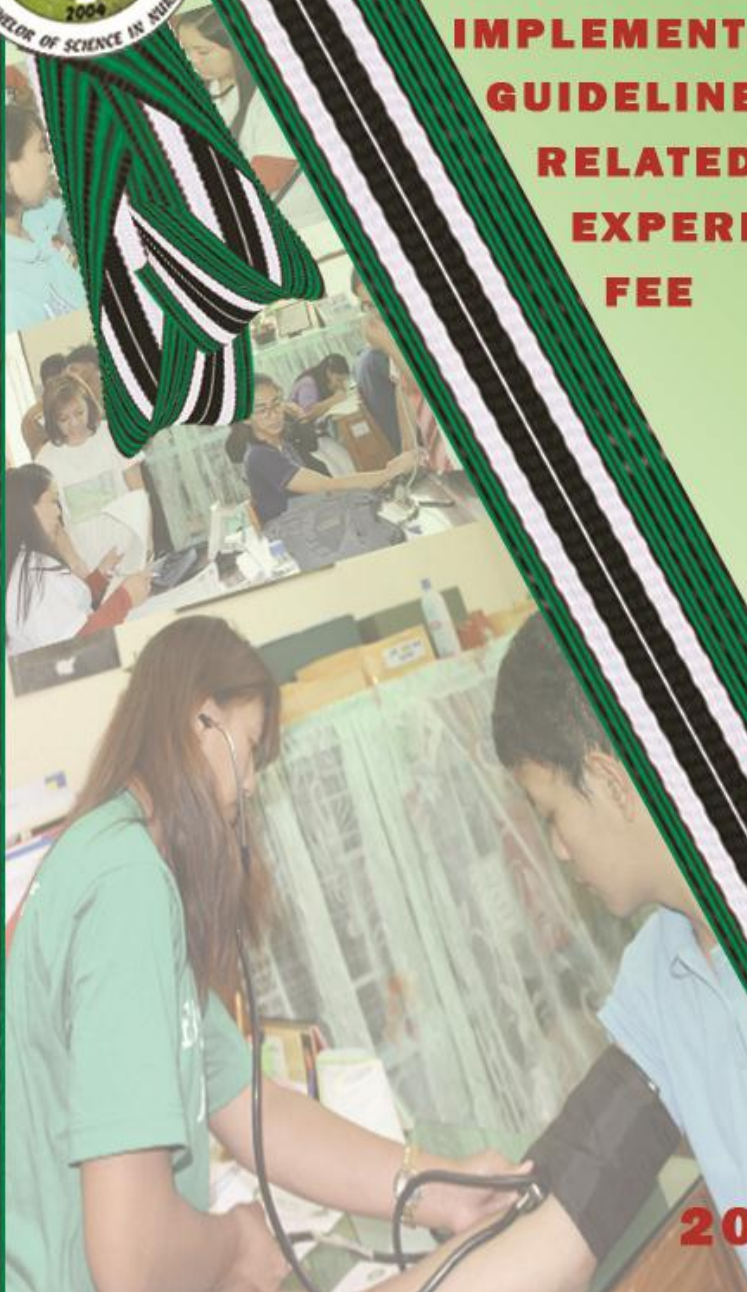




Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province



**IMPLEMENTING
GUIDELINES ON THE
RELATED LEARNING
EXPERIENCE (RLE)
FEE**



2015

VISION STATEMENT

A preferred university of developmental culture and inclusive growth

MISSION STATEMENT

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
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

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IMPLEMENTING GUIDELINES ON THE RELATED LEARNING EXPERIENCE (RLE) FEE

Section 1. Rationale

The Related Learning Experience (RLE) is a practicum component of the Bachelor of Science in Nursing (BSN) Curriculum which is competency based oriented. It includes all activities undertaken to complement and/or supplement classroom instruction which will bring desirable changes as well as develop the competencies of students in the BSN program in terms of knowledge, skills and attitude according to the identified areas. To ensure that RLE is carried out effectively, the RLE faculty shall utilize all the resources in the community particularly the various health agencies.

With these remarkable responsibilities of the RLE faculty members, the Bureau of Higher Education in consultation with other professional association offered the RLE collection scheme as provided for by DECS Order Number 82, s.89. The RLE fee of which a proportional percentage is allocated for RLE remuneration is given to RLE faculty as reward for the inconveniences of additional work beyond the ordinary or established scope of the teaching profession i.e., *going on afternoon and night shift following up students in the hospital or working on week-ends in the community and in the hospital and may even have to live in the community together with her/his students to ensure their safety while experiencing community emersion.*

Undeniably, the country's health care professionals are being lured to work abroad because of the higher compensation packages offered in foreign countries. This is an alarming scenario where the necessary interventions should be recognized and immediately addressed to protect the pool of faculty members teaching in the BSN course program.

Professionalizing the ranks of faculty members as a primary focus of the Administration puts to action all necessary measures to maintain and develop the teaching force. Only the prospect of providing competitive and substantive compensation and benefits will the College be able to hold its best qualified and promising teaching staff.

Section 2. The Related Learning Experience (RLE) Fee

2.1 Basis of Computation

The computation of RLE Fee shall be based on the provisions of DECS Order 82, s. 1989; however, the absence of any updates to rationalize the provisions of the said Order despite the period of time that passed which is almost thirty six (36) years to date has caused serious economic, administrative and socio-political implications. For one, State Universities and Colleges (SUCs) which

were then under the supervision of DECS are now under the Commission of Higher Education (CHED). It is therefore necessary to provide relevant addendum and modifications to the Order's provisions, if only to have a sound and relevant guideline in the absence of issuances from CHED to address the cause of RLE.

Meanwhile, the **average faculty rate* as a determinant in the RLE fee computation causes adverse effect on the RLE faculty remuneration entitlement especially when senior faculty members holding the highest faculty ranks retires and or resigns. Thus, in view of this gap, the prevailing College part-time hourly rate shall apply in lieu of the Average Faculty Rate, whichever is higher.

2.2. The RLE Fee Computation

2.2.1 Total RLE Fee per Student per Semester (TRFSS) shall be arrived at following seven (7) steps as follows:

- **Step One:** Determine the Cost per Faculty (CPF)

Cost per Faculty (CPF) = *Average Faculty Rate (AFR) or the Prevailing College Part-time Hourly Rate (PCPHR), whichever is higher multiplied by the Number of RLE Hours*

Where:

Average Faculty Rate (AFR) is arrived at:

$$\frac{(\text{Highest Faculty Rate/hour} + \text{Lowest Faculty Rate/hour})}{2}$$

Note:

1. *The computation of AFR shall be based on the regular faculty members of the BSN course program and not the whole faculty plantilla of the College.*

2. *The Number of RLE hours depends on the RLE subject.*

- **Step Two:** Determine the Faculty Cost per Class (FCPC)

FCPC = CPF multiplied by the Number of Groups per RLE Class

- **Step Three:** Determine the RLE Fee per Student per Semester (RFSS)

RFSS = FCPC divided by the Number of Students with RLE

- **Step Four:** Determine the RLE Fee per Hour (RFH)

$RFH = RFSS$ **divided** by the Total Number of RLE hours per Student

- **Step Five:** Determine the Indirect Cost (IC)

$IC = RFH$ **multiplied** by 50%

- **Step Six:** Determine the Actual RLE Fee per Hour (ARFH)

$ARFH = (IC \text{ plus } RFH)$ **multiplied** by the Total Number of RLE Hours per Student

Note:

*The Total Number of RLE Hours per Students depends on the RLE subject. *kindly refer to Appendix A*

- **Step Seven:** Determine the Total RLE Fee per Students per Semester (TRFSS) which is, after the inclusion of Indirect Cost

$TRFSS = ARFH$ **multiplied** by AFR or the PCPHR whichever is higher

2.3 Aggregate RLE Collection

The total RLE Collection will be dependent on the number of BSN students enrolled in RLE subjects during the term.

Section 3. Management of RLE Fee

3.1. Basis of Collection and Allocation

3.1.1 Determination of TRFSS shall be done by the Dean of the Nursing program after the final day of enrolment of each regular semester and summer term. The Dean shall likewise prepare a Work and Financial Plan for the proportional allocation of the said fee based on this guideline.

3.1.2 The Dean thereafter shall submit to the Accounting Office the TRFSS for its inclusion in the Student Accounting Information System (SAIS) assessment of fees for BSN students and the Work and Financial Plan to the Budget Office, respectively.

3.2. Terms of Payment

The RLE fee may be paid by the student in full or on instalment which shall be collected as per the following terms:

- a. Before Preliminary examination = 35%
- b. Before Midterm examination = 35%
- c. Before Final examination = 30%

3.3. Allocation of the RLE Fee

The RLE fee shall be allocated for RLE faculty remuneration, administrative cost, MOOE and Capital Outlay covered by an approved Work and Financial Plan.

3.2.1 RLE Faculty Remuneration

The RLE Faculty Remuneration shall be based on the CFP computation as provided in 2.2.1 of Section 2 of this guideline. Formula to wit:

Cost per Faculty (CPF) = Average Faculty Rate (AFR) or the Prevailing College Part-time Hourly Rate (PCPHR), whichever is higher multiplied by the Number of RLE Hours

3.2.2 Administrative Cost

The aggregate RLE fee collected within the term, like other fiduciary fees collected by the College shall be subject to 20% administrative costs. This shall be reflected in the Work and Financial Plan.

3.2.3 MOOE

After deducting the faculty remuneration and administrative cost, a substantial amount from the balance thereof shall be allotted to Maintenance and Other Operating Expenses (MOOE) such as but not limited to Travels and Trainings, Supplies and Materials and other MOOE depending on the submitted and approved Work and Financial Plan.

3.2.4 Capital Outlay

Depending on the RLE Work and Financial Plan, allocation for Capital Outlay may be included when deemed necessary to advance the purpose of BSN Related Learning Experience (RLE).

Section 4. Objectives in the Granting of Faculty RLE Remuneration

Mountain Province State Polytechnic College aims to provide quality instruction and excellent trainings for candidate students in the Bachelor of Science in Nursing (BSN) program. Along this ambition is to maintain a dedicated and committed pool of teaching staff thus, the granting of RLE remuneration which is expected to:

- a. Provide motivation for RLE faculty members to exert all possible means to impart relevant and extensive supervision and training of Nursing students in the field of actual conduct of their profession;
- b. Compensate RLE faculty members for the inconveniences as a result of the demands of the RLE component of the BSN curriculum;
- c. Provide a mechanism to prevent fast and perpetual turn-over in the teaching staffs in the BSN program in favour of higher salary offered abroad; and,
- d. Assure quality instruction provided by highly motivated BSN teaching staffs which will in turn translate to better board examination passing rate and elevating accreditation status of the BSN course program.

Section 5. Entitlement to RLE Remuneration

The Dean and all teaching staffs of the BSN course program who are handling RLE subjects will be entitled to RLE remuneration.

5.1 Scope and Application

5.1.1 The RLE faculty remuneration shall apply to all teaching staffs of the BSN course program of the Mountain Province State Polytechnic College (MPSPC) regardless of status, whether permanent or contractual provided they are handling RLE subjects and that the latter are qualified and are rendering full-time service to the College in contrast to part-time.

5.1.2 The Dean of the Nursing Program being the RLE program head shall likewise be entitled to RLE remuneration equivalent to that of one (1) RLE group in view of the burden attached to the administrative functions involving the RLE.

5.2 Qualifications of RLE Faculty

Faculty members handling RLE subjects shall possess the following qualifications:

- a. Must be a holder of a master's degree or currently pursuing a master's degree in their major field and/or allied subjects provided there are no applicants with master's degree. Likewise, they must be able to show proof thereof and that their credentials are on file and available when needed;
- b. Must show evidence of competence in the field of specialization they are handling;

- c. Must have at least one (1) year of satisfactory teaching experience and/or efficient performance in nursing related to the course they will teach; and,
- d. Must be a Registered Nurse (RN) in the Philippines.

Section 6. Claim and Payment of RLE Remuneration

6.1 The claim for RLE remuneration will be processed after the end of each school term subject to the submission of accomplishment reports, RLE documents, narrative reports, outputs and other necessary reports requested by higher authorities related to RLE.

6.2 The payment for the RLE remuneration shall be made after the submission of the necessary attachments; however, subject to the actual collection on the RLE fee during the school term.

Section 7. Amendment

This guideline is subject to any relevant amendment as may be proposed by the Dean of the BSN course program of the College, deliberated and endorsed by the Administrative Council and subsequently approved by the Board of Trustees.

Section 8. Separability Clause

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

Section 9. Effectivity Clause

This guideline shall take effect upon the approval of the Board of Trustees.