promote and carry out equal access to educational opportunities as mandated by the Philippine constitution.
- 1.3 In the creation or absorption of a satellite campus, there shall be a corresponding amendment of Republic Act No. 9854 incorporating thereto. In the creation of an external campus, the implementing guidelines and policies set by the CHED shall be adhered, subject to the approval of the governing BOR.
- 1.4 The principles in this book shall be recognized as an implementing entity of the academic administration and other operations to establish, maintain, and support the establishment of the satellite campuses and external study centers.

Section 2. Implementation. The principles of this book shall be implemented in order to attain the mandate of the University, to give meaning to academic integrity and academic freedom, to institute reasonable supervision and regulation, and to accelerate the development and innovation of the institution.

- 2.1 All doubts in the interpretation and implementation of the principles of this chapter shall be in favor of the University according to its mandate with the discretion of the University President.
- 2.2 The academic and administrative policies and standards governing the all satellite campuses shall be those promulgated by the university Board of Regents (BOR) and shall be adherent to statutory and regulatory issuances of the government.

Article 122. Declaration of Establishment and Integration

Section 1. The establishment of the Caraga State University and its integration with a satellite campus in Cabadbaran, Agusan del Norte is enshrined and promulgated in Republic Act No. 9854.

Section 2. The university campus, with a principal address at Cabadbaran City, Agusan del Norte, Caraga Region XIII, shall be called Caraga State University Cabadbaran Campus or by its initials, "CSUCC" and herein shall also be referred to as "the Campus".

Section 3. The Campus shall set up its own organizational structures, administrative and academic alike, including the appointment of key officials of the Campus; where, the BOR shall be the highest policy making body and all policies, rules, and regulations, through the Academic Council and the Administrative Council, shall be recommended by the Chancellor and the University President to the BOR for approval.

Article 123. The Chancellor

Section 1. The administration of the Campus is vested in the Chancellor insofar as authorized by the BOR and the University President. The Chancellor shall report to the University President and shall perform the duties and functions elsewhere stated in this book and all the usual, necessary, and related functions of the office of the Chancellor, subject to the policies and rules prescribed by the BOR.

Article 124. The Campus Seal and Colors

Section 1. Official Seal. The official seal of CSUCC bears the following designs: the *gear* in full circle which is the traditional icon for development and progress; the *laurel* wreath which is a symbol of victory and honor; the symbolic *globe* which is conceived as unity in diversity; the *dynamic atom* which is the icon for science and technology; the *map* of Caraga which is the land of spirited people; the *book* which is the universal symbol for learning; the year *1954* which is the campus's year of birth; and, the *official name* of the university campus engulfing the seal.

Section 2. Official Colors. The official colors of the University are green and yellow. Green symbolizes life, fertility, and productivity while yellow symbolizes intellectual enlightenment and honorable loyalty.

Article 125. Academic Administration Directives

Section 1. As a satellite campus, CSUCC shall carry out the university's systematic and strategic management in academic administration to encapsulate the institution's self-identity and to help structure one experience and one

commitment of the people who work for and with its educational enterprise, giving the CSU community a source of personal as well as collective pride.

Section 2. The University shall acknowledge all supplementary interpretations or minor variations in CSUCC's derivations from the principles and standards of the institutional rules and regulations, with approval from the BOR.

Section 3. The Campus shall work co-dependently in pursuit of the university's vision, mission, and core values and in the actualizations of the university's mandate. With a set of collective and mutual commitments and responsibilities, the governance and organizational structures of both campuses shall be distinct and integral to each other.

Section 4. In the business of institutional survival and prosperity, both campuses shall set strategic priorities at both institutional and satellite level to enable its core activities of teaching, research, extension, production, and administration in the regional, national, and global socio-economic service.

Section 5. All doubts in the interpretation and implementation of the principles of this book shall be in favor of the University according to its mandate with the discretion of the University President.

Article 126. CSUCC General Principles to Academic Affairs

Section 1. Directive. As a satellite to the University, CSUCC shall acknowledge the principles and standards in the CSU Code in developing innovative strategies and logistics in academic administration functions, such as, but not limited to: developing academic programs and activities for students; responding to and resolving student academic issues, programs, and concerns; coordinating with teachers in developing academic curriculum for students; monitoring students' academic progress and performances; supervising and improvising the learning management systems and processes; developing and implementing key academic performance metrics; ensuring a stimulating classroom learning experiences to students; keeping abreast of advanced developments in academic issues, methodologies, and technologies; and, maintaining the highest standards in academic administration activities and functions.

Section 2. Instrumentality. The Director for Academic Affairs shall be directly responsible to the Chancellor for providing substantive inputs to the formulation of policies and standards and the monitoring, review, and coordination of any curricular and instructional programs of the Campus.

Section 3. Curriculum and Instruction Development. The Campus shall ensure the delivery of a relevant, responsive, and effective curriculum design and development of instructional materials in the execution and accomplishment of the university's mandates.

Section 4. Internationalization and Global Engagements. The Campus shall adhere to the university's strategic internationalization plans for both home-based and cross-border internationalization engagements.

Section 5. Student Internship Programs. The Campus shall ensure a systematic and strategic exchange of services for academic and practical experience between the CSUCC interns and certain organizations; in that, the oversight will create a professional network that will provide CSUCC students relevant skills and experience in a particular field which may lead to future employment opportunities.

Section 6. National Service Training Program. The Campus shall carry out the academic policies of the University insofar as they affect the NSTP, such as, but not limited to, supervising over the design, formulation, adaptation, and implementation of the NSTP program components offered by the Campus in coordination with government and non-government agencies.

Section 7. Campus Registry. The Campus shall provide a lawful custodianship of students' records, such as, but not limited to, registering students, recording grades, preparing student transcripts, evaluating academic records, assessing and collecting tuition and fees, planning and implementing commencement, overseeing the preparation of college catalogs and schedules of classes, and analyzing enrollment and demographic statistics.

Section 8. Library Resources. The Campus Library shall be the nexus for the collection, organization, preservation, and dissemination of information resources to serve primarily the needs of the campus community.

Section 9. Guidance Counselling. The Campus shall provide a confidential relationship to help students with educational, personal, and social concerns through management of students' activities and services aimed at reinforcing their ability and confidence in knowing and understanding themselves in relation to others and developing their own psychological growth and development.

Article 127. CSUCC General Principles to Student Services

Section 1. Directive. As a satellite to the University, CSUCC shall be committed to enrich the students' experience and to enhance the quality of student life through collaborative efforts in delivering high quality and accessible services that facilitate students' transition or re-entry to campus life and their progress through their studies.

Section 2. Instrumentality. The Director for Student Services shall be directly responsible to the Chancellor for providing substantive inputs in the formulation of policies and standards and the monitoring, review, and coordination of any student services in the Campus.

Section 3. Student Development. The Campus shall recognize student organizations, student publications, and other participations to co-curricular and extra-curricular activities aimed at promoting their leadership skills, social

responsibilities, and global awareness and at developing their moral character and personal discipline.

Section 4. Student Welfare. The Campus shall provide services in support for the general well-being of the students, including guidance counseling, health care, wellness programs, admission assistance, housing, and security services.

Section 5. Student Conduct. The Campus shall provide projects, programs, and activities designed to nurture students who will treat all members of the CSUCC community with respect and represent the Campus as a responsible ambassador through their good conduct on and off campus.

Section 6. Student Admission. The Campus shall provide services that take care of the processing of students' entrance to the Campus. All pertinent procedural requirements thereto must be complied in accordance with the standards and policies stipulated and prescribed in the Student Handbook.

Section 7. Scholarship and Financial Assistance. The Campus shall offer scholarship grants, assistantships, grants-in-aids, and other forms of educational financial aid to deserving students in accordance with the provisions stated in the academic policies.

Article 128. CSUCC General Principles to Administrative Operations

Section 1. Directive. The Campus shall ensure the implementation of administrative policies, standards, and institutional regulations in consonance with the standards and policies stipulated and prescribed in the university's Administration Manual of Operations. Further, all procedural standards and policies shall at all times protect the integrity of the Campus.

Section 2. Instrumentality. The Director for Administrative Operations shall be directly responsible to the Chancellor for providing substantive inputs in the formulation of policies and standards and the monitoring, review, and coordination of any administrative operations in the Campus.

Section 3. Resource Generation Management. The Campus shall provide mechanisms to generate another means of income and enhance the financial capability of the Campus by building linkages with the government and private organizations to further enhance the various business affairs of the Campus.

Section 4. Human Resource Management. The Campus shall ensure adherence to the policies and standards pertaining to recruitment, selection, placement, performance management, human resource development, compensation, rewards and recognition.

Section 3. Procurement and Supply Management. The Campus shall ensure that purchases, custodianship, and administration of property shall be made in line with the provisions of existing laws, rules, regulations, and other

implementing guidelines adopted by the Campus in accordance with the statutory and regulatory auditing rules of the government.

Section 3. General Services. The Campus shall ensure to provide physical plant support functions for the different offices. Implementation of policies standards and institutional regulations for the implementation and the compliance shall be in consonance with the standards and policies stipulated and prescribed in the university's Administration Manual of Operations.

Section 3. Security Services. The Campus shall ensure a secure environment to all the constituents of the Campus. Licensed and competent security personnel shall keep the safety and security of all the constituents and their belongings.

Article 129. CSUCC General Principles to Auxiliary Services

Section 1. Directive. As a satellite to the University, CSUCC shall ensure the creation and deployment of auxiliary services for the welfare and expansion of the Campus, including the development and implementation of strategic objectives and action plans and the measurement of their progress.

Section 2. Instrumentality. The Director for Auxiliary Services shall be directly responsible to the Chancellor for providing substantive inputs in the formulation of policies and standards and the monitoring, review, and coordination of any auxiliary services in the Campus.

Section 3. Disaster Risk Reduction. The Campus shall establish mechanism that specifies levels of coordination between national disaster risk reduction management body and CSUCC officials to ensure that workflow and coordination in facilitating quick response before, during, and after disaster situations are in place.

Section 4. Campus Sports and Recreation. The Campus shall establish mechanisms to promote national, regional, and sectoral sports activities in coordination with other government and non-government agencies, which shall specify levels of coordination among CSUCC officials and sports educators, athletes, coaches, instructors, trainers, managers, students, sports aficionados, and advocates, for the workflow and coordination to emphasize the importance of physical and mental development through games, physical fitness, and other recreational activity.

Section 5. Culture and the Arts. The Campus shall establish mechanisms to uphold and support the national government's programs designed for the development and promotion of culture and the arts through the university's specified levels of coordination with the government and non-government key officials at ensuring that workflow and coordination are in place for the cultivation of productive, diverse, and inclusive practices within the Campus in protecting, preserving, promoting, and developing of the arts, culture, and heritage.

Section 6. Campus Publication. The Campus shall primarily supervise, coordinate, and manage the publication and distribution of quality forms, instructional materials, and other publications for the Campus and outside clients.

Section 7. Health and Wellness. The Campus shall establish mechanisms to provide a systematic and strategic framework to ensure that CSUCC community gets premium access to resources and programs pertaining to medical, dental, and counseling benefits in which it specifies levels of coordination among health care and wellness professionals and the CSUCC officials.

Section 8. Campus Dormitory. The Campus shall maintain a dormitory as a housing service where students, personnel, and guests may reside whenever rooms are available in which such operation and maintenance thereof shall be governed by the Campus rules and regulations.

Article 130. CSUCC General principle to Finance Management

Section 1. Directive. As a satellite to the University, CSUCC shall adhere to the pertinent institutional regulations for the implementation and the compliance of the policies and standards on financial management in consonance with the standards and policies stipulated and prescribed in the university's Administration Manual of Operations. Further, all procedural standards and policies shall at all times protect the integrity of the University.

Section 2. Instrumentality. The Director for Finance Management shall be directly responsible to the Chancellor for providing substantive inputs in the formulation of policies and standards and the monitoring, review, and coordination of any finance management in the Campus.

Section 3. Budget Proposal. The annual budget of the Campus shall be prepared within the context of existing budgetary laws, policies, and regulations of the government. It shall conform to the plans of the University and shall ensure effective, efficient, ethical, and economical methods of achieving objectives.

Section 4. Accounting and Auditing. All accounts and expenses of the University shall be audited by an auditing officer or by an authorized representative, and all disbursements shall be made in accordance with the rules and regulations prescribed by statutory and regulatory issuances of the government.

Section 5. Expenditure. The fundamental principles governing the utility of the campus funds shall be adherent to the unified accounting, auditing, and reporting mechanisms of applicable laws, rules, and regulations of the government.

Section 6. Disbursement. The fundamental principles governing the disbursement of campus funds shall be adherent to the unified accounting, auditing, and reporting mechanisms of applicable laws, rules, and regulations of the government.

Article 131. CSUCC General Principles to Executive Operations

Section 1. Directive. As a satellite to the University, the Campus shall adhere to the overall implementation of the university's development programs and to its various strategic plans for the development of the Campus and for the expansion of its enterprises as an educational institution.

Section 2. Instrumentality. The Director for Executive Operations shall be directly responsible to the Chancellor for providing substantive inputs in the formulation of policies and standards and the monitoring, review, and coordination of any executive operations in the Campus.

Section 3. Planning and Development. The Campus shall ensure for the management and coordination of the establishment and support to projects of significance in the operation and administration of any key operating components of the Campus.

Section 4. Management Information System. The Campus shall have a systematic and strategic framework for the development and implementation of evolutionary ICT strategic plans, policies, standards, operational plans, and budgets, where mechanisms are sensitive to the emerging technologies and are responding to changing needs and practices.

Section 5. Public Information and Communication. The Campus shall provide systematic and strategic mechanisms geared toward the achievement of the campus objectives through effective communication with and the dissemination of the key institutional messages to internal and external audiences and stakeholders and through the promotion of the significant campus events and achievements in instruction, research, development, the creative outputs of its constituents, and any academic and administrative activities.

Section 6. Alumni Relations. The Campus shall have a systematic and strategic framework to establish and enhance a continuing and fruitful relationship between CSUCC and its alumni. There shall be an information bureau and placement office for the CSUCC alumni governed by a mechanism designed to extend the CSU community.

Section 7. Quality Assurance. As a satellite campus, its quality assurance system shall be primarily responsible for the quality management system in its programs, projects, processes, and implementations and shall be compliant to the statutory and regulatory bodies. It shall develop and maintain periodic internal quality assurance policies and procedures that foster a culture of quality for the University.

Section 8. Internal Audit System. The Campus shall ensure the accountability for the identification and reporting on all significant control weaknesses, through the application of a systematic and disciplined approach to evaluate and improve the effectiveness of risk management, processes, controls, and decision making.

Section 9. Gender and Development. The Campus shall create a monitoring body to ensure the university's compliance with GAD provisions by enforcing the implementation of GAD-related efforts. The GAD mechanisms shall specify levels of

coordination among CSUCC officials and GAD advocates for the workflow and coordination to accomplish all GAD systematic and strategic objectives.

Article 132. CSUCC General Principles to Research and Development

Section 1. Directive. As a satellite to the University, the Campus shall acknowledge the principles and standards in the CSU Code in developing innovative strategies, operational procedures, and up-to-date mechanisms on various research and innovation undertaken by the research centers and colleges of the Campus in full conformity with the procedures stipulated in the existing RIE Manual of Operations of the University.

Section 2. Instrumentality. The Director for Research and Development shall be directly responsible to the Chancellor for providing substantive inputs in the formulation of policies and standards and the monitoring, review, and coordination of any research and development in the Campus.

Section 3. Technology Transfer and Licensing. The Campus shall align all its mechanisms governing the resources to assist the research community in identifying, protecting, and commercializing innovations and in seeking to engage in identifying innovations and faculty research programs of interest in conformity with the procedures stipulated in the existing RIE Manual of Operations of the University.

Section 3. Research Publication. The Campus shall foster a research community by which researchers communicate scholarly outcome and build their reputation among their peers through publication of research work in the form of books, monographs, articles, research papers, and other original works, to contribute significantly toward citation of new knowledge, which is one of the mandates of the University. All mechanisms shall be in conformity with the procedures stipulated in the existing RIE Manual of Operations.

Article 133. CSUCC General Principles to Extension Services

Section 1. Directive. As a satellite to the University, The Campus shall acknowledge the principles and standards in the CSU Code in developing innovative strategies, operational procedures, and prevailing mechanisms on various extension programs, projects, and activities undertaken by the colleges of the Campus in full conformity with the procedures stipulated in the existing RIE Manual of Operations of the University.

Section 2. Instrumentality. The Director for Extension Services shall be directly responsible to the Chancellor for providing substantive inputs in the formulation of policies and standards and the monitoring, review, and coordination of any extension services in the Campus.

Section 3. College Extension. In adherence to the College goals and objectives, the programs, projects, and activities undertaken by the colleges of the Campus shall be in full conformity with the procedures stipulated in the existing RIE Manual of Operations of the University.

CONCLUDING TITLE

Article 134. Enclosure

Section 1. All other powers, functions, privileges, responsibilities, and limitations to state universities or their officials, or both, under existing statutory laws, shall be granted to or imposed upon the University and its officials whenever appropriate.

Section 2. All existing statutory laws, presidential decrees, executive orders, rules, and regulations and those which are hereinafter be promulgated which reinforce any provisions of this code shall be incorporated as integral parts hereof.

Section 3. This code shall also incorporate all existing and subsequent pertinent policies and implementing guidelines, rules, and regulations promulgated by the BOR, the University President, and other competent authorities of the university; provided, they are consistent with all of the provisions hereof.

Article 135. Manner of Amendment

Section 1. Any governing councils of the University may propose amendments to this code relative to administrative, academic, research, innovation, extension, and production matters, subject to the approval of the BOR.

Section 2. Any approved amendments to this code shall take effect after the completion of its publication or dissemination or both, through a university-wide memorandum issued by the University President or by a duly authorized representative.

Article 136. Separability Clause

Section 1. If, for some reasons, any part or provision of this code is declared invalid or unconstitutional, the other parts or provisions hereof which are not affected thereby, shall continue to be in full force and effect.

Article 137. Repealing Clause

Section 1. All other existing policies, rules, and regulations in the University which are not embodied in this code shall remain in full force and effect in so far as they are not inconsistent with any of the provision hereof.

Section 2. This code shall hereby supersede all existing policies, rules, and regulations in the University which are inconsistent with any of its provisions.

Article 138. Effectivity Clause

Section 1. This Code shall take effect immediately upon the completion of its publication in a university-wide circulation.

Approved,

ANTHONY M. PENASO, PhD
University President

HON. PERFECTO A. ALIBIN, PhD
Chairperson, CSU Board of Regents

This code, correspondent to the provisions promulgated in Republic Act No. 9854, was finally approved.