



*Republic of the Philippines*

**Mountain Province State Polytechnic College**

Bontoc, Mountain Province

# FACULTY MANUAL



**The governing board of the College shall be the BOARD OF TRUSTEES, referred to as the Board.**

### **COMPOSITION.**

The Board of Trustees of the Polytechnic shall be composed of the following: Chairman of the Commission on Higher Education as Chairman; President of the College as Vice Chairman; Chairman of the Senate Committee on Education, Arts and Culture; Chairman of the House of Representatives' Committee on Higher and Technical Education; Regional Director of the national Economic Development Authority; Regional Director of the Department of Science and Technology; President of the duly recognized Federation of Faculty Associations; President of the Federation of Supreme Student Councils; President of the Federated Alumni Association of the Polytechnic; Two(2) Representatives from the Private Sector (Prominent Citizens) as maybe appointed (RA 8292).

### **POWERS AND DUTIES OF THE GOVERNING BOARD**

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

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)
2. The governing board shall have the following specific powers and duties in addition to its general powers of administration and the exercise of all the powers granted to the board of directors of a corporation under Section 36 of Batas Pambansa Blg. 68 otherwise known as the Corporation Code of the Philippines:
  - a) to enact rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the College;
  - b) to receive and appropriate all sums as may be provided, for the support of the university or college in the manner it may determine, in its discretion with all accompanying full custodial responsibilities, to carry out the purposes and functions of the College;
  - c) to import duty-free economic, technical and cultural books and/or publications, upon certification by the CHED that such imported books and/or publications are for economic, technical, vocational, scientific, philosophical, historical or cultural purposes, in accordance with the provisions of the tariff and customs code, as amended;
  - d) 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 College, subject to the limitations, directions and introductions of the donor/s if any;
  - e) 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;
  - f) to adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students;
  - g) 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;



- h) to appoint and terminate, upon the recommendation of the president of the Polytechnic vice presidents, deans, directors, heads of departments, faculty members and other officials and employees; in which case said appointment or dismissal of official/s or employee/s shall be immediately implemented by the President of the Polytechnic;
- i) to fix and adjust salaries of faculty members and administrative officials and employees subject to the provisions of the Revised Compensation and Position Classification System and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper; to grant them, at its discretion, leaves of absence under such regulations as it may promulgate, any provisions of existing law/s to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law;
- j) to approve the curricula, institutional programs and rules of discipline drawn by the administrative and academic councils as herein provided, including the adoption of necessary measures enabling students to exercise their religious beliefs consistent with the accepted norms and morals of society; wherein students are given options to fulfill their academic responsibilities such as make-up classes/examinations on missed school days/examinations which coincide with the exercise of their religious beliefs;
- k) to set policies on admission, retention, graduation and grant of honors of students, without prejudice to students' political beliefs, gender preference, cultural or community affiliation or ethnic origin, and religious opinion or affiliation;
- l) to confer degrees upon successful candidates for graduation, to award honorary degrees upon persons in recognition of outstanding contribution in the field of education, public service, arts, science and technology or in any field of specialization within the academic competence of the college and to authorize the award of certificates of completion of non-degree and non-traditional courses;
- m) to absorb non-chartered tertiary institutions within their respective provinces in coordination with the CHED and in consultation with the Department of Budget and Management, and to offer therein needed programs or courses, to promote and carry out equal access to educational opportunities mandated by the constitution;
- n) to establish research and extension centers of the College where such will promote the development of the latter;
- o) to establish chairs in the university or college and to provide fellowships for qualified faculty members and scholarships to deserving students;
- p) to delegate, except the appointment and termination of personnel holding regular positions subject to the confirmation of the Board of Trustees, any of its powers and duties provided for hereinabove to the president and/or other officials of the College as it may deem appropriate so as to expedite the administration of the affairs of the College.
- q) to authorize an external management audit of the institution, to be financed by the CHED, subject to Commission on Audit (COA) Rules and Regulations; and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;
  
- r) to collaborate with the other governing boards of state universities and colleges within the province or the region, under the supervision of the CHED and in consultation with the Department of Budget and Management, the restructuring of said colleges and universities to become more efficient, relevant, productive, and competitive;
- s) to enter into joint venture with business and industry for the profitable development and management of the economic assets of the college or institution, the proceeds from which to be used for the development and strengthening of the College;
- t) 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 institution;
- u) 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 maybe;
- v) 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 or distance education, community laboratory, etc., for the promotion of greater access to higher education;
  - w) to establish policy guidelines and procedures for participative decision- making and transparency within the institution;
  - x) to privatize, where most advantageous to the institution, management of non-academic services such as health, food, building/grounds/property maintenance and similar such other activities; and
  - y) to allow the president of the College to complete his/her term of office beyond the age of retirement but not later than the age of seventy (70), whose performance has been unanimously rated as outstanding by the governing board in terms of governance and management, academic linkages, resource generation, commitment to the observance of the norms laid down in the code of conduct and ethical standards for public officials and employees (R.A No. 6713) among others, and upon unanimous recommendation of the Committee created for the purpose.

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## Chapter 1

### MERIT SELECTION AND PROMOTION PLAN FOR FACULTY AND ACADEMIC STAFF

Pursuant to the provisions of section 32, Book V of Administrative Code of 1987 (Executive order No. 292), CSC Memorandum Circular No. 3, s.1979 as amended by CSC Memorandum Circular No. 18, s. 1988 and CSC Memorandum Circular No. 38, s. 1989, as further amended by CSC Memorandum Circular No. 40, s.1998, CSC Memorandum Circular No. 15, s.1999, CSC Memorandum Circular No. 8, s. 1999, and CSC Memorandum Circular No. 3, s. 2001 this Merit Selection Plan (MSP) for the Faculty and Academic Staff of the Mountain Province State Polytechnic College is hereby established for the guidance of all concerned.

#### I. OBJECTIVES

It is the policy of the Mountain Province State Polytechnic College to strictly adhere to the merit and fitness principle in the recruitment, appointment, promotion, recognition, development and discipline of the faculty and academic staff to ensure fairness, justice and excellence in attaining its mission.

The objectives of this Merit Selection and Promotion Plan for Faculty and Academic Staff are as follows:

1. To establish a sound procedure of recruitment and appointment;
2. To create and provide equal opportunities for career development;
3. To provide a highly educated and motivated professorial staff.

#### II. SCOPE

This Merit Selection and Promotion Plan shall apply to all closed career positions of the faculty and academic staff of the Polytechnic.

#### III. DEFINITION OF TERMS

**Academic Staff** – refers to the employees with faculty ranks who are not primarily engaged in teaching, research or extension services.

**Appointing Authority** – refers to the President of the Mountain Province State Polytechnic College.

**Closed Career Position** – is a position included in the faculty and/or academic staff of the Mountain Province State Polytechnic College.

**Comparatively at Par** – predetermined reasonable difference or gap between point scores of candidates for appointment established by FASSB.



**Faculty** – refers to the employees directly engaged in teaching and employees appointed to faculty ranks engaged in research or extension services.

**Faculty Rank** – is a classification of the position of a faculty member as College Professor, Professor, Associate Professor, Assistant Professor, Instructor and which, except College professor, may further be classified into sub-ranks ranging from 1-VI.

**Insider** – is an employee of the MPSPC aspiring for promotion as distinguished from applicants who are not MPSPC employees.

**Institution** – as used herein, refers to the Mountain Province State Polytechnic College.

**Merit System** – is a personnel system in which comparative merit or achievement governs the selection, utilization, training, retention, employee welfare, incentive and award and discipline of the faculty and academic staff of MPSPC.

**Outsiders** – are applicants for employment who are not MPSPC employee at the time of filing of their applications.

**Promotion** – applies to the advancement of an employee from one position to another with an increase in duties and responsibilities as authorized by law and usually accompanied by an increase in salary. It also applies to advancement in faculty rank or sub-rank.

**Recruitment** – is the process of searching and attracting potential applicants from whom the most competent and qualified are appointed to faculty and academic positions.

## **IV. PROCEDURE**

### **RECRUITMENT AND APPOINTMENT**

The policies, rules and procedures to be observed in the recruitment and appointment of faculty and academic staff are as follows:

#### **1. Policies**

- 1.1 Recruitment shall be made preferably to those who possess a Master's Degree or its equivalent.
- 1.2 Entry to faculty and academic staff positions shall be at the lowest sub-rank of the appropriate faculty rank.
- 1.3 Those entering from private education institutions with faculty rank shall be admitted to the lowest sub-rank of the appropriate faculty rank.
- 1.4 Transferees from other state Universities and Colleges may be admitted at their present faculty ranks in the absence of qualified insiders.
- 1.5 Qualification standards for faculty and academic staff shall basically be those as provided for under CSC MC 5, s. 1987 as follows:

### **For Appointment to the Rank of Instructor**

- a. Bachelor's degree holders with academic honors such as Summa Cum Laude, Magna Cum Laude or Cum Laude;
- b. Bachelor's degree holders who belong to their first ten in their respective board examinations;
- c. Bachelor's degree holders who passed their respective board examinations;
- d. Bachelor's degree holders who have been in Collegiate teaching on a full-time basis or doing educational research work for at least three (3) years;
- e. Bachelor's degree holders who have earned at least 52 points as provided for under the Common Criteria for Evaluation (CEE) of Faculty, Office of Budget and Management (DBM)- National Compensation Circular No.33 dated January 1985 as amended by National Budget Circular (NBC) No. 461, dated June 1, 1998 and other subsequent directives which may follow suit;
- f. In the absence of applicants who qualify under letters "a to e", one who has a specialization in the needed field in the baccalaureate degree may be appointed.

### **For Appointment to the Rank of Assistant Professor**

- Master's Degree holders preferred;
- Master's degree holders in the field of specialization and research work and/or in professions related to teaching;
- Bachelor's degree holders in the field of specialization with at least 83 points based on the Common Criteria for Evaluation (CCE) of NCC 33, dated January 2, 1985 as amended by NBC 461, dated June 1, 1998 and other subsequent directives which may follow suit;
- Instructors who passed the board examinations for Engineering or Accountancy who are teaching technical Engineering or Accountancy courses and with at least Very Satisfactory performance rating during the last two rating periods as determined by the Academic Council.

### **For Appointment to the Rank of Associate Professor**

- Earned Master's Degree;
- Bachelor's degree holders in the field of specialization with at least 124 points under the Common Criteria for Evaluation (CCE) of NBC No. 461 dated June 1, 1998.
- Qualitative contributions in instruction, research, extension, and production. (Must have contributed significantly in at least two of the four functional areas).

### **For Appointment to the Rank of Professor**

- Doctoral degree holders with at least eight (8) years of experience related to collegiate teaching of highly specialized nature; or

- In the absence of doctoral degree holders master's degree holders in the field of specialization with at least 159 points based on the Common Criteria for Evaluation (CCE) of NBC No. 461 dated June 1, 1998, and other subsequent directives which may follow suit;
- In cases where a doctorate is not normally part of career preparation or where such doctoral program is rare, the doctorate requirement may be waived provided that the candidate has an appropriate master's degree, has at least 159 CCE points (including educational qualification) and has earned at 20 points in the following areas;
  - Books, monographs, compendiums in the major bodies of published work.
  - Scientific articles in publications of international circulation and other works of similar nature
  - Discoveries, inventions and other significant original contributions.
  - Research recommendations transformed public policy benefiting the country
  - Supervision, tutoring or coaching of graduate students, scientists, and technologists
  - Research results applied or utilized in industrial and/or commercial projects or undertaking.
- Accreditation shall be done by a committee of experts duly constituted by PASUC for candidates entering the rank for the first time.

The members of the accreditation committee are recognized experts in the area of specialization of the faculty applying for accreditation.

Applicants who fail in the accreditation process shall be appointed to the position of Associate professor 5.

\*Limitations: Quota-20% of the total number of faculty positions.

#### **For Appointment to the Rank of College Professor**

- Deserving faculty members occupying Professor positions duly accredited by the PASUC Accreditation Committee who have complied satisfactorily with all the requirements to the position of Professor.
- SUC executives who opt to receive their basic salary pertaining to their assigned academic rank under the CCE, provided that they complied with the requirements mentioned under the appointment to the position of professor and those who opt to return to the academe due to their resignation/retirements not for cause before the expiration of their fixed terms of office.
- CCE points of 195-197

**Other Qualifications to the Rank of College Professor**

- He must be an outstanding scholar and scientist as shown in the quality of his publications and researches in his principal field of study and in allied fields;
- He must have expert knowledge in one field or division and familiar with at least one other subject within another division;
- He must be known for intellectual maturity and objectivity in his judgment;
- He must have a high reputation among his colleagues and other scholars for his specialization, wherein recognition and esteem could be manifested in the following ways:
  - His contributions to the advancement of his field are recognized here and abroad;
  - His works are published in the most respected journals in their field;
  - His works are widely acclaimed or provoke spirited discussions among scholars, often from various disciplines;
  - He is often invited to universities and other scholarly gatherings for the originality of his thoughts;
  - He is accorded various forms of honors (awards, chairs, titles, etc.)
  - Demonstrate leadership in the field of education in terms of programs and the management of educational institutions.

1.6 A permanent appointment shall be issued to a person who meets the qualification standards established for the faculty rank or academic staff position.

1.7 Those on probationary status shall either be retained or dropped from the service within the probationary period for unsatisfactory conduct or want of capacity. This policy insures that only those who are fit to serve in the faculty and academic staff of the college shall be retained in the service.

The PASUC Common Criteria for Evaluation and pertinent guidelines, rules and procedures relative thereto may be used by the Polytechnic to supplement established policies and guidelines on recruitment and appointment.

The MPSPC President shall have the discretion to determine the most appropriate rank/sub rank position for a particular faculty member candidate based on NCC 68 dated February 13, 1992 and other recruitment and appointment policies, laws, and regulations.

## **2. PROCEDURES:**

The recruitment and appointment of faculty and academic staff shall be in accordance with the following:

2.1 A "Faculty Academic Staff and Selection Board shall assist the President in the recruitment and screening of applicants or candidates for appointment for faculty rank/positions.

2.2 The members of the FASBB shall be the following:

### 2.2.1. The Chairman

2.2.1.1. The Executive Dean in the campus where the vacancy is going to be assigned.

2.2.2 Department Chair, as member where the vacancy is needed.

2.2.3 The Human Resource Management Officer who shall serve as the secretary. He shall keep records of the FASSB proceedings and maintain all records and documents, keeping them readiness for inspection and audit by the Civil Service Commission and other authorized parties.

2.2.3.1 The Administrative Assistant/ or Campus Secretary shall represent the HRMO and to act as Secretary.

2.2.4 The president of the Faculty Association in the campus;

2.2.5 The most ranking faculty and academic staff member in the campus.

2.3 The Board shall make its activities and decision as transparent as possible by publicizing the vacant positions and the names of qualified candidates for appointment.

2.3.1 The Board shall formulate guidelines for screening candidates in accordance with the existing Civil Service Laws and regulations.

2.3.2 The President shall consider the recommendations of the Selection Board in the appointment of the successful applicant, subject to the confirmation of the Board of Trustees.



## B. CAREER DEVELOPMENT

An advancement in rank or position of both faculty and academic staff shall be by promotion or appointment to an upgraded or reclassified position, usually accompanied by an increase in salary. The following are the policies and procedures to be observed.

### 1. Policies

- 1.1. The primary basis for promotion shall be the established policies under CSC Res. No. 83-343, in so far as they are consistent with the guidelines prescribed by the CSC MC No. 5, s. 1987 and CSC Res. No. 84-104-A dated March 29, 1984 and supplemented by the Common Criteria for Evaluation (CCE) of National Budget Circular No. 461, dated June 1, 1998.
- 1.2. Upgrading/reclassification of faculty ranks of academic staff positions shall be done once a year to conform with the performance appraisal rating period.
- 1.3. A person shall be promoted to a higher faculty rank/sub-rank on the basis of the extent to which he meets the specific requirements or standards, provided his performance ratings during the last two rating periods are at least very satisfactory.
- 1.4. The comparative degree of competence and qualifications of a candidate for promotions shall be determined by the following criteria.
  - 1.4.1. Performance. This shall be based on the ratings obtained during the last two rating periods under an approved performance appraisal system. No faculty and academic staff member shall be considered for promotion unless his two performance ratings are at least very satisfactory, even if he meets the required number of points in the Common Criteria for Evaluation (CCE) of NBC No. 61 dated June 1, 1998.
  - 1.4.2. Educational Qualification. This shall be based on the educational attainment of the faculty or academic staff member.
  - 1.4.3. Professional Development, Achievement and Honors Received. This shall be based on the person's professional and cultural activities such as published works, consultancy services, research, teaching and awards or honors received and the completion of training grants, etc.
  - 1.4.4. Physical Characteristics and Personality Traits. This shall be based on physical fitness, attitude and traits of the person, which have bearing on the position to be filled or rank to be conferred.
  - 1.4.5. Potential. This shall take into account the person's capability not only to perform the duties of his present job but also to assume the higher responsibilities of the position to be filled.
- 1.5 In cases where the competence and qualifications of two or more faculty or academic staff members are comparatively at par, preference shall be given the candidate in the department where the vacancy exists.
- 1.6 The mere filing of an administrative charge shall not substitute a disqualification for promotion. When a faculty or academic staff member who is legitimately entitled to

promotion is administratively charged, the position to which he should have been promoted shall not be filled until the case shall have been finally decided. However, when the exigencies of the service require immediate filling of the position or rank, then it shall be filled by temporary appointment to end as soon as the faculty or academic staff member legitimately entitled to it is exonerated. Should the faculty or academic staff member be exonerated, he shall be promoted.

## **2. PROCEDURE FOR PROMOTION**

- 2.1 The Human Resource Management Officer or any duly authorized representative of the Polytechnic upon the approval of the President shall announce all vacant ranks or positions to be filled.
- 2.2 The Faculty and Academic Staff Selection Board shall evaluate the candidate's credentials or documents submitted to it and make its recommendation to the President, accordingly informing the candidates of the results of the evaluation through the Human Resource Development Office.

## **3. PROCEDURES FOR UPGRADING/RECLASSIFICATION OF RANK/POSITION**

- 3.1 The Human Resource and Management Officer or any duly authorized official shall advise all persons concerned to update their records based on NCC 68 or any latest issuance which amended or superceded this circular in the Personnel Office at the start of the school year.
- 3.2 The rules and procedures in the Common Criteria for Evaluation pertaining to position or rank upgrading/reclassification shall be considered.
- 3.3 The Board shall evaluate the credentials of the Faculty or Academic Staff members concerned. It may suggest the creation by the President of a committee that would assist in the evaluation of the credentials.
- 3.4 The FASSB shall officially transmit the evaluated documents to the President.
- 3.5 All Promotional appointments including upgrading/reclassification of ranks/positions shall be announced throughout the Polytechnic to enable aggrieved parties to file protests within fifteen days from date of notice of the promotion/upgrading/reclassification.

## **V. EFFECTIVITY**

This Merit System shall take effect for the Faculty and Academic Staff and subsequent amendments thereto shall take effect immediately upon approval by the Civil Service Commission.

## **VI. COMMITMENT**

I hereby commit to implement and abide by the provisions of this Merit Selection Plan for Faculty and Academic Staff. It is understood that this MSP shall be the basis for expeditious approval of appointments.

(Sgd) MARCELINO T. DELSON  
President

**CSC Action:**

I have evaluated the herein MPSPC PRAISE and found it to be in accordance with the provision of CSC MC 03 s. 2001 and may now be implemented, subject to modifications stated in CSC –CAR letter dated January 10, 2002.

APPROVED BY:

(Sgd) DOLORES B. BON IFACIO  
CSC Regional Director

January 10, 2002  
Date

## Chapter 2

### FACULTY WORKLOAD GUIDELINES

#### I. RATIONALE

It is a mandate on tertiary level institutions to perform the four fold functions; instruction, research, extension, and production. These are the essence of their existence. Hence, their social responsibility is tremendous due to the high expectations from the external environment. In colleges and universities, the faculty members are implementers of institutional programs and the performers of the varied functions.

In order for the faculty to understand and appreciate their roles, it is an institutional policy to assign corresponding workload units for every task they are assigned to do. Thus, a faculty member may be instructed to perform any of the aforementioned functions or a combination thereof. This is also an effort to ensure fairness and equity in the work environment.

#### II. GENERAL PROVISIONS

The regular workload of a faculty member shall be 18 to 24 units per week in accordance with the guidelines listed below. Concomitant to the teaching function are: a) student consultation; b) membership in school committees; and c) preparation of syllabi and instructional materials. Activities in Instruction (I), Research (R) Extension (E), Production (P), and Administration (A) form part of the workload.

In excess of 24 workload units, a faculty may be granted an overload pay not more than three (3) teaching units depending on the availability of funds or maybe granted equivalent service credits. The equivalent service credit for every one (1) unit overload is 3 days as provided in Article 78 – Section 3 of the College Code. In cases where the overload incurred is on activities pertaining to research, extension, production, and student affairs services, service credits may be awarded. Designations without the approval of the college president and/or outside the organizational structure shall in no way be used to claim for overload pay. In highly extreme cases where the services of the faculty are badly needed, a maximum of 6 overload units may be granted where unpaid overload units may be converted to service credits in accordance with existing policies and guidelines.

To claim for Service Credits due to overload, the chairmen of each department shall present the necessary documents of overloading in their department to the executive dean for endorsement to the President for approval.

To incur overload with pay, prior approval from the Office of the President is necessary after a review of the workload shall have been conducted by the office of the Vice President for Academic Affairs within the first month of each term so that a special order can be issued to effect payment.

### III. INSTRUCTIONAL ACTIVITIES (I)

#### A. Lecture and Laboratory Classes

The table below shall be used for the purposes of computing teaching workload.

**Actual 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

Every preparation has an equivalent workload of one (1) unit.

Note: Define laboratory and practicum/ojt/community immersion/internship/work integrated program. When do a subject be considered as a laboratory.

**B. Thesis Advising** – Maximum of 3.0 units (if these are neither paid nor claimed in NBC 461)

1. Graduate (maximum of 5 advisees)	
a) Thesis Adviser	0.5
unit/advisee/semester	
b) English Critic, Statistician, Panel Member	0.3
unit/advisee/semester	

2. Undergraduate
- |   |                  |
|---|------------------|
| a) Thesis Adviser/ Project Study              | 0.5 unit/advisee |
| b) English Critic, Statistician, Panel Member | 0.2 unit/advisee |

**C. Co-curricular Activities (If not claimed under NBC 461)**

- |  |           |
|--|-----------|
| 1. Institutional Organization Adviser (e.g. SSC) | 1.5 units |
| 2. College Paper Adviser                         | 2.0 units |
| 3. Student Paper Adviser                         | 1.5 units |
| 4. Students Organization Adviser                 | 1.0 unit  |
| 5. Editor, Research Journal                      | 2.0 units |
| 6. Research Journal Consultants/ Editorial Staff | 1.5 units |
| 7. Coach/ Trainor, Referee in Sports Activities  |           |
| a. National                                      | 1.5 unit  |
| b. Regional                                      | 1.0 unit  |
| c. Local/Institutional                           | 1.0 unit  |

\*\*\* To be deleted because these are being claimed in NBC 461)

#### IV. RESEARCH ACTIVITIES (R)

As provided in the approved MPSPC Research Manual, Faculty researchers are provided workload equivalents for approved institutional research without honorarium. Workload equivalents are as follows:

Designation	Maximum Equivalent Teaching Load
a. Program leader (with two (2) or more projects)	6 units
b. Project leader (with two (2) or more studies)	3 units
c. Study leader	1.5 unit/ study

#### V. EXTENSION ACTIVITIES (E)

From the approved MPSPC Extension Manual, Faculty members undertaking extension projects/ activities/ services of the polytechnic of 6 months or more are granted at least three (3) academic credit units in their workload for every extension work during the period of implementation of the extension project. If the project is not completed during the time frame, the proponent will not be given the same incentive.

#### VI. PRODUCTION ACTIVITIES (P)

As provided in the approved MPSPC IGP manual, the Equivalent Teaching Load of Production Designations are as follows:

A) An Academic faculty participating in any IGP shall receive a corresponding maximum Equivalent Teaching Load based on the following:

Designation	Maximum Equivalent Teaching Load
a. Chairman, (BOM)	9 units
b. Director, OEP	12 units



c. Project Manager 12 units

d. Campus Manager 12 units

**B)** Faculty researchers are provided workload equivalents for approved institutional research without honorarium. Workload equivalents are as follows:

Designation	Maximum Equivalent Teaching Load
a. Program leader (with two (2) or more projects)	6 units
b. Project leader (with 3 or more studies)	3 units
c. Study leader	1 unit/ study

## VII. ADMINISTRATION (A)

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.

a. Vice President	3 units
b. Executive Deans/Graduate School Dean	9 units
c. Department Chairman/ Director	12 units
d. Faculty members with regular administrative function not included above	15 units

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

a. Vice President	18 units
b. Executive Dean/Graduate School Dean	12 units
c. Department Chairman/Director	9 units
d. Personnel with Academic Ranks who are assigned administrative functions not included above	6 units

## V111. OTHERS (O)

1. AACUP Over-all College Accreditation Coordinator	6 units
2. Campus Over-all Accreditation Chairman	4 units
3. Accreditation Area Chairman	3 units
4. Members, Accreditation Area	2 unit

**Note:** *Accreditation work will only be credited when there are programs undergoing accreditation.*

5. Standing Committees (Not to exceed 3 units)	
5.1. College Umbrella Committees (Functional)	
a) Chairman	2 units
b) Member	1 unit
5.2. Faculty Evaluation (NBC)	
a) Chairman	3 units
b) Member	2 units

**Note:** *Chairmanships and Memberships in the Standing Committees are treated as Service Credits only, and not a part of the Workload.*

## IX. COMPUTATION OF TOTAL FACULTY WORKLOAD

Total Faculty Workload (TFW) = Sum of all the Components

$$\text{TFW} = \text{I} + \text{R} + \text{E} + \text{P} + \text{A} + \text{O}$$

Where:

**I** = Instructional Activities Workload

**R** = Research Activities Workload

**E** = Extension Activities Workload

**P** = Production activities Workload

**A** = Administrative Workload

**O** = Other Activities Workload

**TFW** = Total Faculty Workload

## X. OTHER PROVISIONS

1. Saturday/ Outside office hours teaching services are considered overload for faculty members with a total of 24 workload units.
2. Summer teaching in the Graduate College shall be limited to a 3-unit course per faculty. Exception may be allowed if there are no available faculty.
3. In concurrent designations, higher workload equivalent must be considered.
5. Activities with pay (incentives) would not earn workload units.
6. All unpaid overload units (maximum of 3) shall be given equivalent service credits in accordance with college approved policies.
7. These guidelines shall take effect upon approval by the Board of Trustees.

### Illustrative Computations

#### Instructional Workload

##### A. Lecture and Laboratory Classes

English 11 – 3 units lecture

Humanities 11- 3 units lecture

Physics – 3 units, 1 unit laboratory

##### B. Thesis Adviser ( 5 Graduate students)

Preparation

#### Administrative Workload

Extension Coordinator

#### Research Workload

Project Leader

#### Teaching Workload

3 units

3 units

5 units

(.5)(5)

3 units

6 units

3 units

$$\text{TFW} = \text{I} + \text{A} + \text{R}$$

$$\text{TFW} = 16.5 + 6 + 3$$

$$\text{TFW} = 25.5 \text{ units}$$

$$\text{Overload} = 1.5 \text{ units}$$

$$\begin{aligned} \text{Equivalent Service Credits} &= 1.5 \text{ units} \times 3 \text{ days/unit} \\ &= 4.5 \text{ days} \end{aligned}$$

## Chapter 3

# GUIDELINES ON ASSIGNMENT UNDER VACATION AND SICK LEAVE BASIS, AND THE GRANTING OF SERVICE CREDITS

### I. PLACING A FACULTY MEMBER UNDER VACATION AND SICK LEAVE BASIS:

A faculty member with administrative designation in which his/her services are needed throughout the school year will automatically be on a vacation and sick leave status. The faculty member shall earn 15 days vacation leave and 15 days sick leave credits for each year of actual service.

### II. GRANTING OF SERVICE CREDITS

1. As provided in Article 78 – Section 3 of the College Code, a faculty member shall be granted service credits for work done over and above the 24 units maximum required workload of a faculty member on recommendation of the Department Chairman and Executive Dean concerned and approved by the College President. A faculty member shall earn three (3) days service credit for every 1 unit overload.

The maximum over load is three (3) units such that a faculty member earns a maximum of nine (9) days in a semester.

2. A faculty member on teacher's leave status who is authorized to attend in-service training on official business during summer shall be granted service credit(s) equivalent to one day for every eight hours of attendance.
3. A faculty member on teacher's leave status who is requested to assist during enrollment in April and May, when authorized by the College President shall be granted service credits.
4. A faculty member on teacher's leave status who renders services during school sports competition held outside of regular school days, and during the conduct of testing activities held outside of regular school days shall be granted service credit(s) equivalent to one day for every eight hours of attendance.

### III. USES OF SERVICE CREDITS (CSC MC 41 s. 1998 as amended)

1. Service Credits are used to offset absences due to illness of faculty members on teacher's leave status. One day service credit is used to offset one day absence.
2. Offset proportional deduction in vacation salary (salary during Christmas and summer vacation) due to personal reasons or late appointment.

## IV. OTHER PROVISIONS

1. The granting of service credits must be applied for before the conduct of the activity.

Request /proposals to render service during the off period (Christmas Break/summer shall be filed through an application – to – render – Service during Summer/Christmas break which shall include the following:

1. Assignment to teach a course which can not be paid by honorarium
  2. Approved monthly operational plan of research study/studies (research with honorarium will not be included).
  3. Assignment as a resource person/instructor on approved training
  4. In-charge of special projects with designation issued by the College President.
  5. Special assignments to perform a certain task, with expected output, and a computed service credit to be granted/approved by the Dean.
2. Payment of overload and/or granting of service credits shall be subject to review by the Office of the Vice-President for Academic Affairs and approved by the President.

The granting of service credits shall be made by the College President and which shall be based on compliance with the following requirements at the end of the off period:

1. Approved Application – to – render service
  2. Accomplishment report
  3. Accomplished DTR of actual service rendered duly certified by the immediate supervisor
  4. Recommendation of the Dean
3. The payment of overload shall be subject to availability of funds, accounting and auditing rules and regulations.

## V. MONETIZATION OF SERVICE CREDITS

**Step 1: Apply the conversion formula in Sec. 45 of CSC MC 41 s. 1998 as amended.**

$$\text{Vacation and Sick Leave} = (30 \times Y)/69$$

Where: 30 = Number of days in a month (constant)

Y = Total number of teacher's service credits

69 = 58 days of summer vacation plus 11 days Christmas Vacation  
 = [84 days (total number of days of summer/Christmas vacation) less  
 15 days (12 days, Saturdays and Sundays (summer) and 3 days  
 (Christmas day, Rizal day, New Year's Day)]

*Number of days derived shall be divided equally into vacation and sick leave credits.*

**Step 2: Use formula in Sec. 40 of CSC MC 41 s. 1998, as amended**

Same formula shall be used for monetization of leave credits (MLC) while in service and terminal leave benefits (TLB) beginning January 1, 2002 (DBM Circular No. 2002-1, January 14, 2002)

**Monetization of Leave Credits (MLC)** while in service or **Terminal Leave Benefits (TLB)** as a result of separation/retirement from the service

$$\text{MLC/TLB} = \text{S} \times \text{D} \times \text{CF}$$

Where: S = Current Salary for MLC

= Highest Salary Received for TLB

D = Number of Vacation/Sick Leave Credits to be monetized

CF = 0.0478087 (Constant Factor)

**Step 3: The formula for conversion of vacation and sick leave credits to teacher's service credits, is as follows:**

$$\text{Y} = [(\text{VL} + \text{SL})/30] \times 69$$

After a teacher has monetized the desired number of leave credits, the remaining balance (after deducting the number of leave credits to be monetized) shall be converted to teacher's service credits.



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## **Chapter 4**

### **FACULTY DEVELOPMENT PROGRAM (FDP)**

#### **I. RATIONALE**

The MPSPC provides for a systematic program in Arts and Sciences, Agriculture, Forestry, Teacher Education, Health Education, Criminology, Business Administration, Accounting, Engineering and Technology for human resources development. To achieve its Vision, the College aims to upgrade its instruction, research, extension, and production services through a responsive and functional Faculty Development Program to enable it to better respond to development needs of the region and the country. The College establishes a substantial pool of manpower in the different disciplines to provide leadership and expertise with wholesome values and attitudes.

As a general rule, the College pursues and continually sustains equitable growth and development of faculty in accordance with the College Faculty Development Plan and with the Strategic Plan of the College by providing funds thereof.

The College shall have an updated five-year Faculty Development Program consisting of written activities and programs toward the development of the faculty members for intellectual, personal, and professional as well as moral and spiritual growth.

#### **II. OBJECTIVES**

1. Rationalize the scholarship/training program of the College.
2. Set specific policies and procedures covering all scholarship and training grants, and attendance to training/seminar/conference of faculty members.
3. Implement a system of monitoring and evaluating scholarship/training grants.
4. Maximize involvement and development of faculty members in the four-fold functions (instruction, research, extension and production)

#### **III. DEFINITION OF TERMS**

1. Attendee – is a faculty member who is given the opportunity to attend or participate in any seminar, conference or training that is less than one month within or outside the College.
2. Faculty members – are those who hold faculty ranks.
3. Scholar – is a faculty member who is granted scholarship by other agencies as endorsed by the Faculty Development Committee of the College (FDCC) and approved by the College President and Board of Trustees.
4. Trainee – is a faculty member who is awarded a training grant in line with his/her areas of specialization for upgrading of not less than one (1) month granted by the College.

5. Grantee- is a faculty member who is awarded a study grant or study leave on official time with pay granted by the College.
6. Grant – refers to the upgrading of educational qualifications approved by the College.
  - 5.1 Full Study Grant- refers to the completion of higher degree with full benefits granted by the College.
  - 5.2 Partial Study Grant – is the completion of a higher degree with partial benefits granted by the College that includes release time, weekend leave or one semester study-leave.
  - 5.3 Training Grant – is the upgrading of a faculty member through a training of not less than (1) month granted by the College or approved by an external agency.
7. Scholarship/Study Grant/Training Grant priorities – are study leaves on official time given to faculty members with programs of study in line with the Priority Projects/Programs of the College and is a vertical articulation of the specialization of the faculty member, or if the program of study is relevant and is needed by the unit where the faculty member is deployed.
8. Sabbatical leave – is a type of leave used often by civil service employees of the College who 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. A sabbatical allows the person to take time off from their regular job to study, investigate and conduct research to improve their competencies and services to the Polytechnic (College Code, Article 75, Sections 1 to 3).

#### IV. ENTRY REQUIREMENTS FOR SCHOLARSHIP OR GRANT

##### A. Full Study Grant

1. Five (5) years continuous service with permanent status in the College;
2. With at least Very Satisfactory (VS) performance rating for the past two (2) years;
3. *Good health, good moral character and no pending administrative and/or criminal case;*
4. *Age should not be more than:*
  - 4.1 M. A/M. S - 52 years old
  - 4.2 Ph.D./Ed. D. - 50 years old
  - 4.3 Post Graduate/ Fellowship Grant - 55 years old;
5. Program of study is in line with the College priorities;
6. The candidate for scholarship slot is scheduled for the term when it is to be awarded following the Faculty Development Program of the College;
7. The program to enroll must be relevant or vertical to the specialization and subjects taught by the applicant; and
8. The school where to enroll must be any of the national university, the top 1,000 universities based on world ranking, or in programs with at least Level III accreditation or COE/COD status as per DBM-CHED Joint Circular #1, Series 2016.

**B. Partial Study Grant**

1. Two (2) years continuous service with permanent status in the College;
2. With at least Very Satisfactory (VS) performance rating for the past two (2) years;
3. Good health, good moral character and no pending administrative and/or criminal case;
4. Age should not be more than 50 years old;
5. Program of study is in line with the priorities;
6. The candidate may or may not be scheduled for the term when it is available;
7. The candidate has not or has already earned credits or has completed all academic requirements or on the verge of completing his/her thesis/dissertation through a scholarship or grant from other sponsor(s) or from the College but was unable to complete the course/program of study;
8. The program to enroll must be relevant or vertical to the specialization and subjects taught by the applicant; and
9. The school where to enroll must be any of the national university, the top 1,000 universities based on world ranking, or in programs with at least Level III accreditation or COE/COD status as per DBM-CHED Joint Circular #1, Series 2016.

**C. Sabbatical Leave or Research Grant**

1. Six (6) years continuous service with permanent status in the College;
2. With an academic rank not lower than Assistant Professor;
3. Must be a doctorate degree holder;
4. With at least Very Satisfactory (VS) performance rating for the past two (2) years;
5. Good health, good moral character and no pending administrative and/or criminal case;
6. Age should not be more than 57 years old;
7. The candidate of a sabbatical leave is scheduled for the term when it is to be awarded following the Faculty Development Program of the College; and
8. Submit a copy of work program with the necessary attachments. If the leave is intended for research, a copy of a full-blown research recommended by the College Research Committee (CRC) is to be attached. If the leave is intended for development of an instructional material, an endorsement letter from the Instructional Materials Development Committee (IMDC) is to be attached.

## V. FACULTY DEVELOPMENT COMMITTEES AND FUNCTIONS

### 1. College Level

1.1 Name: Faculty Development Committee of the College (FDCC)

#### 1.2a Composition for Faculty

**Chairperson:**

- Vice-President for Academic Affairs

**Members:**

- Executive Deans
- Chief Administration Officer (CAO)
- Graduate School Dean
- Quality Assurance Director
- Finance Management Officer (FMO)
- Head of the Operating Unit concerned
- President, Federation Faculty Association

**Secretary:**

- College HRMO

#### 1.3 Functions

1.3.1 prepares college-wide Faculty Development Program;

1.3.2 conducts the final screening of all scholarships/training grant from external agencies;

1.3.3 conducts the Final screening of applicants;

1.3.4 Monitors status of scholars;

1.3.5 Recommends actions on requests like extension of grants which should be on a case to case basis, leave of absence pertaining to the scholarship, step to be taken in violation of scholarship guidelines to the President;

1.3.6 Recommends budget for College Study Grant Program; and

1.3.7 Recommends thesis/dissertation aid to the President based on evaluation criteria.

### 2. Campus/ Unit Level

2.1 Name: Faculty Development Committee for the College Campuses (FDCCC)

#### 2.2. Composition for Faculty

**Chairperson:**

- Executive Dean

**Members:**

- Department Chairman concerned
- Campus Faculty Association President

**Secretary:**

- Campus Administrative Officer/MIS Officer

#### 2.3 Functions

2.3.1 Prepares campus-wide priorities based on college/school/institution plan;

2.3.2 Publishes scholarship opportunities and result of screening;

2.3.3 Conducts screening of all applications for scholarships and

grants;

- 2.3.4 Monitors status of scholars;
- 2.3.5 Recommends actions on requests like extension of grants, leave of absences pertaining to scholarships, steps to be taken as a result of misconduct or violation of contract/ FDP guidelines to the president;
- 2.3.6 Recommends budget for the campus scholarship program; and
- 2.3.7 Recommends thesis/dissertation aid.

## **VI. PROCEDURE FOR SCHOLARSHIP/GRANT**

- a. The application letter for full study grant and sabbatical leave should be addressed to the Board of Trustees through the College President, endorsed by the FDCC. The application letter for partial study grant or training grant should be addressed to the College President through the FDCC Chairperson. The application letter should indicate the program of study, school to enroll in, and the exact dates of start and end of the grant being applied for (Appendix A).
- b. Filing of application on schedule for full study grants/partial study grants/foreign grants;
  - i. Local – one semester before the start of study grant being applied for
  - ii. Foreign or external agencies – as available
  - iii. Partial Study Grant – the faculty member will apply every semester one semester before the semester being applied for.
- c. An approved College Faculty Development Plan should be attached to the application for full or partial study grant or sabbatical leave.
- d. All Faculty members pursuing graduate studies have to seek endorsement of the FDCC and to be approved by the College President (Partial) and Board of Trustees (Full) before enrolling.

## **VII. RESPONSIBILITIES AND REQUIREMENTS FROM THE SCHOLAR/GRANTEE**

### **1. Before The Scholarship/Grant:**

#### **a. The full scholar/grantee should:**

- 1.1a Present certificate of acceptance or admission from the enrolling agency.
- 1.2a Sign and submit contract as attached in five (5) copies for the FDCC/FDCCC and for the scholar's/grantee's file.
- 1.3a A faculty member with administrative functions and units mission who are on Vacation Sick Leave status will revert to Teacher Leave status upon start of schooling.
- 1.4a Promissory Note (Appendix B).
- 1.5a Memorandum of Agreement (Appendix E or F or G) and re-entry plan (Appendix C)

#### **b. The Partial Scholar/grantee should:**

- 1.1b Submit duly approved thesis/dissertation proposal to the FDCC for review and recommendation.

- 1.2b Present certificate of acceptance or admission from the enrolling agency
- 1.3b Sign and submit contract as attached in five (5) copies for the FDCC/FDCCC and for his own the scholar's/grantee's file.
- 1.4b A faculty member with administrative functions and units mission who are on Vacation Sick Leave status will revert to Teacher Leave status upon start of schooling.
- 1.5b Promissory Note (Appendix B).
- 1.6b Memorandum of Agreement (Appendix E or F or G) and re-entry plan (Appendix D)

## **2. During the Scholarship period:**

### **The scholar should:**

- 2.1 Carry the required academic full load appropriate for the grantee's/scholar's status at the institution enrolled in for each term;
- 2.2 Finish the program within the allocated time as embodied in contract. The allotted number of years required to finish a degree for full scholarship: 2 years for MS/MA and 3 years for Ph.D.;
- 2.3 Maintain GPA requirements
  - Ph.D./Ed.D - at least 1.75 or its equivalent
  - MA/MS - at least 2.0 or its equivalent;
- 2.4 Extension of one semester is granted on official time for meritorious cases. Additional extension thereafter shall be charged against accrued leaves and should be treated on case to case basis;
- 2.5 For foreign study, extension maybe considered only for meritorious cases: not to continue with another degree nor to move on to a higher degree within the same period;
- 2.6 Submit to the FDCCC copy furnished the FDCC the following:
  - 2.6.1 Duly approved plan of course within the first two (2) months of the semester;
  - 2.6.2 Photocopy of registration form duly authenticated with the original copy within the first month of enrollment;
  - 2.6.3 Grades and progress report within a month after each term (Appendix C.);
  - 2.6.4 Result of qualifying examination one month after its conduct;
  - 2.6.5 Result of comprehensive examination before the next term;
  - 2.6.6 Approved proposal or thesis/dissertation one month after defense; and
  - 2.6.7 Full scholars sponsored by other agencies must submit the same requirements as the college scholars as stipulated in the guidelines for monitoring agencies.
- 2.7 Notify the College through the HRMO any abnormality in the course work or problems which will affect the completion of the program of study for possible management action;
- 2.8 Conduct himself/herself in accordance with the moral and ethical standards expected of an educator of the College; and
- 2.9 Prohibitions



- 2.9.1 To enjoy another grant/scholarship simultaneously with the approved grant/scholarship; the grantee/scholar shall choose the grant/scholarship program with better benefits;
- 2.9.2 For full study grant or scholarship to attend seminars/ conferences on official business unless funded by the sponsoring agency.

### 3. After the Scholarship

#### The Scholar/ Trainee/Grantee should:

- 3.1 Report to work just after the completion of the grant as stipulated in the contract;
- 3.2 Render return service in accordance with the following, whichever is applicable:
  - 3.2.1 Two (2) years for every year of full scholarship or study grant availed or fraction thereof
  - 3.2.2 One (1) year for every semester of partial scholarship or study grant availed or a fraction thereof; and
- 3.3 Submit to the FDCC copy furnished the FDCCC the following:
  - 3.3.1 Photocopy of diploma and transcript of records certified true copy by issuing institution;
  - 3.3.2 Two (2) copies of the thesis/dissertation book for the Graduate School Library and the Campus Library where the faculty member is assigned; and
  - 3.3.3 Report of the study grant or scholarship addressed to the College President upon termination of contract.

## VIII. BENEFITS AND PRIVILEGES

1. The full scholar shall be entitled to payment of salaries and other allowable benefits.
2. The partial scholar shall be entitled to payment of salaries and other allowable benefits.
3. Thesis/Dissertation Aid. The aid will be in reimbursable basis wherein the College will reimburse the total amount of expenses incurred to include printing, book binding or reproduction related supported by official receipts with the following maximum amount:
  - 3.1 Dissertation  
P15,000.00
  - 3.2 Thesis  
P10,000.00
  - 3.3 The FDCC will evaluate the thesis/dissertation proposal of a candidate as basis of recommending to the College President for approval of the aid. An approved proposal should be included to accompany the Request Letter.
  - 3.4 Evaluation Criteria for Thesis/Dissertation Proposal
 

3.4.1 Relevance of Study	- 40%
3.4.2 Research Design/Methodology	- 20%
3.4.3 Area and scope of coverage	- 10%
3.4.4 Mechanics	- 20%
3.4.5 Contribution to research	- 10%
Total	- 100%

- 3.5 Inadequate thesis/dissertation support. If thesis or dissertation expenses are more than the college support, the scholar or fellow may resort to external assistance.

## **IX. DEFERMENT**

1. A scholar who intends to defer his scholarship/ enrollment should seek the official approval of the President through the FDCC by a formal letter of request at least two (2) months prior to the deferment except in extraordinary cases.
2. Deferment may be permitted by reasons of:
  - 2.1 Poor health of grantee (if the grant is already on going), certified by a government physician;
  - 2.2 Maternity leave of absence (LOA) of the grantee;
  - 2.3 Psychological and emotional problem with certification from a neuro-psychiatric physician;
  - 2.4 Non-offering of required courses for the semester as certified by the registrar; and
  - 2.5 Other causes considered meritorious by the FDCC.
3. A scholar grantee with deferred scholarship should likewise reapply for reinstatement of the scholarship supported by:
  - 3.1 Medical certificate from a government physician/ neuro-psychiatrist that he is already mentally, physically fit to resume studies; and
  - 3.2 Course offerings of the school duly signed by the Dean of Graduate School or Registrar of the school enrolled in.

## **X. PROCEDURES FOR SEMINARS/TRAININGS/CONFERENCES**

1. All faculty members are encouraged to attend seminars, trainings and conferences to regularly update themselves of the latest developments in their fields of specialization. These seminars, trainings and conferences would augment their academic preparation and experiences relevant to their program, or may patch up some deficiencies in the faculty member's qualifications.
2. The following are considered before the approval of attendance of a faculty member's to trainings, seminars or conferences:
  - 2.1 Training, seminar or conference is aligned with field of specialization and function of the faculty member;
  - 2.2 Quality and relevance of seminars, training or conference offered is recommendable;
  - 2.3 Funds are available to cover travel expenses and registration incurred in attending the seminar, training or conference;
  - 2.4 The faculty member recommended to attend is available with no conflict of scheduled activities in the College; and
  - 2.5 The training, seminar or conference is needed by the program and in the attainment of the College VMGOs .
3. Procedures:
  - 3.1 An invitation is received by the Office of the President. For personal invitation, this should be submitted to the Office President.

- 3.2 The College President will make notation to concerned unit for possible comment or recommendations.
- 3.3 The concerned unit gives comments or recommendations of faculty members to attend taking into consideration previously mentioned.
- 3.4 The faculty member will be notified and received the invitation.
- 3.5 The faculty member will prepare all the necessary documents to be approved by the concerned supervisors and the College President before he/she will travel.
- 3.6 After the training/seminar/conference, the faculty will submit necessary documents like terminal reports and Certificate of Participation/Attendance and others before the Department Chairperson or Executive Dean will process the faculty member's reimbursement claims or liquidation in case of Cash Advance.
- 3.7 As much as possible, the faculty shall re-echo or conduct training, seminar, or conference to concerned unit(s) to transfer knowledge, skills and attitude acquired.

## **XI. TERMINATION**

1. The College has the authority to terminate the scholarship or grant on the following conditions:
  - 1.1 Failure to meet the academic standards set by the College;
  - 1.2 Willful failure to enroll in or drop from the course without approval from the College;
  - 1.3 Violation of the terms and conditions of the contract;
  - 1.4 Falsification of records in which the scholar shall be dealt with administratively; and/or
  - 1.5 Violation of the provisions stipulated in the guidelines such as failure to submit regularly the term report (Appendix C), registration form and other requirements.

## **XII. FORFEITURE**

Disqualification for future scholarship/study grants for failure to complete scholarship grant within allotted time (including extension of one semester).

## **XIII. REFUND**

In cases of faculty members who did not graduate within the prescribed period with allowable extension except for termination cases shall refund or pay back to the college all financial benefits granted to the scholar/grant payable within a period of two years to start upon receipt of the formal notice through salary deduction for failure to comply with the terms and conditions of the contract and the provisions set forth in these guidelines and Appendix B.

#### XIV. OTHERS

1. A faculty member who has been granted scholarship/grant shall serve the college for the required period and or complete the degree training before he could be awarded another grant except when the case is meritorious and/or and approved faculty or staff development plan so requires.
2. Units earned while on scholarships shall be evaluated and credited for possible competitive promotion. Units earned by the faculty member without an approved permission from the College to enroll within or outside MPSPC will not be credited for possible competitive promotion like in the NBC 461.
3. The College has the right to recall scholars sponsored by other agencies if they fail to comply with the requirements of the College.
4. For seminars and conferences, the field of specialization shall be the basis for sending a faculty member to such activities. Seminars and Conferences to be attended by a faculty member should be in line with his/her field of specialization.
5. On Sabbatical Assignment, the College Code (Article 75, Sections 1 to 3) provides the following:

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 (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.

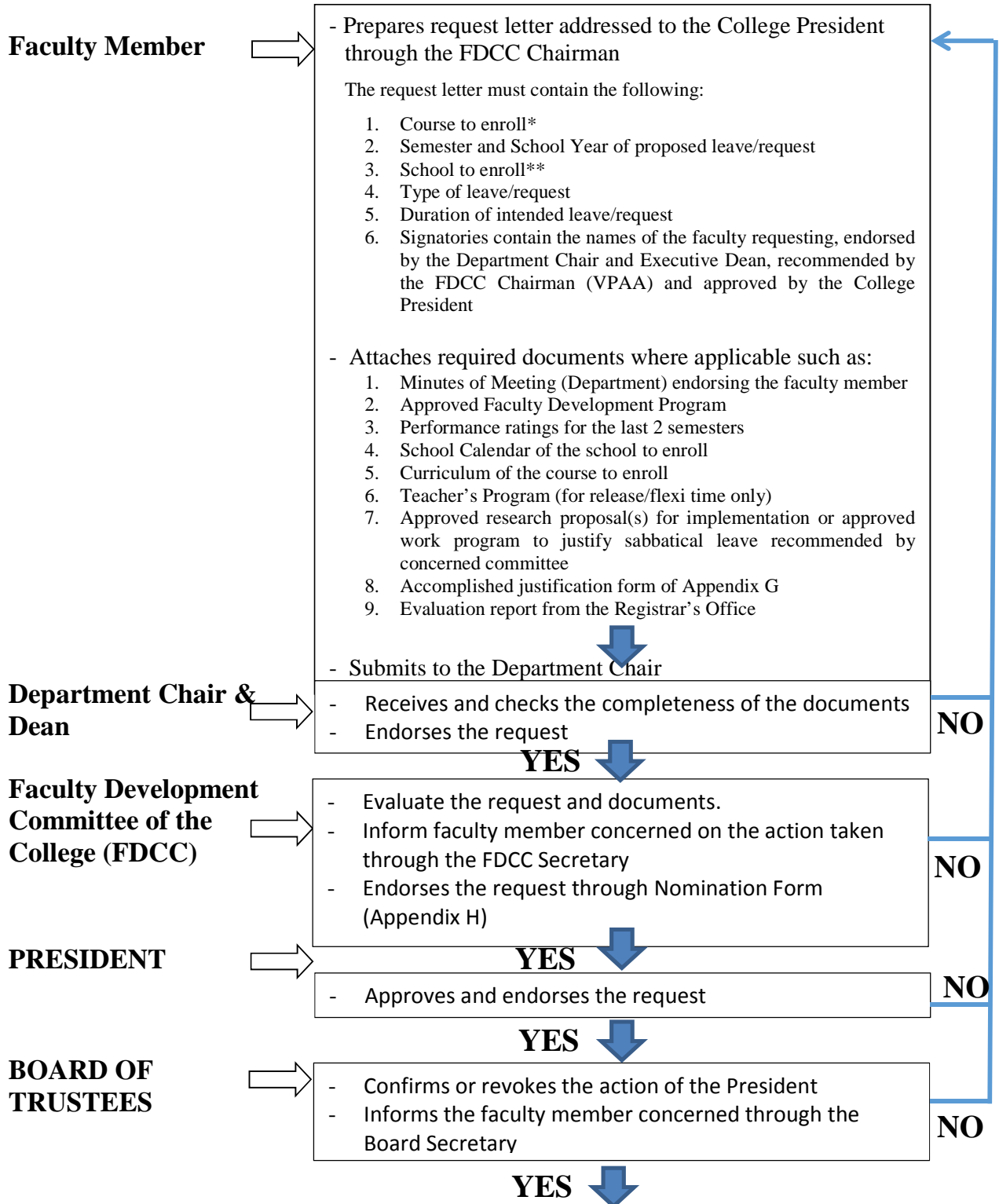
Section 3: Sabbatical assignments shall be governed by pertinent rules and regulations and other implementing guidelines promulgated by the Board of Trustees.

Furthermore, the employee shall return to work upon termination of the sabbatical leave or any other leave which may be granted by the College to immediately follow the sabbatical leave. If the employee fails to report for work upon termination of the sabbatical leave and/or any other leave granted by the College, the employee shall be considered to have resigned and shall refund all monies received from the College while on sabbatical leave. Upon return to work from sabbatical leave, if the employee fails to work for a period of two continuous years, the employee shall refund all monies received from the College while on sabbatical leave; provided however, in the event of death of the employee, the requirement to refund all monies shall be waived. The employee shall not accrue any vacation or sick leave credits during the period of sabbatical leave or any leave without pay status period granted by the College.

6. Scholars/grantees shall report if their services are needed and shall attend major activities like accreditation visits, CHED visits, graduation day and Charter day celebration.
7. Thesis, dissertation, research outputs, books, creative works and/or instructional materials developed during the period of study grant/scholarship/sabbatical grant will be turned over to the College for possible publication and reproduction for College use.

**APPENDIX A**

**Functional Chart for Faculty Development Committee of the College (FDCC) for Faculty Development Requests**







**APPENDIX C**

Republic of the Philippines

**Mountain Province State Polytechnic College**

Bontoc, Mountain Province, Philippines

**Term Report on Course/Program of Study Enrolled**

Term: \_\_\_\_\_, A.Y. \_\_\_\_\_

(Please fill out legibly)

\_\_\_\_\_ (Date)

Name: \_\_\_\_\_ Department/Unit: \_\_\_\_\_

College/University Enrolled in: \_\_\_\_\_

Course/Program: \_\_\_\_\_

List down all subjects/courses enrolled with corresponding grades  
(attached photocopy of the grade slip issued by the university/college):

Subject/Course	No. of Units	Final Grade

**Reasons (if there are FAILING MARKS/INC):**

1.) \_\_\_\_\_

2.) \_\_\_\_\_

3.) \_\_\_\_\_

**Insights/implications on the subject/courses taken:**

1.) \_\_\_\_\_

2.) \_\_\_\_\_

3.) \_\_\_\_\_

Submitted by:

Noted by:

\_\_\_\_\_ Grantee

\_\_\_\_\_ Immediate Supervisor

## APPENDIX D

## RE-ENTRY ACTION PLAN AND RETURN SERVICE AGREEMENT

(Local Study Grant/Training Grant)

KNOW ALL MEN BY THESE PRESENTS:

This Return Service Agreement is made and entered into this \_\_\_\_\_, 201\_\_ in \_\_\_\_\_, Philippines by and between:

The \_\_\_\_\_ Mountain Province State Polytechnic College a higher education institution with principal office at Bontoc, Mountain Province represented herein by its head, **REXTON F. CHAKAS** and hereinafter referred to as "GHEI";

- and -

\_\_\_\_\_ (Name of Applicant Faculty Member) of legal age, Filipino and residing at \_\_\_\_\_ **Bontoc, Mountain Province** hereinafter called the "NOMINEE".

WITNESSETH:

**WHEREAS**, the **Granting Higher Education Institution (GHEI)**, in need of improving the qualifications of its faculty, is ready, able and willing to send its faculty for full-time graduate degree study (local) in any of the delivering higher education institutions (DHEIs) identified by the Commission on Higher Education (CHED).

In line with Faculty Development Plan of the College, the GHEI shall allow the NOMINEE to pursue studies on a full-time basis leading to \_\_\_\_\_ (**Name of Degree**) \_\_\_\_\_ at the \_\_\_\_\_ (**Name of DHEI**) \_\_\_\_\_ for a duration of \_\_\_\_\_ (**Duration of Study-grant, Number of Semesters**) Semester(s)/Trimester(s)/Quarter(s) commencing on \_\_\_\_\_ (**Start of Grant**) \_\_\_\_\_ and will terminate on \_\_\_\_\_ (**End of Grant**) \_\_\_\_\_ subject to the following **terms and conditions**:

**A. Obligations of the GHEI**

The GHEI shall:

1. Allow the NOMINEE to pursue Graduate Studies in the said DHEI in support of its own Faculty Development Plan, and in view of improving the quality of instruction and contributing to local, regional and national development;
2. Ensure that the NOMINEE is properly compensated for his/her return service, according to the policies of the institution;
3. Be in charge of monitoring the return service; and
4. Be in charge of collecting payment obligation from the NOMINEE if he/she fails to fulfill the terms of the study grant and this Agreement.

**B. Obligations of the NOMINEE**

The NOMINEE shall:

1. Return to the GHEI and render return service on the semester immediately following the completion of the degree;
2. Render return service to the GHEI in the form of teaching, research or extension;
3. Ensure the proper implementation of his/her RE-ENTRY ACTION PLAN, herein enclosed as Annex "A";
4. Render return service following at least a 1:2 ratio, as follows:
  - two years of service for every year of the scholarship/grant for new degrees;
  - one year of service for every semester of the scholarship/grant including release time; or
  - one year of service for Thesis/Dissertation Grant; and
5. Fulfill the payment obligation or other rules and regulations to be duly imposed by the College in case he/she fails to fulfill the return service obligation (Appendix A).

**IN WITNESS WHEREOF**, the parties hereto, through their respective representatives, have hereunto set their hands this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, Bontoc, Mountain Province,, Philippines.

**GHEI:**

\_\_\_\_\_  
*College President*

**NOMINEE:**

\_\_\_\_\_  
*Faculty*

Signed in the presence of:

**Witness:**

\_\_\_\_\_  
Vice President of Academic Affairs

**Witness:**

\_\_\_\_\_  
Executive Dean

## Annex "A"

Scholarships/Grants for Graduate Studies for Faculty Development  
**Re-entry Plan Template**

<b>NAME OF APPLICANT</b>	
<b>Degree Program</b>	
<b>Name and Address of GHEI</b>	
<b>Type of Grant Applied For</b>	
<b>Name and Address of Prospective DHEI/Training Provider</b>	
<b>Timeframe</b>	
<b>Designation/Status</b>	
<b>Context</b>	
<b>Objectives</b>	
<b>Outcomes</b>	

\_\_\_\_\_  
Signature of Applicant\_\_\_\_\_  
Date

*I hereby certify that the above information is true and correct, and that  
 \_\_\_MPSPC\_\_\_ has committed to the above reentry plan for*

\_\_\_\_\_.

\_\_\_\_\_  
Name and Signature of Dean

Mountain Province State Polytechnic College  
 Name of School/College in GHEI

**APPENDIX E****Sample Memorandum of Agreement for Full Scholarship**

**Republic of the Philippines**  
**MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE**  
**Bontoc, Mountain Province**

**FACULTY DEVELOPMENT SERVICE CONTRACT**

The government of the Philippines through Mountain Province State Polytechnic College, represented by **DR. REXTON F. CHAKAS**, with the principal office at Bontoc, Mountain Province and **FRANCISCO C. ARMAS** of legal age, Filipino, presently residing at Bontoc, Mountain Province, hereinafter called the GRANTEE:

**W I T N E S S E T H**

Pursuant to the provisions of E.O. 129 as amended and in consideration of the grant and acceptance of the study leave grantee to undergo on official time a program entitled Ph. D. Philosophy in Rural Development to be held at Benguet State University starting June 1, 2015 to and including May 31, 2016 the GRANTEE hereby agrees to fulfill the following terms and conditions:

1. That the GRANTEE shall keep up with the standards of the Faculty Development Grant;
2. That the GRANTEE shall conduct himself in a manner as not to bring disgrace or dishonor to his school and his country;
3. That the GRANTEE shall submit to the Head of his office and to the Faculty Development Committee of the College (FDCC) at the end of each term, his term report on course (Appendix C), certificate of performance or its equivalent;
4. That the GRANTEE shall notify the Head of his office and the Faculty Development Committee of the College (FDCC) any abnormality in the course work or problems which will affect the completion of the program of study for possible management action;
5. That, if there is sufficient reason for the extension of the GRANTEE'S original grant, he shall submit formal request to his agency, with justification and recommendation from his Program Adviser. It is understood that the approval of the extension shall be upon the recommendation of the GRANTEE'S Agency to the Faculty Development Committee of the College and upon the GRANTEE'S execution of a supplementary training/scholarship contract covering the extension period;
6. That the GRANTEE shall report immediately to MPSPC and report to his office upon completion or termination of his scholarship, fellowship or training grant;



7. That the GRANTEE shall submit to his office, CHED and to other concerned office a completion report of his training/scholarship within thirty (30) days after his return to duty, as follows:
  - a. Photocopy of diploma and transcript of records certified true copy by issuing institution or Certificate of Completion in case of training grant;
  - b. Two (2) copies of the thesis/dissertation book for the Graduate School Library and the Campus Library where the faculty member is assigned or any output required by the degree or training; and
  - c. Report of the study or training grant or scholarship addressed to the College President upon termination of contract;
  
8. That the GRANTEE shall serve the agency two (2) years for every one (1) year of graduate studies and to pay back all expenses incurred by the College in case he will transfer to another agency or discontinue his study without any justifiable reason, or serve two months for every month of training grant; and
  
9. That if the GRANTEE does not finish the graduate school studies within the term approved upon assumption to work, he/she shall submit a terminal report to the Office of the President and FDCC. He/She shall be given a grace period of one (1) semester to finish his studies at his own expense. If still he/she fails to complete his degree after the allowable extension, he/she shall pay back all monies received from the College while on study leave.

**FRANCISCO C. ARMAS**  
Ph.D.  
 Grantee

**REXTON F. CHAKAS,**  
 College President

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ day of \_\_\_\_\_  
 \_\_\_\_\_ affiant exhibiting to me his Community Tax Certificate No.  
 \_\_\_\_\_ issued \_\_\_\_\_ at  
 \_\_\_\_\_ on  
 \_\_\_\_\_.

Witness my hand and seal:

Doc. No. \_\_\_\_\_  
 Page No. \_\_\_\_\_  
 Book No. \_\_\_\_\_  
 Series of \_\_\_\_\_

JOSE N. CO  
 Notary Public



## Appendix F

### Sample Commitment for Partial Scholarship



Republic of the Philippines  
MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE  
Bontoc, Mountain Province

#### FACULTY DEVELOPMENT SERVICE COMMITMENT

KNOW ALL MEN BY THESE PRESENT:

That I, **JULIE Y. LUMSIT** of Kayan West, Tadian, Mountain Province, an applicant to be granted Study Leave with pay on **Release Time** effective SY August 3, 2015 to May 31, 2016 through the Mountain Province State Polytechnic College (MPSPC) Faculty Development Service Program in consideration of the privileges granted me by reason of such **Study Leave** on **Release Time**/Full Time, hereby accept and bind myself to the following conditions:

That I shall:

1. Maintain good health, moral character and unquestionable integrity;
2. Strive to achieve the highest possible standards in my field of study;
3. To behave properly not only in the campus but also in the community, giving due respect to any college personnel, fellow students, community authorities and people
4. Comply with all rules and regulations promulgated by the college;
  - a. To enroll in the priority courses in identified/recommended Institutions;
  - b. To enroll full regular semestral load prescribed in the approved curriculum for the priority course enrolled in;
  - c. To submit copy of enrollment immediately after 2 weeks of regular classes in the school enrolled in;
  - d. To pass all my subjects and that my grade of “4”, “condition” or incomplete” must be removed before registering in the next term;
  - e. To submit at the end of the semester the required documents and papers, like grades, copy of theses or dissertation (Appendix C);
  - f. To notify the Head of his office and the Faculty Development Committee of the College (FDCC) any abnormality in the course work or problems which will affect the completion of the program of study for possible management action;
  - g. To serve the College for at least two (2) years for every year of Faculty Development Service grant. In case I will decide to transfer to another agency or discontinue my study leave granted to me without any justifiable reason, I will reimburse all the expenses of the College during the said leave; and
  - h. That non-compliance of any of the above mentioned stipulations is a sufficient ground for the termination of this Study Leave grant.

Signed this 3<sup>rd</sup> day of August, 2015 at Mountain Province State Polytechnic College, Bontoc, Mountain Province.

**JULIE LUMSIT**

Grantee

**REXTON F. CHAKAS Ph. D**

College President

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_affiant exhibiting to me her Community Tax Certificate No.  
\_\_\_\_\_issued at \_\_\_\_\_ on  
\_\_\_\_\_.

Witness my hand and seal:

**JOSE N. CO**

Notary Public

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_



**Appendix G**  
**Sample Memorandum of Agreement for Sabbatical Leave**



**Republic of the Philippines**  
**MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE**  
**Bontoc Campus**  
**Bontoc, Mountain Province**

**Sabbatical Leave Grant**

The Government of the Philippines through Mountain Province State Polytechnic College represented by **DR. REXTON F. CHAKAS** with principal office at Bontoc, Mountain Province; **HILARY L. TICAN** of legal age, Filipino presently residing at Tadian, Mountain Province hereinafter called GRANTEE.

**W I T N E S S E T H**

In consideration of the grant and acceptance of the **Sabbatical Research Assignment** to undergo sabbatical leave with pay from Start Date of Leave to and including End Date of Leave (one year maximum only) as (BOT Resolution No. 085, s. 2015), the Grantee hereby agree to fulfill the following terms and conditions:

1. That the GRANTEE shall keep up with the standards of the Sabbatical Leave Assignment/ Award;
2. That the GRANTEE shall conduct himself in such manner as not to bring disgrace or dishonor to his agency of his country;
3. That the GRANTEE shall submit to the Office of the Vice President of the Academic Affairs at the end of term his output indicated in the Work Plan (research, book, etc.) College's utilization and as College property;
4. That the GRANTEE shall report immediately to MPSPC and report to his office or respective department upon completion or termination of his sabbatical leave assignment;
5. That, if there is sufficient reason for the extension of the Grantee's original Award, he submit a formal request to his agency, with justification and recommendation from his Program Adviser. It is understood that the approval of the extension shall be made only upon the recommendation of the GRANTEE'S agency and upon the GRANTEE'S execution of a supplementary research contract covering the extension period.
6. That the GRANTEE shall notify the Head of his office and the Faculty Development Committee of the College (FDCC) any abnormality in the work programs or problems which will affect the completion of the work program for possible management action;
7. That the GRANTEE shall submit to concerned office a completion report of his sabbatical leave within 60 days after his return to duty, as per attached outline; and
8. That the GRANTEE shall serve the agency two (2) years for the one year sabbatical leave and to pay back all expenses incurred by the college in case the GRANTEE will transfer to another agency, or discontinuance or none completion of the assignment

indicated in the work program without any justifiable reason, or failure to work in the College for a period of two continuous years.

**HILARY L. TICAN ,Ed.D.**  
Grantee

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

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_affiant exhibiting to me her Community Tax Certificate No.  
\_\_\_\_\_issued at \_\_\_\_\_ on  
\_\_\_\_\_.

Witness my hand and seal:

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

**JOSE N. CO**  
Notary Public



**APPENDIX H****Nomination Form of FDCC**

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

**FACULTY DEVELOPMENT COMMITTEE OF THE COLLEGE****NOMINATIONS FOR SCHOLARSHIPS/GRANTS\*****I. Information**

	<b>Mountain Province State Polytechnic College</b>	Campus	<b>Main</b>
Address	<b>Bontoc</b>		
Contact Number	(e.g. (02) 555-4321 or +63 987 65 43 210)		
Email Address	Enter email address here		
Contact Person	Last Name, First Name, Middle Initial	Designation	Enter designation here
Total Number of Nominations	Enter total number of nominations here		



SHEI's Strategic Direction (*Briefly describe your institution's strategic direction and institutional plans, considering the following criteria:*

- A. *Relevance and appropriateness of nominations*
- B. *Consistency and clarity of strategic direction*
- C. *Quality of nominees*

\*Adopted from CHED

I. List of Nominated Faculty *(Add rows as necessary)*

Name of Faculty <i>(Last Name, First Name, Middle Initial)</i>	Teaching Discipline	Scholarship/Grant being applied for	Program Title	Delivering HEI <i>(If known/prospective)</i>	Employment Status <i>(Full/Part Time)</i>	Tenure <i>(Permanent/Nonpermanent)</i>
Last Name, First Name, Middle Initial	Enter teaching discipline here	<Select one>	Major (Specialization)	Enter complete name of DHEI here	<Select one>	<Select one>
Last Name, First Name, Middle Initial	Enter teaching discipline here	<Select one>	Major (Specialization)	Enter complete name of DHEI here	<Select one>	<Select one>
Last Name, First Name, Middle Initial	Enter teaching discipline here	<Select one>	Major (Specialization)	Enter complete name of DHEI here	<Select one>	<Select one>
Last Name, First Name, Middle Initial	Enter teaching discipline here	<Select one>	Major (Specialization)	Enter complete name of DHEI here	<Select one>	<Select one>
Last Name, First Name, Middle Initial	Enter teaching discipline here	<Select one>	Major (Specialization)	Enter complete name of DHEI here	<Select one>	<Select one>
Last Name, First Name, Middle Initial	Enter teaching discipline here	<Select one>	Major (Specialization)	Enter complete name of DHEI here	<Select one>	<Select one>
Last Name, First Name, Middle Initial	Enter teaching discipline here	<Select one>	Major (Specialization)	Enter complete name of DHEI here	<Select one>	<Select one>
Last Name, First Name, Middle Initial	Enter teaching discipline here	<Select one>	Major (Specialization)	Enter complete name of DHEI here	<Select one>	<Select one>

*I certify that the information provided herein, and in the enclosed documents, is true and correct.*

<u>First Name, Middle Initial, Last Name</u> Name and Signature of FDCC Chairperson
Date Submitted: MM/DD/YYYY

- I. **Individual Justification** (This section is to be accomplished for **EACH nominated faculty**. Please reproduce as necessary.)

**A. Faculty Profile** (Please provide complete information on the faculty.)

Name of Faculty	First Name, Middle Initial, Last Name	Age	Enter age here
Highest Degree Attained	(e.g. Master in Development Economics)	Date Graduated	MM/DD/YYYY
Teaching Discipline	Enter teaching discipline here		
Scholarship being applied for	<Select one>		
Graduate degree program applied for (if applicable)	(e.g. PhD in Development Economics)		
DHEI where degree will be obtained/completed	Enter complete name of DHEI here		
Employment Status	<Select one>		
Previous recipient of MPSPC?	<Select one>	Completed?	<Select one>
		If no, why?	Enter text here

**B. Justification** (Concisely justify your nomination of the faculty.)

*Guide Questions:*

1. How long has the applicant been with your department?
2. How has the applicant performed as a faculty member in your department?
3. How will the nominee's study/career plans contribute to (1) importance and value to SHEI, (2) importance and value to regional and national development, and (3) importance and value to the discipline or profession?

Enter text here

**C. Requirements Submission** (Kindly tick the box of the requirement already submitted along with this form.)

<input type="checkbox"/>	Curriculum Vitae ( <i>accomplish attached CV template</i> )
<input type="checkbox"/>	Transcript of Records ( <i>certified true copy</i> )
<input type="checkbox"/>	Thesis/Dissertation Proposal ( <i>For Dissertation Aid</i> )
<input type="checkbox"/>	Proof of Citizenship (NSO authenticated birth certificate, information page of valid passport, or voter's ID)
<input type="checkbox"/>	Medical Certificate ( <i>issued by a government physician within the last six months</i> )
<input type="checkbox"/>	Re-entry Plan and Return Service Contract between GHEI and Faculty
<input type="checkbox"/>	Approved College Faculty Development Program
<input type="checkbox"/>	Service Record
<input type="checkbox"/>	Curriculum
<input type="checkbox"/>	Teacher's Program for Release Time
<input type="checkbox"/>	School Calendar of School to enroll
<input type="checkbox"/>	Performance Ratings for the last 4 semesters
<input type="checkbox"/>	Progress report for those who already availed previously (Release Time and Extension)

\_\_\_\_\_  
**First Name, Middle Initial, Last Name**

\_\_\_\_\_  
 Name and Signature of Person who accomplished this section

Date Submitted: MM/DD/YYYY

## Chapter 5

### Performance Evaluation System

#### Evolution of MPSPC Performance Appraisal and Result Evaluation

##### Introduction:

Cognizant to government stream lining and rationalization of budget as an effect of Long Term Higher Education Development plan (4<sup>th</sup> EDP); Presidential Commission on Educational Reform 2000(PCER); Philippine Education Sector Study (PESS) and re-enactment of budget 2003 & 2004, there is a need to institutionalize policies in the College to improve its governance. The initial move to this effect is a necessity of organizing and immobilizing a committee to look in to the possibility of evolving MPSPC Performance Appraisal and Result Evaluation (PARE) merging CSC, CHED, DBM and NBC 461 standards for the academe in particular.

While some key persons were task to review the existing MPSPC, CHED, CSC, and NBC 461 Policy implementation, the planning officer simultaneously conducted series of consultative meetings among the faculty and staff in the three campuses. As the result of brainstorming and discussion among the faculty and staff, there was a unanimous decision to seek the CS assistance. Finally, the CSC Bontoc Branch facilitated IEC and seminar – Conference regarding New PES. This seminar was held at the library Hall, CAS, and came up with some suggestions.

As per further study of the committee there was a need for the committee to work per cluster of discipline to address the concern of teaching and non-teaching personnel. The non-teaching and group is taken cared by the two vice presidents and HRMO while the force is likewise handled by the planning officer, HRMO and the assistant to the president on special Programs.

Both committees came with a proposal incorporating all suggestions during the consultative meeting, CSC, seminar and brainstorming & considering CSC and CHED guidelines, this proposal was presented to the MANCO, ADCO and Academic Council respectively for further comments and recommendation.

After further deliberations and incorporation of the suggestions made by the three councils respectively, each body moved and seconded for the endorsement and adoption of the MPSPC PARE, thus this proposal.

MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE  
Bontoc, Mountain Province

**PERFORMANCE RATING FOR FACULTY WITH DESIGNATION**

For the rating period \_\_\_\_\_ to \_\_\_\_\_

EMPLOYEE: \_\_\_\_\_  
RANK: \_\_\_\_\_  
DESIGNATION: \_\_\_\_\_

SECTOR/CAMPUS: \_\_\_\_\_  
DEPARTMENT/UNIT: \_\_\_\_\_  
RATER (please check):  IMMEDIATE SUPERVISOR  EMPLOYEE (SELF)

**Part I. PERFORMANCE ALONG THE FOUR-FOLD FUNCTIONS and ADMINISTRATIVE FUNCTIONS (70% of Performance Rating)**

Weight	Programs/Activities/Projects (PAPs)	Unit of Measure/Indicator	Rating				
			Qty	Qlty	Time		
	<b>I. Instruction</b>						
10 pts.	1. Syllabi preparation and updating per course	<ul style="list-style-type: none"> <li>Reviewed and approved syllabi (updated and comprehensive)</li> </ul>					
35 pts.	2. Syllabi execution	<ul style="list-style-type: none"> <li>Reports of actual teaching, observation, monitoring and evaluation (M &amp; E) reports (including student evaluation of faculty)</li> </ul>					
10 pts.	3. Examination/test preparation and administration	<ul style="list-style-type: none"> <li>Table of Specification (TOS), test questions, etc.</li> </ul>					
10 pts.	4. Test result evaluation, recording, reporting and analysis	<ul style="list-style-type: none"> <li>Corrected periodic exams, periodic rating reports (grade sheets), other evidences</li> </ul>					
8 pts.	5. Teaching strategies enhancement through the utilization of ICT-aided instruction, updated instructional materials and other forms of techniques/strategies	<ul style="list-style-type: none"> <li>Observation, M &amp; E reports, copies of materials, student performance, etc.</li> </ul>					
7 pts.	6. Classroom management	<ul style="list-style-type: none"> <li>Record of class attendance, seat plan, observation, M &amp; E reports, etc.</li> </ul>					
5 pts.	7. Provision of consultation period, mentoring, counseling, etc.	<ul style="list-style-type: none"> <li>Logbook record, report of student progress, etc.</li> </ul>					
5 pts.	8. Provision of special classes (e.g. remedial class, glee club, toastmaster's club, fraternity, etc.)	<ul style="list-style-type: none"> <li>Approved activities, activity reports, student performance, attendance, etc.</li> </ul>					
5 pts.	9. Student organization advising, mobilization, leadership training, etc.	<ul style="list-style-type: none"> <li>Approved activities, activity reports, attendance, minutes of meetings/proceedings, pictures, etc.</li> </ul>					
5 pts.	10. Participation in meetings, conferences, trainings, etc. across the 4-fold functions (inside or outside the campus/college)	<ul style="list-style-type: none"> <li>Attendance, certificate, report of activity/travel completed with recommendations, etc.</li> </ul>					

*Faculty with Designation / page 1 of 3 pages*

	<b>II. Research and Development</b>						
20 pts.	1. PAPs conceptualization	<ul style="list-style-type: none"> <li>Approved proposal</li> </ul>					
40 pts.	2. PAPs implementation	<ul style="list-style-type: none"> <li>Reports of implementation, participation, involvement, etc.</li> </ul>					
40 pts.	3. PAPs documentation and evaluation	<ul style="list-style-type: none"> <li>Reports of output with recommendations, stakeholders' feedback, confirmation, invitation, participation, etc.</li> </ul>					
	<b>III. Extension Services</b>						
25 pts.	1. Preparation of design/proposal	<ul style="list-style-type: none"> <li>Approved design/proposal</li> </ul>					
40 pts.	2. Implementation of work plan	<ul style="list-style-type: none"> <li>Implementation reports and recommendations</li> </ul>					
35 pts.	3. Documents and other evidences of implementation, participation, involvement, etc.	<ul style="list-style-type: none"> <li>Pictures, invitations/requests, network/linkages, MOA, minutes, proceedings, forum, symposia, etc.</li> </ul>					
	<b>IV. Production and/or IGP</b>						
25 pts.	1. Generation of materials/ideas for decision-making	<ul style="list-style-type: none"> <li>Copy of material, proposal or design</li> </ul>					
25 pts.	2. Instructional materials development and production for enhancing instruction or resource management	<ul style="list-style-type: none"> <li>Product developed, adopted, or discovered used as source of income generation</li> </ul>					
25 pts.	3. Utilization of research breakthroughs for income generation	<ul style="list-style-type: none"> <li>Instructional material production for use in the classrooms and extension services</li> </ul>					
25 pts.	4. Publication of matured technologies and/or discoveries	<ul style="list-style-type: none"> <li>Knowledge/publication centers of research breakthroughs</li> </ul>					
	<b>V. Administrative Functions</b>						
15 pts.	1. Conceptualization of sector/campus/department/unit PAPs vis-à-vis the administrative assignment	<ul style="list-style-type: none"> <li>Approved PAPs</li> </ul>					
10 pts.	2. Administration and supervision work plan	<ul style="list-style-type: none"> <li>Approved work plan and scheme of monitoring</li> </ul>					
15 pts.	3. Assessment and evaluation of individual action plans and other activities	<ul style="list-style-type: none"> <li>Evidences of actual assessment and evaluation, other documents</li> </ul>					
10 pts.	4. Documentation of reviewed reports, PAPs, action plans of subordinates	<ul style="list-style-type: none"> <li>Consolidated reports with recommendations and commendations</li> </ul>					
10 pts.	5. Documentation and conduct of IEC to address pressing concerns or issues	<ul style="list-style-type: none"> <li>Minutes or proceedings of activity, attendance, activity report with recommendations, etc.</li> </ul>					
40 pts.	6. General management functions as provided in the College Code and/or as assigned by higher offices						

*Faculty with Designation / page 2 of 3 pages*



**Part II. CRITICAL FACTORS (30% of Performance Rating)**

Weight	Critical Factors	Behavioral Indicators	Rating	
10 pts.	1. Courtesy and human relations	Demonstrates harmonious interpersonal and working relations with superiors, associates, clientele and the community by being polite, kind and cordial in manner of speech and actions; gets along easily, demonstrates concern for peers, initiates team work effort; observes proper decorum (etiquette); goes all the way to make people comfortable and satisfied even under pressure and occupied with work		
10 pts.	2. Commitment for service	Uses official time wisely and productively; does not engage in unofficial matters like chatting or eating while the client is waiting or watching		
10 pts.	3. Cleanliness and orderliness	Clears her work area of unsightly items; is organized and orderly		
10 pts.	4. Grooming and appearance	Presents a neat and presentable appearance; wears proper uniforms/attire and/or ID card		
10 pts.	5. Initiative and dependability	Has resourcefulness and innovativeness; starts action and performs assigned task without being told and under minimal supervision		
10 pts.	6. Stress tolerance	Is stable in performance even under pressure or opposition		
10 pts.	7. Attendance and punctuality	Participates in regular and scheduled college activities such as orientation, Charter Day Celebration, intramurals, etc. and is punctual in attending them		
10 pts.	8. Preparation and submission of related reports	Prepares required periodic academic and administrative reports well and submits them promptly – such as action plan, teacher's program, accomplishment report, DTR, etc.		
10 pts.	9. Leadership	The manner of guiding, influencing, motivating and developing confidence of subordinates to work as a team and accomplish tasks, leading the organizational unit to achieve its goals and objectives enthusiastically		
10 pts.	10. Judgment/decision-making	Ability to develop alternative solutions to problems, to evaluate fact or course of actions, and to reach sound decision and readiness to take action or commit oneself		

*Faculty with Designation / page 3 of 3 pages*

MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE  
Bontoc, Mountain Province

**PERFORMANCE RATING FOR FACULTY WITHOUT DESIGNATION**

For the rating period \_\_\_\_\_ to \_\_\_\_\_

EMPLOYEE: \_\_\_\_\_  
RANK: \_\_\_\_\_

SECTOR/CAMPUS: \_\_\_\_\_  
DEPARTMENT/UNIT: \_\_\_\_\_  
RATER (please check):  IMMEDIATE SUPERVISOR  EMPLOYEE (SELF)

**Part I. PERFORMANCE ALONG THE FOUR-FOLD FUNCTIONS (70% of Performance Rating)**

Weight	Programs/Activities/Projects (PAPs)	Unit of Measure/Indicator	Rating				
			Qty	Qlty	Time		
	<b>I. Instruction</b>						
10 pts.	1. Syllabi preparation and updating per course	<ul style="list-style-type: none"> <li>Reviewed and approved syllabi (updated and comprehensive)</li> </ul>					
35 pts.	2. Syllabi execution	<ul style="list-style-type: none"> <li>Reports of actual teaching, observation, monitoring and evaluation (M &amp; E) reports (including student evaluation of faculty)</li> </ul>					
10 pts.	3. Examination/test preparation and administration	<ul style="list-style-type: none"> <li>Table of Specification (TOS), test questions, etc.</li> </ul>					
10 pts.	4. Test result evaluation, recording, reporting and analysis	<ul style="list-style-type: none"> <li>Corrected periodic exams, periodic rating reports (grade sheets), other evidences</li> </ul>					
8 pts.	5. Teaching strategies enhancement through the utilization of ICT-aided instruction, updated instructional materials and other forms of techniques/strategies	<ul style="list-style-type: none"> <li>Observation, M &amp; E reports, copies of materials, student performance, etc.</li> </ul>					
7 pts.	6. Classroom management	<ul style="list-style-type: none"> <li>Record of class attendance, seat plan, observation, M &amp; E reports, etc.</li> </ul>					
5 pts.	7. Provision of consultation period, mentoring, counseling, etc.	<ul style="list-style-type: none"> <li>Logbook record, report of student progress, etc.</li> </ul>					
5 pts.	8. Provision of special classes (e.g. remedial class, glee club, toastmaster's club, fraternity, etc.)	<ul style="list-style-type: none"> <li>Approved activities, activity reports, student performance, attendance, etc.</li> </ul>					
5 pts.	9. Student organization advising, mobilization, leadership training, etc.	<ul style="list-style-type: none"> <li>Approved activities, activity reports, attendance, minutes of meetings/proceedings, pictures, etc.</li> </ul>					

5 pts.	10. Participation in meetings, conferences, trainings, etc. across the 4-fold functions (inside or outside the campus/college)	<ul style="list-style-type: none"> <li>Attendance, certificate, report of activity/travel completed with recommendations, etc.</li> </ul>					
<b>II. Research and Development</b>							
20 pts.	1. PAPs conceptualization	<ul style="list-style-type: none"> <li>Approved proposal</li> </ul>					
40 pts.	2. PAPs implementation	<ul style="list-style-type: none"> <li>Reports of implementation, participation, involvement, etc.</li> </ul>					
40 pts.	3. PAPs documentation and evaluation	<ul style="list-style-type: none"> <li>Reports of output with recommendations, stakeholders' feedback, confirmation, invitation, participation, etc.</li> </ul>					
<b>III. Extension Services</b>							
25 pts.	1. Preparation of design/proposal	<ul style="list-style-type: none"> <li>Approved design/proposal</li> </ul>					
40 pts.	2. Implementation of work plan	<ul style="list-style-type: none"> <li>Implementation reports and recommendations</li> </ul>					
35 pts.	3. Documents and other evidences of implementation, participation, involvement, etc.	<ul style="list-style-type: none"> <li>Pictures, invitations/requests, network/linkages, MOA, minutes, proceedings, forum, symposia, etc.</li> </ul>					
<b>IV. Production and/or IGP</b>							
25 pts.	1. Generation of materials/ideas for decision-making	<ul style="list-style-type: none"> <li>Copy of material, proposal or design</li> </ul>					
25 pts.	2. Instructional materials development and production for enhancing instruction or resource management	<ul style="list-style-type: none"> <li>Product developed, adopted, or discovered used as source of income generation</li> </ul>					
25 pts.	3. Utilization of research breakthroughs for income generation	<ul style="list-style-type: none"> <li>Instructional material production for use in the classrooms and extension services</li> </ul>					
25 pts.	4. Publication of matured technologies and/or discoveries	<ul style="list-style-type: none"> <li>Knowledge/publication centers of research breakthroughs</li> </ul>					

**Part II. CRITICAL FACTORS (30% of Performance Rating)**

Weight	Critical Factors	Behavioral Indicators	Rating
10 pts.	1. Courtesy and human relations	Demonstrates harmonious interpersonal and working relations with superiors, associates, clientele and the community by being polite, kind and cordial in manner of speech and actions; gets along easily, demonstrates concern for peers, initiates team work effort; observes proper decorum (etiquette); goes all the way to make people comfortable and satisfied even under pressure and occupied with work	
30 pts.	2. Commitment for service	Uses official time wisely and productively; does not engage in unofficial matters like chatting or eating while the client is waiting or watching	
10 pts.	3. Cleanliness and orderliness	Clears her work area of unsightly items; is organized and orderly	
10 pts.	4. Grooming and appearance	Presents a neat and presentable appearance; wears proper uniforms/attire and/or ID card	
10 pts.	5. Initiative and dependability	Has resourcefulness and innovativeness; starts action and performs assigned task without being told and under minimal supervision	

10 pts.	6. Stress tolerance	Is stable in performance even under pressure or opposition		
10 pts.	7. Attendance and punctuality	Participates in regular and scheduled college activities such as orientation, Charter Day Celebration, intramurals, etc. and is punctual in attending them		
10 pts.	8. Preparation and submission of related reports	Prepares required periodic academic and administrative reports well and submits them promptly – such as action plan, teacher’s program, accomplishment report, DTR, etc.		

*Faculty without Designation / page 2 of 2 page*



## Chapter 6

# EMPLOYMENT POLICIES, PROCEDURES AND PRACTICES

### I. RECRUITMENT

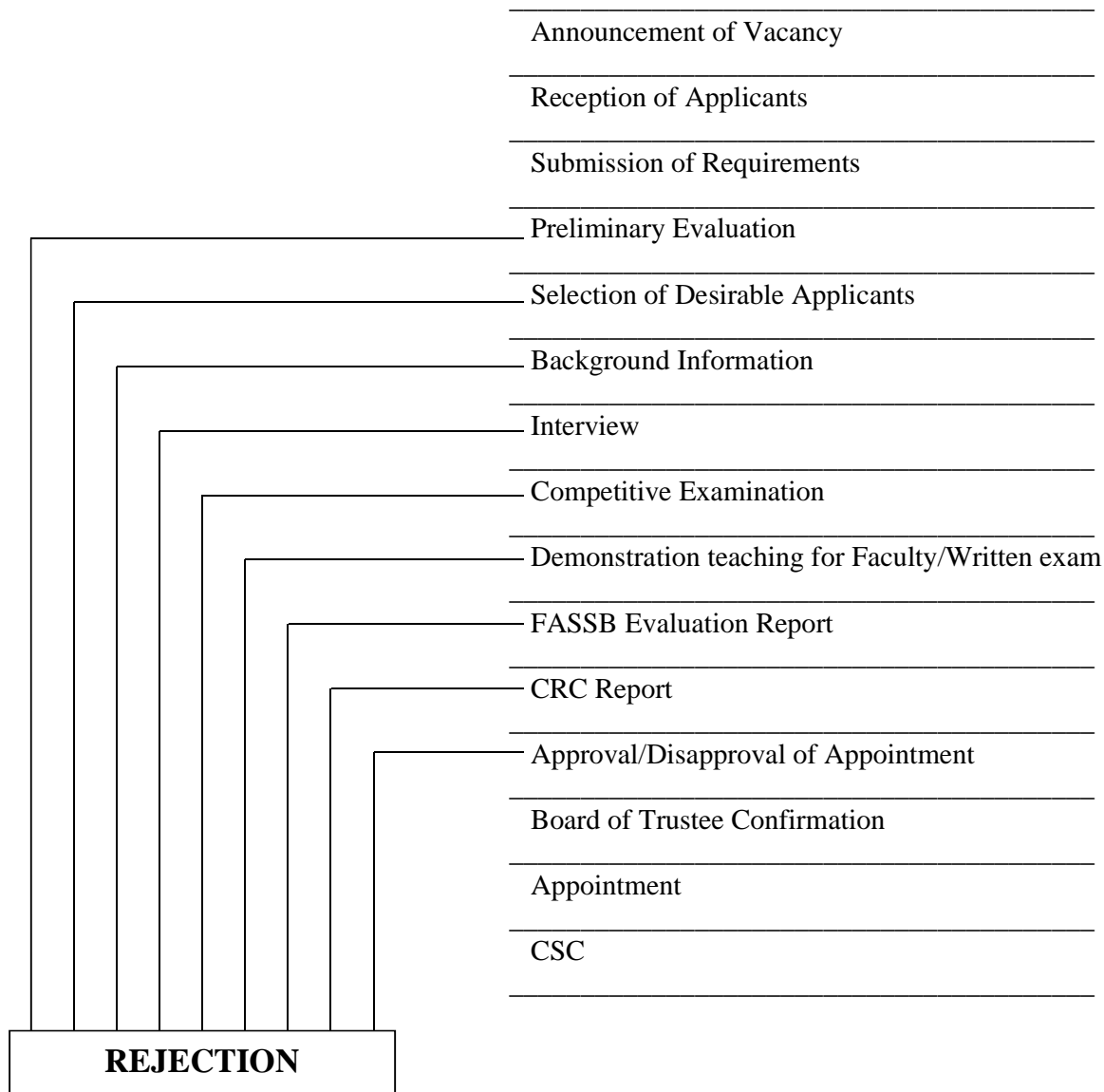
The opportunity to be employed in the government shall be open to all qualified citizens. MPSPC being a government agency shall exert positive efforts to attract the most qualified to enter the government service. Personnel both teaching and non-teaching applicants at MPSPC shall be selected on the basis of merit and fitness and in accordance with the standards and guidelines set by the CSC, DBM EO 290, CSC Memorandum Circulars and the Revised Merit System and Promotion Plan (for teaching).

### II. RECRUITMENT AND SELECTION PROCESS

MPSPC faculty and academic staff shall be screened, selected and recommended by the Faculty and Academic Staff Selection Board (FASSB) of the campus concerned. Each Campus has a FASSB composed of the Executive Dean as Chairman, the Human Resource Management Officer or the Administrative Assistant as Secretary, and the Department Chair where the vacancy is needed, the President of the Faculty Association in the campus and the Most Ranking Faculty and Academic Staff Member in the Campus as members.

The Campus FASSB evaluation report shall be forwarded to the College Review Committee (CRC) for review and recommendation to the College President, who shall finally act on the CRC recommendation.

If approved by the President, the name of the recommended employee shall be forwarded to the Board of trustees for confirmation. After the Board Action, appointment shall be prepared at the human resource management office. Effectivity of the appointment shall not be earlier than the date of CRC deliberation and the signing of the appointing authority. MC No. 40 s. 1998 and MC NO. 15, s. 1999.

**Figure Shows the Process:**

### III. APPOINTMENT TYPES AND STATUS/PERSONNEL MOVEMENTS

The appointment may either be through certification, promotion, transfer, demotion, reinstatement or re-employment. By employment status, it may be permanent, temporary, casual, contractual, substitute, co-terminus.

- a. **Permanent Appointment** – It shall be issued to a person who meets all the requirements for the position to which he is being appointed/promoted including the appropriate civil service eligibility prescribed in accordance with CSC laws, rules and

standards (Sec. 27, Bk. %, EO 292). While appointment is permanent, it is understood that the first 6 months is probationary in nature (Sec. 2a and d, Rule VII, EO 292) as such, he may be dropped from the service for unsatisfactory conduct or want of capacity anytime before the expiration of the probationary period (MC 12 s. 1994).

- b. **Temporary Appointment** – It is issued to persons who meet all the requirements for the position to which they are being appointed except the appropriate eligibility but only in the absence of a qualified eligible. Provided that such temporary appointments shall not exceed 12 months; however, the appointee may be replaced sooner if qualified civil service eligibles become available (Sec. 27 (2) Bk. 5 EO 292).
- c. **Appointment through Certification** – It is issued to a person who has been selected from a list of qualified persons certified by the Commission from the register of eligible and who meets all the other requirements of the position.
- d. **Appointment by Promotion** – It is a movement from one position to another with an increase in duties and responsibilities as authorized by laws and usually accompanied by an increase in pay. The movement may be from one organizational unit to another in the same department or agency. An employee/faculty maybe promoted or transferred to a position which is not more than three (3) salary pay or job grades higher than five (5) Sec. 15 MC # 3 s. 2001.
- e. **Transfer** – It is a movement from one position to another which is of equivalent rank, level or salary without break in service and it involves the issuance of an appointment.
- f. **Detail** – It is a movement from one department to another or agency, which is temporary in nature. It does not need an issuance of appointment. The detail shall in no case exceed 3 months outside the employee’s original station without his expressed consent. Likewise, no detail shall be made in a 3-month period before any local or national election.
- g. **Re-employment** – Means a reappointment of a person who has been previously appointed but separated from the service as a result of reduction in force, reorganization and/or voluntary resignation, early retirement and non-disciplinary action such dropping from the rolls and other modes of separations. It presupposes a gap for the service. (MC 15, s. 1999)
- h. **Reinstatement** – Is a reappointment of a person who has been previously appointed to a position in the career service with no delinquency or misconduct but has been separated there from, or the restoration of one who has been exonerated of the administrative charges filed against him. (Sec. 6 Rule VII Bk. 5 EO 292)
- i. **Secondment** – It is a movement of an employee from one department to another which is temporary in nature; it may not require the issuance of an appointment but may either involve reduction or increase in salary. (Se. 9 Rule VII Bk. 5 EO 292)
- j. **Renewal** – Is a subsequent appointment issued upon the expiration of contractual/casual personnel on temporary appointment if a qualified eligible is still not available. The renewal presupposes no gaps in service.



**k. Re-appointment** – Re-issuance of appointment during re-organization, devolution, salary standardization, re-nationalization or similar events or subsequent appointment of substitute teacher.

**l. Re-classification/Upgrading** – change of position title with increase in salary grade. This is for effective execution of function and duties attached to the position and for the employee to perform an all around adaptability in meeting diverse work assignment. This requires issuance of appointment.

The incumbent of a position in a permanent capacity shall be appointed to the re-classed position without change of employment status irrespective of whether he meets the qualification requirements.

**Casual Appointment.** Casual employees are selected following the recruitment and selection process in career positions. Appointment is renewable every month or quarterly and subject to availability of lump sum budget.

**Contractual Appointment.** It is issued to an employee who undertakes a specific work or project requiring technical or specialized knowledge and skills.

#### **IV. PROMOTIONAL POLICIES**

When vacancy occurs, a chain promotion may be adopted by the College, subject to the agency's approved criteria for promotion and Rule VI of EO 292.

#### **V. APPOINTMENT REQUIREMENTS**

Documents/requirements for appointment shall be in accordance with MC 40 s. 1998 and MC 15 s. 1999 and other CSC rules and regulations. Non-compliance shall be a ground for disapproval of said appointment/termination of the authority granted to the College.

#### **VI. PERSONNEL BENEFITS AND PRIVILEGES**

*Article 76 Sec. 1 of the College Code.* Subject to the provisions of applicable laws, rules and regulations and other pertinent policies, Polytechnic personnel shall be entitled to the following benefits:

##### **A. Leave Benefits**

In general, officers and employees of the government whether regular, temporary or permanent, casual or emergency who render work during prescribed office hours shall be entitled to 15 days vacation and 15 days sick leave with full pay exclusive of Saturdays, Sundays and public holidays. Accumulated leave credits is unlimited (Sec. 1, Rule XVI, EO 292 and CSC MC No. 41, s. 1998).

Faculty members of SUCs are covered by special leave law (Sec. 10 Rule XVI, EO 292). Pursuant to Sec. 4 # 9 RA 8292, faculty members of SUCs are covered by special leave law (Sec. 10 Rule XVI, EO 292). Part-time employees are entitled to leave benefits proportionate to the number of work hours rendered. If an employee renders 4 hours of work 5 days/week or a total of 20 hrs./week, he is entitled to 7.5 days vacation and 7.5 days sick leave annually with full pay (as amended by MC No. 36, s. 1994).

Employees on rotation basis shall be entitled to vacation and sick leave corresponding to the periods of service rendered by the employee the total of which should not be less than 6 months. If two or more shifts is allowed, the periods of actual service per shift should be added to determine the number of days, months and years during which the leave is earned (Sec. 5 Rule XVII, RO 292).

Vacation and Sick Leaves are cumulative and commutable and upon retirement, resignation and transfer. Contractual employees are likewise entitled to vacation and sick leave credits including special leave privileges (MC 14, s. 1999).

**Vacation Leave** – shall be applied at least 5 days before the actual leave. Its approval is highly discretionary especially if vacation leave is more than 30 days.

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

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

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

**Terminal Leave** – should an employee retire or be terminated/separated not for cause, he may apply for a terminal leave and the leave credits shall be converted to cash based on Sec. 40, CSC MC No. 14, s. 1999.

**Maternity Leave** – Married women in the government whether temporary, permanent or casual who have rendered an aggregate of 2 or more years of service shall in addition to vacation and sick leave be entitled to maternity leave of 60 days with full pay (MC No. 8, s. 1995). Teachers can avail of the maternity benefits even if delivery period is during summer vacation in which case both maternity benefits and proportionate vacation pay are granted. Maternity of those who rendered 1 year or more but less than 2 years shall be compensated in proportion to their length of service.

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

**Special Privilege Leave** – under MC No. 6, s. 1996, a government employee shall be entitled to at least 3 days leave on special occasions such as birthday, enrolment, funeral, hospitalization and other occasions as provided for in Sec. 21 of Rule XVI etc. Such leaves

must be applied at least 1 week before the actual leave of absence. Special Privilege leave is forfeited if not availed of during the year. Teachers and those covered by special laws are not entitled to special leave privilege of 3 days.

**Rehabilitation Leave (Sec. 55 of Rule XVI)** – an employee may be granted a rehabilitation leave for a maximum of six (6) months with pay, whether or not employee has earned leave credits, for job-related wounds or injuries incurred in the performance of duty. The head of the agency has the discretion to grant rehabilitation leave and has the authority to determine if there is reasonable work connection of accident to employee's work.

**Study Leave** – is granted to employees for them to pursue graduate studies related to their fields of specialization. Internal rules are set by the head of the agency to rationalize the availment of such leave.

**Parental Leave** – is granted to solo parents subject to the rules and regulations implementing RA 8972, Solo Parents Welfare Act of 2000. An employee qualifies as a solo parent (10 categories, Sec. 6 (b), Art III, Implementing Rules) if employee is left alone with responsibility of parenthood, to perform parental duties where personal presence is required.

**Teachers' Leave** – it is the status of faculty members with no administrative functions or designations. Being on teacher's leave, they enjoy the two (2) months vacation during summer and 14 days Christmas vacation. They also enjoy the proportional pay during the 2 months vacation.

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

**B. Employee Compensation**

**C. Performance Incentive. Merit Increase**

VS - ! step; 0 -2 steps

**D. Length of Service in same position (Step Increment)**

1 step for every 3 years of continuous satisfactory service in a particular position

**E. Productivity Incentive Bonus**

**F. Loyalty Bonus** – at least 10 years service and every 5 years thereafter

**G. Year-end benefits**

13<sup>th</sup> month Pay, Cash Gift, Additional Christmas Bonus

**H. PERA**

**I. Uniform/Clothing Allowance**

**J. Proportional Vacation Pay**

**K. Privileges extended by the College:**

1. Free tuition fees for employees and children of employees
2. Additional allowances or bonuses subject to availability of funds
3. Study leave benefits
4. In-service trainings at the expense of the College

## L. Social security Benefits

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

### L.1. THE GOVERNMENT SERVICE INSURANCE SYSTEM (GSIS)

**Republic Act 8291** – AN ACT AMENDING PRESIDENTIAL DECREE NO. 1146, AS AMENDED, EXPANDING AND INCREASING THE COVERAGE AND BENEFITS OF THE GOVERNMENT SERVICE INSURANCE SYSTEM, INSTITUTING REFORMS THEREIN AND FOR OTHER PURPOSES.

#### MEMBERSHIP IN THE GSIS

**Compulsory Membership** (Sec. 3 of R.A. 8291) – Membership in the GSIS shall be compulsory for all employees receiving compensation who have not reached the compulsory retirement age, irrespective of employment status, except members of the Armed Forces of the Philippines and the Philippine National Police, subject to the condition that they must settle first their financial obligation with the GSIS, and contractuales who have no employer and employee relationship with the agencies they serve. “Except for the members of the judiciary and constitutional commissions who shall have life insurance only, all members of the GSIS shall have life insurance, retirement, and all other social security protection such as disability, survivorship, separation, and unemployment benefits.

#### BENEFITS

**Computation of the Basic Monthly Pension** (Sec. 9 of R.A. 8291)

(a) the basic monthly pension is equal to:

- 1) thirty-seven and one-half percent (37.5%) of the revalued average monthly compensation; plus
- 2) two and one-half percent (2.5%) of said revalued average monthly compensation for each year of service in excess of fifteen (15) years: Provided, That the basic monthly pension shall not exceed ninety percent (90%) of the average monthly compensation.

(b) The basic monthly pension may be adjusted upon the recommendation of the President and General Manager of the GSIS and approved by the President of the Philippines in accordance with rules and regulations prescribed by the GSIS Provided, however, That the basic monthly pension shall not be less than One Thousand and Three Hundred Pesos (P1,300.00): Provided, further, That the basic monthly pension for those who have rendered at least twenty (20) years of service after the effectivity of this Act shall not be less than Two Thousand Four Hundred Pesos (P2,400.00) a month.

**Computation of Service.** (Sec. 10)

- (a) The computation of service for the purpose of determining the amount of benefits payable under this Act shall be from the date of original appointment, including

periods of service at different times under one or more employers, those performed overseas under the authority of the Republic of the Philippines, and those that may be prescribed by the GSIS in coordination with the Civil Service Commission.

- (b) All service credited for retirement, resignation or separation for which corresponding benefits have been awarded under this Act or other laws shall be excluded in the computation of service in case of reinstatement in the service of an employer and subsequent retirement or separation which is compensable under this Act. “ For the purpose of this section the term service shall include full time service with compensation: Provided, That part time and other services with compensation may be included under such rules and regulations as may be prescribed by the GSIS.

### **SEPARATION BENEFITS**

**Separation Benefits (Sec. 11)** – The separation benefit shall consist of:

- a) a cash payment equivalent to one hundred percent (100%) of his average monthly compensation for each year of service he paid contributions, but not less than Twelve Thousand Pesos (P12,000) payable upon reaching sixty (60) years of age or upon separation, Whichever comes later: Provided, That the member resigns or separated from the service after he has rendered at least three (3) years of service but less than fifteen (15) years; or
- b) A cash payment equivalent to eighteen (18) times his basic monthly pension payable at the time of resignation or separation, plus an old age pension benefit equal to the basic monthly pension payable monthly for life upon reaching the age of sixty (60) years of age at the time of resignation or separation.

### **Unemployment or Involuntary Separation Benefits (Sec. 12)**

Unemployment benefits in the form of monthly cash payments equivalent to fifty percent (50%) of the average monthly compensation shall be paid to permanent employee who is involuntarily separated from the service due to the abolition of his office or position usually resulting from reorganization: Provided, That he has been paying integrated contributions for at least one (1) year prior to separation. Unemployment benefits shall be paid in accordance with the following schedule:

Contributions Made	Benefit Duration
1 year but less than 3 years	2 months
3 or more years but less than 6 years	3 months
6 or more years but less than 9 years	4 months
9 or more years but less than 11 years	5 months
11 or more years but less than 15 years	6 months

The first payment shall be equivalent to two (2) monthly benefits. As seven (7) day waiting period shall be imposed on succeeding monthly payments.

All accumulated unemployment benefits paid to the employee during his entire membership with the GSIS shall be deducted from voluntary separation benefits.

The GSIS shall prescribe the detailed guidelines in the operationalization of this section in the rules and regulations implementing this act.

## **RETIREMENT BENEFITS**

### **Retirement Benefits (Sec. 13)**

- a) Retirement benefits shall be:
  1. the lump sum payment as defined in this Act payable at the time of retirement plus an old-age pension benefit equal to the basic monthly pension payable monthly for life, starting upon expiration of the five-year (5) guaranteed period covered by the lump sum; or
  2. cash payment equivalent to eighteen (18) months of his basic monthly pension plus monthly pension for life payable immediately with no five-year (5) guarantee.
- b) Unless the service is extended by appropriate authorities, retirement shall be compulsory for an employee at sixty-five (65) years of age with at least fifteen (15) years of service: Provided, That if he has less than fifteen (15) years of service, he may be allowed to continue in the service in accordance with existing civil service rules and regulations.

**Conditions for Entitlement (Sec. 13-A)** – A member who retires from the service shall be entitled to the retirement benefits enumerated in paragraph (a) of Section 13 hereof: Provided, That:

- 1) he has rendered at least fifteen (15) years of service
- 2) he is at least sixty (60) years of age at the time of retirement; and
- 3) he is not receiving a monthly pension benefit from permanent total disability.

**Periodic Pension Adjustment (Sec. 14)** – The monthly pension of all pensioners including all those receiving survivorship pension benefits shall be periodically adjusted as may be recommended by the GSIS actuary and approved by the Board in accordance with the rules and regulations prescribed by the GSIS.

## **PERMANENT DISABILITY BENEFITS**

**General Conditions for Entitlement (Sec. 15)** – A member who suffers permanent disability for reasons not due to his grave misconduct, notorious negligence, habitual intoxication or willful intention to kill himself or another, shall be entitled to the benefits provided for under Sections 16, and 17 immediately following, subject to the corresponding conditions therefore.

### **Permanent total Disability Benefits (Sec. 16)**

- a) If the permanent disability is total, he shall receive a monthly income benefit for life equal to the basic monthly pension effective from the date of disability: Provided, That:
  - 1) he is in the service at the time of disability; or
  - 2) if separated from the service, he has paid at least thirty-six (36) monthly contributions within the five (5) year period immediately preceding his disability, or has paid a total



of at least one hundred eighty (180) monthly contributions, prior to his disability: Provided, further, That if at the time of disability, he was in the service and has paid a total of at least one hundred eighty (180) monthly contributions, in addition to the monthly income benefit, he shall receive a cash payment equivalent to eighteen (18) times his basic monthly pension: Provided, finally, That a member cannot enjoy the monthly income benefit for permanent disability and the old-age retirement simultaneously.

- b) If a member who suffers permanent total disability does not satisfy conditions (1) and (2) in paragraph a) of this section but has rendered at least three (3) years service at the time of his disability he shall be advanced the cash payment equivalent to one hundred percent (100%) of his average monthly compensation for each year of service he paid contributions, but not less than twelve Thousand Pesos (P12,000) which should have been his separation benefit.
- c) Unless the member has reached the minimum retirement age, disability benefits shall be suspended when:
  - 1. he is reemployed; or
  - 2. he recovers from his disability as determined by the GSIS, whose decision shall be final and binding; or
  - 3. he fails to present himself for medical examination when required by the GSIS
- d) the following disabilities shall be deemed total and permanent:
  - 1. complete loss of sight of both eyes
  - 2. loss of two (2) limbs at or above the ankle or wrist;
  - 3. permanent complete paralysis of two (2) limbs;
  - 4. brain injury resulting in incurable imbecility or insanity; and
  - 5. such other cases as may be determined by the GSIS.

**Permanent Partial Disability Benefits (Sec. 17)**

- a) If the disability is partial, he shall receive a cash payment in accordance with a schedule of disabilities to be prescribed by the GSIS: Provided, That he satisfies either conditions (1) and (2) of Section 16 (a);
- b) The following disabilities shall be deemed permanent partial:
  - 1. complete and permanent loss of the use of:
    - i. any finger
    - ii. any toe
    - iii. one arm
    - iv. one hand
    - v. one foot
    - vi. one leg
    - vii. one or both ears
    - viii. hearing of one or both ears
    - ix. sight of one eye
  - 2. such other cases as may be determined by the GSIS.



## **TEMPORARY DISABILITY BENEFITS**

### **Temporary Total Disability Benefit (Sec. 18)**

a) a member who suffers temporary total disability for reasons not due to any of the conditions enumerated in Section 15 hereof shall be entitled to seventy-five percent (75%) of his current daily compensation for each day or fraction thereof of temporary disability benefit not exceeding one hundred twenty (120) days in one calendar year after exhausting all his sick leave credits and collective bargaining agreement sick leave benefits, if any, but not earlier than the fourth day of his temporary disability: Provided, That:

1. he is in the service at the time of his disability; or
2. if separated, he has rendered at least three (3) years of service and has paid at least six (6) monthly contributions in the twelve-month period immediately preceding his disability.

Provided, however, That a member cannot enjoy the temporary disability benefit and sick leave pay simultaneously: Provided, further, That if the disability requires more extensive treatment that lasts beyond one hundred twenty (120) days, the payment of the temporary total disability benefit may be extended by the GSIS but not to exceed a total of two hundred forty (240) days.

- b) The temporary total disability benefit shall in no case be less than Seventy Pesos (P70) a day.
- c) The notices required of the member and the employer, the mode of payment, and the other requirements for entitlement to temporary total disability benefits shall be provided in the rules and regulations to be prescribed by the GSIS.

**Non-scheduled Disability (Sec. 19)** – For injuries or illnesses resulting in a disability not listed in the schedule of partial/total disability, as provided herein, the GSISA shall determine the nature of the disability and the corresponding benefits therefore.

## **SURVIVORSHIP BENEFITS**

**Survivorship Benefits (Sec. 20)** – When a member or pensioner dies, the beneficiaries shall be entitled to survivorship benefits provided in Sections 21 and 22 hereunder subject to the conditions therein provided for. The survivorship pension shall consist of:

1. the basic survivorship pension which is fifty percent (50%) of the basic monthly pension.
2. the dependent children's pension not exceeding fifty percent (50%) of the basic monthly pension.

### **Death of a Member (Sec. 21) –**

- a) Upon the death of a member, the primary beneficiaries shall be entitled to:
  - 1) survivorship pension; Provided, That the deceased:
    - i. was in the service at the time of his death; or
    - ii. if separated from the service, has at least three (3) years of service at the time of his death and has paid thirty six (36) monthly contributions within the five-year period immediately preceding

his death; or has paid a total of at least one hundred eighty (180) monthly contributions prior to his death; or

- 2) the survivorship pension plus a cash payment equivalent to one hundred percent (100%) of his average monthly compensation for every year of service: provided, That the deceased has rendered at least three (3) years of service prior to his death but does not qualify for the benefits under item (1) or (2) of this paragraph.
- b) the survivorship pension shall be paid as follows:
1. when the dependent spouse is the only survivor, he/she shall receive the basic survivorship pension for life or until he/she remarries;
  2. when only dependent children are the survivors, they shall be entitled to the basic survivorship pension for as long as they are qualified, plus the dependent children's pension equivalent to ten percent (10%) of the basic monthly pension for every dependent child not exceeding five (5), counted from the youngest and without substitution;
  3. when the survivors are the dependent spouse and the dependent children, the dependent spouse shall receive the basic survivorship pension for life or until he/she remarries, and the dependent children shall receive the dependent children's pension mentioned in the immediately preceding paragraph (2) thereof.
- c) In the absence of the primary beneficiaries, the secondary beneficiaries shall be entitled to:
1. the cash payment equivalent to one hundred percent (100%) of his average monthly compensation for each year of service he paid contributions, but not less than Twelve Thousand Pesos (P12,000): Provided, That the member is in the service at the time of his death and has at least three (3) years of service; or
  2. in the absence of secondary beneficiaries, the benefits under this paragraph shall be paid to his legal heirs.
- d) For purposes of the survivorship benefits, legitimate children shall include legally adopted and legitimated children.

**Death of Pensioner (Sec. 22)** – Upon the death of an old-age pensioner or a member receiving the monthly income benefit for permanent disability, the qualified beneficiaries shall be entitled to the survivorship pension defined in Section 20 of this Act, subject to the provisions of paragraph (b) of Section 21 hereof. When the pensioner dies within the period covered by the lump sum, the survivorship pension shall be paid only after the expiration of the said period.

#### **FUNERAL BENEFITS**

**Funeral Benefit (Sec. 23)** – The amount of funeral benefit shall be determined and specified by the GSIS in the rules and regulations but shall not be less than Twelve Thousand Pesos (12,000.00): Provided, That it shall be increased to at least Eighteen Thousand Pesos (P18,000) after five (5) years and shall be paid upon the death of:

- a) an active member as defined under Section 2(e) of this Act; or
- b) a member who has been separated from the service, but who may be entitled to future benefits pursuant to Section 4 of this Act; or
- c) a pensioner, as defined in Section 2 of this Act; or
- d) a retiree who at the time of his retirement was of pensionable age under this Act but who opted to retire under Republic Act No. 1616.

### **LIFE INSURANCE BENEFITS**

**Compulsory Life Insurance** (Sec. 24) – All employees except for Member of the Armed Forces of the Philippines (AFP) and the Philippine National Police (PNP) shall, under such terms and conditions as may be promulgated by the GSIS, be compulsory covered with life insurance, which shall automatically take effect as follows:

- (1) for those employed after the effectivity of this Act, their insurance shall take effect on the date of their employment;
- (2) for those whose insurance will mature after the effectivity of this Act, their insurance shall be deemed renewed on the day following the maturity or expiry of their insurance;
- (3) for those without any life insurance as of the effectivity of this Act, their insurance shall take effect following said effectivity.

**Dividends** (Sec. 25) – an annual dividend may be granted to all members of the GSIS whose life insurance is in force for at least one (1) year in accordance with a dividend allocation formula to be determined by the GSIS.

**Optional Insurance** (Sec. 26) – Subject to the rules and regulations prescribed by the GSIS, a member may apply for insurance and/or pre-need coverage embracing life, health, hospitalization, education, memorial plans, and such other plans as may be designed by the GSIS, for himself and/or his dependents. Any employer may likewise apply for group insurance coverage for its employees. The payment of the premiums / installments for optional insurance and pre-need products may be made by the insured or its employer and / or any person acceptable to the GSIS.

**Reinsurance** (Sec. 27) – The GSIS may reinsure any of its interests or part thereof with any private company or reinsurer whether domestic or foreign: Provided, That the GSIS shall submit an annual report on its reinsurance operations to the Insurance Commission.

### **Other GSIS Benefits**

**Maturity Benefit** – is paid upon maturity of the policy. The policy contract and service record should be submitted one month before the maturity date.

**Loan** – is the most widely enjoined privilege among the GSIS benefits. The amount of loan depends on the length of membership and salary. A new member is covered by the 20-40-60 scheme. This means that the GSIS policy is in force for 20 months and the member is entitled to 3-month salary payable in 4 years. It maybe renewed after 1 year, provided a monthly remittance of dues has been done.

If the policy is in force for 40 months, a two-month salary loan can be availed payable in 2 years.

If the policy is in force for 60 months, a five-month salary loan can be availed and it is renewable on the anniversary date of the loan, provided the monthly dues are remitted.

If the policy is in force for 120 months, an eight-month salary loan can be availed.

**Emergency Loan** of P5,000 is also enjoyed by a government employee.

**Calamity Loan** – 5-month salary payable in 3 years may be granted to government employees who are victims of calamities like floods, typhoons, earthquake, etc.

**Policy Loan** – It may be availed after 1 year of membership to the GSIS. Policy Loan shall not exceed the cash value of the insurance at the time of application. Unpaid policy loans are deducted upon maturity of the policy.

**Housing Loan** – It is applied through the National Home Mortgage and Finance Corporation.

**Term Insurance** – it is granted to casual employees. The term of insurance of P12.00 as premium per year is deducted from the salary, renewable every year; hence, has no cash value. Its face value is P2,750.00 of term insurance payable only in case of employee's death.

## **L.2. PAG-IBIG (HOME DEVELOPMENT MUTUAL FUND)**

This fund was set up mainly for housing purposes. By virtue of RA 7742, effective January 1, 1995, membership is mandatory for employees when monthly income is P4,000.00. However, those below P4,000.00 is voluntary. The government pays a counterpart contribution for Pag-ibig.

Other benefits under the Pag-ibig are the Housing loan, appliance and the multi-purpose loan. The total accumulated value (TAV) is granted upon termination of membership (retirement, resignation or maturity). TAV includes the government share, death dividend, fixed dividend. This is given to a member who has no outstanding loan.

## **L.3. PHIL HEALTH (Medicare)**

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

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

The SIF policy of the state is to promote and develop a tax-exempt employee's compensation program whereby employees and their dependents, may promptly secure adequate income benefits, medical and related benefits.

SIF covers all employers and their employees not over 60 years of age, above 60 years old and those paying contribution to qualify their retirement under the GSIS life

insurance benefit. It also includes employees covered by the Commonwealth Act No. 186 as amended including casuals, emergency, temporary, substitute or contractual employees.

## **VII. CAREER AND PERSONNEL DEVELOPMENT**

Pursuant to CSC rules on personnel management for career and personnel development, which includes performance appraisal, promotion, training and scholarship programs the College has developed the Merit Selection and Promotion Plan for Faculty and Academic Staff, Faculty Performance Evaluation System as the basic guidelines for career development. The College also is guided by the NBC 461 while those of the non-teaching personnel, the performance evaluation system (PES) of the CSC.

## **VIII. PERSONNEL DISCIPLINE**

Discipline serves as a mechanism for control of the temperament, interest and action of people within the organization. It helps promote government goals and public interest.

RA 6713 and Rule XIV of Bk. 5 EO 291 shall govern personnel discipline for both faculty and non-teaching.

## **IX. PERSONNEL RELATIONS AND GRIEVANCE MACHINERY**

Guided by the provisions of Rule XI Bk. 5 EO 292 and other CSC Circulars and the principle of democratic participation of freedom of association, the College respects and upholds the rights of faculty and employees to form or join association of their own choice. The College believes that these organizations are potent vehicles in the formulation of sound policies which are necessary for the efficient realization of its mission and goals of the College. The College has therefore recognized the Federation of Faculty Clubs, Campus Faculty Clubs, and Non-Teaching Associations as partners in managing the College.

## **X. OFFICE DECORUM AND DISCIPLINE**

Any agency expects its personnel to be punctual in reporting to the office. At the opening hours of work, employees should be in their respective work place and are actually working. Likewise, faculty members are to be in their classes at least 15 minutes earlier than their actual teaching time. This is to assure the public, students and other clientele of efficient and effective delivery of government service.

## **XI. GOVERNMENT WORKING HOUR**

MC 14 s. 1999 and Article 79 Sec. 1. of the College Code serve as the rule regarding working hours at MPSPC. MC 14 s, 1999 speaks of compensatory service. Article 79 Sec. 1 states that members of the faculty 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 the 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.

## **XII. ACTS AND PRACTICES PROHIBITED DURING OFFICE HOURS**

In serving the government and the people, public servants must behave in a manner above reproach and worthy of respect and emulation in accordance with the provision on MC # 3, s. 1994, RA 6713. In the efficient and smooth working of the organization, rules and regulations are promulgated to safeguard the prestige of the office and to maintain the concept of Public service to its fullest stature.

The following acts are deemed inimical to the service and be avoided at all times. Commission of such may constitute sufficient cause for disciplinary/administrative action after notice of hearing.

1. Will full and intentional refusal to carry out any reasonable order or instruction given by a senior office to perform work designated on the job description;
2. Falsification of daily time record or any official document;
3. Habitual tardiness or frequent absences from work without reasonable cause;
4. Rumor-mongering (gossip that tends to discredit one's integrity or reputation);
5. Extended coffee, snacks or lunch;
6. Discourtesy and display of bad manners such as the use of abusive, sarcastic and insulting language in the course of official duties;
7. Coming to work under the influence if intoxicating liquor or any prohibited drug;
8. Gambling, betting, card games and playing mahjong;
9. Attending personal needs during office hours such as manicure and pedicure;
10. Buying and selling merchandise, goods and wares during office hours;
11. Wasteful or uneconomical use of office supplies and facilities like power and vehicle, cooking meals in the office, etc;
12. Promoting the sale of tickets on behalf of private enterprises that are not intended for charitable purposes.

The aforesaid acts are not exclusive. Violation of the anti-graft and corruption practice act, the code of ethics and other laws pertaining to civil service discipline and conduct are deemed separate from the above offenses.

## **XIII. GRIEVANCE MACHINERY AND DISPUTE SETTLEMENT**

Pursuant to the CSC MC # 02, s. Jan. 10, 2001, the CSC requires all agencies to revise or establish policies on Grievance Machinery which is the best way to address grievance between the employee and management in the workplace, thus fostering productivity of each member.



## Chapter 7

### RIGHTS, PRIVILEGES, DUTIES AND OBLIGATIONS

#### I. RIGHTS AND PRIVILEGES

In addition to the rights and privileges provided by law, the following shall be enjoyed by the College faculty and employees.

- a. The right to participate in the decision-making shall be recognized and ensured;
- b. The right to free expression of options and suggestions and effective channels of communication with appropriate academic and administrative bodies of the College;
- c. The right to be provided with free legal service by the appropriate government office when charged in an administrative, civil, and/or criminal cases by parties other than the College for actions committed directly in the lawful discharge of professional duties and/or defense of school policies;
- d. The right to establish, join, and maintain associations and/or professional or self regulating organizations of their choice to promote their welfare and defend their interest. An organization or association of faculty and /or administrative staff shall submit to the President a copy of its constitution and by-laws including a list of its officers and members for official recognition;
- e. The right to be free from involuntary contributions except those imposed by their own organization and higher authorities;
- f. The right to be free from compulsory assignments not related to their duties as defined in their appointments or employment contracts;
- g. The right to intellectual property in accordance with applicable laws;
- h. The teachers shall be deemed persons in authority when in the discharge of lawful duties and responsibilities and shall therefore be accorded due respect and protection; and
- i. The right to be accorded the opportunity to choose alternative career lines either in school administration or in classroom teaching for purposes of career advancement.

#### II. DUTIES AND OBLIGATIONS

In addition to those provided for by law, all College personnel shall have the following duties and obligations:

- a. Perform his duties to the College by discharging his responsibilities in accordance with the philosophy, goals and objectives of the College;
- b. Be accountable for the efficient and effective attainment of learning objectives in pursuance of national development goals within the limits of available College resources;
- c. Assume the responsibility to maintain and sustain his professional growth and advancement and maintain professionalism in his behavior at all times;



- d. Refrain from making deductions of students scholastic rating without basis;
- e. Participate as agents of social, economic, moral, intellectual, cultural and political change in his school and the community within the context of national policies.

### **III. RESTRICTIONS AND OTHER REGULATIONS**

No officer, faculty, or employee of the College shall publish or discuss publicly the proceedings of the Board or its decisions before they are released for publication, without the permission of the President.

No officer, faculty, or employee shall publish or discuss publicly, information concerning an Operating Unit not released for publication without written permission from the Executive Dean/ President.

No officer, faculty, or employee shall publish or discuss publicly, charge or complaint against any officer, or employee concerning his official duties or his private life. Any such complaint or charge shall be addressed to the proper authorities of the College for action.

No member of the faculty shall enter into an agreement with any student of the College involving money, property, or other valuable considerations which might influence the scholastic standing of the student.

No textbook, whether printed or duplicated, shall be required as basic teaching materials for any class unless approved by the library advisory committee to be created by the President.

Faculty and employees shall be encouraged to accept invitations to speak at graduation exercises, special convocations, seminars, workshops, conferences and similar activities for professional growth and community service, and the time spent in going to and returning from the same shall be considered official.

Any member of the faculty could invite a resource person who is not officially connected with the College to give a lecture or talk on any subject before his class or any group of students with the permission of the Dean.

Faculty and employees may undertake research work under the auspices of an organization outside the College with the consent of the President; provided however, that in the publication of such research, the College shall be credited together with sponsoring organization.

Any involvement of a faculty or employee in research activities outside of the College should not disrupt nor prejudice the functions and responsibilities of the employee concerned provided however, that such involvement shall be considered as a part of his workload.

#### **IV. DISCIPLINE**

Disciplinary action against any faculty or employee of the College shall be governed by PD 807 otherwise known as the Civil Service Law of the Philippines.

The Board, upon the recommendation of the President, may suspend or dismiss from the service any officer, faculty, or employee, found guilty of offenses in accordance with PD 807. In all cases where the decision of the Board is for removal of the respondent, it shall be automatically forwarded to the Civil Service Commission for review.

The board may preventively suspend any officer, faculty, or employee during the pendency of an administrative charge against him but in no case to exceed ninety (90) days from receipt reinstated.

## Chapter 8

### **PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE**

Pursuant to the Revised Policies on Employees Suggestion and Incentive Awards System (ESIAS) provided under CSC Resolution No 010112 and CSC MC NO.01. s. 2001, Mountain Province State Polytechnic College in consultation with the Administrative Council adopts the herein program on Awards and Incentives for Service Excellence to be referred to as MPSPC – PRAISE.

#### **I. GENERAL OBJECTIVE**

To encourage, recognize and reward personnel of the Polytechnic for their innovative ideas, inventions, creativity, productivity and their contributions to the upliftment of services in the public service and other personal efforts which contribute to the efficiency, economy and improvement in government operations which lead to organizational productivity.

#### **II. SPECIFIC OBJECTIVES**

1. To establish a mechanism for identifying, selecting, rewarding and providing incentives to deserving personnel at the start of each school year for teaching and at the start of each calendar year for non teaching personnel;
2. To identify outstanding employees for their extra ordinary accomplishments on a continuing basis;
3. To recognize and reward personnel who meets the objectives of the PRAISE periodically or as the need arises;
4. To provide incentives and interventions to include monetary scheme to deserving selected personnel.

#### **III. SCOPE**

The system shall apply to all officers and employees of the Mountain Province State Polytechnic College in the career and non – career service.

#### **IV. BASIC POLICIES**

1. The procedures in the selection of awardees shall be prescribed by the members of the PRAISE Committee.
2. The PRAISE shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.

3. Awards shall be granted for achievement made on the preceding year.
4. Awardees must be employed with the Polytechnic for at least two years at the time of nomination.
5. Awardees may be nominated by immediate supervisor, co – workers or group of individuals.
6. The PRAISE shall provide both monetary and/or non – monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of employees through formal and informal mode.

Monetary award shall be granted only when the suggestions, inventions, superior accomplishments and other personal efforts result in monetary savings which shall not exceed 20% of the savings generated.
7. At least 5% of the HRD funds shall be allocated for the PRAISE and incorporated in the Polytechnic’s Annual Work and Financial Development plan.
8. The PRAISE shall institutionalized through the creation of a PRAISE Committee in the Polytechnic.
9. The PRAISE Committee shall establish its own internal procedures and strategies, membership in the committee shall be considered part of the members’ regular duties and functions.
10. The PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the Polytechnic. The Polytechnic may, however, employ an external independent body to assist the PRAISE Committee to judiciously and objectively implement the system of incentive and awards.
11. MPSPC shall submit its program on awards and Incentives for Service Excellence (PRAISE) and its subsequent amendments to the Civil Service Commission Regional Office. The Civil Service Commission Regional or Field Office concerned shall provide technical assistance, if denned necessary, to ensure proper implementation.
12. The CSC – approved PRAISE shall be the basis of the granting of the Productivity Incentive Bonus (PIB), other awards and incentives. The Annual PRAISE Report shall be submitted by the Polytechnic to the Civil Service Commission Regional Office concerned on or before the thirtieth day of January to enable their employees to qualify for nomination to the CSC sponsored national awards.
13. Issues relative to awards and incentives shall be brought before the PRAISE Committee which shall address the same within fifteen (15) days from the date of submission.

14. The college President or his authorized representative shall be responsible in overseeing the system's operation and the human resource Management officer shall serve as the secretary.
15. The PRAISE committee shall ensure that productivity, innovative ideas, suggestions and exemplary behavior can be identified, considered, managed and implemented on a continuing basis to cover all employees at all levels.

#### **I. Duties of the PRAISE Committee**

The PRAISE Committee shall have the following specific responsibilities and composition. It shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the polytechnic. As such, the Committee shall meet periodically to perform the following tasks:

- Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
- Formulate, adopt and amend internal rules, policies and procedures to govern the conduct of its activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees;
- Determine the forms of awards and incentives to be granted;
- Monitor implementation of approved suggestions and ideas through feedbacks and reports;
- Prepare plans, identify resources and propose budget for the system on an annual basis;
- Develop, produce and distribute a system policy manual and orient the employees on the same;
- Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
- Submit an annual report on the awards and incentives system to the CSC on or before the thirtieth of January;
- Monitor and evaluate the System implementation every year and make essential improvements to ensure its suitability to the Polytechnic; and
- Address issues relative to awards and incentive within fifteen (15) days from the date of submission.

To implement the System effectively, the PRAISE committee members are expected to possess positive attitude; be capable of implementing submitted ideas; open-minded; decisive; have high tolerance for stress or pressure; and actively participate in all committee meetings.

#### **V. COMPOSITION OF PRAISE COMMITTEE**

1. Vice President or designated representative
2. Finance and Management officer
3. Head of Planning Division

4. HRMO
5. The College Secretary
6. Two (2) representatives of the career rank - and – file from the academic staff who shall serve for a period of three years and chosen through a general assembly or any mode of selection to be conducted and recognized by the Administrative Council.
7. President of the federated faculty and employees club.

## VI. DEFINITION OF TERMS

**AGENCY**– refers to the Mountain Province State Polytechnic College (MPSPC).

**AWARD** – Recognition which maybe monetary or non – monetary conferred on individual or group of individuals for ideas, suggestions, inventions, discoveries, superior accomplishments, exemplary behavior, heroic deeds, extraordinary acts or services in the public interest which contribute to the efficiency, economy, improvement in government operations which lead to organizational productivity.

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

**CONTRIBUTION** – any input which can be in the form of an idea or performance (see also idea type and performance type contribution).

**DISCOVERY** – is the uncovering of something previously existing but found or learned for the first time which will improve public service delivery.

**IDEA TYPE CONTRIBUTION** – refers to an idea, a suggestion or an invention or discovery for improvement to effect economy in operation, to increase production and improve working conditions.

**INCENTIVE** – monetary or non-monetary motivation or privilege given to an official or employee for contribution, suggestions, inventions, ideas, satisfactory accomplishment or demonstration of exemplary behavior based on agreed performance standards and norms of behavior.

**INVENTION** – the creation of something previously non-existent which will benefit the government.

**NON-CAREER** – positions expressly declared by law to be in the non-career service; or those whose entrance in the service is characterized by (1) entrance on bases other than those of the usual tests of merits and fitness utilized for the career service and (2) tenure which is limited to the duration of a particular project for which purpose employment was made.

**PERFORMANCE TYPE CONTRIBUTION** – refers to performance of an extraordinary act or service in the public interest in connection with, or related to one's official employment or outstanding community service or heroic acts in the

public interest; or sustained work performance for a minimum period of one year which is over and above the normal position requirement of the individual or group.

**SUGGESTION** – idea or proposal which improves performance , systems and procedures and economy in operation that will benefit the government.

**SYSTEM** – the Polytechnic awards incentive programs for employees.

## VII. PROCEDURES IN THE SELECTION OF AWARDEES

1. The nominating person or group shall submit their nominees in the prescribed form to the PRAISE Committee.
2. The PRAISE Committee shall screen the nominees and evaluate the summary of achievements and present their evaluation to the Administrative Council for review, information and recommendation to the Board of Trustees.
3. The College president endorses the nomination of the Administrative Council to the Board of Trustees.
4. Upon approval of the nominee by the Board of Trustees, the PRAISE committee shall set the day for a formal or informal awarding of monetary or non-monetary recognition award.

## VIII. AGENCY LEVEL AWARDS

1. **Best Employee Award** > granted to an individual or individuals who excelled among peers in a functional group, position or profession. A cash award to be determined by the PRAISE Committee sitting en banc shall be given to outstanding employees plus a certificate of recognition or other forms of incentives as the committee may decide during a formal awards night.

Criteria:

- a. With at least two years experience in the Polytechnic
  - b. Attendance
  - c. With very satisfactory performance for two rating periods
  - d. Other criteria may be added by the MPSPC PRAISE Committee
2. **Gantimpala Agad Award** > given outright to employees commended by clients for their courtesy, promptness, efficiency and dedication to duty.
  3. **Exemplary Behavior award**> based on the eight norms of conduct as provided under RA 6713 (Code of Conduct and Ethical Standards). The awardee will be automatically nominated by the MPSPC PRAISE Committee to the Dangal ng Bayan Award.

1. Commitment to public interest
2. Professionalism
3. Justness and Sincerity
4. Political Neutrality
5. Responsiveness to the Public
6. Nationalism and Patriotism
7. Commitment to Democracy
8. Simple Living



4. **Best Organizational Unit Award**> granted to the top organization unit which may be a section, division or office on the basis of its contributions to the accomplishment of the Polytechnic's performance program thrust and targets.
5. **Service Award**> conferred on retirees whether optional or compulsory retirement schemes held during a fitting ceremony on or before the date of their retirement
6. **Cost Economy Measure Award**> granted to an employee or team whose contributions such as ideas, suggestions, inventions, discoveries or performance of functions result in savings in terms of man-hours and cost or otherwise benefit the polytechnic and the government as a whole. The monetary award shall not exceed 20% of the monetary savings generated from the contribution.
7. Other awards which the Polytechnic may decide to give through the recommendation of the PRAISE Committee and Administrative Council and approval of the Board of Trustees.

## IX. INCENTIVES REGULARLY AWARDED

The Polytechnic shall continuously search, screen and reward deserving employees to motivate them to improve the quality of their performance and instill excellence in public service. As such the following types of incentives shall be regularly awarded:

9.1 **Loyalty Incentive in the Polytechnic** > granted to an employee who has served continuously and satisfactorily the Polytechnic for at least ten (10) years. The recipient shall be entitled to cash to be determined by the MPSPC PRAISE Committee. Succeeding awards shall be given every five years thereafter the amount shall be determined by the PRAISE. Besides cash award, a lapel emblem/loyalty pin shall be given:

10 and 15 years	- bronze
20 and 25 years	- silver
30, 35 and 40 years	- gold

Other tokens such as wrist watch or ring may be given.

9.2 **Length of Service Incentive in the Polytechnic** > given to an employee who has rendered at least three (3) years of continuous satisfactory service in the same position. The cash award shall be incorporated in the salary adjustments following the Joint CSC-DBM Circular No. 1, s. 1990.

9.3 **Productivity Incentive** > given to all employees who have performed at least satisfactorily for the year covered in accordance with the Polytechnic's CSC – approved PES. This incentive shall follow relevant existing guidelines.

9.4 **Personal Career Incentive** > granted in recognition of an individual who has satisfactorily completed a course or degree within or outside the country at one's own expense. A plaque of recognition may be given to qualified individuals during the MPSPC Foundation Day.

9.5 **Other Incentives** which the MPSPC's PRAISE Committee may recommend on the basis of special achievements, innovative approaches to assignments, exemplary service to the public and recognition by an outside group of a particular achievement.

## **X. OTHER FORMS OF AWARDS AND INCENTIVES**

- 10.1 **Compensatory Time-Off** > granted to an employee who has worked beyond his regular office hours on a project without overtime pay.
- 10.2 **Flexiplace** > work arrangement allowed for qualified employee/s who has demonstrated responsibility, initiative, and capacity to produce output/result and accomplishment outside of the workplace subject to established guidelines.
- 10.3 **“Salu-salo” Together** > meal hosted by superiors for employees who have made significant contributions.
- 10.4 **Personal Growth Opportunities** > incentives which may be in the form of attendance in conferences on official business, membership in professional organizations, books, journal, tapes, travel packages and other learning opportunities.
- 10.5 **Trophies, Plaques and Certificates**
- 10.6 **Monetary Award**
- 10.7 **Travel Packages**
- 10.8 **Other Incentives** > Incentives in kind which may be in the form of merchandise, computers, pagers, cellular phones, reserved parking space recognition posted at the wall of fame, feature in MPSPC’s publication and others.

## **XI. FUNDING**

The Polytechnic shall allocate 5% of the HRD funds for PRAISE and incorporate the same in the annual Work and Financial Plan and budget.

## **XII. EFFECTIVITY**

The MPSPC PRAISE shall become effective after the final evaluation of the Administrative Council and CSC and approval of the Board of Trustees. Subsequent amendments shall likewise be submitted to CSC for evaluation and shall take effect immediately.

### **XIII. COMMITMENT**

I hereby commit to implement and abide by the provisions of this MPSPC PRAISE which shall be the basis for the granting of awards and incentives including Productivity Incentives Bunos.

The annual PRAISE Report shall be submitted to the CSC Regional Office concerned on or before the thirtieth day of January to enable our employees to qualify for nomination to the CSC – sponsored national awards.

(sgd.) **MARCELINO T. DELSON**  
President

#### **CSC Action:**

I have evaluated the herein MPSPC PRAISE and found it to be in accordance with the provision of CSC MC 01s. 2001 and may now be implemented, subject to modifications stated in CSC – CAR letter dated January 10,2002.

Approved:

(Sgd. ) **DOLORES B. BONIFACIO**  
CSC Regional Director

January 10, 2002  
Date

## Chapter 9

# GRIEVANCE MACHINERY

In line with the Revised Policies on the Settlement of Grievance in the public sector contained in CSC Resolution No. 010113, dated January 10, 2001 and implemented through CSC Memorandum Circular No. 2, s. 2001, the Mountain Province State Polytechnic College hereby adopts the herein Grievance Machinery.

### I. BASIC POLICIES

1. A grievance shall be resolved expeditiously at all times at the lowest level possible in the Polytechnic. However, if not settled at the lowest level possible, an aggrieved party shall present his or her grievance step by step following the hierarchy of positions.
2. The aggrieved party shall be assured of freedom from coercion, discrimination, reprisal and biased action on the grievance.
3. Grievance proceedings shall not be bound by legal rules and technicalities. Even verbal grievance must be acted upon expeditiously. The services of a legal counsel shall not be allowed.
4. A grievance shall be presented verbally or in writing in the first instance by the aggrieved party to his or her immediate supervisor. The latter shall, within three (3) working days from the date of presentation, inform verbally the aggrieved party of the corresponding action.

If the party being complained of is the immediate supervisor, the grievance shall be presented to the next higher supervisor.

5. Grievance refers to work related issues giving rise to employee dissatisfaction. The following cases shall be acted upon through the grievance machinery:
  - a. Non implementation of policies, practices and procedures on economic and financial issues and other terms and conditions of employment fixed by law including salaries, incentives, working hours, leave benefits, and other related terms and conditions;
  - b. Non-implementation of policies, practices and procedures which affect employees from recruitment to promotion, detail, transfer, retirement, termination, lay offs and other related issues that affect them;
  - c. Physical working conditions;
  - d. Interpersonal relationships and linkages;
  - e. Protest on appointments; and
  - f. All other matters giving rise to employee dissatisfaction and discontentment outside of these cases enumerated in Item No. 5.
6. The following cases shall not be acted upon through the grievance machinery:

- a. Disciplinary cases which shall be resolved pursuant to the Uniform Rules on Administrative Cases.
  - b. Sexual harassment cases as provided for in RA 7877; and
  - c. Union-related issues and concerns.
7. Only permanent officials and employees, whenever applicable shall be appointed or elected as member of the grievance committee.  
In the appointment or election of the committee members, their integrity, probity, sincerity, and credibility shall be considered.
8. Each campus has a grievance committee. The composition in the satellite campuses shall be as follows:
- a. The Executive Dean as the chair
  - b. The faculty and/or employees' club president or his representative as member.
  - c. One (1) representative each of the aggrieved party or parties as members.
  - d. Two (2) representatives from Rank and File  
One (1) from the first level and one (1) from second level and chosen through a general assembly.  
In the main campus including the administration the composition shall be as follows:
    - a) The chairperson shall be the Vice President for Academics
    - b) Members are the following:
      1. Administrative officer III
      2. the Executive Dean of the main campus
      3. the HRMO who will act as the secretary
      4. representatives of the aggrieved party or parties
      5. President of the Faculty or Employees Club and a representative of the Bilis Aksyon partner
    - c) Two (2) representatives from Rank and File:  
One (1) from the first level and one (1) from the second level and chosen through a general assembly.
9. If any of the members of the grievance committee, both satellite or main, is the one involved in the case, the other members of the committee shall be the one to select his replacement.
10. The Polytechnic shall ensure equal opportunity for men and women to be represented in the grievance committee.
11. The Polytechnic grievance committee shall develop and implement pro-active measures that would prevent grievance, such as employee assembly which shall be conducted at least once every quarter, "talakayan", counseling, HRD interventions and other similar activities.
12. The personnel unit, in collaboration with the MPSPC grievance committee, shall conduct a continuing information drive on grievance machinery among its officials and employees.
13. The grievance committee may conduct an investigation and hearing within ten (10) working days from receipt of the grievance and render a decision within five (5) working

days after the investigation. Provided, however, that where the object of the grievance is the grievance committee, the aggrieved party may submit the grievance to top management.

14. A grievance may be elevated to the Civil Service Commission Regional Office through the CSC Field Office at Bontoc only upon submission of a Certification on the Final Action on the Grievance (CFAG) issued by the grievance committee. The CFAG shall contain, among other things, the following information: history and final action taken by the Polytechnic on the grievance.
15. The grievance committee shall establish its own internal procedures and strategies. Membership in the grievance committee considered part of the members' regular duties.
16. The grievance committee shall submit a quarterly report of its accomplishments and status of unresolved grievances to the President of the College copy furnished the Civil Service Commission Field Office which may furnish the Regional Office.
17. Supervisors or officials who refuse to take action on a grievance brought to their attention shall be liable for neglect of duty in accordance with existing civil service law, rules and regulations.
18. The Polytechnic Grievance Machinery shall be submitted to the Civil Service Commission Regional Office through the CSC – Field Office for approval. Subsequent amendments shall be subject to CSC approval and shall take effect immediately.

## II. OBJECTIVES

### General Objectives:

Create a work atmosphere conducive to good supervisor employee relations and improve employee morale.

### Specific Objectives:

- 2.1. Activate and strengthen Polytechnic's existing grievance machinery.
- 2.2. Settle grievances at the lowest possible level in the organization.
- 2.3. To allow the parties to appeal from the results of the grievance negotiation step until a final binding and executory decision is reached.
- 2.4. Enable the union to participate in resolving the complaints and grievances of the employees.
- 2.5. Serve as a catalyst for the development of capabilities of personnel on dispute settlement, especially among supervisors in the Polytechnic.

## III. SCOPE

The Grievance Machinery applies to all levels of officials and employees in the Polytechnic. It may also apply to non career employees whenever applicable.

## IV. DEFINITION OF TERMS

Grievance – a work-related discontentment or dissatisfaction which had been expressed verbally or in writing which, in the aggrieved employee's opinion, has been ignored or dropped without due consideration.

Grievance Machinery – a system or method of determining and finding the best way to address the specific cause or causes of a grievance.

Public Sector Labor Management Council (PSLMC) – the council responsible for the promulgation, implementation and administration of the guidelines for the exercise of the right of government employees to organize pursuant to Executive Order No. 180.

## V. APPLICATION OF GRIEVANCE MACHINERY

The following instances shall be acted upon through the grievance machinery:

- a. Non-implementation of policies, practices and procedures on economic and financial issues and other terms and conditions of employment fixed by law, including salaries, incentives, working hours, leave benefits such as delay in the processing of overtime pay, unreasonable withholding of salaries and inaction on application for leave;
- b. Non implementation of policies, practices and procedures which affect employees from recruitment to promotion, detail, transfer, retirement, termination, lay-offs, and other related issues that affect them such as failure to observe selection process in appointment and undue delay in the processing of retirement papers;
- c. Inadequate physical working conditions such as lack of proper ventilation in the workplace, and insufficient facilities and equipment necessary for the safety and protection of employees whose nature and place of work are classified as high risk or hazardous;
- d. Poor interpersonal relationships and linkages such as unreasonable refusal to give official information by one employee to another;
- e. Protest on appointments; and
- f. All other matters giving rise to employee dissatisfaction and discontentment outside of those cases enumerated above.

## VI. GRIEVANCE PROCEDURES

The procedures for seeking redress of grievance shall be as follows:

1. **Discussion with Immediate Supervisor.** At first instance, a grievance shall be presented verbally or in writing by the aggrieved party to his or her immediate supervisor.  
The supervisor shall inform the aggrieved party of the corresponding action within three (3) working days from the date of presentation.  
Provided, however, that where the object of the grievance is the immediate supervisor, the aggrieved party may bring the grievance to the next higher supervisor.
2. **Appeal to the Higher Supervisor.** If the aggrieved party is not satisfied with the verbal decision, he or she may submit the grievance in writing, within five (5) days to the next higher supervisor who shall render his or her decision within (5) working days from personal receipt of the grievance.
3. **Appeal to the Grievance Committee.** The decision of the next higher supervisor may be elevated to the grievance committee within five (5) working days from receipt of the decision of the next higher supervisor.



The grievance committee may conduct an investigation and hearing within ten (10) working days from receipt of the grievance and render a decision within five (5) working days after the investigation. Provided, however, that where the object of the grievance is the grievance committee, the aggrieved party may submit the grievance to top management.

4. **Appeal to Top Management.** If the aggrieved party is not satisfied with the decision of the grievance committee, he or she may elevate his or her grievance within five (5) working days from receipt of the decision through the committee to top management who shall make the decision within ten (10) working days after the receipt of the grievance. Provided, however, that where the object of the grievance is the top management, the aggrieved party may bring his or her grievance directly to the Civil Service Commission Regional Office.
5. **Appeal to the Civil Service Commission Regional Office.** If the aggrieved party is not satisfied with the decision of top management, he or she may appeal or elevate his or her grievance to the Civil Service Commission Regional Office concerned within fifteen (15) working days from the receipt of such decision. Together with the appeal, the aggrieved party shall submit a Certification on the Final Action on the Grievance (CFAG). The Civil Service Commission Regional Office shall rule on the appeal in accordance with existing civil service law, rules and regulations. (Please refer to schematic diagram on the next page)

## VII. COMPOSITION OF THE GRIEVANCE COMMITTEE

The composition and responsibilities of the grievance committee are as follows:

### Composition

Only permanent officials and employees, whenever applicable, shall be appointed or elected as members of the grievance committee.

In the appointment or election of the committee members, their integrity, probity, sincerity and credibility shall be considered.

The President of the Polytechnic shall ensure equal opportunity for men and women to be represented in the grievance committee.

- a. The composition in the satellite campuses shall as follows:
  1. The Executive Dean as the chair
  2. The faculty club president or his representatives as members
  3. Representatives of the aggrieved party or parties as members and
  4. Representatives from the Rank and File
- b. In the Main Campus including the administration, the composition shall be as follows:
  1. The Vice President for Academics as the chair
  2. The administrative Officer III
  3. Representatives of the aggrieved party or parties
  4. The HRMO who will act as the secretary

5. The president of the faculty club or employees club and
6. Representatives from the Rank and File.

### **Responsibilities**

In addition to finding the best way to address specific grievance, the committee shall have the following responsibilities:

1. Establish its own internal procedures and strategies. Membership in the grievance committee may be considered part of the member's regular duties as determined by top management.
2. Develop and implement pro-active measures or activities to prevent grievance such as employee assembly which shall be conducted at least once every quarter, "talakayan", counseling and other HRD interventions. Minutes of the proceedings of those activities shall be documented for audit purposes;
3. Conduct continuing information drive on Grievance machinery among officials and employees in collaboration with the personnel unit;
4. Conduct dialogue between and among the parties involved;
5. Conduct an investigation and hearing within ten (10) working days from receipt of the grievance and render a decision within five (5) working days after the investigation. Provided, however, that where the object of the grievance is the grievance committee, the aggrieved party may submit the grievance to top management;
6. Direct the documentation of the grievance including the preparation and signing of written agreements reached by the parties involved;
7. Issue Certification on the Final Action on the Grievance (CFAG) which shall contain , among other things, the following information; history and final action taken by the Polytechnic on the grievance; and
8. Submit a quarterly report of its accomplishments and status of resolved and unresolved grievances to the President of the Polytechnic copy furnished the Civil Service Commission Bontoc Field Office.

## **VIII. GRIEVANCE FORMS (See Separate Sheet)**

## **IX. EFFECTIVITY**

This Grievance Machinery shall take effect immediately upon approval by the Civil Service Commission Regional Office concerned.

## **X. COMMITMENT**

*I hereby commit to implement the provisions of this Grievance Machinery and take necessary action in accordance with existing civil service law and rules against supervisors or officials who refuse to act on grievance brought before their attention.*

(Sgd.) **MARCELINO T. DELSON**  
President

**CSC Action:**

I have evaluated the herein MPSPC GRIEVANCE MACHINERY and found it to be in accordance with the provision of CSC MC 02 s.2001 and may now be implemented, subject to modifications stated in CSC-CAR letter dated January 10, 2002.

**APPROVED BY:**

(Sgd.) **DOLORES B. BONIFACIO**  
CSC Regional Director

January 10, 2002  
Date



**Certificate of Final Action on the Grievance**

**Certificate of Final Action on the Grievance**

This certifies that the grievance filed by

\_\_\_\_\_ on \_\_\_\_\_  
(Aggrieved Party)

has been acted upon by this committee on \_\_\_\_\_.

**Final Action Taken:**

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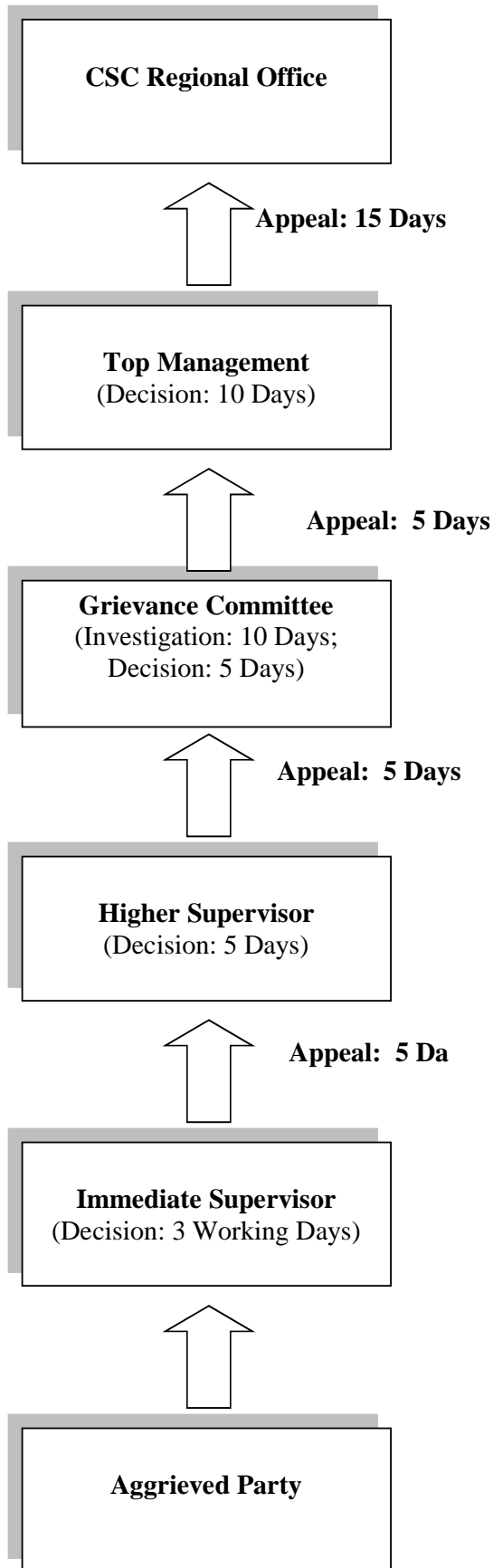
\_\_\_\_\_  
Chairman, Grievance Committee

Date : \_\_\_\_\_





## **GRIEVANCE PROCEDURE**





## Chapter 10

### I. ACADEMIC CALENDAR

The annual academic calendar shall be prepared in accordance with the issuances of the Commission on Higher education and the Department of Education and Culture. The details of the academic calendar shall be prepared by the Director for Admission and Records in coordination with the Vice-President for Academic Affairs.

The school calendar shall consist of two semesters and summer, the semestral term not less than eighteen (18) weeks, with two (2) weeks semestral vacation.

Class work in the summer session shall be equivalent to class work in one semester.

All class hours lost due to fortuitous events such as, typhoons and earthquake shall be made up for.

All academic, co-curricular and other activities of the College shall be incorporated in the general school calendar of each year.

During each academic year, the College shall be authorized a 2 – 3 day period to observe its Foundation Day.

### II. SCHEDULE OF CLASSES

The schedule of classes for each operating unit shall be prepared by the Department Chairman, and his faculty members. There shall be coordination among the department chairmen regarding scheduling of inter department courses.

As a matter of policy, classes shall be scheduled during the regular school hours.

### III. Class Size

The maximum size of a class shall be fifty (50) students for lecture and twenty-five (25) for laboratory.

Deviation from those standards shall be subject to the approval of the Academic Council of the Operating Unit upon recommendation of the Department Chairman and Campus Dean.

Whenever necessary, a department may limit its enrolment depending on the availability of faculty, classrooms and facilities.

Splitting and/or merging of classes shall be made with the approval of the Campus Dean upon the recommendation of the Department Chairman.

At the end of each semester, every Department Chairman shall make a report to the Campus Dean on his observations about the school calendar, schedule and

size of classes including the problems or difficulties met and recommendations for improvement.

#### **IV. DISMISSAL OF CLASSES**

Classes shall not be dismissed by any faculty member without authority from the Campus Dean. In emergency case, a faculty member may call-off a class for which a report must be submitted to the Department Chairman stating the reasons there from.

If the faculty member fails to report after fifteen (15) minutes, the student shall go to the library or learning center for research work and/or reading.

No faculty member shall meet his class or students for consultation at a time, date or place other than that designated for the purpose except when expressly authorized by the Department Chairman.



### **THE COLLEGE SEAL**

The seal of the Polytechnic 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 Polytechnic. The Chico River represents continuity of the services of the Polytechnic while the rock represents the State College as a solid foundation for the development in terms of its four-fold functions of instruction, research, extension, and production.

## **PHILOSOPHY**

Man is created in the image and likeness of God. He is endowed with innate power, talents and capabilities to develop his potentials for transformation

## **VISION**

A preferred university of developmental culture and inclusive growth.

## **MISSION**

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

## **GOALS**

1. Attain and sustain quality and excellence for universityhood;
2. Promote relevance and responsiveness;
3. Broaden access and equity;
4. Enhance efficiency and effectiveness; and,
5. Develop harmony within the College, and with stakeholders and benefactors.

## **Major Thrusts**

**H** - Hearty Approach to Management & Governance, & Transformational Leadership

**E** - Enriched Academic Programs

**R** - Relevant Student Services, Development, and Welfare Program

**I** - International and Local Linkages

**T** - Technology, Facilities, and Assets Enhancement Program

**A** - Aggressive Staff Development and Welfare Program

**G** - Gainful Resource Generation and Enterprise Development Program

**E** - Excellent Researches and Relevant Extension Programs

Republic of the Philippines  
CIVIL SERVICE COMMISSION

Mc No. 03, s. 2001

**MEMORANDUM CIRCULAR**

To: ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENT INCLUDING STATE UNIVERSITIES AND COLLEGES AND GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTER.

Subject: **REVISED POLICIES ON MERIT PROMOTION PLAN**

Pursuant to CSC Resolution No. 010114 January 10, 2001, the Commission hence adopts the following revised policies on Merit Promotion Plan. These policies, developed and revised in consultation with the different sectors of the government are as follows:

1. Selection of employees for appointment in the government service shall be open to all qualified men and women according to the principle of merit and fitness.

There shall be equal employment opportunity for men and women at all levels of position in the agency, provided they meet the minimum requirements of the position to be filled.

2. The Merit Promotion Plan shall cover positions in the first, second and third level and also include original appointments and other related personnel actions. There shall be no discrimination in the selection of employees on account of gender status, disability, religion, ethnicity, or political affiliation.
3. When a position in the first, second or third level becomes vacant, applicants for employment who are competent, qualified and possess appropriate civil service eligibility shall be considered for permanent appointment.

In addition to the required qualifications, applicants for third level positions must possess executive and managerial competence.

4. Vacant positions marked for filling shall be published in accordance with Republic Act (Publication Law). The published vacant positions shall be posted in at least three conspicuous places in the agency for at least ten (10) calendar days. Other appropriate modes of publication shall be considered.
5. Filling of vacant positions in the national government agencies (NGAs), government-owned and controlled corporations (GOCCs) and state universities and colleges (SUCs) shall be made after ten (10) calendar days from their publication, and in the local government units (LGUs) shall be made after fifteen (15) calendar days from their publication.

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

The following positions are exempt from the publication requirement:

- a. Primarily confidential positions;
  - b. Positions which are policy determining;
  - c. Highly technical positions;
  - d. Other non-career positions
  - e. Third level positions (Career Executive Service) and
  - f. Positions to be filled by existing regular employees in the agency in case of reorganization.
6. A Personnel Selection Board (PSB) for the first and second level positions shall be established in every agency, preferably with the following composition:
- a. As Chairperson
    - a.1 Agency Head or the authorized representative;
    - a.2 Local Chief Executive for LGUs or the authorized representative;
    - a.3 Vice Governor/Vice Mayor or the authorized representative if the vacant position is in his/her Office or in the Office of the Sanggunian.
  - b. Division Chief or the authorized career service representative of the organizational unit where the vacancy is;
  - c. Human Resource Management Officer or the career service employee directly responsible for personnel management; and
  - d. Two representatives of the rank-and-file career employees, one from the first level and one from the second level, who shall both be chosen by the duly accredited employee association in the agency.

In case there is no accredited employee association in the agency, the representatives shall be chosen at large by the employees through a general assembly. The candidate who garnered the second highest votes shall automatically be the alternate representative. Any other mode of selection may be conducted for the purpose.

The first level representative shall participate during the screening of the candidates for vacancies in the first level; the second level representative shall participate in the screening of candidates for vacancies for second level. Both rank-and-file representatives shall serve for a period of two (2) years. For continuity of operation, the agency accredited employee association may designate an alternate.

7. The PSB members including alternate representatives for first, second and third level positions shall undergo orientation and workshop on the selection/promotion process and CSC policies on appointments.
8. All candidates for appointment to first and second level positions shall be screened by the PSB. Candidates for appointment to third level positions shall be screened by the PSB for third level positions composed of at least three (3) career executive service officials as may be constituted in the agency.

Appointment to the following positions shall no longer be screened by the PSB:

- a. Substitute appointment due to their short duration and emergency nature. However, should the position be filled by regular appointment, candidates for the position should be screened and passed upon by the PSB.
  - b. Appointing of faculty members and academic staff of state universities and colleges who belong to the closed career service;
  - c. Appointing to entry laborer positions;
  - d. Appointing to personal and primarily confidential positions; and
  - e. Renewal of temporary appointment issued to the incumbent personnel.
9. The agency head shall, as far as practicable, ensure equal opportunity for men and women to be represented in the PSB for all levels.
  10. For vacancies in the first and second levels, all qualified next-in-rank employees shall be automatically considered candidates for promotion to the next higher position.
  11. The PSB shall maintain fairness and impartiality in the assessment of candidates for appointment. Towards this end, the PSB may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate.
  12. The appointing authority shall assess the merits of the PSB's recommendation for appointment and in the exercise of sound discretion, select, in so far as practicable from among the top five ranking applicants deemed most qualified for appointment to the vacant position.
  13. The appointing authority may appoint an applicant who is not next in rank but possesses superior qualification and has undergone selection process.
  14. The comparative competence and qualification of candidates for appointment shall be determined on the basis of:
    - 14.1 Performance
      - 14.1.1 For appointment by promotion, the performance rating of the appointee for the last rating period prior to the effectivity date of the appointment should be at least very satisfactory.
      - 14.1.2 For appointment by transfer, the performance rating for the last rating period immediately preceding the transfer from the former office or agency should be at least very satisfactory.
    - 14.2 Education and Training
    - 14.3 Experience and Outstanding Accomplishments
    - 14.4 Psycho-social Attributes and Personality traits
    - 14.5 Potential
  15. An employee may be promoted or transferred to a position which is not more than three (3) salary, pay or job grades higher than the employee's present position except in very meritorious cases, such as if the vacant position is next in rank as identified in the System of Ranking Positions (SRP) approved by the head of agency, or the lone entrance position indicated in the agency staffing pattern.



16. An employee should have rendered at least very satisfactory service for the last rating period in the present position before being considered for promotion.

17. An employee who is on local or foreign scholarship or training grant or on maternity leave may be considered for promotion.

For this purpose, performance rating to be considered shall be the rating immediately prior to the scholarship or training grant or maternity leaves.

To the promoted, the effectivity date of the promotional appointment shall be on the assumption to duty.

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

19. A notice announcing the appointment of an employee shall be posted in three conspicuous places in the agency a day after the issuance of the appointment for at least fifteen (15) calendar days.

20. The approved agency Merit Promotion Plan shall be used as one of the bases for the expeditious approval of appointments, for attestation and accreditation to take final action on appointments.

21. All government agencies shall submit their Merit Promotion Plan to the Civil Service Commission which shall take effect immediately upon approval by the Civil Service Commission.

22. An agency is not precluded from adopting a name or title for its Merit Promotion Plan.

This Circular repeals all other existing Civil Service Commission issuances which are inconsistent herewith.

Please be guided by the enclosed model in the preparation of your Agency Merit Promotional Plan which shall be submitted to the Civil Service Commission regional Office concerned not later than June 30, 2001 for approval.

(Sgd.) Corazon Alma G. de Leon  
Chairman

Republika ng Pilipinas  
KOMISYON SERBISYO SIBIL  
(Civil Service Commission)

MC No. 14, s. 1991

**MEMORANDUM CIRCULAR**

**TO:** ALL HEADS OF DEPARTMENT, BUREAUS AND AGENCIES OF THE NATIONAL/LOCAL GOVERNMENTS, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATION WITH ORIGINAL CHARTERS

**SUBJECT: DRESS CODE PRESCRIBED FOR ALL GOVERNMENT OFFICIALS AND EMPLOYEES**

In line with the provision of RA 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) and in order to maintain modesty and proper decorum in the civil service, the Civil Service Commission, being the central personal agency of the government officials and employees in the government services when reporting for work, thus:

1. The office uniforms as prescribed by the different government agencies/offices shall be the official attire and shall be worn in accordance with the assigned schedule.
2. On those days when employees are exempted from wearing the prescribed office uniform, they must be dressed appropriately; preferably business clothes but no party attire, picnic clothes, sandos nor t-shirts should be worn at work.
3. The use of tight fitting, seductive, micro-mini, and gauzy/flimsy/transparent dresses by female employees shall be prohibited.
4. Walking shorts, pedal pushers, leggings, tights, jogging and maong pants shall likewise be prohibited. However, pantaloons or such other pants worn for occasions are allowed.
5. The use of too much costume jewelry, flashy bangles and similar accessories shall likewise be prohibited. Conversely, ostentatious display of expensive jewelry is strongly discouraged and prohibited except for special occasions and official celebrations.
6. Wearing of heavy or theatrical make-up is likewise prohibited.

7. The wearing of slippers, sandals, bakya, etc. in office premises is banned. Only appropriate footwear shall be allowed.
8. It is likewise considered taboo to use curlers, turbans and bandannas during office hours and within office premises.

In the implementation of this Circular, exemptions may be allowed on the following reasons:

1. When by the nature of work of the employee concerned, they necessarily must wear other appropriate clothing;
2. Religion affiliation or creed or any practice in relation thereunto;
3. Physical disabilities;
4. Other analogous circumstances of any of the aforementioned.

Any violation of this Circular shall be considered as a ground for disciplinary action.

THIS MEMORANDUM CIRCULAR SHALL TAKE EFFECT IMMEDIATELY.

For strict compliance.

(SGD.) PATRICIA A. STO. TOMAS  
Chairman

April 23, 1991