



COLLEGE CODE

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The College Code

Chapter I Executive Summary

Innate for the Institutional Codes of Higher Education Institution is the flexibility and susceptibility to change in order to adapt to the dynamism of education. Periodically, such codes need to consider current trends, issues, educational reforms and challenges that face the academe.

For the MPSPC, the revision of the MPSPC Code considered pertinent laws, decrees, circulars, letter of instructions, memorandum orders, and other important issuances by the President of the Philippines, the Civil Service Commission, the Commission on Higher Education, the Department of Budget and Management. It also considered the MPSPC College Development Plan and the HERITAGE Program of the current leadership of Dr. Rexton F. Chakas. Towards the realization of the College VMGO through the core functions of Research and Extension, Instruction and Production, the following major changes were instituted:

1. Inclusion of the Revised Organizational Chart as a necessary annex of the College Code;
2. Inclusion of the following offices under the office of the President:
 - 2.1. Director for Institutional Quality Assurance
 - 2.1.1. Coordinator for Program Accreditation
 - 2.1.2. Coordinator for HR Accreditation
 - 2.1.3. Coordinator for Centers of Development
 - 2.2. Chief, Internal Audit Unit
3. Inclusion of the unit for the Resource Generation Sector headed by the Vice President for Resource Generation and the offices under it:
 - 3.1. Director for Grants and Linkages
 - 3.2. Director for Production & Entrepreneurial Affairs
 - 3.3. Coordinator for Intellectual Property Rights
4. Reformatting of some Sections under each article concerning personnel designations for common presentation in the Code.

Main Article. The position
Section 1. General function.
Section 2. Specific functions arranged according to the bulk of the tasks assigned.
Section 3. General qualifications.
Section 4. Term of office
5. Change of designation title for the following:
 - 5.1. College Cashier to Chief, Cashiering
 - 5.2. Budget Officer to Chief, Budgeting
 - 5.3. College Accountant to Chief, Accounting

The change was effected as a result of the rationalization of government offices, and their plantilla positions were made generic to Administrative Officer V (5.1 and 5.2)
6. Change of some designations of unit heads as Directors

The naming of unit heads as directors is a common practice for SUCS as implied by several directives. Moreover, the adoption of this by MPSPC is part of the College's image building and impression management efforts. The current leadership faces the challenge of reinventing the image of the institution; hence the emphasis on this is important as the position lends prestige. The RATA of these directors will be subject to pertinent government rules.

Article 1 - Title, Coverage, and Interpretation

Section 1. This Code shall be known as "**Code of the Mountain Province State Polytechnic College**" also known as the "**MPSPC Code.**"

Section 2. The Code shall govern and apply to Mountain Province State Polytechnic State College.

Section 3. The Code shall be liberally construed in favor of the principles and policies of the Mountain Province State Polytechnic College.

Article 2 - Declaration of Principles

Section 1. The Mountain Province State Polytechnic College is a public education institution established by virtue of Republic Act No. 7182.

Section 2. The Mountain Province State Polytechnic College aims to "provide higher professional, technical and special instructions for special purposes and to promote research and extension services, advance studies and progressive leadership in agriculture, education, forestry, engineering, arts, sciences, humanities and other fields as may be relevant." To carry out its objectives, the Polytechnic shall offer graduate and undergraduate courses in the foregoing fields of areas of specialization as the Board of Trustees may deem necessary. It shall also offer ladderized curricular programs especially in the technological and industrial degree courses.

Section 3. The Mountain Province State Polytechnic College shall enjoy academic freedom.

Section 4. The powers of the College, in addition to those provided for in the Constitution of the Republic of the Philippines, shall be those provided for by the Charter, pertinent provisions of the Corporation Law and the Administrative Code, and such others as may hereafter be provided by law.

Article 3 - Seal and Colors (BOT Res. No. 07, s. 1993)

Section 1. The seal of the College consists of the circles, between the outer and middle circles is inscribed the name of the institution, "MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE" and "1992", representing the year it became a state college. Between the middle and the inner circles is a gear representing science and technology with six teeth that stand for the five provinces and one city in the Cordillera. Inside the innermost circle is a mountain chain that stands for the ten municipalities of the Mountain Province that comprise the immediate service areas of the Polytechnic. The rice terraces represent the culture and characteristics of the people while the pine trees represent the five major tribes in the Mountain Province.

The fire represents the State College, fueled by the four pieces of wood that represent the four campuses of the College. The Chico River represents continuity of the services of the College while the rock represents the State

College as a solid foundation for development in terms of its four-fold functions of instruction, research, extension and production.

Section 2. The College color is green that represents freshness and life. In addition, each campus shall adopt a campus color. Bontoc and Mount Data campuses use green while Tadian campus shall adopt maroon.

Chapter II THE GOVERNMENT OF THE COLLEGE THE BOARD OF VISITORS

Article 4. - Composition and Special Function

Section 1. The Board of Visitors of the Polytechnic shall be composed of the President of the Republic of the Philippines, the Vice President of the Republic of the Philippines, the Senate President, the speaker of the House of Representatives, and the representative of Mountain Province to Congress.

Section 2. The Board of Visitors of the College shall make visits to the Polytechnic at such time and date as they determine or deem proper, to examine the property, courses of study, and discipline, accounts and general conditions of the Polytechnic.

Chapter III THE BOARD OF TRUSTEES

Article 5 - Composition

Section 1. The Board of Trustees of the Polytechnic shall be composed of the following:

- a) The Chairman of the Commission on Higher Education (CHED) as Chairman;
- b) The President of the College;
- c) The Chairman of the Committee on Education of the Senate, Congress of the Philippines, as member;
- d) The Chairman of the Committee on Higher and Technical Education of the House of Representatives, Congress of the Philippines, as member;
- e) The Regional Director of the National Economic Development Authority (NEDA) of the Cordillera Administrative Region;
- f) The President of the duly recognized Faculty Federation (FF);
- g) The President of the Supreme Student Council who shall be known as the Student Trustee (ST), provided, that in the absence of a student council president or student representative elected by the student council, the university or college shall schedule one (1) week for the campaign and election of a student representative as member;
- h) The President of the Alumni Federation;
- i) Two (2) prominent citizens representing the private sector who have distinguished themselves in their professions or fields of specialization chosen from among a list of at least five (5) persons qualified in the city or the province where the school is located, as recommended by the search committee constituted by the President in consultation with the Chairman of the CHED based on the normal standards and

qualifications for the position as members;

j) The Regional Director of the Department of Science and Technology (DOST) in case of science and technological colleges; or the Regional Director of the Department of Agriculture (DA) in case of agricultural colleges; or both Regional Directors of DOST and Agriculture in case of a combined Technological and Agricultural College; and/or the Secretary of Education for an Autonomous Region. (Sec. 3a, RA No. 8292).

Section 2. The presidents of the faculty and alumni association and the Student Trustee shall sit in the Board until the expiration of their term of office in such capacities. The prominent citizens shall serve for a term of two (2) years and may be reappointed for another term only (Sec. 3b, RA 8292).

Section 3. The Secretary of the Polytechnic shall be appointed by the College President and confirmed by the Board of Trustees. He shall also be the Secretary of the Board of Trustees. The Board Secretary so appointed shall, among others, keep all the records and the minutes of the proceedings of the GB and shall communicate to the Chairman, Vice-Chairman and members of the GB notice of all regular meetings, special sessions and other undertakings of the GB. (Sec 14, RA 7182; Sec. 33, Rule VIII, IRR-RA No. 8292).

Article 6 - Powers and Duties

Section 1. The governing body of the Polytechnic shall be the Board of Trustees.

Section 2. The chairman shall preside over all meetings of the Board. No regular meetings or special sessions of the Board of Trustees shall be validly held or could legally occur without the presence of either the CHED chairman who is the chairman of the Board of Trustees or his duly designated chair, or the College President who is the vice chairman.

Section 3. On the fifteenth (15th) day of the second month after the opening of regular classes each year, the College President shall file with the Office of the President of the Philippines through the Chairman of CHED and to both the Senate and House of Representatives a detailed report on the progress, conditions and needs of the Polytechnic (Sec. 14, RA 8292).

Section 4. The following are the powers and functions of the MPSPC Board of Trustees as defined in Sections 7 and 8 of the Republic Act No. 7182 creating the Mountain Province State Polytechnic College and Section 4 of RA 8292:

4.1. The Board shall promulgate and implement policies in accordance with the declared State Policies on education, science and technology, arts, culture and sports (Sec 7, RA 7182);

4.2. The Board shall have the following specific powers and duties in addition to its general powers of administration and the exercise of all powers granted to the Board of Directors of a corporation under existing laws:

a. To enact rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the Polytechnic;

- b.** To receive and appropriate all sums as may be provided, for the support of the Polytechnic, in the manner it may determine, in its discretion, to carry out the purposes and functions of the Polytechnic
- c.** To receive in trust legacies, gifts and donations of real and personal properties of all kinds and to administer and dispose of the same when necessary for the benefit of the Polytechnic and subject to the limitations, directions and instructions of the donor if any;
- d.** To fix the tuition fees and other necessary school charges such as but not limited to matriculation fees, graduation fees and laboratory fees as the Board may deem proper to impose after due consultations with the involved sectors;
- e.** To adopt and implement a socialized scheme of tuition and schools fees for greater access to poor but deserving students;
- f.** To authorize the construction or repair of its buildings, machineries, equipment and other facilities and the purchase and acquisition of real and personal properties including necessary supplies, materials and equipment. Purchases and other transactions entered into by the Polytechnic through the Board shall be exempt from all taxes and duties;
- g.** To confirm appointments/designations of vice presidents, deans, directors, heads of departments, faculty members and other officials and employees of the Polytechnic made by the President of the Polytechnic;
- h.** To fix and adjust salaries of faculty members and administrative officials and employees subject to the provisions of revised compensation and classification system and other pertinent budget compensation laws; to grant them, at its discretion leaves of absence under such regulations as it may promulgate and remove them for cause in accordance with the requirements of the process of law;
- i.** To approve the curricula, institutional programs and rules of discipline drawn by the Administrative and Academic councils;
- j.** To set policies on admission and graduation of students;
- k.** To confer degrees upon successful candidates for graduation, to award honorary degrees upon persons in recognition of their outstanding contribution in the fields of education, public service, arts, sciences and technology or in any field of specialization and to authorize the award of certificates for completion of non-degree and nontraditional courses;
- l.** To establish branches in Mountain Province, if and when it becomes essential and necessary where there is no existing school offering similar programs or courses, to promote and carry out equal access to education opportunities as mandated by the Constitution; and
- m.** To establish professorial chairs in the Polytechnic and to provide fellowships for qualified faculty members and scholarships to deserving students.

- n.** To delegate any of its powers and duties provided to the president and/or any other officials of the Polytechnic as it may deem appropriate so as to expedite the administration of the affairs of the Polytechnic;
- o.** To authorize an external management audit of the Polytechnic, to be financed by the CHED and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;
- p.** To collaborate with other governing boards of state universities and colleges within the province or the region, under the supervision of CHED, and in consultation with DBM, the restructuring of said colleges and universities to become more efficient, relevant, productive and competitive;
- q.** To enter into joint ventures with business and industry for the profitable development and management of the economic assets of the Polytechnic, the proceeds from which to be used for the development and strengthening of the Polytechnic;
- r.** To develop consortia and other forms of linkages with local government units, institutions and agencies, both public and private, local and foreign, in furtherance of the purposes and objectives of the institutions;
- s.** To develop academic arrangements for institution capability building with appropriate institutions and agencies, public or private, local or foreign, and to appoint experts/specialists as consultants or visiting or exchange professors, scholars, researchers, as the case may be.
- t.** To set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual system, open learning, community laboratory, etc., for the promotion of greater access to higher education;
- u.** To establish policy guidelines and procedures for participative decision-making and transparency within the institution;
- v.** To privatize, where most advantageous to the Polytechnic, the management and non-academic services such as health, food, building or grounds or property maintenance and similar other activities; and
- w.** To extend the term of the president of the College beyond the age of retirement but not later than the age of seventy (70), whose performance has been unanimously rated as outstanding and upon unanimous recommendation by the search committee for the president of the College.

Article 7 - Meetings [Secs 12-13, Rule IV, IRR-RA No. 8292]

Section 1. The Governing Board may hold either regular meetings or special sessions. The regular meetings must regularly held at least once every quarter. The frequency over and above the minimum stated hereof, and the date and venue of regular meetings of the GBs shall be determined by the GB

itself provided that only four (4) regular' meetings and two (2) special meetings shall be granted the authorized allowance.

Section 2. Special sessions of the Governing Board may be held only upon the call of its Chair or Vice-Chair provided that the members of the Board have been duly notified in writing of the said special session three (3) days before its holding.

Members of the Board who believe that a special session should be conducted may petition in writing the Chair or Vice-Chair accordingly.

Section 3. The President of a chartered SUC shall be responsible for making the necessary preparations to ensure the smooth holding of its GB's regular meetings or special sessions.

Section 4. A majority of all the members of the GBs holding office at the time of its regular meeting or special session shall constitute a quorum for the said regular meeting or special session.

Section 5. No regular meetings or special sessions of the GBs, however, shall be validly held or could legally occur without the presence of either the CHED Chairman who is the Chairman of the Board or the CHED Commissioner as the duly designated Chair, or the President of the chartered SUC who is the Vice-Chairman thereof.

Chapter IV THE ADMINISTRATIVE COUNCIL

Article 8 - Officers and Members

Section 1. There shall be an Administrative Council with the College President as chairman, the vice-president, deans, directors, and other officials of equal rank as members. It is the duty of the Council to review and recommend to the Board of Trustees policies governing the administration, management and development planning of the College for appropriate action and implement those which are approved by the Board. (Sec. 12, R.A. No. 7182 and Sec. 9, RA 8292). The College Secretary shall serve as the Secretary of the Administrative Council.

Section 2. The President of the Faculty and the Employees Association shall be a member of the Administrative Council without voting power.

Article 9 - Powers and Duties

Section 1. The Administrative Council has the duty and responsibility to prepare, recommend, and promulgate general administrative policies governing personnel, financial management, real and other properties, development planning, and other aspects of institutional management, subject to the approval of the Board of Trustees

Section 2. All administrative and other related issuances promulgating policies on personnel matters, administrative/financial management and development planning shall first be discussed and recommended by the Council and approved by the Board of Trustees before these are issued or promulgated.

Section 3. It shall promulgate rules and regulations on student and faculty discipline. Disciplinary sanctions shall be discussed first by the Grievance Committee and presented for approval of the Council.

Section 4. It shall be the duty of the Council Secretary to issue notice for and agenda of meetings. He shall keep the minutes of meetings and other records as may be determined by the Council Chairman.

Article 10. - Meetings

Section 1. Unless otherwise set or rescheduled, the Administrative Council shall meet regularly on the first week of each month. The Chairman may call for special meetings whenever necessary.

Article 11. - Quorum

Section 1. All members of the Administrative Council shall be required to attend all meetings of the Council.

Section 2. A simple majority of the Administrative Council members shall constitute a quorum.

Chapter V
THE ACADEMIC COUNCIL

Article 12 - Composition

Section 1. There shall be an Academic Council with the President of the College as Chairman and all members of the instructional staff with the rank of not lower than assistant professor as members (Sect. 10, RA No. 8292).

Section 2. The College Secretary shall be the Secretary of Academic Council.

Article 13 - Powers and Functions

Section 1. The Academic Council shall have the power to review and recommend the curricular offerings and rules of discipline of the College subject to the appropriate action of the Board of Trustees. (Sec. 10, RA 8292)

Section 2. It shall fix the requirements for admission of students as well as for graduation and conferment of degrees subject to the review and/or approval by the Board through the President of the College. (Sec. 10, RA 8292)

Section 3. It shall have disciplinary power over the students through the president within the limits prescribed by the rules of discipline as approved by the Board. (Sec. 13, R.A.7182).

Section 4. It shall recommend students and other deserving individuals to be confirmed academic degrees or be recipients of awards for approval to the Board of Trustees.

Section 5. The Council shall advise the President on matters of academic policies.

Article 14 - Meetings

Section 1. The Academic Council shall meet twice a semester, preferably at the beginning and at the end of each term, but the chairman may call for special meetings as may be deemed necessary.

Section 2. The Secretary of the Council shall issue notice for and agenda of meetings upon instruction of the Chairman. He shall keep records of the minutes of such meetings and other records as may be determined by the Council Chairman.

Chapter VI
OFFICERS OF THE ADMINISTRATION AND THEIR FUNCTIONS

Article 15 - Composition

Section 1. The officers of the administration shall be the College President, Vice Presidents, Assistants to the President, Deans, Directors, Administrative Officer, Chief Administrative Officer, College and Board Secretary, Accountant, Legal Officer, Human Resources and Management Officer, Budget Officer, Cashier, Supply Officer, MIS/Planning Officer and such other officials as may be determined necessary by the President and the Board.

Article 16 - The College President

Section 1. The administration of the College shall be vested in the president who shall render full-time service. He shall be appointed by the Board of Trustees, upon the recommendation of a duly constituted search committee. He shall have a term of four (4) years and shall be eligible for reappointment for another term. (Sec. 6, RA 8292)

In case of vacancy by reason of death, resignation, removal for cause or incapacity of the president to perform the functions of the office, the Board shall have the authority to designate an officer-in-charge pending the appointment of a new president.

In case of vacancy in the office of the president as mentioned in the immediately preceding paragraph, his successor shall hold office for the unexpired term.

Section 2. Functions and responsibilities of the President;

2.1. He shall be the chairman of the Administrative and Academic Councils. He shall have the power and duty to determine and prepare the agenda of all meetings of the Board of Trustees, Administrative Council and Academic Council. Any member of the Board and Councils, however, is entitled to have any pertinent matter included in the agenda.

2.2. He shall carry out the general administration and supervision of all business, financial and academic operations of the College which shall include, but not limited to the following:

2.3. Repair of its building and machineries;

2.4. Construct buildings of the Polytechnic, with prior approval of the Board;

2.5. Purchase and acquire real properties, with prior approval of the Board;

2.6. Purchase and acquire supplies, materials, and equipment requested by any member of the faculty and personnel of the Polytechnic for instructional, research, extension and other Polytechnic functions observing government procurement, accounting and auditing procedures,

2.7. He shall have general administration and supervision of all personnel of the Polytechnic;

2.8. Carry out all policies laid down by the Board of Trustees in accordance to existing policies and rules. He shall undertake, direct and assign the details of an Executive action;

- 2.9.** He shall preside at commencement and other public exercises of the Polytechnic, and confer such degree and honors as are granted by the Board of Trustees. All diplomas and certificates issued by the Polytechnic shall be signed by him.
- 2.10.** He shall exercise the powers and functions delegated to him as authorized by the Board of Trustees;
- 2.11.** He shall have the authority to grant service credits to faculty members who are on teacher-leave basis for services rendered outside of working days, based on their work output and on the number of hours of actual work rendered subject to the policies approved by the Board of Trustees and Civil Service laws and regulations;
- 2.12.** He shall submit annual report to the Board of Trustees on the accomplishments of the preceding year and the needs of the Polytechnic for the next year on or before the 15th day of July of each year;
- 2.13.** He shall propose an annual budget of the Polytechnic presented and approved by the Board of Trustees;
- 2.14.** He shall have the authority to request any secondary or elementary school in the region or in any part of the country as a training or laboratory school of the Polytechnic in consultation with the school administration concerned;
- 2.15.** He shall sign and implement in behalf of the Polytechnic any contracts, deeds and other instruments to advance or enhance the accomplishments of the functions and/or objectives of the Polytechnic with prior authority of the Board;
- 2.16.** He shall, with authority of the Board, have the authority to accept the resignation, retirement and leaves of absence with or without pay of members of the faculty and non-teaching staff;
- 2.17.** He shall have the authority to grant, deny or extend the fellowship, training grants as specified in the contract;
- 2.18.** He shall appoint all personnel of the College subject to the confirmation of the Board
- 2.19.** He shall authorize transfer of personnel to another unit in the exigency of service;
- 2.20.** He shall appoint qualified members of the faculty as fellows of the Polytechnic, either full or partial to enable them to pursue graduate studies in the country or abroad. As such, he shall fix the financial assistance to any fellow in accordance with the rules and regulations promulgated by the Board of Trustees;
- 2.21.** He shall supervise and control through the Director of Student Affairs, all extra-curricular activities and organizations of students. In accordance with existing regulations, he shall issue adequate safeguards for the operation of student organizations and other student activities;
- 2.22.** He shall approve promulgated rules as deemed necessary for the safekeeping and proper disbursements of student funds of all student organizations officially recognized by the College;
- 2.23.** He shall initiate production activities to generate funds to augment the annual budget;

2.24. He shall exercise other powers, functions and authorities inherent to the position granted by RA 7182 and other laws, order or directives.

Article 17 - The Offices under the College President

Section 1. The Offices under the College President shall be:

- 1.1.** Vice Presidents (VP for Administrative and Finance, VP for Resource Generation, VP for Academic Affairs, VP for Research Development and Extension)
- 1.2.** College/Board Secretary
- 1.3.** Legal Officer
- 1.4.** Director for Planning and Development Office
- 1.5.** Director for Management Information Systems
- 1.6.** College Engineer
- 1.7.** Director for Institutional Quality Assurance
- 1.8.** Chief, Internal Audit Unit
- 1.9.** Affiliate Agencies

Article 18 - The College Vice Presidents

Section 1. There shall be four vice presidents of the college namely, Vice President for Academic Affairs (VPAA), Vice President for Administration and Finance (VPAF), Vice President for Research Development and Extension (VPRDE), and Vice President for Resource Generation (VPRG) to assist the president in the over-all management of the College.

Section 2. The Vice Presidents serve at the discretion of, and report directly to the College President, who shall expand or contract the scope of their functions, duties and responsibilities and privileges for the best interests of the College.

Section 3. He shall be assisted by directors under him, the specifics of which will be spelled out in his sector's manual. In the case of the Vice President for Administration and Finance- the Administrative Manual; For the Vice President for Academic Affairs- the Academic Manual; For the Vice President for Research Development and Extension- the Research and Extension Manuals; For the Vice President for Resource and Generation- the Resource Generation Manual.

Article 18A-Vice President for Academic Affairs

Section 1. The Vice President for Academic Affairs shall be appointed by the Board of Trustees upon the recommendation of the College President.

Section 2. Except when appointed to a plantilla position, the term of office shall be three years without prejudice to re-designation.

Section 3. He shall:

- 3.1.** Assist the College President and supervise the activities of the Academic services;
- 3.2.** Formulate and implement a program to oversee the implementation of academic programs in the undergraduate and graduate levels;

3.3. Ensure efficient compliance with oversight agencies' directives, norms and standards in the implementation of College Development Programs;

3.4. Facilitate review and updating of policies, conduct a continuing assessment of systems and procedures and ensure smooth flow of operations in the organization at all levels in the Academic Sector;

3.5. Establish higher education linkages with development partners and do high level liaison work and initiate alternative development models;

3.6. Perform other functions as may be required by higher authorities from time to time.

Article 18B – Vice President for Administration and Finance

Section 1. There shall be a Vice President for Administration and Finance to be appointed by the Board of Trustees upon the recommendation of the College President.

Section 2. Except when appointed to a plantilla position, the term of office shall be three years without prejudice to re-designation.

Section 3. He shall:

3.1 Responsible for the implementation of the administrative finance and management related services programs, rules and policies of his orders and memoranda.

Continuously review and evaluate administrative, finance management operation and recommend solutions for the improvement of systems towards the realization of the College VMGO's.

Article 18C – Vice President for Research Development and Extension Services

Section 1. The Vice President for Research Development and Extension Services shall be appointed by the Board of Trustees upon the recommendation of the College President.

Section 2. Except when appointed to a plantilla position, the term of office shall be three years without prejudice to re-designation.

Section 3. He shall:

3.1. Assist the President in the overall administration and management of research, development, and extension towards the attainment of the VMGO of the College.

Article 18D - Vice President for Resource Generation

Section 1. There shall be a Vice President for Resource Generation to be appointed by the Board of Trustees upon the recommendation of the College President.

Section 2. Except when appointed to a plantilla position, the term of office shall be three years without prejudice to re-designation.

Section 3. He shall:

3.1. Conceptualize and implement the blueprint for the new directions of the Resource Generation of the College;

- 3.2.** Initiate the development of important new business functions as new sources of revenue, while fully optimizing the existing resources of the college;
- 3.3.** Lead the overall strategy to support aggressive revenue targets to advance the College's production mandate;
- 3.4.** Perform high level and extensive networking/ linking with individuals, institutions and external stakeholders including alumni and potential investors, local and international;
- 3.5.** Ensure and enhance the interconnectedness of the other sectors of the college in order to create seamless coordination and mutual support for income related directions.
- 3.6.** Perform other duties as may be assigned by the College President.

Article 19 - The Administrative Officer

Section 1. The Administrative Officer shall assist the Office of the President and the Vice President in the management/administrative operations of the college.

Section 2. He shall:

- 2.1.** Help review and check documents pertinent to the implementation of laws, policies, plans, programs and rules and regulations governing general administration and support services;
- 2.2.** Coordinate with the Office of the Director for Human Resources , Records, Property and Supply Management, Accounting, Budgeting, Cashiering, General Services, Security Services, Land Reservation, and the Staff Officer under the President in order to promote efficiency and effectiveness of service;
- 2.3.** Attend to all administrative actions which are in consonance with established policies, orders, instructions and regulations;
- 2.4.** Develop plans, programs and activities for employee work enhancement and better administration of the office;
- 2.5.** Do high level liaison work; and
- 2.6.** Perform such other functions as may be assigned by the President or the Vice President.

Article 20 - Chief Administrative Officer

Section 1. The Chief Administrative Officer shall make a continuous, up-to-date analysis and review of the financial conditions of the Polytechnic and inform/advise the President, Vice President, Deans, Directors, and Department Chairman of such conditions.

Section 2. He shall closely coordinate with offices/agencies having something to do with approval/release of budget or fund allocations.

Section 3. He shall supervise/prepare the annual, supplementary, special budgets and plantilla of the College. In this connection, he shall:

- 3.1.** Come up with a good budget estimate reflecting the actual needs of the Polytechnic College;
- 3.2.** Submit good work and financial plans;
- 3.3.** Prepare and consolidate supporting justification and explanation for the budget;

- 3.4. Supervise the distribution and allocation of funds to various project units;
- 3.5. Attend budget hearings and justify budget proposals;
- 3.6. Prepare financial and cost data analysis, make representations for the release of funds, and perform such other related work.

Article 21 - Director for Human Resources

Section 1. The Director for Human Resources shall be responsible for personnel management and maintenance of effective liaison with the Civil Service Commission and other offices.

Section 2. The Director for Human Resources shall:

- 2.1. Assist and advise the College President, Deans, and Department heads on matters concerning appointment, promotion, and other related information;
- 2.2. Assist and advise the deans and department heads 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;
- 2.3. See to it that requirements, selection and appointment of personnel are in accordance with rules and regulations;
- 2.4. Undertake personnel programs and keep the CSC and department heads informed about such programs as trainings, scholarships and other personnel development programs;
- 2.5. Undertake periodic performance evaluation of all personnel
- 2.6. Maintains a complete up-to-date personnel information system; and
- 2.7. Perform such other functions as Board of Trustees or the College President may require.

Article 22 - Director for Records and Archives

Section 1. All records functions in the Polytechnic shall be centralized at the Records Office in order to bring about economy in time, efforts and materials.

Section 2. The Records Officer shall:

- 2.1. Maintain and Control vital documents and essential records;
- 2.2. Monitor the flow of incoming and outgoing correspondence upon receipt and their disposition;
- 2.3. Service the reference requirements of management, including the general public following up matters or inquiring information;
- 2.4. Makes records available for the information and planning officer;
- 2.5. Insure the proper storage of inactive records and prompt disposal of obsolete and valueless ones; and
- 2.6. Perform such other related work or as may be directed by the College President and vice president

Article 23 - Chief, Accounting

Section 1. The Chief Accountant, head of the Accounting Office, shall keep records of financial transactions of the College and shall prepare financial reports for review by higher authorities.

Section 2. The Chief Accountant shall:

- 2.1.** Serve as technical adviser in financial and budgetary matters;
- 2.2.** Prepare financial reports as required and as may be directed by proper authorities;
- 2.3.** Monitor the settlement of suspensions and disallowances;
- 2.4.** Assist in the preparation of budget estimates and attend budget hearings;
- 2.5.** Implement administrative and financial policies regarding control of allotments, expenditures and revenue from the different departments of the college;
- 2.6.** Facilitate the preparation and processing of claims;
- 2.7.** Verify posting of cash advances, disbursements, collection of revenues and deposits;
- 2.8.** Maintain discipline and efficiency of accounting personnel; and
- 2.9.** Perform such other related work as may be directed by higher authorities.

Article 24 - Chief, Cashiering

Section 1. The Chief for Cashiering shall be responsible in the supervision of accounts for receipt, custody and disbursement of funds.

Article 24A - Chief, Budgeting

Section 1. The Budget Office shall be headed by the Chief for Budgeting (Administrative Officer V).

Section 2. He shall:

- 2.1** Develop and improve budgetary methods, procedures and justifications;
- 2.2** Provide budgetary allocation, subject to budgetary ceiling to the different departments/units/divisions in support of the College Operations, plans and programs;
- 2.3** Prepare annual and financial work plan;
- 2.4** Allocate available funds to programs and projects on the basis and approved guidelines and priorities;
- 2.5** Review performance reports to determine conformity with set standards;
- 2.6** Prepare financial report for management's guidance as required by higher authorities;
- 2.7** Perform other functions as required by higher authorities.

Article 25 - Director for Supply and Property

Section 1. The Property and Supply Management Officer shall be responsible for the supervision and coordination of supply and property activities in the College.

Section 2. The Property and Supply Management Officer shall:

- 2.1.** Prepare an efficient and functional procurement program, maximizing resources, observing prudence and promptness on the issuance of various supplies, materials and equipment;
- 2.2.** Design and implement a program that will monitor the inventory and documentation of supplies, materials and equipment;

- 2.3.** Plan, direct, and supervise the work of the supply officers and technical and clerical personnel engaged in the receipts, control and issuance of supplies;
- 2.4.** Implement objectives, rules and regulations pertaining to supply management;
- 2.5.** Prepare and submit periodic, annual and other required reports on supplies and property inventory;
- 2.6.** Consolidate and submit annual procurement programs on supplies, materials and equipment;
- 2.7.** Account for all office equipment and supplies, act as custodian of all records of property and conduct periodical inventory thereof,
- 2.8.** Coordinates with the G.S.O. with regards repair of facilities and also sees to it that all running service vehicles are properly maintained to ensure passenger's safety, and
- 2.9.** Perform such other related work and as directed by higher authorities.

Section 3. In the absence of a Property and Supply Management Officer, the Supply Officer at the Bontoc Campus shall act as the PSM Officer-in-Charge.

Section 4. The Property and Supply Offices in the campuses shall be manned by storekeepers.

Article 26 - College and Board Secretary

Section 1. There shall be a Secretary of the College who shall be appointed by the Board upon the recommendation of the College President. He shall also be the Secretary of the Board and shall keep records of the College as may be determined by the Board. (Sec. 14, R.A. 7182).

Section 2. As Board Secretary, he shall:

- 2.1.** Prepare the agenda, as directed by the President for all regular and special meetings of the Board, deliver the agenda to the Chairman/Member thereof at least ten (10) days before each scheduled meeting;
- 2.2.** Write out the transcription of the minutes of each meeting; have the same minutes attested to by the Chairman/Presiding Officer;
- 2.3.** Prepare and pass referenda for action by the Trustees;
- 2.4.** Prepare and issue excerpts of minutes and/or certification on certain policies promulgated by the Board; and
- 2.5.** Keep custody of all records of policies/actions approved by the Board of Trustees.

Section 3. As College Secretary, he shall:

- 3.1.** Act as secretary to the administrative council, academic council, and other bodies such as committees as may be created by the Polytechnic;
- 3.2.** Issue notices for meetings of such councils or committees, and take down the minutes of the proceedings thereof;
- 3.3.** Prepare memoranda, circulars, bulletins and other official communications;
- 3.4.** Inform the college employees on various policies, rules and regulations promulgated by the Board of Trustees or by the Councils as approved by the Board;

3.5. Keep custody of classified records, issue excerpts of or certification of action upon request of authorized employees or officials, and

3.6. Perform such other functions as may be directed by the College President.

Article 27 - The Director for General Services

Section 1. The General Services Office which is responsible for the general maintenance, repair and supervision of buildings, grounds, facilities and other physical structures of the College shall be headed by a Director for Supply and Property.

Section 2. He shall be responsible for the establishment of different boundary lines and technical description of the land holdings of the College, and initiate proper utilization and acquisition of land needed for various programs.

Section 3. The Director for General Services shall at least be an Assistant Professor or its Civil Service Equivalent, and possesses special training or work experiences along his line of responsibility.

Section 4. He shall serve for a term of three years without prejudice to re-designation.

Article 28 - Director for Sports and Athletic Affairs

Section 1. The Director for Sports and Athletic Affairs shall perform leadership, managerial and administrative functions related to physical education and sports and other allied activities.

Section 2. The Director for Sports and Athletic Affairs shall:

2.1. Supervise the development, maintenance and upgrading of sports activities;

2.2. Recommend the purchase of athletic equipment, supplies, and materials;

2.3. Act as technical consultant in the lay-out and construction of sports infrastructure and facilities;

2.4. Network with other agencies in local, regional or national level for better implementation of sports program;

2.5. Coordinate sports activities in the campuses through the sports/athletic coordinators under him.

2.6. Perform other functions assigned by the College President

Section 3. He shall at least be a holder of an appropriate master's degree in physical education and with at least five years of teaching experience in physical education,

Section 4. He shall serve for a term of three years without prejudice to re-designation.

Article 29 - Student Services and Development Office

Section 1. The Student Services and Development Office in the campuses shall be headed by a Director who shall at least be a masters degree holder and shall serve a term of two years without prejudice to re-designation.

Section 2. The SSDO shall be composed of the Guidance and Counseling office, Student Organizations, Scholarship/Grant, Placement and Alumni Office and, Socio-Cultural Office.

Section 3. The Student Services and Development Office shall:

- 3.1.** Be a link between the Polytechnic Administration and the student body and/or its organizations and associations;
- 3.2.** Oversee the activities of all student organizations and provide guidance to students along social, cultural and community leadership;
- 3.3.** Coordinate all registered and recognized student organizations to operate under the charter and rules of the Polytechnic;
- 3.4.** Oversee programs and activities in relation to student counseling, testing, organizations, scholarship/grants, placement and multi-cultural concerns;
- 3.5.** Hear and recommend for decision to the Office of the College President any decision thereof and disciplinary cases involving students and student organizations and implement any decision thereof
- 3.6.** Perform other functions as maybe assigned by higher authorities.

Section 4. The Guidance and Counseling Unit shall be headed by a Chief with an appropriate masters degree. It shall:

- 4.1.** Manage activities aimed at reinforcing student ability and confidence in knowing and understanding himself in relating with others to ensure his own psychological growth and development;
- 4.2.** Cause continuous enrichment of unit resources, approaches/methodologies and techniques of counseling, testing, group guidance/dynamics and other guidance services;
- 4.3.** Initiate in-service training of personnel engaged in counseling and testing services;
- 4.4.** Undertake research in relation to guidance and counseling.

Section 5. The Student Organization Unit shall be headed by a coordinator who shall serve a term of two(2) years without prejudice to re-designation. He Shall:

- 5.1.** Recognize, supervise and monitor student organizations and their activities;
- 5.2.** Recommend sending of student delegates to trainings, seminars, workshops and conferences;
- 5.3.** Sponsor leadership and enhancement trainings and seminars for students' leaders, faculty advisers and the students in general;
- 5.4.** Process, print and distribute perpetual students ID.

Section 6. The Scholarship/Grant, Placement and Alumni Unit shall be headed by Coordinator who shall serve for two (2) years without prejudice to re-designation. It shall:

- 6.1.** Keep a record of the graduates of the College, survey employment needs and problems of graduates, and make follow-up studies on the nature and status of graduates;
- 6.2.** Coordinate with employment agencies;
- 6.3.** Initiate seminars/conferences on job placement and employment;
- 6.4.** Recommend qualified graduates for employment;
- 6.5.** Recommend "on the job training" or "apprenticeship" of graduates;
- 6.6.** Conduct appropriate research in line with the functions of the office;

- 6.7. Receive, evaluate and recommend scholarship applications to the College Scholarship Committee and to the College President for approval;
- 6.8. Look for scholarship donors and sponsors;
- 6.9. Coordinate with alumni officers and members.

Article 30 - The Director for Socio-Cultural Affairs

Section 1. The Socio-cultural Affairs Office which shall oversee the MPSPC Student Cultural Arts Group, MPSPC Minstrels, MPSPC Band and other Socio-Cultural related student organizations shall be headed by a Director.

Section 2. The Director shall:

- 2.1. Supervise and coordinate activities of MPSPC Student Cultural Arts Group, MPSPC Minstrels, MPSPC Band and other Socio-Cultural related student organizations.

Section 3. The Director for Socio-cultural Affairs shall serve a term of two (2) years without prejudice to re-designation.

Article 31 - Director for Libraries

Section 1. The Director for Libraries shall have an appropriate masters degree with five years of professional library experiences.

Section 2. The Director for Libraries shall:

- 2.1. Help build capabilities and competence of the Polytechnic students, faculty, staff and researchers through a well stocked, relevant quality library collection;
- 2.2. Efficiently and effectively organize the library collections for maximum service of its clientele;
- 2.3. Prepare comprehensive literature searches and bibliographies;

and

- 2.4. Establish linkages with foreign and local agencies, colleges and universities for collection development program.

Article 32 - Director for Dental-Medical Services

Section 1. The **Director for Dental-Medical Services** shall be, if possible, a Doctor of Medicine with at least three years of experience in hospital work preferably training in any medical field of specialization. The Director shall be assisted by a medical and dental staff.

Section 2. The **Director for Dental-Medical Services** shall:

- 2.1. Conduct medical and dental examinations of all students and personnel;
- 2.2. Attend to medical and dental consultation, diagnosis and treatment of minor ailments of students, personnel and to refer serious cases to medical specialists or hospitals;
- 2.3. Issue medical certificates to students and personnel;
- 2.4. Safeguard and recommend healthful measure for cleanliness and environmental sanitation within and outside the campus; and
- 2.5. Provide health information, lectures or orientation to students and personnel.

Article 33 - Director for Production and Entrepreneurial Affairs (ProdEA)

Section 1. The Director for Production for Entrepreneurial Affairs shall perform leadership, managerial and administrative functions in his unit as geared towards the attainment of the college's vision, mission, goals and objectives.

Section 2. He shall manage the general affairs of the unit by performing the following functions, duties and responsibilities:

- 2.1.** Act as member of the Resource Management Council;
- 2.2.** Represent the ProdEA Unit to the Administrative Council (ADCO) and other relevant fora where the operations and management of the ProdEA is concerned;
- 2.3.** Recommend to the Resource Management Council (RMC) and to be endorsed by the Vice President of Resource Generation to the President for approval, the staff composition of the ProdEA to ensure rapport necessary to advance effective working environment considering the nature of the Unit's operation;
- 2.4.** Identify, plan, implement and supervise the income-generating projects of the College;
- 2.5.** Conceptualize strategies for effective and efficient implementation of the College's production program;
- 2.6.** Plan and execute the administrative aspects relevant to the Unit's operations;
- 2.7.** Supervise the activities of the Enterprise Managers and other ProdEA staff;
- 2.8.** Prepare periodic accomplishment/progress reports of the unit's undertakings to the Office of the Vice President for Resource Generation and other offices requiring such report;
- 2.9.** Confer and brief staff on the developments affecting the unit's operation;
- 2.10.** Coordinate the activities of the ProdEA unit to harmonize with the programs of the Research, Extension and other related units; and
- 2.11.** Perform other related functions as may be requested the higher authorities.

Section 3. The Director for Production for Entrepreneurial Affairs should be a master's degree holder, with proven ability to lead and manage the unit of the college.

Section 4. The Director for Production for Entrepreneurial Affairs shall be serving for a period of three years without prejudice for reappointment

Article 34 - Director for Grants and Linkages Development

Section 1. The Director for Grants and Linkages Development shall perform managerial and administrative functions to sustain efforts to establish linkages to further academic and non-academic activities of the college in support of the plan towards internationalization.

Section 2. He shall:

- 2.1.** Be the implementing arm of the college on international and local programs and links, staff and student exchanges and mobility, and worldwide networking for the college.

2.2. Carry out the implementation, monitoring and evaluation of formal institutional collaborations which encourage the development of partnerships for funding by donor agencies or organizations.

2.3. Also be responsible with inter-departmental links which involve members of staff/students participating in staff/student exchange programs and research that attract funding.

2.4. He shall take charge with informal links which are characterized by resource generation activities through individual initiative and efforts, and after which refer the link with the ProEA Director.

2.5. Assume direct responsibility in the operation and administration of his unit and the implementation of policies and guidelines in order to achieve targets with efficiency and effectiveness.

2.6. Recommend appropriate actions geared towards the enhancement or improvement of the unit.

2.7. Perform other duties delegated by higher authorities.

Section 3. The Director for Grants and Linkages Development should be a master's degree holder, with proven ability to lead and manage the unit of the college.

Section 4. The Director for Grants and Linkages Development shall be serving for a period of one year without prejudice for reappointment

Article 35 – The College Engineer

Section 1. There shall be a College Engineer designated by the Board of Trustees upon the recommendation of the College President.

Section 2. The College Engineer shall:

2.1. Prepare all plans on the physical plant, like building repairs and constructions, access roads

2.2. Records and file contract document of infrastructure projects;

2.3. Supervise the infrastructure projects of the College;

2.4. Confer with proper officials on any engineering concerns;

2.5. Perform such other related work as directed by the President

Article 36 - The Executive Deans

Section 1. Each campus shall have an executive dean, designated by the College President upon recommendation of the Academic Council of the campus, who shall administer and supervise the department chairs in the implementation of programs and projects within the campus.

Section 2. The Executive Dean shall:

2.1. Assist the President and College Vice President in the planning, supervision and coordination of the academic programs in the campus;

2.2. Implement monitoring programs of the department chairs, OSA, librarians, registrars, and coordinators;

2.3. Review the evaluation of faculty made by the department chairs;

2.4. Conduct periodic curricular review for the enrichment of the curriculum;

2.5. Evaluate the delivery systems used by the faculty member;

2.6. Initiate and implement programs for the professional growth;

- 2.7. Design and implement an objective procurement of programs;
- 2.8. Cause the creation of programs being implemented for student services;
- 2.9. Initiate Income Generating Projects;
- 2.10. Shall be in-charge of physical plant in the campus;
- 2.11. Establish linkages with the community, GO's/NGO's
- 2.12. Shall exercise supervision and control over Institutes or departments.

Section 3. The Executive Dean shall be holder of an appropriate Doctoral Degree with at least five (5) years of college teaching including three (3) years of administrative duties.

Article 37 - Dean of the Graduate School

Section 1. The Dean of the Graduate Studies shall be headed by a dean who shall serve for a term of three (3) years without prejudice to re-designation.

Section 2. The Dean of the Graduate School shall be designated by the College President upon recommendation of the Academic Council. The designation shall take effect upon confirmation by the Board of Trustees.

Section 3. The Dean of the Graduate School shall be holder of an appropriate Doctoral Degree with at least ten (10) years of Graduate School teaching including five years of administrative duties.

Section 4. The Dean of the Graduate School shall:

- 4.1. Coordinate the implementation of graduate programs in the Polytechnic.
- 4.2. Administer and supervise the Program Coordinators in the implementation of programs and projects;
- 4.3. Provide leadership in the preparation, implementation, development and evaluation of graduate curricular courses.
- 4.4. Coordinate with the various departments, the admission office and other appropriate offices in the admission, registration, transfer of credits, sequence of subject loads, scholarships, residence and advancement of students.
- 4.5. Decide on the implementation of approved Graduate School policies on student admission, retention and promotion;
- 4.6. Assist the Vice President for Academic Affairs in planning relevant to Graduate School concerns
- 4.7. Initiates activities and programs geared towards faculty development/benefits;
- 4.8. Disseminate research outputs;
- 4.9. Refer graduate student applicants to their appropriate department for evaluation and admission to the program
- 4.10. Communicate with student applicants on the status of their application for admission; and
- 4.11. Serve as faculty member of the department where his/her educational preparation is appropriate.

Article 38 - Chairperson of Undergraduate Program

Section 1. Each Department shall have a Chairman designated by the President upon the recommendation of the Executive Dean in consultation with the faculty.

Section 2. The chairman of the department shall:

- 2.1. Initiate the review of the curricula and updating of syllabi in the department;
- 2.2. Establish a monitoring scheme to monitor the attendance and accomplishment of faculty members;
- 2.3. Maintain order/discipline in the department
- 2.4. Establish linkages with other departments in the campuses/agencies for OJT, internship, etc.
- 2.5. Assist the dean, registrar in determining new students/transferees credentials;

Section 3. The Chairman shall be a holder of an appropriate masters degree but preferably a doctoral degree; an Assistant Professor with five years college teaching experience.

Section 4. He shall serve for a term of three (3) years without prejudice to re-designation. The appropriate fields of specialization for each are as follows:

Article 39 - Director for Admissions

Section 1. The College Registrar's Office shall be headed by a Director for Admissions who shall also supervise the campus registrars.

Section 2. He shall:

- 2.1. Prepare and submit course offerings schedule in coordination with the campus registrars;
- 2.2. Plan, direct and supervise the work of the campus registrars;
- 2.3. Consolidate and make adjustments in class schedules for enrolment purposes as recommended or prepared by department chairs;
- 2.4. Prepare schedules of periodic examinations, submission of accomplished grade sheets, dropping/adding/withdrawing of subjects during registration;
- 2.5. Enforce disciplinary measures related to violation of rules regarding student records in coordination with concerned college personnel;
- 2.6. Administer and supervises plans and programs of all his staff under his office;
- 2.7. Recommend candidates for graduation in consultation with the Executive Deans
- 2.8. Communicate with students on their application for admission;
- 2.9. Prepare the major activities of the academic calendar of the College as approved by the Administrative Council; and,
- 2.10. Administer and supervise plans and programs of all his staff under his office.

Section 3. He shall at least be a holder of an appropriate bachelor's degree.

Section 4. The Campus Registrar shall:

- 4.1 Enforce student academic regulations regarding admissions (acceptance of new enrollees and transferees), registration (student load, subject sequence, promotion, cross registration), and graduation in coordination with the executive dean, department chairs and concerned offices;
- 4.2 Coordinate all procedures during registration periods;
- 4.3 Prepare, issue and/or approve student requested credentials and certifications related to student records
- 4.4 Prepare and submit periodic reports or other related reports as requested by other offices and agencies
- 4.5 Evaluate and update student records;
- 4.6 Prepare or respond to correspondence related to student records

Article 40 - Director for Planning and Development

Section 1. The Director for Planning and Development shall spearhead planning and development initiatives for the attainment of the College VMGOs.

Section 2. He shall:

- 2.1 Initiate plans and coordinate planning activities of the College to ensure participatory planning;
- 2.2 Facilitate the evaluation of accomplishments vis-à-vis plans of the College;
- 2.3 Coordinate the preparation of College development plans;
- 2.4 Coordinate with the budget office in the preparations of budget proposals;
- 2.5 Provide assistance in packaging program plans and proposals;
- 2.6 Perform other functions as may be required by higher authorities.

Section 3. He shall possess an appropriate master's degree, special training and/or work experience along his line of responsibility and shall serve a term of three years without prejudice to re-designation.

Article 41. - Director for Management for Information Systems

Section 1. There shall be a Director for Management Information Systems to manage data generation for the College.

Section 2. He shall:

- 2.1. Maintain and update the data bank of the college;
- 2.2. Coordinate with other offices for the preparation of reports as required by oversight agencies;
- 2.3. Maintain and update information in the College Website;
- 2.4. Perform other functions as may be required by higher authorities.
- 2.5. Serve as the technical consultant on all IT-related concerns of the College;
- 2.6. Coordinate with the Supply Office on the IT needs of the College
- 2.7. Performs other functions as may be required by higher authorities.

Section 3. He shall possess a relevant Master's degree.

Section 4. He shall serve a term of two years without prejudice for re-designation.

Article 42 - Director for Research Development

Section 1. The Director for Research Development shall have an appropriate doctoral degree in philosophy or science, at least an associate professor with a minimum of ten years of research experience with a track record in research and three years of college teaching experience.

Section 2. The Director for Research Development shall be designated by the President in consultation with the Academic Council for a term of three years without prejudice to re-designation.

Section 3. The Director for Research shall:

- 3.1.** Manage the programs, projects and activities of the Unit in accordance with the priority thrusts of the college;
- 3.2.** Review and update the College Research & development Program;
- 3.3.** Assist in the Supervision and coordination of all research programs/projects/activities of the various units;
- 3.4.** Formulate, update and carry out policies and programs in the research unit as mandated by the College;
- 3.5.** Provide directions and guidelines in planning, programming, preparation of proposals to under the research unit to ensure that these are congruent to identified thrusts and priorities;
- 3.6.** Perform other functions as may be assigned by higher authorities.

Section 4. Under the Director for Research shall be the coordinators for Research in the campuses.

Section 5. The campus coordinators for Research shall be with an appropriate doctoral degree in philosophy or science. He must at least be an associate professor or a science research specialist with at least seven years of research experience with a track record in research, five three (3) years of administrative experience, three years of college teaching experience and shall serve a term of three years without prejudice to re-designation.

Section 6. The research coordinators of the campuses shall:

- 6.1.** Establish priorities in their respective areas of concern;
- 6.2.** Initiate the conceptualization, planning and promotion of responsive research, extension agenda;
- 6.3.** Facilitate the processing and evaluation of proposals and institutes/centers/colleges and endorses them for approval;
- 6.4.** Recommend research programs to their respective Executive Deans;
- 6.5.** Consolidate action plans, work and financial plans, quarterly progress reports and other needed reports as required.

Article 43 - Director of Extension

Section 1. The Director for Extension shall be with a doctoral degree holder in philosophy with specialization in extension, rural development, development communication or community development, at least an Associate Professor with seven years of extension experience, five years of administrative experience in extension management, five years of college training experience and shall serve a term of three years without prejudice to re-designation.

Section 2. The Director for Extension shall be designated by the President in consultation with the Academic Council for a term of three years without prejudice to re-designation.

Section 3. The Director for Extension shall:

- 3.1. Conceptualize strategies for the smooth implementation of extension services;
- 3.2. Establish linkages with other agencies to promote extension programs of the Polytechnic;
- 3.3. Coordinate and supervise the programs/projects of the extension services
- 3.4. Review and endorse extension training design for the approval of the College President;
- 3.5. Identify and establish center for extension purposes;
- 3.6. Act as liaison for the College for extension concerns;
- 3.7. Coordinate with the Instruction Division in the identification of the needed extension services in a particular community to ensure relevance and appropriateness of programs;
- 3.8. Coordinate with the extension coordinators in the campuses on matters relevant to extension service;
- 3.9. Prepares action plans and submit quarterly progress reports consolidating those action plans and progress reports of the extension coordinators from each campus;
- 3.10. Take part in monitoring of extension programs; and
- 3.11. Perform other functions as delegated by the College President.

Section 4. Under the Director for Extension shall be the coordinators for extension in the campuses.

Section 5. The campus coordinators for Extension shall be with an appropriate doctoral degree. He must at least be an associate professor with at least seven-five years of extension experience, five three years of administrative experience, three years of college teaching experience and shall serve a term of three years without prejudice to re-designation.

Section 6. The extension coordinators of the campuses shall:

- 6.1. Establish priorities in their respective areas of concern;
 - 6.2. Initiate the conceptualization, planning and promotion of responsive research, extension agenda;
 - 6.3. Facilitate the processing and evaluation of proposals and institutes/centers/colleges and endorses them for approval;
 - 6.4. Recommend extension service programs to their respective Executive Deans;
 - 6.5. Disseminate information and recommend to the extension workers appropriate technologies for implementation;
 - 6.6. Integrate all extension programs of their respective campuses;
- and
- 6.7. Consolidate action plans, work and financial plans, quarterly progress reports and other needed reports as required.
 - 6.8. Facilitate in the preparation of action plans of the campus.
 - 6.9. Perform such other functions as may be assigned by higher authorities.

Article 44 – Legal Office

Section 1. The Legal Office headed by a Chief Legal Officer shall:

- 1.1. Perform specific functions as provided for in his appointment by the Civil Service Commission;
- 1.2. Provide the College President and other offices of the Polytechnic legal assistance in the formulation, interpretation and implementation of Polytechnic rules and regulations;
- 1.3. Make review and recommend for approval by the College President articles of incorporation and bylaws of duly constituted bodies within the Polytechnic;
- 1.4. Represent the Polytechnic in courts when legal actions are initiated for or against the Polytechnic;
- 1.5. Handle investigation of administrative cases involving Polytechnic personnel and students and when deemed necessary, recommend disciplinary actions;
- 1.6. Study and advise the College President on the status of legal cases involving the landholdings of the Polytechnic;
- 1.7. Draft and review contracts involving the Polytechnic;
- 1.8. Perform such other functions as may be assigned by the College President; and
- 1.9. Have supervision of the personnel and staff of the legal office of the Polytechnic.

Article 45 - Chief, Internal Audit Unit

Section 1. There shall be a chief internal audit specialist.

Section 2. He shall:

- 2.1. Drafts audit plans for review of immediate supervisor;
- 2.2. Discusses internal audit scope and objectives with affected agency personnel prior to conduct of audit;
- 2.3. Performs difficult financial and/or operations auditing work;
- 2.4. Drafts report on the results of the audit completed;
- 2.5. Discusses audit results with auditee/s before the draft of the report is finalized;
- 2.6. Makes appropriate recommendations based on the results of the audit;
- 2.7. Follow-up actions to determine if audit recommendations have been carried out or not and to inquire for the reasons for non-implementation; and
- 2.8. Perform relevant functions as may be assigned.

**TITLE THREE – THE ORGANIZATION OF INSTRUCTION, RESEARCH,
EXTENSION, AND PRODUCTION**

**Chapter VII
THE ACADEMIC PERSONNEL, COLLEGES AND THEIR
STRUCTURE AND MANDATES**

Article 46 - The Academic Personnel

Section 1. The academic personnel shall consist of the College President, College Vice President, designated Vice Presidents, Executive Deans, Directors, College Secretary, Department Chairmen, Professors, Associate Professors, Assistant Professors, Instructors, Lecturers and Visiting Professors.

Section 2. The faculty of each department shall consist of all the regular members of the academic staff engaged in instruction.

Section 3. Non-regular faculties are staff such as lecturers and visiting professors may attend the faculty meetings of the department and take part in any deliberation except to vote.

Article 47 - The Colleges/Campuses

Section 1. The College President is empowered to draw up the organizational structure of the Polytechnic into colleges/campuses subject to the approval of the Board of Trustees.

Section 2. The Schools/Colleges are: (a) College of Arts and Sciences; (b) College of Forestry (c) College of Engineering and Technology; (d) Graduate School and other schools/colleges and any other College that may hereafter be created.

Section 3. Each school/college may propose to the Academic Council certain requirements for each particular degree, the Academic Council shall in turn, recommend such proposal for the approval of the Board of Trustees.

Article 48 - The Departments

Section 1. The academic departments shall be based on the field of study or discipline of each school.

Section 2. The department shall have a minimum of three (3) full-time faculty members.

Section 3. The department staff shall consist of all the personnel employed in each department.

Section 4. Academic as well as administrative functions shall be supervised by the Department Chairman Chairperson.

Section 5. Staff meetings of each department shall be held at least once a month or as often as the Department Chairman may deem necessary.

Article 49 - The Campus Executive Council

Section 1. Each campus shall have an Executive Council composed of the Executive Dean as Chairman, the Campus Secretary as the Secretary and department chairs and unit/office heads as members.

Section 2. The Campus Executive Council shall:

2.1. Implement college policies and guidelines governing the administration of the college programs and operations.

2.2. Plan and formulate and present college policies for the approval of the academic/administrative councils; and

2.3. Review administrative policies and academic programs and other matters pertinent to the campus

Section 3. The Campus Executive Council shall meet as often as the Executive Dean/Chairman may deem necessary.

Article 50 - The Graduate School

Section 1. The graduate school is a special program of the college offering advance studies to cater to the needs of the students for graduate and post graduate education.

Section 2. The Graduate School shall be headed by a dean.

Section 3. There shall be a Graduate School Council with the Dean as chairman and all the faculty teaching in the graduate school as members.

Section 4. The Graduate School Council shall deliberate and recommend any policies to be adapted to the Administrative Council.

Section 5. The Graduate School Council shall meet twice a semester or term and at such other time as the Dean may deem necessary or upon the request of at least twenty per cent (20%) of the Graduate School faculty.

Section 6. The Graduate School Council shall recommend to the Academic Council all candidates for graduation, which in turn will submit and recommend the same for conferment to the Board of Trustees.

Chapter VIII RESEARCH AND EXTENSION PROGRAMS

Article 51 - Research Development Programs

Section 1. Research programs shall be formulated in line with the mandate of the college to enhance the development of the service areas of the institution and to jibe with provincial, regional and national development thrusts.

Section 2. Researches at the Polytechnic shall be in the field of specialization stated under Article 36.

Section 3. Research activities shall be undertaken toward the discovery or expansion of scientific knowledge and generation of appropriate technologies.

Section 4. The Polytechnic adopts an inter-unit, inter-disciplinary, multi-functional and inter-agency in undertaking researches activities.

Section 5. Research plans, programs or proposals shall be in accordance with established criteria and priorities.

Section 6. The operational guidelines shall be contained in a manual for research.

Article 52 - Extension Programs

Section 1. Extension services programs shall be formulated in line with the mandate of the Polytechnic to enhance the development of the service areas of the institution and to jibe with provincial, regional and national development thrusts.

Section 2. Technology information dissemination skills and leadership training, specialist support, outreach projects and extension advancement are recognized as legitimate extension and training activities.

Section 3. Extension activities shall be geared to the dissemination and utilization of useful information and technologies for the improvement of the quality of life in the service areas of the Polytechnic.

Section 4. The Polytechnic adopts an inter-unit, inter-disciplinary, multi-functional and inter-agency in undertaking extension activities.

Section 5. Extension plans, programs or proposals shall be in accordance with established criteria and priorities.

Section 6. The operational guidelines shall be contained in a manual for extension.

Article 53 - Research and Extension Council

Section 1. The research and extension council shall consist of the Director for Research as Chairman, the Director of Extension as Secretary, the Executive Deans, the Department Chairs, the coordinators for Research, coordinators of Extension and faculty members conducting research as members.

Section 2. Representatives of other government and private research extension and development institution/agencies may be invited to participate in the council meetings.

Section 3. The Research and Extension Council shall formulate policies, guidelines, rules and regulations governing research and extension and recommended to the Administrative Council for approval and incorporation in the manuals for research and extension

Article 54 - Research and Extension Personnel

Section 1. The research staff shall be composed of:

1.1. Polytechnic officials and faculty members who are detailed and/or designated as research staff and support personnel or conducting research projects;

1.2. Full-time research personnel such as research administrators, researchers, Science Research Specialist, Science Research Assistant, Equipment Operator, Driver, Utility Worker, Laborer, Security Guard, Secretary, Clerk and other positions as may be created.

Section 2. The Extension Personnel shall be composed of:

2.1. Polytechnic Officials and Faculty members who are either detailed/designated as extension coordinators and support personnel or conducting extension activities.

2.2. Full-time extension personnel as communication specialist, information editor, training specialist, subject matter specialist, print media editor, artist-illustrator, photographer, driver/mechanic, secretary, clerk and other positions as may be created.

CHAPTER IX RESOURCE GENERATION

Article 55 - Production and Entrepreneurial Affairs

Section 1. The Production and Entrepreneurial Affairs Office shall be headed by a Director to be assisted by Enterprise Managers.

Article 56 - Scope

Section 1. The ProdEA Division shall formulate programs for increasing income from instruction, research, extension and production programs and other special projects of the college generating income; it shall implement all rules and regulations including directive relative thereto.

Article 57 - Rules and Policies

Section 1. Operating income from tuition fees such as laboratory, library, identification card, medical/dental, entrance, athletics, matriculation, diploma, cottages, dormitories/hostel, late registration, water and electric bills, land rentals and miscellaneous fees such as transcript, certification, validation, adding and dropping of subjects shall be recorded as special account of the college pursuant to existing laws. Included in this are the book binding and duplicating machines and all other activities or projects generating income.

Section 2. To augment the income, the College shall engage in commercial business programs that shall operate under the Revolving Fund Concept. The program shall include multiple vegetable and crop production, food processing, cafeteria, animal raising, bakery, floriculture, and other similar projects generating income for the college.

Section 3. Honoraria of project/production manager shall be determined in accordance with existing laws and regulations.

Article 58 - Resource Management Council (RMC)

Section 1. A Resource Management Council shall be created to be the governing body of the Business Affairs Division and shall be charged with the task of formulating of policies for the effective implementation of the Polytechnic production program.

Section 2. The RMC shall consist of the College President as Chairman, the College Vice President as Vice Chairman, the Director for PRodEA as Secretary, Executive Deans, the Chief Administrative Officer, the Director for Grants and Linkages, the Internal Control unit as members.

TITLE FOUR – THE INDEPENDENT/AFFILIATE OFFICES

Chapter X THE INDEPENDENT OFFICES

Article 59 - The National Service Training Program Office (NSTP)

Section 1. The National Service Training Program Office shall take charge of the Reserved Training Course (ROTC), the Civic Welfare Service (CWS), and the Literacy Training Service (LTS) of the Polytechnic.

Section 2. The Commandant shall be directly responsible to the College President in carrying out the academic policies of the Polytechnic in so far as they render assistance compatible with the nature of work.

Section 3. As ROTC Commandant, he shall be directly responsible to the Superintendent of the ROTC Unit in carrying out operation and training policies as well as rules and regulation governing such unit.

Section 4. The CWS and LTS shall each be under a director who shall be charged the tasks of formulating and implementing plans for their respective programs.

Article 60 - The Commission on Audit

Section 1. The Commission on Audit (COA) shall be represented in the Polytechnic by a duly appointed Resident Auditor. All accounts and expenses of the Polytechnic including government funded special projects shall be audited by the Resident Auditor and all disbursement shall be made in accordance with rules and regulations prescribed by COA.

Section 2. All vouchers, treasury warrants and funding checks shall be submitted for proper auditing by the Resident Auditor or by his duly authorized representative within the limits prescribed by law.

**Chapter XI
THE AFFILIATE AGENCIES**

Article 61 - Arrangement

Section 1. The College welcomes other agencies for collaborative endeavor mutually beneficial in the promotion of the programs of the parties concerned.

Section 2. Establishment of facilities, tie-up programs or project undertakings and other linkage arrangement by the college and other agencies shall be executed through a Memorandum of Agreement.

Article 62 - Review of Contract

Section 1. There shall be a periodic review of all existing contracts with affiliates and other agencies entered into by the College.

TITLE FIVE – PERSONNEL ADMINISTRATION

**Chapter XII
RECRUITMENT AND APPOINTMENT**

Article 63 - General Provisions

Section 1. Opportunity for employment in the College shall be open to all qualified citizens. Positive efforts shall be exerted to attract the best qualified to enter the service.

Section 2. Appointments in the College shall be made only according to merit and fitness. The College shall put the right man in the appropriate position in consideration of the duties and responsibilities inherent in the position.

Section 3. The Personnel 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.

Section 4. By Authority of the Board of Trustees, the College President shall appoint all Polytechnic personnel.

Section 5. Appointments of all Polytechnic personnel shall be submitted to the Civil Service Commission for appropriate action, unless accredited by the said Commission.

Article 64 - Faculty

Section 1. Recruitment of teaching personnel shall be made on the basis of the merit promotion plan for teaching personnel adopted by the Polytechnic and such other qualification standards established by the Civil Service.

Article 65 - Non-Regular Faculty Members, Contractual and Casual Employees

Section 1. When the exigency of the service so requires the Polytechnic shall recruit non-regular faculty members, contractual and casual employees who shall compose the non-regular teaching, research, extension, production and administration staff of the Polytechnic.

Section 2. Appointment of Non-regular members of the faculty members, contractual and casual employees shall be made in accordance with the existing laws, rules and regulations and other pertinent policies of the Polytechnic.

Section 3. Certified Public Accountants are exempted from the masters degree requirement for job orders and casual appointments to teaching positions [BOT Resolution No. 064, s. 2008].

Section 4. Non-regular faculty members, contractual and casual employees shall be entitled to compensation and privileges stipulated in their contracts or as provided for and by applicable laws, pertinent rules and regulations.

Section 5. Appointment of personnel to any non-regular position in the college shall not carry with it any vested right to re-appointment or renewal of contract much less to indefinite tenure.

Article 66 - Status of Appointment

Section 1. A permanent appointment shall be issued to Polytechnic personnel who meet the qualification standards established for the faculty rank or non-teaching personnel and who successfully completed the probationary period.

Section 2. The probationary period for faculty members shall be the period provided for in the merit system of academic staff of the Polytechnic.

Section 3. The probationary period for non-teaching personnel shall be in accordance with existing laws, rules and regulations and such other pertinent policies of the Polytechnic.

Section 4. The Merit Selection and Promotion Plan for Non-Teaching staff (letter b, Appendix C) and for faculty and academic staff (letter a, Appendix C) shall be observed in matters of personnel action.

Article 67 - Other Personnel Actions

Section 1. Other personnel actions such as detail, re-assignment, reduction in force and such other actions shall be governed by existing laws, rules and regulations and other pertinent policies prescribed by the Polytechnic.

**Chapter XIII
CAREER ADVANCEMENT****Article 68 - Faculty**

Section 1. The policies and procedures established in the Merit System for faculty and academic staff shall be observed for the promotion or advancement in rank or position of the member of the faculty. The National Budget Circular (NBC)461, unless repealed, shall be adhered to as an objective basis for promotion.

Article 69 - Non Teaching Personnel

Section 1. Non-teaching personnel shall be promoted on the basis of their qualifications and competence to perform the duties and responsibilities of higher positions. The policies and procedures provided for in the merit promotion plan of the Polytechnic shall be observed.

Section 2. Advancement of non-teaching personnel shall also include upgrading and reclassification of their positions, which shall be subject to the approval of higher authorities.

**Chapter XIV
PERFORMANCE APPRAISAL****Article 70 - General Provisions**

Section 1. The performance of all Polytechnic personnel shall be evaluated in accordance with the Strategic Performance Management System (SPMS) established by the College so as to continually foster the improvement of the individual employee efficiency and organization effectiveness.

Section 2. The results of the performance evaluation shall be considered for promotion, incentive awards, training and other appropriate personnel actions.

**Chapter XV
TRAINING AND DEVELOPMENT****Article 71 - General Provisions**

Section 1. All College personnel shall undergo a continuing program of training and development in order to achieve the main objective of bringing about a highly educated and professionalized faculty and non-teaching personnel.

Section 2. College personnel shall be encouraged to pursue relevant local and foreign assisted training/scholarship grants, attend seminars, conferences, workshops or institutes and other related human resources development courses.

Article 72 - Scholarships, Fellowships and Training Grants

Section 1. Scholarships, fellowships and training grants shall be made available to deserving College personnel in accordance with civil service rules as well as Polytechnic policies on scholarships as approved by the Board of Trustees.

Article 73 - Professorial Chairs

Section 1. Members of the faculty with the rank of assistant professor or higher may be assigned professorial chairs, subject to guidelines that shall be adopted by the Board of Trustees.

Article 74 - Sabbatical Assignment

Section 1. Sabbatical assignment may be granted to members of the faculty and administration to study, investigate and conduct research to improve their competencies and services to the Polytechnic.

Section 2. A sabbatical assignment not longer than one (1) year with full or partial payment of salary shall be granted to a member of the faculty or administration, if in the judgment of the Administrative Council shows reasonable assurance of the purpose of the assignment as expressed in the foregoing section, provided he has served the Polytechnic for not less than six (6) years with a rank not lower than assistant professor, or a division chief if a member of the administration.

Section 3. Sabbatical assignments shall be governed by pertinent rules and regulations and other implementing guidelines promulgated by the Board of Trustees.

**Chapter XVI
EMPLOYEE BENEFITS****Article 75 - General Provisions**

Section 1. Subject to the provisions of applicable laws, rules and regulations and other pertinent policies, College personnel shall be entitled to the following benefits:

- 1.1. Leaves of absence: (1) Vacation leave/teacher leave, (2) Sick leave, and (3) Maternity leave
- 1.2. Medicare
- 1.3. Life insurance
- 1.4. Retirement insurance
- 1.5. Employees compensation
- 1.6. Home development mutual fund
- 1.7. Other privileges extended by the college: (1) Free tuition fees for employees and children of employees for BS Degree, (2) Retirement privilege, (3) additional allowances or bonuses subject to the availability of funds as may be allowed by law.
- 1.8. Other leaves authorized by law

Section 2. Outstanding performances of personnel shall be recognized as provided in the Program on Awards and Incentives for Service Excellence (PRAISE).

Chapter XVII COMPENSATION SALARIES AND HONORARIA

Article 76 - Basic Salaries

Section 1. All members of the faculty shall receive salaries in accordance with the salary schedule provided for faculty under existing compensation circulars issued by the Department of Budget and Management. Their salaries shall be fixed in accordance with the established system for compensation standardization and position classification based on the principle of “equal pay for equal work”.

Article 77 - Other Compensation

Section 1. All officers, members of the faculty and non-teaching personnel shall be entitled to other compensation such as allowances, year-end bonus, honoraria and other forms of compensation in accordance with existing laws.

Section 2. Members of the faculty who are on teacher leave basis and who shall teach during summer sessions shall be paid honoraria at rates authorized by law.

Section 3. Faculty member honorarium or service credits for overload shall be given only for work done over and above the 24 units maximum required workload of faculty member on recommendation of the Department Chairman and Executive Dean concerned and approved by the College President, provided that the rates are in accordance with existing policies. A faculty will earn 3 days service credit for every 1 unit overload.

Section 4. Non-teaching personnel shall be paid for over time on recommendation of the chief concerned and approved by the College President at rates authorized by existing laws.

Chapter XVIII WORKING HOURS SERVICE REPORT AND FACULTY WORKLOAD

Article 78 - Working Hours

Section 1. Officers, non-teaching personnel, and members of the faculty on continuous duty shall render not less than eight (8) hours a day for five (5) days a week or a total of forty (40) hours a week exclusive of time spent for lunch. Such hours shall be from eight o'clock in the morning to twelve o'clock noon and from one o'clock to five o'clock in the afternoon on all days except Saturdays and holidays.

Any deviation from the provisions of this section shall be subject to the approval of the College President in accordance with existing laws.

Section 2. It shall be the duty of each head of department or division to require all members of the faculty and non-teaching personnel under him to observe strictly the prescribed working hours.

Section 3. When the nature of the duties to be performed or the interest of the public service so requires the College President, may extend the daily hours of work including Saturday, Sundays and holidays for any or all of the faculty members and non-teaching personnel and such extension shall be without additional compensation unless otherwise provided for by law.

Article 79 - Service Report

Section 1. All officers and members of the faculty and non-teaching personnel shall submit their duly accomplished daily time records to the personnel division within five (5) days following the end of each month through the executive dean. Non-submission of said documents should be valid reasons to hold the salary of the officer, faculty member or non-teaching personnel concerned. Daily Time Records of Executive Deans shall be submitted through the Vice President.

Section 2. Each head of the department or division shall require the proper accomplishment of the daily time records of all members of the faculty and non-teaching personnel under him including those serving in the field to be kept on prescribed form.

Section 3. The use of the bandy clock is purely a personal duty of the officers, faculty members or non-teaching employees and as such must not be delegated.

Section 4. Falsification or irregularities in the observance of working hours and keeping of time records shall be grounds for disciplinary action.

Article 80 - Faculty Workload

Section 1. All College personnel with academic rank shall teach.

Section 2. The required workload of a member of the faculty shall be eighteen (18) to twenty-four (24) units per semester. Workload units shall be computed on the basis of actual teaching and/or combination of teaching, research, extension, production or administrative and other forms of actual assistance to students. A workload of 24 units with 1 preparation shall be considered minimum. Additional workload of one (1) unit for every preparation, one-half (1/2) unit for every subject for student consultations and office works. Research and extension load shall be defined in a research and extension manual. The table below shall be used for the purposes of computing teaching workload.

Teaching Workload Units Table

CASE No.	LECTURE UNIT	LABORATORY/ FIELDWORK UNIT	SUBJECT UNIT	SUBJECT CONTACT HOURS/WK	FACULTY WORKLOAD UNITS
1A	1	0	1	1	1
2A	2	0	2	2	2
3A	3	0	3	3	3
4A	4	0	4	4	4
5A	5	0	5	5	5
6B	0	1	1	3	1.5
7B	0	2	2	6	3
8B	0	3	3	9	4.5
9B	0	4	4	12	6
10B	0	5	5	15	7.5
11C	1	1	2	4	3
12C	1	2	3	7	4
13C	1	3	4	10	5.5
14C	1	4	5	13	7

15C	2	1	3	5	4
16C	2	2	4	8	6
17C	2	3	5	11	6.5
18C	3	1	4	6	5
19C	3	2	5	9	7

Section 3. Instructional activities that shall be given points in the computation of work load units shall include research and extension activities, as program leader, project production activities, administrative and supervisory work, involvement in student's thesis work, remedial or complementary teaching and co-curricular activities.

Section 4. Other factors that shall be given points in the computation of workload units shall be determined by the president of the College.

Section 5. Whenever conditions in a department are such that the foregoing rules on work load are inapplicable, the College President is authorized to make the proper exceptions.

Section 6. The inter-semester period shall not be a vacation for members of the faculty. It shall be utilized for the purpose of giving them time to grade examination papers, prepare reports and student grade, clear up all other pending academic and committee work and help in the registration for the following semester.

Section 7. The enforcement of the rules and regulations governing work load shall be under the direct responsibility of the department chairman who is himself responsible to the Executive Dean.

Section 8. Unless otherwise directed by the College President, the following schedule of maximum teaching load shall be observed by members of the faculty performing administrative functions:

Positions	Units
Vice President	3 units
Executive Deans/Graduate School Dean	12 units
Department Chairman/Director	12 units
Faculty Members with Regular Administrative Functions not included above	15 units

Section 9. The equivalent units for administrative assignments shall be as follows, unless otherwise directed by the College President:

Vice President	18 units
Executive Dean/Graduate School Dean	15 units
Department Chairman/Director	9 units
Personnel with Academic Ranks who are Assigned Administrative Functions not included above	6 units

Section 10. Part time instructors and the non-teaching staff of the College may be allowed to teach. The teaching load for part-time instructors is limited to six [6] units, and that of the non-teaching staff of the College to three [3] units, provided that the workload of permanent employees are maximized [BOT Resolution No. 075, s. 2008].

Chapter XIX CODE OF CONDUCT AND ETHICAL STANDARDS

Article 81 - General Provisions

Section 1. All College personnel shall observe the rules implementing the provisions of Section 12 of Republic Act 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees."

Section 2. The rules shall be interpreted in the light of the Declaration of Policy found in Section 2 of the Code.

"It is the policy of the State to promote high standard of ethics in public service. Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives and uphold public interest over personal interest."

Article 82 - Administrative Discipline

Section 1. No officer, faculty member or non-teaching personnel of the College shall be suspended or dismissed except for cause as provided by law and after due process.

Section 2. The provisions of the Civil Service Law and Rules and Regulations of Administrative Discipline, Revised Rules on Administrative Cases shall apply in proceedings against Polytechnic personnel.

Chapter XX COMPLAINTS AND GRIEVANCE MACHINERY

Article 83 - General Provisions

Section 1. Any faculty member or non-teaching personnel of the College shall have the right to present his complaints and grievance to management, which shall be resolved as expeditiously as possible in accordance with Polytechnic policies and procedures.

Section 2. A College grievance committee shall be created in accordance with existing laws and regulations.

Section 3. The Grievance Machinery of the Polytechnic shall be observed in matters of complaints and grievances.

Chapter XXI EMPLOYEE ORGANIZATIONS AND ASSOCIATIONS

Article 84 - General Provisions

Section 1. All College personnel may form, join or assist employees' organization of their own choosing for the furtherance and protection of their interests. They can also form in conjunction with appropriate government authorities, labor management committee work councils and other forms of workers participation scheme to achieve the same objectives, provided that their objectives are not inimical to the interest of the College and the government. They shall submit to the College President a copy of their constitution and by-laws and a list of the officers and members.

Section 2. All College personnel are enjoined not to resort to strikes, demonstrations, mass leaves, walkouts and other forms of mass action, which will result to temporary stoppage, or disruption of College functions and operations.

Chapter XXII SEPARATION

Article 85 - Resignation and Transfer

Section 1. No resignation and/or request for transfer shall be considered unless notice thereof has been given to the College President through proper channels at least thirty (30) days prior to the date of effectivity

Section 2. The rule under Section I of this article shall not apply to resignation or transfer due to serious illness, or on the judgment of the College President, the waving of such section is in the best interest of the College. All faculty member or non-teaching personnel concerned must have been cleared of any financial or property responsibilities with the College.

Article 86 - Other Modes of Separation

Section 1. Other modes of separation from the College shall include retirement, dropping from the roll, re-organization, and expiration of appointment, death or disability. These shall be acted upon by the College President in accordance with applicable laws and pertinent rules and regulations.

TITLE SIX – PROPERTY, BUSINESS, AND FINANCIAL ADMINISTRATION

Chapter XIII

ADMINISTRATION OF COLLEGE PROPERTY

Article 87 - Name of Buildings and other Structures

Section 1. College buildings, grounds, streets and other structures may be named after Filipino heroes, outstanding past administrators and personnel of the College, educational discipline, or significant historical event or places particularly in the Philippines. A committee shall recommend to the College President the proper names to be given to such buildings, grounds, streets and structures.

Article 88 - Custody of Buildings

Section 1. The custodianship of all buildings in the College shall be the responsibility of the chief of the Supply and Property Unit.

Section 2. The duties of the custodians shall be in accordance with existing laws of government property and such other rules and the College may prescribe regulations as.

Article 89 - Supervision of Grounds and Buildings

Section 1. The College buildings and grounds located in the main campus shall be under immediate supervision of the designated director of general services, who shall be responsible for the proper use and maintenance of such facilities.

Section 2. College buildings used for academic purposes in each Campus shall be under the direct supervision of the Executive Dean and the designated General Services Officer who shall be responsible for their proper use and maintenance.

Article 90 - Use of Buildings and Other Facilities

Section 1. Executive Deans in coordination with the Director of Admission shall assign classroom spaces in the different buildings to the various departments in accordance with actual needs.

Section 2. No solicitation of fund, canvassing for sale of merchandise, subscription, for securities, insurance, publications, sale of tickets and any other promotional or charitable schemes shall be conducted in the campus buildings/premises without prior approval of the College President, except when such fund raising activities are duly authorized.

Section 3. Streamers, placards and similar materials which are used to announce, advertise or publicize events, products or the like shall not be posted or placed in any of the buildings and grounds of the Polytechnic without the written permission from the College President or his duly authorized representative.

Section 4. The assignment and use of buildings and other facilities of the Polytechnic shall be in accordance with established rules and regulations of government, and in other instances shall be subject to the written approval of the College President.

For the purpose of this Code, facilities shall include but not limited to roads, water rights, farms, pathways, riverbanks, parks, trees, and other improvements within the college property.

Section 5. Unless otherwise provided, only recognized Polytechnic or school organizations may have the privilege of using a building or portion of a building or any other property belonging to the Polytechnic. Polytechnic or school organizations are those members are drawn from the students, alumni, or employees of the Polytechnic.

Section 6. Sale of liquor and other prohibited items and gambling of any form shall be NOT be allowed in the Polytechnic buildings and premises.

Article 91 - Use and Operation of Motor Vehicle

Section 1. All motor vehicles, owned and operated by the Polytechnic, shall be used strictly and exclusively for official business and must be plainly marked for "For official use only."

Section 2. Motor vehicles, except those authorized for the exclusive use of the College President, and specified officials shall constitute a pool of vehicles under the direct supervision and control of designated officer in charge of motor vehicles.

Section 3. Under no circumstances shall a motor vehicle be used without the corresponding trip authorization duly approved by the College President and certified by the officer in charge of motor vehicles as to its roadworthiness. Non-compliance by any official driver and college personnel using said motor vehicle shall hold them liable for any damages and violation committed thereof.

Section 4. Vehicles specifically assigned to a particular office, official or employee shall be directly under his responsibility as to proper use, care and maintenance.

Section 5. The use and operation of motor vehicles registered in the name of the College shall be in accordance with existing laws and regulations of the College.

Article 92 - Requisition and Purchase

Section 1. Executive Deans, Department Chairs, Division Chiefs and Project/Unit Heads are required to anticipate the supply requirements of their respective campuses/units/divisions which shall be in accordance with its procurement program approved by the College President.

Section 2. Requisitions for supplies, materials and equipment shall originate from the project heads, department Chairmen and Chiefs of Offices and from such other authorized personnel of the College.

Section 3. All requisitions shall have the approval of the College President and the certification of the Chief Accountant as to the availability of funds before the same is forwarded to the Chief of the Supply and Property Division for consolidation and purchase.

Section 4. All requisitions and purchases shall be in accordance with existing laws and other pertinent rules and regulations of the Polytechnic.

Article 93 - Bids and Awards

Section 1. Bidding and awarding of Polytechnic projects, supplies, materials/equipment shall be conducted in accordance with existing provisions of RA 9184 and its Implementing Rules and Regulations.

Section 2. There shall be College Bids and Awards Committee (BAC) to undertake the advertisement and processing of all bids for supplies, materials and equipment for award by the Polytechnic. The BAC shall be constituted in accordance with pertinent laws on the matter.

Section 3. All infrastructure projects and other contracts made and entered into by the College President shall be subject to confirmation by the Board of Trustees.

Article 94 - Property Inventory

Section 1. A physical inventory of the Polytechnic properties shall be conducted once a year in accordance with existing laws and other rules and regulations promulgated by the College.

Section 2. The College President shall constitute an inventory committee that will be responsible in undertaking inventory of College Property as required by law.

Section 3. The College President shall anytime order a test inventory of semi and non-expendable properties to ascertain the correctness of property records and determine the possible losses or shortage occasioned by theft, fire or other calamities.

Section 4. Perpetual inventory of properties in the College in cases of transfer of property responsibility shall be undertaken between outgoing and incoming accountable officers with the supervision of the Supply Officer in

charge or his/her authorized representative.

Article 95 - Property Insurance

Section 1. College properties such as permanent buildings, motor vehicles and other equipment shall be reported and insured with the Government Service Insurance (GSIS) against insurable risks.

Section 2. It shall be the duty of project heads directly in-charge of College properties to immediately report property losses or damages to the resident auditor and other officials concerned for the purpose of possible claim against the property insurance fund and relief from property accountability.

Article 96 - Property Responsibility/Accountability

Section 1. The President of the College is immediately and primarily responsible/accountable for all college properties. The personnel entrusted with the possession or custody of such properties shall immediately be responsible/accountable to the College President without prejudice to the liability of either party to the government. All accountable officers of the Polytechnic shall be properly bonded in accordance with law.

Section 2. College properties such as equipment, supplies and other instructional materials shall be under the immediate custody and responsibility of the Project Head, Directors, Department Chairmen who shall designate a property custodian to take charge of properties issued to the Department or Division provided, however, that at the request of the Executive Dean with the approval of the President, property responsibilities shall be assumed by Department Chairman for the property in their respective departments.

Section 3. No College personnel or any other person shall take away from the College grounds or buildings any property for private or public use without prior knowledge of the property officer in charge of buildings and grounds and the written authority and approval of the College President.

Article 97 - Sale and Disposal of Polytechnic Property

Section 1. The sale and disposal of unserviceable property of the College such as buildings, semi and non-expendable equipment shall be in accordance with existing provisions of laws on government disposal of unserviceable assets, and the rules and regulations of the College.

Section 2. The mechanics of disposal or sale of unserviceable properties shall be undertaken in the manner of sale donation or condemnation when College properties become obsolete or no longer needed.

Article 98 - Donations

Section 1. Donations, contributions, grants, or gifts in cash or in kind from foreign, government, international or local agencies, private entities or individuals shall be duly accepted by the college. Such receipts shall be properly recorded in the books and taken up in inventory, and shall be subject to proper accounting and auditing rules and regulations, the utilization of which shall be in accordance with existing laws.

Article 99 - Property Clearance

Section 1. Clearance from property responsibility shall be in accordance with existing provisions of laws and regulations prescribed by the College

Section 2. No personal clearance for any reason shall be signed for property responsibility pending the full settlement of their property accountability.

**Chapter XXIX
ADMINISTRATION OF POLYTECHNIC FINANCES****Articles 100 - The College Budget**

Section 1. The College shall prepare an annual budget in accordance with the provisions of laws, decrees, rules and regulations as prescribed by the Department of Budget and Management and the Congress of the Philippines.

Section 2. A Budget Committee with the Budget Officer as Chair and representatives of the various divisions and campuses as members shall be constituted to consolidate and submit to the Board of Trustees and the Department of Budget and Management for approval.

The proposed budget shall, however, be presented and discussed in the Administrative Council before it shall be submitted to the Board of Trustees.

Section 3. All Chairpersons of the various departments and chiefs of divisions/offices of the College shall submit to the committee through channels the annual budgetary requirements of their respective units to be prepared in accordance with the guidelines, and properly justified on the basis of the actual needs of each department or division concerned and the development programs of the Polytechnic.

Section 4. Before the beginning of the budget year, the College President shall submit for confirmation by the President of the Philippines through the Department of Budget and Management the internal operating budget of the Polytechnic as approved by the Board of Trustees observing such rules and regulations and format as may be determined by the Department of Budget and Management.

Section 5. Pending approval of the annual budget for the ending year, the College shall operate using as basis the budget of the previous calendar year. Savings or income of the College derived from collection of fees, and other sources may be made available for the purpose subject to the guidelines, rules and regulations prescribed by the Department of Budget and Management.

Section 6. The College President shall be authorized to order the closing of accounts of completed projects and direct payment of any and all obligations therefore so as to put the records in order.

Section 7. The income of the Polytechnic derived from tuition fees, school charges and other sources as may be imposed by the Board of Trustees other than those accruing to the revolving funds and those authorized to be recorded as trust receipts shall be deposited in the accredited depository bank of the Polytechnic.

Official receipts shall cover all collections of the College from fees, charges and receipts intended for particular recipient units. All collections shall be deposited as trust funds before said income be allocated to the beneficiaries.

Article 101 - Traveling Expenses

Section 1. As authorized by the Board of Trustees, the College President may approve the travel of any Polytechnic officer, 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 2. All officers, faculty and non-teaching personnel traveling on official business shall be entitled to traveling expenses in accordance to rules and regulations.

Article 102 - Accounting and Auditing

Section 1. The Commission on Audit shall audit all accounts and expenditures of the college. All disbursement shall be made in accordance with laws, rules and regulations of the Commission

Section 2. All disbursement vouchers and checks shall be submitted to the College President for approval or in his absence, his duly authorized representative may sign and approve such disbursement vouchers, within the limits as determined by the College President.

Article 103 - Internal Control System

Section 1. A sound system of internal control shall be installed, implemented to monitor the in carrying out the programs of the College whose concept shall embrace the administrative operational accounting and financial aspects of the Polytechnic. The Internal Control System shall be in consonance with government accounting and auditing rules and procedures.

TITLE SEVEN – ACADEMIC AFFAIRS
Chapter XXV
CALENDAR, SCHEDULE AND SIZE OF CLASSES

Article 104 - Academic Calendar

Section 1. The annual school calendar shall be prepared in accordance with the rules and regulations as may be prescribed by the Board of Trustees. The framework of the school calendar including major activities of the Polytechnic shall be approved by the Administrative Council, and the details thereof prepared by the Registrar's Office in coordination with the vice-president.

Section 2. The academic year consists of two semesters. Each semester shall consist of 18 weeks with two weeks of semestral vacation and two (2) weeks of Christmas break.

Section 3. A minimum of 18 class hours per unit is spread over 18 weeks per semester. Additional hours for laboratory activities shall be provided by the Academic Council subject to the approval of the Board of Trustees.

Section 4. During each academic year, the College shall observe its Charter day every 17th day of January.

Article 105 - Schedule of Classes

Section 1. The Executive Deans and the Department Chair shall prepare the schedule of classes in coordination with the Registrar's Office.

Section 2. As a rule, classes shall be scheduled during the regular school hours and in consideration of available facilities and/or faculty members. No class schedule shall be altered without the approval of the executive dean.

Article 106 - Class Size

Section 1. In the undergraduate level, the maximum size of a class shall be fifty (50) for lecture, twenty five (25) for laboratory and forty (40) for seminar-classes and technology transfer classes.

The minimum size to warrant the opening of a class shall not be less than fifteen (15) students except in cases as determined by the Vice President for Academic Affairs and approved by the College President.

Section 2. No classes shall be split or fused after it has been duly opened and organized without the knowledge and approval of the Executive Dean.

Section 3. Subject to approval of the College President, as recommended by the Vice President and the respective Executive Deans, certain departments of the Polytechnic may be authorized to limit the enrollment in their department if such limitation is urgently necessary.

Section 4. At the end of each semester, each academic Department Chairman shall make a report to the Vice President through the Executive Dean concerned with his recommendation on his observations during the school calendar, schedule of classes, and size thereof in their respective departments.

**Chapter XXVI
DISMISSAL AND POSTPONEMENT OF CLASSES**

Article 107 - Dismissal of Classes

Section 1. Classes may be dismissed ten (10) minutes before scheduled time to give ample time for students to transfer from one room/building to another.

Section 2. A class may be dismissed if after the first fifteen (15) minutes the instructor has not entered the classroom. Should this happen, the students must be advised to go to the library or other learning centers for research work and/or reading.

Article 108 - Transfer/Suspension of Classes

Section 1. No instructor shall postpone his class to any hour, transfer or move his classes to any other day, room or place except when expressly permitted in writing to do so by the Department Chair, and the Admissions Office duly informed.

Section 2. Classes in all levels shall automatically be suspended when public weather signal No. Three (3) is raised by the Weather Bureau (PAG-ASA)/ or the Local Chief Executive will declare suspension of classes.

Section 3. The President and/or Vice President of the College may suspend classes during times when in their judgment, the lives and health of the students are endangered or threatened. This includes heavy rain falls and other times of emergency or calamity.

Chapter XXVII ADMISSION REQUIREMENTS

Article 109 - Entrance Requirements

Section 1. Every student must comply with the entrance requirements prescribed by the Admissions Office as recommended by the Administrative Council and approved by the Board of Trustees.

Section 2. Foreign students shall be required to meet substantially the requirements prescribed for their entrance into the College. They must submit valid study permits from the Commission on Higher Education and Department of Foreign Affairs or permit to transfer if they have previously enrolled in another institution.

Section 3. Transferees or new undergraduate students who are deficient in any of the school's requirements for admission but who are otherwise considered competent to do college work must make up for all deficiencies within one (1) year of residence in the college under the guidance of the faculty adviser.

Article 110 - Admission

Section 1. No students shall be denied admission to the College by reason of age, sex, race and religion.

Section 2. Every applicant for admission to a college degree program shall submit the following requirements:

2.1. Form 138 or its equivalent

2.2. Certification by a Government Physician that he/she is physically and mentally fit.

2.3. Certificate of Good Moral Character - Certified by the Principal

2.4. Official Transcript of Records and Certificate of Honorable dismissal in the case of transferees.

2.5. Certificate of Live Birth

2.6. Marriage contract for married female students

Section 3. Every applicant for admission to the graduate school shall be screened in accordance with the prescribed admission requirements spelled out in the graduate school code.

Article 111 - School Fees

Section 1. School fees are classified into (a) regular school fees (b) student fees (c) administrative fees and (d) out of country fees.

Section 2. Regular school fees include tuition, matriculation, medical, dental, athletic, diploma, library, student services [BOT Resolution No. 043, s. 2007], and identification card.

Section 3. Student fees include fees for student publication, student body government, student handbook, cultural affairs [BOT Resolution No. 006, s. 2007], SCUAA Fee [BOT Resolution No. 006, s. 2007], graduation fees for seniors, RAATI Fee [BOT Resolution No. 008, s. 2010], and others.

Section 4. Administrative fees include fines for late enrollment, fine for changing, adding or dropping of subjects within the first ten (10) days from the start of classes, special service fee for validation/removal examinations, official transcript of records and testing service fees.

Section 5. The out-of-country fees are levied on foreign students who are qualified to enroll in the College.

Section 6. Any student who got forms and then transferred or who will not continue enrollment shall be charged a minimal fee to be determined by the Administrative Council and approved by the Board of Trustees.

Article 112- Registration

Section 1. Students shall register within the scheduled registration period as provided for in the approved academic calendar. A fine shall be imposed on all registration three (3) days after the opening of classes. Late registration with fine shall be allowed only during the first week of classes.

Article 113- Cross Registration

Section 1. A student registered in another institution may be admitted as cross enrollee to the College provided he presents a written permit from the director of admission of his college setting forth the course and the total number of units in which the student will be registered.

Section 2. The College shall credit only the course taken by its students from any other college or school with expressed approval in writing by the Dean in consultation with the Department Chairman.

Article 114- Class Attendance

Section 1. The regular attendance is 54 class hours in one semester for a three-unit subject without laboratory. One unit of laboratory is equivalent to 54 contact hours in one semester. The number of class hours for any subject is computed at eighteen hours per unit.

Section 2. When the absences of a student are equivalent to 20% of the total number of hours of recitation or lecture or laboratory or any other scheduled work in one semester, he shall be automatically dropped from the course, provided, that such absences had been incurred before the mid-term test. If such absences had been incurred after the mid-term a grade of 5 is given. If the absences are incurred due to valid reason as determined by the Office of Student Affairs he shall either be dropped without a grade or shall be allowed to take the final examinations and be given grades he deserves. This shall be decided by the Office of Student Affairs on a case to case basis.

Section 3. Whenever a student is absent from a class for three (3) consecutive days the instructor concerned shall report the matter to the Chief of the Guidance Office for proper action and formal notification of the parents or guardians.

Section 4. Excuse slips for absences shall be obtained from the Office of Student Affairs and then presented to the instructor concerned. All work covered by the class during the period of absence shall be made up within the term by the student concerned in accordance with prescribed requirements.

Section 5. Tardiness after fifteen (15) minutes is considered absence from the class. The student, however, need not get an excuse slip for such absence.

Section 6. Requirements of the course and other class works missed during the absence without valid reason as determined by the OSA becomes an academic liability to the student.

Chapter XXVIII CLASSIFICATION OF STUDENTS

Article 115 - Regular, Irregular and Special Students

Section 1. A regular student is one who is registered for formal academic credits and who carries the full load required for a given semester or term by the curriculum for which he is registered, provided that if a student has already finished some required subjects, the earned credits shall be added to the units he is actually taking in the computation of his load for the purpose of determining his status.

Section 2. An irregular student is one who is registered with formal credits but who carries less than the full load required for a given semester or term in the curriculum year for which he registered.

Section 3. A special student is one who is registered but not earning formal academic credits for his work.

Article 116 - Curricular Year

Section 1. Students are also classified as freshmen, sophomores, juniors and seniors according to how many units they have completed vis-à-vis the prescribed subjects of their course for each curriculum year.

Section 2. A freshman is a student who is taking up the first year of his curriculum or 35% of the total number of units required in his entire course.

Section 3. A sophomore is a student who has satisfactorily completed the prescribed subjects of the first year of his degree program and is enrolled in the second year.

Section 4. A junior is a student who has completed the prescribed subjects for the first two years of his curriculum or who has finished not less than 50% nor more than 75% of the total number of units prescribed in his entire course.

Section 5. A senior is a student who has completed the prescribed subjects of the first, second, third year of the curriculum or who has finished not less than 75% of the total number of units required in his entire course.

Section 6. In a five or six-year degree program, the last is considered the senior year.

Chapter XXIX STUDENT'S ACADEMIC LOAD

Article 117 - Regular/Summer Term Load

Section 1. An undergraduate student shall be allowed to carry a normal load of not more than 21 units a semester exclusive of social orientation, NSTP, and PE provided that a graduating student, as a special case may be permitted to carry a maximum load of 27 units upon approval by the Executive Dean and the Director for Admissions and upon recommendation of the Department Chairman.

Section 2. In the summer term, the normal load shall be six (6) units of technical or laboratory subjects, provided, that in justifiable cases the Executive Dean in consultation with the Department Chairman may allow a

student to take nine (9) units of laboratory subjects or twelve (12) units of non-laboratory subjects.

Section 3. The agency/employer of any working student shall recommend maximum load of the said student to be approved by the Department Chair; in any case, the load should not exceed those allowed of regular students.

Section 4. The academic load of graduate students shall be governed by the policies promulgated by the graduate school as approved by the Graduate School Council.

Article 118 - The Limits for Completion of Degree Programs

Section 1. A degree program in the undergraduate shall be finished by a student within a maximum of six (6) years for a four year course, eight(8) years for a six-year course.

Exceptions to this rule may be allowed on a case to case basis by the Executive Dean specially if applied to working students.

Section 2. A master's degree program in the graduate school shall be finished within a maximum period of five (5) years and a period of seven (7) years for a doctoral program.

Section 3. Any student can avail of a leave of absence from school for justifiable cause without prejudice to the time limit.

Section 4. Any graduate or undergraduate student who failed to finish his degree within the specified time shall be advised to take additional subjects under justifiable reasons.

Chapter XXX REFUND OF FEES

Article 119 - Schedule of Allowable Refunds

Section 1. Except for entrance and matriculation fees, a student who has paid his tuition and other fees may upon withdrawal or honorable dismissal be entitled to a refund in accordance with the following schedule (Res. 32, s. 1993).

Within one week from the opening of classes ----- 75%

Within the 2nd, 3rd or 4th week ----- 50%

After the 4th week ----- No refund

Section 2. Any student who is suspended or dismissed for cause should not be entitled to any refund of fees.

Section 3. In case of a student's death his tuition fees may be refunded corresponding to the remaining number of school days upon the written request of his family.

Section 4. Tuition and/or laboratory fees paid for courses but closed by the Polytechnic for lack of enrollees shall be refunded in full.

Section 5. Any student who is drafted for military training in accordance with the National Defense Act may have any fees paid be refunded proportional to the number of months he stayed in the College during that particular semester.

Chapter XXXI CURRICULAR CHANGES

Article 120 - Dropping, Changing and Adding Subjects

Section 1. Any student may be permitted to withdraw subjects already enrolled provided this is done properly in prescribed forms; if withdrawal is done before the mid-term tests, a grade of “W” shall be given and after the midterm exams, a “D” which means dropped mark shall be given to the student concerned. Unauthorized dropping of subjects shall be given a grade of 65%.

Section 2. Addition and/or substitution of subjects must be done with the knowledge and approval of the instructor, the Department Chairman and the Executive Dean concerned. Application for addition or substitution of subjects must be filed within the first two weeks after the start of classes.

Section 3. No substitution shall be allowed for any subject prescribed in the curriculum in which the student had failed or did not take except when in the opinion of the Vice President for academic affairs as recommended by the Executive Dean and Chairman concerned the proposed substitution covers substantially the same subject contents as the required subjects.

Chapter XXXII TRANSFER STUDENTS

Article 121 - Rules on Transfer Students

Section 1. Students applying for transfer to MPSPC must present a certified copy of their academic records issued by duly authorized authority of the university or college attended.

Section 2. The admission of a transfer student shall be on probation basis until such time as the official transcript of records from the last school attended is received by the Polytechnic.

Section 3. Transfer students shall complete in the College no less than 50% of the one year full academic load required of the College.

Section 4. All transferees must submit a certificate of honorable dismissal and of good moral character from the last college or university attended.

Section 5. All students must pass the screening and interview that is given by the guidance office.

Section 6. Transferees from private institutions shall be admitted to this Polytechnic only upon proper justification.

Article 122 - Validation

Section 1. Validation of courses taken from non-member of PASUC, AACUP is required. The regular period for validation tests shall be (2) weeks before the first day of registration for each term or semester. No validating fee shall be charged during the regular period. Validating test given after the first day of registration shall be levied a fee of P15.00 per subject and only upon approval of the admission office.

Section 2. Students who have earned collegiate units from recognized institutions of higher learning may be granted advance credit for any course in accordance with the rules of transfer students.

Section 3. Consistent with the general rule set by the Academic Council, each department may promulgate rules on admission and granting of advanced credits to students.

Chapter XXXIII EXAMINATION AND GRADES

Article 123 - Integration Period

Section 1. The admission office in consultation with the Vice President for academic affairs and the Director of Student Affairs with the approval of the College President may be scheduled an integration period of two (2) days before the final examinations to enable the students to review provided that all the professors/instructors shall keep regular office hours and make themselves available for consultation.

Article 124 - Examinations

Section 1. There are three major examinations scheduled during each semester namely, preliminary, midterm and final exams. No student shall be exempted from these examinations.

Section 2. Examinations are always written and test papers are kept in the Registrar's Office for a period of two years for purposes of verification and clarification if needed.

Section 3. The schedule for the examinations shall be prepared by the admission office and posted one week before the examination.

Section 4. To take the special examination, the student shall secure his examination permit from the Accounting Office after payment of required fees

Article 125 - Grading System for Undergraduate Level

Section 1. The passing grade in the undergraduate level is 75%-100%. Incomplete, INC mark is given when student whose class standing throughout the semester is passing, but fails to take the examination or submit other requirements of the course due to illness or other valid reasons. If found justifiable, the student may be given special examinations. In cases when the class standing is not passing, and the student fails to take the final examinations for no valid reasons a grade of 65% shall be given.

If a student passes an examination for the removal of an "INC" the final grade shall be 75% or higher. If he fails a final grade of 70% shall be given. An incomplete mark not removed within the period provided for removal shall automatically be 65%.

An "**S**" or **U** mark shall be given to a student in a seminar course. **In progress (Pr)** shall be given for a work actually being undertaken at the time the grades are submitted. This should be written under remarks.

WP (withdrawn with permit) mark is given for courses or subjects that are dropped before the mid-term examinations. A "D" mark is given for students who drop their subjects after the mid-term test with permission and 65% without permission.

NFE mark is given to a student who has completed requirements of the course but fails to take the final examinations. The student is given one semester to take the exam, otherwise, the Registrar's Office will automatically convert the NFE to 65%.

Section 2. All reports of grades must be in the admission office within one (1) week after the final examinations at the end of each semester/term.

Section 3. Grades shall not be changed after they have been submitted to the Admission Office. However, should there be a need to make a change, the instructor concerned should notify the Department Chairman, the Dean and the Registrar.

Article 126 - Removal of Incomplete Marks

Section 1. Removal examinations due to failure to take the final examinations shall be taken without fee under the following conditions:

It is taken during the regular examination period wherein an examination on the subject is included

The Validating Examination period starts two weeks prior to registration period, provided that the examination for the particular subject is handled by the same faculty member under whom the student received an "INC" or Condition.

Section 2. In the event that the subject instructor is on leave or separated from the service, whoever takes over these subjects handled by him shall be responsible to ascertain or determine the completion grade for the students.

Section 3. Removal of incomplete shall be done within one (1) semester. Failure of students to do shall be enough cause for conversion of the "INC" to a grade of 65% by the Registrar's Office.

Chapter XXXIV RULES ON SCHOLASTIC STANDING

Article 127 - Scholarship

Section 1. Scholarship in the College shall be classified into (1) honorific scholarships, (2) full academic scholarships, and (3) College scholarships and other privileges.

Section 2. Honorific scholarships shall be awarded to valedictorians and salutatorians from public or duly recognized private schools in the country. Valedictorians and salutatorians shall enjoy full free tuition fee and half free tuition fee, respectively on a semestral basis, renewable for each succeeding term, subject to certain terms and conditions.

Section 3. Full scholarships on tuition fee shall be extended to any undergraduate student (President's List) in any curricular program of the Polytechnic who shall obtain an average of 92% or better, with no failing grade in any subject during the previous semester, provided that the scholar carries an academic load of not less than 18 units per semester and provided further that the scholar is of good moral character.

Section 4. Partial academic scholars shall be extended 75% scholarship on tuition fees to an undergraduate student (Dean's List) who shall obtain an average of 90% or better with no failing grade in any subject during each previous semester, provided that the scholar carries an academic load of not

less than 18 units per semester and provided further that the scholar is of good moral character.

Section 5. The Polytechnic shall also extend scholarships or other privileges in the form of full or half tuition to qualified members of the ROTC Corp commander, outstanding athletes, editors and staff of the college organ, members of the band, members of the School of Living Traditions Arts Group and the Theater Arts Group [BOT Resolution No. 038, s. 2008], SSC officers and others in accordance with the general rules promulgated by the Polytechnic as approved by the Board of Trustees.

Section 6. Subject to the general rules promulgated by the Polytechnic as approved by the Board of Trustees the college shall accept scholarship grants from any private or public institution for individuals.

Section 7. Any student who shall qualify for two (2) or more government scholarship programs shall avail himself of only one but without prejudice to accepting privately sponsored scholarships or assistantships.

Section 8. There shall be a Scholarship Committee which shall be tasked to screen students availing for scholarships. The Scholarship Committee shall be composed of the Director for Instruction and Accreditation as chair and as members, the Director for Office of Student Affairs, Registrar, Finance Officer/Admin Officer and a representative from the student council.

Article 128 - Scholarship Delinquency

Section 1. The Vice President for Academic Affairs shall formulate effective guidelines governing delinquent student in the undergraduate level. The following minimum standards shall be observed in dealing with this matter.

Scholars who failed in one subject for the first time shall be given warning by the Guidance Counselor but shall retain his/her College scholarship/grant. Failing one subject for the second time shall suffice to terminate the scholarship.

Section 2. The rules governing other government or private scholarships shall prevail.

Article 129 - Honorable Dismissal

Section 1. Honorable dismissal may be granted to any student who desires to leave the College for any valid reasons, provided that he is in good standing as far as character and conduct are concerned.

Section 2. A written petition of the undergraduate student must be submitted to the Registrar's Office before any certification of honorable dismissal is issued to him.

Section 3. A student who leaves the College for reason of suspension or expulsion shall not be entitled to an honorable dismissal.

Chapter XXXV GRADUATION

Article 130 - Graduating Pre-Requisites

Section 1. A student shall be recommended for graduation only after he has satisfied all academic requirements prescribed by the curriculum for graduation.

Section 2. A graduating student shall apply for graduation within two months after enrollment for his last semester in the College.

Section 3. All candidates for graduation shall have their deficiencies made up and their records cleared not later than one month before the end of their last semester at the Polytechnic with the exception of subjects currently enrolled.

Section 4. All candidates for graduation shall have satisfactorily completed all the academic requirements for graduation one-week before graduation.

Section 5. No transfer student shall be graduated unless he has completed in the Polytechnic at least 36 academic units for undergraduate studies and 15 academic units for the graduate programs.

Chapter XXXVI GRADUATION WITH HONORS

Article 131 - Basis for Conferring Honors

Section 1. Undergraduate students, who have completed their courses with the following weighted averages, shall be graduated with honors to be inscribed in their diplomas and transcript of records.

For Four - Year Courses, honors shall be granted as follows:

Summa Cum Laude. This honor is granted to a graduate whose general average is 98% to 100% without a grade lower than 89% in any subject and provided that all credits have been earned at MPSPC, and was able to finish the program as prescribed in the curriculum.

Magna Cum Laude. This honor is granted to a graduate whose general weighted average of 95% to 97%, without a grade lower than 86% in any subject, provided that all credits have been earned in the College, and was able to finish the program as prescribed in the curriculum.

Cum Laude. This honor is granted to a graduate with a general weighted average of 92% to 94% without a grade lower than 80% in any subject, provided that all credits have been earned in the College, and was able to finish the program as prescribed in the curriculum.

For Two - Year Courses, honors shall be granted as follows:

Honors are also given to deserving graduates from two-year courses. The following honors may be granted with the corresponding requirements for such honors:

Honor	General Weighted Average	Lowest Grade in Any Subject	Residence (in years)
With Highest Honors	95% or better	90% or better	2
With High Honors	93% to 94%	85% or Better	2
With Honors	90% to 92%	85% or Better	2

For both courses, the computation of the general weighted average for aforementioned courses shall be carried to the third decimal place and rounded up to the second decimal place; provided that all the grades in the

academic courses which are prescribed in the curriculum and taken in the College shall be included in the computation of the average excluding physical education, social orientation and ROTC.

In any case, the maximum residence of a graduate to be granted honors should not be longer than what is indicated or evident in the curricular program. Also, he should not have shunned extra-curricular activities although he may not have been active in all, and not have intentionally violated any law, ordinance or regulation enforced in the College. A candidate for graduation who meets the prescribed general weighted average for honors but failed to satisfy all of the requirements shall be given the “Academic Distinction Award.”

Chapter XXXVII GRADUATION EXERCISES

Article 132 - Graduation Exercises

Section 1. The Registrar’s Office shall coordinate the arrangement for the commencement exercises.

Section 2. The commencement exercises for all graduating students of the Polytechnic including those who are to receive their titles and certificates below the Bachelor’s Degree, shall be held on the same day and on the same date fixed for graduation on the academic calendar. Each campus may have its own separate graduation rites.

Section 3. All graduating students shall attend the commencement exercises as scheduled.

Chapter XXXVIII CONFERMENT OF TITLE HONORIS CAUSA

Article 133 - Conferment of Titles Honoris Causa and other Honorary Titles

Section 1. The College through the Academic Council and upon approval of the Board of Trustees may confer a doctoral degree Honoris Causa to any person with distinguished achievement.

Section 2. Other honorary titles may be conferred by the College upon approval by the Board of Trustees on individuals who manifested exemplary support and contribution to the College and the country.

Chapter XXXIX ACADEMIC COSTUMES

Article 134 - Attire

Section 1. Candidates for graduation with baccalaureate degrees shall wear costumes during the commencement exercises in accordance with the rules and regulations to be adopted.

Section 2. Members of the faculty and officers of the Administration attending the commencement exercises shall wear academic costumes.

Section 3. Candidates for graduation in the non-degree program of the college shall wear appropriate attire as recommended by the Academic

Department concerned.

Article 135- Colors

Section 1. Each college or department granting a degree shall adopt one or two colors in addition to the colors of the Polytechnic.

Section 2. The graduate school shall adopt dark violet academic costumes with colors of hood differing according to course such as blue for Education, green for Science Education, white for public administration and yellow for business administration.

**CHAPTER XXXIX
AMENDMENTS, ENCLOSURE, PROVISIONS
NON REPEALING CLAUSE**

Article 136. Manner of Amendments

Section 1. The Academic Council of the College shall propose in any of its regular meetings or special meetings called for the purpose, amendments to the Code relative to academic matters, subject to the approval of the BOT.

Section 2. The Administrative Council of the College shall propose in any of its regular meetings or special meetings called for the purpose, amendments to the Code relative to administrative matters, subject to the approval of the Board of Trustees.

Article 137. Separability Clause

Section 1. If there are any provisions in this code, 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.

Article 138. Enclosures

Section 1. That this Code shall incorporate as integral parts hereof all pertinent resolutions, memoranda and policies as enunciated and/or promulgated by the Board of Trustees provided they are not inconsistent with the provisions of this Code.

Article 139. Repealing Clause

Section 1. All other policies, rules and regulations that are embodied or not embodied in this Code but are consistent with the provisions of RA 8292, RA 7182, shall continue to have full force or effect.

Section 2. That this Code shall hereby supersede all other existing rules and regulations as well as policies of the College that may be inconsistent with it. Any provision hereof that may be inconsistent with existing laws shall be rendered null and void, but the nullity of said provision shall not affect the validity of other provisions.