




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

MERIT SYSTEM
for
MPSPC FACULTY



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MERIT SYSTEM FOR FACULTY MEMBERS

Pursuant to the provisions of Item No. 2, Section 7, Book V of Executive Order No. 292, otherwise known as the Administrative Code of 1987; Memorandum Circular No. 38, s. 1993 dated September 10, 1993; and Memorandum Circular No. 40, s. 1998 dated December 14, 1998 and in consonance with CHED Circulars, DBM Circulars and the SUC Charter, this Merit System for Faculty Members of Mountain Province State Polytechnic College(MPSPC)is hereby established for guidance of all concerned. This shall be used as the bases for the expeditious approval or attestation of appointments and MPSPC Accreditation to take final action on appointments.

CHAPTER 1 – OBJECTIVES

The Mountain Province State Polytechnic College (MPSPC) shall strictly adhere to the principles of merit and fitness and equality. The selection of employees shall be based on their relative qualifications, competence and potentials to perform the duties and responsibilities of the position. There shall be no discrimination in the selection of the employees on account of gender, civil status, disability, religion, ethnicity, or political affiliation.

The objectives of this Merit System are the following:

- a. To establish sound policies, standards and guidelines for recruitment, selection, appointment and promotion;
- b. To create and provide equitable opportunities for career development and improve performance;
- c. To institute reforms that would transform manpower of MPSPC into an efficient and results- oriented organization;
- d. To develop highly educated and motivated professional manpower;
- e. To provide leadership, policies, guidelines for speedy and fair resolution of complaints and grievances; and
- f. To provide a framework for personnel discipline.

CHAPTER 2 – SCOPE

The Merit System shall apply to the closed career positions of the Mountain Province State Polytechnic College (MPSPC). These are positions or ranks in the faculty such as the following:

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

The classification of ranks and sub-ranks shall be subject to changes by the Philippine Association of State Universities and Colleges (PASUC)

Common Criteria for Evaluation of Faculty Members, and in accordance with policies and standards that may be prescribed from time to time.

CHAPTER 3 – DEFINITION OF TERMS

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

- a. Appointing Authority – the person or body authorized by law to issue appointments.
- b. Career Service – positions in the civil service characterized by (1) entrance- based merit and fitness to be determined as far as practicable by competitive examinations or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.
- c. Closed Career Position – any position in the faculty of the Mountain Province State Polytechnic College.
- d. Faculty – regular plantilla-based set of people appointed to a faculty rank and who are directly engaged in teaching, research, and extension services.
- e. Faculty Rank – the classification of faculty into Professor, Associate Professor, Assistant Professor, and Instructor, which is further classified into sub-ranks, pursuant to applicable laws, rules and regulations.
- f. FSB – refers to the Faculty Selection Board which assists the College President in selecting applicants or candidates for recommendation to the governing board, which shall appoint faculty members to positions/ ranks.
- g. FTDC – refers to the Faculty Training and Development Committee which is responsible for selecting and recommending faculty members who should attend specific training programs conducted by the MPSPC or by government agencies or duly accredited non-governmental organizations, local or foreign.
- h. Full Time – regular faculty members occupying permanent plantilla positions and rendering an equivalent of forty (40) hours of work a week. The 40 hours may consist of academic full load plus quasi-teaching administrative duties (consultation, preparation of lesson, checking of papers, and research and extension services).
- i. Full Load – consists of a number of hours spent in teaching or academic units plus quasi-teaching/administrative duties (consultation, preparation of lesson, checking of test papers, and research, extension services), the total of which is 40 hours of work a week.
- j. Governing Board – refers to the Board of Trustees, the highest policy-making body in MPSPC.
- k. Insider – refers to an employee of the MPSPC who is interested in joining the faculty or the members of the faculty who are aspiring for promotion

- l. Merit System –refers to the assessment and evaluation of a personnel in which comparative merit or achievement governs the selection, utilization, training, retention, promotion and discipline of the faculty.
- m. Outsider – refers to an applicant for a faculty position who is not yet employed by the Mountain Province State Polytechnic College.
- n. Part Timer– a teaching staff member who is either occupying a regular plantilla position or hired through a contract of service or a job order, whose work is part-timer. (A contract of service or job order part time is not a government employee, as his/her service is not considered government service.)
- o. PES – refers to the Performance Evaluation System for faculty positions/ranks which is an organized, methodical and standardized system of evaluating the individual performance of faculty members for organizational effectiveness.
- p. Personnel Action – any action denoting the movement or progress of personnel in MPSPC.
- q. Philippine Association of State Universities and Colleges (PASUC) – the CHED recognized organization of all chartered State Universities and Colleges.
- r. Qualification Standards – is a statement of minimum qualifications for a position, which includes education, experience, training, and physical characteristics and personality traits, required for the performance of the job or set of duties.

The civil service eligibility can be dispensed with for appointment to faculty ranks; however, the provisions of Republic Act No.1080 shall be required if the subjects to be taught are covered by bar/board laws.

- s. Rank – refers to academic rank or sub-rank assigned to a member of the faculty after evaluation in accordance with the common criteria and point allocation as may be prescribed from time to time by a duly authorized agency
- t. Recruitment – the process of searching for and attracting applicants through announcements, assessments and related procedures to select the most qualified applicant for appointment to an appropriate position in the faculty
- u. Reclassification – involves a change in the classification of a position either as a result of a change in its duties and responsibilities sufficient to warrant placing position in a different class, or as result of a reevaluation of a position without a significant change in its duties and responsibilities
- v. Selection- the process of thoroughly screening qualified applicants for certain positions to determine the most qualified among them or to rank them based on their qualifications and professional potentials.
- w. SUC- refers to chartered state university or college

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

CHAPTER 4. PERSONNEL MANAGEMENT SYSTEMS AND STANDARDS

1. QUALIFICATION STANDARDS

General Policy

The MPSPC adopts generally the qualification standards for appointment and other personnel actions for faculty as provided for under CSC MC No. 1, s. 1997 shall be superseded by other issuances such as CHED Circulars, the NBC (National Budget Circular), other issuances that may henceforth be issued.

POSITION TITLE	SALARY GRADE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Instructor I	12	M.S. Degree in the area of specialization	None	None	None required, RA 1080 (for courses requiring BAR or Board Eligibility)
Instructor II	13	M. S Degree in the area of specialization	1 year relevant experience + VS Performance Rating	4 hours relevant training	None required RA 1080 (for courses requiring BAR or Board Eligibility)
Instructor III	14	M.S Degree in the area of specialization	2 years of relevant experience + VS Performance rating	8 hours of relevant training	None required RA 1080 (for courses requiring BAR or Board Eligibility)

POSITION TITLE	SALARY GRADE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Assistant Professor I	15	M.S Degree in the area of specialization	3 years relevant experience + VS Performance rating	15hours relevant training	None required RA 1080 (for courses requiring BAR or Board Eligibility)
Assistant Professor II	16	M.S Degree in the area of specialization	4 years relevant experience + VS Performance rating	20hours relevant training	None required RA 1080 (for courses requiring BAR or Board Eligibility)
Assistant Professor III	17	M.S Degree in the area of specialization	4 years relevant experience + VS Performance rating	24 hours relevant training	None required RA 1080 (for courses requiring BAR or Board Eligibility)
Assistant Professor IV	18	M.S Degree in the area of specialization	4 years relevant experience + VS Performance rating	28hours relevant training	None required RA 1080 (for courses requiring BAR or Board Eligibility)
Associate Professor I	19	M.S Degree in the area of specialization + 9 units Doctorate	5 years relevant experience + VS Performance rating	30hours relevant training	None required RA 1080 (for courses requiring BAR or Board Eligibility)
Associate Professor II	20	M.S Degree in the area of specialization + 18 units Doctorate	6years relevant experience + VS Performance rating	35 hours relevant training	None required RA 1080 (for courses requiring BAR or Board Eligibility)

Associate Professor III	21	M.S Degree in the area of specialization + 24 units Doctorate	7 years relevant experience + VS Performance rating	40 hours relevant training	None required RA 1080 (for courses requiring BAR or Board Eligibility)
Associate Professor IV	22	M.S Degree in the area of specialization + 24 units Doctorate	7 years of relevant experience + VS Performance Rating	40 hours relevant training	None required RA 1080 (for courses requiring BAR or Board Eligibility)
Associate Professor V	23	M.S Degree in the area of specialization + Doctoral Academic Units Completed	8 years relevant experience + VS Performance rating	40 hours relevant training	None required RA 1080 (for courses requiring BAR or Board Eligibility)
Professor I	24	Doctoral Degree	8 years relevant experience + VS Performance rating	45 hours relevant training	None required RA 1080 (for courses requiring BAR or Board Eligibility)
Professor II	25	Doctoral Degree	9 years relevant experience + VS Performance rating	48 hours relevant training	None required RA 1080 (for courses requiring BAR or Board Eligibility)
Professor III	26	Doctoral Degree	9 years relevant experience + VS Performance rating	48 hours relevant training	None required RA 1080 (for courses requiring BAR or Board Eligibility)

Professor IV	27	Doctoral Degree	10years relevant experience + VS Performance rating	50hours relevant training	None required RA 1080 (for courses requiring BAR or Board Eligibility)
Professor V	28	Doctoral Degree	10 years relevant experience + VS Performance Rating	50 hours relevant training	None required RA 1080 (for courses requiring BAR or Board Eligibility)
College Professor	29	Doctoral Degree	Hold special designation	Locally and Nationally Recognized for Academic Achievement	None required RA 1080 (for courses requiring BAR or Board Eligibility)
University Professor	30	Doctoral Degree	Hold special designation	Locally and Nationally Recognized for Academic Achievement	None required RA 1080 (for courses requiring BAR or Board Eligibility)

2. The National Budget Circular pertaining to compensation and position classification plan for faculty positions in MPSPC shall govern the compensation and position classification of faculty positions in SUCs.

2. RECRUITMENT, SELECTION AND APPOINTMENT

A. RECRUITMENT AND APPOINTMENT

GENERAL POLICY

The Mountain Province State Polytechnic College, through its governing board, shall establish its own internal policies, standards and guidelines for the recruitment and appointment of faculty members, which shall be submitted to the CSC for attestation.

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

POLICIES

1. Recruitment is limited to those who meet the minimum requirements prescribed for the rank position.
2. Transferees from other state or local universities and colleges may be admitted at their present faculty rank provided there are no qualified faculty members within MPSPC.
3. Vacant positions marked for filling shall be published in accordance with Republic Act No. 7041 (Publication Law). The published vacant positions shall also be posted in at least three (3) conspicuous places in the College for at least ten (10) calendar days and should be sent to other educational institutions within the region to inform other interested people. Other appropriate modes of publication shall be considered.

The filling up of vacant positions in MPSPC shall be made after ten (10) calendar days from their publication.

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

In the issuance of appointments, the requirement for publication is deemed complied within six (6) months from publication and if the vacancy is filled not later than nine (9) months from date of publication.

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

4. If a faculty member is appointed as SUC President, he/she loses his/ her faculty rank. However, if it is a designation, he/she retains his/her faculty rank.
5. Recruitment shall be made to those who possess a Master's Degree or its equivalent.
6. Entry to faculty and academic staff positions shall be the lowest sub- rank of the appropriate faculty rank.
7. Those entering from private education institutions with faculty rank shall be admitted to the lowest sub-rank of the appropriate faculty rank.
8. The statuses of appointment for the members of the faculty are the following:
 - a. **Permanent** appointment issued to a person who meets the qualification standards established for the faculty rank and who shall have successfully completed the probationary period. The MPSPC, through its governing board, shall determine the probationary period for original appointment in each rank, unless the Charter provides otherwise.

The probationary period may be from six (6) months to 2 years whichever is approved by the MPSPC Governing Board.

- b. **Temporary** appointment issued to a person who does not meet the educational qualifications, training or experience requirements of the position to which he/she is being appointed not exceeding one school year.

Appointees under temporary status do not have security of tenure and may be separated from the service, with or without cause. As such, they shall not be considered illegally terminated; hence, not entitled to claim back wages and/or salaries and reinstatement to their positions.

The employment or services of appointees under temporary status may be terminated without necessarily being replaced by another. Temporary appointees may also be replaced within the twelve-month period by qualified personnel.

A 30-day written notice signed by the College President shall be given to the temporary appointee prior to termination of service / removal or replacement

- c. A **contractual** appointment is issued to a faculty member when the exigency of the service requires, subject to existing policies. Such appointment is for a limited period not to exceed one school year. The appointing authority shall indicate the inclusive period covered by the appointment for crediting services.

A contractual appointment should not be confused with contract of service since the service under the latter is not considered as government service. Contract of service does not give rise to employer-employee relationship between the individual and the government, which is not true with contractual appointment.

- d. A **part-time** appointment may be issued to a regular plantilla position, either as permanent, if the requirements of the position are met; or as temporary, if one of the requirements is not met.

Part-time appointment to a regular plantilla position is different from part-time teaching covered by a contract of service or a job order. The former is submitted to the CSC as it involves appointment to a regular plantilla position, only that the work is part-time.

Service under a part-time appointment is government service and forms part of the faculty member's service record.

On the other hand, part-time teaching covered by a contract of service or a job order does not give rise to employer-employee relationship between the MPSPC and the person hired, and it is stipulated in the contract that services rendered cannot be accredited as government service. Furthermore, the teaching staff member covered by a contract of service or a job order is not entitled to benefits enjoyed by government employees.

MANNER OF RECRUITMENT

The College shall recruit and appoint its faculty in accordance with the following procedures:

- a. Published vacant positions in accordance with RA No. 7041 (Publication Law) for transparency. The published vacant positions shall be posted in at least three (3) conspicuous places in the MPSPC at least ten (10) calendar days and should be sent to other educational institutions within the region for the information of other people who may be interested in them. Other appropriate modes of publication shall be considered
- b. MPSPC shall create a "Faculty Selection Board" herein referred to as the FSB. This body shall assist the College President in selecting applicants or candidates for recommendation to the governing board, which shall confirm the appointment of faculty members to positions/ranks.
- c. The members of the FSB of the College are the following:
 1. The Vice President for Academic Affairs as Chairman;
 2. The Dean/Director of the College /Unit where the vacancy exists;
 3. The Human Resource Management (HRM) officer as the FSB Secretary, who shall continuously make an inventory of all vacant positions and coordinate with the department chairman/head in determining qualified insiders who may be considered for appointment. He/She shall keep records of the proceedings of the FSB and maintain all records or documents, keeping them in readiness for inspection and audit by the Civil Service Commission.
 4. The President of the CSC-accredited Faculty association/Union in the MPSPC, or if there is no accredited faculty association/union. Representative chosen through general election;
 5. A faculty member chosen by the College President as his/her representative;
 6. Chairman of the department to which the appointee will be assigned;
 7. A ranking faculty whose specialization is in line with the nature of the teaching position to be filled and who is chosen by the head or dean of the college/department requiring such expertise.

- d. The FSB shall observe transparency **in its activities and** decision. The FSB shall devise the instrument where all items of assessment guide are reflected as bases for deliberation and evaluation.
- e. The HRMO shall list candidates aspiring for the vacant position, either from within or outside MPSPC.
- f. The HRMO shall conduct preliminary evaluation of the qualifications of all candidates. Those initially found qualified shall undergo further assessment such as written examination, skills test, interview and others. After which, a selection line-up shall be prepared and posted in three (3) conspicuous places in the MPSPC for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice.
- g. The HRMO shall notify all applicants of the outcome of the preliminary evaluation.
- h. The HRMO shall submit the selection line-up to the FSB for its deliberation en banc.
- i. The FSB shall make a systematic assessment of the competence and qualifications of candidates for appointment to the corresponding level or positions evaluate and deliberate en banc the qualifications of those listed in the selection line-up.
- j. The FSB shall submit a comprehensive evaluation report of all the candidates screened for appointments so that the appointing authority will be guided in choosing the one who can efficiently perform the duties and responsibilities of the positions to be filled up. This evaluation report should not only specify whether the candidates meet the qualification standards of the position but also include observations and comments on the candidates' competence and other responsibilities of the position to be filled. Likewise, information about the candidate's preference of assignment should be mentioned in the report with the assessment instrument.

The evaluation report should specify the top five ranking candidates whose over-all point scores are comparatively at par based on the comparative assessment in terms of performance, education, training, competence experience and outstanding accomplishments, and other relevant criteria.

- k. **The Governing Board or the College President**, as the case may be, shall assess the merits of the FSB's evaluation report of candidates screened for appointment and in the exercise of sound discretion, select, in so far as practicable, from among the top five ranking candidates deemed most qualified for appointment to the vacant position.

The top five ranking candidates, however, should be limited to those whose overall point scores are comparatively at par based on the comparative assessment.

To determine candidates who are comparatively at par, the FSB shall set reasonable differences or gaps between point scores of candidates for appointment.

- l. **The Governing Board or the College President**, as the case may be, shall issue the appointment in accordance with the **provisions** of the MPSPC's Merit System as approved by the Governing Board, and submitted to the CSC for attestation.
- m. The HRMO shall post a notice announcing the appointment of an employee in three (3) conspicuous places in the MPSPC a day after the issuance of the appointment for at least fifteen (15) days. The date of posting should be indicated in the notice.
- n. For upgrading of ranks/ sub-ranks the criteria and procedures for evaluation provided in the National Budget Circular pertaining to compensation and position classification plan for faculty position **shall be followed**.

B. PROMOTION

POLICIES

1. A faculty member may be considered for promotion to a higher faculty rank/sub-rank on the basis of the minimum requirements (education, training and scholarship grants) of the position, including performance rating of at least Very Satisfactory during the last two (2) rating periods.
2. In cases where the competence and qualification of two or more faculty members are comparatively at par, preference shall be given to the candidate in the department where the vacancy exists.
3. The filing and pendency of an administrative case against a faculty member shall not constitute a disqualification from promotion
4. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
5. Positions belonging to the closed career system are exempted from the three-salary grade limitation on promotion.
6. A faculty member who is on local or foreign scholarship or training grant or on maternity leave or on secondment may be considered for promotion.

For this purpose, the performance ratings to be considered shall be the two ratings immediately prior to the scholarship or training grant or maternity leave or secondment.

If promoted, the effectivity date of the promotional appointment, including those on secondment, shall be after the scholarship or training grant or maternity leave or upon assumption to duty.

PROCEDURES

- a) The HRMO or duly authorized representative of the MPSPC upon approval of the President/Governing Board shall cause the publication and posting of all vacant positions or ranks to be filled.
- b) The FSB shall evaluate the candidates' credentials or documents submitted to it by the HRMO of the MPSPC or its duly authorized representative and submit a comprehensive evaluation report of candidates screened for promotion to the President/Governing Board according, informing the candidates of the results of the evaluation through the HRMO.
- c) All promotional appointments, including the upgrading/reclassification of positions/ranks, shall be posted in conspicuous places throughout the MPSPC to enable aggrieved parties to file their protest within fifteen (15) days from the date of notice of the promotion/upgrading/reclassification.

3. CAREER AND PERSONNEL DEVELOPMENT

GENERAL POLICY

The Mountain Province State Polytechnic College shall develop a career and personnel development program for faculty members which shall include provisions on training, including foreign and local scholarships and training grants, job rotation, counseling, mentoring and other Human Resource Development (HRD) interventions.

The career and personnel development program shall form part of the MPSPC Merit System.

A. HUMAN RESOURCE DEVELOPMENT INTERVENTIONS

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

POLICIES

1. The College shall develop and implement a continuing program of training and development for its faculty members.
2. The College shall encourage its faculty members to pursue relevant local and foreign-assisted training/scholarship grants, attend seminars, conferences, workshops or related human resource development courses.
3. Selection of participants in training programs shall be based on actual needs for specialization and enhancement of competence, taking into consideration organizational priorities.
4. Preference shall be given to candidates with permanent appointment
5. The College may adopt other human resource development interventions such as the following:
 - a) **Counseling** – entails a one-on-one close interaction between a faculty member and a supervisor to jointly look at problems besetting him/her, which affect his/her performance and relationships with others. It is used generally as a corrective approach in helping an employee overcome his/her problem, which may be either personal or work- related.
 - b) **Mentoring** – a mechanism that guides a faculty member to the inner network of the College, which may assist him/her in career advancement. It involves a manager's investment on a high potential faculty member, providing an objective assessment of one's strengths and weaknesses and ensuring opportunities to address them. This mechanism allows the faculty members to clarify "ambiguous" expectations of the MPSPC and facilitates career growth.
 - c) **Job Rotation** – the sequential or reciprocal movement of a faculty member from one office to another or from one division to another within the same College as a means for developing and enhancing his/her potentials in an organization by being exposed to the various functions of the College.

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

PROCEDURES

- a. The College shall create a "Faculty Training and Development Committee (FTDC)" to be composed of the Vice President for Academic Affairs as Chair; Vice President for Administration and Business Affairs as Vice Chair, President of CSC-accredited Faculty Association, or if there is no accredited faculty association/union, representative

chosen through general election, as member; Department or unit heads where the field of grant/scholarship/training occurs, as member; and, the HRMO as Secretary. The term of its members shall be two (2) years. This Committee shall formulate its own rules for approval by the President subject to established CHED, CSC, and MPSPC policies. Its main function shall be that of selecting and recommending those who should attend specific training programs conducted by the College or by government agencies or duly accredited non-governmental organizations, local or foreign.

- b. Each department/unit head shall determine the training needs of his/her faculty members through training needs analysis in accordance with organizational priorities and faculty profile. He/She shall submit proposed capability / training program to the president, through the FTDC, his/her embodying the list of training activities and the names of those who shall attend such training activities.
- c. The FTDC, through the HRMO, shall inform all faculty members concerned about the study grants and scheduled seminars/conferences or workshops and invite qualified faculty members to avail of such program.
- d. The participant or recipient of training grant/scholarship agreement in accordance with existing rules and regulations shall submit a report on the prescribed form on the training he/she has completed and furnish the HRMO a copy of the training certificate he/she has received and report of activities for entry in his/her personnel files. The trainee shall also be given the opportunity to share with his/her colleagues what he/she has learned.
- e. The recipient of a study/ scholarship in accordance with existing rules and regulations shall submit a progressive report of ratings and a completion certificate he has received to the VPs and he shall be given appropriate action of recommendation.

4. PERFORMANCE MANAGEMENT/PERFORMANCE EVALUATION SYSTEM

GENERAL POLICY

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

The CSC-approved PMS/PES shall form part of the MPSPC merit system.

POLICIES

1. The performance rating of a faculty member shall serve as basis for promotion or giving of incentives and rewards.
2. The performance evaluation system may provide for at least five adjectival ratings:
 - a. Outstanding
 - b. Very Satisfactory
 - c. Satisfactory
 - d. unsatisfactory
 - e. poor
3. No faculty member shall be considered for promotion without a record of at least two (2) successive performance ratings of at least Very Satisfactory immediately preceding the assessment of candidates for advancement to higher ranks or positions.
4. The College shall develop its own PES/PMS in accordance with CSC policies to be approved by the CSC Regional Office concerned.
5. A performance Evaluation Review Committee (PERC) shall be created in the College with composition and responsibilities as follows:

COMPOSITION

Chairman – Head of agency (or his authorized representative);

Members:

1. VP for Personnel Administration (or highest ranking official in-charge of personnel management);
 2. Vice President for Academic Affairs;
 3. Dean encompassing non-teaching academic units;
 4. Director for Planning (or head of the Planning/ Department Chair Unit or its equivalent); and
 5. **Two (2) Representatives nominated by the duly accredited faculty association, or chosen through general election. The term of office of the representatives shall be determined by the PERC.**
6. **Other features and details of the Performance Evaluation System shall be reflected in the system that MPSPC will adopt as approved by the Civil Service Commission.**

Responsibilities of the PERC

- a. Review of Faculty Members Performance Targets
- b. Review of performance
- c. Determination of final rating
- d. Monitoring and evaluation of MPSPC PES/PMS
- e. Setting of Internal Rules and Procedures

5. PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)

GENERAL POLICY

There shall be an established suggestions and incentive awards system in the College which shall be known as MPSPC-PRAISE, and which shall encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding officials and faculty members individually or in group for their suggestions, inventions, superior accomplishment and other personnel efforts which contribute to the efficiency, economy or other improvement in government or for other extraordinary acts and services in the public service.

POLICIES

1. The MPSPC_PRAISE shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.
2. The MPSPC-PRAISE gives emphasis on the timeliness of giving award of recognition. Aside from conferment of awards during the traditional planned awarding ceremonies, the spirit of on-the-spot grant of recognition shall be institutionalized.
3. The MPSPC-PRAISE provides both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of faculty members through formal and informal modes.
4. For this purpose, the MPSPC-PRAISE encourages the grant of non-monetary awards. Monetary awards is granted only when the suggestions, inventions, superior accomplishments and other personal efforts result in monetary savings, which does not exceed 20 percent of the savings generated.
5. At least five (5) percent of the HRD Funds is allocated for the System and incorporated in the MPSPC's Annual Work and Financial Plan and Budget.
6. The MPSPC-PRAISE is institutionalized through the creation of a PRAISE Committee in the College.
7. The PRAISE Committee is composed of the following composition:

- a. President/Vice President of the College or authorized representative who will act as Chairperson;
 - b. Head of the financial unit or equivalent;
 - c. Head of the campus or equivalent;
 - d. Highest ranking employee in charge of human resource management or the career service employee directly responsible for personnel management; and
 - e. Two (2) representatives from the CSC-accredited faculty association who shall serve for two years and elected at large or designated by the registered faculty association/union.
8. The College President is responsible in overseeing the MPSPC-PRAISE operation and the Human Resource Management Unit serve as its Secretariat.
 9. The PRAISE Committee ensures that productivity, innovative ideas, suggestions and exemplary behavior can be identified, considered, managed and implemented on a continuing basis to cover all faculty ranks.
 10. The PRAISE Committee is responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the College. The College may, however, employ an external or independent body to assist the PRAISE Committee to judiciously and objectively implement the system of incentives and awards.
 11. The PRAISE Committee establishes its own internal procedures and strategies. Membership in the Committee shall be considered part of the member's regular duties and functions.
 12. The College encourages improved productivity and efficiency among the faculty through appropriate recognition based on performance, innovations, ideas and exemplary behavior.
 13. All permanent members of the faculty with regular plantilla items who meet the criteria for each specific award are entitled to receive the award including those whose responsibilities include the making of suggestions, formulation of plans and policies or making recommendations to achieve greater efficiency and economy in the College.
 14. Recipients of honor awards are given preference in promotion and in training grants and scholarships.
 15. The HRMO enters into the personnel file any award of honor received by any member of the faculty.
 16. The MPSPC develops its own Program on Awards and Incentives for Service Excellence (PRAISE) incorporating therein

the types of incentive that may be given which shall form part of this merit system.

17. Establishment of a CSC-approved PRAISE is the basis for the grant of awards and other incentives. The Annual Praise Report shall be submitted by the SUC to the CSC Regional Office concerned on or before the thirtieth of January to enable its faculty to qualify for nomination to the CSC-sponsored national awards.

6. PERSONNEL RELATIONS AND WELFARE SERVICES

GENERAL POLICY

The College takes all proper steps toward the creation of an atmosphere conducive to sound management-faculty relations, which shall improve faculty morale. It shall make provisions for the health, welfare, counseling, recreation and related services.

POLICIES

To maintain a high level of productivity and morale among the faculty, the College shall:

1. Make arrangements for annual medical and dental services and take proper action on the recommendation resulting from such physical examinations;
2. Provide a system of informing the faculty members of their rights and privileges as well as the rules governing their obligations and conduct;
3. Facilitate the dissemination of information and discussion of ideas among the department heads and faculty members. It shall encourage their participation in the development of policies, procedures and other matters affecting them and their work;
4. Encourage voluntary activities whether athletic, social, recreational or financial, provided these are conducive to faculty member's well-being and consistent with the objectives of personnel welfare;
5. Encourage faculty members to form and join or assist faculty organization of their own choosing subject to the laws on government service, for the furtherance and protection of their interests. They can also form work council and other forms of worker participation schemes.

CHAPTER 5. WORKING HOURS

GENERAL POLICY

Faculty members, except those covered by special laws, shall render not less than eight (8) hours of work a day for five (5) days a week or a total of forty (40) hours a week, exclusive of time for lunch. The forty hours a week may include time for teaching, student consultation, research and extension work, and other activities relevant to teaching, e.g. preparation of lessons, checking of papers, etc., which shall be left to the discretion of the governing board of the College.

POLICIES

1. The College shall prescribe its own internal rules and regulations governing working hours and attendance of its faculty members.
2. It shall be the duty of the head of the department in the college to require all members of the faculty under him/her to strictly observe the prescribed office hours, which may be apportioned to teaching hours per week, student consultation per week, lesson preparation per week and research and extension services.
3. When the head of the department, in the exercise of his/her discretion, allows members of the faculty to leave the office during office hours not for official business, but to attend social events/functions and/ or wakes/interments, the same shall be reflected in their daily time record and charged against their leave credits.
4. Each head of department in College shall require a daily record of attendance of all the faculty members under him/her to be kept on the proper form and whenever possible, registered on the bundy clock or other verifiable recording system. The head of department or the MPSPC governing board has the prerogative to decide on the proper form of monitoring the daily record of attendance of all faculty members.
5. When the interest of public services so requires, the daily hours of work of faculty members may be extended by the College President, which extension shall be fixed in accordance with the nature of the work: *Provided*, that work in excess of eight (8) hours must be properly compensated.

A. PART-TIME TEACHING

To maintain the quality of education in teaching areas, the College may appoint teaching staff on a part-time basis provided that they meet the requirements of the position.

Part-time appointment may either be a regular plantilla faculty position or hiring through contact of service of a job order.

Working hours of part-time teaching staff shall be as follows:

1. Part-time teaching staff may be allowed to render an accumulated twenty (20) hours per week instead of the four-hour continuous service every working day provided the needs of the College are served.
2. The Head of the department may, with the approval of the President of the College and in the exigency of the service, further reschedule the time of part-time teaching staff to satisfy the 20-hour work week requirement provided that continuous service is available to the College at all times during the week.
3. Part-time teaching staff may not be required to use the bundy clock. They shall however, be required to keep records of their attendance in a logbook and accomplish CS Form 48 (DTR) consistent with the entries in the logbook for accounting and auditing requirements.
4. The College shall establish a mechanism of accountability with appropriate sanctions relative to part-timers covered by contract of service/job order.

B. FLEXI-TIME SCHEDULE

Each head of the department in the college may allow flexible working hours for his/her faculty members so they can perform their four-fold functions of instruction, consultation, research and extension services, provided that the prescribed forty hours of work per week shall strictly be implemented and that activities of consultation, research and extension services and special classes be reflected in the workload program.

CHAPTER 6. LEAVE BENEFITS

GENERAL POLICY

Leave benefits of MPSPC faculty members shall be at the discretion of the MPSPC Governing Board pursuant to Section 4 (h) of the Higher Education Modernization Act of 1997 (RA No. 8292). In the absence of such specific provisions, however, the general leave law and the Omnibus Rules on leave shall be applicable. Hence, MPSPC should therefore promulgate its own implementing rules relative thereto. Said implementing rules should be submitted to the Civil Service Commission for recording.

LEAVE OF ABSENCE

In general, appointive officials and employees of the government whether permanent, temporary or casual, who render work during the prescribed office hours, shall be entitled to 15 days vacation and 15 days sick leave annually with full pay exclusive of Saturdays, Sundays and Public holidays, without limitation as to the number of days of vacation and sick leave that they accumulate. (Amended by CSC MC Nos. 41, s. 1998 and 14, s. 1999)

Teacher's Leave

Teachers are not be entitled to the usual vacation and sick leave credits but to proportional vacation pay (PVP) of 70 days of summer vacation plus 14 days of Christmas vacation. A teacher who has rendered continuous service in a school year without incurring absences without pay of not more than 1 ½ day is entitled to 84 days of proportional vacation pay.

Teachers who are designated to perform non-teaching functions

Teachers who are designated to perform non-teaching functions and who render the same hours of service as other employees are entitled to vacation and sick leave (Provided for under 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 of RA 8292, faculty members of SUCs are covered by special leave law (Sec. 10, Rule XVI, EO 292).

Employees on rotation basis are entitled to vacation and sick leave corresponding to the period of service rendered by the employee. If an employee has been allowed to work in two or more shifts or rotation, the period of actual service covered by each shift or rotation should be added together to determine the number of years, months and days during which leave is earned. (Amended by CSC MC No. 41, s. 1998)

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 privileges (MC 14. s. 1999)

Every woman. Married or unmarried, may be granted maternity leave more than once a year.

Maternity leave are granted to female employees in every instance of pregnancy irrespective of its frequency.

Every married or unmarried may go on maternity leave for less than (60) days. When a female employee wants to report back to duty before expiration of her maternity leave she may by allowed to do so provided she presents a medical certificate that she is physically fit to assume the duties of her position.

Definition of terms

Leave of Absence is generally defined as a right granted to officials and employees not to report for work with or without pay as maybe provided by law and as the rules prescribe in Rule XVI of the Omnibus Rules Implementing Book V of EO 292.

Commutation of leave credits refers to conversion of unused leave credits to their corresponding money value.

Commutation of leave credits refers to incremental acquisition of unused leave credits by an official or an employee.

Immediate family refers to the spouse, children, parents, unmarried brothers and sisters and any relative living under the same roof or dependent upon the employee for support. (Amended by CSC MC 6, s. 1999)

Vacation leave refers to leave of absence granted to officials and employees for reasons, the approval of which is contingent upon the necessities of the service.

Sick leave refers to leave of absence granted only on account of sickness or disability on the part of the employee concerned or any member of his immediate family.

Monetization refers to payment in advance under prescribed limits and subject to specified terms and conditions of the money value of leave credits of an employee upon his request without actually going on leave.

Pregnancy refers to the period between conception and delivery or birth of a child. For purposes of maternity leave, miscarriage is within the period of pregnancy.

Maternity leave refers to leave of absence granted to female government employees legally entitled thereto in addition to vacation and sick leave. The primary intent or purpose of granting maternity leave is to extend working mothers some measures of financial help and to provide her a period of rest and recuperation in connection with her pregnancy.

Paternity leave refers to the privilege granted to a married male employee allowing him not to report for work for seven (7) days while continuing to earn the compensation therefore, on the condition that his legitimate spouse has delivered a child or suffered a miscarriage, for purposes of enabling him to effectively lend care and support to his wife before, during and after childbirth as the case may be and assist in caring for his newborn child.

Vacation Service Credits refers to the leave earned by public school teachers for services rendered during activities authorized by proper authorities during long and Christmas vacation. These credits are used to offset their absences due to illness or to offset proportional deduction in vacation salary due to absences for personal reasons or late appointment.

Terminal leave refers to money value of the total accumulated leave credits of an employee based on the highest salary rate received prior to or upon retirement date/voluntary separation.

Special leave privileges refers to leave of absence which officials and employees may avail of for a maximum of three (3) days annually over and above the vacation, sick, maternity and paternity leaves to mark personal milestones and/or attend to filial and domestic responsibilities.

Relocation leave refers to a special leave privilege granted official/employee whenever he/she transfers residence.

CHAPTER 7. COMPLAINTS AND GRIEVANCE MACHINERY

GENERAL POLICY

In order to promote harmony and foster the productivity of each faculty member, there shall be an established MPSPC Grievance Machinery.

POLICIES

1. The MPSPC Grievance Machinery is the best way to address grievances between or among faculty members.
2. A grievance shall be resolved expeditiously and at all times, at the lowest level possible in the College. If not settled at the lowest level possible, the grievance shall be presented by the aggrieved party step by step following the hierarchy of positions.
3. The aggrieved party shall be assured freedom from coercion, discrimination, reprisal and biased action on the grievance.
4. Legal rules and technicalities shall not bind grievance proceedings. Even verbal grievance must be acted upon expeditiously. The services of a legal counsel shall not be allowed.
5. The aggrieved party shall present a grievance verbally or in writing in the first instance to his/her immediate supervisor. The latter shall, within three 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.

6. Grievance refers to work related issues giving rise to faculty member's 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 related terms and conditions;
 - b. Non-implementation of policies, practices and procedures which affect faculty members from recruitment to promotion, detail, transfer, retirement, termination, lay-off, and 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 faculty dissatisfaction and discontentment outside of those cases enumerated herein.

7. 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 No.7877 and its implementing rules; and
 - c. Union-related and concerns.
8. Only permanent officials and faculty members whenever applicable shall be appointed or elected as members of the Grievance Committee.

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

9. The College shall constitute a "Complaints Grievance Committee" to receive, hear, and resolve complaints grievances. This Committee shall be composed of the following:
 - a. A ranking officer chosen by the president as Chairman;
 - b. The Administrative Officer;
 - c. The chairman of the department or head of the unit where the complaint is assigned;
 - d. The HRM Officer as Secretary; and
 - e. A representative of the CSC-accredited Faculty Association/Union, or if there is no accredited faculty association/union, representative chosen through general election.

If any member is facing a complaint, another faculty shall be designated in his place.

10. The Grievance Committee shall establish its own internal procedures and strategies. Membership in the Grievance Committee shall be considered part of the member's regular duties.

PROCEDURES

- A. Any faculty member with a complaint or grievance may air his/her complaint or grievance orally to his/her immediate supervisor who shall resolve the complaint at his level by holding a dialogue with the persons involved. If the complainant is not satisfied with the result, he/she may request his/her immediate supervisor to endorse in writing his/her complaint to the committee through channels. In case the complaint or grievance is against the immediate supervisor, it may be aired directly to the next higher supervisor.
- B. The Committee shall resolve any complaint within five days.
- C. In case any dispute remains unresolved after exhausting all the available remedies under existing laws and procedures, the grievance may be elevated to the Civil Service Commission Regional Office concerned 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 agency on the grievance.

CHAPTER 8. PUBLIC SECTOR UNIONISM

GENERAL POLICY

Faculty members of MPSPC may can form or join the faculty association/union of their choice for the furtherance and protection of their interests. They can also form, in conjunction with appropriate government authorities, labor-management committees, work councils and other forms of workers' protection schemes to achieve the same objectives.

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

POLICIES

1. High-level faculty members whose duties are normally considered policy-making or managerial or highly confidential shall not be eligible to join the faculty association/union.
2. The faculty association/union, which has been extended due recognition by the College Governing Board, shall register with the Department of Labor and Employment and the Civil Service Commission.
3. Representatives of the accredited faculty association/union shall sit as members of the different committees such as Training and Development Committee, Faculty Selection Board, Grievance Committee, PRAISE Committee, and PERC.
4. The College shall be governed by the rules and policies on Public Sector Unionism.

CHAPTER 9. DISCIPLINE

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

POLICIES

1. The provisions of the Uniform Rules on Administrative Cases in the Civil Service (CSC Resolution No. 991936 dated August 31, 1999) shall apply in proceedings against members of the faculty.
2. MPSPC shall submit its rules and regulations on sexual harassment for approval, including the list of members of the Committee on Decorum and Investigation (CODI), to the CSC Regional Office concerned.

CHAPTER 10. OTHER PERSONNEL ACTIONS

The College may formulate its own internal rules on the following personnel actions subject to CSC rules and regulations on the matter.

1. Transfer – the movement of a faculty member from MPSPC to another SUC or from one college or department to another within MPSPC or from one position in the administrative department to a faculty position in the academic department within MPSPC without breaking the service. It involves issuance of an appointment.

2. Reassignment – movement of a faculty member across the organizational structure within MPSPC, which does not involve a reduction in rank, status or salary, and does not require issuance of an appointment but an office order by duly authorized official.

3. Detail – temporary movement of a faculty member from one department/College to another, within MPSPC, or from MPSPC to another agency which does not involve a reduction in rank, status or salary. A detail requires issuance of an office order by duly authorized official.

The faculty member who is detailed receives his/her salary only from his/her mother unit/agency. Detail shall be allowed only for a maximum of one year.

If the faculty member believes that there is no justification for the detail, he/she may appeal his/her case to CSC. Pending appeal, the detail shall be executor, unless otherwise ordered by the Commission.

4. Secondment – movement of a faculty member from one department or institution to another which is temporary and which may or may not require the issuance of an appointment but may either involve reduction or increase in compensation.

Secondment shall be governed by the policies on the matter.

CHAPTER 11. RETIREMENT

GENERAL POLICY

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

POLICIES

1. Extension of service may be requested by the College President or the appropriate authority to complete the fifteen-year service requirement. A faculty member may be allowed to continue in the service in accordance with civil service rules and regulations.
3. Services of the President of MPSPC, whose performance has been unanimously rated as Outstanding and unanimously recommended by the Search Committee concerned, may be extended by the Governing Board beyond the compulsory age of retirement but not later than the age of seventy (70).

CHAPTER 12. TRANSITORY PROVISION

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

CHAPTER 13. – RESPONSIBILITY

The Board of Trustees, the College President, the Vice President for Administration, the Vice President for Academic Affairs, the Deans, the Directors, the heads of departments/units, the Administrative Officer, and the Human Resource Management Office (HRMO) shall be responsible for implementation and maintenance of this Merit System. The initiative and active participation of the HRMO shall be expected in the proper implementation of this Merit System.

CHAPTER 14. AMENDMENT

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

CHAPTER 15. EFFECTIVITY

This Merit System shall take effect upon approval by the MPSPC governing Board. The Civil Service Commission shall be furnished a copy of the approved MPSPC Merit system.

CHAPTER 16. COMMITMENT

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


NIEVES A. DACYON
SUC President III



AN EXERPT FROM THE MINUTES OF THE 72ND REGULAR MEETING OF THE BOARD OF TRUSTEES HELD AT THE COMMISSION ON HIGHER EDUCATION-CENTRAL OFFICE, PASIG CITY ON 31 OCTOBER 2007

- Present:= **Hon. ROMULO L. NERI** = Chair & Presiding Officer
CAR Oversight Commissioner
Commission on Higher Education
- = **Hon. NIEVES A. DACYON** = Vice Chairman
College President, MPSPC
- = **Hon. ALAN PETER S. CAYETANO** = Member
Chair, Senate Committee on Higher Education
[Represented by Mr. Jorge Daniel S. Bocobo]
- = **Hon. CYNTHIA A. VILLAR** = Member
Chair, House Committee on Higher Education
[Represented by Atty. Rhaegee Tamana]
- = **Hon. JUAN B. NGALOB** = Member
Regional Director, NEDA-CAR
- = **Hon. ANGEL L. MAGUEN** = Member
Faculty Trustee
- = **Hon. FRANK DAYTEC SR.** = Member
Community Representative to the Board
- = **Hon. ROY MAGALGALIT** = Member
Student Trustee

RESOLUTION APPROVING THE MPSPC MERIT SYSTEM FOR FACULTY

Res. No. 042, s. 2007

APPROVING the MPSPC Merit System for Faculty.

APPROVED

CERTIFIED TRUE AND CORRECT:

REXTON F. CHAKAS
Board Secretary



Republic of the Philippines
Civil Service Commission
Cordillera Administrative Region
No. 5 Private Road, New Lucban, Baguio City 2600

Mamamayan Muna

October 6, 2009

MR. WALTER J. JERUSALEM

Senior Personnel Specialist
CSC Field Office
Bontoc, Mt. Province

Dear Mr. Jerusalem:

We refer to your letter dated August 28, 2009 regarding the Merit System of the Mountain Province State Polytechnic College (MPSPC) which provides for a higher Qualification Standards for its Faculty Members. You made an inquiry if there is a need for the College to file a separate request with the CSC Central Office aside from having us review for approval its Merit System.

We find it not necessary for the College to file a separate request with the CSC Central Office as Qualification Standards of faculty members of State Colleges and Universities are being periodically set by the Commission on Higher Education (CHED) through CHED Memorandum Orders. Moreover, the Model Merit System as provided for under CSC MC 19, S. 2005 also states:

"The Qualification Standards for appointment and other personnel actions for faculty shall be those provided under CSC MC No. 1, s. 1997 and such other issuances that may henceforth be issued" (underscoring ours).

The aforementioned provision of the Model Merit System serves also as our guide in the review and approval of the Merit System of the MPSPC.

Thank you and best regards.

Very truly yours,


RAFAEL R. MARCO
Director III



Republic of the Philippines
Civil Service Commission

Cordillera Administrative Region
 No. 5 Private Road, New Luchan, Baguio City 2600

MPSPC RECEIVED
 By: Miriam Mamamayan Muna
 Date: 10/26/09

October 2, 2009

NIEVES A. DACYON, Ph.D.
 College President
 Mt. Province State Polytechnic College
 Bontoc, Mt. Province

JUL NO. _____
 CSC - MT. PROVINCE FIELD OFFICE
 BONTOC, MT. PROVINCE
RECEIVED
126 OCT 2009
 TIME _____

Dear President Dacyon:

Thank you for submitting the Faculty Merit System of the Mt. Province State Polytechnic College (MPSPC) for our review and approval.

An evaluation of the Merit System showed general compliance with the policies provided in CSC Memorandum Circular No. 19, Series of 2005. However, in the course of our review, we noted some technical and typographical errors that we corrected in pencil on the face of the corresponding pages of the document. The following are the highlights of our observations and some suggested corrections:

1. The Merit System sets higher qualification standards for appointment and other personnel actions for faculty as compared to what is provided under CSC MC No. 1, s. 1997. We noted that the bases of such adoption are CHED Memoranda, DBM issued National Budget Circular, and a Resolution by the MPSPC Governing Board. We find this consistent with the Model Merit System for Faculty Members of SUCs approved through CSC MC No. 19, s. 2005.
2. In some parts of the Merit System, "College" was used to refer to MPSPC while in other parts "Polytechnic" was used to refer to MPSPC. It is suggested that one should be used for consistency.
3. Personal was used instead of personnel in page 11 (paging supplied by us) of the Merit System.
4. In page 20, the phrase "...other educational institution within the region for the information of .." was omitted. It is suggested that this phrase be supplied.
5. In page 24, paragraph 5 should read: "d. The FSB shall observe transparency in its activities and decision..."
6. In page 22, paragraph 2 should read: "k. The Governing Board or the College President, as the case may be, shall assess the merits of the FSB's evaluation report of candidates ..."
7. In page 22, paragraph 5 should read: "f. The Governing Board or the College President, as the case may be, shall issue the appointment in accordance with the provisions of the MPSPC Merit System as approved by the Governing Board, and submitted to the CSC.
8. In page 22, paragraph 7 should read: "... shall be followed."
9. In page 22, paragraph 10 should read: "3. The filing and pendency of an administrative case against a faculty member shall not constitute a disqualification from promotion."
10. In page 27, paragraph 3 should read: "5. Two (2) representatives nominated by the duly accredited faculty association, or chosen through general election. The term of office of the representatives shall be determined by the PERC."
11. In page 27, a paragraph was omitted that should read: "6. Other features and details of the Performance Evaluation System shall be reflected in the system that MPSPC will adopt as approved by the Civil Service Commission."
12. In page 31, paragraph 6 should read: "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 CSC Regional and Field Offices concerned shall ..."
13. In page 38, paragraph 3 should read: "2. It shall be the duty of the head of the department in the college to require all members of the faculty under him/her to strictly observe the prescribed office hours, which may be apportioned to teaching hours per week, student consultation per week, lesson preparation per week, and research and extension services."

14. In pages 41 and 42, the definition of terms were not correctly copied, obviously lifted from the provisions of the Omnibus Rules on Leave Rule XVI of the Omnibus Rules Implementing Book V of EO 292 as Amended by CSC MC Nos. 41, s. 1998, 6 and 14, s. 1999. It is suggested that the terms defined should reflect fully what was provided in the aforementioned leave rules.
15. The document was not signed by the College President as required in the last page.

We also noted that copies of the MPSPC Governing Board Resolutions and the Program for Reward and Award for Service Excellence (PRAISE) were included as main part of the Merit System. We suggest that these be included as attachments including copies of relevant CHED Memorandum Circulars.

We are returning the MPSPC Faculty Merit System with our recommendation that the above-stated corrections which are also indicated in the pages of the document shall be incorporated and afterwards a corrected copy will be furnished us for our final review and approval.

Once again, thank you for supporting the programs and policies of the Commission.

Very truly yours,


RAFAEL R. MARCO
Director III