

MERIT SELECTION PLAN (MSP)

(Teaching)

CARAGA STATE UNIVERSITY

Ampayon, Butuan City

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I. RATIONALE

The Caraga State University adheres to the principle of merit, fitness and equality in the selection and appointment of its personnel for enhanced organizational effectiveness and productivity. Thus, it observes that appointments and promotions of teaching personnel shall be based on their qualifications and competence to perform the duties and responsibilities of the positions in the career service.

The Caraga State University Merit Selection Plan is a competency-based plan anchored on the vision and road maps of the University.

In consonance with the Civil Service Commission ruling, the Merit Selection Plan for Teaching personnel of the Caraga State University is espoused.

II. OBJECTIVES

It is the policy of the CSU to strictly adhere to the principles of merit, fitness and equality. The selection of employees shall be based on their relative qualifications and competence to perform the duties and responsibilities of the position. There shall be no discrimination in the selection of employees on account of gender, civil status, disability, religion, ethnicity, or political affiliation. In this pursuit, the CSU Merit Selection Plan aims to:

1. To establish a system for recruitment, selection, hiring, appointment and promotion, based on the existing policies, laws, rules and memorandum circulars from the Civil Service Commission, Department of Budget and Management, and Commission on Higher Education (CHED).
2. To implement an outcome-based institutional policy on Merit Selection Plan anchored on the knowledge, skills and attributes of the applicants for permanent teaching personnel following the Qualification Standards exemplified in the Civil Service Laws and Rules.
3. To exemplify the Strategic Performance Management System through the Individual Performance Commitment Review by providing appropriate coaching and mentoring for employees to become effective contributors in the overall organizational performance.
4. To motivate employees to perform at their best by providing an appropriate rewards system through promotion and other rewards and incentives.
5. To redefine the Qualification Standards as spelled out in the varied Plantilla positions as it is responsive to the current demands of the institution as well as its constituents.
6. To ignite passion for work and strengthen the culture of excellence among the employees as the institution gears up towards becoming a premier university in Asia and the Pacific Region.

III. LEGAL BASIS

In consonance with the provisions of Section 32, Book V of Administrative Code of 1987 (Executive Order No. 292), Memorandum Circular No. 3, s. 1979 as amended by CSC Memorandum Circular No. 18, s. 1988 and CSC Memorandum Circular No. 38, s. 1989, as further amended by CSC Memorandum Circular No. 40, s. 1998, CSC Memorandum Circular No. 15, s. 1999, CSC Memorandum No. 15, s. 1999, CSC Memorandum No. 3, s. 2001 and CSC MC No. 24, s. 2017 in pursuance of the CSC Resolution No. 1701009 dated June 16, 2017 prescribing the 2017 Omnibus Rules on

Appointments and Other Human Resource Action amended by 2017 Omnibus Rules on Appointments and Other Human Resource Action (Revised July 2018), this Merit Selection Plan (MSP) has been established for the guidance of all concerned.

IV. SCOPE

The Merit Selection Plan shall apply to the closed career positions of CSU. These are the positions or ranks such as the following:

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

The classification of ranks and sub-ranks shall be subject to changes in the Criteria for Evaluation and Reclassification of Faculty Members promoted by the Department of Budget and Management and the Commission on Higher Education and in accordance with policies that may be prescribed from time to time.

V. DEFINITION OF TERMS

As used in this Plan, the following words or terms shall mean or refer, thus:

a. **Appointing Authority**-the person or body authorized by law to issue appointments

The CSU President or BOR as the case maybe shall issue the appointment in accordance with RA 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 therefore)

b. **Career Service**-positions in the civil service characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination or based on highly technical qualifications, (2) opportunity for advancement to higher career positions: and (3) security of tenure.

c. **Closed Career Position**- any position in the faculty personel of the CSU

d. **External** - -refers to an applicant for a faculty position who is not yet employed by CSU.

e. **Faculty**-- plantilla-based personnel of CSU appointed to a faculty rank who are engaged in teaching, research and extension services.

f. **Faculty Rank**-the classification of faculty into University Professor, Professor, Associate Professor, Assistant Professor, and Instructor, which is

further classified into sub-ranks pursuant to applicable laws, rules and regulations.

g. **FPSB**- refers to the Faculty Personnel Selection Board. This body shall assist the CSU President in selecting applicants or candidates for recommendation to the governing board, which shall appoint faculty members to position/ranks

h. **FTDC**- refers to the Faculty Training and Development Committee. This body shall be responsible for selecting and recommending faculty members who should attend specific degree and/or non-degree training programs conducted by the CSU or by other entities (government agencies or duly accredited non- governmental organization) in local or foreign settings

i. **Full Timer** - regular faculty members occupying plantilla positions and rendering equivalent of forty (40) hours for a week. The 40 hours may consist of academic full load plus quasi-teaching administrative duties (consultation, preparation of lesson, checking of papers, and research and extension services)

j. **Full Load** -consists of a number of hours spent in teaching or academic units plus quasi- teaching/administrative duties (consultation, preparation of lesson, checking of test papers, and research, extension services, the total which is 40 hours a week.

k. **Governing Board** -refers to the Board of Regents (BOR), the highest policy-making body of CSU.

l. **Internal** -refers to an employee of the CSU who is interested in joining the faculty or the members of the faculty who are aspiring for promotion.

m. **Merit Selection Plan (MSP)**- a personnel Selection Plan in which comparative merit or achievement governs the selection, utilization, training. retention and discipline of the faculty in the CSU

n. **Part Timer** – a teaching staff member who is either occupying a regular plantilla position or hired through a contract of service or a job order, whose work is part-time. (A contract of Service or job order part timer is not a government employee, as his/her service is not considered government service)

o. **PES** -refers to the performance evaluation Selection System for faculty positions/ranks. It shall be an organized, methodical and standardized Selection/Promotion Plan evaluating the individual performance of faculty members for organizational effectiveness

p. **Personnel Action** -any action denoting the movement or progress of personnel in the civil service.

q. **Philippine Association of State Universities and Colleges (PASUC)**-the CHED-recognized organization of all chartered SUCs.

r. **Probationary period** – the actual of actual service following the issuance of permanent appointment wherein the appointee undergoes a thorough character investigation and assessment of capability to perform the duties of the position enumerated in the Position Descriptive Form (PDF)

s. **Qualification Standards** - is a statement of minimum qualifications for a position, which shall include education, experience, training, and physical

characteristics and personality traits, required for the performance of the job or set of duties The civil service eligibility can be dispensed with for appointment to faculty ranks however, RA 1080 shall be required if the subjects to be taught are covered by bar/board laws

t. **Rank** - refers to academic rank or sub rank assigned to a member of the faculty after evaluation in accordance with the common criteria and point allocation as may be prescribed from time to time by a duly authorized agency.

u. **Recruitment** - the process of searching for and attracting potential applicants through announcements, assessments and related procedures to select the most qualified applicant for an appointment to an appropriate position in the faculty.

v. **Reclassification**-involves a change in the classification of a position either as a result of a change in its duties and responsibilities sufficient to warrant placing the position in a different class, or as a result of a re- evaluation of a position without a significant change in its duties and responsibilities.

w. **Selection**-the process of thoroughly screening qualified applicants to determine the mast qualified among them or to rank them based on their qualifications and professional potentials

x. **SUC** -refers to the chartered state university or college.

y. **Upgrading** -involves the reallocation of the salary grade without change is its duties and responsibilities. The term upgrading refers to a class of positions and is not applied is individual cases. A class is upgraded in view of its perceived relative worth as compared to other classes of positions with similar salary grade assignments.

VI. BASIC POLICY

PERSONNEL MANAGEMENT SYSTEMS AND STANDARDS

I.QUALIFICATION STANDARDS

General Policy

The qualification standards for appointment and other personnel actions for faculty shall be those provided under CSC MC No 1, 1997 and such other Issuances that may henceforth be issued

CSU Policies

- 1. CSU shall adopt the modified qualification standards for new appointments to faculty positions/ranks in CSU as shown hereunder:

INSTRUCTOR I TO INSTRUCTOR II	
Education	: Master’s Degree in the area of specialization or its allied/related fields
Experience	: None required
Training	: None required
Eligibility	: None required/RA 1080 (For courses requiring BAR or BOARD eligibility)

INSTRUCTOR III	
Education	: Master's Degree in the area of specialization or its allied/related fields
Experience	: 1 year of relevant experience
Training	: 4 hours of relevant training
Eligibility	: None required/RA 1080 (For courses requiring BAR or BOARD eligibility)
ASSISTANT PROFESSOR I TO III	
Education	: Master's Degree in the area of specialization or its allied/related fields
Experience	: 1 year of relevant experience
Training	: 4 hours of relevant training
Eligibility	: None required/RA 1080 (For courses requiring BAR or BOARD eligibility)
ASSISTANT PROFESSOR IV	
Education	: Master's Degree in the area of specialization or its allied/related fields
Experience	: 2 years of relevant experience
Training	: 8 hours of relevant training
Eligibility	: None required/RA 1080 (For courses requiring BAR or BOARD eligibility)
ASSOCIATE PROFESSOR I TO III	
Education	: Relevant Master's Degree
Experience	: 2 years of relevant experience
Training	: 8 hours of relevant training
Eligibility	: None required/RA 1080 (For courses requiring BAR or BOARD eligibility)
ASSOCIATE PROFESSOR IV TO V	
Education	: Relevant Master's Degree
Experience	: 3 years of relevant experience
Training	: 16 hours of relevant training
Eligibility	: None required/RA 1080 (For courses requiring BAR or BOARD eligibility)
PROFESSOR I	
Education	: Relevant Doctorate Degree*
Experience	: 4 years of relevant experience
Training	: 24 hours of relevant training
Eligibility	: None required/RA 1080 (For courses requiring BAR or BOARD eligibility)

PROFESSOR II TO III
Education : Relevant Doctorate Degree* Experience : 5 years of relevant experience Training : 32 hours of relevant training Eligibility : None required/RA 1080 <i>(For courses requiring BAR or BOARD eligibility)</i>
PROFESSOR IV TO VI
Education : Relevant Doctorate Degree Experience : 5 years of relevant experience Training : 32 hours of relevant training Eligibility : None required/RA 1080 <i>(For courses requiring BAR or BOARD eligibility)</i>
UNIVERSITY PROFESSOR
Education : Relevant Doctorate Degree Experience : 5 years of relevant experience Training : 32 hours of relevant training Eligibility : None required/RA 1080 <i>(For courses requiring BAR or BOARD eligibility)</i>

Per DBM and CHed Joint Circular No. 3, s. 2022

2. The National Budget Circular (NBC)/Joint Circular (JC) or any issuances pertaining to compensation and position classification plan for faculty positions shall govern the compensation and position classification of faculty positions in CSU
3. All faculty members shall pursue continuing intellectual growth, advancement and learning, research, and development of responsible and effective leadership, to become middle-level and high-level professionals.

VII. RECRUITMENT, SELECTION AND APPOINTMENT

A. RECRUITMENT AND APPOINTMENT

General Policy

CSU shall establish its own internal policies, procedures and guidelines for the recruitment of faculty members, which shall be submitted to the CSC for approval.

The established policies and procedures on recruitment and appointment of faculty shall be in accordance with the following Civil Service policies and procedures:

Specific Policies

1. Recruitment shall be open to all who meet the minimum requirements prescribed for the ranks.

2. Transferees from other state or local universities and colleges may be admitted at their present faculty rank in the absence of qualified faculty members in the CSU.
3. Highly technical positions in CSU with established Merit Systems are exempt from the publication and posting requirements. However, the University may publish if it deems necessary to entice more qualified and competent personnel for appointment to vacant faculty positions.
4. For vacant positions, the College Dean/s shall recommend all the internal applicants for the open items. Applicants shall then be subjected to the Merit and Selection procedures to be conducted by the FPSB.
5. In cases where there are no available internal applicants for the vacant teaching positions, or the College Dean failed to recommend applicants, or recommended applicants did not pass the selection procedures, the publication shall be considered.
6. In cases where publication will be undertaken it shall be in accordance with Republic Act No. 7041 (Publication Law). The published vacant positions shall also be posted in at least three (3) conspicuous places in the CSU for at least ten (10) calendar days and should be sent to other educational institutions within the region to inform other interested people. Other appropriate modes of publication shall be considered

The filing of vacant positions in the CSU 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 nine (9) months reckoned from the date the vacant position was published

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

7. If a faculty member is appointed as CSU President, he/she loses his/her faculty rank. However, if it is a designation, he/she retains his/her faculty rank.
8. For appointment by promotion or transfer, the Performance Rating of the appointee should be at least Very Satisfactory in the last rating period prior to the date of screening.
9. The statuses of appointment for the members of the faculty are the following:

a. **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 CSU, through the BOR, shall determine the probationary period for original appointment in each rank.

The probationary period is generally 6 months from the date of original appointment

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

b. **Temporary** appointment shall be issued to a person who:

- a. meets all the requirements of the position except the educational qualification but only in the absence of a qualified faculty in the region, place or locality who possess the minimum educational qualification, as certified by the appointing officer/authority. Temporary appointment may be issued until the required Master's degree is met/complied with.
- b. does not meet the any of the education, training or experience requirement for positions that are hard to fill (i.e. medical officer/ specialist, and accountants).
- c. lacks the required experience or training for position which involves practice of profession but only in the absence of an applicant who meets all the qualification requirements of the position as certified by the appointing officer/authority.

Temporary appointment shall not exceed twelve (12) months, reckoned from the date it was issued but the appointee may be replaced sooner if a qualified eligible who is willing to accept the appointment becomes actually available. A temporary appointment may be renewed in the absence of a applicants who meets all the requirements of the position and provided that the performance rating of the employee is at least Very Satisfactory.

Renewal shall be limited to five (5) times reckoned from the effectivity of CSC Memorandum Circular No. 25 s. 2017. Upon meeting the deficiency or after the required Master's degree is complied with, the appointee should have obtained at least Very Satisfactory performance from the last rating periods prior to reappointment to change the employment status from temporary to permanent.

Further, appointees under temporary status shall not have security of tenure and may be separated from the service, with or without cause or without necessarily being replaced by another within the specified period in the appointment by qualified appointees. 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.

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 the absence of a master's degree, a temporary Instructor 1 appointment may be issued.

Provided that they shall teach only their specialization in the field of engineering, science and technology:

-Bachelor's degree holders with scholarship grant from any prestigious local academic institution/organization:

-Bachelor's degree holders with academic honors such as Summa Cum Laude, Magna Cum Laude or 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 examinations 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 an appropriate board examination with at least two years of relevant industrial experience;

c. A **contractual** appointment may be issued to a faculty member when the exigency of the service requires, subject to existing policies. Such appointment is for limited period not to exceed one school year. The 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.

d. 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 CSU 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. College Dean/s shall recommend to the FPSB the internal applicants for filling in the post in their respective college.

b. The HRMO shall prepare a list of candidates aspiring for the vacant position.

c. CSU shall create a "Faculty Personnel Selection Board" herein referred to as the FPSB. 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 FPSB, the University FSB and the College FSB. The College FSB shall do the initial screening: initial interview and teaching demo. The applicants who passed the screening of the College FSB shall be endorsed to the University FSB for further screening.

d. The members of the University FPSB shall be the following:

Chairperson: Vice President for Academic Affairs

Vice-Chairperson: Campus Director (for campus/es outside the main campus)

Vice Chairperson: All other Vice Presidents (for the main campus)

Members: Dean of the College where the vacancy exist;

Human Resource Management Officer

Faculty Association President or duly authorized representative

HRMPSB Secretariat: HRMS Staff

e. The members of the FPSB of the College shall be following:

Chairperson: College Dean

Members: Chairperson of the Department where the vacancy belongs

Program coordinator where the vacancy belongs

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

f. The FPSB shall make its activities and decisions as transparent as possible

g. The HRMO shall list candidates aspiring for the vacant position, either from within or outside the CSU

h. The College FPSB shall conduct preliminary evaluation for the qualification of all candidates. Those initially found qualified shall undergo further assessment such as interview and teaching demonstration. After which, a selection line-up shall be endorsed to the University FPSB through the HRMO for its deliberation en banc.

i. The HRMO shall notify all applicants of the outcome of the preliminary evaluation.

j. The University FPSB shall make a Selection System assessment of the competence and qualifications of candidates for appointment to the corresponding level or positions evaluate and deliberate en banc the qualifications of those listed in the selection line-up.

Competency	Description	BEI Distribution per Position	
		SG 12-13	SG 14 and above
Core	Relate to the agency values, mission and strategy. These competencies apply to all officials and employees across the Offices	30%	30%
Leadership	Are competence that relate to skills needed to perform managerial work and process.		30%
Organizational	Are competencies that refer to the skills, abilities, and behaviors that an individual brings to an organization, which align with the mandates and contribute to the overall success and culture.	30%	20%
Technical	Are competencies that pertain to specific bodies of knowledge and skills required to perform the defined activities in an industry, function or job	40%	20%

k. The University FPSB shall submit a comprehensive evaluation report of all candidates screened for appointment so that the appointing authority will be guided in choosing the one who can efficiently perform the duties and responsibilities of the position 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, if applicable, whose over all point scores are comparatively at par based on the comparative assessment in terms of competencies and performance.

l. The BOR or the CSU President, as the case may be , shall assess merits of the University FPSB'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, if applicable, deemed most qualified for appointment to the vacant position.

The top five ranking candidates, if applicable, shall be limited to those whose overall point scores are comparatively at par based on the comparative assessment

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

m. The BOR or the CSU President, as the case may be, shall issue the appointment in accordance with the provisions of the CSU Merit Selection Plan

n. The HRMO shall post a notice announcing the appointment of an employee in three (3) conspicuous places in the CSU a day after the issuance of the appointment fifteen (15) days. The date of posting should be indicated in the notice

o. For upgrading of rank, the criteria and procedures for evaluation provided in the National Budget Circular/Joint Circulars or other issuances pertaining to compensation and position classification plan for faculty positions in SUCs shall be followed.

B. PROMOTION

Policies

1. A faculty may be considered for promotion to a higher faculty rank/sub rank on the base of minimum requirements (education, training and scholarship grants) of the position, including performance rating of at least Very Satisfactory in the last rating period.

2. In case where the competence and qualification of two or more faculty members are comparatively at par preference shall be given to the candidate in the department where the vacancy exists.

3. The filing and pendency of an administrative case against a faculty member shall not constitute a disqualification from promotion.

4. A Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law

5. A faculty member who is on local or foreign scholarship or training grant or on maternity leave or secondment maybe considered for promotion.

For this purpose, the performance ratings to be considered shall be the last rating period prior to the scholarship or training or maternity leave or secondment if promoted, the effectivity date of the promotion, appointment, including those on secondment, shall be after the scholarship or training grant or maternity leave upon assumption to duty.

6.Non-teaching personnel of CSU who intends to join the faculty force shall go through the process as herein provided.

Procedures

a. The HRMO of the CSU upon shall cause to publish and post all vacant positions or ranks to be filled.

b. The University FPSB shall evaluate the candidates' credentials or documents submitted to the HRMO of the CSU and submit a comprehensive evaluation requirements of candidates screened for promotion to the President/BOR accordingly, informing the candidates of the results of the evaluation through the HRMO.

c. All promotion by natural vacancies shall be posted in conspicuous places throughout the CSU to enable aggrieved parties to file their protest within fifteen (15) days from the date of notice of the promotion/upgrading/reclassification

VIII. CAREER AND PERSONNEL DEVELOPMENT

General Policy

The CSU shall develop a career and personnel development for faculty members which shall include provision on training, including foreign and local scholarships and training grants, job rotation, counseling, mentoring and other HRD interventions.

The career and personnel development program shall form part of the CSU Merit Selection Plan.

A. HUMAN RESOURCE MANAGEMENT DEVELOPMENT INTERVENTIONS

To achieve the main objective of the CSU's personnel development program in bringing about highly educated and professional faculty members, the following policies are promulgated.

Policies

1. The CSU shall develop and implement a continuing program of training and development for its faculty members
2. The CSU shall encourage its faculty members to pursue relevant local and foreign assisted training/scholarship grants, attends seminars, conferences, workshops or related human resource development, courses.

3. CSU shall encourage its faculty members to pursue relevant local and foreign-assisted training/scholarship grants, attend seminars, conferences, workshops, or related human resource development courses. Permanent faculty members shall be permitted to go on official travel at least one (1) official business and one (1) official time per semester.

Faculty members, permanent or temporary, attending seminars, workshops, conferences, trainings, conventions, and similar activities shall conduct an echo seminar within one (1) month following attendance to the activity and accomplish a re-entry plan.

4. The Faculty Training and Development Committee (FTDC) is composed of the following members:
 - a. Vice President for Academic Affairs as Chair;
 - b. Vice President for Research, Innovation and Extension as Vice-Chair;
Campus Director as Vice-Chair (Satellite Campus)
 - c. All College Deans as Members and President of Faculty Association;
and
 - d. HRMS Staff as Secretariat

Selection of participants in training programs shall be based on actual needs for specialization and enhancement of competence, taking into consideration organizational priorities.

5. Preferences shall be given to candidates with permanent appointment.

6. The CSU may adopt other human resource development interventions such as the following
 - a. Counseling - entails a one-on-one close interaction between a faculty member and a supervisor to jointly look at problems besetting him/her, which affect his/her performance and relationships with others. It is used generally as a corrective approach in helping an employee overcome his/her problem, which may be either personal or work related.
 - b. Mentoring - a mechanism that guides a faculty member to the inner network of CSU, which may assist him/her in career advancement. it evolves a manager's Investments on a high potential faculty member, providing an objective assessment of one's strength and weaknesses and ensuring opportunities to address them. This mechanism allows the faculty member to clarify "ambiguous" expectations of the CSU and facilitates career growth.
 - c. Coaching - a form of development in which an experienced faculty, which aims to improve present performance of a teaching personnel, supports him/her in achieving a specific personal or professional goal by providing training and guidance.
 - d. Job Rotation-the sequential or reciprocal movement of a faculty member from one unit to another or from one division to another within the University as a means for developing and enhancing his/her potentials in an organization by being exposed to the various functions of the CSU.

The duration of the job rotation shall be within the periods prescribed by the CSU President but shall not exceed twelve (12) months.

Procedures

- a. The CSU shall create a "Faculty Training and Development Committee (FTDC) to be composed of the Vice-President for Academic Affairs as Chair, Vice-President for Research and Extension as Vice-Chair, President of Faculty Association as member, Deans where the field of grant/scholarship/training occurs, as member, and HRMO as secretariat. The term of its members shall be two (2) years. This committee shall formulate its own rules for approval by the president subject to established CHED, CSC and CSU policies. Its main function shall be that of selecting and recommending those who should attend specific programs conducted by the CSU or by government agencies or duly accredited non-governmental organizations, local or foreign.
- b. Each department/unit head shall determine the training needs of his/her faculty members through training need analysis in accordance with organizational priorities. He/She shall submit annually to the President, through the FTDC, his/her plan embodying the kind of training programs and the names of those who shall attend such program.
- c. The FTDC, through the HRMO, shall inform all faculty members concerned about the study grants and scheduled seminars/conferences or workshops and invite qualified faculty members to avail of such program.
- d. The Participant or recipient of a training grant/scholarship agreement, in accordance with existing rules and regulations, shall submit a report on the prescribed form on the training he/she has completed and furnish the HRMO a copy of the training certificate he/she has received and report of activities for entry in his/her personnel files. The trainee shall also be given the opportunity to share with his/her colleagues what he/she learned.

IX. PERFORMANCE MANAGEMENT/PERFORMANCE EVALUATION SYSTEM

General Policy

The CSU shall develop its own Performance Management System (PMS)/Performance Evaluation System (PES) for faculty positions/ranks to be administered in such manner as to continuously foster the improvement and efficiency of the faculty members as well as effectiveness of the organization. It shall be an organized, methodical and standardized system of evaluation for faculty members for organizational effectiveness. Said system shall be administered in accordance with rules and regulations and standards established by the Civil Service Commission. The CSC assists the CSU in establishing its performance evaluation system.

The CSC approved PMS/PES shall form part of the CSU Merit Selection Plan for teaching personnel.

Policies

1. The performance rating of a faculty member shall be used as basis for promotion or giving of incentives and rewards.
 - a. Outstanding

- b. Very Satisfactory
- c. Satisfactory
- d. Unsatisfactory
- e. Poor

2. No faculty member shall be considered for promotion with at least Very Satisfactory rating immediately preceding the assessment of candidates for advancement to higher ranks or positions

3. A Performance Management Team (PMT) shall be created in the CSU with composition and responsibilities as follows:

Composition

Chairman - High ranking official in charge of Personnel Management as designated by the President

Members:

- 1. Vice Presidents.
 - 2. Deans
 - 3. Director for planning for head of the Planning Unit or its equivalent);
 - 4. Two representatives nominated by the duly accredited faculty association or union in the CSU, or if there is no accredited faculty association, representatives chosen through general elections. The term of office of the representatives shall be determined by the **PMT**
 - 5. HRMO as secretariat
- Responsibilities of the PMT:
- a. Review of Faculty Member's Performance Targets
 - b. Review of Performance
 - c. Determination of Final Rating
 - d. Monitoring and evaluation of CSU PES/PMS
 - e. Setting of Internal Rules and Procedures
6. Other features and details of the performance evaluation system shall be reflected in the system that the CSU will adopt as approved by the Civil Service Commission.

X. PERSONNEL RELATION AND WELFARE SERVICES

General Policy

CSU 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, welfare, counseling, recreation and related services.

Policy

To maintain a high level of productivity and morale among the faculty, CSU 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,
5. Encourage faculty member to form and join or assist faculty organization of their own choosing subject to the laws on government service, for the furtherance and protection of their interest. They can also form work council and other forms of worker participation schemes

XI. WORKING HOURS**General Policies**

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 a total of forty (40) hours a week, exclusive of time for lunch. The forty hours a week may include time for teaching, student consultation, research and extension work, and other activities relevant to teaching e.g preparation of lessons checking of papers, etc

Policies

1. The CSU shall prescribe its own rules and regulations governing working hours and attendance of its faculty members
2. It shall be the duty of the head of the department in the CSU to require all members of the faculty under him/her to strictly observe the prescribed office hours, which may be apportioned to teaching hour per week, student consultation per week, lesson preparation per week and research and extension services.
3. When the head of the department, 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.
4. Each head of department in the CSU 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 verifiable recording system. The head of department or the CSU BOR has the prerogative to decide on the proper form of monitoring the daily record of attendance of all faculty members.

5. When the interest of public service so requires, the daily hours work of faculty embers may be extended by the CSU President, which extension shall be fixed in accordance with the nature of the work: Provided, that work in excess of eight (8) hours must be properly compensated

A. PART-TIME TEACHING

To maintain the quality of education in teaching areas, CSU may appoint teaching staff on a part-time basis provided that they meet 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 may be allowed to render an accumulated twenty (20) hours per week or less instead of the forty hours continuous service every working day provided the needs of CSU are served.
2. The Head of the department may, with the approval of the President of the CSU and in the exigency of the service, further reschedule the time of part-time teaching staff to satisfy the 20- work week requirement provided that continuous service is available to the CSU at all times during the week
3. Part-time teaching staff may not be required to use verifiable recording system. However, they shall be required to keep records of their attendance in a logbook and accomplish CS Form 48 (DTR) consistent with the entries on the logbook for accounting and auditing requirements.
4. The CSU shall establish a mechanism of accountability with appropriate sanctions relative to part-timers covered by contract of service/job order.

B. FLEXI - TIME SCHEDULE

Each head of the department in the CSU may allow flexible working hours for his/her faculty members so they can perform their four-fold function of instruction, consultation, research and extension services, provided that the prescribed forty hours per week shall strictly be supplemented.

XII. LEAVE BENEFITS

General Policy

Leave benefits of faculty members of CSU shall be at the discretion of the CSU BOR pursuant

10 Section 4 (h) of the Higher Education Modernization Act of 1997 (RA 8292) However, in the absence of such specific provisions, the general leave law and the Omnibus Rules on Leave shall be applicable Here, & CSU has promulgated its own implementing hes relative thereto, and implementing sites will be submitted to the Civil Service Commission for recording.

XIII. EQUAL EMPLOYMENT OPPORTUNITY POLICY

General Policies

Caraga State University adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its

employment procedures. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, reemployment and transfer. Opportunity for suitable employment shall be open to all qualified applicants. No applicants shall be denied access to opportunities for suitable employment. Equal opportunities will be created for advancement of all qualified and competent employees and at the same time provide the same to all qualified men and women who aspire to enter in this institution.

Specific Policies

1. Each applicant shall be given a fair and equitable chance to compete for appointment and promotion regardless of gender, age, civil status, political affiliation, national origin, race or color, physical disability and ethnicity.

2. Recruitment personnel shall ensure invitation for interview and examination and shall ask all candidates about any adjustments due to a disability that may have to be made during the selection process.

3. If a candidate has specified in their application that they have specific requirements to enable them to attend an interview, complete a test or another part of the selection process because of their disability, reasonable adjustment shall be made to address the special needs of differently-abled applicants. Efforts shall be exerted to provide qualified PWDs equal opportunity in the selection process based on qualification standards prescribed for an appointment to a position.

3.1 Reasonable facilities or accommodation shall be provided or made available to address the special needs of individuals with disability such as but not limited to: a) providing ramp for wheelchair user or improvement of existing facilities used by employees in order to render these readily accessible to a person with disability; b) providing accessible rooms for interviews and exams; c) acquisition or modification of equipment or devices inclusive of wheelchairs, scratches, etc. that would aid them in the recruitment process;

3.2 Reasonable adjustment shall also be made during assessment process of applicants with disabilities such as:

a) Modification of examinations and other policies pertaining to hiring and promotion like giving an additional time for exam and interview and/or providing other options on how to take the examination provided that the test to be administered is design to measure the skills/abilities of applicant in carrying out the functions of the position;

b) Interview questions will focus on the applicants' qualifications and skills and their ability to perform specific jobs or tasks. Questions related to their disability or medical records will be avoided. It will only be discussed with them after they have been assessed and qualified for the position.

c) Provisions of auxiliary aids and assistive devices like acquiring computers using Braille for blind applicants, and hearing aids for applicants with hearing impairment.

d) Assistance from the CSU Health & Wellness Office or other organization for the services to assist or act as qualified interpreter during the assessment of persons with disabilities especially those with hearing and speech impairment.

4. Should a selection process require applicants to take a test, the test should

be necessary and related to the job and recruitment personnel shall not exclude people or individuals with disabilities.

5. If considering a candidate with disability for a specific job, the university and staff shall be open to making adjustments if required in the workplace, workstations and work conditions, to maximize the ability of the said candidate to perform the job.

- Provision of flexible work hours
- Adjustments to work duties Physical adaptations made to workplace, ramp, wheelchair, accessible toilets
- Changes to the employee's workstation, different desk and chair
- Assistive technologies such as special keyboards, telephone headsets

6. If an applicant or employee requests an accommodation in the dress code because of his disability or pregnancy, or the dress code conflicts with an individual's religious practice, modification on the dress code or permission for an exception to the dress code shall be made.

XIV. GRIEVANCE

A qualified applicant may present the grievance with the agency grievance machinery under the following conditions:

- a. Non-compliance with the selection process;
- b. Discrimination on account of gender, civil status, disability, religion, ethnicity, religious belief or political affiliation;
- c. Disqualification of the applicant to a career position for reason of lack of confidence of the appointing authority; and
- d. Other violations of the provisions of this MSP.

XV. PUBLIC SECTOR UNIONISM

General Policy

Faculty members can form or join faculty association/union of their choice for the furtherance and prediction 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.

In no case shall membership in a union consist of both teaching and non-teaching personnel of the CSU.

1. High level faculty members whose duties are normally considered policy-making or managerial or highly confidential shall not be eligible to join the faculty association/union
2. The faculty association/union, which has been extended due recognition by the CSU governing board, shall register with the Department of Labor and Employment and the Civil Service Commission
3. 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 PMT.
4. CSU shall be governed by the rules and policies on Public Sector Unionism.

XVI. DISCIPLINE

General Policy

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

Policies

1. The provisions of the Uniform Rules on Administrative Cases in the Civil Service (CSC Resolution No. 991936 dated August 11, 1999) shall apply in proceedings against members of the faculty
2. CSU shall submit its rules and regulation on sexual harassment for approval, including the list of members of the Committee on Decorum and Investigation (CODI), to the CSC Regional Office concerned.

XVII. PROTEST ON APPOINTMENTS

Civil Service Commission Memorandum Circular No. 4, s. 2010 regarding the Revised Policies in the Resolution of Protest Cases has the following provisions on Protest on Appointments:

- a. A protest on appointment shall no longer be acted upon through the grievance machinery.
- b. Qualified next-in-rank employee shall have the right to appeal to the head of the agency, then to the Civil Service Commission Regional Office and then to the Civil Service Commission proper;
- c. Except for the venue on the filing of protest cases, the Rules on Protest under Rule V-A of the uniform Rules on Administrative Cases in the Civil Service (CSC Memorandum Circular No. 19, s. 1999; CSC Resolution No. 99-1936 dated August 31, 1999) as amended in Rule 17, Section 79-81 of the Revised Rules on Administrative Cases in the Civil Service shall be applicable in resolving protest cases.

XVIII. OTHER PERSONNEL ACTIONS

Caraga State University shall formulate its own internal rules on the following personnel actions subject to CSC rules and regulations on the matter:

1. **Transfer** - the movement of a faculty member from one college to another within CSU or from one position in the administrative department to a faculty position in the academic department within the University without break in the service. It involves issuance of an appointment.
2. **Reassignment** - movement of a faculty member across the organizational structure within the same department or other agency, 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. The reassigned employee who is restored to his/her original post/assignment pursuant to the decision of the Commission shall not be reassigned within one (1) year reckoned from the date of restoration to the original post/assignment.
3. **Detail** - temporary movement of a faculty member from one department or agency to another, which does not involve a reduction in rank, status or salary. A detail requires issuance of an office order by duly authorized officials. The faculty member who is detailed receives his/her salary only from his/her parent unit /agency. Detail shall be allowed only for a maximum of three (3) years. If the faculty member believes that there is no justification

for the detail, he/she may appeal his/her case to the CSC. Pending appeal, the detail shall be executory, unless otherwise ordered by the Commission.

4. **Secondment** - movement of a faculty member from one department or institution to another which is temporary and which shall require the issuance of an appointment, either involve reduction or increase in compensation. Secondment shall be governed by the policies on the matter.

5. **Reemployment** - the appointment of a person who has been previously appointed to a position in the government but was separated as a result of any non-disciplinary action and presupposes a gap in the service.

6. **Reappointment** - the issuance of an appointment as a result of reorganization, devolution, salary standardization, re-nationalization, re-categorization, rationalization or similar events, including the following:

a. The issuance of appointment from temporary to permanent, career to non-career or vice versa, non-career to another non-career, all of which entails no gap in the service.

b. The renewal of temporary, contractual and casual appointment upon the expiration of the appointment or subsequent appointment of substitute teachers, which entails no gap in the service.

7. **Reclassification** - a form of staffing modification and/or position classification action such as upgrading, downgrading, and recategorization which is applied only when there is a substantial change in the regular duties and responsibilities of the position. This may result in a change in any or all the positions attributes: position title, level and/or salary grade.

XIX. PROBATIONARY PERIOD

Probationary period refers to the period of actual service following the issuance of a permanent appointment herein the appointee undergoes a thorough character investigation and assessment of capability to perform the duties of the position enumerated in the Position Description Form. Generally, a six (6) months period of thorough assessment of the performance and character of the appointee is required for all original appointments.

1. The probationary period shall cover the following employees:

a. Those who are issued original appointments under permanent status in the career service and who meet all the requirements of the positions;

b. Non-Career Service employees who are reappointed / reemployed to a career position under permanent status;

c. Temporary appointees who are after meeting the education requirements for a permanent appointment in the career service are reappointed (change of status to permanent)

d. Those who are reemployed under permanent status;

e. First time appointees to closed career positions; (faculty and academic staff) unless otherwise provided under the CSU Charter.

f. Appointees to Category III positions as provided in CSC MC No. 11, s. 1996, as amended shall under probation for a period of one (1) year; and

g. Appointees whose positions require probationary period as may be provided by law. A notation stating that the appointee is under

probation shall be specified in the issued appointment.

2. The appointees performance during the probationary period shall be based in the set targets and outputs and shall be reviewed as follows:

- a. The immediate supervisor (rater) shall regularly gather feedback on the appointee's performance, and conduct feedback sessions to determine appropriate interventions to improve the appointee's performance.
- b. The performance appraisal/evaluation shall be done at least twice during the probationary period and within every three (3) months or six (6) months depending on the duration of the probationary period, as required by the position;
- c. The performance review shall be conducted within 10 days before the end of every rating period during the probationary period.
- d. The critical factors to be reviewed shall be based on the performance dimensions indicated in the Strategic Performance Management System and may include competency, and job- related critical incidents, such as habitual tardiness and continuous absence from work.
- e. The performance evaluation reports shall reviewed and certified by the Performance Management Team; and
- f. The probationers shall be furnished with copies of the records of feedback, job-related critical incidents, performance evaluation reports and/or recommendation for the continuity of the permanent appointment of the probationer. The services of the appointee can be terminated for unsatisfactory conduct or want of capacity before the end of the second performance review or depending on the duration of the probationary period as required by the position. Issuance of termination of service by the appointing authority for cases proven to be demonstrations of unsatisfactory conduct or want of capacity shall adhere to prescribed CSC rules and regulations on probationary period.

XX. RETIREMENT

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

1. Extension of service may be requested by the President or the appropriate authority to complete the fifteen-year service requirement. A faculty member may be allowed to continue in the service in accordance with civil service rules and regulations.

2. Services of the CSU President, whose performance has been unanimously rated as Outstanding and unanimously recommended by the Search Committee concerned, may be extended by the governing board beyond the compulsory age of retirement but not later than the age of seventy (70).

XXI. TRANSITORY PROVISIONS

Except as otherwise provided in this Merit Selection Plan, rights vested or acquired under the established system prior to the effectivity of this System shall be respected.

XXII. RESPONSIBILITY

The President, the Board of Regents, the Vice President for Administration, the Vice President for Academic Affairs, the Vice- President for research and extension, the deans, the Campus Director, the director, the heads of the

departments/units, the administrative officer, and the Human Resource Management Officer (HRMO) shall be responsible in the prior implementation and maintenance of this Merit Selection Plan. The initiative and active participation of the HRMO shall be expected in the proper implementation of this Merit Selection Plan.

XXIII. AMENDMENT

This Merit Selection Plan shall be subject to amendment/revision by any DBM National Compensation Circulars, DBM National Budget Circulars, CHED Circulars, and Civil Service Commission rules and regulations, by Academic and Administrative Councils.

XXIV. COVERAGE

This manual covers Main Campus and Cabadbaran Campus of the University.

XXV. EFFECTIVITY

This Merit Selection Plan shall take effect upon approval of the Civil Service Commission as duly endorsed by the Board of Regents.