



CARAGA
STATE UNIVERSITY
PHILIPPINES

Faculty Manual

Foreword

Caraga State University envisions to be a higher education institution motivated to promote and produce excellence in the holistic expanse of a profound university. Part of this area is instruction, of which the university set efforts to provide advanced education with higher technological and professional instruction and trainings. The members of the faculty have full commitment and passion to perform the necessary measures for the development of CSU's students. To strengthen this commitment and passion, it is empirical for the faculty to be acquainted to the rules, policies, and the nature of their job as a deliberant of instruction, research, innovation, extension, and production.

The contents stipulated in this manual are based on legal documents and references such as Civil Service Laws, CHED Memorandums, BOR Resolutions, Caraga State University (CSU) Code, and other lawful documents and jurisdictions.

The principles set forth in this Faculty Manual shall be the basis and reference of the CSU faculty members for them to be equipped to serve the university's academic community.

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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 Faculty Manual as an Implementing Rules and Regulations relevant to the faculty personnel of the University.

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 Faculty Manual.

Section 2. Purpose. The University Faculty Manual is adopted and promulgated to prescribe the principles, policies, rules, and regulations for the faculty members of CSU.

Section 3. Application. The University Faculty Manual shall govern and apply to Caraga State University (CSU)-Main Campus, CSU Cabadbaran Campus, and other satellite campuses. Specifically, this code shall cover and apply only to the faculty members of 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. The University 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. The University envisions for a globally engaged university excelling in science, engineering, and the arts.

Section 4. *Mission.* The 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. *Core Values.* Through transformative educational programs, the University advocates its core values: *competence*, *service*, and *uprightness*.

Section 7. *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 8. *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 9. *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 10. *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 11. *Graduate Attributes.* Caraga State University graduates shall embody the 21st century skills needed for the real world of employment. They shall radiate critical thinking, communication, collaboration, leadership, productivity, accountability, innovation, entrepreneurship, adaptability, accessing, analyzing and synthesizing information, and global citizenship.

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, the University 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 the University in the forefront of internationalization and globalization.

Section 3. In instruction, the University 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, the University 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, the University shall pursue to collect and introduce technologies that will help improve the humanity's quality of life.

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

Section 7. In administration, the University 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 University Seal and Colors

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.

Academic Freedom

I. University's Academic Freedom

Caraga State University, an institution of higher learning, recognizes and supports the principles of academic freedom and institutional autonomy pursuant to the pertinent provisions of the Philippine Constitution (paragraph 2, of Article XIV) and Republic Act No. 8292 - *An Act Providing for the Uniform Composition and Powers of the Governing Boards, the Manner of Appointment and Term of Office of the President of the Chartered State Universities and Colleges, and for Other Purposes*.

II. Faculty's Academic Freedom

Academic freedom in its teaching aspect is fundamental for the protection of the faculty. Faculty members enjoy academic freedom, herein affirmed:

1. Faculty members teach the subject of their specialization according to one's best light; hold, in other subjects, such ideas as they believe sincerely to be right; and express their opinions on public questions in a manner that do not interfere with their duties as a member of the faculty or negative to their loyalty to the University that employs them.

At the same time, the faculty members should recognize an equally binding obligation to perform their academic duties responsibly and to comply with the policies of the University. The following principles are hereby declared:

- a) The University does not impose any limitation upon the faculty's freedom in the exposition of his/her own subject in the classroom or in addresses and publication/s. However, no faculty may claim as his/her right the privilege of discussing in the classroom controversial topics that are not pertinent to the course of study assigned to him/her.

- b) The University does not place any restraint upon the faculty's freedom in the choice of subject for research and investigation undertaken on his/her own initiative; provide that the faculty adheres to the principles and ethics in conducting research.
- c) The University recognizes that the faculty, in speaking or writing outside of the institution on subjects beyond the scope of his/her own field of study, is entitled to the same freedom and is subject to the same responsibilities as attached to all other citizens but in added measure;
- d) The University assumes no responsibility for views expressed by its faculty members when they are expressing their personal opinions;
- e) If the conduct in his/her classroom or elsewhere, a faculty should give rise to doubts concerning his/her fitness for his/her position, the question should in all cases be submitted first to a committee of the faculty and in no case should any faculty be dismissed before the normal termination of his/her period of appointment without due process.

Faculty Classification

The Faculty employee category is limited to persons who hold one of the following academic ranks: Professor, Associate Professor, Assistant Professor, and Instructor. There are five types of faculty appointments:

- 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.
- 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.
- 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 of appointment.
- Contract of Service- a full-time appointment in which service in the latter is not considered as a government service. A contract of service appointment does not give rise to employer-employee relationship between the individual and the government.
- 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

Faculty Recruitment, Selection, Appointment, and Other Personnel Actions

I. RECRUITMENT AND APPOINTMENT

- A. The University shall create a "Faculty Selection Board" herein referred to as the FSB. This body shall assist the University President in selecting applicants or candidates for recommendation to the BOR, who shall confirm the appointment of faculty members to positions/ranks.

There shall be two sets of FSBs: The University FSB and the College/ Department FSB. The College FSB shall carry out the initial screening. The applicants who passed the screening of the College FSB shall be endorsed to the University FSB for further screening.

- B. The members of the University FSB are the following:

1. The Vice President for Academic Affairs as Chairman;
2. The Dean of the College where the vacancy exists;
3. The Human Resource Management (HRM) Officer as the FSB Secretary, who shall continuously make inventory of all vacant positions and coordinate with the department chairman/head in determining qualified insiders who may be considered for appointment. He/She shall keep records of the proceeding of the FSB and maintain all records or documents, keeping them in readiness for inspection and audit by the Civil Service Commission;
4. The President of the Faculty Association/Union or the authorized representative;
5. A ranking faculty member chosen by the University President;

- C. The members of the FSB of the College are the following:

1. College Dean to which the appointee will be assigned as Chair;

2. Chairman of the Department to which the appointee will be assigned as Co-Chair;
3. At least two (2) faculty members whose specialization is in line with the nature of the teaching position to be filled and who shall be recommended by the head of the department requiring such expertise and the college dean.

Policies:

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.

- A. Recruitment shall be limited to those who meet the minimum requirements prescribed for the ranks.
- B. Transferees from other state or local universities and colleges may be admitted at their present faculty rank, subject to the availability of items, in the absence of qualified faculty members in the University.
- C. Vacant positions marked for filling shall be published in accordance with Republic Act No. 7041 (Publication Law). The published vacant position shall also be posted in at least three (3) conspicuous places in the CSU for at least ten (10) calendar days in should be sent to other educational institutions within the region to inform other interested people. Other appropriate modes of communication shall be considered.

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

The publication of a particular vacant position shall be valid until filled but not beyond six (6) months reckoned from the date the vacant position was published.

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

Should no appointment be issued within the nine (9) month period, the agency has to cause the re-publication of the vacant position.

D. If a faculty member is appointed as the University President, he/she loses his/her faculty rank. However, if it is a designation, he/she retains his/her faculty rank.

E. The statuses of appointment for the members of the faculty are the following:

1. **Permanent appointment** shall be issued to a person who meets the qualification standards established for the faculty rank and who shall have successfully completed the probationary period. The University, through the BOR, shall determine the probationary period for original appointment in each rank.

The probationary period may be from 6 months to 2 years whichever is approved by the CSU Board of Regents.

The civil service eligibility can be dispensed with for permanent appointment if the subjects to be taught are not required by bar/board of laws.

In case that master's degree of the field of specialization is not available in the country, permanent appointment may be given.

2. **Temporary appointment** shall be issued to a person who does not Meet the education, training, or experience requirements of the position to which he/she is being appointed not exceeding one school year.

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

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

A 30-day written notice signed by the appointing authority shall be given to the temporary appointee prior to termination of service/removal and replacement.

In case that master's degree of the field of specialization is not available in the region, a temporary appointment may be given. Provided that they shall teach only their specialization.

- Bachelor's degree holders with scholarship grant with any prestigious local academic institutions/organization;
- Bachelor's degree holders with academic honors such as Summa Cum laude, Magna Cum laude, Cum laude;
- Bachelor's degree holders who belong to the first ten in the respective board examination;
- Bachelor's degree holders who passed their respective board examination with at least two (2) years active practice of the profession;
- Bachelor's degree holder who have been in collegiate teaching on a full-time basis or doing educational research work for at least three (3) years;
- Bachelor's degree holders without appropriate board examination with at least two (2) years of relevant industrial experience.

3. A contract appointment may be issued to a faculty member when the exigency of the service requires, subject to existing policies. Such appointment is for limited period not to exceed one school year. The President shall indicate the inclusive period covered by the appointment for crediting services.

A contractual appointment should not be confused with contract of service under the latter is not considered as government service. Contract of service does not give rise to employer-employee relationship between the individual and the government, which is not true with contractual appointment.

4. A Contract of Service as lecturer may be issued to a faculty member where exigency of the service requires, subject to existing policies. This contract does not give rise to employer-employee relationship between the University and the person hired, and it is stipulated in the contract that services rendered cannot be accredited as government service. Furthermore, a

lecturer is not entitled to benefits enjoyed by government employees.

Procedures

The University shall recruit and appoint its faculty in accordance with the following procedures.

- A. There shall be a publication on vacant positions in accordance with RA 7041 (Publication Law) for transparency. The published vacant position shall also be posted at least three (3) conspicuous places in the University for at least ten (10) calendar days and should be sent to other educational institutions within the region for the information of other people who may be interested in them. Other appropriate modes of publication shall be considered. Men and women shall be encouraged to apply.
- B. The HRMO shall list candidates aspiring for the vacant position, either from within or, outside the University.
- C. The HRMO shall conduct preliminary evaluation for the qualification of all the candidates. Those initially found qualified shall undergo further assessment such as written examination, skill test, interview, and others. After which, a selection line-up shall be prepared and posted in three (3) conspicuous places in the University for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice. HRMO shall conduct a background check for shortlisted applicants.
- D. The HRMO shall notify all applicants of the outcome of the preliminary evaluation.
- E. The HRMO shall submit the selection line-up to the FSB for its deliberation en banc.
- F. The FSB shall make a Selection System assessment of the competence and qualifications of candidates for recruitment or appointment to the corresponding position or level evaluate and deliberate en banc the qualification of those listed in the selection line-up.
- G. The FSB shall submit a comprehensive evaluation report of all candidates screened for recruitment or appointment so

that the appointing authority will be guided in choosing the one who can efficiently perform the duties and responsibilities of the positions to be filled. This evaluation report should not only specify whether the candidates meet the qualification standards of the position but should also include observations and comments on the candidates' competence and other qualifications that are important in the performance of the duties and responsibilities of the position to be filled. Likewise, information about the candidate's preference of assignment should be mentioned in the report.

The evaluation report should specify the top five ranking candidates whose over-all point scores are comparatively at par based on the comparative assessment in terms of performance, education and training, experience and outstanding accomplishments, and other criteria.

- H. The BOR or the University President, as the case may be, shall assess merits of the University FSB's evaluation report of candidates screened for appointment and in the exercise of sound discretion, select, in so far as practicable, from among the top five ranking candidates deemed most qualified for appointment to the vacant position.

The top five ranking candidates, however, should be limited to those whose overall points scores are comparatively at par based on the comparative assessment.

To determine candidates who are comparatively at par, the FSB shall set reasonable differences or gaps between point's score or candidate for appointment.

- I. The University, as the case may be, shall issue the appointment in accordance with pertinent policies and guidelines. The appointment shall be approved by the President/BOR and submitted to CSC for its approval.
- J. The HRMO shall post a notice announcing the appointment of an employee in three (3) conspicuous places in CSU a day after the issuance of the appointment for at least fifteen (15) days. The date of posting should be indicated in the notice.
- K. For upgrading of rank, the criteria and procedures for evaluation provided in the National Budget Circular pertaining to compensation and position classification plan for faculty positions in SUCs shall be followed.

II. PERSONNEL QUALIFICATION STANDARDS

Hereunder are the modified qualification standards of new appointments to faculty positions/ranks in the University.

Faculty Rank	Sub Rank	Educational Qualification	*Eligibility	**Point Allocation (NBC 461)
Instructor	I	Master's degree	RA 1080	65
	II	Master's degree	RA 1080	66-76
	III	Master's degree	RA 1080	77-87
Assistant Professor	I	Master's degree	RA 1080	88-96
	II	Master's degree	RA 1080	97-105
	III	Master's degree	RA 1080	106-114
	IV	Master's degree	RA 1080	115-123
Associate Professor	I	Doctoral degree	RA 1080	124-130
	II	Doctoral degree	RA 1080	131-137
	III	Doctoral degree	RA 1080	138-144
	IV	Doctoral degree	RA 1080	145-151
	V	Doctoral degree	RA 1080	152-158
Professor	I	Doctoral degree	RA 1080	159-164
	II	Doctoral degree	RA 1080	165-170
	III	Doctoral degree	RA 1080	171-176
	IV	Doctoral degree	RA 1080	177-182
	V	Doctoral degree	RA 1080	183-188
	VI	Doctoral degree	RA 1080	189-194
University Professor		Doctoral degree	RA 1080	195-200

*RA 1080 is required only for bar/board eligibility.

**Point allocations prescribed above are subject to changes by Common Criteria for Evaluation of Faculty Members and in accordance with policies that may be prescribed from time to time.

In lieu of RA 1080, a faculty can be considered for the position if the courses be taught do not constitute courses which require professional licensure examination.

Other policies, guidelines, and laws governing licensure examination (i.e. CHED MEMOS, RA, and others) will also be considered.

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

III. Promotion

Policies

1. The guidelines and provisions on faculty promotion shall be subject to the National Budget Circular No. 461 and Merit Promotion by Civil Service Commission Rules and Regulations.
2. A merit promotion may be considered to a higher faculty rank/sub rank on the basis of meritorious performance (education, training, research, and scholarship grants) including performance rating of at least Very Satisfactory during the last two (2) rating periods. In cases that a faculty member is on study leave, sabbatical leave, maternity leave or on secondment, the performance ratings to be considered shall be the two ratings immediately prior to the scholarship or training grant or maternity leave or secondment.
3. The filing and pendency of an administrative case against a faculty member shall not constitute a disqualification from promotion, except on cases where there is BOR decision. However, disqualification is only applicable during the cycle where the decision is reached.

OTHER PERSONNEL ACTIONS

The University may formulate its own internal rules on the following personnel actions subject to CSC rules and regulations on the matter.

Transfer - the movement of a faculty member from another SUC to the University or from one College to another within the University or from one position in the administrative department to faculty position in the academic department within the University without break in the service involves issuance of an appointment.

Reassignment - movement of a faculty member across the organizational structure within the University, which does not involve a reduction in rank, status or salary and does not require issuance of an appointment but an office order by duly authorized official.

Detail - temporary movement of a faculty member from one department or unit to another, which does not involve a reduction in rank, status or salary. A detail requires issuance of an office order by the University President.

The faculty member who is on detail status receives his/her salary only from his/her mother unit/agency.

Detail shall be allowed only for a maximum of one year.

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

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

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.

Faculty Duties and Responsibilities

Faculty members of the University shall render duties and responsibilities as academic personnel expected to perform in areas such as Instruction, Research, Innovation, Entrepreneurship, Extension, and Production.

I. INSTRUCTION

Instruction focuses on facilitating the acquisition of knowledge and skills to develop the analytical and creative faculties of learners. It also includes other specific tasks, such as student consultation, academic advising, and all other initiatives.

Every faculty member is expected to:

1. Identify learner needs;
2. Follow an approved course syllabus based on the identified needs;
3. Facilitate the learning process through active engagement in classroom tasks and activities;
4. Develop students' analytic and creative thinking skills through purposive activities with focus on higher order thinking skills;
5. Design alternative and innovative models of teaching for all types of students: regular, gifted and those with special needs;
6. Make oneself available for consultation, academic advising and other relevant functions that help improve the students' well-being;
7. Conduct in-service training programs to teachers, school administrators and other educators in both public and private sector;
8. Manifest a strong commitment to the development of highly competent and qualified graduates by constantly improving one's craft;

9. Vary teaching methodologies and assessments in the pursuit of effective teaching and learning process;
10. Attend university affairs from institutional, college, and department activities such as, but not limited to, commencement rites, foundation and university week activities, faculty development programs; and
11. Collaborate with colleagues and students to attain objectives as a deliberant of instruction.

II. Research

Faculty members need to continually explore areas of inquiry through active participation in research endeavors. They are expected to:

1. Participate in formulating the research agenda for the department, college, and University;
2. Generate research paradigms to enhance instruction in their field of specialization;
3. Encourage students to become creative, innovative, and productive researchers;
4. Study recently published papers on basic and applied researches, material development, feasibility study, and others;
5. Participate actively or present researches in local and international conferences;
6. Contribute to the body of knowledge in strengthening institutional ties and network with other national and international educational institutions;
7. Publish articles/monographs in recognized and refereed journals and magazines; and
8. Protect their innovations and/ or inventions through patents, utility model, copyright, trademark, etc.

III. Extension

Faculty members are strongly encouraged to involve in Institution, college, and department-initiated community extension projects and service. Faculty participation in these activities is regarded as part of their professional and personal commitment to the academic profession. Specifically, they are expected to:

1. Participate in extension programs aimed at developing and implementing projects;
2. Facilitate in developing and implementing projects across sectors; and
3. Collaborate across disciplines for a good practice on developing and commercializing new products or innovations.

IV. INNOVATION AND ENTREPRENEURSHIP

As a higher education institution, faculty members of the University are expected to demonstrate ways to respond to social and economic needs of society. In context, they must continuously adapt and respond to new challenges to maintain standards of excellence and be competitive on international education markets. Specifically, faculty members are expected to:

1. Embed an entrepreneurial mindset to students thriving on big, complex societal problems and involving the community in seeking solutions;
2. Conduct researches that powers many innovations which can lead to spawn high-growth startups of which they can gain profit from;
3. Involve in large-scale science projects for a wide networking and funding from public grants or industrial sources;
4. Collaborate across disciplines for a good practice on developing and commercializing new products or innovations.

5. Formulate or involve in new firms or organizations to accomplish results of academic researches; and
6. Extend efforts for consultation or external teaching directed towards the resolution of identifiable problems.

V. Production

Faculty members are encouraged to produce scholarly outputs that showcase their expertise and scholarship. These knowledge-based projects can help generate additional income for the University. Faculty members are expected to:

1. Develop and publish scholarly works like books, magazines, journals, research articles, monographs, lectures, modules, and instructional materials;
2. Design, develop and share multimedia courseware and resources such as tapes, videotapes, multimedia presentations and other courseware packages; and
3. Design and produce materials for presentation and production in the performing arts.
4. Support and Participate in Income Generating Projects of the University that provides efficient support to the University's financial management.

VI. WORKING HOURS

General Policy

Faculty members, except those covered by special laws shall render not less-than eight (8) hours of work a day for five (5) days a week or total of forty (40) hours a week, exclusive of one (1) hour lunch break. The forty hours a week include the duties and responsibilities of teachers-Instruction, Research, Innovation, Entrepreneurship, Extension, and other activities relevant to teaching, e.g. preparation of lesson checking of papers, etc.

Policies

1. It shall be the duty of the Dean or the unit head to require all members of the faculty under him/her to strictly observe the prescribed office hours, which may be apportioned to the duties and responsibilities set for the faculty members.
2. When the Dean or unit head, in the exercise of his/her discretion, allows members of the faculty to leave the office during office hours not for official business, but to attend social events/functions, and/or wakes/interments, the same shall be reflected in their daily time record and be charged against their leave credits.
3. Each Dean or unit head shall require a daily record of attendance of all the faculty members under him/her to be kept on the proper form and whenever possible registered on the biometrics or other verifiable recording system. The Dean or unit head shall conduct monitoring and evaluation of the daily record of attendance of all faculty members.
4. When the interest of public service so requires, the daily hours work of faculty members may be extended by the University President, which extension shall be fixed in accordance with the nature of the work: Provided that work in excess of forty (40) hours per week must be properly compensated and subject to pertinent rules and regulations.

A. PART-TIME TEACHING

To maintain the quality of education in teaching areas, the University may appoint teaching staff on a part-time basis provided that they meet the requirements of the position.

Part-time appointment is hiring through a contract of service as a lecturer.

Working hours of part-time teaching staff shall be as follows:

1. Part-time teaching staff shall be paid on an hourly basis subject to his/her qualification and teaching load and stipulated in the contract of service.
2. The University shall establish a mechanism of accountability with appropriate sanctions relative to part-time teaching staff covered by contract of service.

B. FLEXI-TIME SCHEDULE

Each Dean or unit head may allow flexible working hours for his/her faculty members so they can perform their function of instruction, research, innovation, entrepreneurship, extension, and Production, provided that the prescribed forty hours per week shall strictly be implemented.

Faculty Workload (Amended as of BOR Res. No. 01-07-03, s. 2019)

Caraga State University recognizes and supports the important work that faculty members engage in inside and outside the classroom which affect the academic disciplines, the students, the university, and the various stakeholders. In support of that commitment, this workload policy shall guide the departments, colleges, and university's decisions to ensure fair, equitable, and prudent allocation of faculty workload.

General Guidelines

In the determination and assignment of workload for an individual faculty member, the following guiding principles shall be considered but may not be limited to:

- a. Allow faculty members to exercise academic freedom;
- b. Assign responsibilities in an equitable manner, recognizing the expertise of an individual faculty members;
- c. Teaching assignment shall be given priority over non-academic assignment;
- d. As far as practicable, provide for balance between work expectations and the personal well-being of the faculty member; and
- e. Consider the economic viability of each of the University's degree and non-degree programs.

Regular Workload

The "Regular Workload" of a full-time faculty member shall be 18 units.

Non-full-time faculty members shall only have a Teaching Load Units (TLU) as may be assigned by the program coordinator,

approved by the President or a delegated authority upon recommendation of concerned authorities as the need arises, and only after fulltime faculty members have been assigned regular workloads. The teaching load of a non-full-time faculty member should be less than the regular load of a full-time faculty member.

Regular Working Hours

The "regular working hours" of a full-time faculty member shall be forty (40) hours per week and shall be in accordance with a schedule recommended by appropriate authorities, conformed to by the faculty member, and approved by the University President or the delegated authority.

Non-full-time faculty members are obliged to report only on their official scheduled contact hours. However, they may be called upon to perform other related university functions as may be deemed necessary by the academic administrators with due remuneration.

Overload

"Overload" is determined by evaluating the workload assigned to a faculty member in relation to the regular workload, and shall be compensated for being on overload status in accordance with pertinent University policies, guidelines and issuances of the National Government and/or as approved by the Board of Regents. The maximum overload shall be six (6) units. In exigency of service, the department may request for additional three (3) units if deemed necessary subject to the approval of the President.

Overtime

When the interest of the service so requires, the head of an academic unit may request the President, through the Vice-President for Academic Affairs, to extend the daily hours of duty of any or all of the employees of the unit, and may likewise request any or all of them to do overtime work not just during workdays but also on holidays. The compensation thereof shall be in accordance with pertinent laws, issuances, and/or as approved by the Board of Regents.

Required Teaching Load

The regular workload shall be required of each full-time faculty member, subject to the following provisions but may not be limited to:

- a. A faculty member with academic administrative designations shall have the following teaching load:
 1. Vice-Presidents - 3 units
 2. College Deans - 6 units
 3. Directors - 6 units
- b. The President upon recommendation of the appropriate authorities may reduce the teaching load to not less than twelve (12) course credit units per semester for a faculty member who is actively involved in research, extension, creative, scholarly work, and community service; and

Computation of Teaching Load for Undergraduate Courses

Minimum Class Size for Undergraduate Courses

In general, a class may be opened only when there are at least twenty (20) students. Any exception to this rule must have the approval of the Vice-President for Academic Affairs on or before the last day of registration.

Teaching Load Credit (TLC)

In the computation of the teaching load, a one (1) unit course load shall be equivalent to one (1) contact hour per week for a lecture class, and three (3) contact hours per week a laboratory course with an equivalent of 2.25 teaching load units, except for Internship Programs

Merging of Sections

A faculty member who merges, combines, or meets two or more sections as one class shall be credited for teaching one section only. Any merging of sections shall be done with the approval of the Vice President for Academic Affairs.

Thesis/Special Project Advising

Thesis advising shall be given teaching load credit and honorarium in accordance with appropriate BOR resolutions and or government issuances.

Teaching Load Units (TLU)

The Teaching Load Units (TLU) for a faculty member shall be the sum of the Teaching Load Credit (TLC) of all the courses handled.

Large Class Credit Load Multiplier = $[1 + (N-45) (0.02)]$
Where:

N = actual number of students in the class greater than 45
but N is equal to or less than 160.

The maximum value of the multiplier is 3.3 when the class size is 160.

This provision shall not be applicable to laboratory classes.

Teaching Load Credit for Large Classes. - If a faculty member handles a large class, that is, more than 45 students, the teaching unit shall be determined as:

Teaching Load Credit (TLC) = $CC \times [1 + (N-45) (0.02)]$

Where

CC = course credit

N = actual number of students in the class greater than 45
but equal or less than 160.

Teaching Load Credit (TLC) for Internship Program. - The teaching load credit of faculty members shall be in accordance with the approved guidelines on the conduct of Internship Program, and not based on course credit unit.

Computation of Teaching Load for Graduate Courses

Minimum Class Size for Graduate Courses.

In general, a graduate class may be opened when there are at least 5 students. Any exception to this rule must have the approval of the Vice-President for Academic Affairs on or before the last day of registration.

Graduate Teaching Load Credit (GLC)

In the computation of the graduate teaching load, a one (1) unit course load shall be equivalent to 1 contact hour per week for a lecture class and 3 contact hours per week for a laboratory course which shall be equivalent to 2.25 teaching load units.

Merging of Graduate Classes or Sections

A graduate faculty member who merges, combines, or meets two or more graduate classes or sections as one graduate class shall be credited for teaching one section only. Any merging of classes or sections shall be done with the approval of the Vice President for Academic Affairs.

Graduate Thesis/Special Project Advising

Graduate thesis advising shall be given teaching load credits and honorarium in accordance with pertinent BOR resolutions and/or government issuances.

Teaching Load Units (TLU) for a Graduate Faculty Member

The Teaching Load Units (TLU) for a graduate faculty member shall be the sum of the Teaching Load Credit (TLC) of all the courses handled.

Credit Load Multiplier for Graduate Lecture Courses

If a faculty member handles a graduate lecture course, he/she shall be entitled to a graduate course multiplier according to the program level, as follows:

Graduate Program	Multiplier
Master's program	1.50
Doctorate program	1.75

Teaching Load Credit for Graduate Courses

If a faculty handles a – graduate course the teaching load credit of a graduate course shall be determined as follows:

Teaching Load Credit (TLC) = GLC x Credit Load Multiplier for Graduate Courses

where

GLC = graduate load credit

Faculty Advancements and Privileges

This is an existing guidelines and policies on Scholarship. The latter is still on the process of revision subject to proposal. Upon the completion of such, the practice of it shall apply in this Manual.

I. Scholarship, Training and Development and Other Personnel Actions

The Scholarship Guidelines is a set of rules for the management of professional development among personnel. These covers both degree and non-degree programs funded locally by the University, scholarship grants from national and international organizations, and by self-funding of the faculty. Seminars, symposia, conferences, and workshops are not within the coverage of these guidelines.

The Scholarship Committee shall administer the scholarship matters in the University. It shall be composed of personnel selected by the President to represent the various colleges and the administrative division. Its actions shall be recommendatory in nature and subject to the approval of the President, without prejudice to the President delegating his authority to the Committee, if he so desires.

The Scholarship Guidelines shall be the basis for personnel in the University to get involved in the capability-building and/or enhancement program.

The Scholarship Guidelines shall be observed at all levels of management to ensure smooth administration of the scholarship matters.

General Policies

1. Every faculty is encouraged to pursue advanced/professional development, whether through a degree or non-degree program.
2. Every academic unit shall rank its personnel in consideration of the unit's goals and objectives.
3. The ranking of faculty members for professional development shall be based on the following basic criteria:

- a. work experience in the University
 - b. rating of at least Very Satisfactory for 2 consecutive PES rating periods
 - c. no pending administrative or criminal case
4. A faculty member who wishes to undertake professional development shall adhere to the specialization based on the Faculty Development Plan of his/her University/college/department.
5. The scholar shall undertake professional development program (degree or non-degree) in recognized institutions. For Master's and Ph.D. programs, these shall be taken from schools abroad or from schools in the Philippines with programs recognized as Centers of Excellence, at least with Level 3 accreditation or a delivering institution acknowledged by the Commission on Higher Education.
6. The scholar must keep up with the academic standards set by the University.
7. The scholar shall submit a semestral report to the President through the Scholarship Committee on the progress of his/her endeavors, furnishing a copy to the HRMO.
8. The scholar must return to the University upon completion or termination of the scholarship and render the corresponding required number of years of return service based on CSC Memorandum Circular No. 44, series of 1992. In cases of a breach of contract by the scholar, he/she shall return to the University.
9. The scholar must refund all expenses incurred by the University in cases of discontinuance or non-completion of course programs (degree or non-degree) due to any of the following reasons:
- a. voluntary resignation
 - b. failure to meet the academic standards due to negligence
 - c. separation from service through his/her own fault
10. The scholar shall report in writing to the President through the Scholarship Committee an explanation for the discontinuance of the program within 30 days from the date he/she stopped.

11. If the scholar reports back to duty after the discontinuance of the program, he/she may opt to repay the incurred expenses in cash or through salary deduction in an amount equivalent to 20% of his/her gross monthly salary.
12. If a scholar, instead of reporting back for work, decides to accept employment from another agency upon completion of the degree, except for transfer to another government agency, he/she must inform the President through the Scholarship Committee for re-examination of the scholarship contract. If found that he/she has obligations to the University, he/she must pay all expenses incurred during the time of the scholarship.
13. In case the scholar opts to go on study leave without pay, he/she must pay the equivalent amount of the required return service. In case the scholar fails to refund the amount of the expenses incurred, the Surety signatory must refund all expenses.
14. The scholar shall render at least one-half of the prescribed return service before he/she can apply for another development program.
15. In case the scholar who is undertaking a master's degree is given another grant to continue the Ph.D. program upon completion of the Master's degree, or an opportunity to pursue a short-specialized training, he/she must seek the approval of the President through the Scholarship Committee. In this case, the scholar must submit necessary documents for evaluation. If the committee finds the documents and situation favorable for both the staff and the Institute, the application shall be endorsed favorably to the President for approval.
16. In case the scholar applies for a leave of absence (LOA) from the school he/she is enrolled for a valid reason, he/she must submit the approved LOA to the President through the Scholarship Committee. Financial support shall be suspended during the time of LOA.
17. A scholar who completed the degree at the specified duration of the scholarship shall receive an appropriate award or incentive.

There shall be a critical scrutiny emphasized on the following cases:

On selection – Personnel who will be recommended for advanced training (either degree or non-degree) shall be evaluated based on the criteria set in the Scholarship Guidelines. The age requirement, however, may be variable depending on the scholarship sponsor. For CSU-funded scholarship, the age requirement shall be based on the CHED's eligibility criteria.

On advanced training to pursue – Personnel interested to pursue advanced training shall discuss the matter with the Dean of his/her college to clear matters concerning field of study and what institution to get it from, before applying for any scholarship, in order to align with the University's VMGO.

On meritorious cases – Personnel who shows exemplary efforts in seeking scholarships abroad (e.g. DAAD, Fulbright, Monbokagoshu) for the purpose of acquiring quality education to advance the VMGO of the University shall be awarded a meritorious scholarship by waiving some of the eligibility requirements set in the Scholarship Guidelines.

On cases where many personnel apply for scholarship – For purposes of evaluating who among the many will be endorsed to get a scholarship slot, the committee shall formulate a rating scale based on the eligibility criteria set in the Guidelines. The rating scale shall be used as yardstick for every applicant to determine the most qualified.

On cases of a 'tie' for a scholarship slot – Personnel who 'tie' for a slot shall undergo intensive evaluation beyond the eligibility criteria. The Scholarship Committee shall consider criteria such as: the most needed and relevant discipline to CSU programs; academic track record as a predictor of success in the advanced program; and character/values.

On progress monitoring and evaluation – Personnel who are on scholarship (either degree or non-degree) shall submit progress reports periodically as stipulated in the Scholarship Guidelines to the Scholarship Committee, who in turn, shall provide copies to all units concerned. Moreover, the Committee may have the option to check on the progress of the Scholar by relating with the host institution or the Scholars' advisers. Failure to submit a progress report one (1) month after the end of academic term shall be a basis for suspension of salary and other monetary benefits from the Institute, or any appropriate action.

On cases of INC grades and below satisfactory academic performance – Personnel on scholarship who obtained an INC grade and/or below satisfactory academic performance (GWA

below 2.0 or equivalent) shall provide an explanation of such achievement to the President through the Scholarship Committee in writing or in person.

A scholar who incurred one (1) INC grade or a general weighted average (GWA) below satisfactory performance in a semester shall be given a WARNING without suspension of monetary benefits (e.g. salary, 13th month pay) from the Institute. However, in case where this condition happens every term, the Institute shall take appropriate actions.

A scholar with more than one (1) INC grade or GWA below satisfactory performance in a term shall be reprimanded and monetary benefits from CSU shall be suspended automatically for negligence of duty. He/she shall be given, however, a semester to settle such delinquencies. In case the scholar fails to settle the delinquencies in a year, appropriate action shall be taken by the Institute.

On cases of extension – Scholar who has lapsed the prescribed duration of the scholarship based on the scholarship contract shall seek approval from the President to go on extended study leave through the Scholarship Committee. The allowable extension period shall be a maximum of 1 school year, covering 2 semesters.

On reinstatement of duty – Personnel who is on scholarship shall reinstate for duty after the prescribed duration of his/her program whether he/she finished the program or not, unless earlier granted extension by the President through the recommendation of the Scholarship Committee. Personnel who opts to report earlier than the prescribed duration after finishing the program may do so, provided that no additional remuneration shall be shouldered by the University.

On personnel with contractual status – Personnel with contractual status who is sent for advanced training through a scholarship shall sign a contract with the University, binding himself/herself to the University for the duration of the return service required by law and in consonant with the Scholarship Guidelines.

On scholars needing thesis support – Scholar shall write to the President through the Committee about his/her intention to seek thesis funding. Together with the letter, he/she must submit his/her thesis outline/proposal for perusal by the Technical Evaluation Group (TEG) created by the President for the purpose. Upon the recommendation of the TEG, the President may return the proposal for improvement or endorse the thesis proposal to funding institutions.

CSU-funded (subject to availability of funds)

Faculty members who wish to be eligible of scholarship funded by Caraga State University shall adhere to (BOR Res. No. 61-09, s.2005)

General Policies

PhD Program

1. Eligibility Criteria

- a. Permanent appointment
- b. Not more than 40 years old
- c. At least 2 years of work experience in CSU
- d. Accepted or admitted to the program applied for
- e. Pursue a field of study approved by the administration
- f. No administrative or criminal record or pending case of the same

2. Privileges

- a. Tuition and other regular school fees – to be paid by the school directly after submission of the billing
- b. Leave with pay – CSU Clearance is required
- c. Book allowance
- d. Thesis support
- e. One round-trip boat or bus fare per year of study within the country – to be liquidated according to standard procedures

3. Obligations

- a. Must maintain a GPA of at least 1.75
- b. Must conduct himself/herself so as not to disgrace/dishonor CSU
- c. Carry a full academic load for each term depending on the full-load definition of the school he/she is enrolled
- d. Must submit approved plan of coursework/program of study within the 1st year of study
- e. Must submit 1 bound copy of the dissertation
- f. Must submit a copy of the certificate of completion or diploma after completing the course not later than 1 semester after the date of graduation

Master's Degree Program

1. Eligibility Criteria

- a. Permanent appointment

- b. Not more than 35 years old
 - c. At least 2 years work experience in CSU
 - d. Accepted or admitted to the program applied for
 - e. Pursue a field of study approved by the administration
 - f. No administrative or criminal record or pending case of the same
2. Privileges
- a. Tuition and other regular school fees – to be paid by the school directly after submission of the billing
 - b. Leave with pay – CSU Clearance is required
 - c. Book allowance
 - d. Thesis support
 - e. One round-trip boat or bus fare per year of study within the country – to be liquidated according to standard procedures
3. Obligations
- a. Must maintain a GPA of at least 1.75
 - b. Must conduct himself/herself so as not to disgrace the University
 - c. Carry a full academic load for each term depending on the full-load definition of the school he/she is enrolled
 - d. Must submit approved plan of coursework/program of study within the 1st year of study
 - e. Must submit 1 bound copy of the thesis
 - f. Must submit a certificate of completion or diploma after completing the course not later than 1 semester after the date of graduation

Thesis/Dissertation Support

1. The University shall serve as the clearing house for thesis proposals of personnel seeking funding from both national and international agencies/organizations.
2. The proposal shall be submitted to the scholarship committee, which, in turn shall be forwarded to subject matter specialists (Technical Evaluation Group) organized by the R&D Office.
3. The proposal shall be evaluated by the group based on criteria set by the funding agencies. If the proposal lacks merit, the specialists' group shall suggest for improvement of the proposal.

4. The personnel who availed of the thesis/dissertation support shall sign a scholarship contract with the University and the funding agency/organization. Guidelines stipulated in Sec. 5.0 (General Implementing Rules) that apply to the transaction shall be followed.

Externally Funded

1. The Scholarship Committee shall compile available scholarships/fellowships sponsored by national and international organizations.
2. The committee shall announce available scholarships through the college deans or the webpage of CSU (www.CSU.edu.ph).
3. Every personnel who wishes to avail of the scholarship shall submit a letter of intent, with recommendation from the head of his/her unit, to the President through the Scholarship Committee
4. Screening of applicants shall be based on the eligibility criteria set by the sponsoring organization. The committee, however, pre-screens the applicants to determine if the minimum requirements set by the Institute are satisfied.
5. The committee recommends qualified personnel to the President for endorsement to the granting organization.
6. All other requirements set by the granting institution shall be adopted.
7. The general rules for return service and submission of progress reports shall apply.

Self-Funded Study

General Provisions

1. Personnel who opt to pursue professional development using his/her own funds must obtain a 'Permit to Study' from the President through the Scholarship Committee.
2. He/she shall submit a letter of intent, with recommendation from the head of his/her unit, to the President through the Scholarship Committee

Privileges

1. May avail of the thesis/dissertation support of the Institute upon submission of the thesis/dissertation outline approved by the Graduate Advisory Committee/Thesis Adviser.
2. May avail of the 5-day official time privilege during comprehensive examination and another 5-day official time for thesis defense, and 3-day official time privilege during graduation subject to the submission of the following supporting documents:
 - a. For comprehensive examination
 - schedule of examination approved by the Advisory Committee/Graduate School
 - b. For Thesis/Dissertation defense
 - schedule of defense or final examination approved by the Advisory Committee/Graduate School
 - c. For Graduation
 - announcement of graduation
 - copy of thesis/dissertation and/or certificate of completion from the Graduate School
3. May avail of the Diploma Award subject to the submission of the following supporting documents:
 - letter of endorsement from the head of unit to the President through the Scholarship Committee
 - diploma of the degree completed

Faculty Benefits and Welfare

I. Leave Benefits

Provisions and policies promulgated hereto are stipulated from **Civil Service Commission, Rule XVI of the Omnibus Rules on Leave Implementing Book V of EO 292.**

Teachers' Leave

Faculty members, without designation, shall not be entitled to the usual vacation and sick leave credits but to proportional vacation pay (PVP) of 70 days of mid-year term vacation plus 14 days of Christmas vacation. A teacher who has rendered continuous service in a school year without incurring absences without pay and no more than 1 ½ days is entitled to 84 days of proportional vacation pay.

Vacation-Sick Leave

Regular faculty members who are designated to perform administrative functions and who render the same hours of service as other employees shall be entitled to vacation and sick leave.

Faculty members shall enjoy vacation/sick leave benefits. These consist of fifteen (15) days' vacation leave and fifteen (15) days of sick leave with full pay, exclusive of Saturdays, and authorized holidays for each year of service, provided that the faculty have been serving continuously and faithfully for at least five (5) months.

Vacation leave may be enjoyed during the year, provided this does not prejudice the service. Sick leave may be enjoyed only if the teacher himself/herself or the immediate member of his/her family is sick. Application for sick leave of more than three (3) days shall be supported with the medical certificate.

Vacation Service Credits

Teachers' vacation service credits refer to the leave credits earned for services rendered on activities, during mid-year term vacation or Christmas vacation, as authorized by proper authority. These vacation service credits are used to offset absences of a

teacher due to illness or to offset proportional deduction in vacation salary due to absences for personal reasons.

Maternity Leave

Faculty members who are pregnant female worker regardless of employment status and length of service shall be granted maternity leave of one hundred five (105) days with full pay regardless of the manner of delivery of the child, and an additional fifteen (15) days paid leave if the female worker qualifies as a solo parent under Republic Act No. 8972, or the "Solo Parents' welfare Act of 2000."

Female faculty members may also avail of maternity leave even during long vacations, i.e., mid-year term and Christmas vacation, in which case, both maternity leave benefits and the proportional vacation pay (PVP) shall be granted

Paternity Leave

Guidelines and provisions on paternity leave is subject to the Expanded Paternity Leave Act of 2016.

Sabbatical Leave or Assignment

Herewith are guidelines and provisions stipulated from the NORMISIST Code. Guidelines and provisions on Sabbatical Leave are still on the process of proposal subject to approval. Upon the latter, the practice of such shall apply in this Manual.

1. A sabbatical leave or assignment, with full salary which may 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 and at the same time improve his academic competence in the service of the University provided he meets the following qualifications:
 - a) He/She must have continuously served the University as regular faculty for not less than six (6) consecutive years immediately preceding his application for sabbatical assignment, the last two (2) years of which with a rank not lower than Associate Professor I; and

- b) His/Her records in the University show reasonable assurance of fulfilling the purpose of the assignment expressed in his application.
- 2. A sabbatical leave or assignment shall not be longer than one (1) year and shall only be granted once every seven (7) years of continuous service, provided that the requirements prescribed in the immediately preceding section are satisfied.
- 3. Sabbatical leave or assignments shall also be subject to pertinent laws and regulations and other implementing guidelines promulgated by the University. Upon return to service the output of the professor pertinent to his/her sabbatical leave shall be a requirement to his/her reinstatement.

II. Other Benefits

GSIS Benefits

Government employees on permanent status are covered by the GSIS on compulsory basis. All members of the GSIS are covered with the following benefits;

- a. Life Insurance
- b. Retirement
- c. Separation
- d. Unemployment
- e. Disability
- f. Survivorship
- g. Funeral
- h. Employees Compensation

PAG-IBIG (Home Development Mutual Fund)

Faculty members who are members of the Pag-ibig Fund shall cover the following benefits;

- a. Housing Loan
- b. Short-term Loan
- c. Provident Saving

III. PERSONNEL RELATION AND WELFARE SERVICES

General Policy

The University shall take all proper steps toward the creation of an atmosphere conducive to sound management-faculty relations, which shall improve morale. It shall make provisions for the health and wellness, welfare, counseling, recreation, and other related services.

Policies

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

1. Make arrangements for annual medical and dental services and take proper action on the recommendation resulting from physical examinations;
2. Provide a system of informing the faculty members of their right and privileges as well as the rules governing their obligations and conduct;
3. Facilitate the dissemination of information and discussion of ideas among the department heads and faculty members. It shall encourage their participation in the development of policies, procedures, and other matters affecting them and their work;
4. Encourage voluntary activities whether athletic, social, recreational, or financial provided these are conducive to faculty members' well-being and consistent with the objectives of personnel welfare;

Faculty Evaluation

Hereunder is the approved SPMS as per BOR Res. No. 46-15, s. 2019.

I. STRATEGIC PERFORMANCE MANAGEMENT SYSTEM

General Policy

The University develops its own Strategic Performance Management System which ensures the objective measurement on the quality of performance of its faculty and serves as a standard for better alignment of individual and organizational objectives, thereby determining, managing and measuring the individual or in this case the faculty's performance.

Policies

1. The performance rating of a faculty member shall be used as basis for promotion or giving of incentives and rewards.
2. The performance evaluation system may provide for at least five adjectival rating:
 - a. Outstanding
 - b. Very Satisfactory
 - c. Satisfactory
 - d. Unsatisfactory
 - e. Poor
3. A Performance Management Team (PMT) shall be created as stipulated in the Strategic Performance Management System in the University with the composition and responsibilities as follows:

Composition

Chairperson: Vice President for Academic Affairs

Co-Chairperson: Vice President for Research, Innovation and Extension

Members:
Vice President for Administration and Finance

Vice President for Executive Operations & Auxiliary Services
Chancellor of CSU Cabadbaran Campus
Director, Administrative Services
Director, Office of Planning and Development (Secretariat for OPCR)
Director, Resource Generation Management Services
Director, Human Resource Management Services (Secretariat for IPCR)
Director, Financial Management Services
President of the Faculty Association (Representative from the faculty)
President of the Employee Association (Representative from the staff)

Responsibilities

- Sets consultation meeting of all Office Heads (VPAA, VPRIE, VPAF, VPEOAS and Cabadbaran Campus) to discuss the office performance commitment and rating;
- Ensures that Office performance targets, measure and budget are aligned with those of the University;
- Recommends approval of the Office Performance Commitment and Rating;
- Acts as Appeals body and final arbiter on SPMS-related issues and protests;
- Identifies potential top performers; and
- Adopts its own internal rules, procedures, and strategies in carrying out its responsibilities.

Faculty Rewards and Recognition

This is an existing guidelines and policies on Program on Awards and Incentives for Service Excellence (PRAISE). The latter is still on the process of revision subject to proposal. Upon the completion of such, the practice of PRAISE shall apply in this Manual.

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

General Policy

There shall be an established suggestions and incentive awards system in the University which shall encourage creativity, innovativeness, efficiency, integrity, and productivity in the public service by recognizing and rewarding officials and faculty members individually or in group for the suggestions, inventions, superior accomplishments, and other personnel efforts which contribute to efficiency, economy or other; improvement in government or for other extraordinary acts or services in the public service.

All permanent members of the faculty and non-teaching staff who meet the criteria for each specific award shall be entitled to receive the award including those whose responsibilities include the making of suggestions, formulation of plans and policies or making recommendations to achieve greater efficiency and economy in the University.

Policies

1. The system shall adhere to the principle of providing incentives and awards based on performance, innovative ideas, and exemplary behavior.
2. The system shall give emphasis on the timeliness of giving award or recognition. Aside from conferment of awards during the traditional or planned awarding ceremonies, the spirit of on-the-grant of recognition shall be institutionalized.
3. The system shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative, and ethical behavior of faculty members through formal and informal modes.

4. For this purpose, the System shall encourage the grant of non-monetary awards shall be granted only when the suggestions, inventions, superior accomplishments, and other personal efforts results in monetary savings, which shall not exceed 20 percent of the savings generated.
5. At least five (5) percent of the HRD Funds shall be allocated for the system and incorporated in the CSU's Annual Work and Financial Plan Budget.
6. The system shall be institutionalized through the creation of PRAISE Committee in the CSU.
7. The PRAISE Committee shall preferably have the following compositions:
 - a. Vice-President will act as chairperson and Co-Chair/s;
 - b. Head of the financial unit or equivalent;
 - c. Head of the planning unit or equivalent;
 - d. Highest ranking employee in charge of human resource management; and
 - e. Two (2) representatives from the faculty who shall serve for two years and elected at large or designated by the registered faculty association/union in the absence of an accredited faculty association union.
8. The CSU President shall be responsible in overseeing the System's operation and Human Resource Management Unit shall serve as the system's Secretariat.
9. The PRAISE Committee shall ensure the productivity, innovative ideas, suggestions, and exemplary behavior can be identified, considered, managed, and implemented on a continuing basis to cover all faculty ranks.
10. The PRAISE Committee shall be responsible for the development, administration, monitoring, and evaluation of the awards and incentives system of the CSU. The CSU may be, however, employ external or independent body to assist

the PRAISE Committee to judiciously and objectively implement the system of incentives and awards.

11. The PRAISE Committee shall establish its own external procedures and strategies. Membership in the Committee shall be considered part of the member's regular duties and functions.
12. The CSU shall encourage improved productivity and efficiency among the faculty through appropriate recognition based on performance, innovation, ideas, and exemplary behavior.
13. All permanent members of the faculty with regular plantilla items who meet the criteria for each specific award shall be entitled to receive the award including those whose responsibilities include the making of suggestions, formulation of plans, and policies or making recommendations to achieve greater efficiency and economy in the University.
14. Recipients of honor awards shall be given preference in promotion and in training grants and scholarship.
15. The HRMO shall enter into the personnel file any award of honor received by any member of the faculty.
16. The University shall develop its own Program on Awards and incentives for Service Excellence (PRAISE) incorporating therein the types on incentive that may give which shall form part of the Merit Selection/Promotion Plan.
17. Establishment of a CSC-approved PRAISE shall be the basis for the grant of the Productivity Incentive Bonus (PIB), other awards and incentives. The Annual Praise Report shall be submitted by the CSU to the CSC Regional Office concerned on or before the thirtieth of January to enable its faculty to qualify for nomination to the CSC sponsored national awards.

Faculty Discipline and Conduct

I. DISCIPLINE

General Policy

No faculty member shall be removed or suspended except for cause as provided by law and after due process.

Policies

- A. The provisions of the Uniform Rules on Administrative Cases in the Civil Service (CSC Resolution No. 1701077 dated July 3, 2017) shall apply in the proceedings against members of the faculty.
- B. The provisions on the Anti-Sexual Harassment Act of 1995 and 2017 Rules on Administrative Cases in CSC state to constitute a University Committee on Decorum and Investigation (CODI) which shall apply in the proceedings against members of the faculty.

- 1. The University shall constitute a Committee on Decorum and Investigation of Sexual Harassment Cases. It shall be comprised of two (2) sub-committees;

- a. CODI for Work-related Environment Sexual Harassment

Chairperson (Management):	Vice President for Executive Operations and Auxiliary Services
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Members:

Representative from: Accredited Union	President CSUAdPA
University Legal office: One (1) Representative: (Admin Employees)	University legal Officer CSU-CC and CSU-Main Human Resource Officers

- b. CODI for Educational/Training-related Environment Sexual Harassment:

Chairperson (Admin):	Vice President for Academic Affairs
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Members:

Rep. for Teaching personnel:	Faculty Regent
Rep. for Non-Teaching: personnel	University legal Officer
Student/s Representative:	Student Regent

2. The committee shall perform the following functions:

- a. Receive complaints of sexual harassment;
- b. Investigate sexual harassment complaints including preliminary investigation in accordance with the prescribed procedure;
- c. Submit a report of its findings with the corresponding recommendations to the disciplining authority for decision and;
- d. Lead in the conduct of discussions about sexual harassment within the University to increase understanding and prevent incident of sexual harassment.

Procedures

- A. The complaint may be filled with the disciplining authority of the agency or with the CODI. Upon receipt of the complaint by the disciplining authority, the same shall be transmitted to the CODI.
- B. The complaint must be in writing, signed and sworn to by the complainant and shall contain the following:
 1. The full name and address of the complainant;
 2. The full name, address, and position of the respondent;
 3. A brief statement of the relevant facts;
 4. Evidence, in support of the complaint, if any; and
 5. A certification of non-forum shopping.

In the absence of any one of the abovementioned requirement, the complaint shall be dismissed without prejudice to its refilling.

- C. Complaints sent by telegram, electronic mail and similar means of communication shall be considered non-files unless the complainant shall comply with the requirements within ten (10) days from receipt of the notice for compliance.
- D. Withdrawal of the complaint at any stage of the proceedings shall not preclude the CODI from proceeding with the investigation where there is obvious truth or merit to the

allegations in the complaint or where there is documentary or direct evidence that can prove the guilt of the person complained of.

- E. Upon receipt of a complaint that is sufficient in form and substance, the CODI shall require the person complained of to submit a Counter-Affidavit/Comment under oath within three (3) days from receipt of the notice, furnishing a copy thereof to the complainant; otherwise, the Counter-Affidavit/Comment shall be considered as not filed.
- F. A preliminary investigation shall be conducted by the CODI. The CODI shall examine all documents submitted by the complainant and the person complained of, as well as documents readily available from other sources. The parties may submit affidavits and counter-affidavits. All proceedings before the CODI shall be held under strict confidentiality.

Upon receipt of the counter-affidavit or comment under oath, the CODI may recommend whether a prima facie case exists to warrant the issuance of a formal charge.

- G. The preliminary investigation shall commence not later than five (5) days from receipt of the complaint by the CODI and shall be terminated within fifteen (15) working days thereafter.
- H. The CODI shall submit the Investigation Report and the complete records of the case to the disciplining authority within five (5) working days from the termination of the preliminary investigation.
- I. If a prima facie case is established during the investigation, a formal charge shall be issued by the disciplining authority within three (3) working days from receipt of the investigation report.

In the absence of prima facie case, the complaint shall be dismissed with the same period.

- J. After finding a prima facie case, the disciplining authority shall formally charge the person complained of. The formal charge shall contain a specification of the charge(s), a brief statement of materials or relevant facts, accompanied by the certified true copies of the documentary evidence, if any, sworn statements covering the testimony of witnesses, a directive to answer the charge(s) in writing under oath in not

less than seventy-two hours from receipt therefore, an advice for the respondent to indicate in his/her answer whether or not he/she elects a formal investigation of the charge(s), and a notice that he/she is entitled to be assisted by a counsel of his/her choice.

The CODI shall not entertain requests for clarifications, bills of particulars or motions to dismiss which are obviously designed to delay the administrative proceedings. If any of these pleadings is filed by the respondent, the same shall be considered as part of his/her answer which he/she may file within the remaining period for filing the answer.

- K. If the respondent fails or refuses to file his/her answer to the formal charge within 72 hours from receipt thereof without justifiable cause, he/she shall be considered to have waived his/her right thereto and formal investigation may commence.
- L. Upon petition of the complainant or motu proprio upon the recommendation of the CODI, at any time after the service of the formal charge to the respondent, the proper disciplining authority may order the preventive suspension of the respondent during the formal investigation, if there are reasons to believe that he/she is probably guilty of the charges which would warrant his/her removal from service.

An order of preventive suspension may be issued to temporarily remove the respondent from the scene of his/her misfeasance and to preclude the possibility of his/her exerting undue influence or pressure on the witnesses against him/her or tampering of documentary evidence on file with the Office.

When the administrative case against the respondent under preventive suspension is not finally decided by the disciplining authority within the period of 90 days after the date of his/her preventive suspension, unless otherwise provided by special law, he/she shall be automatically reinstated into the service.

When the delay in the disposition of case is due to the fault, negligence or petition of the respondent, the period of delay should not be included in the counting of the 90calendar day period of preventive suspension. Provided that should the respondent be on paternity/maternity leave, said preventive suspension shall be deferred or interrupted until such time that said leave has been fully enjoyed.

- M. The respondent may file a motion for reconsideration with the disciplining authority or may elevate the same to the Civil Service Commission (CSC) by way of an appeal within fifteen (15) days from receipt thereof.
- N. A formal investigation shall be conducted by the CODI if it deems such investigation is necessary to decide the case judiciously, although the respondent does not request a formal investigation. It shall be held not earlier than 5 days nor later than 10 days from receipt of the respondent's answer. Said investigation shall be finished within 30 days from issuance of the formal charge or the receipt of the answer.
- O. At the Pre-hearing Conference of the formal investigation, the CODI may conduct a pre-hearing conference for the parties to appear, consider and agree on any of the following:
1. Stipulation of facts;
 2. Simplification of issues;
 3. Identification and marking of evidence of the parties;
 4. Waiver of objections to admissibility of evidence;
 5. Limiting the number of witnesses, and their names;
 6. Dates of subsequent hearings; and
 7. Such other matters as may aid in the prompt and just resolution of the case.
- P. At the start of the Preliminary Hearing, the CODI shall note the appearances of the parties and shall proceed with the reception of evidence for the complainant.
- Q. For the Request of Subpoena or if a party desires the attendance of a witness or the production of documents or things, he/she shall make a request for the issuance of the necessary subpoena, at least 3 days before the scheduled hearing.
- R. For the Issuance of Subpoena, The CODI may issue subpoena ad testificandum to compel the attendance of witnesses and subpoena duces tecum for the production of documents or objects.
- S. Within fifteen (15) days after the conclusion of the formal investigation, a report containing a narration of the material facts established during the investigation, the findings and the evidence supporting said findings, as well as the recommendations, shall be submitted by the CODI to the disciplining authority. The complete records of the case

arranged systematically and chronologically shall be attached to the report of investigation.

- T. The disciplining authority shall render her decision on the case within thirty (30) days from receipt of the report of investigation. A decision rendered by the head of the agency where a penalty of suspension for not more that 30 days or a fine in an amount not exceeding 30 days salary is imposed, shall be final and executory. However, if the penalty imposed is suspension exceeding 30 days or a fine exceeding 30 days salary, the same shall be final and executory after the lapse of the reglementary period for filing a motion for reconsideration or an appeal and no such pleading has been filed.

Administrative Liabilities

- A. The head of the office who fails to act within fifteen (15) days from receipt of any complaint for sexual harassment properly filed against any employee of the office shall be charged with Neglect of Duty.
- B. Any person who is found guilty of sexual harassment shall, after the investigation, be meted the penalty corresponding to the gravity and seriousness of the offense. The penalties for light, less grave and grave offenses are as follows:
 - 1. For light offense
 - 1st offense - Reprimand
 - 2nd offense - Fine or suspension not exceeding thirty (30) days
 - 3rd offense - Dismissal
 - 2. For less grave offense
 - 1st offense - Fine or suspension of more than thirty (30) days and not exceeding six (6) months
 - 2nd offense - Dismissal
 - 2. For grave offense - Dismissal

Faculty Complaints and Grievance Machinery

General Policy

There shall be established a Grievance Machinery (GM) in the University to promote harmony in the workplace, and foster productivity of each faculty member.

Policies

1. The University shall establish grievance machinery that is best way to address grievance between or among faculty members.
2. The University shall constitute a 'Complaints Grievance Committee' to receive, hear, and resolve complaints and grievances. This committee shall be composed of the following:
 - a. A ranking officer chosen by the president as chairman;
 - b. The Administrative Office;
 - c. Dean or the chairman of the department where the complainant is assigned;
 - d. The HRM officer as secretary; and
 - e. A representative of the accredited Faculty association/union.

If any member faces a complaint, another faculty shall be designated in his place.

3. The Grievance Committee shall establish its own internal procedures and strategies. Membership in the Grievance Committee shall be considered part of the member's regular duties.
4. Grievance refers to work related issues giving rise to faculty members' dissatisfaction or unfair treatment. The following cases shall be acted upon through the grievance machinery:
 - a. Non-implementation of policies, practices, and procedures on economic and financial issues and other terms and conditions of employment fixed by law including salaries, incentives, working hours, leave benefits and related terms and condition;

- b. Non-implementation of policies, practices, and procedures which affect faculty members from recruitment to promotion, detail transfer, retirement, termination, lay-offs, and other related issues that affect them;
 - c. Physical working conditions;
 - d. Interpersonal relationships and linkages; and
 - e. All other matters giving rise to faculty dissatisfaction or unfair treatment outside of those cases enumerated herein.
- 5. A grievance shall be resolved expeditiously at all times at the lowest level possible in the University. However, if not settled at the lowest level possible, an aggrieved party shall present his/her grievance step by step following the hierarchy of positions.
- 6. The aggrieved party shall assure freedom from coercion, discrimination, reprisal, and biased action on the grievance.
- 7. Legal rules and technicalities shall not bind the grievance proceedings. The services of a legal counsel shall not be allowed.
- 8. The aggrieved party shall present a written grievance to any appropriate authority. The latter shall take appropriate action within 15 days.
- 9. In case any dispute remains unresolved after exhausting all the available remedies under existing laws and procedures, the grievance may be elevated to the Civil Service Commission Regional Office concerned only upon submission of a Certification on the Final Action on the Grievance (CFAG) issued by the grievance committee. The CFAG shall contain, among other things, the following information: history and final action taken by the agency on the grievance.
- 10. The following cases shall not be acted upon through that grievance machinery:
 - a. Disciplinary cases which shall be resolved pursuant to the Uniform Rules on Administrative Cases;
 - b. Sexual harassment cases as provided for in RA 7877 and its implementing rules;
 - c. Union-related issues and concerns; and;

d. Protest on appointments.

11. Only Permanent officials and faculty members whenever applicable shall be appointed or elected as members of the Grievance Committee.

In the appointment or election of the Grievance Committee Members, their integrity, probity, sincerity, and credibility shall be considered.

Faculty Rights to Public Sector Unionism

General Policies

Faculty members can form or join faculty association/union of their choice for the furtherance and protection of their interests. They can also form, in conjunction with appropriate government authorities, labor-management committees, work councils and other forms of workers' protection schemes to achieve the same objectives.

1. The faculty association/union, which has been extended due recognition by the University governing board, shall register with the Department of Labor and Employment and the Civil Service Commission.
2. Representatives of the accredited faculty association/union shall sit as members of the different committees such as Training and Development Committee, Faculty Selection Board, Grievance Committee, PRAISE Committee, and PERC.
3. The University shall be governed by the rules and policies on Public Sector Unionism.

Appendix A

Definition of Terms

Personnel – any individual engaged in teaching, research, extension, and administrative function of the Institute, either in permanent, substitute or contractual status.

Scholar – any individual who undertakes activity in search for truth through research or advanced studies

Scholarship – refers to the condition wherein an individual undertakes a thorough study of a subject in search for truth. He/she does not necessarily be 'on leave' from official duty while doing scholarly tasks.

Scholarship Grant – refers to financial support given by sponsoring agencies for personnel to avail of.

COMPLIANCE MATRIX

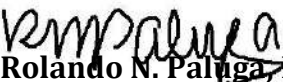
COMMENTS & SUGGESTIONS	ACTION TAKEN				
-Chapter 3, page 13 - For Transferees; <i>Inclusion of the phrase, "subject to the availability of items"</i>	*Included the "subject to the availability of items" B. <i>Transferees from other state or local universities and colleges may be admitted at their present faculty rank, subject to the availability of items, in the absence of qualified faculty members in the University.</i>				
-Chapter 3, page 14 Omit 'prestigious international academic institutions or organizations' Add; In case that master's degree of the field of specialization is not available in the country, permanent appointment may be given. In case that master's degree of the field of specialization is not available in the region, a temporary appointment may be given.	Omitted 'prestigious international academic institutions or organizations' and added the following; 1. <i>Permanent appointment</i> shall be issued to a person who meets the qualification standards established for the faculty rank and who shall have successfully completed the probationary period. The University, through the BOR, shall determine the probationary period for original appointment in each rank. <i>The probationary period may be from 6 months to 2 years whichever is approved by the University Board of Regents.</i> <i>The civil service eligibility can be dispensed with for permanent appointment if the subjects to be taught are not required by bar/board of laws.</i> <i>In case that master's degree of the field of specialization is not available in the country, permanent appointment may be given.</i> <i>In case that master's degree of the field of specialization is not available in the region, a temporary appointment may be given.</i>				
- Chapter 3, page 18 Change Doctor's to Doctorate	Faculty Rank	Sub Rank	Educational Qualification	*Eligibility	**Point Allocation (NBC 461)
	Instructor	I	Master's degree	RA 1080	65
		II	Master's degree	RA 1080	66-76
		III	Master's degree	RA 1080	77-87
	Assistant Professor	I	Master's degree	RA 1080	88-96
		II	Master's degree	RA 1080	97-105
		III	Master's degree	RA 1080	106-114
		IV	Master's degree	RA 1080	115-123
	Associate Professor	I	Doctoral degree	RA 1080	124-130
		II	Doctoral degree	RA 1080	131-137
		III	Doctoral degree	RA 1080	138-144
		IV	Doctoral degree	RA 1080	145-151
		V	Doctoral degree	RA 1080	152-158
	Professor	I	Doctoral degree	RA 1080	159-164
		II	Doctoral degree	RA 1080	165-170
		III	Doctoral degree	RA 1080	171-176
		IV	Doctoral degree	RA 1080	177-182
		V	Doctoral degree	RA 1080	183-188
		VI	Doctoral degree	RA 1080	189-194
	University Professor		Doctoral degree	RA 1080	195-200

- Chapter 3, page 19 Omit policy number 1 and Refer to NBC 461 and Merit Promotion subject to CSC rules and regulation	Omitted policy no. 1 and changed it accordingly: III. Promotion Policies <i>The guidelines and provisions on faculty promotion shall be subject to the National Budget Circular No. 461 and Merit Promotion by Civil Service Commission Rules and Regulations.</i> <i>A merit promotion maybe considered to a higher faculty rank/sub rank on the basis of meritorious performance (education, training, research, and scholarship grants) including performance rating of at least Very Satisfactory during the last two (2) rating periods. In cases that a faculty member is on study leave, sabbatical leave, maternity leave or on secondment, the performance ratings to be considered shall be the two ratings immediately prior to the scholarship or training grant or maternity leave or secondment.</i> <i>The filing and pendency of an administrative case against a faculty member shall not constitute a disqualification from promotion, except on cases where there is BOR decision. However, disqualification is only applicable during the cycle where the decision is reached.</i>
- Chapter 4, page 24 - Include IGP	Added no. 4 to the faculty responsibilities in production V. Production <i>Faculty members are encouraged to produce scholarly outputs that showcase their expertise and scholarship. These knowledge-based projects can help generate additional income for the University. Faculty members are expected to:</i> <i>Develop and publish scholarly works like books, magazines, journals, research articles, monographs, lectures, modules, and instructional materials;</i> <i>Design, develop and share multimedia courseware and resources such as tapes, videotapes, multimedia presentations and other courseware packages; and</i> <i>Design and produce materials for presentation and production in the performing arts.</i> <i>Support and Participate in Income Generating Projects of the University that provides efficient support to the University's financial management.</i>
- Chapter 6, page 41 - Refer to Expanded Paternity Leave Act of 2016.	Referred to Expanded Paternity Leave Act of 2016: Paternity Leave <i>Guidelines and provisions on paternity leave is subject to the Expanded Paternity Leave Act of 2016.</i>

- Chapter 7, page 44 - Refer to SPMS	Referred to SPMS: CHAPTER 7 Faculty Evaluation Hereunder is the approved SPMS as per BOR Res. No. 46-15, s. 2019. I. STRATEGIC PERFORMANCE MANAGEMENT SYSTEM General Policy The University shall develop its own Strategic Performance Management System which ensures the objective measurement on the quality of performance of its faculty and serves as a standard for better alignment of individual and organizational objectives, thereby determining, managing and measuring the individual or in this case the faculty's performance. Policies 1. The performance rating of a faculty member shall be used as basis for promotion or giving of incentives and rewards. 2. The performance evaluation system may provide for at least five adjectival rating: a. Outstanding b. Very Satisfactory c. Satisfactory d. Unsatisfactory e. Poor 3. A Performance Management Team (PMT) shall be created as stipulated in the Strategic Performance Management System in the University with the composition and responsibilities as follows: Composition Chairperson: Vice President for Academic Affairs Co-Chairperson: Vice President for Research, Innovation and Extension Members: Vice President for Administration and Finance Vice President for Executive Operations & Auxiliary Services Chancellor of CSU Cabadbaran Campus Director, Administrative Services Director, Office of Planning and Development (Secretariat for OPCR) Director, Resource Generation Management Services Director, Human Resource Management Services (Secretariat for IPCR) Director, Financial Management Services
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	<i>President of the Faculty Association (Representative from the faculty) President of the Employee Association (Representative from the staff)</i> <i>Responsibilities</i> <i>• Sets consultation meeting of all Office Heads (VPAA, VPRIE, VPAF, VPEOAS and Cabadbaran Campus) to discuss the office performance commitment and rating;</i> <i>• Ensures that Office performance targets, measure and budget are aligned with those of the University;</i> <i>• Recommends approval of the Office Performance Commitment and Rating;</i> <i>• Acts as Appeals body and final arbiter on SPMS-related issues and protests;</i> <i>• Identifies potential top performers; and</i> <i>• Adopts its own internal rules, procedures, and strategies in carrying out its responsibilities.</i>
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