



University Code

Revised 2018



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Preface

This Revised University Code of Cebu Normal University sets the management and operational standards of the school to enable it to address the peculiarities and needs of the university and its stakeholders, particularly the students it serves. It delineates the office functions and services that cater to the various levels of operations that support and respond to the mandate of the university. It clarifies the goals and directions it seeks to attain and endeavors to respond.

This Revised University Code acknowledges the institution's primordial role of human capital and intellectual development that promotes the well-being of individuals. It reflects the relentless effort of the university to pursue its role in knowledge-generation and sees it as akin to innovation toward improved and changed ways of doing and dealing with things to address the current situation, the ultimate measure to assert the university's position in the erudition business and impress upon the public its valued presence in educating a people.

The Revised University Code engenders individual accountability that merges with the totality of its corporate responsibility in raising the bar of organizational performance along the delivery of its basic services. It also ensures the sharing of values toward peaceful co-existence of all its constituents and stakeholders.

The Revised University Code is an embodiment of functions that defines the manner that university governance cascades from top management down to the middle level structure to the operating core, which well delineates the accountability and responsibility of individuals and offices for the services that they discharge. As the university's foremost legal document, it defines the kinds of decisions and actions carried out at every level of execution guided by the highest standards of service expected from all staff members of the institution.

Matters in broad strokes pertaining to students are provided covering entrance examination, enrollment, academic engagements and expectations, evaluation of academic performance, assessment and grading, academic deficiencies and course completion and all other incidents of being a student of the university and their organizational affiliations.

This Revised University Code also encapsulates the standards, terms and conditions of employment, the nature of work services expected, the returns of such services in terms of compensation and other benefits due to the individual employee, teaching and non-teaching. This Code also acknowledges that university success includes the promotion of the professional growth of all employees and the expansion of their understanding of their duties and responsibilities for public satisfaction through various exposures. It expresses support to employees of their right to self-organization.

The Revised University Code reflects the scalar chain that clearly identifies who should be accountable for what and to which office it has accountability to or which office exercises accountability over it. It delineates all aspects of its operations to ensure a responsive and people-friendly organization.

The making of this Revised University Code was the handiwork of past leaders that have reached this level of fine-tuning, and will continue to reinvent itself to accommodate the developments of higher education in the country, the impact of globalization, the need for internationalization, the unique circumstances of the university and the structural reconfigurations that will have to be necessarily and responsively done if only to stay abreast and relevant with the changing times.

All efforts and stakeholder participation were exhausted to come up with this university legal document to ensure emerging situations and unforeseen circumstances are contained/ addressed assuring constant peace and harmony in the workplace. Credits for the finalization of the University Code go to the committee that the President of the University, Dr. Marcelo T. Lopez commissioned to review the comprehensiveness/ completeness of the document namely: Dr. Daisy R. Palompon, Dr. Laurence L.

Garcia, Dr. Filomena T. Dayagbil. Dr. Jolito L. Benitez, Miss Marilou Go Puco, Miss Aida dela Cerna, Dr. Bibiana T. Isok and the entire community of Cebu Normal University who finally endorsed its approval to the Board of Reges.

Brief History of Cebu Normal University

Cebu Normal University, then Cebu Normal School (CNS), was founded in 1902 by virtue of Act No. 74 of the Philippine Commission. It was originally located on Colon Street, occupying a rented space in the Colegio Logarta Building. In 1906 through Act No. 372, and upon the establishment of the Cebu Provincial High School, (now Abellana National High School) on Jones Avenue (now Osmeña Boulevard), it became an adjunct of said school and operated as a branch of PNU for secondary schooling. As it obtained the normal school status in 1924, it moved to its current site where Cebu Normal University stands today.

The 4-year secondary curriculum CNS offered was changed into a 2-year curriculum – the Junior Normal which later became the Elementary Teacher Certificate. The outbreak of WWII in 1944 converted the school into a garrison of the Japanese Kempetai. After the war, it adopted the 2-year general curriculum. In 1952, it offered the 4-year elementary education curriculum, which in 1954, was offered as Bachelor of Science in Elementary Education major in Elementary Methods. In same year, Cebu Normal School was categorized as a tertiary level institute by virtue of R.A. No. 975 and was authorized to confer the degree, “Bachelor of Science major in Elementary Methods.” In 1959, this was offered as Bachelor of Science in Elementary Education. In 1960, it opened the Graduate School and had its first graduate in 1966.

In 1967, R.A. No. 5128 converted Cebu Normal School into Cebu Normal College which was also converted into Cebu State College in 1976 became Cebu State College by virtue of PD. No. 944. In 1998, its obtained its university status by the passage of R.A. no. 8688, otherwise known as the Charter of Cebu Normal University.

Among the celebrated alumni of Cebu Normal University are the following: Former Secretary of Education, Sec. Narciso Albarracin, Former Chief Justice of the Supreme Court and Senate President Hon. Marcelo Fernan, Former Asst. Director Dr. Felipe Guiang of the Bureau of Higher Education, Former President of the UP System Dr. Emmanuel Soriano, another Former UP President Dr. Francisco Nemenzo, Former President of the University of San Carlos, Fr. Florencio Lagura, Former President of Notre Dame University, Fr. Joselito Arong, Former Ambassador Victoriano Lecaros, Former PCCG Commissioner Atty. Ruben Carranza, Former DOTC Undersecretary Atty. Aristotle Batuhan, and many more who have become newsmakers for their legendary feats till the current times here and abroad

Today, Cebu Normal University continues to build strength on its name along Instruction, Research, Extension and Production.

Cebu Normal University Vision-Mission Statements¹

Vision

A leading multi-disciplinary research university of education committed to build a strong nation

Mission

To develop high-performing professional educators who generate new knowledge and help build progressive and peaceful communities

¹CNU BOR RESOLUTION # 13 S. 2010

Graduate Attributes

Facilitator of Learning

A graduate of CNU takes on the responsibility of teaching knowledge in the discipline as holistic process.

Design Thinker

A CNU graduate who can apply core skills in literacy, numeracy, scientific literacy, ICT literacy, financial literacy, and sociocultural literacy to everyday tasks as well as competently respond to complex challenges through resourcefulness, imagination, insight, and collaboration to meet current and emergent needs of society.

Protector of Nature

A CNU graduate can assume an unconditional accountability to protect the natural environment through sustainable conservation practices and firm advocacy.

Mission-driven Worker

A CNU graduate who pursues an enduring purpose in life with a passion to become what one is capable of becoming.

Quality Policy

Cebu Normal University commits itself to deliver excellence in education, research and extension services towards global competitiveness, to meet the increasing levels of customer demand, statutory, regulatory and international standards through continuous quality improvement and good governance.

To ensure compliance to the commitment, relevant and responsive virtual and/or physical monitoring, review and upgrading of service delivery is implemented.

Quality Objectives of Cebu Normal University

- QO1: Increase average passing percentage of board examination programs by 20% of the national passing.
- QO2: Ensure 80% cohort survival of graduates in the undergraduate programs.
- QO3: Increase number of publication in refereed reputable journals.
- QO4: Increase technical advisory extension services that are responsive and timely to the needs of the community.
- QO5: Timely completion of financial accountability reports.
- QO6: Increase customer satisfaction index in all services of the university through fast-tracking of services in compliance with service delivery charter (Anti-Red Tape Act)
- QO7: Institute timely risk management protocol in order to mitigate effects of risks in its various process deliveries

QO8: Ensure confidentiality of records and/or information in compliance with the provisions of relevant statutory requirements (Data Protection Act)

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TITLE ONE: GUIDING FRAMEWORK

ARTICLE 1. Title

This document shall be known as the **REVISED UNIVERSITY CODE** of CEBU NORMAL UNIVERSITY.

ARTICLE 2. Powers of the University




The university shall have the general powers of the corporation as set forth in the corporation law. The administration of the University and the exercise of its corporate powers shall be vested exclusively in the Board of Regents and the President of the state university insofar as authorized by the board².

ARTICLE 3. University Colors

The University colors shall be crimson and gold.

ARTICLE 4. University Seal

The seal of the university, as approved by the Board of Regents, shall be as follows:

At the center of the circular field is the lamp of knowledge; leaning against it is a “kuryapi”³ which was the musical instrument played by Visayan men during the pre-Hispanic era. At the top are the three letters in the old Visayan alphabet:  (signifying C or S),  (N), and  (U), the initials of Cebu Normal University⁴. This design incorporates both Western and indigenous symbols to reflect the spirit of CNU. At the bottom is the year 1902, the year when the Cebu Normal School was established. On the outer edge of the circle are the words Cebu Normal University, and at the bottom center, Cebu City, Philippines.

ARTICLE 5. Declaration of Policies and Objectives

Section 1. Cebu Normal University is a chartered state institution of higher learning principally supported by state funds⁵.

Section 2. The University shall continuously enhance its capability to pursue excellence in instruction, research, extension and production⁶.

Section 3. The university shall endeavor to democratize access to education through the expansion of assistance programs especially to intellectually capable but financially disadvantaged students⁷.

Section 4. The University is a state-supported institution of higher learning which shall gear its programs to national, regional or local development plans. The University shall

² Section 7, R.A. 8688

³ Abellana, 1998

⁴ Scott, 1999

⁵ Section 2, R.A. 8688 CNU Charter

⁶ Section 3, R.A. 8688

⁷ Section 4, R.A. 8688

exemplify through its physical and natural surroundings the dignity and beauty of, as well as their pride in, the intellectual and scholarly life⁸

Section 5. The University offer undergraduate, graduate and short-term courses within its areas of specialization and according to its capabilities, as the Board of Regents may deem necessary to carry out its objectives, particularly in order to meet the needs of the province and the country⁹.

TITLE TWO: GOVERNANCE OF THE UNIVERSITY

ARTICLE 6. The Board of Regents (BOR)

The university shall have the general powers of a corporation as set forth in the corporation law and other existing laws in the Philippines.

The governing body of the University shall be the Board of Regents, hereinafter referred to as the Board.

Section 1. The Board of Regents shall be composed of the following¹⁰:

Section 1.1. The Chairman of the Commission on Higher Education (hereinafter CHED), chairman;

Section 1.2. The president of the university, vice-chairman;

Section 1.3. The Chairman of the Committee on Higher and Technical Education of the Senate, member;

Section 1.4. The Chairman of the Committee on Higher and Technical Education of the House of Representatives, member;

Section 1.5. The Regional Director of the National Economic and Development Authority (hereinafter NEDA) where the main campus is located, member;

Section 1.6. The President of the Federation of Faculty Associations of the University, member;

Section 1.7. The President of the Federation of Student Councils of the University, member;

Section 1.8. The President of the Federation of Alumni Associations of the University, member; and

Section 1.9. Two (2) prominent citizens who have distinguished themselves in their professions or fields of specialization of the institution concerned who have been chosen from a list of at least (5) persons qualified in the city or the province where the university is located, as recommended by the search

⁸ Section 2, R.A. 7722 otherwise known as Higher Education Act

⁹ Section 3, R.A. 8688

¹⁰ Section 5, R.A. 8688

committee constituted by the University President, in consultation with the chairman of the CHED, based on the normal standards and qualifications for the position, members.

The Chairman of the Commission on Higher Education, the President of the University, the Education Committee Chairmen of the Senate and the House of Representatives, and the Regional Director of the National Economic and Development Authority (NEDA) shall have an ex-officio term of office.

The terms of office of the President of the Federation of Faculty Associations, the Federation of Student Councils and the President of the Federation of Alumni Associations, shall be conterminous with their respective terms of office.

The two (2) prominent citizens shall serve for a term of two (2) years.

In case of vacancy in the office of the president, the Officer- in- Charge of the university designated by the Board shall serve the unexpired term only¹¹

Section 2. The Board shall have the following specific powers and duties¹²:

Section 2.1. To enact rules and regulations not contrary to law, as maybe necessary to carry out the purposes and functions of the University;

Section 2.2. To receive and appropriate all sums as may be provided for the support of the University in the manner it may, in its discretion, determine to carry out the purposes and functions of the university;

Section 2.3. To import duty-free, subject to existing laws, essential commodities, materials and equipment which are not available locally at a comparable price;

Section 2.4. To receive in trust legacies, gifts and donations of real and personal property of all kinds and to administer and dispose of the same when necessary for the benefit of the university, subject to the limitations, directions and instructions of the donor, if any. Such donations shall be subjected to existing laws on tax exemptions;

Section 2.5. To fix tuition fees and other necessary school charges, including but not limited to matriculation fees, graduation fees and laboratory fees as the Board may deem proper to impose, after due consultation with the concerned sectors;

Section 2.6. To authorize the construction or repair of its buildings, machinery, equipment and other facilities and the purchase and acquisition of real and personal property including necessary supplies, materials and equipment;

Section 2.7. To appoint, upon the recommendation of the President of the University, academic personnel such as the vice-president, deans, directors, heads of departments, faculty members and other officials and employees;

¹¹ Section 5, R.A. 8688

¹² Section 8, R.A. 8688

- Section 2.8.** 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; to grant these employees, at its discretion, leaves of absence under such regulation as it may promulgate, any provisions of existing laws notwithstanding; and to remove them for cause in accordance with the requirements of due process of law;
- Section 2.9.** To approve the curricula, instructional programs and rules of discipline drawn by the administrative and academic councils as hereinafter provided;
- Section 2.10.** To confer degrees upon successful candidates for graduation; to award honorary degrees upon persons in recognition of outstanding contribution in the field of education or in any field of specialization of the University, and to authorize the awarding of certificates for completion of non-degree and non-traditional courses;
- Section 2.11.** To establish branches within the province of Cebu if and when it becomes essential and necessary, where there is no existing school offering similar programs or courses, to promote and carry out equal access in educational opportunities as mandated by the Constitution. The university shall negotiate for the donation of property, real, or personal, from the municipalities and local government units for such purpose; and
- Section 2.12.** To establish chairs in the University and to provide fellowships for qualified faculty members and administrative staff and scholarships to deserving students.
- Section 3.** The Board shall promulgate and implement policies in accordance with the declared policies on education and other pertinent provisions of the 1987 Philippine Constitution on education, science and technology, arts, culture and sports, as well as the policies, standards and thrusts of the CHED under Republic Act No. 7722¹³.
- Section 4.** The Board shall have the authority to designate an officer-in-charge pending the appointment of a new president, in case of vacancy by reason of death, resignation, removal for cause, or incapacity of the president to perform the functions of his office, in which event, his/her successors shall hold office for the unexpired term¹⁴.
- Section 5.** The Board of Regents shall convene regularly at least once every two (2) months. The chairman of the Board of Regents may, upon three (3) days' prior notice, call a special meeting whenever necessary¹⁵.

A quorum of the Board shall consist of a majority of all members holding office at the time of the meeting, provided, however, that the chairman of the CHED, who is the Chairman of the Board, or the President of the University, is among those present in the meeting¹⁶.

The members of the Board shall not receive any salary but shall be entitled to reimbursements for actual and necessary expenses incurred either in their attendance

¹³ Section 6, R.A. No. 8292

¹⁴ Section 10, R.A. 8688

¹⁵ Section 9, R.A. 8688

¹⁶ Section 9, R.A. 8688

at meetings of the Board or in connection with other official business authorized by resolution of the Board, subject to pertinent existing laws and regulations¹⁷.

Section 6. On or before the fifteen (15th) day of the second month after the opening of the regular classes each year, the Board shall submit to both Houses of Congress and the CHED, an annual report setting forth the conditions, progress and needs of the University¹⁸.

TITLE THREE: THE UNIVERSITY ORGANIZATION

ARTICLE 7. The University President¹⁹

The University shall be headed by a President, who shall render full-time service. He shall be appointed by the Board of Regent/Trustees, upon the recommendation of a duly constituted search committee. He shall have a term of four (4) years and shall be eligible for reappointment for another term: Provided, that this provision shall not adversely affect the terms of the incumbents.

Section 1. In case of vacancy of the Office of the President by reason of death, compulsory retirement, resignation, removal for cause or incapacity of the President to perform the functions of the office, the Board shall have the authority to designate an Officer-in-charge of the University pending the appointment of a new president.

Section 2. In case of vacancy of the office of the president, his/her successor shall hold office for the unexpired term only.

Section 3. The powers and duties of the University President shall be those pertaining to the office of the president and those delegated by the Board of Regents²⁰.

ARTICLE 8. Organizational Structure

The organizational structure of the university seeks to present the manner that Cebu Normal University operates in different levels of hierarchy to attain its goals. As presented, it defines and delineates offices, their functions and further, to which offices they report to within the organization. The manner that people and their jobs have been arranged as the university structure encapsulates, ensures work performance and meeting of organizational goals.

The organizational chart that follows shows and presents the major administrative positions in CNU and the relationships among them (See Figure 1)²¹.

¹⁷ Section 9, R.A. 8688

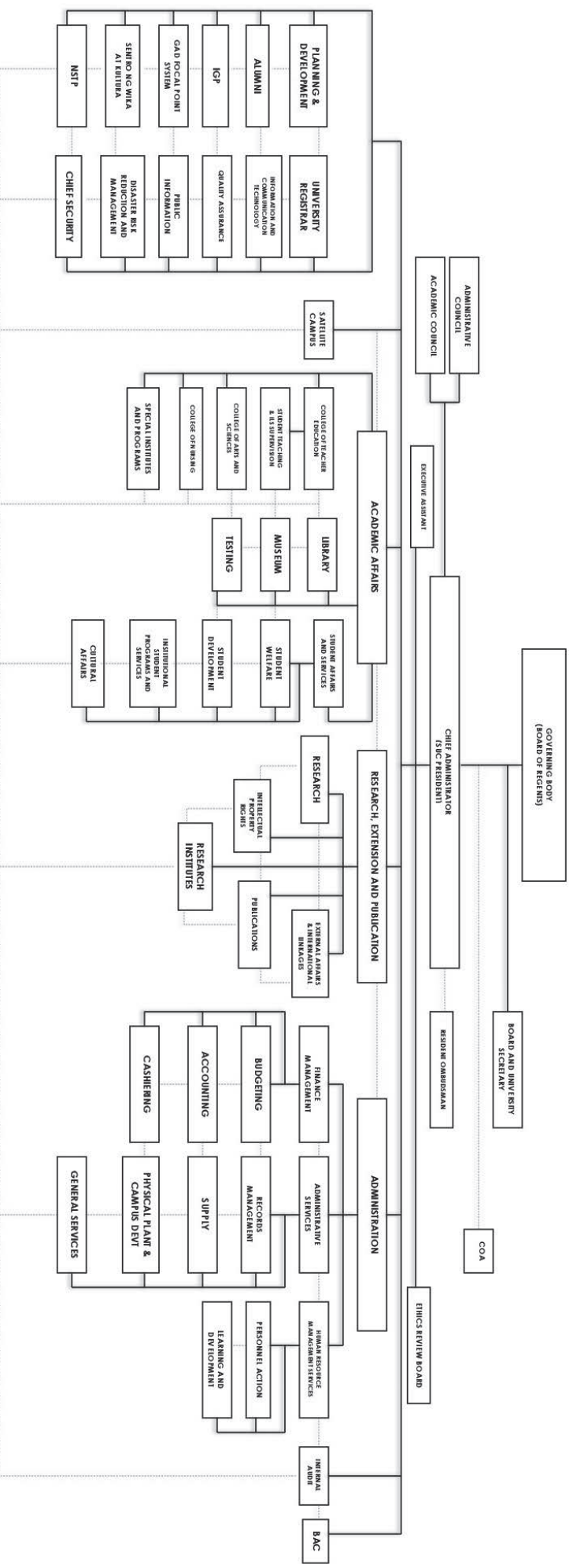
¹⁸ Section 18, R.A. 8688

¹⁹ Section 10, R.A. 8688

²⁰ Section 10, R.A. 8688

²¹ CNU BOR Resolution No. 21, s. 2015

REVISED CNU ORGANIZATIONAL STRUCTURE



ARTICLE 9. Duties and Functions of Academic and Administrative Officials

The following are the duties and functions of administrative and academic officials.

Section 1. Designated officials shall serve a term of one (1) year without prejudice to a re-designation. This designation, however, is subject to early termination upon recommendation of the President.

Section 2. Offices Directly under the University President

The offices directly under the University President shall be:

- Office of the University Secretary
- Office of the Vice President for Academic Affairs
- Office of the Vice President for Administration
- Office of the Vice-President for Research, Extension and Publications
- Office of the Campus Director
- University Registrar
- Information and Communications Technology Office
- Office of the Income Generating Project
- Office of the Executive Assistant
- Public Information Office
- National Service Training Program Office
- Office of the Chief Security Officer
- Office of the Gender and Development Focal Point System
- Office of Planning and Development
- Office of the Alumni Affairs
- Office of Quality Assurance
- Ethics Review Board
- Sentro Sa Wika At Kultura
- Internal Audit Office

Section 2.1. The Office of the University Secretary

The Board shall appoint a Secretary who shall serve as such for both the Board and the University²².

The University Secretary shall assume the following duties and functions:²³

- (a) Keeps records and proceedings of the Board;
- (b) Communicates to each member of the Board notice of meetings
- (c) Perform such other function as may be designated by the University President

Section 2.2. Office of the Vice-President for Academic Affairs (VPAA)

The Office shall be headed by the Vice-President for Academic Affairs (VPAA). The Board of Regents upon the recommendation of the University President shall appoint the Vice President for Academic Affairs. The VPAA shall be directly responsible to the President for carrying out the educational policies and programs of the university and in promoting, and supervising curricular and co-curricular, instructional and other academic activities of the university. The VPAA shall direct the planning, implementation and evaluation of the

²² Section 7, R.A. 8292

²³ Section 7, R.A. 8292

instructional programs/activities to ensure the effective training of students. Under these general functions are the following duties and responsibilities:

- (a) Develop academic programs relevant to the vision and mission of the University;
- (b) Act as the chief Executive Officer of the President with respect to the implementation of the academic policies and programs of the University;
- (c) Conduct periodic performance appraisal of Directors and Deans under the VPAA's supervision;
- (d) Recommend the approval of the programs of work of the directors and deans under his/her supervision;
- (e) Monitor the implementation of the academic programs of the University;
- (f) Administer the overall execution of policies on instruction as formulated by higher authorities;
- (g) Conduct periodic reviews of the curricula as recommended by faculty and deans;
- (h) Maintain a system of conflict resolution within the academic jurisdiction;
- (i) Submit a regular memorandum of work progress to the President;
- (j) Perform other functions assigned by the University President.

Section 2.3. Office of the Vice-President for Administration (VPA)

The Office shall be headed by the Vice-President for Administration (VPA). The Board of Regents upon the recommendation of the University President shall appoint him/her.

The Vice-President for Administration shall assume the following duties and functions:

- (a) Assist the University President in developing plans, identifying thrusts and issuing orders, regulations and other issuances, the promulgation of which is expressly vested by law in the President relative to matters under the jurisdiction of the Office of the Vice President for Administration;
- (b) Assist the University President in establishing policies and standards for the operation of government transactions;
- (c) Institute administrative policies necessary to carry out University objectives, functions, plans, programs and projects;
- (d) Maintain a system of continuing evaluation of administrative, finance and auxiliary program services and programs of the University;
- (e) Exercise direct supervision and control over administrative, finance, and auxiliary employees of the University;
- (f) Perform such other functions as the University President may direct.

Section 2.4. Office of the Vice-President for Research, Extension and Publications (VPREP)

The Office is headed by the Vice-President for Research, Extension and Publications (VPREP). Upon the recommendation of the University President, the Vice President for Research, Extension and Publications shall be appointed by the Board of Regents.

He/She shall assume the following duties and functions:

- (a) Oversee all research and extension activities in the University including those that are co-sponsored by other agencies;
- (b) Establish research extension priority areas on the micro level in consonance with regional/national research development areas, balanced with the research and extension needs of the University;

- (c) Evaluate with the other members of the Research and Extension Advisory Committees, faculty and staff research and extension proposals, and make recommendations for funding by the institution and/or other agencies;
- (d) Establish research and extension linkages with other public and private, domestic and foreign agencies and organizations;
- (e) Recommend appropriate incentives for outstanding researches and extension projects, such as institutional recognition, publication and recognition from other organizations;
- (f) Establish a data bank continuing useful information for the university and for research and extension purposes;
- (g) Monitor the progress of research and extension projects of the university, and make appropriate recommendations;
- (h) Initiate, manage and monitor the publication of University researches in refereed journals;
- (i) Assume other duties assigned by the University President.

Section 2.5. Office of the Campus Director

A Campus Director manages this Office. The Campus Director shall be appointed by the Board of Regents upon the recommendations of the University President and reports directly to the University President on matters of management of the satellite campuses and to the Vice-President for Academic Affairs on academics. He/She shall plan, organize, staff, lead and control campus operations and programs to deliver excellent career education to students for their gainful employment.

He/She shall have the following administrative functions:

- (a) Supervise and oversee the daily operations of the campus and its programs;
- (b) Prepare and provide appropriate information for the annual budget development process;
- (c) Be responsible for planning, assigning and directing work; appraising employee performance, addressing complaints and resolving problems;
- (d) Ensure adherence by all employees to policies and procedures of the university;
- (e) Develop and maintain positive community relations;
- (f) Provide reports to the university;
- (g) Participate in scheduled meetings of the administration and academic councils, and
- (h) Work closely with the campus security operations and Administrative Services to aid in the maintenance of a safe learning environment.

He/She shall have the following academic functions:

- (a) Coordinate college scheduling program, assigning campus classroom and facilities to maximize room utilization throughout the campus.
- (b) Assign course required rooms and coordinates scheduling with the designated Registrar.

Section 2.6. Office of the University Registrar

This office is in charge with the responsibility of keeping the students' academic records, making the registrar closely involved with the admission, release, transfer and graduation of students. The University Registrar heads this Office. The duties of the University Registrar are the following:

- (a) Keep all the records up-to date;

- (b) Keep the graduate, undergraduate, laboratory school and graduates of special programs students' records safely, posts and releases such records strictly in conformity with the school policies;
- (c) Execute policies, rules, laws and regulations related to enrolment, students' load, transfer, promotion, subject sequence and other matters of similar nature;
- (d) Examine credentials for purposes of registration and enforces entrance requirements;
- (e) Issue transfer credentials, transcripts of record and related academic documents as requested by the students;
- (f) Prepare and submit to the Board of Regents, in consultation with the respective Deans, the records of the candidates for graduation, including roster of honor students with their respective weighted averages;
- (g) Assist the Dean during the registration period by seeing to it that only those meeting school requirements are accepted;
- (h) Prepare statistical reports as may be considered useful or as may be requested by the University President, by school officials, or by individuals who are entitled to receive them;
- (i) Assist in the graduation exercises;
- (j) Be responsible for all correspondence on school records;
- (k) Sign requisitions for office materials; and
- (l) Formulate and recommend policies relative to office functions for approval in the Administrative Council.
- (m) Utilize the performance evaluation of administrative and academic heads and recommends to the President various measures to improve performance with the end in view of instituting programs for development;
- (n) Collate, monitor, evaluate departmental/unit plans, projects and programs;
- (o) Perform other functions which may be assigned by the University President;

Section 2.7. Information and Communication Technology Office (ICTO)

This Office shall be headed by the Chief ICT Officer. He/She shall be appointed by the Board of Regents upon the recommendation of the University President.

The duties of the ICT Officer are the following:

- (a) Assume responsibility in the planning, implementation and support of the University Information and Communications Technology systems; and
- (b) Assist in the provision, acquisition and maintenance of facilities related to Management Information System (MIS), data and telecommunication networks, learning resources and ICT-mediated equipment;

Section 2.8. The Income Generating Project (IGP) Office

This Office shall be headed by the IGP Director. The Director shall be appointed by the University President and confirmed by the Board of Regents.

The duties of the IGP Director are the following:

- (a) Assume direct responsibility for overall project operations and implementation of policies and guidelines regarding IGP of the university;
- (b) Conduct regular monitoring of the IGP operations.
- (c) Submit periodic reports to the president and the accounting department.
- (d) Initiate new projects, development or expansion of existing projects.
- (e) Perform other functions as may be required.

Section 2.9. Office of the Executive Assistant

The Executive Assistant shall take charge of this Office who shall be appointed by the Board of Regents upon the recommendation of the University President. The Executive Assistant relieves the University President of operational and administrative details and performs administrative functions that requires a thorough knowledge of University policies, procedures and operations and has understanding of the University's role within the community. His/ Her duties and responsibilities are:

- (a) Facilitate the efficient utilization of the University President's time through development and coordination of a complex of appointments, meetings, social engagements, and University community functions.
- (b) Promote a positive image of the office by greeting and receiving visitors, respond to inquiries and providing authoritative information regarding University policies and procedures; refer inquiries or problems to the appropriate office or person/s and follow up to determine the inquiries satisfaction with the response.
- (c) Serve as liaison between the University President and other University officials, faculty, students and staff.
- (d) Safeguard the confidentiality of the University administration by exercising discretion in communicating information.
- (e) Assist the University President in oversight functions by receiving, monitoring, reviewing correspondence and documents prepared by other offices for the president's signature.
- (f) Contribute to the overall success of the University by performing other essential duties and responsibilities as assigned by the president.

Section 2.10. Public Information Office (PIO)

The Public Information Officer takes charge of this Office. He/She shall be appointed by the University President and confirmed by the Board of Regents.

The duties of the Public Information Officer are the following:

- (a) Develop and maintain a public information system;
- (b) Make official press releases that convey to the public the interest of the university;
- (c) Maintain an efficient management information system;
- (d) Produce printed and video materials about the university for dissemination to the public;
- (e) Organize special events such as news or press conferences;
- (f) Carry out other functions as assigned by the University President.

Section 2.11. National Service Training Program Office²⁴ (NSTP)

The NSTP Officer takes charge of this Office. He/She shall be appointed by the University President and confirmed by the Board of Regents.

The duties of the National Service Training Program Officer are the following:

- (a) Submit the list of NSTP graduates, CWS, LTS and ROTC to CHED Region 7;
- (b) Prepare program of instruction schedule of activities in NSTP components;
- (c) Prepare the NSTP Budget per semester;
- (d) Train teacher and student facilitators if needed and act as instructors if the need arises;
- (e) Prepare a unified NSTP-Component Syllabus;

²⁴ R.A. 9162

- (f) Invite expert guest instructors as needed;
- (g) Submit accomplishment reports with supporting documents like pictures to CHED Region 7 at the end of the year;
- (h) Recommend facilitators in the implementation of the program;
- (i) Check and evaluate the performance of NSTP teachers and student facilitators;
- (j) Supervise and monitor NSTP implementation in external campuses;
- (k) Perform other functions related to NSTP as prescribed by the University President.

Section 2.12. Office of the Security Officer

The Office is handled by the Security Officer who shall be appointed by the University President and confirmed by the Board of Regents.

The duties of the Chief Security Officer are the following:

- (a) Enforce rules and regulations, maintains peace and order on the campus and protects lives and property;
- (b) Prepare a security plan of action for the University to promote efficient and effective service;
- (c) Develop security measures to ensure security;
- (d) Coordinate with authorities concerned in the investigation of violation of rules and policies involving security; and
- (e) Perform related tasks as assigned by the University President.

Section 2.13. The Gender and Development (GAD) Focal Point System²⁵

The Office is managed by the GAD Focal Person. He/She shall be appointed by the Board of Regents upon the recommendation of the University President.

The duties and responsibilities of the GAD Focal Person shall be:

- (a) Lead the assessment of the gender-responsiveness of policies, strategies, program, activities and projects of the University and make recommendations and ensure its implementation;
- (b) Set up mechanisms to ensure the generation, processing, review and updated sex-disaggregated data and GAD Database to serve as basis in performance based gender sensitive planning;
- (c) Spearhead in the preparation of the GAD plans, progress and budget;
- (d) Prepare and submit an annual GAD accomplishment report and other request that may be required;
- (e) Plan and recommend appropriate GAD capacity development as part of the University's human resource development program;
- (f) Ensure that all employees have undergone gender orientation and gender sensitivity training; and
- (g) Perform other function that may be required by law and as assigned by the University President.

Section 2.14. Office for Planning and Development

This Office is in charge of the planning and development of the university. The Office is manned by a Planning and Development Officer. He/She shall be appointed by the Board of Regents upon the recommendation of the University President.

²⁵ R.A. No. 9710, The Magna Carta of Women

The Planning and Development Officer coordinates with the University's overall strategic agenda or plans. He/She gives support to the Office of the President in relation to communications, monitoring, evaluation, risk management and decision –making.

He/she shall have the following functions:

- (a) Assist the University President in identifying major thrusts of the university and in formulating its five-year or ten-year development program;
- (b) Undertake feasibility studies on institution building;
- (c) Utilize the performance evaluation of administrative and academic heads and recommends to the President various measures to improve performance with the end in view of instituting programs for development;
- (d) Collate, monitors, evaluates departmental/unit plans, projects and programs to prevent underutilization of funds;
- (e) Collates and utilize departmental plans for the institutional development plan;
- (f) Evolve long- range and short- range institutional plans and development programs based on collated reports; and
- (g) Perform other functions, which may be assigned by the University President.

Section 2.15. Alumni Office

The Office shall be headed by the Alumni Affairs Coordinator who shall be appointed by the University President and confirmed by the Board of Regents. He /she shall directly reports to the President.

The duties of the Alumni Affairs Coordinator are the following:

- (a) Serve directly under the office of the University President;
- (b) Serve as a liaison office of the university on related activities involving the alumni;
- (c) Assist the Federation of Alumni Organizations in the development and strengthening of a harmonious relationship of the alumni with the university;
- (d) Assist the University in tracking and monitoring the universities' graduates with regard to their achievements in their chosen fields.

Section 2.16. Disaster Risk Reduction and Management Office (DRRMO)

The Office shall be responsible for the civil protection structure of the University which deems it extremely important to conduct a needs assessment of the community and staff to determine the design and conduct of relevant trainings and capacity building activities underscoring risk reduction, mitigation and preparedness in response to R.A. No. 10121²⁶ and other relevant laws.

Section 2.17. Office of Quality Assurance (QA)

The Board of Regents upon the recommendation of the University President shall appoint the Presidential Assistant for Quality Assurance Officer. He/She shall directly report to the University President and shall function with the following duties and responsibilities²⁷:

- (a) Work closely with top management in setting up and strengthening quality assurance structures and mechanisms;
- (b) Spearhead accreditation activities in coordination with the academics and research division;

²⁶The Philippine Disaster Risk Reduction and Management Act of 2010."

²⁷ De la Salle University Quality Assurance Manual

- (c) Coordinate with colleges and units in carrying out self-evaluation and assessment of the academic programs and services offered by the university;
- (d) Ensure integration of recommendations from partner accrediting agencies in the university's annual plans and monitors their full implementation;
- (e) Implement a document management system to ensure accuracy and readiness of information for purposes of quality assurance activities;
- (f) Ensure that requirements set by CHED along the area of quality assurance are met with required standards.

Section 2.18. Ethics Review Board

The CNU Ethics Review Board (CNUERB) shall be appointed by the Board of Regents upon the recommendation of the University President. The CNUERB is designated to approve, monitor, and review biomedical and behavioral researches involving humans and all forms of life with the aim of protecting the rights and welfare of the research subjects. This committee serves as the watchdog of the university, which performs critical oversight functions for research conducted on human subjects that are scientific, ethical, and regulatory and all forms of life.

The Board shall have the following functions:

- (a) Require all faculty members and students who will conduct research that involves human participants to submit a complete description of the proposed research using the CNUERB Protocol Submission Overview;
- (b) Review all researches submitted by faculty members and students that involve human participants to assure, both in advance and by periodic review, that appropriate steps are taken to protect the rights and welfare of humans participating as subjects in a research study;
- (c) Assess the ethics of the research and its methods, to promote fully informed and voluntary participation by prospective subjects who are themselves capable of making such choices (or, if that is not possible, informed permission given by a suitable proxy) and to maximize the safety of subjects once they are enrolled in the project; and
- (d) Approve or disapprove the implementation of the research project or withhold approval of the implementation of the study pending modifications or changes to protocol or the consent procedures.

Section 2.19. Sentro ng Wika at Kultura (SWK)

Ang SWK ay pamamahalaan ng Direktor ng SWK. Ang SWK ay magsasagawa ng mga sumusunod na tungkulin:

- (a) Mangasiwa ng mga aktibidad gaya ng kumperensya, seminar, palihan, gawad, timpalak at katulad para sa pagpapalaganap ng wikang Filipino;
- (b) Lumahok at kung maari'y manguna sa pagsusulong ng mga katangiang pangkultura ng pook (bayan, lalawigan o rehiyon) na kinalalagyan nito;
- (c) Magsagawa ng mga proyekto sasaliiksik, pagtitipon, at pagtatanghal ng wika at kulyura ng naturang pook;
- (d) Magtatag ng matalik at mabisang ugnayan at pakikipantulungan sa mga organisasyon, a institusyon sa loob at labas ng unibersidad lalo na sa DepEd, CHED, TESDA, DOT at DILG tungo sa katuparan ng mga adhika, pangwika at pangkultura nito;
- (e) Magtaguyod sa lahat ng kampanya at proyekto ng Komisyon sa Wikang Pilipino lala na sa pagpapalaganap ng wikang Filipino at sa pangangalaga sa kapakanan ng mga guro sa Filipino;

Section 2.20. The Procurement Office and the Bids and Awards Committee (BAC) Secretariat²⁸

The Procurement Office is the organic office that carries out the procurement function of the University. The procurement units shall have four (4) main functions:

- (a) Procurement planning
- (b) Purchasing
- (c) Contract management, and
- (d) Procurement monitoring

Section 2.20.1. Staffing

The Procurement Section shall be manned by an Administrative Officer V with SG18 appointed by the University President after recommendation by the Personnel Selection Board.

Section 2.20.2. Responsibilities of the Procurement Office and the BAC Secretariat

The Procurement Office of each of the University shall have the following responsibilities:

It shall act as the BAC Secretariat. As such, it shall have the following responsibilities:

- (a) Act as the main support unit of the BAC;
- (b) Provide administrative support to the BAC and the TWG, if necessary;
- (c) Organize and make all necessary arrangements for the BAC meetings as well as TWG meetings, if necessary;
- (d) Attend BAC meetings as Secretary;
- (e) Prepare Minutes of the BAC meetings;
- (f) Take custody of procurement documents and be responsible for the sale and distribution of bidding documents to interested buyers; The BAC Secretariat shall ensure that all procurements undertaken by the Procuring Entity are properly documented, to provide an audit trail of the procurement process;
- (g) Assist in managing the procurement process;
- (h) Monitor procurement activities and milestones for proper reporting to relevant agencies and/or end-users, when required;
- (i) Be the central depository of all procurement related information and continually update itself with the most current GPB resolutions issuances, circulars and events, and downstream the same to all relevant officer, employees, and parties requiring information. For this purpose, all information released by the GPPB can be secured electronically from www.gppb.gov.ph;
- (j) Prepare the APP from the consolidated PPMs submitted by the various PMOs and end-user units of the Procuring Entity, to make them available for review as indicated in Section 7 of the IRR-A;
- (k) Make arrangements for the pre-procurement and pre-bid conferences and bid openings;
- (l) Act as the central channel of communications for the BAC with the end-users, PMOs, other units of the line agency, other government agencies, providers of goods, civil works and consulting services, and the general public;

²⁸ R.A. 9184 Government Procurement Reform Act

- (m) Assist the BAC in preparing drafts of the BAC resolutions; and
- (n) Provide utmost priority to BAC assignments over all other duties and responsibilities, until the requirements for the procurement at hand are completed (Jury Duty);
- (o) Based on inputs from the BAC and the TWG, it must prepare the procurement documents, i.e., purchase orders, job orders, contracts, and their attachments, for processing by the Budget, Accounting, Legal and Finance Offices, and routing to the signing and approving authorities. It must monitor the status of the procurements routed for approval, and cause the correction of any formal deficiencies in the said procurement documents to facilitate action on the part of the approving authorities.
- (p) It shall create, maintain and update the registry of suppliers, contractors, and consultants.
- (q) It shall create, maintain and update a price monitoring list, if one is maintained by the Procuring Entity.
- (r) It shall manage and undertake procurements using the following alternative methods – Repeat order and shopping – upon prior resolution of the BAC and approval by the Head of the Procuring Entity.
- (s) It shall administer the PhilGEPS, as the counterpart of the service provider, if the Procuring Entity has outsourced the PhilGEPS for non-common use items. Depending on the Service Level Agreement covering the contract, such as administration may be limited to registration of suppliers and other users, assigning access levels, and updating of data.
- (t) It shall transact with the PhilGEPS and PS-DBM in behalf of the Procuring Entity.

Section 2.20.3. The Bids and Awards Committee (BAC)

The following shall be the responsibilities of the BAC:

- (a) Recommend to the University President the method of procurement of the goods, services, infrastructure projects included in the APP, *i.e.* whether to use public bidding or any of the alternative methods of procurement;
- (b) Creation of the Technical Working Group (“TWG”), if necessary, from a pool of technical, financial and/or legal experts to assist in the procurement process;
- (c) Undertake the advertisement and/or posting of the invitation to bid;
- (d) Conduct pre-procurement and pre-bid conferences;
- (e) Determine the eligibility of prospective bidders in accordance with the guidelines set forth in R.A. 9184 and its IRR-A;
- (f) Sole authority to receive and open bids;
- (g) Conduct the evaluation of bids with the assistance of the TWG;
- (h) Undertake post-qualification proceedings, with the assistance of the TWG;
- (i) Resolve motions for reconsideration filed by prospective bidders and other concerned parties with respect to the conduct of the bidding process;
- (j) Recommend award of contracts to the Head of the Procuring Entity or a duly authorized second-ranking official;
- (k) Recommend the imposition of sanctions in accordance with Rule XXIII of the IRR-A;
- (l) Prepare a procurement monitoring report that shall be approved and submitted by the Head of the Procuring Entity to the GPPB on a semestral basis or whenever required;

- (m) For each procurement transaction, accomplish a checklist showing its compliance with R.A. 9184, its IRR-A and this Manual. This will be submitted to the Head of the Procuring Entity and made a part of the transaction record;
- (n) Invite the Observers required by law to be present during all stages of the procurement process, in accordance with the guidelines stipulated in R.A. 9184, its IRR-A and this Manual;
- (o) Furnish the Observers, upon the latter's request, with the following documents: Minutes of the proceedings of BAC meetings, Abstract of bids, Post-qualification summary report, APP and related PPMP; and Copies of "opened" proposals;
- (p) Conduct due diligence review or verification of the qualifications of Observers. In performing this due diligence review or verification of the qualifications of Observers, the BAC shall require the organization nominating the Observer to submit their Curriculum Vitae and proof of their technical expertise and procurement proficiency. The certifications/documents showing technical expertise and procurement proficiency should be issued by appropriate bodies and authenticated by the latter. Verification may be done by the BAC by inquiring with the bodies that issued the same.
- (q) Give utmost priority to BAC assignments over all other duties and responsibilities, until the requirements for the procurement at hand are completed (Jury Duty); and
- (r) Perform such other related functions as may be necessary to the procurement process.

Section 2.20.4. The Technical Working Group (TWG)

The TWG shall provide assistance to the BAC in terms of the technical, financial, legal and other aspects of the procurement at hand. It shall have the following responsibilities:

- (a) Assist the BAC in the preparation of the bidding documents, ensuring that the same properly reflects the requirements of the Procuring Entity and that these conform to the standards set forth by R.A. 9184, its IRR-A and the PBDs prescribed by the GPPB;
- (b) Assist the BAC in the conduct of eligibility screening of prospective bidders, and in the short-listing of prospective bidders in case of biddings for consulting services;
- (c) Assist the BAC in the evaluation of bids and prepare the accompanying reports for the BAC's consideration and approval;
- (d) Assist the BAC in the conduct of post-qualification activities and prepare the post-qualification summary report for the BAC's approval;
- (e) Assist the BAC and BAC Secretariat in preparing the resolution recommending award, with regard to the technical aspect, if necessary; and
- (f) Provide utmost priority to BAC assignments over all other duties and responsibilities until the requirements for the procurement at hand are completed (Jury Duty).

Section 2.20.5. The Observers

The attendance of Observers ensures the transparency of the procurement process. They represent the public, the taxpayers who are interested in seeing to it that procurement laws are observed and irregularities are averted. The Observers shall have the following responsibility:

- (a) Preparation of the Procurement Observation Report either jointly or separately, indicating their observations made on the bidding activity conducted by the BAC.

In the said report, they shall indicate:

- a.1. An assessment of the extent of the BAC's compliance with the substantive and procedural requirements of R.A. 9184, its IRR-A and this Manual.
- a.2. The areas of improvement in the BAC's proceedings.

In instances where the BAC has fully complied with R.A. 9184, its IRR-A and this Manual, the Observers shall prepare a Procurement Observation Report. When there are substantive or procedural irregularities in the procurement at hand, the Report shall provide therein details of the alleged irregularity.

- (b) The report shall be submitted to the Head of the Procuring Entity, and a copy thereof will be furnished the BAC Chairman, who shall forward it to the BAC Secretariat for inclusion in the procurement documents that will be submitted to the proper authorities for approval. This will be part of the official record of the bidding, and part of the audit trail. The Observer may also give a copy of the Report to the Office of the Ombudsman or the Resident Ombudsman and the COA Auditor of the Procuring Entity in any of the following instances:

- a. when the BAC has failed to follow the prescribed bidding procedures;
or
- b. for any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the Government.

- (c) For the purpose of preparing the report, the Observer may request for copies of the following documents from the BAC, which shall be promptly provided to the observer:

- b.1. Minutes of related proceedings of BAC meetings;
- b.2. Abstract of bids;
- b.3. Post-qualification summary report;
- b.4. Pertinent portions of the APP and related PPMP; and
- b.5. Copies of "opened" proposals.

- (d) The Observer must sign as witness in the Abstract of Bids if, in their independent observation, the bidding process was conducted in accordance with the procedures described in the IRR-A of R.A. 9184 and this Manual. If the BAC failed to correctly observe the proper procedure, the Observer must sign the Abstract of Bids, and must indicate in the Procurement Observation Report the procedural and/or substantive lapses of the BAC. This will enable the approving authority to be apprised of any irregularities in the bidding process, for consideration.

- (e) The Observers shall sign as witness in the post-qualification summary report if, in their independent observation, the BAC followed the procedure described in the IRR-A of R.A. 9184 and this Manual, and that the Observer is amenable to the results of the post-qualification. If the Observer finds the post-qualification procedures irregular or the report does not match the actual findings, he shall so state in writing addressed to the BAC Chairman, and the same shall be attached to the Post-qualification Summary Report submitted to

the approving authority. The Observer's written dissent will be part of the official record of the procurement.

(f) The above described irregularities observed during the bidding process shall not delay the bidding, but should be resolved before the contract is awarded.

Section 2.21. Internal Control and Audit Office

Section 2.21.1. There shall be an internal control unit in the University whose main functions are to safeguard assets, check the accuracy and reliability of accounting data, promote organizational efficiency and encourage adherence to prescribed management policies.

Section 2.21.2. The Internal Control Unit shall be under the direct supervision of the University President and independent from other systems since they review the operations of other systems.

Section 2.21.3. All accounts and expenses of the University shall be audited by the Commission on Audit in accordance with the prescribed policies and procedures.

Section 2.21.4. All vouchers and warrants shall be submitted for approval to the President or his authorized representative.

Section 3. Offices under the Vice-President for Academic Affairs

The Offices under the VPAA shall compose of the following:

(a) **Academics**

College of Teacher Education (CTE)

Student Teaching and Integrated Laboratory School (ILS)

College of Nursing (CN)

College of Arts and Sciences (CAS)

Special Institutes and Programs

(b) **Academic (Non-teaching)**

Library

Museum

(c) **Office of Student Affairs and Services (SAS)**

Career and Placement Services

Guidance Service

Scholarships and Financial Assistance (SFA)

Student Organization and Activity Services

Student Publication

Medical/Dental Services

Cultural Services

Sports Development Services

Testing and Admission Services

Section 3.1. Academic Offices

The academic Offices includes the College of Teacher Education (CTE), College of Nursing, College of Arts and Sciences, Office of the Student Affairs and Special Institutes and Programs:

Section 3.1.1. College of Teacher Education (CTE)

The College is headed by the Dean. The Dean shall assume leadership in the development, implementation, and evaluation of the curriculum and program of instruction for undergraduate, graduate and post-graduate Teacher Education programs and shall undertake the general administration of the College. He/She shall be primarily responsible for the entire operation of the college in both graduate and undergraduate degree programs as well as the management and supervision of the departments and faculty.

Specifically, he/she shall have the following duties:

- (a) Recommend department/program chairs, research and extension chairs, and other related designations to the University President;
- (b) Determine and prepare the periodic performance targets and goals of the college;
- (c) Prepare and disseminate the calendar of activities;
- (d) Administer and supervise graduate and undergraduate degree programs;
- (e) Conduct and supervise enrolment and loading proceedings;
- (f) Review and approve faculty teaching loads;
- (g) Hold regular meetings with the department/program chairs and/or faculty;
- (h) Prepare the college Project Procurement Management Plan (PPMP);
- (i) Disseminate relevant information to faculty through proper and effective means of communication;
- (j) Teach six-unit academic load;
- (k) Attend academic council, administrative council, and other related meetings;
- (l) Reviews curricular offerings of the college;
- (m) Submit programs for accreditation;
- (n) Manage and supervise department/program chairs and faculty performance;
- (o) Undertake initiatives for the improvement of the college and its services;
- (p) Submit programs for Center of Development or Center of Excellence;
- (q) Promote excellence in instruction, research, extension, publication, and production;
- (r) Attend to faculty and students concerns;
- (s) Keep and manage records of the office;
- (t) Update the Vice President for Academic Affairs of the developments in the college; and
- (u) Review, approve, or disapprove grades submitted by the faculty.

The Dean of the CTE shall be assisted by the Undergraduate Program Chair and Graduate Program Chair. The department or program chair is a member of the teaching staff who is responsible for the management of the curricular, co-curricular and other related activities of the department. He/she shall work in close collaboration with the college dean. The department or program chair shall:

- (a) Prepare the calendar of activities in the department;
- (b) Prepare the department performance targets;
- (c) Prepare teaching loads of the faculty;
- (d) Assist the dean in the conduct of enrolment;
- (e) Formulate and implement departmental policies;
- (f) Supervise and observe classes of faculty;

- (g) Prepare the Project Procurement Management Plan (PPMP) of the department taking into account books, periodicals, and other units of equipment needed;
- (h) Recommend potential faculty members for recruitment;
- (i) Maintain accurate records of the activities of the department;
- (j) Assist the dean in the preparation and conduct of the comprehensive examination;
- (k) Hold regular meetings with faculty;
- (l) Keep records of the whereabouts of the faculty (absence, leave, official travels);
- (m) Undertake curricular review in collaboration with the dean;
- (n) Maintain excellence of curricular offerings in the department;
- (o) Attend to faculty and student concerns;
- (p) Prepare faculty development training program plans;
- (q) Attend university, college, departmental, and other related meetings; and
- (r) Perform other relevant tasks as may be assigned by the dean

Section 3.1.1.1. Office of the Student Teaching and Integrated Laboratory School (ILS)

The University shall establish and maintain a Laboratory School for the College of Teacher Education. Its enrolment size however shall be in conformity with the requirements set by CHED. The elementary and High School shall be established and known as the Integrated Laboratory School, (ILS) managed by one a Supervisor²⁹.

The ILS Supervisor shall have the following specific responsibilities:

- (a) Administer the programs and projects of the department and supervises the training professors/ instructors and student teachers;
- (b) Plan, organize and supervise all activities in the laboratory school;
- (c) Provide leadership in the formulation and implementation of policies, plans and projects;
- (d) Set academic standards in coordination with the College Dean;
- (e) Assist the College Dean in evaluating semestral performance of the faculty;
- (f) Formulate plans and programs of instruction and assigns loads of teachers upon consultation with the Dean;
- (g) Plan and organize the co-curricular activities involving teachers and students;
- (h) Initiate and provide for the professional growth of faculty members through a well-planned staff development program;
- (i) Coordinate all services for the holistic growth and development of all students;
- (j) Supervise the guidance counselor in organizing the guidance programs for the laboratory school;
- (k) Plan the schedule for periodic examinations;
- (l) Supervise the maintenance and up-keep of the school plant, facilities and properties of the Laboratory School;
- (m) Disseminate information to students and faculty;
- (n) Keep the records of the operations of the Laboratory School;

²⁹CMO. No. 23, s. 2009

- (o) Coordinate with the Dean of the College of Teacher Education in the management of student teaching;
- (p) Pursue and conduct innovations and researches to improve basic education in coordination with the Dean;
- (q) Institute disciplinary measures subject to existing policies, rules and regulations; and
- (r) Perform all other functions as may be assigned by the Dean, College of Teacher Education.

Section 3.1.2. College of Nursing (CN)

The **Dean of the College of Nursing** is responsible for the implementation and supervision of all programs related to nursing education both in the undergraduate and graduate studies. He/She shall be appointed by the Board of Regents upon the recommendation of the University President. He / She shall be primarily responsible for the entire operation of the college in both graduate and undergraduate degree programs as well as the management and supervision of the departments and faculty. He/She shall coordinate with the activities of the other deans of the university in undertaking the activities of the college. He / She is responsible for the following duties and responsibilities:

- (a) Identify together with the faculty and students, the college targets and discusses this with the nursing faculty and staff;
- (b) Plan, implement and evaluate the college programs in instruction, research and community extension service;
- (c) Prepare class schedules and teacher's assignments in coordination with the Coordinator of Related Learning Experiences (RLE);
- (d) Implement college policies on student admission, retention and promotion;
- (e) Supervise classes, projects and other co- curricular activities of the students in the graduate and undergraduate programs;
- (f) Coordinate with the other academic deans in preparing examination schedules and other co- curricular activities;
- (g) Establish linkages, collaboration and complementation with the other college deans and other institutions/agencies;
- (h) Prepare and update the college plans and annual budget;
- (i) Implement university rules, regulations and policies involving faculty and students;
- (j) Establish linkages with other educational institutions and other public and private agencies;
- (k) Recommend the purchase of equipment, books, periodicals and other instructional materials supportive of the various curricular programs;
- (l) Provide academic advisorship to students of the different curricular programs;
- (m) Evaluate the performance of the coordinators and the faculty; and
- (n) Perform other related tasks as assigned by the University President.

The Dean shall be assisted by the Undergraduate Program Chair/ Related Learning Experience (RLE) Chair and Graduate Program Chair. The department or program chair is a member of the teaching staff who is responsible for the management of the curricular, co-curricular and other related activities of the department. He/she shall work in close collaboration with the college dean. The department or program chair shall:

- (a) Prepare the calendar of activities in the department;

- (b) Prepare the department performance targets;
- (c) Prepare teaching loads of the faculty;
- (d) Assist the dean in the conduct of enrolment;
- (e) Formulate and implement departmental policies;
- (f) Supervise and observe classes of faculty;
- (g) Prepare the Project Procurement Management Plan (PPMP) of the department taking into account books, periodicals, and other units of equipment needed;
- (h) Recommend potential faculty members for recruitment;
- (i) Maintain accurate records of the activities of the department;
- (j) Assist the dean in the preparation and conduct of the comprehensive examination;
- (k) Hold regular meetings with faculty;
- (l) Keep records of the whereabouts of the faculty (absence, leave, official travels);
- (m) Undertake curricular review in collaboration with the dean;
- (n) Maintain excellence of curricular offerings in the department;
- (o) Attend to faculty and student concerns;
- (p) Prepare faculty development training program plans;
- (q) Attend university, college, departmental, and other related meetings; and
- (r) Perform other relevant tasks as may be assigned by the dean.

Section 3.1.3. College of Arts and Sciences (CAS)

The college shall be led by the Dean. He/She shall undertake the general administration of the College of Arts and Sciences including both undergraduate and graduate studies. He / She shall be primarily responsible for the entire operation of the college in both graduate and undergraduate degree programs as well as the management and supervision of the departments and faculty.

Specifically, he/she shall have the following duties:

- (a) Recommend department/program chairs, research and extension chairs, and other related designations to the university President;
- (b) Determine and prepare the periodic performance targets and goals of the college;
- (c) Prepare and disseminate the calendar of activities;
- (d) Administer and supervise graduate and undergraduate degree programs;
- (e) Conduct and supervise enrolment and loading proceedings;
- (f) Review and approve faculty teaching loads;
- (g) Hold regular meetings with the department/program chairs and/or faculty;
- (h) Prepare the college Project Procurement Management Plan (PPMP);
- (i) Disseminate relevant information to faculty through proper and effective means of communication;
- (j) Teach six-unit academic load;
- (k) Attend academic council, administrative council, and other related meetings;
- (l) Review curricular offerings of the college;
- (m) Submit programs for accreditation;
- (n) Manage and supervise department/program chairs and faculty performance;
- (o) Undertake initiatives for the improvement of the college and its services;
- (p) Submit programs for Center of Development or Center of Excellence;

- (q) Promote excellence in instruction, research, extension, publication, and production;
- (r) Attend to faculty and students concerns;
- (s) Keep and manage records of the office;
- (t) Update the Vice President for Academic Affairs of the developments in the college; and
- (u) Reviews approve, or disapprove grades submitted by the faculty

The Dean shall be assisted by the Undergraduate Program/ Department Chair and Graduate Program Chair. He/she shall work in close collaboration with the college dean. The department or program chair shall:

- (a) Prepare the calendar of activities in the department;
- (b) Prepare the department performance targets;
- (c) Prepare teaching loads of the faculty;
- (d) Assist the dean in the conduct of enrolment;
- (e) Formulate and implement departmental policies;
- (f) Supervise and observe classes of faculty;
- (g) Prepare the Project Procurement Management Plan (PPMP) of the department taking into account books, periodicals, and other units of equipment needed;
- (h) Recommend potential faculty members for recruitment;
- (i) Maintain accurate records of the activities of the department;
- (j) Assist the dean in the preparation and conduct of the comprehensive examination;
- (k) Hold regular meetings with faculty;
- (l) Keep records of the whereabouts of the faculty (absence, leave, official travels);
- (m) Undertake curricular review in collaboration with the dean;
- (n) Maintain excellence of curricular offerings in the department;
- (o) Attend to faculty and student concerns;
- (p) Prepare faculty development training program plans;
- (q) Attend university, college, departmental, and other related meetings; and
- (r) Perform other relevant tasks as may be assigned by the dean.

Section 3.1.3.1. Offices under the College of Arts and Sciences

The Offices under the College of Arts and Sciences are the Schools of the Arts and the Sciences:

(a) School of the Sciences

The School of the Sciences includes sciences and mathematics programs under the supervision of the dean.

(b) School of the Arts

The School of the Arts includes humanities, social sciences, languages, tourism, political and governance programs under the supervision of the dean.

Section 3.1.4. Special Institutes and Programs Office

A Coordinator shall take charge of this office. He/ She shall have the following duties and functions:

- (a) Initiate the undertaking of special programs and studies;
- (b) Coordinate with other agencies and CNU officers' special programs and studies in the university; and
- (c) Oversee and evaluate on-going institute's special studies in the university.

Section 3.2. Academic (non-teaching) Services

This includes services provided by the University Library and Museum. These are services under the Office of the Vice-President for Academic Affairs.

Section 3.2.1. University Library

Section 3.2.1.1. The University Library will provide information sources and services to the University relative to its fourfold function of instructions, research, extension and production.

Section 3.2.1.2. The Chief Librarian works under the general direction of the Vice President for Academic Affairs and is responsible for the over-all operations of the library to the Vice-President for Academic Affairs. The University Library is headed by a chief librarian with the following duties and responsibilities:

Administrative Functions:

- (a) Plan and carry out program of activities for the continuous development of the library;
- (b) formulate and recommend policies, rules, and regulations, for the purpose of securing the most complete use of the library by students, faculty members, and other members of the academic community;
- (c) Responsible for the development of the library collection;
- (d) Prepare annual reports, statistics and other documents;
- (e) Attend professional meetings and conferences; and
- (f) Approve procurement of library resources and equipment.

Personnel Management Functions:

- (a) Oversee all personnel matters, direct and supervise the library personnel in the operation and performance of essential library services;
- (b) Participate in the selection of library personnel; and
- (c) Conduct staff meetings every month and as the need arises; monitors and evaluates job performance of the library staff.

Section 3.2.1.3. The Library Committee

- (a) The library committee serves as an advisory committee in charge with the responsibility to oversee the development, implementation, monitoring and review of the University library policies, procedures and practices.
- (b) The Library committee is composed of the VPAA as chairperson, Chief librarian as secretary, faculty representative for each college, director of Student Affairs and Services, President of FAI, President of ASA, President of SSG and Chief Administrative Officer - Finance.

Section 3.2.2. CNU Museum is a university-based repository of archival materials in various discipline. The museum is under the director of a Museum Curator appointed by the Board of Regents upon the recommendation of the University President.

The main functions of the Curator are:

- (a) Make a yearly Action Program for the Museum in accordance with its vision, mission, goals, and objectives;
- (b) Draw up an annual budget/procurement plan based on the Action Program;
- (c) Classify and catalog items donated/loaned/purchased;
- (d) Oversee the preservation/conservation of items on display;
- (e) Redesign placement of permanent collection from time to time;
- (f) Advertise the museum through brochures, sends letters of invitations to schools and other agencies;
- (g) Undertake research on individual items in the permanent collection;
- (h) Clip articles from newspapers and magazines to add to information about Philippine culture for research as well as the other sections of the museum;
- (i) Conceptualize and design the layouts of exhibits;
- (j) Participate in the activities of museum associations; the National Archives and the National Historical Institute (NHI), and other associations of which the museum is a member;
- (k) Participate in activities involving museum advocacy such as heritage conservation and the identification and preservation of indigenous flora and fauna;
- (l) Extend consulting services to agencies intending to start a museum, or those involved in cultural education;
- (m) Assist researchers from the university and other researchers upon request; and
- (n) Act as resource speaker upon invitation.

Section 3.3. Office of Student Affairs and Services (SAS)

This office plans and manages student programs and activities aimed at broadening opportunities for the personal, social and intellectual development of students. Working with other departments, it coordinates the operation of units in charge of guidance and counseling, student organizations and clubs, student publication, scholarships and other student benefits.

This Office shall be headed by the **Dean**. The Dean of Student Affairs extends daily consultancy services, guidance and other forms of assistance to students on problems related to their studies, organizations, opportunities, personal and social development, and their lives in the university in general. The Dean of Student Affairs and Services (SAS) shall have the following functions:

- (a) Plan a student affairs program on the macro level in relation to the operation of all student services in the University;
- (b) Ensure administrative leadership with regards to of the guidance program;
- (c) Coordinate or unify related aspects of guidance and other existing student services in the university, namely: library, health, food, housing, sports and recreation and the like;
- (d) Provide continuous training and development programs for students to answer their varied needs;
- (e) Undertake continuous evaluation of such programs and other student-directed activities;
- (f) Coordinate with class advisers and club moderators in the performance of their specific functions;
- (g) Work with college deans and chairmen in establishing programs for educational, vocational and personal guidance of students;

- (h) Coordinate in the development and implementation of policies regarding student discipline;
- (i) Assist in the development and administration of the budget for student services; and
- (j) Performs such other related tasks assigned to him/her.

Student Affairs and Services Office offer services and programs in higher education institutions that are concerned with academic support experiences of students to attain holistic student development. The services include Student Welfare, Student Development, and Institutional Student Programs and Services:

Section 3.3.1. Student Welfare

These are basic services and programs needed to ensure and promote the well-being of students. This includes:

Section 3.3.1.1 Information and Orientation Services

This provides services such as information materials on institutional information necessary for student development which should be made available to all students.

Section 3.3.1.2 Guidance and Counseling Services.

These provide opportunities that shall enable the students to accept and utilize their abilities, aptitudes, interest and aspirations, thus becoming capable of making free and wise choices and intelligent decisions both as individuals and as members of a dynamic society.

The following are the services offered and rendered by the **Guidance Counselor:**

- (a) **The Individual inventory service** aims to gather data about the student and assembles and compiles them for functional use. It includes testing and the administration of other techniques of guidance. The tests available to students consist of mental ability, aptitude, achievement, personality and others. Students who wish to take any of these tests may make arrangements with the Guidance Counselor for referral and endorsement to the university Testing Center.
- (b) **The information service** makes available to the students certain kinds of information not ordinarily provided through the instruction program or during the regular period of instruction. The activities include walk-in sessions, bulletin board displays, brochures, orientation activities, career guidance program, field trips, exhibits, symposia and job hunting seminars.
- (c) **Referral services** are also made for the purpose of specialized assistance since the Guidance Office is also the best mediator for student-teacher difficulties and student-administrator conflicts. Referrals may be made pertaining to curricular activities, school programs, curriculum, shifting to other courses, transfer to another school, social development and others. Cases involving child abuse (as defined under R.A. 7610), drug abuse (R.A. 9165) and violence are referred to other agencies for specialized intervention.

- (d) **Follow-up.** The office keeps track of students in the form of motivational counseling in finding out how students fare in their chosen activity, and in their adjustment. Alumni are also followed up to help in evaluating the effectiveness of the guidance program.
- (e) **Facilitates self-understanding and development sessions.** This aims to develop a one-on-one relationship between the counselor and the student, the aim of which is to help the student acquire knowledge about himself and his/her environment and to utilize this knowledge in making wise decisions regarding himself, his/her problems and his/her future. The activities involve individual counseling, group guidance and homeroom sessions.

Section 3.3.1.3. Career and Job Placement Services

The services include assistance providing for vocational and occupational readiness. The placement service encompasses more than just assisting students in getting a job after graduation. It also involves placement of students in clubs and organizations in line with their talents and interests. The activities in this service include the establishment of job placement linkages with the different firms, agencies and others, providing maximum information on employment opportunities not only to graduating students but also to non-graduating students.

Section 3.3.1.4. Economic Enterprise Development

This includes services and programs that would cater to the other economic needs of students such as but not limited to student cooperatives, entrepreneurial, income generating projects and savings.

Section 3.3.1.5. Student Handbook Development

This includes the development of student handbook and updating services. This shall further include dissemination and information. Student representatives are included in the development and revision of student handbook.

Section 3.3.2. Student Development

This includes services and programs for the enhancement and deepening of leadership skills and social responsibility. The following services are under the Student development:

Section 3.3.2.1. Student Activities

This includes supervision, recognition, and monitoring of student organizations and their activities such as leadership programs, student publication, student organizations, sports development, volunteerism, peer helper program, etc.

Section 3.3.2.2. Student Organizations and Activities

This refers to the recognition/accreditation, supervision and monitoring of student groups including the evaluation of their activities. The student body organization, known as the Supreme Student Organization serves

as the mouthpiece of the studentry. Its functions are to preserve and defend righteously the basic student rights and provide leadership training among the students; promote better understanding and unity among students and faculty; develop school spirit among the students and promote their general welfare; organize and direct student activities of the nature described; inform the University President through the Office of Student Affairs or its equivalent on matters affecting the students' affairs and activities; and adopt its own Constitution and By-Laws for the governance of the organization.

Section 3.3.2.3. Leadership Training

This includes programs and opportunities to develop and enhance leadership effectiveness in the personal level and student organizations.

Section 3.3.2.4. Student Council

This aims to promote the rights of the students to govern themselves as a student body. The officers of the student body organization are elected at large by students, and are duty-bound to be transparent and accountable to their constituents.

Section 3.3.2.5. Student Discipline

This includes the development and implementation of gender and disability-sensitive rules and regulations formulated in consultation with the students and faculty and published in a student manual that is disseminated and made accessible. This shall constitute a discipline committee to ensure due process in dealing with students.

Section 3.3.2.6. Student Publication

Student Publication refers to the official publication/organ/journal of the university/college.

The University publication aims to prepare the students to participate in the task of nation building by developing in them an awareness of the problems confronting the nation and the community and the contributions which ordinary citizens can make towards their solution. Towards this end, the campus paper becomes an instrument to develop the skills and values not only of the staff members but also of the readers, to convey information and to serve as a forum for ideas and opinions. It also bears the added responsibility of forging closer ties among the students, faculty members, personnel and administrators, as well as to foster links between the school and other schools, and between the academic community and the outside world.

Section 3.4.3. Institutional Student Programs and Services

These are services that facilitate the delivery of essential services to students that include admission, scholarship and financial assistance, food, health, security and safety, housing and residential services, multi-faith, foreign/international students, services for students with special needs and other programs.

Section 3.4.3.1. Admission Services

This refers to the services that take care of the processing of students' entrance and requirements. These services are shall be under the Testing Center.

(a) Testing Center

The Center shall be supervised by a Testing Director who shall be appointed by the Board of Regent upon the recommendation of the University President. The Testing Director shall be a Registered Guidance Counselor or Registered Psychologist and a Registered Psychometrician who shall:

- (a) Develop a testing program consistent with the University thrusts;
- (b) Supervise Registered Psychometricians and other Testing personnel in the administration and scoring of tests akin to entrance tests and the like;
- (c) Assist in the interpretation of results and preparing a written report on these results;
- (d) Coordinate with the different College deans, directors, guidance counselors and faculty through data assistance pertinent to research and guidance;
- (e) Recommend approval to the VPAA, as regards requests for testing services from government and non-government entities;
- (f) Monitor the use of testing facilities, tools and equipment and facilitate the acquisition of such;
- (g) Observe test ethics together with his/her testing personnel; and
- (h) Propose and administers a budget for testing services.

Section 3.4.3.2. Scholarships and Financial Assistance (SFA)

This refers to the management, generation and/or allocation of funds for scholarship and financial aid to deserving students.

Section 3.4.3.3. Food Services

This refers to the assurance of available, adequate, safe and healthful food within the campus and immediate vicinity in accordance with the food, safety and sanitation guidelines of the Department of Health.

Section 3.4.3.4. Medical/ Dental Services

This refers to the provision of primary health care and wellness program. This is headed by the Medical Officer with the following functions:

- (a) Facilitate daily medical and dental consultation, treatment and health counseling;
- (b) Conduct annual physical examination and dental check-up of students, faculty and non-teaching staff;
- (c) Coordinate in the planning and implementation of health programs and other related activities;
- (d) Disseminate medical-dental health education instructions through chairside talks, posters and leaflets; and
- (e) Keep and file the individual health records of the students, faculty and staff.

Section 3.4.3.5. Safety and Security Services

This refers to the provision of a safe and secure environment and that of the members of the academic community.

Section 3.4.3.6. Student Housing and Residential Services

This refers to the assistance provided to ensure access to accommodation that is safe and conducive to learning.

Section 3.4.3.7. Multi-Faith Services

This refers to the provision of an environment conducive to free expression of one's religious orientation in accordance with institutional principles and policies.

Section 3.4.3.8. Foreign / International Student Services

This refers to the provision of assistance to address the needs of foreign students. A liaison Officer is designated to cater to these services.

Section 3.4.3.9. Services for Students with Special Needs and Persons with Disabilities

This refers to programs and activities designed to provide equal opportunities to PWDs, indigenous people, solo parents, etc. This also includes academic accommodation for learners with special needs.

Section 3.4.3.10. Cultural and Arts Programs

The **Cultural Arts Office** advocates the promotion of culture and arts in the University. It supervises and promotes the student artist groups and artist support groups and assists in cultural productions as mandated by the administration.

It has the following functions:

- (a) Promote the development and formation of the Student artists;
- (b) Supplement the general cultural education and promote culture and the arts in the university;
- (c) Monitor and supervise the operations of student artist groups and artist support groups; and
- (d) Promote its artist groups locally and internationally.

Section 3.4.3.11. Sports Development Programs

The program is designed for physical fitness and wellness of students through a regular conduct of sports programs supporting school athletes and the whole studentry.

Section 3.4.3.12. Social and Community Involvement Programs

This refers to programs and opportunities designed to develop social awareness, personal internationalization and meaningful contribution to nation building.

Section 4. Offices under the Vice-President for Administration

Section 4.1. The Offices under the Vice President for Administration are the following:

- (a) The Administrative Division
 - a.1 Administrative Services
 - a.2 Records Management Section
 - a.3 Supply & Property Management Section
 - a.4 General Services
- (b) The Financial Management Division
 - b.1 The Budget Management Section
 - b.2 The Accounting Section
 - b.3 The Cashier Section
- (c) The Human Resource Management Office

Section 4.2. Administrative Services Division is headed by the Chief Administrative Officer with the following functions:

- (a) Provide the university with the economical, efficient and effective service relating to personal matters, records, supply, and general service;
- (b) Plan, direct and coordinate all administrative service functions in the University;
- (c) Assist the Vice President for Administration in directing and supervising administrative service functions;
- (d) Recommend policies and guidelines on the management of human and physical resources and general housekeeping activities;
- (e) Conduct a periodic evaluation of the management operation system; and
- (f) Perform other related tasks that may be assigned.

Section 4.2.1. The **Records Management Office** is headed the Records Officer with the following duties and functions:

- (a) Supervise the implementation of the University records management and disposal system;
- (b) Service the reproduction, utility and messengerial requirements of all offices in the University;
- (c) Act as liaison officer of the University to the Civil Service Commission, Commission on Higher Education, National Economic Development Authority, Government Service Insurance System, Commission on Audit, Home Development Mutual Fund, Philippine Health Insurance Corporation and other offices;
- (d) Receive and distribute official communications for the University; and
- (e) Performs other tasks that may be required.

Section 4.2.2. The **Supply Office** is headed by the Supply Officer who has the following functions:

- (a) Perform functions which involve the determination of the fiscal requirements of supplies, materials and equipment of all operating units for effective service;

- (b) Act as custodian and be primarily accountable for all supplies, materials and equipment and makes periodic inventories thereof;
- (c) Maintain records of accountable properties;
- (d) Direct the work of property personnel in storekeeping, procurement and distribution of supplies, materials and equipment;
- (e) Sign clearance certificates of the faculty on an annual basis and employees separated from the service;
- (f) Recommend and determine insurance coverage for all insured property of the University;
- (g) Prepare claims against insurance companies for damaged property;
- (h) Direct the maintenance and repair of office equipment and furniture; and
- (i) Perform other related tasks as assigned by the University President.

Section 4.2.3. The **General Services Office** is headed by the University Engineer who shall perform the following functions:

- (a) Undertake maintenance and repair of buildings, facilities, grounds, equipment and furniture of the University;
- (b) Inspect and recommend major repair of facilities and equipment;
- (c) Provide technical service to the University; and
- (d) Perform other tasks assigned by the University President.

Section 4.3. The **Financial Management Division** is headed by the Chief Administrative Officer - Finance who shall perform the following functions:

- (a) Provide the University with staff advice and assistance on budgetary, financial and management improvement matters;
- (b) Provide the University with economical, efficient and effective services relating to collection disbursement; and
- (c) Maintain a budget and management division, accounting division and a cash division.

Section 4.3.1. Budget Office with the following duties:

- (a) Develop and improve budgetary methods, procedures and justification;
- (b) Provide subject to budgetary ceilings; fund estimates in support of the university's operations, plans and programs;
- (c) Prepare an annual financial work plan;
- (d) Allocate, in coordination with the planning services, available funds to programs on basis of approved guidelines and priorities;
- (e) Review performance reports to determine conformance with set standards;
- (f) Prepare financial reports for management guidance and as required by higher authorities;
- (g) Perform other related tasks.

Section 4.3.2. The **Accountant** shall have the following duties:

- (a) Render advice to management on financial matters;

- (b) Prepare and submit financial reports to management and other government departments and agencies authorized to receive such reports;
- (c) Maintain basic and subsidiary accounting records and books to reflect accurate and current financial information required by existing auditing rules and regulations;
- (d) Certify the availability of funds, obligates funds and issues treasury warrants to liquidate obligations;
- (e) Prepare payroll and disbursement vouchers;
- (f) Process disbursement and requisitions issue vouchers; and
- (g) Perform other related tasks.

Section 4.3.3. The **Cashier** shall have the following duties:

- (a) Give advice on collection and disbursement of funds;
- (b) Prepare and submit financial reports to University Officials and other government agencies;
- (c) Coordinate with the depository banks on the status of funds;
- (d) Deposit collection and income to the authorized bank;
- (e) Receive payments from students and other clientele;
- (f) Prepare checks and advises of checks for the disbursement of salary vouchers and other related vouchers;
- (g) Disburse payment of regular, casual and part-time personnel of the university; and
- (h) Release checks to creditors of the university.

Section 4.4. The **Human Resource Management Office** is headed by the Human Resource Management Officer with the following duties and functions:

- (a) Develop and administer a personnel program which shall include recruitment, selection and placement, classification and pay, career and employment development, performance rating, employee relations and welfare services.
- (b) Act on all matters concerning attendance, leaves of absence, appointments promotions and other personnel transactions;
- (c) Drafts policies, procedures and guidelines on human resource management;
- (d) Design, develop and administer staff training programs in coordination with the Civil Service Commission; and
- (e) Conduct induction programs or orientation of new faculty and staff in coordination with the Human Resource Management Office.
- (f) Performs other related functions as assigned by the University President.

Section 4.4.1. Personnel Action Division

The Personnel Action Officer shall be a staff of the Human Resource Management Office assigned to do the job. He/she shall be under the supervision of the Human Resource Management Officer. He/she shall have the following duties and responsibilities:

- (a) Facilitate the posting of announcement of vacancies, schedule of interviews, and the collation of results;
- (b) Facilitate the collection of performance commitment forms and evaluation reports of all employees;

- (c) Facilitate activities concerning attendance, leaves of absence, appointments promotions and other personnel transactions; and
- (d) Facilitate the conduct of induction programs or orientation of new faculty and staff.
- (e) Performs other related functions as assigned by the University President.

Section 4.4.2. Learning and Development Division

The Learning and Development Officer shall be appointed by the University President. He/she shall have the following duties and responsibilities:

- (a) Identify training and development needs within the organization through job analysis, appraisal schemes and regular consultation with heads of the departments;
- (b) Conduct competency appraisal and training needs analysis;
- (c) Design and develop training and development programs based on both the organization's and the individual's needs;
- (d) Manage the training programs organized in the university; and coordinates with other agencies that request participation in their initiated seminars, conferences, lecture-seminars, etc.;
- (e) Evaluate training courses and keep records of all training courses conducted;
- (f) Keeps records of faculty and staff sent for training courses and seminars; and
- (g) Perform other tasks relevant to academic development as directed by the University President.

Section 5. Offices under the Vice-President for Research, Extension and Publication

- a. Center for Research and Development
- b. External Affairs and International Linkages Office
- c. Publication Office
- d. Intellectual Property Rights Office (IPRO)
- e. Research Institutes

Section 5.1. Center for Research and Development (CRD)

The Center for Research and Development (CRD) is designated as the CNU's in-charge for research programs. This Office is supervised by the Vice President for Academic Affairs and is headed by a director. The center serves as a coordinating office for all research activities in the university including those that are co-sponsored by other agencies. The CRD initiates the implementation of the university research thrust and agenda to which the colleges anchor their own. The CRD also serves as a databank for research, instruction and extension for the university, as well as for other government and non-government agencies. This is headed by a Director appointed by the Board of Regents upon recommendation of the University President.

The Director shall have the following duties and functions:

- (a) coordinate all research activities in University including those that are co-sponsored by other agencies;

- (b) establish research priority areas on the micro level in consonance with regional/national research areas, balanced with the research needs of the University;
- (c) evaluate with the other members of the Research Council, faculty and staff research proposals and for recommendations for funding by the Institution and/or other agencies;
- (d) establish research linkages with other public and private, domestic and foreign agencies and organizations; recommend appropriate incentives for outstanding researches, such as institutional recognition, publication and recognition for other organizations;
- (e) establish a data bank of useful information for the University and for research;
- (f) monitor the progress of researches, of the University, and make appropriate recommendations; and
- (g) perform other duties assigned by the University President.

Section 5.2. External Affairs and International Linkages Office

The External Affairs and International Linkages Office is headed by a Director who shall be appointed by the University President and confirmed by the Board of Regents.

The Director of the External Affairs shall perform the following duties:

- (a) evolve extension plans, programs and new approaches which improve the efficiency, productivity, income and well-being of the people in the service area;
- (b) coordinate all extension activities of the departments of the University;
- (c) make periodic appraisal of non-formal and other extension problems affecting communities, particularly those in the service areas of the University;
- (d) maintain effective linkage with government and private organizations carrying on extension type activities, scholarships and other grants in aid programs;
- (e) coordinate with the Research Unit on activities with mutual concern;
- (f) recommend the budget for long and short range plans necessary for the efficient implementation of the University extension function;
- (g) Maintain effective linkage with government and private organizations carrying on activities, scholarships and other grants-in-aid programs;
- (h) Coordinate, administer and supervise local and foreign linkages; and
- (i) Updates operational guidelines contained in a manual for the cultural and linkages program, policies and administration.
- (j) Maintain efficient management information system; and
- (k) Carry out other functions assigned to him/her by the University President.

Section 5.3. Publication Office

The Publication Office is responsible for the development, maintenance, reproduction and dissemination of the recognized publications of the university. The official research publication of the university is the CNU- Journal of Higher Education (CNU-JHE). The CNU -JHE Editorial Board consists of one Editor-in-Chief, two Associate Editors and a Managing Editor. The Editor-in- Chief and Associate Editors are designated based on their qualifications and their national and international publication track record for the last 5 years and other qualifications stated in the CMO 13, s. 2009 or the Journal Accreditation System (JAS) with the Director of CRD as the managing editor.

Section 5.4. Intellectual Property Rights Office (IPRO)

The IPR Office shall be responsible for the overall management, planning, implementation, monitoring of intellectual property and evaluation of the IP-related activities.

The Office shall have the following functions:

- (a) provide oversight supervision, guidance and capacity-building on IPR offices;
- (b) lead in the preparation, filing and prosecution of IPR registration;
- (c) lead in technology transfer arrangements such as but not limited to licensing agreements; and
- (d) perform other functions to accomplish the purpose and objectives of IPR policy and guidelines.

Section 5.5. Research Institutes

The research institutes shall be under the direct supervision of the office of the Vice - President for Research, Extension and Publications. These shall be managed by the Directors of the respective institutes. These shall serve as the specialized arm of the university in the production, publication, trainings and dissemination of research including the generation of patents and copyrights. Moreover, the institutes will also serve as the training provider for research innovations and establishing research engagements and networking. The institute serves as a coordinating office for all research activities including those that are co-sponsored by other agencies. The Research Institute initiates the implementation of the research thrust and agenda of the institute.

Section 5.5.1. The **Research Institute Director** shall have the following duties and functions:

- (a) responsible in planning, directing and coordinating the activities including the monitoring of the RI's physical, financial, manpower and technological resources to ensure that the RI's objectives and targets are accomplished;
- (b) coordinate all research activities of the Research Institute (RI) including those that are co- sponsored by other agencies;
- (c) establish research priority areas on the micro level in consonance with regional/national research areas, balanced with the research needs and priorities of the RI;
- (d) source out funds and generate income for the sustainability of the research institute;
- (e) develop strategic plans for the RI including research and development, trainings and special projects funded by the university or by other agencies;
- (f) evaluate research projects, trainings and other related projects of the RI;
- (g) establish research linkages with other public and private, domestic and foreign agencies and organizations;
- (h) recommend appropriate incentives for RI personnel;
- (i) monitor the progress of researches and make appropriate recommendations;
- (j) conduct regular meetings with RIs division chairs and other personnel;
- (k) supervise, monitor, evaluate performance of the personnel in the RI; and
- (l) assume other duties assigned by the University President.

Section 5.5.2. The **Division Chair** shall have the following duties and functions:

- (a) provide the expertise on content and assist in the supervision of the implementation of the RI's projects and activities;
- (b) conduct research, trainings and other related activities for the institute;
- (c) devise plans, approaches and procedures consistent with the over-all operations of the division under his/ her care in coordination with the RI Director;
- (d) initiate the implementation, monitoring and evaluation of activities and performance of the division under his/her supervision;
- (e) collaborate with other divisions and institute in the attainment of goals and targets;
- (f) coordinate with the RI Director and other division chairs;
- (g) provide expert and technical services for the institute's generation of funds and its sustainability;
- (h) support the agenda and priorities of the institute;
- (i) conduct regular meetings and consultation with division staff;
- (j) supervise, monitor, evaluate performance of the personnel in the division; and
- (k) perform other duties assigned by the immediate head or by the University President.

Section 5.5.3. The **Technical Staff** shall have the following duties and functions:

- (a) perform expert technical activities for the respective priorities of the RI's division;
- (b) conduct research, trainings and other related activities in coordination with the division chair;
- (c) maintain functionality of the RI's equipment and other resources;
- (d) prepares reports and other related documents;
- (e) assume other duties assigned by the immediate head, RI Director or by the University President.

TITLE FOUR: UNIVERSITY ADMINISTRATIVE AND ACADEMIC COUNCIL

ARTICLE 10. Administrative Council

There shall be an Administrative Council of the University consisting of the President of the University, as chairman; the vice presidents, directors, deans and other officials of equal rank as members, whose duty shall be to implement policies governing the administration, management and development planning of the University, subject to the approval of the Board of Regents³⁰³¹.

The Administrative Council has the duty to review and recommend to the Board of Regents policies governing the administration, management, and development planning of the university or college³².

³⁰ Section 11, R.A. 8688

³¹ Section 9, R.A. 8292

³² Section 9, R.A. 8292

Section 1. The University President shall be the presiding officer of the Administrative Council. In his/her absence or in the exigency of service, the Vice President for Administration shall preside, and in the absence of both, the next ranking officer.

Section 2. The University Secretary shall be the ex-officio Secretary of the Council. It shall be his/her duty to issue the notices for the meeting of the Council, to keep the minutes of the proceedings and to provide each member of the Council a copy of such minutes and agenda for every regular meeting at least three days before the scheduled meeting.

Section 3. The Administrative Council shall meet at such time as the President may determine, provided that there shall be at least one meeting each term. The President may call a special meeting upon the written request of at least one-fifth of the members of the Council.

Section 4. Every member of the Council shall be required to attend all its meetings, but any member may be excused from attendance for justifiable reasons.

Section 5. A quorum of the Council shall consist of a majority of its members, excluding those on official travel or leave, and a majority vote of all the members present shall be required to dispose of a question or to decide an issue.

ARTICLE 11. The Academic Council

There shall be an Academic Council with the President of the University as chairman and all the members of the instructional staff with a rank of not lower than assistant professor as members³³³⁴.

Section 1. The Academic Council shall have the power to review and recommend the curricular offerings and rules and disciplines in the University, or college, subject to the appropriate action of the Board of Regents. It shall set the requirements for the admission of students to the university as well as for graduation and the conferment of degrees, subject to the review of the Board of Regents³⁵.

The Academic Council shall likewise have the power to recommend students to be recipients of degrees. Through the President of the University or his/her duly authorized representative, the Council shall have disciplinary power over the students within the limits prescribed by the rules of discipline as approved by the Board of Regents³⁶³⁷.

Section 2. The University President shall be the presiding officer of the Academic Council. In his/her absence, the Vice President for Academic Affairs shall preside, and in the absence of both, the next ranking officer.

Section 3. The University Secretary or any of the academic deans as appointed by the President shall be the ex-officio Secretary of the Council whose function shall be the same as those specified in the Administrative Council.

Section 4. The Academic Council shall meet at such time as the President may determine, provided that there shall be at least one regular meeting each semester or term. A

³³ Section 10, R.A. 8292

³⁴ Section 12, R.A. 8688

³⁵ Section 10, R.A. 8688

³⁶ Section 12, R.A. 8688

³⁷ Section 10, R.A. 8292

special meeting may be called upon the written request of at least one-fifth of the members of the Council.

Section 5. Every member of the University Academic Council shall be required to attend all its meetings. A member shall be excused from attendance only for meritorious reasons.

Section 6. A quorum of the Council shall consist of a majority of all its members, excluding those on official travel or leave, and a majority vote of all members present shall be required to dispose of a question or decide an issue.

UNIVERSITY COMMITTEES

ARTICLE 12. The Research Advisory Committee

There shall be a University Research Advisory Committee composed of the Vice-President for Research, Extension and Publications as Chairperson; the Director for Research and Development, as Vice-Chairperson; deans of the colleges and the College Research Unit Chairs (CRCs), as members (Revised University Research Manual with BOR Resolution No. 40, s. 2013).

Section 1. The University Research Advisory Committee shall form plans, policies, guidelines, rules, and regulations governing research activities subject to the approval of the Board of Regents. The University Research Advisory Committee is a policy-making body for research and development activities, programs and projects. Its composition, functions, duties and responsibilities are contained in the following sections.

Section 2. The University Research Advisory Committee facilitates the proper implementation of research plans and policies, approves research proposals for funding, estimates and approves fund allocation for each research project, and the members regularly meet in once a month on a day agreed by the body.

ARTICLE 13. The University Extension Advisory Committee

There shall be a University Extension Advisory Committee of the University composed of the Vice-President for Research, Extension and Publication as Chairperson and the Director of Extension and International Linkages as Vice Chair, deans and College Extension Chairs as members.

Section 1. The University Extension Advisory Committee shall formulate plans, policies, guidelines, rules and regulations governing extension activities subject to the approval of the Board of Regents.

TITLE FIVE: RECRUITMENT, SELECTION AND APPOINTMENT

ARTICLE 14. General Policies on Appointments

All appointments to the academic and administrative staff shall be made strictly on the basis of merit and fitness³⁸. No religious test shall be applied nor shall the religious opinions or political affiliations of the academic staff of the institution be a matter of examination or inquiry.

³⁸ Section 26, Chapter V, Book V of EO No. 292

The university shall evolve its own screening process, which may include psychological tests and tests of fitness, in accordance with the standards and guidelines set by the Civil Service Commission.

Section 1. Appointments and promotions in the academic staff shall be made in accordance with existing Civil Service Commission rules, laws and regulations.

Section 2. All appointments to part-time positions in CNU of those who have full-time appointments in other agencies of the government shall be made only upon written permission from the agency concerned provided that if they are also teaching in other schools, the total teaching load shall be within the maximum allowed limit of six (6) units as provided by law.

Section 3. Appointments of support staff shall observe Civil Service Commission rules including prohibition against nepotism³⁹.

Section 4. No person shall be eligible for appointment or reinstatement as a regular member of the faculty of the university during the term he had been elected to any political office.

Section 5. No person who failed and withdrew his candidacy or has been defeated as a candidate for any political office in elections shall be eligible for appointment or reinstatement as a regular member of the faculty within a year after the elections.

Section 6. No person shall be appointed as regular faculty if the said person is employed in other institutions except under consortium arrangement, provided, that there is an immediate requirement and no other applicant approximates the needed high professional and scholastic competence. Such a person may be appointed on a semestral basis until those who possess the desired competence are available for regular appointment.

Section 7. Appointments to the academic staff done by the president shall be subject to the confirmation of the Board of Regents.

Section 8. The University President may appoint personnel with Salary Grade 18 and below subject to the confirmation of the Board of Regents

Section 9. Teaching or non-teaching staff member who has resigned or been separated from the service whose age has not reached the compulsory age of retirement may be re-appointed, re-employed or reinstated provided that the University has an existing vacancy, has not reached the compulsory age of retirement and was not separated from government services for a cause⁴⁰.

Section 10. Hiring of faculty members, either as regular, contract of services or job order, who have reached the compulsory age of retirement shall not be allowed by the University⁴¹.

Section 11. A Personnel Selection Board (PSB) for first and second level positions shall be established, to be governed by the principles of fairness and impartiality in the assessment of candidates for appointment. The PSB screens all candidates in the first and second level positions.

³⁹ Section 30, Article VI, R.A. 2260 Civil Service Act of 1959

⁴⁰ Presidential Memorandum Circular No, 163, s. 1987

⁴¹ Section 4, CSC Resolution no. 020790

Section 12. All administrative officials, clerks and other employees of the institution shall be appointed by the University President subject to the confirmation of the Board of Regents. -

Section 13. Announcements regarding all vacant positions in the University authorized to be filled shall be posted in at least three conspicuous places near the respective offices, Civil Service Commission Bulletin of Vacant Position or in any local papers, exemption is given to faculty positions.

ARTICLE 15. Academic Community

Section 1. The academic staff of the university shall be composed of the teaching academic staff and the academic non-teaching personnel, as defined hereafter in section 1 of the Education Act of 1982.

Section 2. The Faculty

Section 2.1. The academic staff of the university shall consist of the University President, the Vice President for Academic Affairs, the Vice-President for Administration, directors, deans, associate deans, chairs, professors, associate professors, assistant professors and instructors.

Section 2.2. The faculty of each college shall consist of all regular, temporary, contractual, and part-time members of the academic staff engaged in instruction, research, extension and production work.

Section 3. The members of the faculty shall include the following:

- a. Instructors
- b. Assistant Professors
- c. Associate Professors
- d. Professors
- e. University Professor

Section 4. The non-regular members of the faculty shall include the following:

- a. Visiting faculty
- b. Exchange faculty
- c. Lecturer / Part-time/ Non-resident and
- d. Others whose designation shall be determined at the time of their appointment

ARTICLE 16. Recruitment, Selection and Appointment of Faculty

Section 1. General Policy⁴²

The University through its governing board, shall establish its own internal policies, procedures and guidelines for the recruitment and appointment of faculty members, which shall be submitted to the Civil Service Commission for approval.

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

⁴² MC No. 19, s. 2005 Model Merit System for Faculty Members of State Universities and Colleges

Section 1.1. Recruitment shall be limited to those who meet the minimum requirements prescribed for the rank.

Section 1.2. Transferees from other state or local universities and colleges may be admitted at their present faculty rank in the absence of qualified faculty members in the SUC.

Section 1.3. Vacant positions marked for filling shall be published in accordance with Republic Act No. 7041 (Publication Law). The published vacant positions shall be posted in at least three (3) conspicuous places in the university 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.

Section 1.4. 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.

Section 1.5. The statuses of appointment for the members of the faculty are the following:

- a. **Permanent** appointment shall be issued to a person who meets the qualification standards established for the faculty rank.
- b. **Temporary** appointment shall be issued to a faculty who does not meet the education, training or experience requirements of the position to which he/she is being appointed not exceeding one school year.
- c. **A contractual** appointment may be issued to faculty members 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 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 University 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.

Section 2. The University shall recruit and appoint faculty following the prescribed provisions of the Civil Service Commission including the CSC prescribed Personnel Selection Board (PSB).

Section 3. The University shall adopt the CSC prescribed minimum educational requirement for Ranks Instructor I to Assistant Professor IV with Master's degree in the area of specialization⁴³.

Section 4. 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 twelve-month period by qualified eligible or even by non – eligible. A 30-day written notice signed by the appointing authority shall be given to the temporary appointee prior to termination of service/ removal or replacement.

Section 5. TENURE

Section 5.1. Minimum entry qualification for an instructor shall be an appropriate Master's Degree⁴⁴ and shall be given a probationary period of two years.

Section 5.2. Upon the recommendation of the PSB, a permanent appointment without notation on probationary period shall be issued to a faculty member who meets the academic requirements and a very satisfactory teaching performance during the probationary period.

Section 6. RESIGNATION

Section 6.1. No resignation presented by any member of the faculty shall be considered unless notice thereof has been given to the President through the dean or department head concerned, at least sixty days before it takes effect.

Section 6.2. No resignation shall take effect unless officially approved by the appointing authority.

Section 6.3. If the faculty resigns prior to the end of contract or semester, he/ she may be held liable for damages.

ARTICLE 17. Faculty Promotion

Section 1. General Provisions⁴⁵

Section 1.1. 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;

Section 1.2. 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.

Section 1.3. The filing and pendency of an administrative case against a faculty member shall not constitute a disqualification from promotion.

Section 1.4. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.

⁴³ CSC MC No. 10, s. 2012

⁴⁴ CSC Memorandum Circular No. 10, s. 2012

⁴⁵ MC no. 19, series 2005 Model Merit System for Faculty Members of SUC and LUCs / RA 8292

Section 1.5. Positions belonging to the closed career system are exempted from the three-salary grade limitation on promotion.

Section 1.6. 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.

Section 2. Position classification and compensation scheme of faculty members in the University is based on NBC 461, s. 1998⁴⁶. Specific provisions of the university are⁴⁷:

Section 2.1. Faculty members shall be evaluated for their respective rank based on their instruction, research, extension and production functions;

Section 2.2. There shall be two parameters used for evaluation of faculty: Common Criteria for Evaluation (CCE) and Qualitative Criteria for Evaluation (QCE).

The CCE is a set of factors consisting of services and achievements which establishes the relative performance of a faculty in the institution for the period of evaluation through the application of a point system in determining faculty rank and sub-rank.

Qualitative Contribution (QC) is the continuous improvement towards excellence by a faculty member in all four (4) functional areas of the institution, namely: instruction, research, extension and production.

Section 2.3. The president shall designate CCE and QCE evaluators according to prevailing guidelines in NBC 461 or as prescribed by PASUC.

Section 2.4. The following policies shall be used as basis in determining the appropriate faculty rank and salary⁴⁸:

- a. A faculty member who is assigned on the basis of the CCE and QCE to a sub-rank higher than his/her present rank, or subsequently promoted through presidential discretion, shall be given the rank and salary corresponding to that higher rank.
- b. A faculty member who merited a higher rank based on the CCE but assigned a lower rank based on the QCE shall be given the rank and salary corresponding to that lower rank.
- c. In the initial implementation of NBC No. 461, a faculty member who is assigned on the basis of the CCE and QCE to a sub-rank lower than his/her present rank shall retain his/her present rank and salary.

Section 2.5. The University President, may subsequently grant promotions to faculty members for meritorious performance, provided that the aggregate number of sub-ranks involved in all such promotions shall not exceed 15% of the total

⁴⁶ NBC 461, series 1998

⁴⁷ Chapter 7, Manual on Position Classification and Compensation Scheme

⁴⁸ Chapter 7, Section 7.5 Manual of Position Classification and Compensation Scheme

number of current authorized regular faculty members annually, provided further that such upward movements shall be limited to the highest sub-rank of the assigned rank as indicated in the CCE. Upward movements to Professor ranks in the university shall similarly be subject to prior evaluation by the Accreditation Committee and to the requirement for appointment to such ranks, and to the quota system prescribed for Professors⁴⁹.

Section 2.6. The university shall subject its faculty to NBC 461 evaluation which may be undertaken every odd year.

ARTICLE 18. Recruitment, Selection and Appointment of Support Staff

Section 1. The University provides the minimum qualification standards in the general administration and support staff:

PLANTILLA POSITIONS	SG	EDUCATIONAL QUALIFICATION	EXPERIENCE	TRAINING	ELIGIBILITY
General Administration					
SUC President III	29	Appropriate doctoral degree	5 yrs in position/s involving mgt. supervision	none required	none required
Board Secretary V	24	Bachelor's Degree	4 yrs of relevant experience	24 hrs of relevant training	CS PROF second level eligibility
Chief Administrative officer –Admin.	24	Masteral Degree	5 yrs in position/s involving mgt. supervision	24 hrs training in mgt & supervision	CS PROF second level eligibility
Chief Administrative officer –Finance	24	Masteral Degree	5 yrs in position/s involving mgt. supervision	24 hrs training in mgt & supervision	CS PROF second level eligibility
Accountant III	19	Bachelor's Degree in Commerce/Business Admin. Major in Accounting	2 yrs. Relevant experience	8 hrs. of relevant training	RA 1080
Engineer III	19	Bachelor's Degree in Eng. Relevant to the job	2 yrs. Relevant experience	8 hrs. of relevant training	RA 1080
Administrative Officer V –HRMO	18	Bachelor's Degree relevant to the job	2 yrs. Relevant experience	8 hrs. of relevant training	CS PROF second level eligibility
Administrative Officer V – Supply Officer	18	Bachelor's Degree relevant to the job	2 yrs. Relevant experience	8 hrs. of relevant training	CS PROF second level eligibility
Administrative Officer V-Budget	18	Bachelor's Degree relevant to the job	2 yrs. Relevant experience	8 hrs. of	CS PROF second level

⁴⁹ Chapter 7, Section 7.6 Manual of Position Classification and Compensation Scheme

University Code

Officer				relevant training	eligibility
Administrative Officer V-Records Officer	18	Bachelor's Degree relevant to the job	2 yrs. Relevant experience	8 hrs. of relevant training	CS PROF second level eligibility
Administrative Officer V-Cashier	18	Bachelor's Degree relevant to the job	2 yrs. Relevant experience	8 hrs. of relevant training	CS PROF second level eligibility
Administrative Officer V-Systems Adm.	18	Bachelor's Degree relevant to the job	2 yrs. Relevant experience	8 hrs. of relevant training	CS PROF second level eligibility
Registrar III	18	Bachelor's Degree	2 yrs. Relevant experience	8 hrs. of relevant training	CS PROF second level eligibility
Administrative Officer I	10	Bachelor's Degree	none required	none required	CS PROF second level eligibility
Administrative Assistant II	08	Completion of two years studies in college	1 yr relevant experience	4 hrs relevant training	CS Subprof Fist level eligibility
Administrative Aide VI (Clerk III)	06	Completion of two years studies in college	none required	none required	CS Subprof Fist level eligibility
Administrative Aide V (AV Eqpt. Op)	05	H.S. Grad or completion of relevant voc./trade course	none required	none required	none required (MC 11,s.96-Cat III)
Administrative Aide IV (Clerk II)	04	Completion of two years studies in college	none required	none required	CS Subprof Fist level eligibility
Metal Worker I	04	Elementary Graduate	none required	none required	Metal Worker (MC 11,s96-Cat 1)
Administrative Aide III (Clerk I)	03	Completion of two years studies in coll.	none required	none required	CS Subprof Fist level eligibility
Security Guard I	03	H.S. Graduate	none required	none required	Security Guard License MC 11, Cat II)
Administrative Aide I (Utility)	01	must be able to read and write	none required	none required	None required MC 11,s 96-Cat III)
Research and Development Services					
Education Program sp. II	16	Bachelor's Degree relevant to the job	1 yr relevant experience	4 hrs relevant training	CS PROF second level eligibility
Auxiliary Services					
Medical Officer III	21	Doctor of Medicine	1 yr relevant experience	4 hrs relevant training	RA 1080
College Librarian III	18	B.S. in Lib. Sc./Info Sc./BSED-Lib Sc	2 relevant experience	8 hrs of relevant training	RA 1080
Dentist II	17	Doctor of Dental	1 yr relevant	4 hrs relevant	RA 1080

		Medicine	experience	training	
College Librarian II	15	B.S. in Lib. Sc./Info Sc./BSED-Lib Sc	1 relevant experience	4 hrs of relevant training	RA 1080
Nurse II	15	BSN	1 relevant experience	4 hrs of relevant training	RA 1080
College Librarian I	13	B.S. in Lib. Sc./Info Sc./BSED-Lib Sc.	none required	none required	RA 1080
Guidance counselor	13	Master's degree in Guidance and Counseling	none required	none required	CS PROF second level eligibility
Dental aide	04	High School graduate	none required	none required	None required (MC 11, s. 96 Cat III)
Guidance counselor	13	Master's degree in Guidance and Counseling	none required	none required	CS PROF second level eligibility
Dental aide	04	High School graduate	none required	none required	None required (MC 11, s. 96 Cat III)
Cook I	03	Elementary school graduate	none required	none required	None required (MC 11, s. 96 Cat III)

The University adheres to the principle that appointments and promotions of employees shall be on the basis of their qualifications and competence to perform the duties and responsibilities of the positions in the career service.

Section 2. Opportunity for government employment shall be open to all qualified citizens and positive efforts shall be exerted to attract the most qualified to enter the service⁵⁰.

Section 3. When a vacancy occurs in a position, the employees in the department who occupy the next lower positions in the occupational group under which the vacant position is classified, and in other functionally related occupational groups and who are competent, qualified and with the appropriate civil service eligibility shall be considered for promotion⁵¹.

Section 4. Qualification in an appropriate examination shall be required for appointment to positions in the first and second levels in the career service in accordance with the Civil Service rules, except as otherwise provided in this section. Provided, that whenever there is a Civil Service eligible actually available for appointment, no person who is not such an eligible shall be appointed even in a temporary capacity to any vacant position in the career service in the government or in any government-owned or controlled corporation with original charter, except when the immediate filling of the vacancy is urgently required in the public interest, or when the vacancy is not permanent, in which cases temporary appointments of non-eligibles may be made in the absence of eligibles actually and immediately available⁵².

⁵⁰ Section 21, Book V, EO 292

⁵¹ Section 21, Book V, EO 292

⁵² Section 21, Book V, EO 292

ARTICLE 19. Promotion for Support Staff

In accordance with Sec. 32, Chapter V, Book V of Executive Order No. 292 and Omnibus Rules, as implemented by MC No. 3. s. 2001 and the DBM Budget Circular 2005-5, the University promulgates the following Rules on Promotion governing the career of its administrative staff:

Section 1. Whenever a position in the first, second or third levels becomes vacant, applicants for employment who are competent, qualified and possess appropriate civil service eligibility shall be considered for permanent appointment to the vacancy.

Section 2. No other civil service eligibility shall be required for promotion to higher position in the same level and in the same functionally related grouping of positions. In no case, however, shall a position in the first level be considered next-in-rank to a position in the second level.

Section 3. For consistent observance of merit and fitness principle, the appointing authority may promote an employee who is not next-in-rank but possesses superior qualifications and competence compared to a next-in-rank employee who merely meets the minimum requirements for the position.

Section 4. Employees who are incumbents of next in rank positions who meet the qualification requirements for the position to be filled and who are on maternity leave or on scholarship grants either here or abroad or on sick leave for not more than six (6) months, special detail and on secondment without pay, may be considered for promotion.

Section 5. For purposes of promotion, the performance rating of the employee for the last two rating periods prior to the maternity leave, scholarship grant, sick leave for not more than six (6) months, special detail and secondment without pay, shall be used as the basis for the promotion. Such performance ratings should at least be both Very Satisfactory.

Section 6. Reclassification of non-teaching positions shall be implemented every time higher faculty position is collapsed to hire Instructor I positions. Employees who have been in CNU for 5 years are given priority. Those who do not qualify in the above provision may be reclassified according to the availability of funds.

TITLE SIX: TERMS OF EMPLOYMENT

ARTICLE 20. Compensation and Benefits

Section 1. Regular employees shall receive compensation on the basis of a fair and systematic schedule as approved by the Board of Regents upon the recommendation of the University President in accordance with existing salary standardization policies.

Section 2. Lecturers and those employed under contract of service shall be paid for each hour of actual service in accordance with a schedule approved by the Board of Regents.

Section 3. Whenever a faculty member receiving additional compensation for administrative services rendered in addition to his/her teaching duties is absent for more than thirty days, another faculty member duly appointed to perform such administrative duties,

over and above his/her regular teaching load shall be entitled to honoraria and other benefits authorized by the Board of Regents in accordance with existing laws.

Section 4. Overtime services shall be compensated upon the approval of the University President within the limits of existing laws and rules⁵³.

Section 5. Medical-dental staff shall be entitled to hazard pay subject to the provision of hazard pay law. They shall be compensated hazard allowance equivalent to at least twenty-five percent (25%) of the monthly basic salary of health workers receiving salary grade 19 and below, and five percent (5%) for health workers with salary grade 20 and above⁵⁴.

ARTICLE 21. Working Hours

Section 1. GENERAL PROVISION

Section 1.1. Regular employees of the university shall be on duty for minimum of forty (40) hours each week in accordance with the time schedule to be approved by the University President, but he/she may be required to render additional hours of work in the exigencies of the service.

Section 2. Working Hours for Faculty

Section 2.1. Faculty members, except those covered by special laws, shall render not less than eight (8) hours of work a day for 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 University⁵⁵. The faculty may opt for a 4-day workweek; however, it is their prerogative how to include extension work outside the 4-day work week subject to the concurrence of the management.

Section 2.2. The head of the University shall 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 services⁵⁶.

Section 2.3. 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 credits⁵⁷.

Section 2.4. Each head of department in the University 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 biometrics or other verifiable recording system. The University President has the prerogative to decide on the proper form of monitoring the daily record of attendance of all

⁵³ CSC-DBM Joint Circular no. 2, s. 2015

⁵⁴ Section 21, R.A. 7305 Magna Carta for Public Health Workers

⁵⁵ Chapter 5, MC 19, s. 2005

⁵⁶ Chapter 5, MC 19, s. 2005

⁵⁷ Chapter 5, MC 19, s. 2005

faculty members⁵⁸.

Section 2.5. When the interest of public service so requires, the daily hours of work of faculty members may be extended by the University President concerned, which extension shall be fixed in accordance with the nature of the work, provided, that work in excess of eight (8) hours shall be properly compensated^{59 60}.

Section 2.6. Part-Time Teaching

To maintain the quality of education in teaching areas, the University may appoint teaching staff on a part-time basis provided that they meet the requirements of the position. Part-time appointment may either be to a regular plantilla faculty position or hiring through a contract of service or a job order. Working hours of part-time teaching staff shall be as follows⁶¹:

a. Part-time teaching staff may be allowed to render an accumulated twenty hours per week instead of the four-hour continuous service every working day provided the needs of the University are served. In special cases due to the nature of the service, the service can be extended beyond 24 hours.

Section 3. Faculty Workload

Section 3.1. Faculty work load shall consist of teaching (whether lecture or laboratory) or a combination of teaching and any or several of the following: teaching and research, teaching and extension work, teaching and administration or undergraduate and graduate teaching, and other equivalent work deemed appropriate.

Section 3.2. A normal work load equivalent to the approved maximum number of teaching units per semester preferably with two preparations, to include 3 units of research and 3 units of extension work per semester or 15 units with three or more preparations per semester for the undergraduate level for each full time faculty member shall be required, provided that no regular member of the faculty shall teach less than 6 units per semester with the exception of deans or equivalent heads. A normal workload maybe between 18-21 units which may include research units and/or extension units as agreed with the project conditions.

Provided, however, that in the exigency of the service, the University President may set a higher work load subject to the approval of the Board of Regents and with due compensation.

Section 3.3. Official hours prescribed by the Civil Service Commission at 40 hours per week shall be implemented by the University and shall develop a system of pro-rating time allotment for teaching, consultancy and other academic pursuits.

Section 3.4. For purposes of computing regular faculty work load and overload teaching pay, administrative or management work performed by members of the

⁵⁸ Chapter 5, MC 19, s. 2005

⁵⁹ Chapter 5, MC 19, s. 2005

⁶⁰ CSC DBM Joint Circular No. 2, s. 2015

⁶¹ Chapter 5, MC 19, s. 2005

faculty covered by appointment or official designations for a period of at least one year, shall follow the Equivalent Teaching Units (ETU).

Section 3.5. Overload teaching. A faculty member having an officially approved work load in excess of the approved maximum number of units per semester even on official time shall be entitled to an honorarium subject to the existing rules and policies; provided, that such honorarium shall not exceed the amount corresponding to six(6) units of undergraduate course credits; and provided, further, that the minimum teaching load required shall have first in exceptional cases exceptions to the foregoing rules as granted by the University President. Faculty members are entitled to honoraria for services rendered in excess of the regular teaching load. Honoraria shall be based on the Prime Hourly Teaching Rate (PHTR)⁶².

Section 3.6. No honorarium for overload teaching shall be allowed without prior approval of the University President.

Section 4. Working Hours for Support Staff

Section 4.1. Support Staff or non-teaching staff shall be required to render eight (8) working hours a day or a total of forty hours a week exclusive of lunch break⁶³.

Section 5. Overtime Services and Overtime Pays

Section 5.1. General Provisions on Overtime Services⁶⁴

- a. The rendition of overtime services shall be authorized only when extremely necessary, such as when a particular work or activity cannot be completed within the regular work hours and that non- completion of the same will: a) cause financial loss to the government or its instrumentalities; b) embarrass the government due to its inability to meet its commitments; or c) negate the purposes for which the work or activity was conceived.
- b. When the interest of the university so requires, the dean/director or head of any office may request the University President of the institution to extend the daily hours of work for any or all of the members of the employees under his/her and may likewise require any or all of them to do overtime work not only on work days but also on holidays, provided that such overtime work shall be compensated in accordance with the law.
- c. The remuneration for overtime services shall be through Compensatory Time Off (CTO), in accordance with the guidelines under the CSC-DBM Joint Circulars No. 2, s. 2004 and No. 2-A. s. 2005.
- d. The payment in cash of overtime services through Overtime Pay may be authorized only in exceptional cases when the application of CTO for all overtime hours would adversely affect the operations of the agency.

Section 5.2. The University shall recognize the priority Activities that may warrant rendition of overtime services which includes the following⁶⁵:

⁶² Section 7.13.1, Chapter 7, Section 7.6 Manual of Position Classification and Compensation Scheme

⁶³ CSC MC 21, s. 1991

⁶⁴ Section 3, Joint CSC-DBM Circular No. 2, s. 2015

⁶⁵ Section 4, Joint CSC-DBM Circular No. 2, s. 2015

- a. Implementation of special or priority programs and projects embodied in Presidential directives with specific dates of completion;
- b. Completion of infrastructure and other projects with set deadlines when due to unforeseen events the deadline cannot be met without resorting to overtime work;
- c. Essential public services during emergency or critical situations that would require immediate or quick response;
- d. Relief, rehabilitation, reconstruction, and other work or services during calamities and disasters;
- e. Seasonal work, such as but not limited to, preparation of budgets and annual reports, in order to meet scheduled deadlines;
- f. Preparation of financial and accountability reports required by oversight agencies like Congress of the Philippines, Office of the President, Commission on Audit, Department of Budget and Management, and National Economic and Development Authority;
- g. Services rendered by drivers and other immediate staff of officials when they are required to keep the same working hours as these officials; and
- h. Such other activities as are needed to meet performance targets or deliver services to the public as may be determined by the agency.

Section 5.3. The University President shall approve the rendition of overtime services and is hereby granted the following flexibilities subject to the conditions and limitations⁶⁶:

- a. Determination of the priority activities that may warrant rendition of overtime services and the timing and duration thereof;
- b. Determination of agency personnel who may be authorized to render overtime services; and
- c. Determination of the number of hours of overtime services and the manner of compensating the same pursuant to existing rules and regulations.

Section 5.4. University employees authorized to render overtime services with pay or compensation are:

- a. employees holding regular and casual positions of division chief or equivalent level and below, may be authorized to render overtime services with pay or compensation;
- b. Incumbents of positions of division chief or equivalent level and below, designated as Officers-in-Charge of higher level positions, may also be authorized to render overtime services as they are still bound to observe the prescribed work hours in their respective agencies.

Section 5.5. The following University employees are not authorized to render overtime services:

- a. University employees holding positions higher than division chief or equivalent levels;
- b. Those granted other forms of allowances or benefits for services rendered beyond the prescribed work hours under existing laws, rules, and regulations;
- c. Those who are on travel status.

Section 5.6. The period of overtime service in a workday for a full-time employee shall include⁶⁷:

⁶⁶ Section 5, Joint Circular CSC-DBM no. 1, s. 2015

- a. Those rendered beyond the normal 8 work hours on scheduled workdays or 40 hours a week, and those rendered on rest days or scheduled days off, holidays, and special non-working days, both exclusive of time for lunch and rest;
- b. Those rendered beyond the prescribed work hours in a shift of 8 hours or more, such as for faculty in the College of Nursing and those rendered on rest days or scheduled days off, holidays, and special non-working days.
- c. Those rendered by drivers and other immediate staff of officials who are required to keep the same work hours as these officials, which are beyond 8 work hours or the prescribed work hours in a workday, and on rest days or scheduled days off, holidays, and special non-working days.

Section 5.7. Upon the approval of the University President that overtime pay shall be the appropriate compensation for overtime services, the same shall be based on the hourly rate of an employee and to the applicable premium on the hourly rate, depending on the day such overtime service was rendered⁶⁸.

Section 5.8. Limitations on Overtime Services and Overtime Pay:⁶⁹

- a. Only employees who arrive on or before the start of the workday shall be allowed to render overtime work with pay, provided that at least 2 hours of overtime services are rendered.
- b. One-hour breaks shall be observed for breakfast, lunch, or supper and rest, and every 3 hours of continuous overtime service, or as may be necessary.
- c. Rendering overnight overtime service shall be resorted to only when extremely necessary. No employee shall be allowed to render overnight service for more than 2 consecutive nights, for health reasons and to ensure employee productivity.
- d. The period of overtime services shall not be used to offset undertime.
- e. Only a maximum of 12 hours of overtime services on a rest day or scheduled day off, holiday, or special non-working day, shall be compensated through Overtime Pay. Any excess over 12 hours shall be compensated through CTO.
- f. The total Overtime Pay of an employee in a year shall not exceed 50% of his/her total basic salary for the year.
- g. The total amount of Overtime Pay to be spent by an agency shall not exceed 5% of its total Personnel Services (PS) budget for a given year.
- h. Any grant of Overtime Pay in excess of the 5% limit shall be subject to approval of the DBM in accordance with existing budgeting and accounting rules and regulations.

Section 6. Flexi-Time Schedule^{70 71}

The University President may allow flexible working hours for his/her employees so they can perform their work, provided that the prescribed forty hours of work per week shall strictly be implemented.

⁶⁷ Section 8, Joint CSC-DBM Circular no. 1, s. 2015

⁶⁸ Section 9, Joint CSC-DBM Circular no. 1, s. 2015

⁶⁹ Section 10, Joint CSC-DBM Circular no. 1, s. 2015

⁷⁰ CSC Memorandum Circular no. 14, s. 1989

⁷¹ CSC Memorandum Circular no. 21, s. 1991

Section 7. Honorarium for Non-Teaching Activities

Faculty members may receive honoraria for non-teaching services in excess of the regular teaching load equivalency or special projects in accordance with pertinent rules, regulations and policies^{72,73}.

Section 8. Practice of One's Profession Outside the University⁷⁴

Other activities of university employees include limited practice of professions, outside consultancy, special detail to government and other agencies, teaching in other educational or training Institutions, and other activities or projects which are not considered integral functions of the university.

Permission to engage in outside activities shall be for a period not exceeding one year, subject to yearly renewals at the discretion of the University President upon recommendation of the Vice-President for Academic Affairs (VPAA) or head concerned. Outside activities that are over and above the regular work load in the university shall not exceed 6 hours a week⁷⁵.

ARTICLE 22. Leave Privileges

Section 1. ENTITLEMENT TO LEAVE PRIVILEGES

Section 1.1. Officers and employees in the Civil Service shall be entitled to leave of absence, with or without pay, as may be provided by law and rules and regulations of the Commission in the interest of the service⁷⁶.

Section 1.2. Leave privileges shall include the following:

- 1.2.1. Vacation and Sick Leave
- 1.2.2. Sabbatical leave
- 1.2.3. Teacher's leave
- 1.2.4. Cumulative leave
- 1.2.5. Study Leave
- 1.2.6. Maternity leave
- 1.2.7. Paternity leave
- 1.2.8. Leave without pay
- 1.2.9. Terminal leave
- 1.2.10. Military service leave
- 1.2.11. Special leave privilege
 - 1.2.11.1. Social leave
 - 1.2.11.2. Solo parent leave
 - 1.2.11.3. Special leave benefits for women
 - 1.2.11.4. Special Emergency Leave for Employees Affected by Natural Calamities and Disasters

Section 2. VACATION AND SICK LEAVE

Section 2.1. In general, all appointive employees of the government, whether permanent, temporary, or casual, who render work during the prescribed office hours,

⁷² DBM Circular 2007-1

⁷³ DBM Circular 2007-2

⁷⁴ Section 12, Rule XVIII Revised CSC Rules

⁷⁵ Section 18, Rule XIII, CSC Memorandum Circular No. 15, s. 1999

⁷⁶ Chapter 9, Section 20 of Executive Order 292

shall be entitled to 15 days vacation leave and 15 days sick leave annually that they may accumulate⁷⁷.

Section 3. SABBATICAL LEAVE

Section 3.1. Sabbatical leave is granted by the University to permanent regular members of the faculty holding academic ranks of associate professor and above with either or both of the following aims:

- (a) to enhance scholarly pursuits like research or other professional or creative activity.
- (b) to revitalize academic competence along the areas of improving instructional materials and techniques or administration.

Section 3.2. Sabbatical leave is granted to a faculty member who has rendered at least seven (7) years of continuous service with a very satisfactory performance rating for the last two (2) years⁷⁸.

Service 3.3. The justification of a sabbatical leave is determined primarily on the basis of a written proposal outlining the nature of the program to be undertaken and the benefits to the individual and to the university that may reasonably be expected.

Section 3.4. Faculty members on sabbatical leave are not eligible for extra compensation for teaching or other similar assignments.

Section 3.5. A Sabbatical leave shall not be longer than one (1) year with full salary or partial payment of salaries which may be commuted, if the evaluation of the Committee indicates reasonable assurance of the applicant's fulfillment of the purpose of the Sabbatical Leave granted. However, in the exigency of the service he/she may be recalled.

Section 3.6. The University shall make adequate provisions in its yearly budget to ensure the implementation of the foregoing sections.

Section 3.7. Faculty members who enjoy sabbatical leave shall be required to render one (1) year return service for every year of leave.

Section 4. TEACHER'S LEAVE

Section 4.1. A teacher's leave shall be granted to regular members of the faculty who do not normally perform administrative functions.

Section 4.2. A teacher shall not be entitled to the usual vacation and sick leave but to proportional vacation pay of seventy (70) days of summer vacation plus fourteen (14) days Christmas vacation. A teacher who has rendered continuous service in a school year without incurring absences without pay of not more than one and a half (1 ½) days is entitled to eighty-four (84) days of proportional vacation pay⁷⁹.

⁷⁷CSC Omnibus rules on leaves 1999

⁷⁸ CSC Approved CNU Career Development Program April 2010

⁷⁹Rule XVI, Sec.6 Omnibus Rules Implementing Book V of Executive Order 292

Section 4.3. Teachers who are designated to perform non-teaching functions and who render the same hours of service as other employees shall be entitled to vacation and sick leave.

Section 4.4. Teacher's service credits may be earned for services rendered in activities during summer or Christmas vacation or services rendered outside office hours as may be authorized by the University President.

Section 5. CUMULATIVE LEAVE

Section 5.1. Vacation and sick leaves shall be cumulative and any part thereof which may not be taken within the calendar year may be carried over to the succeeding years. Whenever any official or employee retires, voluntarily resigns, or is allowed to resign or is separated from the service through no fault of his own, he shall be entitled to the commutation of all the accumulated vacation and/or sick leaves to his credit, exclusive of Saturdays, Sundays and holidays, without limitation as to the number of days covered by special law.

When an employee whose leave has been commuted following his separation from the service is reemployed in the government before the expiration of the leave commuted, he/she shall no longer refund the money value of the unexpired portion of the said leave. Insofar as his leave credit is concerned, he shall start from zero balance⁸⁰.

Section 5.2. Faculty members who are engaged in such tasks as research or other assignments which involve work beyond their normal work load, and which prevent them from taking advantage of the teacher's vacation leave, both conditions being certified by the appropriate dean, director, or department head, may enjoy cumulative leave status instead of teacher's leave. This appointment is approved by the President of the University for at least one academic year.

Section 6. STUDY LEAVE⁸¹

Section 6.1. Officials and employees, excluding those in the teaching profession who are covered by different provisions of the law, may be entitled to study leave not exceeding six (6) months with pay for the purpose of assisting qualified officials and employees to prepare for their bar or board examinations or to complete their graduate studies degree. The leave shall be covered by a contract between the beneficiary thereof and the University⁸². The profession or field of study to be pursued must be relevant to the agency or to the official duties and responsibilities of the concerned official or employee⁸³.

Section 6.2. Beneficiaries of the study leave shall be selected based on the following requirements⁸⁴:

- a. the employee must have a bachelor's degree that requires the passing of the bar or board examination for the practice of profession;

⁸⁰ Rule XVI, Sec. 26 of the Omnibus Rules Implementing Executive Order 292

⁸¹ CSC Memorandum Circular no. 21, series 2004

⁸² Ibid

⁸³ CSC Approved CNU Career Development Program April 2010

⁸⁴ CSC Memorandum Circular no. 21, series 2004

- b. the profession or field of study to be pursued must be relevant to the agency's mandate or to the duties and responsibilities of the concerned official or employee;
- c. the employee must have rendered at least two (2) years of service with at least very satisfactory performance for the last two rating periods immediately preceding the application⁸⁵;
- d. the employee must have no pending administrative and/or criminal charges;
- e. the employee must not have any current local or foreign scholarship grant;
- f. the employee must have fulfilled the service obligation of any previous training/ scholarship/leave grant, etc.;
- g. the employee must have a permanent appointment.

Section 6.3. The service obligation to the university shall be as follows⁸⁶:

Period of Grant	Service Obligation
One (1) month	Six (6) months
Two to three (3) months	One (1) year
More than three (3) months to six (6) months	Two (2) years

Should the employee fail to render in full the service obligation referred to in the contract on account of voluntary resignation, optional retirement, expiration of appointment for coterminous appointment, separation from service through one's own fault or other causes within one's control, the employee shall refund the gross amount of salary, allowances and other benefits received while on study leave proportionate to the balance of the service obligation.

Section 6.4. The beneficiaries of the study leave shall inform the university head in writing , through the HRMO, of their failure to take the bar/ board examination or to complete their master's degree for they were granted the study leave. They shall also refund to the university all salaries and benefits received during the study leave. Further, for causes within their control, they shall be warned that a repeat of the same would bar them from future availment of the study leave and training/scholarship granted whether foreign or local⁸⁷.

Section 6.5. A faculty member is entitled to a study leave with pay not exceeding one school year after two **(2) years of continuous** service. In all cases, the study leave period shall be counted for seniority and pension purposes. These include scholarship and fellowship grants, dissertation incentive and other grants as maybe approved by the Board of Regents⁸⁸.

Section 6.6. Existing provisions on the enjoyment of Performance- Based Bonus shall be implemented⁸⁹.

⁸⁵ CSC Approved CNU Career Development Program April 2010

⁸⁶ CSC MC No. 21, s. 2004

⁸⁷ MC 21, series 2004

⁸⁸ CSC Memorandum Circular no. 21, series 2004

⁸⁹ Executive Order No. 80, s. 2012

Section 7. MATERNITY LEAVE

Section 7.1. Maternity leave shall be granted to women members of the faculty, officers and employees who are permanently, provisionally and temporarily appointed in the university.

Section 7.2. Women employees shall be entitled to maternity leave with full pay as specified by law.

Section 7.3. Maternity benefits of the faculty can be availed of even if the period of delivery occurs during the long vacation, in which case, both of the maternity benefits and the proportional vacation pay shall be received by the teacher concerned⁹⁰.

Section 8. PATERNITY LEAVE

Section 8.1. 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 to compensate thereof, on the condition that his legitimate spouse has delivered a child or suffered a miscarriage, for purposes of enabling him to effectively lend and support to his wife before, during and after childbirth as the case may be, and assist in caring for his newborn child. Said leave shall be availed not later than sixty (60) days after the date of the child's delivery⁹¹.

Section 9. LEAVE WITHOUT PAY

Section 9.1. All absences of an official or an employee in excess of his accumulated vacation or sick leave credits earned shall be without pay.

Section 9.2. Leave without pay not exceeding one year may be granted, in addition to the vacation and/or sick leave earned. Leave without pay in excess of one month shall require a clearance from the university and approval by the Board of Regents (BOR).

Section 9.3. The position temporarily vacated by such leave may be filled by substitutes for the duration of the leave.

Section 9.4. If the subject employee fails to return within a period of one year from the date of approval of his application for leave of absence, he shall be automatically separated from the service, provided, proper notification is made to the subject employee in accordance with Section 63 of Rule XVI, Revised Civil Service Rules.

Section 9.5. Effect of Absences without Leave-An official or employee who is continuously absent without approved leave for at least thirty (30) working days shall be considered on absence without official leave (AWOL) and shall be automatically separated from service or dropped from the rolls. However, when it is clear under the obtaining circumstances that the official or employee concerned has established a scheme to circumvent the rule by incurring substantial absences though less than thirty (30) working days 3x in a semester, such that a pattern is already apparent, dropping from the rolls may likewise be justified. If the number of unauthorized absences incurred is

⁹⁰Rule XVI, Sec. 11 Rules Implementing Book V of E.O. 292

⁹¹ CSC MC 01, s. 2016

less than thirty (30) working days , a written Return-to-Work order shall be served to him/her at his/her last known address on record. Failure on his/her part to report for work within the period stated in the order shall be a valid ground to drop him/her from the rolls⁹²

Section 9.6. Computation of salaries on leave without pay shall be⁹³:

$$\frac{\text{No. of days paid status}}{22 \text{ days}} \times \text{monthly salary}$$

Where number of days paid status refer to 22 days less number of days without pay

Section 10. TERMINAL LEAVE

Section 10.1. Terminal leave refers to the 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.

Section 10.2. Terminal leave is applied for by an official or an employee who intends to sever his connection with his employer. Accordingly, the filing of application for terminal leave requires as a condition *sine qua non*, the employee's resignation, retirement or separation from the service without any fault on his part. It must be shown first that public employment ceased by any of the said modes of severance⁹⁴.

Section 10.3. Computation of Terminal Leave Benefits shall be based on current CSC memoranda⁹⁵

365 days in a year
104 Saturdays and Sundays in a year
12 legal holidays in a year⁹⁶
12 months in a year

$$\frac{12}{365 - (104 + 12)} = \frac{12}{249} = .0481927$$

Section 11. MILITARY SERVICE LEAVE

Section 11.1. Military Service Leave shall be granted to members of the faculty, officers and employees as necessary.

Section 11.2. Any person mentioned in Section 11.1 who may be called in accordance with the National Defense Act or any other law for trainee instruction or for regular active duty training shall be paid his salary during his absence or for such purpose.

Section 11.3. Any person above mentioned who goes for training voluntarily with the Armed Forces of the Philippines without being obliged to go, shall apply for leave of absence. In case the leave application is approved, he shall draw

⁹² CSC MC No. 13, s. 2007

⁹³ CSC MC no. 8, series 2014

⁹⁴ CSC MC No. 41, s. 1998

⁹⁵ CSC MC. No. 2, s. 2016

⁹⁶ R.A. 9849

no compensation from the university during his absence, provided that such leave shall not curtail his vacation and sick leave privilege in this institution.

Section 12. SPECIAL LEAVE PRIVILEGES

Section 12.1. In addition to the vacation, sick, maternity and paternity leave, officials and employees will enjoy the special leave privileges as provided by the existing Collective Negotiation Agreement (CNA), except teachers and those covered by special leave laws, are granted special leave privileges equivalent to 3 days in a given year which are non-cumulative and strictly non-convertible to cash.

Section 12.2. Five days forced/mandatory leave. All officials and employees with 10 days or more vacation leave credits shall be required to go on vacation Leave, whether continuous or intermittent, for a minimum of five (5) working days annually.

Section 12.3. Special leave benefits for Women⁹⁷⁹⁸

A woman employee having rendered continuous aggregate service of at least six (6) month, for the last twelve (12) months shall be entitled to a special leave benefit of two (2) months with full pay based on her gross monthly compensation following surgery caused by gynecological disorder.

Section 12.4. Special leave for employee victims of violence against women⁹⁹¹⁰⁰.

- a. Violence against women and their children shall refer to any act or a series of acts committed by any person against a woman who is his wife, former wife or against a woman with whom a person has or had a sexual or dating relationship or with whom he has a common child whether legitimate or illegitimate, within or without the family abode, which result in or is likely to result in physical, sexual, psychological harm or suffering or economic abuse including threats or such acts, battery, assault, coercion, harassment, or arbitrary deprivation of liberty.
- b. Victims of violence against women shall be entitled to take a paid leave of absence up to ten (10) days that can be availed in a continuous or intermittent manner, in addition to other paid leaves under the Civil Service Rules and Regulations, extendible when the necessity arises as specified in the protection order.
- c. The following shall be entitled to a paid leave of absence of not exceeding ten (10) days:
 - c.1. Any woman employee in the government service regardless of employment status, who is a victim of violence as defined;
 - c.2. Any woman employee whose child is a victim of violence defined therein and whose age is below eighteen (18) years old or above eighteen (18) years old but unable to take care of himself/herself.

⁹⁷R.A. 9710 sec. 18

⁹⁸MC 25, s. 2010

⁹⁹R.A. 9262 sec. 43

¹⁰⁰CSC MC No. 15, s. 2005

- d. The leave of absence shall be filed, whenever practicable, before the actual leave of absence or immediately upon the woman employee's return from such leave. It shall be accompanied with any of the following supporting documents:
 - d.1. Barangay Protection Order (BPO) obtained from the barangay;
 - d.2. Temporary or Permanent Protection Order (TPO/PPO) obtained from the court;
 - d.3. if the protection order is not yet issued by the barangay or the court, a certification issued by the Punong Barangay /kagawad or Prosecutor or the clerk of court that the application for the BPO,TPO/PPO has been filed with the said office shall be sufficient to support the application for leave;
 - d.4. In the absence of the BPO/TPO/PPO or the certification, a police report specifying the details of the occurrence of violence on the victim and a medical certificate maybe considered at the discretion of the immediate supervisor of the women employee concerned.

Section 12.5. Parental leave to Solo Parents^{101 102}

"Solo parent" is any individual who falls under any of the following categories:

- (1) A woman who gives birth as a result of rape and other crimes against chastity even without a final conviction of the offender: Provided, That the mother keeps and raises the child;
- (2) Parent left solo or alone with the responsibility of parenthood due to death of spouse;
- (3) Parent left solo or alone with the responsibility of parenthood while the spouse is detained or is serving sentence for a criminal conviction for at least one (1) year;
- (4) Parent left solo or alone with the responsibility of parenthood due to physical and/or mental incapacity of spouse as certified by a public medical practitioner;
- (5) Parent left solo or alone with the responsibility of parenthood due to legal separation or de facto separation from spouse for at least one (1) year, as long as he/she is entrusted with the custody of the children;
- (6) Parent left solo or alone with the responsibility of parenthood due to declaration of nullity or annulment of marriage as decreed by a court or by a church as long as he/she is entrusted with the custody of the children;
- (7) Parent left solo or alone with the responsibility of parenthood due to abandonment of spouse for at least one (1) year;
- (8) Unmarried mother/father who has preferred to keep and rear her/his child/children instead of having others care for them or give them up to a welfare institution;
- (9) Any other person who solely provides parental care and support to a child or children;
- (10) Any family member who assumes the responsibility of head of family as a result of the death, abandonment, disappearance or prolonged absence of the parents or solo parent.

A change in the status or circumstance of the parent claiming benefits under this, such that he/she is no longer left alone with the responsibility of parenthood, shall terminate his/her eligibility for these benefits.

¹⁰¹ R.A. 8972 Solo Parents Welfare Act of 2000

¹⁰² CSC MC No. 8, s. 2004

Parental leave benefits of seven (7) days in addition to existing leave privileges is granted to a solo parent to enable said parent to perform parental duties and responsibilities where physical presence is required. The leave can be availed by:

- a. A woman who gives birth as a result of rape, and other crimes against chastity, even without a final conviction of the offender, provided that the mother keeps and raises the child;
- b. A parent left solo or alone with the responsibility of parenthood due to any of the following circumstances: death of spouse, detention of the spouse or serving sentence for a criminal conviction for at least one (1) year, physical or mental incapacity of spouse as certified by a public medical practitioner; legal separation or de facto separation from spouse for at least one year provided he/she has custody of the children and abandonment of spouse for at least one year.;
- c. Unmarried person who has preferred to keep and rear the children instead of having others care for them or give them up to a welfare institution;
- d. Any person who solely provides parental care or support to a child or children provided such person is duly licensed as a foster parent by the DSWD or duly appointed legal guardian by the court;
- e. Any family member who assumed responsibility of head of the family as a result of death, abandonment, disappearance, or prolonged absence of the parents, or solo parent, provided that such abandonment, disappearance or absence lasts for at least one (1) year.

The Solo Parent leave shall be granted to any solo parent employee subject to the following conditions:

- a. The solo parent must have rendered government service for at least one (1) year, whether continuous or broken, reckoned on September 22, 2002, regardless of employment status;
- b. Parental leave shall be availed of every year and shall not be convertible to cash unless specifically agreed upon previously¹⁰³; If not availed within the calendar year, the privilege will be forfeited within the same year;
- c. It shall be availed of on staggered or continuous basis, subject to the approval of the University President
- d. The leave shall be availed under any of the following reasons and causes:
 - d.1. attend to personal milestone of a child such as birthdays, first communion, graduation and other similar events;
 - d.2. perform parental obligations such as enrollment, and attendance in school programs, PTA meetings and the like;
 - d.3. attend to medical, social, spiritual and recreational needs of the child; and
 - d.4. other similar circumstances necessary in the performance of parental duties and responsibilities, where physical presence of a parent is required.

The Solo Parent Leave privileges shall be terminated upon the occurrence of any of the following circumstances:

- a. Changes in the status and family situation of a solo parent such as marriage or the concerned parent is no longer left alone with the responsibility of parenthood, however, the termination shall be without prejudice to re application should circumstances warrant ;
- b. The University President will determine whether granting of parental leave is proper or may conduct the necessary investigation to ascertain if grounds for termination and withdrawal of privilege exists.

Availment of the leave shall require compliance of the following:

¹⁰³Mc 08 s.2004

- a. Submission of a valid and unexpired Solo Parent Identification Card from the city or municipality DSWD;
- b. Submission of accomplished application form (CS Form No. 6) duly supported with certified photocopies of the solo parent ID and birth certificate of the child/children or other requirement such as medical certificate

Section 12.6. The University shall grant **Special Emergency Leave for Employees Affected by Natural Calamities and Disasters** with the following provisions¹⁰⁴:

- a. A five-day special emergency leave shall be granted to employees directly affected by natural calamity/disaster;
- b. The special emergency leave can be applied for five straight working days or on staggered basis and will not be deducted from the employee's leave credits;
- c. The purpose of the leave may be any of the following: for urgent repair and clean-up of damaged house, being stranded in affected areas, disease/illness of employees brought by natural calamity/disaster, caring of immediate family members affected by natural calamity/disaster;
- d. The special emergency leave may be availed of by the affected employees within thirty days from the first day of calamity declaration by proper government agencies/authorities;
- e. A commonly declared natural calamity/disaster may include, but not limited to, earthquakes, flooding, volcanic eruption and landslide that have profound environmental effect and/or human loss and frequently cause financial loss; and
- f. The University President shall approve the grant of special emergency leave upon the verification of the employee's eligibility to be granted thereof. Said verification shall include: validation of place of residence based on latest available records of the affected employee; verification that the place of residence is covered in the declaration of calamity area by the proper government agency; and such other proofs as may be necessary.

Section 13. MONETIZATION OF LEAVE CREDITS¹⁰⁵¹⁰⁶

Section 13.1. Officials and employees in the career and non-career service whether permanent, temporary, casual or coterminous; who have accumulated fifteen (15) days of vacation leave credits shall be allowed to monetize a minimum of ten (10) days subject to availability of funds, provided that five (5) days is retained after monetization and provided further that a maximum of thirty (30) days maybe monetized in a given year¹⁰⁷. Monetization of fifty percent (50%) of all the accumulated leave credits may be allowed for valid and justifiable reasons subject to the discretion of the agency head and the availability of funds.¹⁰⁸

¹⁰⁴ CSC Memorandum Circular no. 2 series 2012

¹⁰⁵ CSC Memorandum Circular No. 41, s. 1998

¹⁰⁶ Section CSC Resolution No. 98-3142 dated December 14,1998
Rules on Leave

¹⁰⁷ As CSC Resolution No. 98-3142 dated December 14,1998

. No. 98-3142 dated Dec. 14, 1998

¹⁰⁸ CSC Resolution No. 98-3142 dated December 14,1998

Section 13.2. Computation of Leave Monetization shall be based on current CSC Memoranda¹⁰⁹.

365 days in a year

104 Saturdays and Sundays in a year

12 legal holidays in a year¹¹⁰

12 months in a year

$$\frac{12}{365 - (104 + 12)} = \frac{12}{249} = .0481927$$

ARTICLE 23. Study Privileges

Section 1. All employees shall have the privilege of enrolling in the University for not more than nine (9) units a semester, in courses that shall be beneficial to their career, subject to the approval of the University President. Courses shall be taken after office hours.

Section 2. All academic teaching and non-teaching staff enrolled in the University shall be entitled to a free tuition fee¹¹¹.

Section 3. Faculty members who are in the process of writing their dissertation may have their teaching load reduced to half the regular load, subject to the availability of funds for services of the replacement / substitutes¹¹².

Section 4. All academic teaching and non-teaching staff granted study privileges are required to submit a progress report at the end of every term.

ARTICLE 24. Faculty and Staff Scholarships

Section 1. Faculty and staff scholarship privileges shall be offered pursuant to the pertinent provisions in the approved Career Development Program of the university¹¹³.

Section 2. Academic Scholarships within the Philippines and Overseas

Section 2.1. Qualifications for Applicants to Academic Scholarships¹¹⁴

- a. The applicant shall be 45 years old or younger; those with administrative assignments shall not exceed 55 years old. Age limitation shall be waived as the exigency may require and shall be at the discretion of the donor country/ sponsoring institution, or the Board of Regents for meritorious cases, provided that anticipated full time services upon return will be met;
- b. The applicant must have permanent status and must have served the institution for at least one (1) year of full-time service as permanent;
- c. The applicant must not have currently availed of or enjoyed any scholarship;
- d. The applicant must have a performance rating of not less than Very Satisfactory (VS) for two (2) consecutive rating period preceding the scholarship;

¹⁰⁹ CSC Memorandum Circular 2, s. 2016

¹¹⁰ R.A. 9849

¹¹¹ BOR Resolution 72, s. 2015

¹¹² CSC Approved CNU Career Development Program April 7, 2010

¹¹³ CSC Approved CNU Career Development Program April 7, 2010

¹¹⁴ CSC Approved CNU Career Development Program April 7, 2010

- e. The applicant must not have any pending administrative and/or criminal charges certified by the Administrative Officer or University President;
- f. The applicant must show intellectual and academic writing capacity and meritorious qualities for rigorous and intensive scholarly activity.

Section 2.2. Procedure in the Selection of Nominee/ Applicant¹¹⁵

- a. Faculty and staff who wish to avail of the scholarship grants must apply to the University President through the Staff Development Committee;
- b. The Committee evaluates the paper qualification of the candidates to determine if they meet the minimum requirement for the scholarship grant;
- c. Candidates to any faculty development schemes must meet the appropriate qualification requirements indicated in the CSC approved Career Development Program of the University.

Section 2.3. Responsibilities of the Grantees for Scholarship Grants¹¹⁶

The grantee within the granted period, must meet all the terms and conditions stated in the Contract, hence, should:

- a. Devote full time to his/her study;
- b. Finish the degree within the maximum duration of his/her program which the scholarship is awarded;
- c. Not leave the program of study without prior approval of CNU, if ever granted leave of absence, the total leave of absence shall not exceed the equivalent of one (1) school year;
- d. Pursue the program of study at the preferred institution and in the field of specialization indicated in his/ her letter of admission from the Graduate School and Scholarship contract;
- e. Not drop any subject without prior clearance and approval by the Dean;
- f. Not engage in any work for pay or accept other forms of scholarships during the grant period;
- g. Work a thesis/ dissertation which shall fall within the research priority of the University;
- h. Maintain a general average required by the Graduate School enrolled in;
- i. Carry not less than nine (9) units of academic load for each semester, however, the grantee must be allowed to carry less than this academic load provided it is fully justified and duly approved by the academic adviser;
- j. Live up to the terms and conditions of the grant;
- k. Conduct oneself in such manner as not to bring disgrace or dishonor to oneself and the University;
- l. Shall submit the following semestral requirements to the Staff Development Committee:
 - l.1. Registration receipt not later than two (2) weeks after registration
 - l.2. Progress reports, indicating grades in subjects taken as well as other accomplishment and problems met during the term to be submitted not later two (2) weeks after the last day of submission of grades by professors;
 - l.3. Results of comprehensive examination not later than two (2) weeks after the examination;

¹¹⁵ CSC Approved CNU Career Development Program April 7, 2010

¹¹⁶ CSC Approved CNU Career Development Program April 7, 2010

- l.4. A copy of the approved thesis/dissertation outline/design not later than two (2) weeks after the approval by the Thesis/Dissertation Committee;
- l.5. A copy of the transcript of records (TOR) not later than one (1) month after completion of all academic requirements; and
- l.6. Any other information of relevance to the study.
- m. After completion of the degree for which the scholarship was awarded or after the termination of the fellowship, the grantee shall:
 - m.1. reinstate immediately upon termination of the scholarship
 - m.2. submit to the University President a report of his/her grant within sixty (60) days after his/her return to services;
 - m.3. submit a re-entry plan or proposal for the application of newly acquired skills or expertise to the University President upon completion of study/training;
 - m.4. submit one (1) copy of thesis/dissertation to the university through the Staff Development Committee;

Section 2.4. Service Obligations¹¹⁷

The grantee shall render service obligations following breakdown of scholarship duration:

<u>Duration</u>	<u>Service Obligations</u>
For every year or a fraction thereof not	
Less than six (6) months	
International scholarship	3 years
National/Local scholarship	2 years
A fraction of less than a year, 6 months	
But not less than 2 months	1 year
A fraction of a year less than 2 months	6 months

Section 2.5. Failure to fulfill the obligations stipulated shall be sufficient cause for the cancellation of the scholarship and for his/her recall. Should there be failure in any such cases due to his/her own fault or willful neglect, he/she shall refund all expenses and all other obligations indicated in the contract and relevant existing rules and regulations;

Section 2.6. In cases where the grantees fails to comply with the course requirements for legitimate reasons, she/ he will reinstate but will have to comply with the requirements for graduation within a year.

Section 2.7. In case of failure to render the required length of service, on account of voluntary resignation, separation from the service through to his/her own fault of other causes within his/her control, he/she shall refund in full to the institution such amount as may have been defrayed for expended incidental to his/her scholarship.

Section 2.8. The grantee must reimburse the University the total scholarship value plus an interest of twelve percent (12%) per annum, if one or more of the following is/are committed during the scholarship grant period:

- a. Willful abandonment of the scholarship program or absence without approval;

¹¹⁷ CSC Approved CNU Career Development Program April 7, 2010

- b. Refusal to abide by and observe the terms and conditions of the following grant;
- c. Gross misconduct as defined by the Civil Service Code of Ethics and Conduct of the Public Employees and officials (R.A. 6713)¹¹⁸.

Section 3. FELLOWSHIPS

Fellowships shall be awarded by the University President upon recommendation by the head of the department concerned, to the most able, promising and deserving in the field of study selected.

Section 3.1. REGULAR OR FULL FELLOWSHIPS

Fellowships for faculty development shall be created on the basis of the greatest need of, and usefulness to the university.

Section 3.2. PARTIAL FELLOWSHIPS

Section 3.2.1. Members of the faculty who have obtained fellowships or scholarships from other entities may be granted partial fellowships under such terms and conditions as may be determined by the President of the University and approved by the Board of Regents.

Section 3.2.2. A member of the faculty applying for financial aid from any person or organization in the form of fellowships, graduate or research assistantships, or other kinds of remuneration or employment that enables her or him to pursue advanced or special studies abroad or locally, must obtain the approval of the President of the University and the Board of Regents before accepting the offer.

Section 3.3. LOCAL FELLOWSHIP

Section 3.3.1. The deans or department heads shall, from time to time, recommend to the President a limited number of faculty members chosen after competitive examinations, who shall be permitted to enroll for advanced degrees under such conditions as the President may stipulate. Among the items to be considered in the final rating shall be the candidate's knowledge of the course in which he intends to specialize, his/her efficiency, experience, training and capacity to improve his/her chosen line. In case there is only one member of the faculty applying for this privilege in a given department, the competitive examination may be dispensed with.

Section 3.4. GENERAL REQUIREMENTS

Section 3.4.1. All candidates for fellowships shall undergo a thorough physical and medical examination by a committee to be designated by the University President, and those found possessing such symptoms that might seriously affect their health and thus impair their usefulness as students, shall be eliminated.

¹¹⁸ R.A. 6713

Section 3.4.2. Appointees to fellowships, either regular or partial or local, shall sign a contract binding themselves to such regulations as the Board of Regents may stipulate.

ARTICLE 25. Other Privileges for Employees

Section 1. Granting of non-monetary benefit as CNA incentive in the form of waived tuition fees for regular employees and their legal dependents who are enrolled in any academic program of the University.¹¹⁹

Section 2. Children of regular CNU employees shall be admitted to the Integrated Laboratory School as part of their employment privileges¹²⁰.

Section 3. FACULTY EXCHANGE

Section 3.1. Exchange arrangements and consortia may be made with Institutions of recognized standing, both local and foreign. The President of the University, upon approval by the Board of Regents may allow exchange professorships with accredited institutions of higher education for a period of one year, renewable for another year.

In addition to his regular salary, an exchange professor assigned elsewhere may be given such assistance as will enable him/her to maintain the dignity of his position in his place of assignment.

Section 3.2. The President of the University upon approval by the Board of Regents, shall appoint a visiting professor who shall serve in the university for some special purpose for a period of one year, renewable for another year. He/She may also appoint visiting professors from the university to other institutions of recognized standing via special arrangements and conditions mutually acceptable to both institutions.

The university shall include adequate provisions in its yearly budget to ensure the implementation of the foregoing articles.

ARTICLE 26. Insurance Benefits

Section 1. The University shall participate in the Government Service Insurance System. However, the institution may augment for its faculty and employees by means of an equitable schedule the renewals and benefits available under the Government Service Insurance System.

Section 2. In cases when members of the faculty and other personnel of the University are granted leaves of absence without pay, the University shall give the government share in the life insurance premiums corresponding to the first year of the leave. Thereafter, the person concerned, except in meritorious cases as determined by the University President, shall pay both the personal and government share.

Section 3. The University shall include in its annual budget appropriate funds for its share of the contributions needed for the implementation of this Social Security and Insurance Benefits.

¹¹⁹ CNU BOR Resolution no. 72, s. 2015

¹²⁰ CNU BOR Resolution no. 42, s. 2010

ARTICLE 27. Retirement Privileges

Section 1. In addition to the benefits granted under existing laws, retired members of the academic and non-academic staff shall be afforded the privilege to participate in major University programs and activities. Qualified retirees may be appointed to consultancy and affiliate faculty positions, subject to existing policies and regulations.

Section 2. Retired members of the academic and non-academic staff shall enjoy university library privileges and shall receive free of charge publications of the university. They may also be entitled to such other privileges that the university is in a position to grant in accordance with the law; they shall be invited to participate in major institutional programs and activities.

ARTICLE 28. Organizations and Associations

Section 1. An organization or association of faculty members and employees, when authorized, shall submit to the University President for approval a copy of its constitution and by-laws and shall be subject to other conditions as may be prescribed by law¹²¹.

ARTICLE 29. Award of Merit

Section 1. RECOGNITION OF MERIT

Section 1.1. Recognition of merit shall be presented to members of the academic and non-academic staff for exemplary conduct, and exceptionally efficient and meritorious services to the University.

Section 1.2. The following are the awards given to deserving faculty and administrative staff:

- a. Performance Incentive Awards
- b. Step Increment – due to meritorious performance and due to length of service
- c. Most Courteous Employee Award
- d. Loyalty Award
- e. Retirement Award – Service Award (Retired Employee)
- f. Cost Economy Measure Award
- g. Perfect Attendance Award
- h. Research Publication Award

Section 1.3. Such other Incentive Awards which the University Program on Awards, Incentives for Service Excellence (PRAISE) may propose subject to the approval of the BOR upon the recommendation of the University President, may be given to deserving employees.

Section 1.4. Productivity Incentive shall be given to an employee/s who have exceeded its targets or have incurred incremental improvement over existing targets.

Section 1.5. Loyalty Award is granted to employees who have rendered ten (10) years of continuous and satisfactory government service¹²².

¹²¹ Section 40, Book V, EO 292

¹²² CSC Memorandum Circular No. 6, s. 2002

An employee who has incurred an aggregate of not more than fifty (50) days authorized vacation leave without pay within the ten (10)-year period shall be recognized as having rendered continuous service for purposes of granting the loyalty award¹²³.

In the same way, an employee who incurred an aggregate of not more than twenty-five (25) days authorized vacation leave without pay within the five (5)-year period may qualify for the five (5)-year milestone loyalty award¹²⁴.

Section 1.6. PUBLICATION AWARD

e University's Program on Awards and Incentives for Service Excellence (PRAISE) encourages the grant of non- monetary awards in the form of a plaque of recognition given to the author(s) in an appropriate ceremony; and

Monetary awards shall be granted only when the publication results in monetary savings which shall not exceed 20% of the savings, generated. Reimbursement of Publication Fees. To lessen the financial burden on the regular faculty and staff, the University shall reimburse the publication and other related fees subject to availability of funds and government accounting and auditing rules and regulations:

- a. Reasonable publication costs for scholarly research, not to exceed a total of P40,000.00, for articles published within the year in a reputable, refereed, indexed or non- indexed and CHED-JAS accredited Philippine journals or periodical, provided the publication carried the University's identification;
- b. Reasonable submission fees, where required, for articles published in a reputable, refereed, indexed or non- indexed and CHED-JAS accredited Philippine journals or periodical, provided the publication carried the University's identification; and
- c. Approval for reimbursement of publication and other fees shall be secured in writing by the author(s) from the Office of the Vice President for Research, Extension and Publications who shall review the request based on reputation of indexing institutions, journal impact factor, and reputation of publisher and extent of circulation.

Section 2. PROFESSOR EMERITUS

Section 2.1. A retired faculty member with the rank of full professor may be appointed Professor Emeritus subject to the foregoing conditions:

- a. He/She must have rendered at least 20 years of active and faithful service to the university; and
- b. He/She must have achieved marked distinction as a productive scholar, scientist, artist or educator or is widely acknowledged as an effective and dedicated and affable teacher.

Section 2.2. A special committee appointed by the University President among members of the faculty in active duty shall be responsible for evaluating nominations of retired professors for emeritus appointment. The committee shall submit its screening results to the University President who shall finally recommend to the Board of Regents for approval of the such designation to coveted position.

¹²³ Ibid

¹²⁴ Ibid

Section 3. HONORIS CAUSA¹²⁵

Section 3.1. Based on its long historical origin and international academic practice, an honorary degree (*honoris causa*, “for the sake of the honor” in Latin), is an extraordinary academic degree awarded to an eminent individual (who may or may not be an alumnus/alumna of CNU).

Section 3.2. An honorary degree academic in nature is granted by the university to individuals who have contributed to the welfare of the university.

Section 3.3. Any of the following honorary doctorate degrees, with corresponding description and preferred recipient, shall be awarded by a recognized and deserving private or public higher education institution:

- a. **Doctor of Fine Arts (D.F.A.) / Music (D. Mus.) can be interchangeably awarded** to individuals whose exemplary performance, creative works, scholarly output and productive advocacy in the field of performing and visual arts have brought honor and distinction to the institution and the country at large, as well as contributed to significant advancement to his/her particular field of endeavor/interest.
- b. **Doctor of Humanities (H.D.)** or alternatively Doctor of Humane Letters (D.HumL.) is given in recognition of an achievement in humanities, for productive advocacies, and for philanthropic work to honor contributions to society in general.
- c. **Doctor of Laws (L.L.D.)** is awarded to outstanding citizens who are lawyers, politicians, public servants and statesmen who have contributed so much to and distinguished themselves in international understanding, leadership, and the rule of law.
- d. **Doctor of Literature (Litt.D.)** is awarded to individuals who have been widely published, who have conducted a large amount of research in their field of humanities, has built a well-attested or authenticated oral and documented body of literary works.
- e. **Doctor of Pedagogy (D.Ped.)** is awarded to outstanding practitioners and exponents who have advanced the frontiers of the science and art of pedagogy.
- f. **Doctor of Public Administration (D.P.A.)** is awarded to individuals who have distinguished themselves in and contributed so much to the management and administration of public services.
- g. **Doctor of Science (Sc.D.)** is awarded to individuals who have gained eminence in or have conducted a vast amount of science-related research to be considered a credit to a particular field of science.

Section 3.4. Requirements

The University that shall award an honorary doctorate degree must meet the following requirements:

- a. Must have existed as a higher education institution for a period of at least 25 years.
- b. Must have well-acknowledged academic reputation and institutional values and mission as adjudged by the CHED.

For Recipients/Honorand:

- a. Honorary doctorate degree have shall be awarded only to individuals with at least a baccalaureate degree or its equivalent.

¹²⁵ CHED Memorandum Order No. 53, s. 2012

- b. No honorary doctorate degree shall be awarded to incumbent administrators, members of the faculty, and staff of the University.

Incumbent officials and/or employees of CHED, especially to the incumbent Chairman and/or Commissioners, shall likewise be barred from being nominated.

Section 3.5. Procedures

- a. The request for authority to confer an honorary degree shall be filed at least three (3) months before the scheduled conferment, provided the complete documentary requirements are submitted. Application with incomplete documentary requirements will not be processed.

The following documentary requirements must be submitted for evaluation:

1. copy of the curriculum vitae and accomplishments of the candidate;
 2. the justifications on the conferment of the award to the candidate; and
 3. copy of the resolution of the Governing Board.
- b. The written request for authority to confer an honorary degree shall be addressed to the Chair of the CHED, Attention: The Office of Programs and Standards (OPS), through the CHED Regional Office (CHEDRO), duly signed by the head of the University.
 - c. The CHEDRO shall receive the application and evaluate the completeness of the documents and the accuracy of the information provided by the HEI, most especially in determining if the qualifications of the honorand are consistent with the institution's mission and values. The CHEDRO shall be given 15 days to act on the application and forward the same to the OPS, along with the CHEDRO recommendation.
 - d. The OPS shall then process the application, on the bases of existing institutional and program standards, and shall submit its recommendation to the Commission en banc (CEB) within 15 days after receipt of the set of documents from the CHEDRO.
 - e. The CHED as a collegial body shall deliberate and decide on the proposed conferment at least thirty (30) days after receipt to the date of conferment.

Section 4. MERIT PROMOTION PLANS

Section 4.1. The University shall establish a Merit Promotion Plan which shall be administered in accordance with the provisions of the Civil Service law and rules, regulations and standards to be promulgated by the Commission.

Section 4.2. Promotion of the faculty is based on pertinent National Budget Circular 461 by cycle. A faculty member maybe considered for promotion to a higher faculty rank/sub-rank on the basis of NBC 461.

Section 4.3. In cases where the competence and qualifications of two or more faculty members are comparatively at par, preference shall be given to the candidate in the department where the vacancy exists.

Section 4.4. The filing and pendency of the administrative case against a faculty member shall not constitute a disqualification from promotion.

Section 4.5. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.

Section 4.6. Positions belonging to close career are exempted from the three (3) salary grade limitation on promotion.

Section 4.7. A faculty member who is on local or foreign scholarship or training grant or pregnant 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 (2) ratings immediately prior to the scholarship or training grants or maternity leave or secondment if promoted, the effectivity date of the promotional appointment, including in those on secondment shall be after the scholarship or training grant or maternity leave or upon assumption to duty.

Section 4.8. Grant of Step Increment due to meritorious service is granted to employees of the University¹²⁶. This shall be applicable to regular employees:

- a. Five (5) percent of all officials and employees shall be granted this meritorious grant;
- b. Two step increments may be granted to qualified officials and employees who has attained two ratings of "Outstanding" during the two rating periods within the calendar year;
- c. One step increment may be granted to qualified officials and employees who have attained one rating of "Outstanding" and one rating of "Very Satisfactory" or two ratings of "Very Satisfactory" during the two rating periods within the calendar year. Such performance ratings shall be based on the CSC approved SPMS of the University.
- d. In as much as faculty and staff on secondment, study privilege, scholarship or training grants for more than 3 months do not perform the actual duties and responsibilities of their positions in the university, such engagements shall not be considered in determining entitlement to the grant of Step Increment/s due to meritorious performance.
- e. The performance of the personnel in detail to another agency for three months or shall be rated by the authorities concerned in the receiving agency.

Section 4.9. Grant of Step Increment Due to Length of Service¹²⁷

- a. One step increment due to length of service shall be granted to qualified personnel for every three years of continuous satisfactory service in the present position. Said length of service in the present position in the university may include the period/s rendered by incumbent as follows:
 - a.1. while of temporary or provisional status of appointment in the same position;
 - a.2. before his/her present position was reclassified/ upgraded/ re-allocated;
 - a.3. period rendered by him or her prior to re-appointment to the same or comparable position with the same salary grade in a reorganized agency staffing pattern.
- b. the grant of step increment to an official or employee on leave of absence with or without pay for more than 3 months shall be deferred corresponding to the period of such absence/non-performance of actual duties and responsibilities of his/her position to complete the service and performance rating requirements.

¹²⁶ Joint CSC –DBM Circular No. 1, series 2012

¹²⁷ Joint CSC –DBM Circular No. 1, series 2012

Section 5. SECONDMENT

This refers to the movement of an employee from one department or agency to another which is temporary in nature and which may or may not require the issuance of an appointment which may either involve increase in compensation and benefits. Acceptance thereof is voluntary on the part of the employee.

Secondment shall be governed by the following general guidelines:

1. It shall be limited to employees occupying managerial, professional, technical and scientific positions.
2. Secondment to international bodies/organizations recognized by the Philippine government may be allowed.
3. Secondment for a period of one year or more shall be subject to approval of the Board of Regents. In case the secondment of less than one year is extended and such extension shall cover a total period of one year or more, the extension shall be subject to the Board of Regent's approval.
4. Approval of the secondment shall be subject to the following conditions:
 - 4.1. A memorandum of agreement or contract for secondment between the mother and receiving agency and concurred in by the employee shall be signed. A seconded employee shall not be allowed to report to the receiving agency earlier than the memorandum of agreement.
 - 4.2. The period of secondment shall be for a maximum of three (3) years except otherwise provided by law or as required under bilateral/multilateral agreements.
5. Any violation of the provisions of the memorandum of agreement shall be ground for discontinuance thereof without prejudice to the filing of disciplinary action against the person/s responsible for violation.
6. Acceptance of scholarship by seconded employee shall terminate the secondment.
7. Payment of salaries of seconded employee shall be borne by the receiving agency. In case of a higher compensation covered by a duly issued appointment within the Philippine government, the same may be used for the purpose of computing his retirement benefits but not for the purpose of commutation of leave credits earned in the mother agency. In case of a lower compensation, the mother agency shall pay the difference. This rule does not apply in cases of secondment to international agencies.
8. The seconded employee shall be on leave without pay in his mother agency for the duration of his secondment, and during such period, he may earn leave credits which are commutable immediately thereafter and payable by the receiving agency.

Section 6. PERFORMANCE MANAGEMENT^{128 129}

Section 6.1. There shall be established a Strategic Performance Management System (SPMS), which shall be administered in accordance with the rules and regulations and standards promulgated by the Civil Service Commission.

Section 6.2. A Performance Management Team (PMT) shall be created in the University with composition and responsibilities as follows:

Composition:

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

Member 1. VP for Administration (or highest ranking official in-charge of personnel management);

2. Vice President for Academic Affairs;

¹²⁸ CSC Memorandum Circular no. 6, s. 2012 SPMS

¹²⁹ CSC Memorandum Circular No. 19, s. 2005

3. Dean encompassing non-teaching academic units;
4. Director for Planning (or head of the Planning Unit or its equivalent); and
5. Two (2) Representatives nominated by the duly accredited faculty association or union in the University, or if there is no accredited faculty association, representatives chosen through general elections.

Section 6.3. The performance rating of a faculty member shall be used as basis for promotion or giving of incentives and rewards.

Section 6.4. All regular faculty and staff shall undergo the performance management process twice annually between rating periods of January to June and July to December.

Section 6.5. The performance evaluation system of the University provides for at least five adjectival ratings: Outstanding (130% and above) , Very satisfactory (115%-129%), Satisfactory (90-114%), Unsatisfactory (51-89%) and Poor (50% and below).

Section 6.6. 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.

Section 6.7. Other features and details of the performance evaluation system shall be reflected in the system that the University will adopt as approved by the Civil Service Commission.

ARTICLE 30. Personnel Relations

Section 1. COMPLAINTS AND GRIEVANCES¹³⁰¹³¹

Section 1.1. The University shall promulgate rules and regulations governing the expeditious, fair and equitable settlement of an employee's complaints and grievances in accordance with the policies provided by law and the institution.

Section 1.2. The grievance mechanism should be installed to ensure that grievance of all employees are treated fairly, justly and expeditiously.

Section 1.3. The aggrieved party shall be assured freedom from coercion, discrimination, reprisal and biased action on the grievance. Legal rules and technicalities shall not bind grievance proceedings. Even verbal grievance must be acted upon expeditiously.

Section 1.4. 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 (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

¹³⁰ CSC Memorandum Circular No. 2, s. 2001

¹³¹ CSC Memorandum Circular No. 19, s. 2005

shall be presented to the next higher supervisor.

Section 1.5. Grievance refers to work related issues giving rise to faculty members' 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-offs, and related issues that affects 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.

Section 1.6. 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 its implementing rules; and,
- c. Union-related issues and concerns.

Section 1.7. The Grievance Committee shall be composed of:

- a. For complaints/grievance existing between and among individual employee and supervisor/management:
 - a.1. one (1) member of top management (University President or its representative) to act as chairperson;
 - a.2. one (1) higher supervisor of one being complained of; and
 - a.3. one (1) member of the rank in file.
- b. For complaints/grievance existing between the management and recognized collective negotiation unit:
 - b.1. one (1) member of top management or its representative to act as chairperson;
 - b.2. one (1) higher supervisor; and
 - b.3. one (1) member of the association.

Section 1.8. Policy on Sexual Harassment in the Workplace¹³²

Section 1.8.1. Policy Statement

Cebu Normal University values the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights of every employee, and student undergoing training, instruction or education.

The University shall establish and maintain an intellectual and moral environment in which the dignity of all members of the academic community is guaranteed full respect.

¹³² CSC Memorandum Circular No. 30, s. 1995/ R.A. 7877

The University commits to provide a secure and conducive learning and working environment for students, faculty members and non-teaching personnel free from sexual harassment and all forms of sexual intimidation and exploitation.

Section 1.8.2. Coverage:

This rule shall apply to all officials, employees who holding permanent positions, who are hired as part-time instructors, substitutes or guest lecturers and students in the undergraduate and graduate level.

Section 1.8.3. The following terms are defined operationally:

1.1: Sexual harassment

- (a) Sexual harassment is committed by an officer, faculty member, employee, coach, trainor, or any person who having authority, influence or moral ascendancy over another in any respect of academic or administrative work in the campus, office or classroom in the University demands, requests or otherwise requires any sexual favor from the other, without regard as to whether such demand, request or requirement is accepted by the latter;
- (b) In a work-related environment, either academic or administrative, sexual harassment is deemed to exist when:
 - b.1. The sexual favor is made as a condition in the hiring or employment or reemployment of the individual who is the object of sexual harassment, or in granting such individual favorable compensation or promotion or conditions or privileges; or if the refusal to grant the sexual favors results in limiting, segregating or classifying a faculty member or employee which would discriminate, deprive him or her or diminish employment opportunities or otherwise adversely affect such faculty member or employee;
 - b.2. The above acts would impair the rights and privileges of the faculty member or employee under the Civil Service Law, rules or regulations;
 - b.3. The above acts would result in an intimidating, hostile or offensive employment environment for the faculty member or employee.
- (c) In the academic, teaching or study environment, sexual harassment is committed:
 - c.1. Against a student, trainee or one who is under the care, custody, supervision or advisorship of the offender;
 - c.2. Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
 - c.3. When the sexual favor is deemed to be a condition to the giving of a passing grade, the granting of honors, and scholarship or the payment of a stipend, allowance or other benefits, privileges or considerations; or
 - c.4. When sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice;
 - c.5. Sexual harassment under these Rules and Regulations is not limited to cases involving abuse of authority or power but includes as those in peer relationships such as in faculty-faculty, employee-employee or student-student relations or those involving harassment of faculty members or employees by students. It contemplates cases of harassment involving persons of the same or opposite sex.

- 1.2: *Employee* refers to all personnel both non-teaching and teaching who are officially hired by the university
- 1.3: *University officials* refers to the members of the Administrative Council
- 1.4: *Faculty members* refers to the academic staff which includes the professors, associate professors, assistant professors, and instructors
- 1.5: *Guest lecturer* refers to the non-resident faculty of the graduate studies engage in actual teaching.
- 1.6: *Student* means a person duly enrolled for a degree course or in a short-term training or review program in the University
- 1.7: *Trainor* refers to the person who handles training activities, seminars participated by the faculty, non-teaching personnel and students
- 1.8: *Coach* the person in charge to train a student or students sports activities and other extracurricular activities in the University
- 1.9: *CODI* the committee that handles sexual harassment cases
- 1.10: *Complainant* refers to the aggrieved party
- 1.11: *Respondent* refers to the person being complained of
- 1.12: *Complaint* refers to the charge filed by the complainant
- 1.13: *Disciplinary Action* refers to the sanction

Section 1.8.4. Forms of Sexual Harassment. Sexual Harassment may include, but is not limited to the following acts of manifestations:

Section 1.8.4.1. Physical

- a. Malicious touching
- b. Overt sexual advances
- c. Gestures with lewd insinuation
- d. Sexual assault
- e. Surreptitiously looking or stealing a look at a person's private part or worn undergarments
- f. Malicious leering or ogling
- g. Unwelcome sexual flirtation; advances, propositions;
- h. Making offensive hand or body gestures at an employee or student
- i. Persistent unwanted attention with sexual overtones;
- j. Other analogous cases

Section 1.8.4.2. Verbal

- a. Requesting for sexual favors in exchange for employment, travel
- b. Abroad, passing grade, granting of honor or grant of benefits
- c. Unwelcome inquiries or comments about a person's sex life;
- d. Unwelcome phone calls with sexual overtones causing discomfort, embarrassment, offense or insult to the receiver and

Section 1.8.4.3. Use of objects, pictures or graphics, letters or written notes with sexual underpinnings.

- a. The display of sexually offensive pictures, materials or graffiti
- b. Telling sexist/smitty jokes or sending these through text, electronic mail or other similar means, causing embarrassment or offense and carried out after the offender has been advised that they are offensive or embarrassing, or even without such advice, when they are by their nature clearly embarrassing, offensive or vulgar;

Section 1.8.5. Who, When and Where of Sexual Harassment

Section 1.8.5.1. Who are liable?

All those mentioned in Section 3 of Title 1

Section 1.8.5.2. When is sexual harassment committed?

Sexual harassment is committed when:

- a. Sexual favor is made as a condition in hiring, granting of promotion, grades, granting of honors, or scholarship, payment of allowance or the giving of any benefit, privilege or consideration
- b. The refusal to grant sexual favor, demand request result in an intimidating, hostile or offensive environment for the student, trainee, faculty and non-teaching personnel.

Section 1.8.5.3. Where is it committed?

Sexual harassment maybe committed in any work or training environment, it may include but not limited to:

- a. The premises of the work place or office or of the school or training institution, classroom
- b. During work related travel
- c. At official conferences, for a symposia, or training sessions
- d. In any place where the parties were found as a result of work or education or training responsibilities

Section 1.8.6. Committee On Decorum and Investigation: Composition

Section 1.8.6.1. C.O.D.I. is composed of the following:

- One (1) representative of the top management to act as chairperson;
- One (1) supervisory staff representative as member;
- One (1) non-teaching staff representative as member;
- One (1) teaching staff representative as member; and
- One (1) student representative as member.

Section 1.8.6.2. Functions

The committee shall receive complaints, investigate and hear sexual harassment cases, prepare and submit reports with corresponding recommendations for the decision of the University President.

Section 1.8.6.3. Other Functions of CODI:

The Committee shall develop and implement programs to increase understanding and awareness about sexual harassment. In addition, the Committee shall develop rules in the settlement and disposition of sexual harassment complaints, taking into consideration confidentiality and respect for privacy. The Committee shall also ensure that no complainant shall be subjected to further harassment or retaliation by the person alleged to have committed acts of sexual harassment.

Section 1.8.7. Procedures

Section 1.8.7.1. The pre-filing stage

The University may adopt mechanisms to provide assistance to an alleged victim of sexual harassment which may include counseling, referral to

an agency offering professional help and advice on options available before the filing of the complaint.

Section 1.8.7.2. Procedural requirements

1. Complaint

The party filing the complaint shall be called the COMPLAINANT, while the officer or employee charged or against whom the complaint is filed shall be called the RESPONDENT.

- a. The complaint shall be filed with the Committee on Decorum and Investigation
- b. No particular form is required but the complaint must be in writing, signed and sworn to by the complainant. It must contain the following:
 - The full name and address of the complainant
 - The full name and address of the respondent;
 - Specification of the charge or charges
 - A brief statement of the relevant and material facts.

Where the complaint is not under oath, the complainant shall be summoned by the Committee to swear to the truth of the allegations of the complaint

- c. In support of the complaint, the complainant shall submit any evidence he/she has, including affidavits of witnesses, if any, together with the complaint.
- d. Upon receipt of the complaint, the CODI shall notify the respondents in writing of the sexual harassment.

2. Answer

- a. The answer shall be filed within ten (10) days from the receipt of the complaint.
- b. The answer shall be in writing, signed and sworn to by the respondent and copy furnished the complainant. No particular form is required but it is sufficient if the answer contains a specific admission or denial of the charge or charges and a statement of the relevant facts constituting the respondent's defense.
- c. The respondent shall indicate in his/her answer whether or not he/she elects a formal investigation.
- d. In support of the answer, the respondent shall submit any evidence he/she has including affidavits of witnesses, if any, together with the answer.
- e. The answer may be filed through personal service or by registered mail. If it is filed by registered mail, the date of mailing shall be considered as the date of filing.
- f. Unless otherwise directed by the Committee, failure of the respondent to file an answer or to appear in the investigation shall be construed as a waiver to present evidence in his/her behalf. On the basis of evidence and pleadings submitted and the report/recommendation of the Committee the University President shall then resolve the case.

3. Reply

The complainant may file a reply within ten (10) days from the receipt of the answer.

4. Preventive suspension

- a. The University President may suspend any officer or employee for not more than ninety (90) days pending an investigation. If there are strong reasons to believe that the respondent is guilty of charges which would warrant his/her removal from the service.
- b. When the case against the officer or employee under preventive suspension is not finally decided within a period of ninety (90) days after the date of suspension of the respondent, he/she shall be automatically reinstated in the service; provided, that when the delay in the disposition of the case is due to the fault, negligence or petition of the respondent, the period of the delay shall not be counted in computing the period of suspension.

5. Hearing

- a. After the pleadings have been submitted, the Committee may conduct a hearing not earlier than five (5) days nor later than ten (10) days from the days of receipt of the respondent's answer or complainant's reply if any, and shall terminate such hearing within thirty (30) days from the filing of the charges. However, the Committee may extend the period of hearing if it deems necessary.
- b. The parties and their respective witnesses shall be notified of the scheduled hearing at least five (5) days before the date thereof, specifying the time, date and place of hearing.
- c. Either party may require the attendance of witnesses and the production of documentary evidence in his/her favor through the compulsory processes of subpoena or *subpoena duces tecum*.
- d. Either party may avail himself/herself of the services of counsel.

6. Report and Recommendation

A report/recommendation shall be submitted by the Committee to the University President within fifteen (15) days after conclusion of the investigation or hearing.

7. Administrative Penalty

Sexual harassment amount to disgraceful and immoral conduct, such conduct is classified as grave, less grave, and light.

- A. For light offense
 - 1st Offense – Reprimand
 - 2nd Offense – Fine or suspension not exceeding thirty (30) days
 - 3rd Offense – Dismissal
- B. For Less Grave Offense
 - 1st Offense – Fine or suspension not less than thirty (30) days and not exceeding six (6) months
 - 2nd Offense – Dismissal
- C. For Grave offense
Dismissal

1.8.7.3. Motion for Reconsideration

The aggrieved party may file a motion for reconsideration with the University President within ten (10) days from receipt of the copy of the decision based on the grounds that new evidence has been discovered.

Section 1.8.8. Support Services to Victims

Section 1.8.8.1. The University will provide all possible support services to students, faculty members who are victims of sexual harassment.

Section 2. RIGHT TO SELF-ORGANIZATION

Section 2.1. The faculty and non-academic staff of the university can form, join, or assist employees' organizations of their own choice¹³³¹³⁴.

Section 2.2. The organization shall be governed by the rules and regulations promulgated by the Public Sector Labor-Management Council¹³⁵.

Section 2.3. The negotiation agents shall be the representative of academic and non-academic personnel.

Section 2.4. Laws of public sector unionism shall be observed.

ARTICLE 31. Discipline

Section 1. No member of the faculty, officer or employee shall be removed or suspended except for cause as provided by law and subject to administrative due process¹³⁶.

Section 2. Any person may file an administrative complaint with the University or the Civil Service Commission. The said complaint shall be in writing and under oath; otherwise, the same shall not be given due course.

Section 3. The University President may impose the penalty of removal/dismissal from the service, forced resignation with or without prejudice to benefits, demotion in rank, or suspension for not more than one year without pay, fine in an amount not exceeding six months, transfer or reprimand upon the approval of the Board of Regents.

Section 4. Notwithstanding the provisions of the preceding articles, the University President may preventively suspend any member of the teaching staff, officer or employee during pendency of administrative charges against such an officer or employee, but in no case to exceed beyond ninety (90) days after which, such an officer or employee shall be automatically reinstated. If charges against the employee are serious offenses like dishonesty, oppression, etc., the provision of Section 41, P.D. 807 shall govern.

Section 5. The Board of Regents, upon the recommendation of the President, may suspend or remove after due process any member of the faculty, administrative officials and employees. In all cases where the decision of the Board is for the removal of the

¹³³Executive Order 180

¹³⁴Chapter 8, CSC MC No. 19, s, 2005

¹³⁵Rule X111, Rules Implementing Book V of Executive Order 292

¹³⁶Rule XIV, Executive Order 292

employees concerned, it shall automatically be forwarded to the Civil Service Commission for review without prejudice to further judicial remedies.

Section 6. Effect of decision in an administrative case. An official or employee who has been penalized with dismissal from the service is likewise not barred from entitlement to his terminal leave benefits¹³⁷.

Section 7. The University shall recognize disciplinary due process as provided for by the Civil Service Commission¹³⁸.

ARTICLE 32. Communication and Other Documents

Section 1. Official communications shall follow the regular channels, except where the intermediate officials will not give the communication due course, in which case the faculty member or employee may send this directly to the official concerned.

Section 2. All public documents must be made accessible to and readily available for inspection by the public during working hours, except those provided in Section 3, Rule IV of R.A. 6713.

Section 3. When a request or petition, whether written or verbal, can be disposed of promptly and expeditiously, the official, faculty member or employee in charge to whom the same is presented shall do so immediately, without discrimination, and in no case beyond 15 working days from the request of petition.

Section 4. The period of 15 working days herein provided shall be counted from date of receipt of the written or verbal communication by the department, office or agency concerned¹³⁹.

TITLE SEVEN: ACADEMIC FREEDOM

ARTICLE 33. Basic Principles and Policies

Section 1. The University shall enjoy academic freedom.

Section 2. Academic freedom in an institution of higher learning guarantees that the academic staff exercise de facto control of the following functions:

- a. who may teach;
- b. what might be taught;
- c. how it should be taught; and
- d. who may be admitted to study

Section 3. Academic freedom guarantees the right of a faculty member to teach the subject of his/her specialization according to his/her best lights; to hold in other subjects such ideas as he/she believes sincerely to be right; provided, however, that no instructor/professor in the institution shall attempt either directly or indirectly (under penalty of dismissal by the Board of Regents) to influence students or attendants of the institution for or against any political party/ideology, religion and the like, to express

¹³⁷Amended by CSC MC Nos. 41, s.98 and 14, s. 99

¹³⁸Revised Rules on Administrative Cases in the Civil Service

¹³⁹R.A. 6713 sec. 3 Rule 6

his/her opinions on public questions in a manner that shall interfere with his/her duties as a member of the faculty, violate the Constitution and other pertinent laws, and compromise his/her loyalty to the institution that employs him/her.

Section 4. In the exercise of academic freedom, the Academic Council of the University whose composition is defined in this code, shall have the authority to prescribe the curricula and rules of discipline of the institution, fix the requirements for admission to the institution as well as for graduation and the conferring of degrees, subject to confirmation by the Board of Regents. The Council alone, as the highest academic body, shall have authority to review and 'approve/disapprove faculty decisions on academic matters.

Section 5. ACADEMIC FREEDOM OF TEACHERS^{140 141}

Section 5.1. Academic freedom is the right of the teacher to teach the subject of his specialization according to his best lights; to hold, in other subjects, such ideas as he believes sincerely to be.

- a. The university shall not impose any limitation upon the teacher's freedom in the expression of his own subject in the classroom or in addresses and publications.
- b. The university shall not place any restraint upon the teacher's freedom in the choice of subjects for research and investigation undertaken on his own initiative; and
- c. Furthermore, the university shall recognize, that the teacher in speaking or writing outside of the Institution upon subjects beyond the scope of his own field of study, is entitled to the same freedom as all other citizens and is subject to the same responsibilities as such.

Section 5.2. Members of the teaching staff shall enjoy academic freedom. The university shall defend academic freedom against any encroachment.

Section 5.3. No teaching personnel in the University shall inculcate certain tenets in any of his teachings, nor use his position directly or indirectly to influence students' attendance for or against any particular church or religious sect, ideology, or political party under penalty of dismissal by the Board of Regents subject to due process.

Section 5.4. If the conduct of a teacher in his/her classroom or elsewhere should give rise to doubts concerning his fitness for his position, the question shall in all cases be submitted first to an investigation committee of the faculty appointed by the President of the University and in no case shall any member of the teaching staff be dismissed before the normal termination of his period of appointment to faculty and/or administrative positions without full and open hearing by the Board of Regents should he desire it, and only upon sufficient notice.

Section 5.5. The University shall assume no responsibility for views expressed by members of its staff; and the faculty members themselves shall make clear that they are expressing their personal opinions; that they are not speaking for the university.

¹⁴⁰ R.A. 7722 – Creating the Commission on Higher Education

¹⁴¹ Secyion 19, Manual of Regulations for Private Higher Education (MORPHE)

ARTICLE 34. Rights and Duties of Students 142

Section 1. BASIC RIGHTS OF STUDENTS

In addition to other rights, and subject to the limitations prescribed by law and regulations, students of the university shall enjoy the following basic rights:

Section 1.1. The right to receive, primarily through competent instruction, relevant high quality education in line with national goals and conducive to their full development as persons with human dignity;

Section 1.2. The right to freely choose their field of specialization, subject to existing curricula and to continue their course therein up to graduation, except in cases of academic deficiency, or violation of disciplinary regulations;

Section 1.3. The right to school guidance and counseling services for making decisions and selecting the alternatives in fields of work suited to his/her potentialities;

Section 1.4. The right to access to his own school records, the confidentiality of which the school shall maintain and preserve;

Section 1.5. The right to issuance of official certificates, diplomas, transcripts of records, grades, transfer credentials and other similar documents within thirty days from request;

Section 1.6. The right to publish a student newspaper and similar publication, as well as the right to invite resource persons during assemblies, symposia and other activities of similar nature;

Section 1.7. The right to free expression of opinions and suggestions and to effective channels of communication to appropriate academic and administrative bodies of the university;

Section 1.8. The right to form, establish, join and participate in organizations and societies recognized by the university to foster their intellectual, cultural, spiritual and physical growth and development, or to form, establish, join and maintain organizations and societies for purposes not contrary to law;

Section 1.9. The right to be free from involuntary contributions except those approved by their own organizations or societies;

Section 2. SPECIFIC RIGHTS OF STUDENTS¹⁴³

Section 2.1. The right to participate upon invitation in the formulation and development of policies affecting the school in relation to the locality/region, and nation through representation in the appropriate body/bodies of the university as determined by the Governing Board;

Section 2.2. The right to receive reasonable protection and security within the school premises;

¹⁴² Education Act of 1982

¹⁴³ Education Act of 1982

Section 2.3. The right to know or be informed of the rules and regulations affecting him;

Section 2.4. The right to participate in relevant curricular and co-curricular activities duly authorized and recognized by the institution;

Section 2.5. The right to due process of law;

Section 2.6. The right to be assisted by his/her school through current and adequate information on work opportunities;

Section 2.7. The right to receive medical-dental services as well as first-aid services;

Section 2.8. The right to be free from involuntary servitude in any form.

Section 3. DUTIES AND RESPONSIBILITIES OF STUDENTS¹⁴⁴

In addition to those provided for under existing laws, every student shall:

Section 3.1. Exert his/her utmost to develop his potentialities for service; by undergoing an education suited to his/her abilities in order that he may become an asset to the family and society;

Section 3.2. Uphold the academic integrity of the school, endeavor to achieve academic excellence and abide by the rules and regulations governing his/her academic responsibilities and moral integrity;

Section 3.3. Promote and maintain the peace and tranquility of the school by observing the rules of discipline and by exerting efforts to attain harmonious relationships with fellow students, the academic staff and other school personnel;

Section 3.4. Participate actively in civic affairs in the promotion of the general welfare, particularly in the social, economic and cultural development of his/her community and in the attainment of a just, compassionate and orderly society;

Section 3.5. Exercise his/her rights responsibly in the knowledge that he is answerable for any infringement on or violation of the public welfare and of the right of others.

TITLE EIGHT: STUDENT AFFAIRS

ARTICLE 35. Student Scholarships and Assistantships

Section 1. Scholarship grants, assistantships, grant-in-aid and other forms of financial aid shall be provided and awarded to deserving students in accordance with the provisions stated in the Academic Policies.

Section 2. The institution shall provide opportunities for student assistantship to deserving and promising students upon the recommendation of the deans concerned with compensation commensurate to the nature and scope of their responsibilities subject

¹⁴⁴ Education Act of 1982

to budgetary regulations. The working hours, academic load and compensation of such students shall be in accordance with the rules of the institution.

ARTICLE 36. Student Organization and Activities

Section 1. THE STUDENT COUNCIL

Section 1.1. Each college of the university and the external campuses shall organize a student government to promote the general welfare of the students.

Section 1.2. There shall be a Supreme Student Council, the officers of which are elected from existing student governments.

Section 1.3. A federated student council shall be organized and named as the CNU Federation of Supreme Student Council (CNU Main and extension campuses). It shall convene on election matters and other issues affecting the council which is in accordance with its promulgated constitution and by laws. The elected President of the CNU Federation of Supreme Student Council shall sit as Student Regent in the University Board of Regents.

Section 1.4. An SSC fee be paid by every student in order to defray expenses related to student affairs. This amount may be changed subject to increase in student expenditure, per petition to be approved by the Board of Regents. Student Affairs funds shall be collected and deposited as Trust Funds.

Section 2. Other Student Organizations

Section 2.1. A student organization of the university shall be any association or club whose officers and members are bonafide students of the university.

Section 2.2. The university shall establish a system of accrediting student organizations which will be under the general supervision of the Office of the Dean of Student Affairs or equivalent officials.

Section 2.3. Every student organization shall have one or more regular full-time faculty advisers chosen by themselves. No student organization may hold any meeting or undertake any activity for any purpose whatsoever, except that of adopting a constitution, before its adviser or advisers are appointed and have assumed office as such. No officer of the administration should be an adviser of the student organization.

Section 2.4. There should be an integrated calendar of student activities to be submitted and approved by the Dean of Student Affairs and the Vice President for Academic Affairs.

Section 2.5. A student organization, recognized by the university, shall be any association, club, society and order and whose members or principal officers are bonafide students of the university.

Section 2.6. A student organization which is provincial, sectoral or regional in nature shall not be recognized in the university.

Section 2.7. All student organizations shall be directly under the general supervision of the (DSAS) Dean of Student Affairs and Services or equivalent officials.

Section 2.8. Every student organization shall have one or more regular faculty advisers who are not holding any administrative position in the university chosen by the members of the organization and approved by the University President with the recommendation of the DSA. No student organization shall hold any meeting or undertake any activity for any purpose before its advisers have been appointed and have assumed office except that of adopting a Constitution.

Organizational advisers can be removed from office by a 2/3 vote of the whole membership of the organization.

Section 2.9. No organization shall be allowed to function without a constitution and by-laws, which has been ratified by the members of the organization and recommended by the DSA to the University President for approval.

Section 2.10. Student organizations within the University shall be directly under the control and supervision of the DSAS who shall work in close cooperation and consultation with the Vice-President for Academic Affairs.

Section 2.11. There shall be a committee which shall screen, coordinate and supervise all student organizations in accordance with the existing rules, regulations and laws set by the Office of Student Affairs. The committee shall be composed of the Dean of Student Affairs as chairman; chairpersons of the various areas of discipline and the President of the Supreme Student Council as members.

Section 2.12. Any student organization wishing to become a member of civic, cause-oriented or similar organizations outside the school should present the constitution and by-laws of the organization it is to be affiliated with. The DSAS shall discuss the request with the Chief Security Officer who shall evaluate the organization concerned, and shall recommend favorable or unfavorable action. Approval to join such organizations shall finally be given by the University President.

Section 2.13. Submission of financial reports on activities/projects of every school organization at the end of every semester to the Dean of Student Affairs is required.

Section 2.14. Student organization activities must be held inside the school campus. When it is necessary to hold activities outside the school, a letter requesting permission must be submitted to the DSAS, to the Vice-President for Academic Affairs and to the University President, and activities held outside the school premises shall only be deemed authorized when approved in writing by the University President. Compliance with CMO No. 17 s. 2012 is enjoined or other related issuances.

Section 2.15. Student organizations shall operate in a manner that would contribute to the attainment of the social and academic goals of the school.

Section 2.16. Situations when the right to associate in a school environment can be curtailed:

- a. School rules and regulations may curtail the associational rights of students on campus only if the exercise presents a clear and present danger, which the school authorities have the right to prevent.
- b. If the association is formed for the purpose of asserting an unpreferred right, it may be curtailed if the rule prohibiting it promotes the school's assertion of its own preferred right.
- c. The school can prohibit associations harmful to the legitimate interests of the school and its students from operating and can penalize students who persist in such membership.
- d. The right of association can be curtailed if the purpose of the organization is contrary to law or to the mission-vision statement of the school.

Section 2.17. Student organizations shall be voluntary. Collection of fees shall therefore be voluntary.

Section 2.18. The university does not recognize fraternities as student organization.

ARTICLE 37. Student Publication

Section 1. The university shall maintain an official student publication, which shall serve as the forum of students, anchored on the principle of freedom of the press. The same shall be financed out of the publication fees paid by the students.

Section 2. Each college of the University maintains a college student publication and enhances the attainment of the goals of the College.

Section 3. The university shall establish a system of accrediting student publications and other interest groups.

Section 4. The student publication editorial board shall have one regular faculty adviser who is not holding any administrative position in the university chosen by the editorial board and approved by the University President with the recommendation of the DSAS.

ARTICLE 38. Entrance, Admission, Registration and Cross-Enrolment Requirements

Section 1. Entrance, admission, registration and cross enrolment requirements, as prescribed and approved by the Academic Council and confirmed by the Board of Regents, shall be promulgated in all academic colleges/departments of the university.

Section 2. Qualified applicants for admission shall pass through physical, medical and other examinations conducted by the medical and dental units of the university or any recognized health agency in the Philippines or the country of origin in the case of foreign applicants.

Section 3. Each college of the university shall formulate its own admission policies, subject to the approval of the governing bodies.

Section 4. A student is considered enrolled or registered as bona fide student of the university based on pertinent rules of registration¹⁴⁵:

- a. A student may enroll after the lapse of the enrollment period specified in the approved school calendar, and be admitted in accordance with the rules and regulations of the university for late enrollment;
- b. Graduating students are discouraged from transferring to another school. However, if this inevitable, a student may transfer to another institution during the school term provided consent of both institutions are obtained;
- c. No student shall be accepted for enrollment unless he/she presents proper school credentials on or before the end of the enrollment period for the school term;
- d. A student is deemed officially enrolled after he/she has submitted the appropriate admission of transfer credentials; made an initial payment of his/her tuition and other fees and was allowed to attend classes by the institution;
- e. For purposes of enrollment, the name or other personal data or circumstances of each student as indicated in his/her birth certificate or alien certificate of registration, where applicable, shall prevail.

Section 5. The university reserves the right to accept or reject a student who seeks to cross enroll on the basis of the established screening policies.

Section 6. The university may accept graduates of other degree programs ~~courses~~ who wish to enroll in the degree programs of the college based on established admission policies.

Section 7. Transfer of students from a recognized institution of higher learning to the university shall be allowed following the approved admission and screening requirements.

Section 8. Having qualified for admission, and after complying with the Bureau of Immigration requirements, international students may be accepted for enrollment in the university¹⁴⁶.

Section 9. Special Students. The University shall consider admission of students with special needs such as those gifted or talented, students with impairment such as physical, visual, hearing, speech, etc. provided they have been trained and prepared for mainstream education¹⁴⁷.

Section 10. Refresher Course Student. The University shall accept refresher course students anytime during a school term for audit purposes without earning credits subject to admission requirements of the University¹⁴⁸.

ARTICLE 39. Student Classification

Section 1. Students are those who are enrolled and regularly attending classes in the university.

For purposes of loading, identification and other forms of administration college students shall be classified as follows:

- (a) Regular students – These are the college students who belong to one identified year level and carry a regular study load based on the program prospectus.

¹⁴⁵ Section 84, Manual of Regulations for Private Higher Education

¹⁴⁶ E.O. 423 for Foreign Students

¹⁴⁷ Section 87, Manual of Operations for Private Higher Education

¹⁴⁸ Section 89, Manual of Operations for Private Higher Education

- (b) Irregular students – Students who are not identified with one regular year level since they are taking subjects in other year levels, are classified as irregular students.

ARTICLE 40. Student Academic Load and Attendance

Section 1. One unit of credit shall be at least eighteen (18) full hours of instruction per semester in the form of lectures, discussions, seminars, tutorials, or equivalent field/laboratory work, or any combination of these forms within a semester.

The standard number of hours for every unit of credit is as follows:

- | | |
|-----------------------|----------|
| a. Lecture Class | -1 hour |
| b. Laboratory class | -3 hours |
| c. Physical Education | -1 hour |

Section 2. During the summer term, the normal load shall be nine (9) units, but in justifiable cases, the dean, with the approval of the Vice-President for Academic Affairs, may allow a higher load not exceeding twelve (12) units.

Section 3. The study load and the subjects to be taken shall be based on the courses offered per degree program and subject to the approval of the dean.

Section 4. The total number of units of credit for which a student may register in two or more colleges/departments in the institution shall not exceed the maximum units allowed by the rules on academic load.

Section 5. A regular student shall enroll in all courses prescribed for the curriculum year to which he (she) belongs. He/She shall carry a load of not more than the number of units (required) in a semester, curricular year or program in which he is classified, provided however, that the student shall not have met the following academic problems.

Section 6. A graduating student may be granted a reasonable overload as may be necessary. Provided, further that it shall not violate the existing rules and (policies) regulations of the university.

Section 7. A student who has dropped or failed twice in the same subject or incurred a failing grade for two consecutive semesters shall be referred to the chair for academic counseling.

Section 8. No student shall be allowed to enroll in two (2) academic programs at the same time.

Section 9. Attendance of students in classes shall be governed by the rules promulgated by the university.

ARTICLE 41. School Fees

Section 1. Fees such as tuition, registration, matriculation and others shall be fixed by the Board of Regents. Such rules and charges shall be collectible and their application or use shall be authorized subject to existing government rules and regulations.

Section 2. In case the university proposes for an increase in tuition or school fees, a consultation process shall be initiated by the university for the ensuing academic year with the student councils, faculty, alumni and non-teaching personnel with the option to invite

representative from CHed Regional Office VII who shall be informed at least fifteen (15) days prior to the consultation¹⁴⁹.

Section 3. The University shall establish policies and rules on the refund of fees.

A student who transfers or withdraws , in writing, within two (2) weeks after the beginning of classes and who has already paid the pertinent tuition and other school fees in full or for any length longer than one month, maybe charged twenty-five percent (25%) of the total amount due for the school term if he/she withdraws within the first week of classes or fifty percent (50%) if within the second week of classes , regardless of whether or not he has actually attended classes. The student may be charged for all the school fees in full if he withdraws anytime after the second week of classes¹⁵⁰.

ARTICLE 42. Withdrawal, Dropping, Substitution of Subjects and Transfer of Credits

Section 1. Withdrawal, dropping, changing and substituting subjects shall be done based on established policies and rules of the institution.

Section 2. Withdrawal, dropping, changing and substitution of subjects shall be approved by the dean and the registrar.

Section 3. Cross-Enrollment. Students shall be allowed to enroll in another recognized higher education institution, provided that¹⁵¹:

- a. when the desired subjects are not offered in the university during the term of the requesting students' enrollment;
- b. when valid reasons are presented in written form for the request for cross enrollment

Students are allowed to enroll simultaneously in two schools upon approval of the Registrar upon the recommendation of the College Dean before issuance of the Permit to Cross Enroll. Student's who applies for cross-enrollment to the University, are likewise required to submit the Permit to Cross Enroll duly signed by their University Registrar.

Section 4. Shifting from one course within the university or changing of major fields of discipline within the college shall be allowed under certain limitations set by the university.

Section 5. Transfer from one school to another is discouraged. However, in exceptional cases where transfer is unavoidable, credits units earned may be accepted by the University subject to certain condition:

- a. Transfer
- b. of credits on subjects taken by a student transferee from a recognized institution shall only be granted upon the recommendation of the Dean concerned, subject to the approval of the appropriate officials of the college to which credits were being transferred. The following criteria shall therefore be observed in the evaluation of subjects of transferees:
 1. Subject description and scope (subject matter) are highly considered.
 2. The approval of the Dean upon the recommendation of the Admission Committee is needed.

¹⁴⁹ CMO 19, s. 2015

¹⁵⁰ Section 100, Manual of Regulations for Private Higher Education

¹⁵¹ Section 93, Manual of Regulations for Private Higher Education

- c. A student shall further be allowed to transfer provided that he has no unsettled obligation to the University, or is not under suspension by the university or expulsion imposed by the Commission¹⁵²;
- d. The University shall provide any eligible student who applies for transfer with transfer credentials appropriate for admission in another HEI, subject to the latter's policies on the admission of transfer students¹⁵³;
- e. A transfer credential must be signed by the Registrar and issued after the filing of the application for transfer¹⁵⁴.

Section 6. Release of Records. The University shall release school records of students who have no outstanding property and/or financial obligations to the university or are not under penalty of suspension or expulsion¹⁵⁵. Otherwise, the University shall have the discretion to withhold the transfer credentials of concerned students. The transfer credentials shall be released after the settlement of obligations or after the penalty of suspension is served or expulsion lifted¹⁵⁶.

ARTICLE 43. Calendar and Schedule of Classes

Section 1. The University shall adopt an academic calendar suitable for the graduate and undergraduate studies and the Integrated Laboratory School (Elementary and Secondary).

- (a) For the graduate and undergraduate levels, the university shall prepare and implement the calendar for each academic year based on the yearly memorandum order issued by the Commission on Higher Education (CHED).
- (b) The academic year for undergraduate and graduate courses shall consist of not less than thirty-six (36) weeks or eighteen (18) weeks a semester exclusive of approved vacations and inclusive of legal and special holidays and days for special activities¹⁵⁷.
- (b) For the Integrated Laboratory School where the required number of class days is mandated by R.A. 7797*, it may consider the academic calendar issued by the Department of Education subject to some modifications to suit the university's needs and structure.
- (c) Integrating the CHED and DepEd memoranda, there shall only be one academic calendar governing the university for one school year.
- (d) The academic calendar shall reflect key events and academic activities within the covered academic year.

Section 2. All colleges and departments shall start and end their classes in accordance with the CNU academic calendar, subject to some changes due to fortuitous events.

Section 3. Make-up classes shall be held in lieu of class hours lost due to fortuitous events and man-made causes.

Section 4. The University shall observe regular and special public holidays recognized by law. It may also observe school holidays, provided that the minimum graduate and collegiate

¹⁵² Section 95, Manual of Regulations for Private Higher Education

¹⁵³ Section 95, Manual of Regulations for Private Higher Education

¹⁵⁴ Section 95, Manual of Regulations for Private Higher Education

¹⁵⁵ Section 97, Manual of Regulations for Private Higher Education

¹⁵⁶ Section 98, Manual of Regulations for Private Higher Education

¹⁵⁷ Section 78, Manual of Regulations for Private Higher Education

actual student contact time is 18 hours a semester or summer term for a one-unit academic credit inclusive of examinations.

Graduate and undergraduate school days shall consist of not less than eighteen (18) weeks in a semester. School days may be suspended due to natural or man-made causes¹⁵⁸.

Section 5. The program/schedule of classes shall be prepared by the respective college deans/department heads under the direct supervision of the Vice President of Academic Affairs.

Section 6. Unless otherwise authorized by the deans/department heads concerned, the standard class size in the undergraduate classes and the Integrated Laboratory school shall have a maximum of 50 students. Graduate classes shall observe a maximum of 30 students in a class.

Section 7. Deviations from the foregoing standards shall be subject to the approval of the duly Constituted authorities of the university upon recommendation of the dean.

Section 8. In accordance with the prescribed standards and regulations set by CHED, the university may limit its enrolment and curricular offerings.

ARTICLE 44. Dismissal and Change of Schedule

Section 1. As a general rule, the university shall adopt established policies regarding dismissal of classes due to fortuitous events. In the absence of typhoon signal warnings from PAGASA, localized cancellation or suspension of classes and work in government offices maybe implemented by Local Chief Executives as the chairmen of the local disaster risk reduction management council concerned in coordination with PAGASA and NDRRMC¹⁵⁹. However, the University President or the designated officials can suspend or dismiss classes when there is imminent danger on the lives or well-being of its populace.

Section 2. No faculty member shall dismiss his/her class for the purpose of attending rehearsals, programs, seminars, educational tours, and the like, without written approval by the department heads and the college dean.

Section 3. No faculty member shall change class schedules and rooms without any written authority by the department head/college dean.

ARTICLE 45. Examinations And Grades

Section 1. Examinations are integral components of instruction and shall be administered by the instructor/professor subject to the university policies/rules for the purpose of evaluating student performance. Major examinations shall consist of written mid-term and final exams, as scheduled by the university.

Section 2. The University shall allow students to take the final examinations even with outstanding property and financial obligations, including unpaid tuition and other fees corresponding to the school term. However, the university shall withhold the final

¹⁵⁸ CMO No. 1, Series 1999

¹⁵⁹ Executive Order No. 66

grades or refuse re-enrollment of such student in the succeeding school term¹⁶⁰ until the obligation is settled.

Section 3. The academic performance of students shall be evaluated and graded at the end of each term in accordance with the prescribed grading system.

Section 4. For the undergraduate studies, the grading system shall be uniform with an interval of .1 where 1.0 is the highest grade and 3.0 is the lowest passing grade. The university shall adopt the following system:

NC – No Credit (failure)

NG – No Grade

An NG (no grade) is given to a student whose class standing throughout the semester is passing but who fails to take the final examination or fails to complete all academic requirements for the courses due to illness or other valid reasons. The following policies shall govern the rating of NG:

- a. A student may obtain No Grade or N.G. rating as a result of non-submission of subject requirements and/or non-taking of periodical examinations. N.G. rating, per existing rules, can be removed only within the reglamentary period of one-year, after complying with the requirements.
- b. If the student fails to complete the requirements within the specified time, the NG grade becomes a permanent entry in the Official Transcript of Records. Students who obtained NG is requested to re-enroll the subject until he/she will obtain a passing grade.
- c. Due to faculty oversight, the student may have his/her grades corrected base on official records.

Section 5. For the graduate studies, a grading system with an interval of .1, where 1.0 is the highest and 2.0 is the lowest passing grade, shall be adopted. A student who failed twice in the comprehensive exam shall be advised to take refresher courses.

Section 6. Unless changed by the governing bodies, the Integrated Laboratory School shall adopt the cumulative grading system on the high school Level and averaging on the elementary level.

Section 7. The instructor/professor is the sole authority to determine and give grades to his/her students.

Section 8. Students are allowed to request for Change of grade after the cause shall be established as valid and after appropriate form is filled up and submitted to the Office of the Registrar.

ARTICLE 46. Conduct of Trainings with Graduate Degree Units' Equivalency

Section 1. Conducting training activities for income generation to the university either institutionally delivered or requested by partner agencies/ office with equivalent Graduate Degree units must satisfy the following requirements:

- a. Board of Regents Resolution approving the implementation of the training program;
- b. Memorandum of Agreement duly approved by the Board of Regents or its equivalent stating therein among others the specific responsibilities of the university to grant the Graduate School units to successful participants of the

¹⁶⁰ Section 99, Manual of Regulations for Private Higher Education

- training program/ project under any Graduate Degree programs offered by the University;
- c. An office order issued by the University President listing the officials/ professors involved and their respective assignment in the implementation of the training project;
- d. Complete list of participants and the corresponding remarks of completion or otherwise;
- e. The manner of grading and/or equivalent rating of the participants to the training attended;
- f. Observance of other processes necessary or submission/production of documents that have some bearing to satisfy the need of the transacting public such as the portfolio of the training completed/ summary of participants containing grades, etc

The foregoing have to be submitted /forwarded to the Office of the University Registrar to facilitate related requests of the transacting public.

ARTICLE 47. Scholarships and Grants-In-Aid

Section 1. The University shall provide scholarships and financial assistance to students, faculty and staff. Scholarships may be classified as follows:

- a. Academic
- b. Non – academic

Section 2. The university may provide grants-in-aid.

Section 3. The university shall formulate separate policies for faculty, staff and students' scholarships and grants-in-aid.

Section 4. The University grants special privileges to high school valedictorians and Salutatorians.

ARTICLE 48. Student Leave of Absence

Section 1. A leave of absence shall be granted to students upon the approval of the dean of the college.

Section 2. Students who quit or go on leave for more than two years and wish to re-enroll or resume studies in the university shall be subjected to evaluation and re-screening procedures by the dean, subject to the approval of the VPAA, in accordance with new curricula and policies of the university.

Students, particularly those in the Graduate School, who did not enroll for a year or more, with a maximum of 5 year absence, should first write a formal letter to the Vice-President for Academic Affairs. Said letter must indicate the reason of their absence and when they were last enrolled. In addition, a statement of what they have been doing during such period of absence particularly their outstanding accomplishment in their own field of specialization and a certified true copy of the academic work they completed must be attached. These papers will be referred to the Dean in consultation with the department.

Thereafter, a decision is given, according to the merit of the case.

Section 3. If there is no LOA the student will be considered AWOL and the policy for maximum residency period will be implemented.

ARTICLE 49. Graduation Requirements

- Section 1.** A student shall file his/her application for graduation upon enrolment and/or dates fixed by the registrar's office during his/her last semester's study in the university.
- Section 2.** A student shall be recommended for graduation by the Dean of the college if he/she has satisfied all academic and other requirements prescribed for graduation.
- Section 3.** All candidates for graduation shall be presented to and approved by the Academic Council, confirmed thereafter by the Board of Regents.
- Section 4.** No student shall be issued a diploma, certification or transcript of records unless he/she has paid the required graduation fees and other legal fees, and has been fully cleared of all money and property accountabilities

ARTICLE 50. Graduation With Honors

- Section 1.** Undergraduate students who completed their courses with the following range of weighted averages, computed to the second decimal place, shall graduate with honors.

Summa Cum Laude	- 1.00 – 1.24
Magna Cum Laude	- 1.25 – 1.49
Cum Laude	- 1.5 – 1.74

Provided that:

- (1) He/she must have good moral character. A single valid complaint from any member of the Academic Council, made up of all faculty members who approve the list of candidates for various awards, may disqualify one from receiving honors or awards;
 - (2) Students convicted or subjected to disciplinary action shall not be entitled to any of the honors or awards;
 - (3) A candidate for honors must not have any failing grade in any academic subject, including ROTC and NSTP;
 - (4) Prior to graduation, a candidate for honors must have completed 60 credit-unit hours of four (4) semesters full load, which is equivalent to 15-24 credit hours units at Cebu Normal University;
 - (5) A candidate must have completed at Cebu Normal University at least seventy-five percent (75%) of the total number of academic units or hours
- Section 2.** Transferee students who are candidates for graduation with honors must have completed at least seventy-five percent (75%) of the total number of academic units or hours required for graduation in the University and must have been in residence therein for at least three (3) years immediately prior to graduation except the nursing students.
- Section 3.** All credits earned must be included in the computation of the final weighted average of students who are candidates for graduation with honors. Only regular students shall qualify as candidates for honors. Regular students are students who have never missed any subject or never been irregular across the duration of their program.
- Section 4.** Undergraduate students who are candidates for graduation with honors must have taken one regular load during each semester with not less than fifteen units of credits, unless the normal load is less than fifteen units, or where taking of a lighter load was due to justifiable causes, which reason must be certified to by the proper authority at the time the underload was incurred.

Section 5. The graduate studies shall formulate separate policies on examinations and graduation requirements.

ARTICLE 51. Commencement and Baccalaureate Exercises

Section 1. The university's annual commencement exercises shall be presided over by the University President.

Section 2. Dates for commencement exercises shall be determined by the Administrative Council of the university.

Section 3. The Vice-President for Academic Affairs and Deans shall be responsible for the conduct of the commencement and baccalaureate exercises.

Section 4. Attendance at general commencement exercises shall be required of the faculty.

Section 5. The Qualification Statement should indicate the actual date of the commencement.

Section 6. Unless otherwise revoked by the governing bodies, candidates for graduation, together with the administrative staff, faculty members and university officials, shall wear the appropriate academic gowns/attire during the baccalaureate exercises.

Section 7. The Qualification Statement shall bear the signature of the President, the dean/ILS supervisor, and the registrar.

Section 8. Issuance of scholastic records shall be governed by the provisions of the Citizen's Charter.

ARTICLE 52. Student Conduct and Discipline

Section 1. GENERAL PROVISIONS

Section 1.1. Every student shall obey the laws of the land, the rules and regulations of the university and the accepted standards of society.

Section 1.2. The definition or specification of certain offenses or breaches of discipline, formulated by the Academic Council and approved by the Board of Regents, shall not be construed to exclude other offenses or breaches against the rules of discipline promulgated by the office of the University President, deans or directors or by the committee of conduct and discipline in cases not provided by the University Academic Council. Acts committed outside the school premises but adversely affect the name and reputation of the University may be dealt with accordingly.

Section 1.3. For purposes of keeping order and promoting decorum in the classes, a teacher is empowered to exclude a student from his class for unbecoming behavior and immediately thereafter to make a report of such action to the Dean of Student Affairs.

Section 1.4. Any student who causes nuisance that disturbs and disrupts classroom activities or other similar proceedings in the institution's premises shall be subject to disciplinary measures.

Section 1.5. The university need not take any action on complaints regarding ordinary debts of students to private parties. However, if the case clearly involves the moral character of the student, the Dean of Student Affairs or his representative may take disciplinary action. If it is a case of indebtedness to the institution, the existing rules such as withholding of grades or barring from the examination shall be applied, without prejudice to the authorities taking further action as the circumstances may warrant.

No student, unless required in his course, shall carry in the institution's premises any firearms, knife, or other dangerous weapon, unless otherwise allowed by existing University laws and regulations. Any student violating this rule shall be subjected to disciplinary action.

Section 1.6. No cultural shows, literary-musical and other similar presentations shall be performed in or outside the university without any formal written request, approved by the Head of the Institution or the equivalent official.

Section 1.7. The faculty shall exercise the discretion to refer the students for Guidance Counseling.

ARTICLE 53. Rules and Regulations of Student Conduct and Discipline

Section 1. The provisions of this code shall apply to all bonafide students of the university, for offenses committed within the university's jurisdiction. The provisions of this code shall apply whenever applicable, otherwise, the laws of the land shall apply.

Section 2. BASIS OF DISCIPLINE

Section 2.1. At all times, every student must observe/follow/abide by all the laws of the land and all the policies and regulations adopted by the university.

Section 2.2. Every student shall observe discipline and loyalty to the institution at all times.

Section 2.3. Students are expected to conduct themselves with dignity and deportment at all times both inside and outside the campus, and to uphold moral standards.

Section 2.4. Students shall at all times refrain from committing acts that may embarrass the university or bring dishonor to its name.

Section 2.5. Students shall regard fellow students, the administrative employees, and the faculty members with respect and kindness.

Section 2.6. The maintenance of student conduct and discipline is anchored on the willful acceptance by the student of all policies, rules and regulations prescribed by the university as signified by their enrolment pledge and the guidance and counseling provided by the faculty who shall be exercising substitute authority.

Section 2.7. All school employees are mandated to enforce and supervise overall compliance with the code in their respective areas of responsibility. For the purpose of implementing university policies, rules and regulations and the provisions of this code, the President, Vice President, directors, deans, associate Deans, chairpersons, members of the faculty, support staff personnel and security force are all deemed agents or persons in authority.

Section 3. SANCTIONS AND OPERATIVE EFFECTS

Section 3.1. A student shall be subjected to disciplinary action after due process for any of the following offenses with corresponding penalties.

3.1.1. Insulting, uttering insulting and defamatory remarks or flagrant indecency in language. Directed against the faculty, staff, visitors and persons in authority or their agents, and another student.

1st offense- written warning and apology letter

2nd offense-1 day university/school service

3rd offense -3 days university/school service

3.1.2. Immorality

a. Acts of lasciviousness and indecent acts done publicly inside the University

b. Public scandal

1st offense – suspension for 1 week

2nd offense – suspension for 1 month

3rd offense – suspension for 1 semester

Subsequent offense- expulsion from the University

3.1.3. Possession, Drinking Alcoholic Beverages and Drunkenness

1st offense- written warning and apology letter

2nd offense-1 day school service

3rd offense – 3 days school service

3.1.4. Infliction of Injuries on the Ground of Drunkenness to other Person

1st offense – suspension for 2 weeks

2nd offense – suspension for 1 month

3rd offense – suspension for 1 semester

3.1.5. Fighting physical violence, and acts similar to tumultuous affrays. The merits of the defenses raised shall be considered in imposing the penalties.

1st offense –Warning and Counseling

2nd offense – 3 working days suspension

3rd offense – 7 working days suspension

3.1.6. Gambling and betting within the school premises is considered criminal and will be dealt with accordingly.

1st offense –Warning and Counseling

2nd offense – 1 working day suspension

3rd offense – 3 working days suspension

3.1.7. Robbery

a. Attempted robbery;

1st offense – Warning and Counseling

2nd offense – 3 working days suspension

3rd offense – 1 week suspension

b. Consummated robbery

1st offense – Warning and Counseling

2nd offense – 3 working days suspension

3rd offense – 10 working days suspension

3.1.8. Theft is committed by any person whom with intent to gain, shall take property of another person without the latter's consent but without violence against persons no force upon things.

a. Attempted Theft;

1st offense – Warning and Counseling

2nd offense – 3 working days suspension

3rd offense – 1 week suspension

b. Consummated Theft

1st offense – Warning and Counseling

2nd offense – 3 working days suspension

3rd offense – 10 working days suspension

3.1.9. Falsification and Use of Falsified Documents:

1st offense – suspension for 10 working days with school service

2nd offense – suspension for 20 working days with school service

3rd offense – suspension for 30 working days with school service

3.1.10. Cheating in examinations and quizzes which includes, but is not limited to, use of unauthorized aids, copying from another student's work or allowing another student to copy from them, submitting another person's work as their own, and/or fabrication of data.

1st offense – automatic grade of 5.0 on the test taken

2nd offense – grade of 5.0 on the test taken plus counseling

3rd offense – failure in the course

3.1.11. Disturbance of the public order:

1st offense – written warning and apology letter

2nd offense – 1 day school service

3rd offense – 3 days school service

3.1.12. Other forms of offenses:

3.1.12.1. Connecting or disconnecting electrical wires and plumbing devices without permission from authorities concerned

3.1.12.2. Sleeping, cooking, and doing toilet necessities in unauthorized places.

3.1.12.3. Climbing or jumping over the boundary fence of the University.

1st offense – Warning and Counselin

2nd offense – 1 working day suspension

3rd offense – 3 working days suspension

3.1.12.4. Vandalism/Destruction of public property of whatsoever form

1st offense – Counseling and Repainting/Reparation of damages

- 3.1.12.5. Coming late to class, i.e. 15 minutes after the start of class shall be punishable.
1st commission – warning with letter of excuse signed by the Dean of Student Affairs
2nd commission – a reprimand and steps to inform parents / guardians
3rd commission – listing of tardiness as unexcused absences
Subsequent commission – subject to the recommendation of the Dean of Student Affairs Services
- 3.1.12.6. Littering or scattering of trash in public places
1st offense – written warning and apology letter
2nd offense – 1 day university/school service
3rd offense – 3 days university/school service
- 3.1.12.7. Any violation of rules and regulations of the medical/dental clinic shall be referred to the College Dean.
- 3.1.12.8. Speeding within the University jurisdiction with a motorized vehicle, i.e. driving at more than 10kph:
1st commission – warning and counseling
2nd commission – denial of issuance of university sticker
- 3.1.12.9. Use and possession of dangerous drugs or paraphernalia.
The case shall be reported to the Dean of the Student Affairs Services and the Chief Security Officer. The case will be reported to the proper authorities.
In case the student submits himself / herself to rehabilitation, a case report authored from the agency concerned shall serve as basis for re-admission. However, it is not an absolute guarantee for admission since the institution reserves the right of non-admission.
The university may implement random drug testing in accordance with existing relevant issuances.
- 3.1.12.10. Possession of firearms and/or other deadly weapons including all forms of bladed or sharp instruments shall be reported to the Safety and Security Officer for appropriate referral to the concerned agency.
- 3.1.12.11. Non-possession of a school I.D. and failure to wear the prescribed school uniform:
1st commission – warning/reprimand
2nd commission – 1 day community service
- 3.1.12.12. Smoking within the school premises
1st commission – warning/reprimand
2nd commission – suspension for 1 day

Subsequent commission – dismissal from the
University

3.1.12.13. Acts of bribery to gain favor in violation of the standard of instruction.

1st offense – suspension for 1 semester

2nd offense – suspension for 1 year

3rd offense – dismissal from the University

The following acts are punishable by expulsion from the University:

- a. Hazing or any similar form of conduct which threaten and endanger the health and safety of any person inside the school premises or which adversely affect the student's suitability as a member of the community; when proven guilty
- b. Any act which tarnishes the name of the University, such as shoplifting or violation of the laws of decency;
- c. Misrepresentation of self
- d. Embezzlement of funds of an organization
- e. Dishonesty
- f. Possession, use or sale of prohibited drugs.

Section 3.2. Where the suspension is for one semester or more, the students shall move out of the College jurisdiction within 72 hours after the suspension order takes effect. Any student whose suspension covers the final examination period will have to miss the final examination. In all cases of suspension, a written promise of future exemplary conduct by the student, countersigned by his/her parents or guardians is required as a condition for readmission.

When a penalty of dismissal is meted, the student cannot re-enroll in any course in the college. He cannot get his honorable dismissal within one year. Expulsion will bar the student from enrollment in any school in the country and shall be subject to approval of CHED, when imposed by the University.

Section 3.3. Committee on Student Discipline

Due process is done to ensure justice. There shall be a committee on student discipline composed of a **Chairman, one member from the faculty, one staff member of the administration, and the Dean of the College of the concerned student/s** who shall be constituted by the University President.

In any disciplinary case before the committee, a respondent may request two (2) appointed SSC officers and (3) 4th year students in general to sit without the right to vote.

The **Committee shall be chaired by the Dean of Student Affairs**, who shall designate, whenever requested, the student-members who will sit with the Committee.

He/She may employ the services of a competent counsel of his/her choice. The University shall not deny the student his/her right to counsel. Should the student wish to answer the charges without counsel, this fact shall be put into writing in the minutes of the committee hearing.

Section 3.4. Jurisdiction

All cases involving discipline of the students under these rules shall be subject to the jurisdiction of the Committee on Student Discipline:

1. Violation by the students of the rules and regulations of their respective departments.
2. Misconduct committed by the students of the department within the classroom or premises in the course of an official activity, or even outside the school premises when the same affects the good name and reputation of the University.

Section 3.5. Filing of charges

Disciplinary proceedings shall be instituted fifteen (15) working days by the aggrieved party upon the filing of a written complaint specifying the acts of commission constituting the offense and subscribed by the complaint or upon submission of an official report of any violation of existing rules and regulations. Upon the filing of the said complaints with the committee on Student Discipline or the Office of the Academic Dean of the Department concerned, as the case may be, an entry shall be made in an official entry book kept for the purpose, specifying the person/persons complained, his/her witness, the date of filing, and the substance of the charge.

Section 3.6. Preliminary Inquiry

Upon receipt of the complaint or report, the fact-finding committee or the Dean shall determine whether such complaint or report is sufficient to warrant formal investigation. Notice of the respondent(s) is required but the presence of the respondents during the preliminary investigation may be waived.

Section 3.7. Formal Complaint

In cases where the complaint or report is found sufficient, formal complaint shall be filed and served upon each respondent and his/her parent/guardians. Formal complaint will be taken over by the Dean OSA and conduct the thorough investigation and resolution of the issues.

Section 3.8. Answer

The respondent shall be required to answer in writing ten (10) days from receipt of the charges. A formal investigation shall be held on notice as provided.

Section 3.9. Notice of Committee Meetings

Five (5) working days before the committee meeting, all parties concerned shall be notified of the time and date. Notice of disciplinary committee meeting to authorized representative of a party shall be considered sufficient notice to such party. Meeting shall begin not later than (1) week after receipt of the respondent's answer.

Section 3.10. Duration of Investigation

In no case shall the investigation last beyond two (2) calendar months.

Section 3.11. Committee Report

The discipline committee shall forward to the College Dean concerned within fifteen (15) days after the close out of the case, the complete record of the case, with its report and recommendations. The report signed by at least a majority of the members of the committee shall state the findings of fact, conclusions and recommendations and regulations on which the decision is based.

Section 3.12. Decision by the Dean

The OSA Dean shall, within (10) days after receipt of the committee report, submit the report together with the decision to the President of the institution. The president shall execute recommended action by the OSA Dean subject to the approval of the Board of Regents.

Section 3.13. Finality of Decision

A decision of the Committee on Student Discipline or dean, other than expulsion, permanent disqualification from enrolment, or suspension for more than (30) calendar days, shall become final and executory, fifteen (15) days after receipt thereof, unless a motion for reconsideration of the same is filed, in which case, the decision shall be final fifteen (15) days after receipt of the denial of the motion for reconsideration.

Section 3.14. Appeal to the President

In all cases in which final decision is not conferred by the dean or the Committee on Student Discipline, the respondent may file an appeal to the president. A recommendation coming from the Chairman of the Committee Student Discipline shall be rendered within ten (10) days after receipt of the appeal. In all cases specified in the next succeeding section, the decision may be appealed to the Board of Regents within ten (10) days after respondent has received a copy of such decision.

Section 3.15. Action of the President

The action of the University President on recommendations for appeal from the Committee on Discipline shall be rendered within 10 days after receipt of the appeal. The decision of the President in cases specified in the next succeeding articles may be appealed to the Board of Regents within ten (10) days after respondent has received a copy of such decision.

Section 3.16. Decision by the Board of Regents

The Board shall review the decision of the University President when the penalty imposed is dismissal, suspension for more than one (1) calendar year or any penalty of equivalent severity, and render final judgment thereof.

Section 3.17. Rights of the Respondents

Respondents enjoy the following rights:

- a. To be subjected to any disciplinary penalty only after the legal requirements of due process shall have been fully completed, and complied with;
- b. To be convicted only on the basis of substantial evidence, the burden of proof being with the person filing the charge;
- c. To be convicted on the basis of evidence introduced at the proceedings or of which the respondent has been properly appraised and given the opportunity to rebut the same;
- d. To enjoy, pending final decision on the charge, all his/her rights and privileges as a student, subjected to the power of the preventive suspension of the President for not more than fifteen (15) days, where suspension is necessary to maintain the security of the institution; and
- e. To defend himself/herself personally or by counsels, or by representatives of his/her own choice. If the respondent desires to secure the services of counsel,

he/she shall manifest that fact at least (2) two days before the date of hearing. Note must be taken that even when represented by counsel, the Committee reserves the right to limit or disallow cross-examination. A trial type proceeding is not required in an administrative investigation.

Section 3.18. Summary Investigation by the Dean Student Affairs and Services

The dean may duly proceed any of these acts:

- a. Violation of rules and regulations; and
- b. Misconduct committed in the presence of a faculty member or any official of the institution within the classroom or premises of the university or in the course of an official function sponsored by the university.

The respondent shall be summoned before the dean of SAS the College, informed of the charge(s) against him/her, and afforded the opportunity to present his/her side.

Every decision rendered under this Article shall be in writing, stating the facts of the case and the basis of the penalty imposed. Such decision may be subject to appeal before the Board of Regents after the issuance of the order. The penalty of suspension if imposed shall not exceed fifteen (15) days.

Section 3.19. Effectivity

Decision(s) shall take effect as provided in these rules; provided, that the final decisions on the suspensions or dismissals are rendered within thirty (30) days prior to any final decisions of suspensions or dismissals; rendered within thirty (30) days prior to any final examination, shall take effect during the semester immediately subsequent to the semester/summer in which such decision was rendered; provided further, that when the respondent is graduating, in which case, the penalty shall take effect immediately.

Section 3.20. Records

All proceedings before any Committee or Committee on Student Discipline shall be recorded in writing. Original records pertaining to student

Discipline shall be under the custody of the Dean of Student Affairs Services. Such records are hereby declared confidential and no person shall have access to the same for inspection or copying unless he is officially involved therein, unless he has a legal right which cannot be protected or vindicated without access to or copying such records. Any official or employee of the institution who shall violate the confidential nature of such records shall be subjected to disciplinary action.

Section 3.21. Students' Complaints

Students'/pupils' complaints and grievances, whether oral or written, against teachers, personnel and administrators, shall be coursed through proper channels. They shall be presented first to the immediate head before reaching the top officials of the university. However, if students are not satisfied with the result, they can elevate their complaints to higher offices for expeditious resolution.

Section 3.22. Protection

A student who lodges a complaint against a teacher for alleged transgression may change his schedule while the investigation is in progress. The said student should be

protected from indirect threat and malicious acts designed by the alleged transgressor and his/her cohorts. In such a case, the student may lodge another protest against the said perpetrators to the Office of Student Affairs for proper action.

Section 3.23. Anonymous Complaints

Generally, the University will not act on anonymous complaints. Staff members or students are not required to respond to allegations made in unsigned letters/anonymous emails, etc. Possible exceptions may include matters such as allegations of corruption and mismanagement of funds, where upon these allegations are referred to the Committee on Ethics and Decorum of the university for proper action. However, anonymous reports/complaints of child abuse where the student is the victim should be referred directly to the University Physician or to the University Counselor for forensic interview and assessment.

Section 4. ANTI-BULLYING POLICY OF CNU

Purpose of policy

By virtue of Republic Act No. 10627 or the Anti-bullying Act of 2013 the university develops this policy. CNU has a legal and moral responsibility to ensure that students are protected from behaviors or practices that may constitute bullying or harassment. This policy confirms the university's commitment to eliminate or minimize behaviors that do not conform to acceptable behavior standards to ensure a productive learning and teaching environment.

Policy scope and application

All provisions in this policy as in consonance with Republic Act 10627 or the Anti-bullying Act of 2013 and is applicable to all students enrolled in the Integrated Laboratory School of the university.

Definitions

The following definitions are adopted from Republic Act No. 10627:

Act¹⁶¹ refers to Republic Act 10627 or otherwise known as Anti-bullying Act of 2013

Bullying¹⁶² shall refer to any severe or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of the other student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:

- a. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;
- b. Any act that causes damage to a victim's psyche and/or emotional well-being;

¹⁶¹ Depart of Education Order no. 55, s. 2013 or IRR of RA 10627
¹⁶² RA NO. 10627 OR Anti-bullying Act of 2013

- c. Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim's looks, clothes and body; and
- d. Cyber-bullying or any bullying done through the use of technology or any electronic means. The term shall also include any conduct resulting to harassment, intimidation or humiliation, through the use of other forms of technology, such as, but not limited to texting, email, instant messaging, chatting, internet, social media, online games or other platforms of formats¹⁶³.

The term "bullying" shall also include¹⁶⁴:

"Social bullying" which refers to any deliberate, repetitive and aggressive social behavior intended to hurt others or to belittle another individual or group.

"Gender-based bullying" refers to an act that humiliates or excludes a person on the basis of perceived or actual sexual orientation and gender identity (SOGI).

"Bully"¹⁶⁵ refers to any student who experiences the acts of bullying or retaliation as defined by the Act.

"Bullied" or "Victim"¹⁶⁶ refers to any student who experiences the acts of bullying or retaliation as defined by the Act.

"Bystander"¹⁶⁷ refers to any person who witnesses or has personal knowledge of any actual or perceived acts or incidents of bullying or retaliation as defined by this policy or the Act.

"Service provider"¹⁶⁸ refers to any person who is not a teacher or school personnel but who works in the school such as but not limited to security guards, cafeteria personnel, utility workers and transportation service personnel.

"Student"¹⁶⁹ refers to a person who attends classes in any level of basic education and includes pupils or learners in Cebu Normal University.

Prohibited Acts¹⁷⁰

Consistent with Section 3 of the Act, the anti-bullying policy shall prohibit:

1. Bullying at the following:
 - a. school grounds;

¹⁶³ Department of Education Order no. 55, s. 2013 or IRR of RA 10627

¹⁶⁴ Ibid

¹⁶⁵ Ibid

¹⁶⁶ Ibid

¹⁶⁷ Ibid

¹⁶⁸ Ibid

¹⁶⁹ Ibid

¹⁷⁰ Department of Education Order no. 55, s. 2013 or IRR of RA 10627

- b. property immediately adjacent to school grounds;
 - c. school-sponsored or school-related activities, functions or programs whether on or off school grounds;
 - d. school bus stops;
 - e. school buses or other vehicles owned, leased or used by a school;
 - f. school buses or school services privately-owned but accredited by the university.
- 2. Bullying through the use of technology or an electronic device owned, leased or used by a university;
 - 3. Bullying at a location, activity, function or program that is not school-related and through the use of technology or an electronic device or other forms of media that is not owned, leased or used by a school ;
 - 4. Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying.

Prevention and Intervention Program to Address Bullying¹⁷¹

A. Prevention Programs¹⁷²

The university shall adopt bullying prevention programs. These programs shall be applicable to all students regardless of level of risk or vulnerability to bullying.

1. School-wide initiatives centered on:

- a. positive school climate and environment conducive to the attainment of learning objectives, the development of health relationships and the understanding of and respect for individual differences;
- b. periodic assessment and monitoring of the nature, extent and perceptions of bullying behaviors and attitudes of students;
- c. periodic review and enhancement of the students' and personnel's manual or code of conduct in relation to bullying;
- d. conduct of activities for students, school personnel and service providers on how to recognize and respond to bullying.
- e. Continuing personnel development to sustain bullying prevention programs; and
- f. Coordination with Local Government Units, (Barangay Council for the Protection of Children) and other stakeholders.

2. Classroom-level initiative that focus on:

- a. Reinforcing school-wide rules pertaining to bullying;
- b. Building a positive sense of self and interpersonal relationships through the development of self-awareness and self-management, interpersonal skills and empathy and responsible decision-making and problem-solving;
- c. Discussion of issues related to bullying and strategies for responding to and reporting of incidents of bullying;
- d. Teaching positive online behavior and safety and how to recognize and report cyber-bullying; and
- e. Providing an inclusive and caring learning environment for students.

3. Involving parents in bullying prevention activities, such as:

- a. Discussions of the anti-bullying policy of the school, emphasizing bullying prevention during Parents-Teachers Association meetings and seminars; and
- b. Conducting or sponsoring education sessions for parents to learn, teach, model and reinforce positive social and emotional skills to their children.

¹⁷¹ *ibid*

¹⁷² *ibid*

4. *Monitoring students* who are vulnerable to committing aggressive acts or who are perpetrators of bullying or who are possible targets or victims for the purpose of early intervention. This activity shall be conducted with utmost confidentiality and respect for all parties concerned.

B. Intervention Programs¹⁷³

There shall be intervention programs to promote the continuity of comprehensive anti-bullying policies. Intervention refers to a series of activities which are designed to address the following:

- a. issues that influence the student to commit bullying;
- b. factors that make a student a target of bullying; and
- c. effects of bullying.

Interventions may include programs such as counseling, life skills training, education, and other activities that will enhance the psychological, emotional and psycho-social well-being of both the victim and the bully. Such programs may:

- a. involve activities that will address acts of bullying;
- b. emphasize formative and corrective measures rather than punishment;
- c. conform to principles of child protection and positive and non-violent discipline;
- d. help the victim, the bully, and the bystanders understand the bullying incident and its negative consequences; and
- e. provide opportunities to practice pro-social behavior.

The intervention strategies shall involve all parties, such as bullies, victims, bystanders, parents, school personnel, service providers and all other persons who may be affected by the bullying incident.

Mechanisms and Procedures in Handling Bullying Incidents¹⁷⁴

The Integrated Laboratory School

The ILS kindergarten, elementary and secondary department, through their Supervisor, shall:

- a. Adopt and implement a child protection or anti-bullying policy .
- b. Provide students and their parents or guardians a copy of the child protection or anti-bullying policy adopted by the school. Such policy shall likewise be included in the school's student and/or employee handbook and shall be conspicuously posted on the school walls and website, if there is any;
- c. Educate students on the dynamics of bullying, the anti-bullying policies of the school as well as the mechanisms for the anonymous reporting of acts of bullying or retaliation;
- d. Educate parents and guardians about the dynamics of bullying, the child protection or anti-bullying policy of the school and how parents and guardians can provide support and reinforce the said policy at home;
- e. Devise prevention, intervention, protective and remedial measures to address bullying;
- f. Conduct the capacity building activities for guidance counselors/teachers and the members of the Child Protection Committees;
- g. Ensure effective implementation of the anti-bullying policy and monitor compliance therewith;

¹⁷³ Department of Education Order no. 55, s. 2013 or IRR of RA 10627

¹⁷⁴ Department of Education Order no. 55, s. 2013 or IRR of RA 10627

- h. Ensure the safety of the victim of bullying, the bully, and the bystander and determine the students' needs for protection;
- i. Ensure that the rights of the victim, the bully, and the bystander are protected and upheld during the conduct of the investigation;
- j. Accomplish the Intake Sheet prescribed whenever there is an incident of bullying, maintain a record of all proceedings related to bullying, and submit reports prescribed to the Office of the Student Affairs Services.
- k. Maintain a public record or statistics of incidents of bullying and retaliation;
- l. Coordinate with appropriate offices and other agencies or instrumentalities for appropriate assistance and intervention, as required by the circumstances.

The ILS Supervisor shall be responsible for the implementation and oversight of the child protection or anti-bullying policy.

Student Teaching Mentors and Practice Teachers

Teachers, practice teachers and other school personnel shall:

- a. Participate and cooperate in all prevention, intervention and other measures related to bullying implemented by the school;
- b. Report to school authorities any incident of bullying; and
- c. Perform the duties as specified in this policy.

ILS Students / Learners

Students shall:

- a. Participate and cooperate in all prevention, intervention and other measures related to bullying implemented by the school;
- b. Avoid or refrain from any act of bullying;
- c. Intervene to protect the victim, unless it will jeopardize his safety and security; and
- d. Report to school authorities any incident of bullying.

Child Protection Committee as Anti-Bullying Committee¹⁷⁵

For the implementation of this policy, the Child Protection Committee (CPC) shall also be the committee that will handle bullying cases in the university. The Committee, shall be composed of the following:

- 1. ILS Supervisor – Chairperson
- 2. Guidance Counselor – Vice Chairperson
- 3. Classroom Adviser
- 4. Representative of the Teachers as designated by the Faculty Association, Inc.
- 5. Representative of the Parents as designated by the Parents-Teachers Association
- 6. Representative of students, except in kindergarten, as designated by the ILS Supreme Student Council.

In addition to their duties and responsibilities, the CPC shall perform the following tasks:

- a. Conduct awareness-raising programs with school stakeholders in preventing and addressing bullying;
- b. Ensure that the anti-bullying policy adopted by the school is implemented;
- c. Monitor all cases or incidents related to bullying reported or referred by the teacher, guidance counselor or coordinator or any person designated to handle

¹⁷⁵ Department of Education Order no. 55, s. 2013 or IRR of RA 10627

- prevention and intervention measures mentioned by the preceding sections of this policy; and
- d. Make the necessary referrals to appropriate agencies, offices or persons, as may be required by the circumstances.

Procedures in Handling Bullying Incidents¹⁷⁶

A. Jurisdiction.

Complaints of bullying and other acts under this policy shall be within the exclusive jurisdiction of the university and shall not be brought for amicable settlement before the Barangay, subject to existing laws, rules and regulations. Complaints for acts covered by other laws shall be referred to the appropriate authorities.

B. Procedures.

Consistent with Sections 3 and 4 of the Act, the university shall adopt procedures that include:

a. Immediate Responses

1. The victim or anyone who witnesses or has personal knowledge of a bullying incident or retaliation shall immediately call the attention of any school personnel.
2. The school personnel who was notified of a bullying incident or retaliation shall intervene, by:
 - a. Stopping the bullying or retaliation immediately;
 - b. Separating the students involved;
 - c. Removing the victim or, in appropriate cases, the bully or offending student, from the site;
 - d. Ensuring the victim's safety, by:
 - Determining and addressing the victim's immediate safety needs; and
 - Ensuring medical attention by bringing the victim to the School Clinic or to appropriate health facilities, if needed, and securing a medical certificate, in cases of physical injury.
 - e. Bringing the bully to the Guidance Office or the designated school personnel.

b. Reporting the Bullying Incident or Retaliation

1. A victim or a bystander, or a school personnel who receives information of a bullying incident or retaliation, or any person, who witnesses or has personal knowledge of any incident of bullying or retaliation, shall report the same to the teacher or guidance counselor who is designated to handle bullying incidents.
2. The bullying incident or retaliation shall be immediately reported to the ILS Supervisor. The classroom adviser shall fill up the Intake Sheet. The classroom adviser or the Guidance Counselor in the absence of the classroom adviser shall inform the parents or guardian of the victim and the bully about the incident.
3. If an incident of bullying or retaliation which took place in the university involves students from other schools, ILS Supervisor shall promptly notify

¹⁷⁶ Department of Education Order no. 55, s. 2013 or IRR of RA 10627

the appropriate administrator or school head of the other school so that both schools may take appropriate action.

4. Reports of incidents of bullying or retaliation initiated by persons who prefer anonymity shall be entertained, and the person who reported the incident shall be afforded protection from possible retaliation; provided, however, that no disciplinary administrative action shall be taken against an alleged bully or offending student solely on the basis of an anonymous report and without any other evidence.

c. Fact-Finding and Documentation

The guidance counselor shall:

1. Separately interview in private the bully or offending student and the victim.
2. Determine the levels of threats and develop intervention strategies. If the bullying incident or retaliation or the situation requires immediate attention or intervention, or the level of threat is high, appropriate action shall be taken by the school within twenty-four hours (24) from the time of the incident.
3. Inform the victim and the parents or guardian of the steps to be taken to prevent any further acts of bullying or retaliation; and
4. Make appropriate recommendations to the Child Protection Committee on proper interventions, referrals and monitoring.

d. Intervention

The CPC or the Anti-bullying Committee shall determine the appropriate intervention programs for the victim, the bully and bystanders. The ILS Supervisor shall ensure that these are provided to them.

e. Referral

The ILS Supervisor or the Child Protection Committee may refer the victims and the bully to trained professionals outside the school, such as social workers, guidance counselors, psychologists, or child protection specialists, for further assessment and appropriate intervention measures, as may be necessary. The CPC or Anti-bullying Committee shall notify the Women and Children's Protection Desk (WPCD) of the local Philippine National Police, if he/she believes that appropriate criminal charges may be pursued against the bully or offending student.

f. Disciplinary Measures

1. The CPC or Anti-bullying Committee, considering the nature, gravity or severity, previous incidents of bullying or retaliation and attendant circumstances, may impose reasonable disciplinary measures on the bully or offending student that is proportionate to the act committed.
2. Written reprimand, community service, suspension, exclusion or dismissal, in accordance with existing rules and regulations of the school may be imposed, if the circumstances warrant the imposition of such penalty, provided that the requirements of due process are complied with.
3. In addition to the disciplinary sanction, the bully shall also be required to undergo an intervention program which shall be administered or supervised

by the school's Child Protection Committee. The parents of the bully shall be encouraged to join the intervention program.

g. Due Process

In all cases where a penalty is imposed on the bully or offending student, the following minimum requirements of due process shall be complied with:

1. The student and the parents or guardians shall be informed of the complaint in writing;
2. The student through the parents shall be given the opportunity to answer the complaint in writing;
3. The decision of the school head shall be in writing, stating the facts and the reasons for the decision;
4. Should the act of bullying be persistently committed, the parents will be made to sign a commitment agreement to transfer their student in another school; and
5. The decision of the ILS Supervisor may be appealed to the Office of the President, as provided in existing rules of the Department.

h. Applicability of RA 9344, as amended, and other related laws

If the bullying incident or retaliation resulted in serious physical injuries or death, the case shall be dealt with in accordance with the provisions of Republic Act 9344 or the "Juvenile Justice and Welfare Act," as amended, and its Implementing Rules and Regulations, in connection with other applicable laws, as may be warranted by the circumstances attendant to the bullying incident.

i. False Accusation of Bullying

If the student, after an investigation, is found to have knowingly made a false accusation of bullying, the said student shall be subjected to disciplinary actions or to appropriate interventions in accordance with the existing rules and regulations of the Department or the private school.

Confidentiality¹⁷⁷

Any information relating to the identity and personal circumstances of the bully, victim, or bystander shall be treated with utmost confidentiality by the Child Protection Committee or Anti-bullying Committee and the school personnel, provided, that the names may only be available to the ILS Supervisor, teacher or guidance counselor designated by the ILS Supervisor, and parents or guardians of students who are or have been victims of bullying or retaliation.

Any school personnel who commits a breach of confidentiality shall be subject to appropriate administrative disciplinary action in accordance with the existing rules and regulations of the Department of Education or the private school, without prejudice to any civil or criminal action.

¹⁷⁷ Department of Education Order no. 55, s. 2013 or IRR of RA 10627

TITLE NINE: RESEARCH SERVICES

ARTICLE 54. Research Services

Board of Regents is the governing body of the CNU. The administration of the university and the exercise of its corporate power reside exclusively in the Board of Regents and the University President insofar as they are authorized by the Board.

Section 1. The University Advisory Research Committee¹⁷⁸

By virtue of R.A. 8688 known as the CNU Charter, the research activities of the university are governed by its University Research Advisory Committee, currently known as the University Research Advisory Committee. The University Research Advisory Committee shall form plans, policies, guidelines, rules, and regulations governing research activities subject to the approval of the Board of Regents. The University Research Advisory Committee operates at the university level as a policy-making body and advisory to the University President. It performs the following functions:

1. It determines or recommends whenever appropriate policies, standards and rules relating to planning, implementation and evaluation of research programs;
2. It periodically revisits research thrusts or directions;
3. It reviews and recommends policies concerning research personnel;
4. It approves research projects and prioritizes implementation as necessary;
5. It serves as a forum for discussion and deliberation on matters pertaining to issues on research.

The composition of the University Research Advisory Committee by virtue of the administrative functions of the person concerned is as follows: Vice-President for the Research, Extension and Publication as Chairperson, Director, Research and Development as Vice-Chairperson, Deans of the colleges and College Research Chairs (CRCs) as members.

Section 2. The Center for Research and Development is tasked to do the following:

- a. Establish research priority areas on the micro level in consonance with regional/national development thrusts, balanced with the research needs of the university;
- b. Work with the University Research Council (URC), faculty and staff on the evaluation of research proposals and recommend those that qualify for funding by the institution or by external agencies;
- c. Establish linkages with other public and private, domestic and foreign agencies and organizations;
- d. Establish a data bank;
- e. Develop policies for appropriate research incentives
- f. Monitor and evaluate the progress of researches
- g. Explore possibilities for international research presentations, funding and collaboration; and
- h. Assume other functions related to research

Section 3. The CRD is assisted by the Research Educations Specialists, the respective College Research Chairs and Research Assistants, who shall take charge of the implementation, monitoring and evaluation of research projects of the university. The CRD shall adopt an inter-unit, inter-disciplinary, multifunctional and inter-agency strategy in understanding and implementing research activities. Research projects/proposals shall be in accordance with the established criteria and priorities

¹⁷⁸BOR Resolution 99, series of 2009

set by the URC to be approved by the Administrative Council and confirmed by the BOR.

Section 4. The university shall formulate its agenda in a highly participatory process which involves internal stakeholders and external stakeholders based on regional and national agency thrusts and priorities.

Section 5. The University shall encourage all faculty, staff and students to engage in research work with potentials to be utilized for instruction, extension, production, and wider research community and policy development. Sustainability of research projects shall depend on internal and external funds.

Section 6. The University shall formulate policies for research development, utilization and dissemination.

TITLE TEN: EXTENSION SERVICES

ARTICLE 55. Extension Services

Section 1. The function of the extension services of the University shall be to improve productivity, profitability, equity and well-being of a community described as depressed, deprived and under-served. It emphasizes serving these communities through relevant, effective and efficient extension systems called E-HELP (Education, Health, Environment, Livelihood and Peace) services.

Section 2. Guiding Principles in the Conduct of Extension Services

CNU pursues extension activities guided by the following principles:

- a. **Competence.** Personnel involve in extension programs must be sensitive to client needs, technically competent and skillful in the art of dealing with people.
- b. **Effectiveness.** The extension program should focus on few impact projects and the approaches, strategies, methods, and procedures used must produce the desire results.
- c. **Efficiency.** Objectives of extension programs must be achieved through wise use of resources. Resource sharing between and among various stakeholders must be adopted so that extension programs can be carried out with optimum effect at minimum input from each stakeholder
- d. **Interdisciplinary.** Extension programs shall mobilize expertise and strategies that cut across the technical and social sciences.
- e. **Participatory.** The extension programs must be a participative effort of all concerned units/departments/centers/colleges of the University and program stakeholders, i.e., LGUs, NGAs, POS, NGOs from planning to evaluation.
- f. **Relevance.** All extension programs must answer the needs, problems, and aspirations of its clients.
- g. **Responsiveness.** Extension programs must be responsive to client needs.
- h. **Social Equity.** The extension must promote greater participation among the advantaged, producers in community decision-making while providing them increased access to resources and services.
- i. **Unity of purpose.** All extension programs of the university shall contribute to the achievement of the institutional goals of the college and the development priorities.

Section 3. The extension services is governed by the University Extension Advisory Committee composed of the Vice-President Research, Extension and Publication as Chair,

Director of External Affairs, as Vice-Chair, with Deans and Chairs of the Extension Units as Members

Section 4. Faculty, staff and students shall be encouraged to conduct extension activities based research and needs of the community or potential beneficiaries of the project.

Section 5. The university shall formulate the policies and procedures in the conduct of extension activities.

Section 6. The Extension services of the university shall serve as the International Linkages and partnership arm of the university. The international linkages and programs must promote the objectives of the policy and guidelines that corresponds in enriching synergies between national development effectiveness.

Section 7. International partnerships shall be entered into with authorized and recognized university/ college extension project with accredited foreign international entities with good track records on espousing and implementing academic, research or extension programs upon approval of the Board of Regents.

Section 8. Agreements with other institutions or agencies involving academics or research shall be implemented in coordination with appropriate offices.

TITLE ELEVEN: GENERAL ADMINISTRATION AND SUPPORT SERVICES

ARTICLE 56. Financial Management

Section 1. Source of Funds

Section 1.1. Primarily the University shall derived its sources of funds from the National Government through the General Appropriation Act (GAA).

Section 1.2. Other sources of funds of the university come from: tuition fees and other charges such as: matriculation fees, graduation fees, laboratory fees, medical and dental fees, library fees, athletic fees and other similar fees.

Section 1.3. In Addition to the income derived from regular school operations, the university may engage in other business activities in order to generate additional revenue. These may include but are not limited to: rental of its facilities to outside clientele, funding of income generating programs/projects, seminars and training programs and such other activities which would generate income to the university.

Section 1.4. All funds of the university shall be deposited in an authorized government depository bank (AGDB) and constituted as: Special Trust Fund (STF), Miscellaneous Trust Fund (MTF) and Income Generating Project Fund (IGP). All interests that shall accrue there from shall form part of the same fund.

Section 1.5. Income from tuition and other revenues shall be deposited to the Special Trust Fund (STF), while income derive from business undertakings of the university will be deposited to the Income Generating Project Fund (IGP)

and funds held for specific purpose and projects shall be deposited to the Miscellaneous Trust Fund (MTF).

ARTICLE 57. Budget

- Section 1.** The annual budget of the university shall be prepared in accordance with the pertinent laws and rules, as well as regulations approved by the University President.
- Section 2.** Pending the approval of the annual budget for the ensuing year, the university shall operate from the date set by the National Government as the beginning of the national government's fiscal year, using as basis the budget of the fiscal year.
- Section 3.** Funds of the institution shall not be spent for purposes other than those for which they are intended except under the following conditions and subject to existing laws and regulations:
- a) In emergency cases, such as to prevent the possible loss of lives and damage to property; and
 - b) Appropriation for certain projects which are inadequate to complete such, may be realigned to other more urgent projects.
- Section 4.** The university shall not incur expenses exceeding the amount for which appropriations were made and approved by the Board of Regents.
- Section 5.** All expenses shall conform to existing laws and regulations. In this respect monthly, quarterly and year-end accountability reports shall be submitted to appropriate government agencies.

ARTICLE 58. Procurement and Requisition¹⁷⁹

- Section 1.** All procurements and requisitions shall be made in accordance with the provisions of existing laws, rules and regulations, and other implementing rules of the institution in accordance with the Commission on Audit (COA) rules.
- Section 2. Preparation of Bidding Documents.** The Bidding Documents shall be prepared by the Procuring Entity following the standard forms and manuals prescribed by the GPPB.
- Section 3.** Prior to the issuance of the Invitation to Bid, the BAC is mandated to hold a pre-procurement conference on each and every procurement, except those contracts below a certain level or amount specified in the IRR, in which case, the holding of the same is optional.
- Section 4.** In line with the principle of transparency and competitiveness, all Invitations to Bid for contracts under competitive bidding shall be advertised by the Procuring Entity in such manner and for such length of time as may be necessary under the circumstances, in order to ensure the widest possible dissemination thereof, such as, but not limited to, posting in the Procuring Entity's premises, in newspapers of general circulation, the G-EPS and the website of the Procuring Entity, if available.
- Section 5.** Prior to Bid evaluation, the BAC shall examine first the technical components of the bids using "pass/fail" criteria to determine whether all required documents are

¹⁷⁹ R.A. 9184

present. Only bids that are determined to contain all the bid requirements of the technical component shall be considered for opening and evaluation of their financial component.

Section 6. Post-qualification is the stage where the bidder with the Lowest Calculated Bid, in the case of Goods and Infrastructure Projects, or the Highest Rated Bid, in the case of Consulting Services, undergoes verification and validation whether he has passed all the requirements and conditions as specified in the Bidding Documents.

Section 7. Within a period not exceeding fifteen (15) calendar days from the determination and declaration by the BAC of the Lowest Calculated Responsive Bid or Highest Rated Responsive Bid, and the recommendation of the award, the Head of the Procuring Entity or his duly authorized representative shall approve or disapprove the said recommendation. In case of approval, the Head of the Procuring Entity or his duly authorized representative shall immediately issue the Notice of Award to the bidder with the Lowest Calculated Responsive Bid or Highest Rated Responsive Bid.

Section 8. Subject to the prior approval of the Head of the Procuring Entity or his duly authorized representative, and whenever justified by the conditions provided in this Act, the Procuring Entity may, in order to promote economy and efficiency, resort to alternative methods of Procurement.

Section 9. Limited Source Bidding.— Limited Source Bidding may be resorted to only in any of the following conditions:

- (a) Procurement of highly specialized types of Goods and Consulting Services which are known to be obtainable only from a limited number of sources; or
- (b) Procurement of major plant components where it is deemed advantageous to limit the bidding to known eligible bidders in order to maintain an optimum and uniform level of quality and performance of the plant as a whole.

Section 10. Direct Contracting.— Direct Contracting may be resorted to only in any of the following conditions:

- (a) Procurement of Goods of proprietary nature, which can be obtained only from the proprietary source, i.e. when patents, trade secrets and copyrights prohibit others from manufacturing the same item;
- (b) When the Procurement of critical components from a specific manufacturer, supplier or distributor is a condition precedent to hold a contractor to guarantee its project performance, in accordance with the provisions of his contract; or,
- (c) Those sold by an exclusive dealer or manufacturer, which does not have sub-dealers
- (d) selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the Government.

Section 11. Repeat Order. — When provided for in the Annual Procurement Plan, Repeat Order may be allowed wherein the Procuring Entity directly procures Goods from the previous winning bidder whenever there arises a need to replenish goods procured under a contract previously awarded through Competitive Bidding, subject to post - qualification process prescribed in the Bidding Documents and provided all the following conditions are present:

- (a) The unit price must be equal to or lower than that provided in the original contract;
- (b) The repeat order does not result in splitting of requisitions or purchase orders;

- (c) Except in special circumstances defined in the IRR, the repeat order shall be availed of only within six (6) months from the date of the Notice to Proceed arising from the original contract; and
- (d) The repeat order shall not exceed twenty-five percent (25%) of the quantity of each item of the original contract.

Section 12. Shopping.— Shopping may be resorted to under any of the following instances:

- (a) When there is an unforeseen contingency requiring immediate purchase, provided, however, That the amount shall not exceed Fifty Thousand Pesos (P50,000); or
- (b) Procurement of ordinary or regular office supplies and equipment not available in the Procurement Service involving an amount not exceeding Two Hundred Fifty Thousand Pesos (P250,000): Provided, however, That the Procurement does not result in Splitting of Contracts: provided, further, that at least three (3) price quotations from bona fide suppliers shall be obtained. The above amounts shall be subject to a periodic review by the GPPB. For this purpose, the GPPB shall be authorized to increase or decrease the said amount in order to reflect changes in economic conditions and for other justifiable reasons.

Section 13. Negotiated Procurement. — Negotiated Procurement shall be allowed only in the following instances:

- (a) In cases of two failed biddings,
- (b) In case of imminent danger to life or property during a state of calamity, or when time is of the essence arising from natural or man-made calamities or other causes where immediate action is necessary to prevent damage to or loss of life or property, or to restore vital public services, infrastructure facilities and other public utilities;
- (c) Take -over of contracts, which have been rescinded or terminated for causes provided for in the contract and existing laws, where immediate action is necessary to prevent damage to or loss of life or property, or to restore vital public services, infrastructure facilities and other public utilities;
- (d) Where the subject contract is adjacent or contiguous to an on-going infrastructure project, as defined in the IRR: Provided, however, That the original contract is the result of a Competitive Bidding; the subject contract to be negotiated has similar or related scopes of work; it is within the contracting capacity of the contractor; the contractor uses the same prices or lower unit prices as in the original contract less mobilization cost; the amount involved does not exceed the amount of the ongoing project; and, the contractor has no negative slippage: Provided, further, that negotiations for the procurement are commenced before the expiry of the original contract. Whenever applicable, this principle shall also govern consultancy contracts, where the consultants have unique experience and expertise to deliver the required service; or,
- (e) Subject to the guidelines specified in the IRR, purchases of Goods from another agency of the Government, such as the Procurement Service of the DBM, which is tasked with a centralized procurement of commonly used Goods for the government in accordance with Letters of Instruction No. 755 and Executive Order No. 359, series of 1989.

Section 14. As a general rule, no contract for public service, public works for construction or repair, or for furnishing supplies, materials and equipment shall be entered into by the Institution without public bidding.

Section 15. The above requirement of public bidding may only be relaxed on instances cited in the preceding provision on emergency or negotiated purchases.

Section 16. The university shall in no case make advance payment for services not yet rendered or for supplies, materials and equipment not yet delivered under any contract thereof.

Section 17. No payment, partial or final, shall be made by the institution on any contract entered into, unless all requirements appertaining thereto are complied with.

ARTICLE 59. Sale and Disposal of University Property

Section 1. The sale or disposal of any property of the university shall be in accordance with existing laws, rules and regulations.

- a. Valueless or unsalable property of the institution shall be condemned either by burning, pulverizing or throwing away beyond recovery.
- b. Disposable property may also be transferred with or without cost to other government agencies.
- c. In exceptional cases and for meritorious reasons, disposable university property may be donated to charitable, scientific and cultural organizations.
- d. Property which is in good and top condition but is not and shall never be used by the university or institution may be sold through publication or negotiations if deemed to be of advantage to the institution.

ARTICLE 60. Traveling Expenses

Section 1. The incurrence of travel expenses for local travel shall be subjected to the provisions of existing laws and rules/regulations pertaining to local travel.

Section 2. Funds shall be allocated for travelling expenses of personnel in such amount as may be necessary for travel within the country for purposes of research, extension, community training or study and similar purposes.

Section 3. Expenses for foreign travel shall be governed by existing laws and regulations.

ARTICLE 61. Donations, Endowments And Investments

Section 1. Donations and contributions to the university in terms of material and financial assistance shall be governed by existing COA rules and other applicable regulations.

Section 2. Idle funds of the university may be invested in government securities or in money market placements with government financial institutions through a duly authorized body. In order to maintain its liquidity, however, the investments shall be on a short-term basis only. The proceeds of matured investments may, however, be rolled over as long as the funds are not yet needed, without prejudice to the requirements of the university for adequate school plant/instructional facilities. The investment shall be authorized by the President according to the limits prescribed by the Board of Regents. The interest earned on these investments may be expended for such purpose as the Board of Regents may authorize in its discretion consistent with the public interest.

ARTICLE 62. Other Sources of Revenue

Section 1. In addition to the income derived from regular school operations, the university may engage in other business activities in order to generate additional revenue. These may include but are not limited to: rental of its facilities to outside clientele, funding of

income-generating programs/projects, seminars and training programs and such other activities which would generate income to the university.

ARTICLE 63. Buildings and Grounds

Section 1. MAINTENANCE

Section 1.1. All buildings and assets of the University shall be properly inventoried and insured and shall comply with the safety requirements as provided for in the National Building Code.

Section 1.2. The grounds and buildings of the institution shall be under the immediate supervision of the university engineer and/or any official duly designated by the President who shall be responsible for the supervision and control of the personnel assigned to maintain buildings and grounds.

Section 1.3. No improvement shall be introduced in any building or premises of the university unless it conforms to the development plans thereof and are duly approved by the University President.

Section 1.4. No repair of buildings shall be undertaken if the estimated cost exceeds fifty percent of its present appraised value.

Section 1.5. No buildings shall be demolished unless properly recommended for condemnation by the appraisal committee to be composed of authorized representatives from the University Commission on Audit, Office of the Building Official, Department of Public Works and Highways and other authorized agencies.

Section 2. USE OF BUILDINGS, PREMISES AND EQUIPMENT

Section 2.1. It shall be incumbent upon the University to exercise due care in the use of its facilities. In this respect, the University President shall promulgate rules and regulations for the use thereof in accordance with existing rules and laws.

Section 2.2. Except those specifically provided by law, recognized campus organizations shall have priority in the use of buildings or any other property belonging to the institution, provided, however, that the use of facilities shall not be in conflict with the program of the university. Campus organizations are those whose members are drawn from students, alumni, employees or faculty of the university in accordance with the rules.

Section 2.3. Streamers, placards and similar materials which are used to announce, advertise or publicize events, products or the like shall not be posted or placed in any of the buildings or grounds of the institution without the written permission of the President or his duly authorized representative.

Section 3. CUSTODIANSHIP OF PROPERTY

Section 3.1. It shall be for the prime responsibility of the institution to promote greater service and economy in the use of supplies, materials and equipment. For this purpose, an adequate and complete record system shall be maintained by the

university, and an annual inventory of the properties shall likewise be conducted.

Section 3.2. The Supply Officer shall take custody of and shall be accountable for all movable properties of the institution such as equipment, tools, supplies and materials, etc. If there is no employee holding such accountability, it shall be the person who have been issued such property who shall be accountable. The Supply Officer or other administrative officials having property accountability shall be properly bonded in the Fidelity Bond in accordance with existing laws, rules and regulations.

Section 3.3. No property of the Institution shall be used or taken out from the university without prior written approval of the authorities concerned.

Section 3.4. The University shall constitute an effective maintenance program to prolong the life-span of all its fixed assets and equipment, motor vehicles included.

Section 3.5. No equipment shall be dismantled or repaired unless authorized by the President and certified by the accountant as to availability of funds for such activity, and provided further, that the estimated cost per repair shall not exceed fifty percent of its present value.

ARTICLE 64. Use and Operation of Government Motor Vehicles

Section 1. In general, all motor vehicles owned and operated by the university shall be constituted into a motor pool under the direct supervision of the President; provided that the Board may authorize alternative mechanisms to promote the economic use of the vehicles.

Section 2. The use and operation of motor vehicles owned by the university shall be in accordance with the rules and regulations of the institution and the pertinent provisions of existing laws, government rules and regulations as well as COA circulars on the matter.

TITLE TWELVE: CODE OF CONDUCT

ARTICLE 65. General Policy¹⁸⁰

Section 1. It is the policy of the State and the University to promote a high standard of ethics in public service. Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest.

ARTICLE 66. Duties of Public Officials and Employees¹⁸¹

Section 1. In the performance of their duties, all public officials and employees are under obligation to:

¹⁸⁰ Section 2, R.A. 6713 Code of Conduct and Ethical Standards for Public Officials and Employees

¹⁸¹ Section 5. R.A. 6713 Code of Conduct and Ethical Standards for Public Officials and Employees

- a. Act promptly on letters and requests. - All public officials and employees shall, within fifteen (15) working days from receipt thereof, respond to letters, telegrams or other means of communications sent by the public. The reply must contain the action taken on the request;
- b. Submit annual performance reports. - All heads or other responsible officers of offices and agencies of the government and of government-owned or controlled corporations shall, within forty-five (45) working days from the end of the year, render a performance report of the agency or office or corporation concerned. Such report shall be open and available to the public within regular office hours.
- c. Process documents and papers expeditiously. - All official papers and documents must be processed and completed within a reasonable time from the preparation thereof and must contain, as far as practicable, not more than three (3) signatories therein. In the absence of duly authorized signatories, the official next-in-rank or officer in charge shall sign for and in their behalf.
- d. Act immediately on the public's personal transactions. - All public officials and employees must attend to anyone who wants to avail himself of the services of their offices and must, at all times, act promptly and expeditiously.
- e. Make documents accessible to the public. - All public documents must be made accessible to, and readily available for inspection by, the public within reasonable working hours.

Section 2. The university upholds the recognized codes of conduct of professionals such as teachers, nurses, psychologists, and others in the ethical delivery of services and dealings among employees.

Section 3. Prohibited Acts and Transactions¹⁸²

The following shall constitute prohibited acts and transactions of any public official and employee and are hereby declared to be unlawful:

- a. Financial and material interest. - Public officials and employees shall not, directly or indirectly, have any financial or material interest in any transaction requiring the approval of their office.
- b. Outside employment and other activities related thereto. - Public officials and employees during their incumbency shall not: Own, control, manage or accept employment as officer, employee, consultant, counsel, broker, agent, trustee or nominee in any private enterprise regulated, supervised or licensed by their office unless expressly allowed by law; Engage in the private practice of their profession unless authorized by the Constitution or law, provided, that such practice will not conflict or tend to conflict with their official functions; or Recommend any person to any position in a private enterprise which has a regular or pending official transaction with their office.

These prohibitions shall continue to apply for a period of one (1) year after resignation, retirement, or separation from public office, except in the case of subparagraph (b) (2) above, but the professional concerned cannot practice his profession in connection with any matter before the office he used to be with, in which case the one-year prohibition shall likewise apply.

- c. Disclosure and/or misuse of confidential information. - Public officials and employees shall not use or divulge, confidential or classified information officially known to them by

¹⁸² Section 7 R.A. 6713 Code of Conduct and Ethical Standards for Public Officials and Employees

reason of their office and not made available to the public, either: To further their private interests, or give undue advantage to anyone; or to prejudice the public interest.

- d. Solicitation or acceptance of gifts. - Public officials and employees shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan or anything of monetary value from any person in the course of their official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of their office.

As to gifts or grants from foreign governments, the University consents to:

1. The acceptance and retention by a public official or employee of a gift of nominal value tendered and received as a souvenir or mark of courtesy;
2. The acceptance by a public official or employee of a gift in the nature of a scholarship or fellowship grant or medical treatment; or
3. The acceptance by a public official or employee of travel grants or expenses for travel taking place entirely outside the Philippine (such as allowances, transportation, food, and lodging) of more than nominal value if such acceptance is appropriate or consistent with the interests of the Philippines, and permitted by the head of office, branch or agency to which he belongs.

ARTICLE 67. General Restrictions

Section 1. No member of the faculty, officer or employee of the University shall publish prematurely or discusses publicly proceedings of the Board of Regents or its decisions not yet released for publication without the written permission of the University President.

Section 2. No member of the faculty, officer or employee of the university shall publish or discuss publicly any information concerning a particular college, not released for publication, without the written permission from the dean/director/supervisor/head of Office/Chief and the President of the University.

Section 3. No member of the faculty, officer or employee shall publish or discuss publicly, charges or complaints against any member of the faculty, officer or employee concerning his/her official duties or his/her private life or conduct. Any such complaint or charge shall be addressed before resorting to any other remedy available to the complaining party.

Section 4. No member of the faculty shall enter into deals with any student of the university involving money, property, or other valuable consideration which might influence the scholastic standing of the student

Section 5. No textbook, whether printed or duplicated, shall be required as basic teaching materials in any class unless approved by the proper committee created by the University President.

Section 6. Members of the faculty of the University 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 from the venue shall be counted as official, unless other arrangements are made. Transportation to and from the place shall be provided by the university.

Section 7. Members of the faculty may invite a resource person who is not officially connected with the university to give a lecture or talk on any subject before his/her class or any group or students with the permission of the dean/Vice-President for Academic Affairs.

Section 8. A faculty member may undertake research work under the auspices of an organization outside the university with the consent of the appropriate office and the University President, provided that, in the publication of such research, the university shall be credited side by side with the outside sponsoring organizations.

Section 9. There shall be at least one annual physical examination of the members of the faculty, officials and employees under the direction of the University Physician. The university shall make adequate provision in its yearly budget to insure the implementation of the foregoing articles.

Section 10. The university recognizes that **the** following shall constitute corrupt practices of any public officer and are hereby declared to be unlawful¹⁸³:

- (a) Persuading, inducing or influencing another public officer to perform an act constituting a violation of rules and regulations duly promulgated by competent authority or an offense in connection with the official duties of the latter, or allowing himself to be persuaded, induced, or influenced to commit such violation or offense.
- (b) Directly or indirectly requesting or receiving any gift, present, share, percentage, or benefit, for himself or for any other person, in connection with any contract or transaction between the Government and any other part, wherein the public officer in his official capacity has to intervene under the law.
- (c) Directly or indirectly requesting or receiving any gift, present or other pecuniary or material benefit, for himself or for another, from any person for whom the public officer, in any manner or capacity, has secured or obtained, or will secure or obtain, any Government permit or license, in consideration for the help given or to be given, without prejudice to Section thirteen of this Act.
- (d) Accepting or having any member of his family accept employment in a private enterprise which has pending official business with him during the pendency thereof or within one year after its termination.
- (e) Causing any undue injury to any party, including the Government, or giving any private party any unwarranted benefits, advantage or preference in the discharge of his official administrative or judicial functions through manifest partiality, evident bad faith or gross inexcusable negligence. This provision shall apply to officers and employees of offices or government corporations charged with the grant of licenses or permits or other concessions.
- (f) Neglecting or refusing, after due demand or request, without sufficient justification, to act within a reasonable time on any matter pending before him for the purpose of obtaining, directly or indirectly, from any person interested in the matter some pecuniary or material benefit or advantage, or for the purpose of favoring his own interest or giving undue advantage in favor of or discriminating against any other interested party.
- (g) Entering, on behalf of the Government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby.
- (h) Director or indirectly having financing or pecuniary interest in any business, contract or transaction in connection with which he intervenes or takes part in his

¹⁸³ Section 3, R.A. 9184

official capacity, or in which he is prohibited by the Constitution or by any law from having any interest.

- (i) Directly or indirectly becoming interested, for personal gain, or having a material interest in any transaction or act requiring the approval of a board, panel or group of which he is a member, and which exercises discretion in such approval, even if he votes against the same or does not participate in the action of the board, committee, panel or group. Interest for personal gain shall be presumed against those public officers responsible for the approval of manifestly unlawful, inequitable, or irregular transaction or acts by the board, panel or group to which they belong.
- (j) Knowingly approving or granting any license, permit, privilege or benefit in favor of any person not qualified for or not legally entitled to such license, permit, privilege or advantage, or of a mere representative or dummy of one who is not so qualified or entitled.
- (k) Divulging valuable information of a confidential character, acquired by his office or by him on account of his official position to unauthorized persons, or releasing such information in advance of its authorized release date.

ARTICLE 68. Separability, Amendment and Effectivity Provisions

Section 1. SEPARABILITY

If any part of this code is declared unconstitutional, the remaining parts not affected thereby shall continue to be valid and operational.

Section 2. AMENDMENTS

Amendments to this Code shall be proposed in writing and shall be ratified by 2/3 votes of the Academic Council and Administrative Council present during the ratification.

Section 3. All resolutions or parts thereof adopted by the Board of Regents, or other administrative rules and regulations inconsistent with this Code are hereby repealed or amended accordingly.

Section 4. This code shall take effect upon approval by the Board of Regents.