

EXECUTIVE BRIEF

SUBJECT	PROPOSED ANIMAL-FREE WORKPLACE POLICY OF CARAGA STATE UNIVERSITY
RATIONALE	CSU needs to continuously provide a safe and healthful campus environment for students, personnel and visitors
LEGAL BASIS	RA 8495 Animal Welfare Act Local Ordinances
DESCRIPTION	It is the intent of the University to have an animal-free workplace to provide a safe and healthful environment for students, faculty, staff and visitors , to protect research and income generating projects being carried out in the university lands, to ensure protection of the university and campus natural reserve areas, to comply with the animal welfare act and to ensure public safety. To realize these initiatives, rulings on impoundment and equivalent fees and corresponding charges has to be established together with animal nuisance control measures.
ENDORSEMENT:	Favorably endorsed by the Administrative Council per Res. No. 03-03-11, s. 2017 and the UDPRC/Fiscal Committee per Res. No. 14-05, s. 2017
RECOMMENDATION(S) OF THE SUC PRESIDENT	For Approval of the Board Of Regents
REQUESTED ACTION FROM THE BOARD	APPROVAL



Office of the President Caraga State University <op@carsu.edu.ph>

CSU Animal-Free Workplace Policy

3 messages

Office of the President Caraga State University <op@carsu.edu.ph>

Tue, Feb 28, 2017 at 2:00 PM

To: "Josefe S. Ty" <sorrerat@yahoo.com>, Josefe Ty <sorrerat@icloud.com>

Dear Atty. Ty,

Please see attached final draft version of the **ANIMAL-FREE WORKPLACE POLICY OF CARAGA STATE UNIVERSITY** for your comments and recommendations.

May we ask your feedback on or before March 2, 2017?

Thank you and Godspeed Atty Ty!

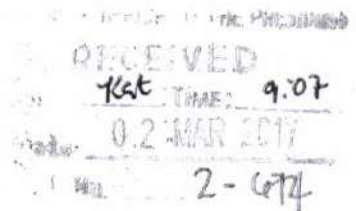
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CSU Animals in the Workplace Policy Draft Policy.pdf
234K

Josefe Sorreera-Ty <sorrerat@yahoo.com>

Wed, Mar 1, 2017 at 5:02 PM

Reply-To: Josefe Sorreera-Ty <sorrerat@yahoo.com>

To: Office of the President Caraga State University <op@carsu.edu.ph>, Josefe Ty <sorrerat@icloud.com>

The following are my comments.

1. Shouldn't the definition of terms of Animal include invertebrate.
2. Section B of Article II should be stated highlighting the fact that persons injured are entitled to compensation for the injury cause. The wording of the article lacks the strict demand for compensation of the victim for injury sustained. The use of the words "to receive assistance" is not emphatic. It should be "entitled to compensation in the form of medication and hospitalization, if needed, from the owner/possessor of the animal."
3. Section 7 of Article III lacks a statement on what will happen to the animal if it is not redeemed within the 20 days period.
4. Section 9 of Article IV failed to state where the 50% of the amount collected will go.
5. There are two Section 9 one in Article III and the other in Article IV. There should be no duplication of section numbers.
6. There are also two Article IV please make the corresponding changes so that there is no duplication.
7. Sec. 9 in Article IV on Advocacy did not include the notification of the lessees and concessionaires and other agencies like DOST within the CSU premises. All persons residing and or holding office inside the CSU premises must be notified of the policy.

Sincerely,

JOSEFE C. SORRERA-TY
Sorreera-Ty Salise Gonzaga Law Offices
2F Urios Gym, J.C. Aquino Avenue
Butuan City
Philippines

[Quoted text hidden]

Office of the President Caraga State University <op@carsu.edu.ph>

Thu, Mar 2, 2017 at 8:41 AM

To: Josefe Sorreera-Ty <sorrerat@yahoo.com>

Good day Atty. Ty, this is to acknowledge receipt of your comment on the CSU Animal-Free Workplace Policy.

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AAS-3/2/2017



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ANIMAL-FREE WORKPLACE POLICY OF CSU

Section 1. TITLE - This Policy shall be known and cited as the "**ANIMAL-FREE WORKPLACE POLICY OF CARAGA STATE UNIVERSITY**".

Section 2. DECLARATION OF POLICY - Animals are restricted in the Caraga State University Ampayon and Cabadbaran Campus premises to provide a safe and healthful environment for students, faculty, staff, and visitors, to protect research and income generating projects being carried out in the university lands, to ensure the protection of the university and campus Natural Reserve areas, to comply with the Animal Welfare Act, its amendments, and local animal ordinances, and to ensure public safety.

Exceptions to this policy are:

1. Livestock and poultry owned, raised and kept by the University;
2. Approved research or experimental animals;
3. K-9 unit of law enforcement;
4. Festivals, celebrations and the like intended for animals;
5. Animals under restraint on the premises of its owner or accompanied by a responsible person and under that person's reasonable control.
6. Pets raised by personnel living within the premises of the University, provided that the latter where under control of the owner without prejudice to the strict liability of the latter under the law.
7. Working animals if hired by students or the University to work in the farm.

Visitors, vendors, contractors, organizers of and attendees at public events, such as conferences, meetings, social events, religious events, cultural events, athletic events, within University premises and neighboring barangays will be required to abide by the CSU Animal-Free Workplace Policy. Security guards, University personnel are responsible for communicating this policy to attendees/visitors.



ARTICLE I DEFINITION OF TERMS

Section 3. **DEFINITION OF TERMS.**

As used in this Act, the following terms shall mean:

- a. **Animal** – refer to any live vertebrate and invertebrates animals, whether in a domestic or wild state.
- b. **CSU** – refers to the Caraga State University
- c. **Impound** – means to seize and hold in legal custody any animal for violation of this policy.
- d. **Injury** – means any harm or damage that is done or sustained.
- e. **Owner** – refers to any person who has title to, or interest in, or control, custody or possession of an animal.
- f. **Premises** – all land owned by the CSU Main and CSU Cabadbaran Campus including grounds, open spaces, parking lots, buildings and parts of buildings owned by or leased to the University and occupied by employees, students, or other persons, as well as University vehicles, and including the halls of residence;
- g. **Stray Animals** – Animals found wandering or running at large without identification within university premises and whose owner is unknown or cannot be located.

ARTICLE II ANIMAL NUISANCE CONTROL

Section 4. STRAY ANIMALS - Stray animals like cattle, carabao, horse, goat, pig and poultry shall be impounded at the University Livestock Impounding Center while stray animals like dogs and cats etc. shall be reported for impounding at the Office of the City Veterinary.

Section 5. INJURY OR DAMAGE CAUSED BY ANIMALS -The Caraga State University imposes a penalty to owners of animals which caused fear, injury to persons within the University premises or damage to University properties:

- A. In case of damage to property, the indemnity shall be paid by the owner/possessor of animals based on the extent of the actual damage caused on the said property.
- B. In case of injury sustained by individuals caused by animals, the injured victim shall be entitled to compensation in the form of medication and hospitalization, if needed from the owner/possessor of animals, without prejudice to the right of the offended party to institute legal actions against the latter in case of non-assistance.



ARTICLE III ANIMAL IMPOUNDMENT

Section 6. CAPTURE OF ANIMALS. Any person may apprehend any stray animals in the University or report the same to the University Security services for its capture.

Section 7. REDEMPTION - The owner of any animal impounded or taken onto custody by the university, may at any time before disposition thereof, redeem the same by paying all accrued fees and corresponding charges.

First Offense

Livestock – Cattle, Carabao, Horse	P 1,000.00 for the 1 st day and P 500.00 per day for the succeeding days of impoundment
- Goats, Sheep, Pigs	P 500.00 for the 1 st day and P 250 per day for the succeeding days of impoundment
Poultry – Chicken, Ducks, Rabbits	P 100.00 for the 1 st day and P 50.00 per day for the succeeding days of impoundment
Pets – Dogs, Cats, and others pets	To be reported for impounding at the City Veterinary Office

Second and subsequent offenses

Livestock – Cattle, Carabao, Horse	P 2,000.00 for the 1 st day and P 500.00 per day for the succeeding days of impoundment
Goats, Sheep, Pigs	P 1,000.00 for the 1 st day and P 250 per day for the succeeding days of impoundment
Poultry – Chicken, Ducks, Rabbit	P 200.00 for the 1 st day and P 50.00 per day for the succeeding days of impoundment
Pets – Dogs, Cats, and others pets	To be reported for impounding at the City Veterinary Office

Section 8. PERIOD OF IMPOUNDMENT - All animals not owned by CSU, caught wandering within University premises shall be taken a photo for evidence and shall be kept under University care for a period of not more than twenty (20) calendar days, unless redeemed within such period, the same shall be forfeited in favor of the



University. Computation of the twenty (20) calendar days shall commence from the date of capture. The University may not be held liable in case of death of the animal during its impoundment, provided that the impoundment is in accordance with the existing Animal Welfare Laws.

Notice of such impoundment shall be posted in conspicuous places, to afford information to the public.

Section 9. FORFEITURE - Impounded Cattles, Carabaos, Goats, Pigs and Poultry not claimed within twenty (20) calendar days after the date of impounding shall become a property of the Caraga State University. The University shall then upon discretion decide as to the disposition or keeping of the forfeited animal/s.

ARTICLE IV RULES IN THE APPLICATION OF FINES

Section 10. COLLECTION OF FINES AND SHARING - Collection of fines shall be paid to the University Cashier or his/her authorized representative. The captor shall receive 25% of the amount of the fine equivalent for one (1) day only. In case the captor and the finder are two different persons, they shall divide the 25% of the amount of the fine. The caretaker shall also be entitled to 25% of the total amount of fines paid by the owner upon redemption of the animal impounded. The rest of the collected amount shall redound to the Business Related Funds of the University.

Computation of fines for impounded animals caught during weekends shall be equivalent to the payment for one (1) day; payment for per day of impoundment shall commence on the next regular day until the animal is claimed. Same sharing for the catcher and caretaker shall apply.

Section 11. REWARD/S IN CASE OF FORFEITURE - In case of non-redemption of captured animals, the captor or the finder shall still be entitled to his/her reward equivalent to 25% of the amount of the fine equivalent for one (1) day only.

The reward shall be charged from the Business Related Funds.

ARTICLE V ADVOCACY, EDUCATION AND TRAINING

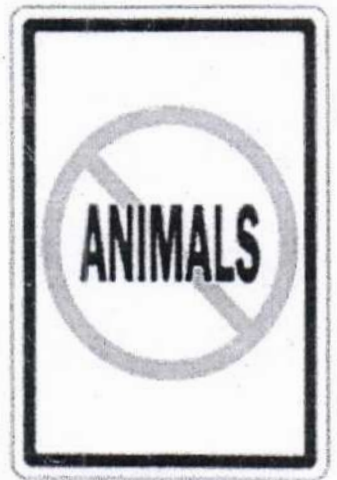
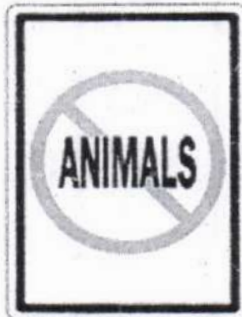
Section 12. A "NO ANIMALS ALLOWED" sign shall be displayed in the buildings inside the campus and list of corresponding penalties shall be conspicuously displayed in the most visible locations in the campus, in order to ensure that public can easily view signs and be notified and in University-owned vehicles as well.



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Section 13. "NO ANIMALS ALLOWED" sign shall be at least 8 x 16 inches in size and the no animals allowed symbol (consisting of the word "ANIMALS" enclosed in a red circle with a red bar across it) shall occupy no less than 50% of said signage. List of penalties shall be at least 4 x 8 feet in size and shall show following prominently.



**CSU ANIMAL-FREE WORKPLACE POLICY
PENALTIES**

First Offense

Livestock – Cattle, Carabao, Horse

P 1,000.00 for the 1st day and
P 500.00 per day for the
succeeding days of impoundment

Goats, Sheep, Pigs

P 500.00 for the 1st day and
P 250 per day for the succeeding
days of impoundment

Poultry – Chicken, Ducks, Rabbits

P 100.00 for the 1st day and
P 50.00 per day for the succeeding
days of impoundment

Pets – Dogs, Cats, and others pets

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at the City Veterinary Office

Second and subsequent offenses

Livestock – Cattle, Carabao, Horse

P 2,000.00 for the 1st day and
P 500.00 per day for the
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Goats, Sheep, Pigs

P 1,000.00 for the 1st day and
P 250 per day for the succeeding
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Poultry – Chicken, Ducks, Rabbits

P 200.00 for the 1st day and
P 50.00 per day for the succeeding
days of impoundment

Pets – Dogs, Cats, and others pets

To be reported for impounding
at the City Veterinary Office



Section 14. The University shall notify all employees including job order, contract of service, contractual, permanent, students and neighbouring barangays of this policy. This will also be a part of orientation for newly-hired employees and new student entrants.

The University shall also notify all the lessees and concessionaires, other Government Agencies and other stakeholders located within the CSU main and CSU-CC premises.

ARTICLE VI ANIMAL-FREE WORKPLACE COMMITTEE

Section 15. The implementation of the animal-free workplace policy shall be monitored and evaluated periodically by the CSU Management to ensure that the goal is met. For this purpose, an Animal-Free Workplace Committee shall be constituted and created with the following duties and responsibilities:

1. To oversee the formulation and implementation of the University's animal-free workplace policy;
2. Initiate continuing education and awareness program for the University's employees/students;
3. Monitor and evaluate the implementation of an "Animal-Free Workplace Policy" for the University.

Section 16. COMPOSITION OF ANIMAL-FREE WORKPLACE COMMITTEE.

The Animal-Free Workplace Committee (AFWC) shall be composed of the following:

- i. Chairperson - Vice President for Administration
- ii. Co-Chairperson - Campus Director of Cabadbaran Campus
- iii. Co-Chairperson - Director of Administrative and Auxiliary Services (CSU Main and Cabadbaran Campus)
- iv. Co-Chairperson - Director of Resource Generation and Management Services (CSU Main and Cabadbaran Campus)
- v. Member - Chief of Campus Safety and Security Services
- vi. Member - Public Health Nurse II (CSU Main and Cabadbaran Campus)
- vii. Member - University Student Council Representative (CSU Main and Cabadbaran Campus)



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ARTICLE VII GENERAL PROVISIONS

Section 17. SEPARABILITY CLAUSE - If for any reason, any provision, section or part of this Policy is declared not valid by the court of competent jurisdiction, or suspended or revoked by the authorities concerned, such judgment shall not affect or impair the remaining provisions, sections or parts, which shall continue to be in full force and in effect.

Section 18. REPEALING CLAUSE - All policies, rules and regulations or parts thereof in conflict with or inconsistent with any provisions of this policy, are hereby repealed or modified accordingly.

Section 19. EFFECTIVITY - The provisions of these policies shall take effect immediately upon approval of the Board of Regents, dissemination and posting for Fifteen Days (15).

This ____ day of _____ 2017.

DR. ANTHONY M. PENASO
CSU President

Date: _____

Attested by:

ATTY. _____