

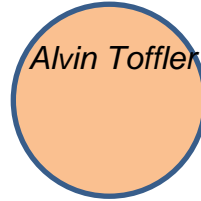
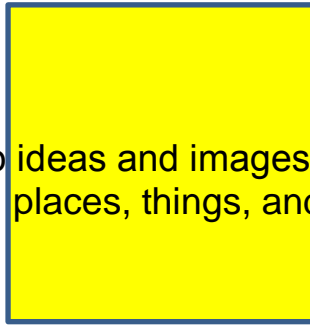
*Republic of the Philippines*  
**Mountain Province State Polytechnic College**  
*Bontoc, Mountain Province*



# **PERSONNEL POLICY MANUAL**

**2015**

“We are creating and using up ideas and images at a faster and faster pace. Knowledge, like people, places, things, and organizational forms, is becoming dispensable.”



*Alvin Toffler*



## **MESSAGE TO EMPLOYEES**

Employment at Mountain Province State Polytechnic College (MPSPC) is based exclusively on qualifications, competence, experience, training and fitness for the job. Because of the significance of our service in moulding future professionals, we make all possible efforts to fill vacancies in accordance with the above conditions.

Managing human capital is an essential process in organizational development and formation, thus the need to provide clear cut policies on privileges, welfare and protection. Having a precise basis in the form of a manual has many advantages in the workplace. It provides employees and supervisors with the parameters on how to handle situations on personnel matters as they arise. However, regular and faithful compliance with these policies across the College can be even more important to mitigate potential risks.

As an employee of MPSPC, you are a member of a community that is dedicated to providing a distinctive blend of academically rigorous professional programs that prepare our students for a lifetime of achievements in both their careers and in their service to others. Your contributions as employees will help MPSPC realize its primary mission of educating students for a life of thoughtful learning, leadership, service and compassion.

Recognizing the value of human talents, we want to make certain that your individual rights and privileges as employees of the College will be served well to guarantee that you will likewise provide the best service to our clients and approach them with honesty, resourcefulness, and integrity. Within this context, we also want the working environment in our institution to be supportive and pleasant.

**REXTON F. CHAKAS, Ph.D.**  
President



Republic of the Philippines  
**Mountain Province State Polytechnic College**  
**OFFICE OF THE COLLEGE PRESIDENT**  
Bontoc, Mountain Province

**AN EXCERPT FROM THE MINUTES OF THE MEETING OF THE ADMINISTRATIVE COUNCIL HELD AT THE CONFERENCE ROOM, BONTOC CAMPUS ON 02 MARCH 2015 AT 10:00 IN THE MORNING**

Present:

Dr. RF Chakas	-	College President
Dr. RK Balcita Jr.	-	VP Administration and Finance
Dr. JM Ngodcho	-	VP Academic Affairs
Dr. SA Lopez	-	VP Research Development and Extension
Ms. LD Napat-a	-	Chief Administrative Officer
Dr. CLC Codod	-	Executive Dean [Bontoc Campus]
Engr. ST Recile	-	Executive Dean [Tadian Campus]
Dr. MP Gaqui Jr.	-	Dean, Graduate School
Dr. GL Madjaco	-	Director, QA
Mr. EB Mapangdol	-	Director, General Services
Ms. VGK Fagyan	-	Director, Planning and Development
Mr. CWS Engngeg	-	Director, Sports
Mr. AK Tabec	-	Director, SSDO
Mr. GC Dilem	-	Director, NSTP
Ms. FA Akilith	-	Director, Libraries
Ms. DD Aguid	-	Director, MIS

---

**RESOLUTION ENDORSING APPROVAL OF THE  
PERSONNEL POLICY MANUAL**

---

**AdCo Resolution No. 025, s. 2015**

ENDORSING approval by the Governing Board,  
the Personnel Policy Manual

**APPROVED**

CERTIFIED TRUE AND CORRECT:

  
**DERINE D. AGUID**

*Acting College/ Board Secretary*



Republic of the Philippines  
**Mountain Province State Polytechnic College**  
**OFFICE OF THE COLLEGE PRESIDENT**  
Bontoc, Mountain Province

**AN EXCERPT FROM THE MINUTES OF THE 101<sup>st</sup> REGULAR MEETING OF  
THE BOARD OF TRUSTEES HELD AT KASC, TABUK, KALINGA ON  
14 MARCH 2015 AT 10:45 AM**

Present:

<b>Hon. ALEX B. BRILLANTES JR.</b>	- Presiding Officer
<b>Hon. REXTON F. CHAKAS</b>	- Vice Chair
<b>Hon. PILAR S. CAYETANO</b> (Represented by Hon. Vivian Eustaquio)	- Member
<b>Hon. ROMAN T. ROMULO</b> (Represented by Hon. Michelle Maniwang)	- Member
<b>Hon. MILAGROS A. RIMANDO</b>	- Member
<b>Hon. MARILYN V. STA. CATALINA</b>	- Member
<b>Hon. JULIUS CAESAR V. SICAT</b>	- Member
<b>Hon. DAN EVERT C. SOKOKEN</b>	- Member
<b>Hon. MANUEL M. IMATONG</b>	- Member
<b>Hon. BENEDICT M. FEKEN</b>	- Member

---

---

**RESOLUTION APPROVING THE PERSONNEL POLICY MANUAL**

---


---

**Res. No. 026, s. 2015**

APPROVING the Personnel Policy Manual

**APPROVED**

CERTIFIED TRUE AND CORRECT:

  
**DERINE D. AGUID**  
Acting College/ Board Secretary

## ACKNOWLEDGEMENT

Special recognition is given to the Vice President for Administration and Finance and the Human Resources Management Office personnel who had taken the lead in the preparation and production of this Manual. The list however, is not in any way arranged according to priority:

Rogelio K. Balcita, Jr. – *Vice President for Administration and Finance*

Zenaida Y. Soliven – *Administrative Officer V*

Irene B. del Rosario – *Administrative Office I*

Noralyn B. Chumacog – *Administrative Officer II*

Diane K. Ofo-ob – *Administrative Aide IV*

Shani Rebecca M. Kumalao – *Administrative Aide III;*

The same credit is due to all other College officials and employees, who in one way or another contributed to the realization of this Manual.

Finally, recognition is due to our Administrative Council and our Board of Trustees for their respective endorsement and approval of this Manual.

REXTON F. CHAKAS, Ph.D.  
College President/  
Manual Consultant

## CONTENTS

Preface .....	i
Message of the College President .....	ii
Administrative Council Resolution Endorsing Approval of the Personnel Policy Manual .....	iii
Board of Trustees Resolution Approving the Personnel Policy Manual .....	iv
Acknowledgement .....	v
Contents .....	vi
<b>Introduction</b> .....	1
About the Mountain Province State Polytechnic College .....	2
Vision, Mission, Goals and Objectives .....	4
The Human Resources Management Office .....	5
Operational Control and Supervision .....	7
1. <b>Personnel Policies</b> .....	7
2. <b>Treatment of Records</b> .....	8 2.1
Access to Personnel Records	
2.2 Employment Reference Inquest	
2.3 Employment Applications	
2.4 Non-disclosure Statement	
3. <b>Requirements on Hiring</b> .....	9
4. <b>Introductory Period</b> .....	10
5. <b>Employee Benefits</b> .....	10 5.1
Leave Benefits	
5.2 Employee Compensation	
5.3 Length of Service in the same Position	
5.4 Productivity Enhancement Incentive (PEI)	
5.5 Loyalty Cash Award/Incentive	
5.6 Year-end Bonus (YEB) and Cash Gift (CG)	
5.7 Personnel Economic Relief Allowance (PERA)	
5.8 Uniform/Clothing Allowance	
5.9 Social Security Benefits	
5.10 Government Service Insurance System	
5.11 Pag-Ibig (Home Development Mutual Fund)	
5.12 PhilHealth (Medicare)	
5.13 Representation and Transportation Allowance	
6. <b>Employee Evaluation</b> .....	16
6.1 Strategic Performance Management System	
7. <b>Employee Privileges</b> .....	18
8. <b>Official Travels</b> .....	18
8.1 Approving Authority	
8.2 Travel Expenses	
9. <b>Employee Appointment and Categories</b> .....	21
9.1 Staff Classification	

	9.2 Promotions	
	9.3 Transfers	
	9.4 Staff Positions	
10.	<b>Employee Relations</b> .....	23
	10.1 Nepotism	
	10.2 Conflicts of Interest	
	10.3 Sexual Harassment	
11.	<b>Amendment</b> .....	24
12.	<b>Repealing Clause</b> .....	24
13.	<b>Separability Clause</b> .....	24
14.	<b>Effectivity</b> .....	25



## INTRODUCTION

This manual covers key policies and procedures intended to provide parameters on personnel matters and concerns in Mountain Province State Polytechnic College (MPSPC). The scope of this manual includes Personnel Policies, Treatment of Records, Introductory Period, Employee Benefits, Employee Evaluation, Employee Privileges, Official Travels, Employee Appointment and Categories and Employee Relations. The provisions in this guideline emanate from various Memorandum Circulars particularly those of the Civil Service Commission (CSC) and complemented by other issuances from the Department of Budget and Management (DBM), and the Executive branch of the government in the form of Executive Orders.

These guidelines are not applicable for permanent employees only. There are provisions that may be applicable to individuals hired under Contract of Service and by other means. In case of any discrepancy or difference between the Contracts of Service and this Manual, the provisions of the Contracts shall take precedence over the provisions of the Manual. Where the employee's contract does not cover a provision, reference may be made to this manual for those that pertain to applicable items not covered in the contract.

Amendments may be introduced to this manual if there are updates that render certain provisions found in this manual irrelevant, not applicable and or inappropriate. These shall, however, pass through the Administrative Council and the Board of Trustees.

This manual shall be made available to all employees of Mountain Province State Polytechnic College.

### Definition of Terms

*BOT.* Board of Trustees

*CAR.* Cordillera Administrative Region

*CSC.* Civil Service Commission

*DBM.* Department of Budget and Management

*MPSPC.* Mountain Province State Polytechnic College

*RTC.* Regional Trial Court

*SPMS.* Strategic Performance Management System

## **About the Mountain Province State Polytechnic College (MPSPC)**

The Mountain Province State Polytechnic College is the lone State-run institution of higher education in Mountain Province. Its conversion from a Community College into a State College had transformed this academic institution into a fulcrum for development in the business sector and the economic households. Mountain Province State Polytechnic was created through a bill authored by Congressman Victor S. Dominguez in Congress in 1991, signed into law by then President Corazon C. Aquino on January 17, 1992 as Republic Act No. 7182. This enabling charter paved the way for the conversion of the Mountain Province Community College, integrating therewith the tertiary programs of three secondary schools in the province, into a state college known as the Mountain Province State Polytechnic College.

According to its enabling act, the College “shall primarily provide higher professional, technical and special instructions for special purposes and promote research and extension services, advanced studies and progressive leadership in agriculture, education, forestry, engineering, arts, sciences, humanities and other fields as maybe relevant.” It is created also to offer undergraduate and graduate courses in such fields.

In 2015, the College is maintaining two satellite campuses, namely: Bontoc Campus and Tadian Campus. MPSPC maintains facilities and landholdings located at the following: (1) Mt. Data, Bauko which serves as an Agro-forestry research facility; (2) Ba-ang, Banao, Bauko hosts the Victor S. Dominguez Center for Research and Development and the rest of the facilities being utilized by the Office for Resource Generation and Linkages; (3) Balidong, Lubon, Tadian serves as a demo-farm; and, (4) Bacarri, Paracelis where extension classes in the Diploma in Agricultural Technology (DAT) leading to Bachelor in Agricultural Technology (BAT) is being held. The latter, which is a 78 hectares property is strategically being primed to be a full-blown campus for the College of Agriculture.

The Bontoc Campus offers degree programs in Criminology, Accountancy, Business Administration, Information Technology, Hotel and Restaurant Management, Tourism, Teacher Education, Graduate School, among others. Tadian Campus offers degree programs on Engineering (Civil, Geodetic, Electrical), Teacher Education, Industrial Education, Hotel and Restaurant Management, Agro-forestry, Forestry and Short Courses on Technical Skills.

Since MPSPC commenced as a State College, it was led by several Presidents with Dr. Marcelino T. Delson as the first College President upon the approval of the College Charter in January 1992 up to December 31, 2004. His incumbency saw new academic and administration buildings in each campus. Various new curricular programs have also been implemented.

Pending the leave of absence of Dr. Delson from June 01 to July August 08, 2005, the management of the College was tendered to Dr. Rexton F. Chakas, then the College and Board Secretary and concurrently the Vice President for Administration.

On August 09, 2004, Mr. Juan B. Ngalob, then the Regional Director of the National Economic Development Authority – Cordillera Administrative Region (NEDA-CAR) and Chairman of the Administrative Committee of the Board of Trustees, was

designated as the OIC-President pending the selection of a new College President by the Board of Trustees.

On March 31, 2005, Dr. Nieves A. Dacyon was elected by the Board of Trustees as the new College President. She served two-terms until she left MPSPC on November 30, 2012 to assume the Presidency at Apayao State College and leaving Dr. Geraldine L. Madjaco to fill-in the vacuum as OIC-President on December 01, 2012 to March 18, 2013. The term of Dr. Dacyon is marked with some of the pioneering efforts in the field of curriculum development and innovation particularly in Indigenous Knowledge, Skills and Practices (IKSP). Despite restrictive and tight budget allocations true to all SUCs, her fund sourcing efforts paved way to some modest infrastructure developments in the College.

Meanwhile, the hotly contested search for the top post in MPSPC saw the emergence of Dr. Eufemia Lamén as the President and which took effect on March 19, 2013 until her demise on December 01, 2013.

As MPSPC mourned for the loss of its President, the Board of Trustees placed Dr. Josephine M. Ngodcho as caretaker of the College on December 06, 2013 until July 25, 2014.

After a dramatic search for a new president, MPSPC finally had one in the person of Dr. Rexton F. Chakas on July 26, 2014. As the former College and Board Secretary, Vice President for Administration, Director for Management Information Systems, Dean of the Graduate School, the new President had weathered with MPSPC. He is no stranger to the struggles the College has gone through. Upon assumption, Dr. Chakas considerably initiated reforms across the organization. He systematically overhauled the organizational structure allowing his macro-management style to pervade and facilitate administrative innovation improving its systems and processes. In such a short period of time, manuals of operations covering almost all its operating units were crafted and approved by the Board of Trustees (BOT), including this one.

One of the significant thrusts Dr. Chakas has fiercely staked on is the creation of the Office for Resource Generation and Linkages. This Office is expected to spawn financial and technical resources the College needs to leap-frog development in all the mandates of the College.

Dr. Chakas, through the initiative of the LGU of Paracelis, also responded to the clamour of opening and activating the Paracelis Campus as the MPSPC College of Agriculture fulfilling one of its mandates as embodied in its Charter. Preliminary operations commenced on August 3, 2015 that formally opened the offering of the Diploma in Agricultural Technology (DAT) leading to the degree Bachelor in Agriculture Technology (BAT).

Finally, to respond to the rationalization of public higher education as underscored by the Congressional Commission on Education which resulted in the SUC Modernization Law (R.A. 8292), Dr. Chakas, affirmatively supported by the different stakeholders of the College and its Board of Trustees, updated the Vision, Mission, Goals and Objectives (VMGO) of the College while retaining the spirit of the original statements. The new VMGO was approved through BOT Resolution No. 083, s. 2015 on October 13, 2015 during the 103<sup>rd</sup> Regular Meeting at CHED Central Office, and these reads to wit:

## **Vision**

“A preferred University of developmental culture and inclusive growth”

**Mission**

It shall produce globally competitive leaders moulded from a tradition of excellence in instruction, research, effective governance, sustainable entrepreneurship and an environment that assumes major responsibility in cultural vitality and well-being of the community.

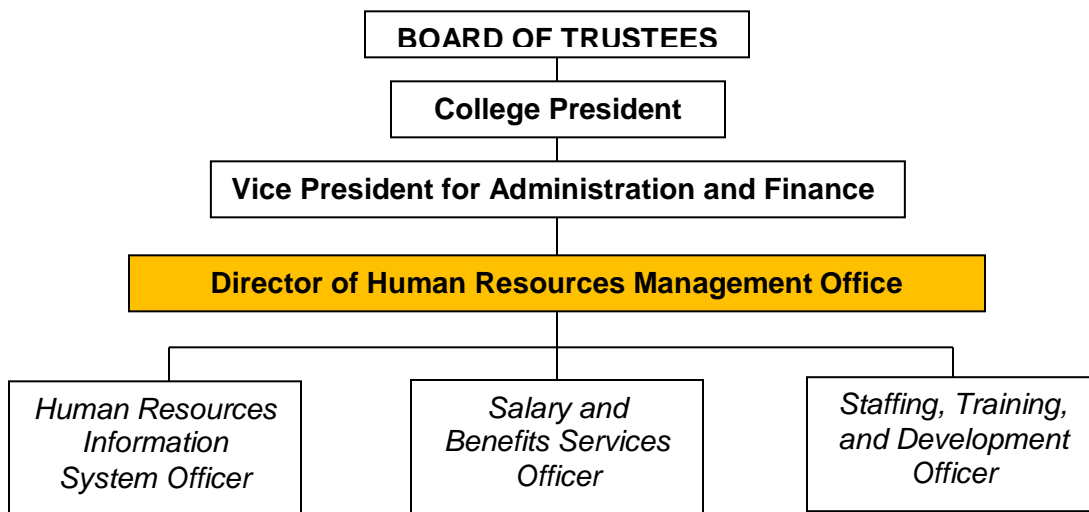
**Goals and Objectives**

1. Attain and sustain quality and excellence
  2. Promote relevance and responsiveness;
  3. Broaden access and equity;
  4. Enhance efficiency and effectiveness;
  5. Develop harmony within the College, and with stakeholders and benefactors
- This, along with the Administration’s thrust contained in the acronym HERITAGE will guide the College into the future.
- 

**The Human Resources Management Office (HRMO)**

The Human Resources Management Office is in-charge of personnel matters in the College and shall perform functions as per Civil Service Rules and Regulations. It is one of the six (6) regular units in the Administrative Division under the Office of the Vice President for Administration and Finance.

**HRMO Organizational Framework and Personnel Responsibilities**



- **The Director of Human Resources Management Office** is the designated head of the Unit and is responsible for the over-all affairs concerning the College’s human capital. The Director shall perform the following functions:

1. Assist and advise the College President, Vice President for Administration and Finance, Deans, and Department heads on matters concerning appointment, promotion, and other related information;
2. Assist and advise the different administrative department heads, deans in the development, formulation and execution of policies, regulations and orders in all areas of personnel management in accordance with laws, civil service rules and such other regulations the Board of Trustees might adopt;
3. See to it that requirements, selection and appointment of personnel are in accordance with rules and regulations;
4. Undertake personnel programs and keep the CSC and department heads informed about such programs as trainings, scholarships and other personnel development programs;
5. Undertake periodic performance evaluation of all personnel;
6. Maintain a complete up-to-date personnel information system; and,
7. Perform other functions as may be required by higher authorities

The staff under the Human Resources Management Office are given designated titles for purposes of delineating functions.

- **The Human Resources Information System Officer** shall be responsible for the following:

1. Personnel data filing
2. Safeguard personnel records
3. Manage employee information and tasks
  - Select, accrue, and calculate vacation, sick leaves
  - Specialization cataloguing
  - Prepares job description forms
4. Find, keep and update CSC memorandum DBM circular and other legal basis to guide management through hiring, performance evaluation and more.
5. Create reports and charts employee information

- **Salary and Benefits Services Officer** shall be responsible for the following:

1. Manage Daily Time Records
2. Prepare payroll for salaries, bonuses and other related compensations
3. Keep track of GSIS, PhilHealth, Pag-ibig loans and remittances

- **Staffing, Training and Development Officer** shall be responsible for the following:

1. Post vacancies
2. Manage applications
3. Conduct employee orientation

- VMGO
  - Loyalty
  - Job Description
4. Initiate values orientation seminars and re-echoing of trainings attended by employees
  5. Recommend to management people who will attend seminars based on analysis of job description showing the skills and the training to satisfy these skills and competency requirements
  6. Facilitate Employee and Faculty Development Planning to address deficiency in skills and expertise based on relevant requirements

### **Operational Control and Supervision**

The Human Resources Management Office is headed by a Director who is designated by the College President through a special order for a period of one (1) year without prejudice to re-designation, and confirmed by the Board of Trustees (BOT).

The Director for Human Resources Management shall work under the direct supervision of the Vice President for Administration and Finance.

The Human Resources Information Systems Officer, Salary and Benefits Services Officer and the Staffing, Training and Development Officer shall work under the immediate supervision of their Director. They may, however, perform related functions as may be directed by the Vice President for Administration and Finance particularly on matters with financial implications provided the Director for Human Resources Management is informed.

---

## **1. PERSONNEL POLICIES**

Mountain Province State Polytechnic College (MPSPC) implements fair and effective personnel policies and requires all employees to support the College's best interest.

MPSPC employs qualified faculty and staff to support the College's mission of providing progressive, relevant and accessible education that will contribute to a well-rounded community development.

To this end, MPSPC expects from each employee only the highest standards of performance, cooperative effort and dedication to its vision, mission, goals and objectives.

Thus, MPSPC:

- a) Adopts the policies and procedures on recruitment and appointment of faculty and staff as established by Civil Service rules.
- b) Provides compensation and benefits commensurate with the work performed by the employee as provided by law.
- c) Appointments in the college shall be made only according to merit and fitness.
- d) The Personnel/Faculty Selection Board shall assist the College President in the objective selection of prospective regular members of the faculty and non-teaching personnel including non-regular faculty members, contractual and casual employees.
- e) By authority of the Board of Trustees, the College President shall appoint all personnel of the College.

## **2. TREATMENT OF RECORDS**

### **2.1 Access to Personnel Files**

Personnel records are maintained on all MPSPC employees and are the property of the College. Each personnel file (201 File) will contain pertinent records related to educational qualifications, hiring, compensation, position classification, benefits, attendance, performance evaluations, disciplinary actions, and termination.

An employee's personal records are confidential. Only the employee, the employee's Department Head, the Director of Human Resources Management Office and the President may examine personnel records.

Employees may request the removal of information they deem irrelevant or erroneous. To ensure that vital information is current, each employee shall promptly notify the HRMO of any changes in:

- Legal name
- Home address
- Person to be notified in case of accident or other emergency
- Name, ages, and number of dependents
- Beneficiary for benefits.

Confidential personnel records shall not be released to any unauthorized individuals except with the written consent of the employee.

### **2.2 Employment Reference Inquest**

Unless otherwise required by a valid court order, MPSPC will only furnish the following information about past or present MPSPC employees to persons outside MPSPC:

1. Dates of employment.
2. Current job title or job title at the date of termination.
3. The diligence, skill or reliability with which the employee carried out the duties of his/her job.
4. Any illegal or wrongful act committed by the employee when related to the duties of his/her job.

### **2.3 Employment Applications**

All applicants for open positions, including Contract of Service should be in a form or in the manner required by MPSPC and pertinent Civil Service rules.

Any information submitted on the form or any other required documents should be verified prior to hiring to the extent necessary to determine the applicant's qualification for employment. Any false or misleading information supplied as part of any application for employment may be grounds for rejecting the applicant or dismissing any employee.

### **2.4 Non-disclosure Statement**

All information released to persons outside MPSPC shall be in writing and shall state the agency or person to whom it was disclosed and a copy shall be placed in the individual's personnel file. The employee or former employee has a right to inspect such written record upon written request.

Personnel records which are not confidential shall be maintained and destroyed in accordance with the General Records Disposition Schedule and the MPSPC Records Management Manual.

## **3. REQUIREMENTS ON HIRING**

### **3.1 Permanent Position**

All employee-candidates to permanent positions whether Administrative or Teaching Staff shall submit all documents as required in section 1, Rule VIII of the Revised Omnibus Rules on Appointments and other Personnel Action (CSC *Memorandum Circular No. 40, series of 1998*). These documents are as follows:

- a. Position Description Form (BC-CSC Form No. 1)
- b. Medical Certificate (CS Form 211)
- c. NBI Clearance
- d. Result of neuro-psychiatric examination

Failure to submit within reasonable period of time any of the above requirements will defer the appointment of the candidate.



### **3.2 Contract of Service**

To ensure the trustworthiness and character integrity of individuals being hired by the College for Contract of Service, both administrative and teaching staff; it shall be the policy of this institution to require applicants to submit the following:

- a. Police Clearance
- b. RTC Court Clearance

Failure to submit any of the above requirement shall disqualify the applicant and therefore will be ineligible to enter into a Contract of Service with the College.

### **4. INTRODUCTORY PERIOD**

MPSPC, through the Human Resources Management Office (HRMO), adopts a program to introduce and welcome new employees to the workplace.

On or before the first day of employment, the HRMO shall conduct an orientation session with new employees to complete necessary employment documents, review key college policies and compensation terms, explain benefit and reward systems, and provide any other human resource related information needed to orient and integrate the employee into the service. The topics covered shall be documented and placed in the employee's personnel file.

During the introductory period, the supervisor shall meet with the employee a minimum of once per week to respond to questions and provide constructive feedback concerning performance.

### **5. EMPLOYEE BENEFITS**

The College Code provides that subject to the provisions of applicable laws, rules and regulations and other pertinent policies, College personnel shall be entitled to the following benefits:

#### **5.1 Leave Benefits**

In general, officers and employees of the government whether regular, temporary or permanent, casual or emergency who render work during prescribed office hours shall be entitled to 15 days vacation and 15 days sick leave with full pay exclusive of Saturdays, Sundays and public holidays. Accumulated leave credits is unlimited as provided by *Rule XVI of the Omnibus Rules Implementing Book V of EO 292*.

Faculty members of SUCs are covered by special leave law (*Sec 10 Rule XVI, EO 292*). Part-time employees are entitled to leave benefits proportionate to the

number of work hours rendered. If an employee renders 4 hours of work, 5 days a week, he is entitled to 7.5 days vacation and 7.5 days sick leave annually with full pay.

The benefits referred to in this section apply also to faculty members designated as Chairpersons of regular and special committees, task force including different program coordinators. (*Please refer to the provisions on Faculty Workload Guidelines, MPSPC Faculty Manual*).

Employees on rotation basis shall be entitled to vacation and sick leave corresponding to the periods of service rendered by the employee the total of which should not be less than 6 months. If two or more shifts are allowed, the periods of actual service per shift should be added to determine the number of days, months, and years during which the leave is earned (*Sec.5 Rule XVII, EO292*).

a.) *Vacation and sick leaves*

Vacation and sick leaves are cumulative and commutable and upon retirement, resignation and transfer. Contractual employees are likewise entitled to vacation and sick leave credits including special leave privileges.

Vacation leave shall be applied for by employees at least 5 days before the actual leave. Its approval is discretionary especially if the vacation leave is more than 30 days.

Sick leave is granted on account of personnel illness or any member of an employee's immediate family. Sick leave in excess of 5 days requires a medical certificate.

b.) *Mandatory Leave*

EO 1077 requires all officials and employees in the government to go on a mandatory leave of absence of 5 working days which need not be successive. If not availed of, it is automatically forfeited except if the scheduled leave has been cancelled in the exigency of the service. The leave credit will not be deducted from the total accumulated leave.

Leave without pay exceeding one year may be granted in addition to vacation and sick leave. Any leave beyond 30 days requires clearance from proper authorities.

c.) *Terminal Leave*

The guidelines on terminal leave are provided under *Rule XVI of the Omnibus Rules Implementing Book V of EO No.292, as amended by CSC MC Nos.41, s.1998, 6*

*and 14 s. 1999.* The computation and funding of terminal leave benefits are provided under DBM Budget Circular No. 2002-1 dated January 14, 2002. (see *Appendix C*).

Terminal leave is applied for by an employee who intends to sever his connection with his employer. Accordingly, the filing of application for terminal leave requires as a condition precedent, the employee's resignation, retirement or separation from the College. It must be shown first that employment ceased by any of the said modes of severances.

Request for payment of terminal leave benefits must be brought within ten (10) years from the time the right of action accrues, upon an obligation created by law. Payment of terminal leave for purposes of retirement or voluntary resignation shall be based on the highest monthly salary received at any time during his period of employment and not on his/ her latest salary, unless the latter is the highest received by the retiree.

*d.) Maternity Leave*

Female permanent and regular employees in the government service who have rendered an aggregate of 2 or more years of service shall be entitled to maternity leave of 60 calendar days with full pay. Those who have earned 1 year or more but less than 2 years of service shall be entitled to 60 days maternity leave with payment in proportion to their length of service, while those who have served for less than 1 year shall be entitled to 60 days maternity leave with half pay.

When a female employee wants to report back to duty before the expiration of her maternity leave, she may be allowed to do so provided that she presents a medical certificate that she is physically fit to assume the duties of her position.

Members of the faculty can avail of the maternity benefits even if the period of delivery occurs during the long vacation, in which case, both the maternity benefits and the proportional vacation pay shall be received by the teacher concerned. (*Section 14 of CSC MC No. 14, s. 1999*)

The commuted money value of the unexpired portion of the leave need not be refunded and that when the employee returns to work before the expiration of her maternity leave, she may receive both benefits granted under the maternity leave law and the salary for actual services rendered effective the day she reports for work. (*CSC Resolution No. 02-1420 dated October 22, 2002*)

*e.) Paternity Leave*

Married male employees are granted 7 days paternity leave provided that his legitimate spouse has delivered a child or suffered miscarriage, for purposes of enabling him to take care of and support his wife and new-born child before, during and after childbirth.

f.) *Parental Leave*

A solo-parent employee left alone with the responsibility of parenthood may avail of this leave granted by *the Implementing Rules and Regulations of RA 8972* or the *Solo Parents Welfare Act of 2000*.

g.) *Special Privilege Leave*

A government employee shall be entitled to at least 3 days leave on special occasions such as birthday, enrolment, funeral, hospitalization and other occasions. Such leaves must be applied for, at least 1 week before the actual leave of absence. The special privilege leave is forfeited if not availed of during the year.

Teachers and those covered by special laws are not entitled to special leave privilege of 3 days.

h.) *Study Leave*

It is granted to employees to pursue graduate studies related to their fields of specialization. (*CSC MC No. 14, s.1999: Guidelines on Study Leave*).

Pursuant to the MPSPC Faculty Manual, study leave is granted to members of the faculty who are granted scholarships or trainings in line with their field of specialization.

*CSC MC #21, s.2004 amended Sec. 68 of CSC MC #14, s.1999* relative to the Guidelines on Study Leave to the effect that officials and employees, **excluding** those in the teaching profession who are covered by different provisions of law may apply for study leave subject to the guidelines set forth therein. (Annex D).

i.) *Teacher's Leave*

This is granted to faculty members with no administrative functions or designations. Being on teacher's leave, they enjoy the 2 month vacation during summer with its proportional pay and 14 days Christmas vacation.

Faculty members on teacher's leave who may be required to report while on summer vacation, on holidays and/ or with assigned researches or extension projects shall be given service credits based on the number of hours/ output rendered.

## **5.2 Employee Compensation**

Employee compensation shall be in accordance with *RA 6758, An Act Prescribing a Revised Compensation and Position Classification System in the Government and for other Purposes*, as amended.

### **5.2. a Pay Procedures**

Employees are paid bi-monthly, on the 15<sup>th</sup> and last working day of the month. Payment is for the preceding 15-day period. If the 15<sup>th</sup> or last day of the month falls on a weekend, then employees will be paid on the preceding Friday.

### **5.2. b Overtime Policies**

For compensatory over time work or service of regular and permanent employees, please refer to the Guidelines on Compensatory Time-Off/ Day-off for MPSPC Employees as based on *CSC-DBM Joint Circular No. 2, series of 2004* as amended by *CSC-DBM Joint Circular no. 2-A, series of 2005*. (see Appendix E)

MPSPC recognizes that employees may work extra hours beyond the required number of hours as stipulated in the contract of employment. As such, job-order employees, who are paid on a daily basis, may be entitled to over-time pay as may be determined by the College President.

### **5.3 Length of Service in the same position (step Increment)**

The Employees are elevated one step for every 3 years of continuous satisfactory service in a particular position. (*Joint CSC-DBM Circular No. 1, s. 1991, Implementation of Step Increments based on Merit*)

### **5.4 Productivity Enhancement Incentive (PEI)**

Item (4)(h)(ii) of the House of Representatives Joint Resolution No. 4, series of 2009 provides that incentives for government personnel shall include rewards for exceeding agency financial and operational performance targets, and to motivate employee efforts toward higher productivity.

### **5.5 Loyalty Cash Award/Incentive**

The guidelines on the grant of Loyalty Cash Award/Incentive are provided under *COA Resolution No. 2002-010 dated November 29, 2002* and of Loyalty Award under *CSC Memorandum Circular No. 6, s.2002 dated March 1, 2002*.

A loyalty award is granted to an employee who has rendered ten years of continuous and satisfactory service in the college.

### **5.6 Year-end bonus (YEB) and Cash Gift (CG)**

The guidelines on the grant of YEB and CG are provided under *DBM Budget Circular No. 2010-1 dated April 28, 2010* which is applicable for FY 2010 and years thereafter.

### **5.7 PERA (Personnel Economic Relief Allowance)**

The PERA shall be paid only when basic pay is also paid provided the employee renders full-time service for 8 hours per working day, 22 working days per month, inclusive of leaves of absence with pay. The guidelines on the grant of PERA are provided under *DBM Budget Circular No. 2009-003 dated August 18, 2009*.

### **5.8 Uniform/ Clothing Allowance**

Personnel who are expected to render at least six consecutive months of service in a particular year including leaves of absence with pay shall be entitled to clothing allowance. Newly hired college personnel shall be entitled to the clothing allowance after they have rendered six consecutive months of service or in the next grant thereof whichever comes later.

The rules and regulations on the grant of uniform/clothing allowance to all government personnel are prescribed under *DBM Budget Circular no. 2003-8 dated December 8, 2003*, with amendments under *DBM Budget Circular no. 2003-8A dated July 2, 2004*.

### **5.9 Social Security System (SSS) Benefits**

The government provides economic security and social welfare for government employees which include insurance, medical care, retirement, etc.

### **5.10 Government Service Insurance System (GSIS)**

All members of the GSIS shall have life insurance, retirement, and all other social security protection such as disability, survivorship, separation, and unemployment benefits.

### **5.11 PAG-IBIG (Home Development Mutual Fund)**

By virtue of RA 7742, membership in PAG-IBIG is mandatory for employees when their monthly income is P4000 and above. Membership of employees receiving below P4000 is voluntary. The government pays a counterpart contribution for Pag-Ibig.

### **5.12 PhilHealth (Medicare)**

All government employees are automatically covered by Philhealth. Their dependents are covered under the plan benefits of hospitalization, surgical and medical. The plan includes government employees whose term of office is not less than 60 days.

Medical benefits are not cumulative. They are forfeited if not utilized within a calendar year.

### **5.13 RATA (Representation and Transportation Allowance)**

The guidelines on the grant of RATA are provided for by National Budget Circular no. 546 dated January 17, 2013. (see *Appendix G*)

## **6. EMPLOYEE EVALUATION**

### **6.1 Strategic Performance Management System**

CSC Circular no. 6, series of 2012 mandates the guidelines in the establishment and establishment of agency strategic performance system.

Pursuant thereto, MPSPC adheres to the principles of performance-based evaluations as evidenced by the college's Strategic Performance Management System (SPMS) assessed as functional by the Civil Service Mt. Province Field Office on September 2, 2014.

The College adopts a semi-annual performance evaluation period. For non-teaching staff, the rating period shall be January 1 to June 30 for the first semester and July 1 to December 31 for the second semester. For faculty members, their rating period shall be June 1 to October 31 for the first semester and November 1 to March 31 for the second semester.

For faculty members with designations in the academic sector, they shall follow the rating period of the faculty except for the second semester where their rating period shall extend up to May 31 of the academic year. For faculty members with designations which are administrative in nature, they shall follow both rating periods; the nonteaching rating period for their administrative functions and the faculty rating period for their instruction functions. The rating of these faculty members for each semester shall be the average of their ratings in both administrative and instruction functions (MSPSC-SPMS).

The SPMS provides that each unit and department prepares an Office Performance Commitment and Review (OPCR) which in turn is the basis for the Individual Performance Commitment and Review (IPCR).

Performance measures shall include any one, combination of, or all of the following general categories, whichever is applicable:

- a. Effectiveness/Quality
- b. Efficiency and
- c. Timeliness

A five-point rating scale, 5 being the highest and 1 the lowest, shall also be adopted expressed as:

Rating		Description
Numerical	Adjectival	
5	Outstanding	Performance represents an extraordinary level of achievement and commitment in terms of quality and time, technical skills and knowledge, ingenuity, creativity and initiative. Employees at this performance level should have demonstrated exceptional job mastery in all major areas of responsibility. Employee achievement and contributions to the organization are of marked excellence.
4	Very Satisfactory	Performance exceeded expectations. All goals, objectives and targets were achieved above the established standards.
3	Satisfactory	Performance met expectations in terms of quality of work, efficiency and timeliness. The most critical annual goals were met.
2	Unsatisfactory	Performance failed to meet expectations, and/or one or more of the most critical goals were not met.
1	Poor	Performance was consistently below expectations, and/or reasonable progress toward critical goals was not met. Significant improvement is needed in one or more important areas.

Performance ratings shall be used as a basis for promotion, training and scholarship grants and other personnel actions.

The complete and detailed guidelines are provided for in the MPSPC SPMS as approved.

Chapter 5 (Performance Evaluation System) in the MPSPC Faculty Manual is hereby repealed.

## **7. EMPLOYEE PRIVILEGES**

MPSPC, in appreciation of the services rendered by its employees provides the following privileges:

1. Free tuition fees, except laboratory fees, miscellaneous fees and developmental fees for employees and their children.
2. Allowances or bonuses subject to availability of funds.



3. Study leave benefit. (*Refer to the Faculty Manual/ Administrative Manual as may be applicable*)
4. In-service trainings.

The privileges above are subject to limitations as may be prescribed by existing and future issuances of oversight government agencies pertinent thereto.

## **8. OFFICIAL TRAVELS**

### **8.1 Approving Authority**

As authorized by the Board of Trustees, the College President may approve the travel of any College official, faculty member or non-teaching personnel on official business or official time to attend such activities as seminars, conferences, workshops, research studies, observation/study tours, and other worthwhile travel to promote or enhance the instructional, research, extension and production functions of the Polytechnic (*Section 1, Article 103 College Code*).

Local and foreign travel of officials and employees for less than 30 days and payment of travel expenses shall be approved by the College President.

### **8.2 Travel Expenses**

#### **8.2.1 Per Diem**

##### **a) Local Travel.**

The travel expenses of government personnel regardless of rank and destination shall be in the amount of eight hundred pesos (P800.00) per day which shall be apportioned as follows: a) fifty percent (50%) for hotel/lodging; b) thirty percent (30%) for meals and, c) twenty percent (20%) for incidental expenses.

##### **b) Foreign Travel**

Employees who travel abroad shall be entitled to the Daily Subsistence Allowance (DSA) as provided under the United National Development Program (UNDP) Index, which can be secured from the Department of Foreign Affairs. The DSA shall be apportioned as follows unless otherwise stated in the UNDP Index:

- a) fifty percent (50%) for hotel/lodging
- b) thirty percent (30%) for meals and
- c) twenty percent (20%) for incidental expenses.

When the country of destination is not listed in the said Index, the DSA for the nearest country shall be adopted.

### 8.2.2 Registration

The registration fee or charge for participation and convention, seminar, etc. shall not exceed P1,200.00/day for participant if such is sponsored by non-government organizations or private institutions. Any amount in excess of the prescribed rate shall be at the expense of the participant. (Section 20, NBC No. 486)

### 8.2.3 Entitlement to Expenses

#### a) Local Travel

Entitlement to travel expenses shall start only upon arrival at the place of destination and shall cease upon departure therefrom at the following percentage:

Particulars	Percentage	To Cover
Arrival not later than 12:00 noon	100%	Hotel/lodging (50%); meals (30%) and incidental expenses (20%)
Arrival after 12:00 noon	80%	Hotel/lodging (50%); meals (30%) and incidental expenses (20%)
Departure before 12:00 noon	30%	Breakfast (10%) and incidental expenses (20%)
Departure at 12:00 noon and later	40%	Breakfast (10%), lunch (10%) and incidental expenses (20%)

#### b) Foreign Travel

Entitlement to Daily Subsistence Allowance (DSA) shall start only upon arrival at the country of destination and shall cease upon departure therefrom at the following percentage:

Particulars	Percentage	To Cover
Arrival not later than 12:00 noon	100%	Hotel/lodging (50%); meals (30%) and incidental expenses (20%)
Arrival after 12:00 noon	80%	Hotel/lodging (50%); dinner (10%); and incidental expenses (20%)
Departure before 12:00 noon	30%	Breakfast (10%) and incidental expenses (20%)
Departure at 12:00 noon and later	40%	Breakfast (10%); lunch (10%); and incidental expenses (20%)

### 8.2.4 Reimbursement of Actual Travel Expenses

#### a) Local Travel

Claims for reimbursement of actual travel expenses in excess of the travel expenses authorized may be allowed upon certification by the President as absolutely necessary in the performance of an assignment and presentation of bills and receipts. Certification or affidavit of loss shall not be considered as appropriate replacement for the required hotel/lodging bills and receipts.

#### **b) Foreign Travel**

Subject to the approval of the President of the Philippines, claims for reimbursement of actual travel expenses in excess of the authorized DSA may be allowed upon certification by the College President as absolutely necessary in the performance of an assignment and presentation of bills and receipts. Certification of affidavit of loss shall not be considered as appropriate replacement for the required hotel room/lodging bills and receipts.

### **8.2.5 Rendition of Account on Cash Advances**

Within sixty (60) days after his return to the Philippines, in the case of official travel abroad, or within thirty (30) days of his return to MPSPC in the case of official local travel, every employee shall render an account of the cash advance received by him in accordance with existing applicable rules and regulations and/or such rules and regulations as may be promulgated by the Commission on Audit for the purpose. Refund of excess cash advance shall be made in Philippine currency. Payment of the salary of any official or employee who fails to comply shall be suspended until he complies therewith.

Every official or employee shall within thirty (30) days after his return submit a report with his recommendations, if any, on the conference or seminar attended, examination or mission undertaken to the College President. *(Note: Please refer to EO 248 as amended by EO 248Aa and EO 298 and COA Circular 2012-001)*

## **9. EMPLOYEE APPOINTMENT AND CATEGORIES**

### **9.1 Staff Classification**

The College shall maintain a teaching staff and an administrative staff, which although both differ in functions and responsibilities, both work together towards the same vision of bringing about a vibrant and dynamic Philippine educational center.

Appointments and promotions for faculty positions shall be in accordance with the *National Budget Circular No. 461 (Revising and Updating the Compensation and Position Classification for Faculty Positions Embodied in National Compensation Circular No. 69)* and its implementing rules and guidelines. *(see Appendix H)*

For administrative staff, MPSPC follows the Position and Compensations System established under R.A. 6758.

## **9.2 Promotions**

1. Employees of the teaching staff may be considered for promotion in accordance with the guidelines set forth by law (*CSC MC No. 19, s2005, Model Merit Systems for Faculty members of State Colleges and Universities and Local Colleges/Universities, CSC MC No. 15, s. 1992*; Policy on Promotion of Government Employees Who are on Scholarship Grants; and NBC 461 supplemented by the guidelines contained in the Faculty Manual of the College.
2. Employees of the administrative staff shall be promoted in accordance with the System of Ranking Positions and the Merit Selection and Promotion Plan for Non-teaching Staff of the College guided by *CSC-DBM Joint Circular No. 1 s.2012 on Rules and Regulations on the Grant of Step Increment/s Due to Meritorious Performance and Step Increment Due to Length of Service*.

## **9.3 Transfers**

The Revised Omnibus Rules on Appointments and other Personnel Actions (*CSC MC No 40, s.1998, as amended by MC No. 15, s. 1999, MC 17,s.2002/ Resolution No.021181 and MC 24,s.2002/Resolution No.021480*) defines transfer as the movement of an employee from one position to another which is of equivalent rank, level or salary without break in the service involving the issuance of an appointment.

1. When a vacancy cannot be filled by promotion of a qualified employee, preference may be given to filling the vacancy by transfer of a qualified employee who is willing to accept the new position.
2. When a vacancy is to be filled by transfer, the Personnel Selection Board of the College shall review the personnel files of all employees possessing the minimum qualifications for the position. Appointments shall be made on the basis of past performance, skill level and completion of appropriate training.
3. In the case of employees who are equal in performance and training, selection shall be made on the basis of longest continuous service.
4. The HRMO may post and advertise the position for external applicants, if the vacancy is not filled from campus-wide posting.

## **9.4 Staff Positions**

MPSPC seeks to attract the ablest individuals as faculty, staff and students. As a state college, MPSPC has legal obligations to develop and implement affirmative action programs for its teaching and administrative staff.

#### **9.4.1 Teaching Staff**

The teaching staff comprises the different positions as provided by Civil Service rules and circulars issued by the Department of Budget and Management (NBC 461) to wit:

College/University Professor  
Professor  
Associate Professor  
Assistant Professor  
Instructor

*(Please refer to the Faculty Manual)*

#### **9.4.2 Administrative Staff**

The administrative staff shall comprise those employees as embodied in the College Code, the Administrative Manual and those provided for by NBC 2004-3 (Conversion of Positions Performing Staff/Nontechnical Functions. (Appendix I)

### **10. EMPLOYEE RELATIONS**

#### **10.1 Nepotism**

CSC MC No. 53, s 1990 reclassifies nepotism as a grave offense punishable by dismissal.

1. As determined by the Governing Board, members of the immediate family of MPSPC employees will not be hired if:

a) One member would have the authority or practical power to supervise, hire, remove or discipline the other;

b) One member would be responsible for financially auditing the work of another;

c) One member would handle confidential material which might create the appearance of improper or inappropriate access to that material by the other.

If two employees in such positions become so related to one another, one must be transferred to another department where the reporting, auditing or supervisory relationship does not exist or where the employees are not reporting directly to the same supervisor.

If a transfer cannot be accomplished due to an unavailability of an open position, one of the employees must resign. The decision as to which employee will transfer or resign will be made in the first instance by the employee involved.

If the employees do not decide which employee will transfer or resign within 15 days after becoming related to one another, the President, with the approval of the Selection Board shall determine which employee will transfer or resign based on the best interest of MPSPC.

## **10.2 Conflicts of Interest**

MPSPC expects that employees will perform their duties conscientiously, honestly and in accordance with the best interests of the College. Employees must not use their position or the knowledge gained as a result of their position for private or personal advantage.

Conflicts of interest, real or apparent, the acceptance of gratuitous and outside employment relating to services normally provided by the College, is deemed to adversely affect employee performance and is therefore subject to disciplinary action.

No employee shall have any financial interest in any contract, service or other work performed by the College, nor personally benefit directly or indirectly from any contract, purchase, sale, or service between the College and any person or entity.

Further, *RA 6713 (The Code of Conduct and Ethical Standards for Public Officials and Employees and its Implementing Rules and Regulations)* mandates government employees to file statements, assets, liabilities and disclosure of business interests and financial connections.

## **10.3 Harassment**

MPSPC prohibits any form of physical, verbal, or sexual harassment of any of its employees in the work place by any person.

Also, MPSPC adopts the Policy on Sexual Harassment in the Workplace (CSC *MC No. 19, s. 1994*) and the *Implementing Rules and Regulations on RA 7877 ( An Act Declaring Sexual Harassment Unlawful in the Environment, Education or Training Environment and for Other Purposes)*.

All actions taken to resolve complaints of harassment shall be confidential. Retaliatory action against an employee who charges harassment will be subject to appropriate sanctions, up to and including termination.

## **11. Amendment**

For purposes of congruency and relevance, this manual may be amended through the recommendation of the Director of Supply and Property Management to the College President who will endorse the same for the deliberation and subsequent approval of the Administrative Council.

## **12. Repealing Clause**

All other guidelines of the same purpose, issued in full or in part by the College, if any, contrary to or inconsistent with any provisions of this manual is hereby repealed, modified or amended accordingly.

## **13. Separability Clause**

If there are any provisions in this manual, or application of such provisions to any circumstance, is found to be invalid and unlawful, the other provisions not affected thereby shall remain valid and subsisting.

## **14. Effectivity**

The provisions of this manual shall take effect upon the approval of the Board of Trustees.



## **MESSAGE FROM YOUR HUMAN RESOURCES MANAGEMENT OFFICE**

Mountain Province State Polytechnic College (MPSPC) endeavours to maintain unwavering, competent human resources who are well-informed on all employment matters and provide employees with impartial opportunities for growth, expression of ideas, work fulfilment and recognition for their contributions to the achievement of the Vision, Mission, Goals and Objectives of the College and the HERITAGE program of the Administration.

The Office of the President, in recognition of the aforesaid, have engaged the Human Resources Management Office of the Mountain Province State Polytechnic College (MPSPC) to prepare this Personnel Manual to provide relevant and necessary particulars related to working at this State-run institution of higher education.

The provisions of this personnel policy manual will be applied without favor and prejudice. Considerations may be warranted when employees' interests are at stake provided that the integrity of MPSPC will not be compromised, but should not be assumed to establish precedents. From time to time, we will revisit this manual to make way for adjustments based on updates supported by issuances from the Civil Service Commission (CSC), the Department of Budget and Management (DBM) and other relevant government agencies.

The policies and procedures contained in this manual are intended to guide faculty and staff on their rights and privileges. It is a living document, and will change as the socio-political milieu of MPSPC changes. Information contained in this manual is of present-day application.

**ROGELIO K. BALCITA, JR.**  
*Vice President for Administration and Finance/  
Director for Human Resources Management*



***“Knowledge is of two kinds. We know a subject ourselves, or we know where we can find information upon it.”***

*Samuel Johnson*

*This Manual is a Property of*  
**MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE**  
*No portion of this Manual shall be reproduced or copied in whole or  
in part without the written and expressed permission of the  
Mountain Province State Polytechnic College*

**2015**