



# Faculty Manual

## Revised 2018 Edition

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## Foreword

A well designed set of policy and procedure is necessary to guide the faculty in the discharge of their duties along the mandated functions of instruction, research, and extension.

This revised Faculty Manual lays down the specific rules, regulations and procedures governing the operations of the faculty members' mandated functions. Some portions of this manual are quoted verbatim from the source materials such as provisions of the revised University Code, the approved Career Development Program of the university, the implementing rules and regulations of the Anti-Sexual Harassment Act, and other pertinent civil service rules and regulations.

May this manual serve as functional guide for the faculty and administrators in the performance of their duties and responsibilities.



## 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

- 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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## 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 in 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) in Jones Avenue (now Osmeña Boulevard), it became an adjunct of said school and operated as a branch of Philippine Normal University (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 four-year secondary curriculum CNS offered was changed into a two-year curriculum – the Junior Normal which later became the Elementary Teacher Certificate. The outbreak of World War II in 1944 converted the school into a garrison of the Japanese Kempetai. After the war, it adopted the two-year general curriculum. In 1952, it offered the four-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 graduates 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 by virtue of PD. No. 944. Its university status on its names was granted in 1998 by virtue of its Charter, R.A. No. 8688 known as the 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 STATEMENTS<sup>1</sup>

### **Vision**

A leading multidisciplinary research university in education committed to build a strong nation

### **Mission**

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

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<sup>1</sup>CNU BOR RESOLUTION # 13 S. 2010



## CEBU NORMAL UNIVERSITY VISION-MISSION STATEMENTS<sup>1</sup>

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## TITLE ONE: GENERAL PROVISIONS

### ARTICLE 1. Title

This document shall be known as the **REVISED FACULTY MANUAL** 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 it is authorized by the Board<sup>2</sup>.

## TITLE TWO: GOVERNANCE OF THE UNIVERSITY

### ARTICLE 1. 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 following<sup>3</sup>:

- Section 1.1** The Chair of the Commission on Higher Education (CHED), Chair;
- Section 1.2** The President of the university, Vice-Chair;
- Section 1.3** The Chair of the Committee on Education, Culture and Arts of the Senate, member;
- Section 1.4** The Chair of the Committee on Higher and Technical of the House of Representatives, member;
- Section 1.5** The Regional Director of the National Economic and Development Authority (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 prominent citizens who have distinguished themselves in their professions or fields of specialization in the institution concerned who have been chosen from a list of at least persons qualified in the city or the province where the university is located, as recommended by the search committee constituted by the University President, in consultation with the Chair of the CHED, based on the normal standards and qualifications for the position, members.

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<sup>2</sup>Section 7, R.A. 8688

<sup>3</sup>Section 5, R.A. 8688

The Chair of the Commission on Higher Education, the President of the University, the Education Committee Chairs 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 prominent citizens shall serve for a term of two 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 only<sup>4</sup>

**Section 2.** The Board shall have the following specific powers and duties<sup>5</sup>:

- 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 and 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, as such but not limited to matriculation fees, graduation fees, and laboratory fees as the Board may deem proper to impose, after due consultations with the involved sectors;
- 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;
- 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

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<sup>4</sup> Section 5, R.A. 8688

<sup>5</sup> Section 8, R.A. 8688



compensation laws governing hours of service, and such other duties and conditions as it may deem proper; to grant these employees, at its discretion, leaves of absence under such regulation as it may promulgate, any provisions of existing laws of the country 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. 7722<sup>6</sup>.

**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 term<sup>7</sup>.

**Section 5.** The Board of Regents shall convene regularly at least once every two months. The Chair of the Board of Regents may, upon three days' prior notice, call a special meeting whenever necessary<sup>8</sup>.

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 Chair of the CHED, who is the Chair of the Board, or the President of the University, is among those present in the meeting<sup>9</sup>.

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<sup>6</sup>Section 6, R.A. No. 8292

<sup>7</sup>Section 10, R.A. 8688

<sup>8</sup> Section 9, R.A. 8688

<sup>9</sup> Section 9, R.A. 8688

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 at meetings of the Board or in connection with other official business authorized by resolution of the Board, subject to pertinent existing laws and regulations<sup>10</sup>.

**Section 6.** On or before the fifteenth 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 Commission on Higher Education, an annual report setting forth the conditions, progress and needs of the University<sup>11</sup>.

### TITLE THREE: THE UNIVERSITY ORGANIZATION

#### ARTICLE 1. The University President<sup>12</sup>

The University shall be headed by a President, who shall render full-time service. He or she shall be appointed by the Board of Regent/Trustees, upon the recommendation of a duly constituted search committee. He or she shall have a term of four 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 Regents<sup>13</sup>.

#### ARTICLE 2. 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)<sup>14</sup>.

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<sup>10</sup> Section 9, R.A. 8688

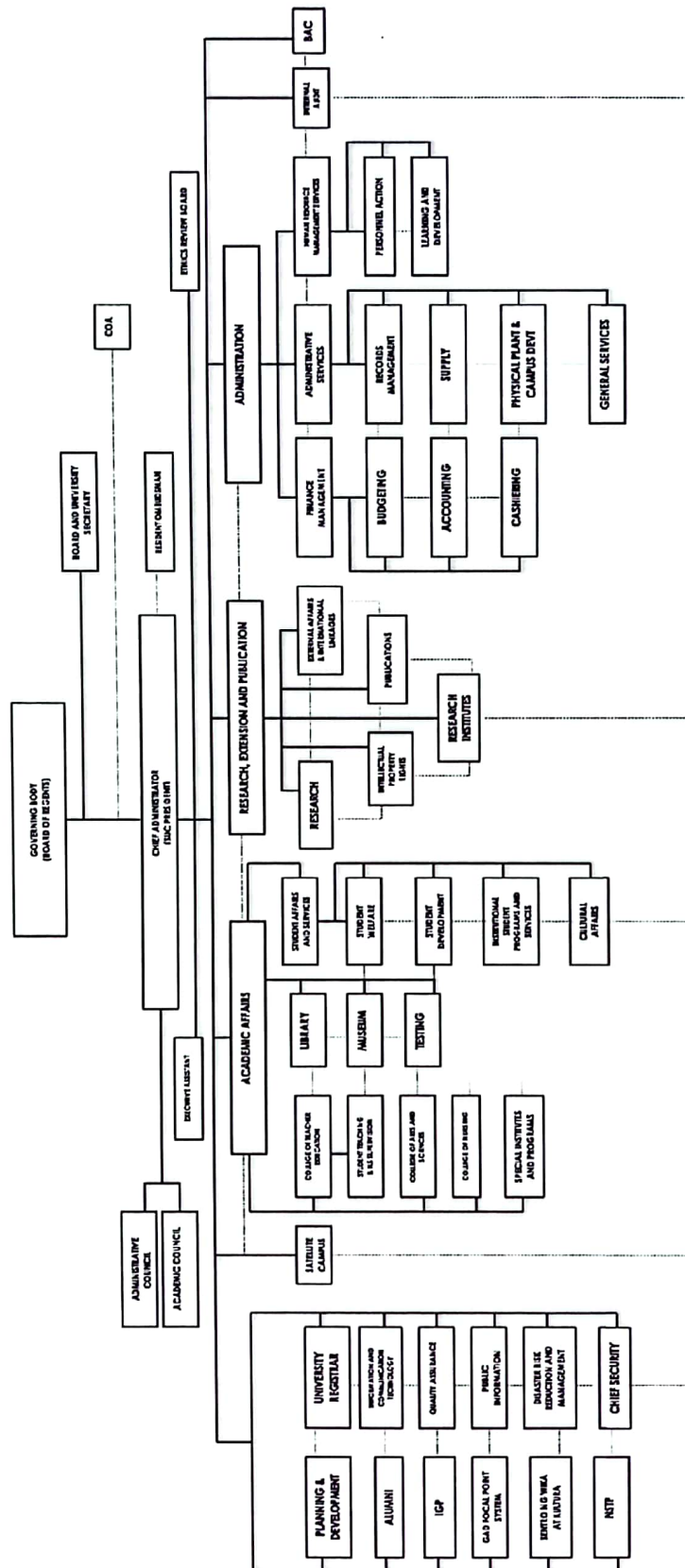
<sup>11</sup> Section 18, R.A. 8688

<sup>12</sup> Section 10, R.A. 8688

<sup>13</sup> Section 10, R.A. 8688

<sup>14</sup> CNU BOR Resolution No. 21, s. 2015

## REVISED CNU ORGANIZATIONAL STRUCTURE





### ARTICLE 3. Duties and Functions of Academic Officials

The following are the duties and functions of academic officials.

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

The Academic Offices shall be under the direct supervision of the Vice-President for Academic Affairs (VPAA).

#### 1.1. Office of the Vice-President for Academic Affairs (VPAA)

The Office shall be headed by the Vice-President for Academic Affairs (VPAA). The VPAA shall be appointed by the Board of Regents upon the recommendation of the University President. 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 instructional programs/activities to ensure the effective training of students.

Under these general functions are the following duties and responsibilities:

- (a) Develops academic programs relevant to the vision and mission of the University;
- (b) Acts as the chief Executive Officer of the President with respect to the implementation of the academic policies and programs of the University;
- (c) Conducts periodic performance appraisal of Directors and Deans under the VPAA's supervision;
- (d) Recommends the approval of the programs of work of the directors and deans under his/her supervision;
- (e) Monitors the implementation of the academic programs of the University;
- (f) Administers the overall execution of policies on instruction, research, extension and production as formulated by higher authorities;
- (g) Conducts periodic reviews of the curricula as recommended by faculty and deans;
- (h) Maintains a system of conflict resolution within the academic jurisdiction;
- (i) Submits a regular memorandum of work progress to the President; and
- (j) Performs other functions assigned by the University President.

## **Section 2. OFFICES UNDER THE VICE-PRESIDENT FOR ACADEMIC AFFAIRS**

The Offices under the Vice President for Academic Affairs shall compose of the following:

### **a. Academics:**

- College of Teacher Education (CTE)
- Integrated Laboratory School (ILS)
- College of Nursing
- College of Arts and Sciences
- Office of the Student Affairs
- Special Institutes and Programs

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

- Library
- Museum
- Testing Center

### **c. Office of Student Affairs and Services (SAS) :**

- Testing and Admission Services
- Career and Placement Services
- Guidance Services
- Scholarships and Financial Assistance (SFA)
- Student Organization and Activity Services
- Student Publication
- Medical/Dental Services
- Cultural Services
- Sports Development Services

## **Section 3. 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 The College Dean**

The Dean 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. In particular, the Dean shall have the following duties:

- a. Recommends department/program chairs, research and extension chairs, and other related designations to the University President;
- b. Determines and prepares the periodic performance targets and goals of the college;
- c. Prepares and disseminates the college calendar of activities;
- d. Administers and supervises graduate and undergraduate degree programs;
- e. Implements and supervises programs, projects and activities necessary for the degree programs;
- f. Supervises enrolment and loading proceedings;
- g. Reviews and approves faculty teaching loads;
- h. Holds regular meetings with the department/program chairs and/or faculty;

- i. Prepares the college Project Procurement Management Plan (PPMP);
- j. Disseminates relevant information to faculty through proper and effective means of communication;
- k. Teaches two academic loads or as prescribed by the approved Teaching Equivalency provision;
- l. Attends academic council, administrative council, and other related meetings;
- m. Conducts regular or periodic review of curricular offerings of the college;
- n. Submits programs for accreditation;
- o. Manages and supervises department/program chairs and faculty performance;
- p. Undertakes initiatives for the improvement of the college and its services;
- q. Submits programs for Center of Development or Center of Excellence;
- r. Promotes excellence in instruction, research, extension, linkages, publication, and production;
- s. Attends to faculty and students concern;
- t. Keeps and manages records of the office;
- u. Updates the Vice President for Academic Affairs on the developments of the College;
- v. Reviews, approves, or disapproves grades submitted by the faculty;
- w. Prepares faculty development plan for the college; and
- x. Performs other related tasks as may be assigned by the University President subject to existing rules and regulations.

The Deans shall be assisted by the Department/Program Chairs. 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 under the direct supervision of the college dean. The department or program chair shall have the following responsibilities:

- a. Prepares the calendar of activities of the department;
- b. Prepares the department performance targets;
- c. Prepares teaching loads of the faculty;
- d. Assists the dean in the conduct of enrolment;
- e. Formulates and implements departmental policies;
- f. Supervises and observes classes of faculty;
- g. Prepares the Project Procurement Management Plan (PPMP) of the department taking into account books, periodicals, and other units of equipment needed.
- h. Recommends potential faculty members for recruitment.
- i. Maintains accurate records of the activities of the department.



- j. Assists the dean in the preparation and conduct of the comprehensive examination.
- k. Holds regular meetings with faculty.
- l. Keeps records on the whereabouts of the faculty (absence, leave, official travels).
- m. Undertakes curricular review in collaboration with the dean.
- n. Maintains excellence of curricular offerings in the department.
- o. Attends to faculty and student concerns.
- p. Prepares faculty development training program plan.
- q. Attends university, college, departmental, and other related meetings.
- r. Performs other relevant tasks as may be assigned by the dean subject to existing rules and regulations.

### **Section 3.2. Integrated Laboratory School (ILS)**

The University shall maintain an Integrated Laboratory School (ILS) which shall be headed by the ILS Supervisor. The ILS Supervisor who shall be assisted by the High School and Elementary Chairs is under the supervision of the dean of the College of Teacher Education.<sup>15</sup>

The ILS Supervisor shall have the following responsibilities:

- a. Implements and supervises programs, policies, projects, and activities of the department;
- b. Sets academic standards in coordination with the College Dean ;
- c. Assists the College Dean in evaluating semestral performance of the faculty;
- d. Assigns teaching loads of faculty;
- e. Designs faculty development plan for the ILS faculty and staff;
- f. Coordinates with the guidance counselor in the implementation of the guidance program;
- g. Prepares academic calendar;
- h. Manages and maintains facilities and equipment;
- i. Disseminates information to students and faculty;
- j. Submits academic record of students to the University Registrar;
- k. Coordinates with the Dean of the College of Teacher Education in the management of student teaching;
- l. Supervises and manages research, extension, production and linkage activities in coordination with the dean; and
- m. Performs all other functions as may be assigned by the dean.

### **Section 4. Research and Extension Chairs**

**Section 4.1 The Research Chair.** The college research coordinator shall be responsible for planning and management of the college research activities, targets and performance involving the faculty and students. He/she shall also be responsible for organizing research conferences/fora and other related activities in coordination with the college dean.

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<sup>15</sup>CMO. No. 23, s. 2009

**Section 4.2 The Extension Chair.** The college extension coordinator shall be responsible for planning and management of the college extension activities, targets and performance involving the faculty and students. He/she shall also be responsible for organizing extension conferences/fora and related activities in coordination with the college dean.

## TITLE FOUR: UNIVERSITY ACADEMIC COUNCIL

### ARTICLE 1. The Academic Council

There shall be an Academic Council with the President of the University as Chair and all the members of the instructional staff with a rank of not lower than assistant professor as members<sup>1617</sup>.

**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 for appropriate action by 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 Regents<sup>18</sup>.

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 Regents<sup>1920</sup>.

**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 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.

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<sup>16</sup> Section 10, R.A. 8292

<sup>17</sup> Section 12, R.A. 8688

<sup>18</sup> Section 10, R.A. 8688

<sup>19</sup> Section 12, R.A. 8688

<sup>20</sup> Section 10, R.A. 8292

**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.

## **ARTICLE 2. 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 Research Unit Coordinators (RUCs), 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 3. 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 Extension Unit Coordinators 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: THE ACADEMIC TEACHING STAFF**

### **ARTICLE 1. Composition**

The academic teaching staff shall be composed of the regular and part-time faculty in the entire university.

**Section 1.** The regular faculty is either permanent or temporary.

**Section 1.1. Permanent Faculty** refers to a person who meets the qualification standards established for the faculty rank and who shall have successfully completed the probationary requirement period. CNU through its governing Board shall determine the probationary period. The Probationary period may be from six months to two years whichever is approved by the Board. (MC No. 19, s. 2005).

**Section 1.2. Temporary Faculty** refers to a person 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. Appointees



under temporary status do not have security of tenure and may be separated from the service, with or without cause. As such, they shall not be considered illegally terminated and; hence, not entitled to claim back wages and/or salaries and reinstatement to their positions. The employment or service of appointees under temporary status may be terminated without necessarily being replaced by another. Temporary appointees may also be replaced within the twelve-month period by qualified eligibles or even by non-eligibles. A thirty-day written notice signed by the appointing authority shall be given to the temporary appointee prior to termination of service/removal or replacement. (MC No. 19, s. 2005).

**Section 2.** The Part-time Faculty shall teach graduate or undergraduate courses under a contract of service. He/she shall receive an honorarium according to the actual teaching services rendered subject to existing rules and regulations.

**Section 3.** Visiting or Exchange Faculty from local and foreign institutions are those who are invited to undertake academic activities subject to existing rules and regulations.

**Section 4.** The academic faculty shall consist of the following ranks based on the National Budget Circular:

**Section 4.1. Instructors**

Instructor 1  
Instructor 2  
Instructor 3

**Section 4.2. Assistant Professors**

Assistant Professor 1  
Assistant Professor 2  
Assistant Professor 3  
Assistant Professor 4

**Section 4.3. Associate Professors**

Associate Professor 1  
Associate Professor 2  
Associate Professor 3  
Associate Professor 4  
Associate Professor 5

**Section 4.4. Professors**

Professor 1  
Professor 2  
Professor 3  
Professor 4  
Professor 5  
Professor 6  
University Professor



## ARTICLE 2: Faculty with Administrative Designation

Administrative responsibilities performed by members of the faculty covered by official designation shall have the following teaching loads:

- |   |                    |
|---|--------------------|
| 1. Vice Presidents  | - 1 teaching load  |
| 2. Campus Director  | - 1 teaching load  |
| 3. College Dean   | - 2 teaching loads |
| 4. Dean of Student Affairs                                      | - 2 teaching loads |
| 5. ILS Supervisor, Research, Extension, Institute, IGPDirectors | - 2 teaching loads |
| 6. Department/Program Chair                                     | - 3 teaching loads |
| 7. Research/Extension/Institute DivisionChair                   | - 4 teaching loads |
| 8. PIO  | - 4 teaching loads |
| 9. Chief Security Officer                                       | - 4 teaching loads |

The President shall determine the number of teaching loads of faculty with other designations not indicated above.

## TITLE SIX: FACULTY RECRUITMENT, APOINTMENT, PROMOTION,TENURE, AND SEPARATION FROM SERVICE

### ARTICLE 1. Recruitment

**Section 1.** The University shall establish a Faculty Selection Board (FSB). The FSB shall be responsible for evaluating fitness and qualifications of applicants which will be presented to the President for an appropriate appointment subject to the confirmation by the BOR.

**Section 2.** The members of the Faculty Selection Board (FSB) of the University shall be the following:

**Section 2.1** The Vice-President for Academic Affairs as Chair;

**Section 2.2** The Dean or his/her representative;

**Section 2.3** The Human Resource Management (HRM) Officer as the Secretary

**Section 2.4** The Faculty Association President or his/her representative

**Section 3.** The FSB shall conduct valid and objective deliberation on the competence, character, and qualifications of the applicants.

**Section 4.** Based on recommendations of the FSB, the University President shall make an appointment in accordance with existing rules and regulations.

**Section 5.** Graduates from other Higher Education Institutions shall be given preferential option in hiring and recruitment.

**Section 6.** Teaching in the graduate school shall be invitational. They shall be selected according to prescribed faculty qualifications based on existing program standards and guidelines as ordered by the Commission on Higher Education and subject further to existing CSC and other government rules and regulations.

## **ARTICLE 2. Faculty Promotion**

A regular faculty may be promoted to a higher faculty rank or sub-rank in accordance with standards stipulated in the NBC 461 and existing rules and regulations.

## **ARTICLE 3. Tenure**

Security of tenure of the faculty is not absolute but shall be based on specific standards of performance as prescribed by existing rules and regulations.

## **ARTICLE 4. Separation from Service**

**Section 1. Separation from Service.** Separation from Service may be due to resignation, retirement or removal for a cause.

**Section 2. Resignation.** A regular faculty may voluntarily resign by duly writing to the University President through the college dean sixty days before its effectivity. Resignation shall take effect upon official approval by the appointing authority.

**Section 3. Retirement.** A regular faculty member may opt for an optional retirement or shall retire upon reaching the compulsory age of 65.

**Section 4. Termination for a Cause.** A regular faculty may be terminated from service for a cause after due process and in accordance with existing rules and regulations.

## **TITLE SEVEN: DUTIES AND RESPONSIBILITIES OF FACULTY**

### **ARTICLE 1. Duties**

The primary duties and responsibilities of the faculty shall include, but not limited to, instruction, research, and extension.

**Section 1.** The academic instruction duties of the faculty shall include the following:

**Section 1.1.** Comply with teaching loads assignment

**Section 1.2.** Submit updated prescribed syllabus on or before agreed date

**Section 1.3.** Update instructional materials and assessment rubrics (major and other alternative assessment measures)

**Section 1.4.** Provide academic counseling and remedial activities and keep record of the same

**Section 1.5.** Duly inform students of their academic deficiencies

**Section 1.6.** Conduct class according to official schedule

**Section 1.7.** Duly inform students when on official travel, leave of absence, and other authorized absences and provide them with learning contracts

**Section 1.8.** Conduct make-up classes as needed

**Section 1.9.** Provide students with specific information on how course requirements are assessed or graded

**Section 1.10.** Prepare and administer valid and reliable learning assessments

**Section 1.11.** Submit major examination test questions with Table of Specifications on time

**Section 1.12.** Administer major examinations as scheduled

- Section 1.13.** Carry out tasks as thesis/dissertation adviser, chair, or member
- Section 1.14.** Submit grades on or before agreed date
- Section 1.15.** Submit copy of class record
- Section 1.16.** Submit list of students with academic deficiencies (Withdrawn, Dropped, NG, NC) not later than the agreed date
- Section 1.17.** Allow student access to information pertaining their academic performance, rating, and the manner of computation thereof.
- Section 1.18.** Perform other tasks as may be assigned by the Department/Program chairs and college dean.

## **Section 2. Research**

The faculty shall:

- Section 2.1.** Conduct research regularly;
- Section 2.2.** Disseminate research findings through presentation in conferences and publication in accredited journals ;
- Section 2.3.** Participate in research capacity building activities ;
- Section 2.4.** Publish research findings in reputable and refereed journals.

## **Section 3. Extension**

The faculty shall:

- Section 3.1.** Conduct extension activities regularly
- Section 3.2.** Provide technical advisory assistance
- Section 3.3.** Participate in extension capacity building activities

## **Section 4. Other Relevant Tasks/ Assignments**

The faculty shall participate, attend, and perform assigned tasks and responsibilities involving the following curricular and co-curricular activities:

- Section 4.1.** University, college, department and other related meetings
- Section 4.2.** Accreditation
- Section 4.3.** ISA, ISO
- Section 4.4.** Intramurals
- Section 4.5.** College Days
- Section 4.6.** Foundation Days
- Section 4.7.** Commencement rites
- Section 4.8.** Enrolment
- Section 4.9.** Program/Year Level advisorship
- Section 4.10.** Flag raising and lowering ceremonies
- Section 4.11.** Other related activities

**Section 5.** The faculty shall duly prepare and submit the following:

- Section 5.1.** Individual Performance Commitment Review (IPCR)
- Section 5.2.** Faculty Profile
- Section 5.3.** Personal Data Sheet
- Section 5.4.** Statement of Assets Liabilities and Net Worth (SALN)
- Section 5.5.** Photocopy of Latest Credentials
- Section 5.6.** Photocopy of Latest Certificates of Trainings/Seminars Attended
- Section 5.7.** Photocopy of Latest Valid PRC Identification Card (If applicable)
- Section 5.8.** Accomplishment report
- Section 5.9.** University/Department clearance



## Section 5.10 Other related documents

### ARTICLE 2. Working Hours

The regular faculty shall render 40 hours of official service per week during which he/she shall undertake instruction, research, extension as well as other functions relative to his/her office.

**Section 1. Official Time.** The faculty shall observe a daily official time. He/she may indicate his/her preferred official time in writing upon the recommendation of the college dean and subject to the approval of the University President. However, the interest of the University shall take precedence over individual faculty preference.

**Section 2.** The faculty may not leave the university premises during official time except for official business duly approved by a competent authority.

**Section 3.** The regular teaching load of the faculty per semester shall be 15 to 18 academic units subject to the availability of funds. Upon exigency of service, the faculty may be assigned compensable teaching overloads subject to existing provisions of the law and availability of funds.

**ARTICLE 3.** The medium of instruction shall be English and Filipino except in courses that require local or international languages as prescribed by the program curriculum.

## TITLE EIGHT: FACULTY PRIVILEGES AND INCENTIVES

### ARTICLE 1. Leave Benefits

#### 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 service<sup>21</sup>.

**Section 1.2.** Leave privileges shall include the following:

- 2.1. Vacation and Sick Leave
- 2.2. Sabbatical leave
- 2.3. Teacher's leave
- 2.4. Cumulative leave
- 2.5. Study Leave
- 2.6. Maternity leave
- 2.7. Paternity leave
- 2.8. Leave without pay
- 2.9. Terminal leave
- 2.10. Military service leave
- 2.11. Special leave privileges
  - 2.11.1 Social leave
  - 2.11.2 Solo parent leave
  - 2.11.3. Special leave benefits for women

<sup>21</sup> Chapter 9, Section 20 of Executive Order 292



#### 2.11.4. Special Emergency Leave for Employees Affected by Natural Calamities and Disasters

### Section 2. VACATION AND SICK LEAVE

In general, all appointive employees of the government, whether permanent, temporary, or casual, who render work during the prescribed office hours, shall be entitled to 15 days vacation leave and 15 days sick leave annually that they may accumulate<sup>22</sup>.

### 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) years<sup>23</sup>.

**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

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<sup>22</sup>CSC Omnibus rules on leaves 1999

<sup>23</sup>CSC Approved CNU Career Development Program April 2010

(1 ½) days is entitled to eighty-four (84) days of proportional vacation pay<sup>24</sup>.

**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 vacation service credits may be earned for services rendered in activities during summer or Christmas vacation as 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/she 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/she shall start from zero balance<sup>25</sup>.

**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 LEAVE<sup>26</sup>**

**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 University<sup>27</sup>. The profession or field of study to be pursued must be relevant

<sup>24</sup>Rule XVI, Sec.6 Omnibus Rules Implementing Book V of Executive Order 292

<sup>25</sup>Rule XVI, Sec. 26 of the Omnibus Rules Implementing Executive Order 292

<sup>26</sup> CSC Memorandum Circular no. 21, series 2004

<sup>27</sup> Ibid

to the agency or to the official duties and responsibilities of the concerned official or employee<sup>28</sup>.

**Section 6.2.** Beneficiaries of the study leave shall be selected based on the following requirements<sup>29</sup>:

- a. the employee must have a bachelor's degree that requires the passing of the bar or board examination for the practice of profession;
- 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 application<sup>30</sup>;
- 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 follows<sup>31</sup>:

<b>Period of Grant</b>	<b>Service Obligation</b>
One month	Six months
Two to three months	One year
More than three months to Six months	Two 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

<sup>28</sup> CSC Approved CNU Career Development Program April 2010

<sup>29</sup> CSC Memorandum Circular no. 21, series 2004

<sup>30</sup> CSC Approved CNU Career Development Program April 2010

<sup>31</sup> CSC MC No. 21, s. 2004



availment of the study leave and training/scholarship granted whether foreign or local<sup>32</sup>.

**Section 6.5** A faculty member is entitled to a study leave with pay not exceeding one school year after two 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 Regents<sup>33</sup>.

**Section 6.6.** Existing provisions on the enjoyment of Performance- Based Bonus shall be implemented<sup>34</sup>.

#### **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 payas specified by law.

**Section 7.3.** Maternity benefits of the faculty can be availed of by then 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 concerned<sup>35</sup>.

#### **Section 8. PATERNITY LEAVE**

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 spouse before, during and after childbirth as the case may be, and assist in caring for his new-born child. Said leave shall be availed not later than sixty (60) days after the date of the child's delivery<sup>36</sup>.

#### **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 in 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/she shall be automatically separated from the service, provided, proper notification is made to the subject employee in

<sup>32</sup> MC 21, series 2004

<sup>33</sup> CSC Memorandum Circular no. 21, series 2004

<sup>34</sup> Executive Order No. 80, s. 2012

<sup>35</sup> Rule XVI, Sec. 11 Rules Implementing Book V of E.O. 292

<sup>36</sup> CSC MC 01, s. 2016



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 working days shall be considered on absence without official leave (AWOL) and shall be separated from service or dropped from the rolls without prior notice. 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 working days three times in a semester, such that a pattern is already apparent, dropping from the rolls without notice may likewise be justified. If the number of unauthorized absences incurred is less than thirty 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 rolls.<sup>37</sup>

**Section 9.6.** Computation of salaries on leave without pay shall be<sup>38</sup>:

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

*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/her 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/her part. It must be shown first that public employment ceased by any of the said modes of severance<sup>39</sup>.

**Section 10.3.** Computation of Terminal Leave Benefits shall be based on current CSC memoranda<sup>40</sup>

365 days in a year  
104 Saturdays and Sundays in a year  
12 legal holidays in a year<sup>41</sup>  
12 months in a year

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<sup>37</sup> CSC MC No. 13, s. 2007

<sup>38</sup> CSC MC no. 8, series 2014

<sup>39</sup> CSC MC No. 41, s. 1998

<sup>40</sup> CSC MC. No. 2, s. 2016

<sup>41</sup> R.A. 9849

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

## 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/her salary during his/her 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 no compensation from the university during his absence, provided that such leave shall not curtail his/her 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 three 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 working days annually.

**Section 12.3.** Special leave benefits for Women<sup>42+3</sup>

A woman employee having rendered continuous aggregate service of at least six months, for the last 12 months shall be entitled to a special leave benefit of two 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 women<sup>44+5</sup>.

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

<sup>42</sup>R.A. 9710 sec. 18

<sup>43</sup>MC 25, s. 2010

<sup>44</sup>R.A. 9262 sec. 43

<sup>45</sup>CSC MC No. 15, s. 2005

- physical, sexual, psychological harm or suffering or economic abuse including threats or such acts of 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 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 extendable 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 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 18 years old or above 18 years old but unable to take care of himself/herself.
  - 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 woman employee concerned.

#### **Section 12.5. Parental leave to Solo Parents<sup>46,47</sup>**

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

- 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;

<sup>46</sup> R.A. 8972 Solo Parents Welfare Act of 2000

<sup>47</sup> CSC MC No. 8, s. 2004



- b. Parent left solo or alone with the responsibility of parenthood due to death of spouse;
- c. 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 year;
- d. 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;
- e. Parent left solo or alone with the responsibility of parenthood due to legal separation or de facto separation from spouse for at least one year, as long as he/she is entrusted with the custody of the children;
- f. 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;
- g. Parent left solo or alone with the responsibility of parenthood due to abandonment of spouse for at least one year;
- h. 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;
- i. Any other person who solely provides parental care and support to a child or children;
- j. 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.

Parental leave benefits of seven 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 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; and



- e. any family member who assumes 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 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 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 previously<sup>48</sup>; 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 President
- d. The leave shall be availed under any of the following circumstances:
  - 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;
  - d.4. other similar circumstances necessary in the performance of parental duties and responsibilities, where physical presence of a parent is required.

**Termination of the Solo Parent Leave privileges:**

- 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 comply the following:**

- a. Secure a valid and unexpired Solo Parent Identification Card from the city or municipality DSWD;
- b. Submit 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 provisions<sup>49</sup>:

<sup>48</sup>Mc 08 s.2004

<sup>49</sup> CSC Memorandum Circular no. 2 series 2012

- 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 causes 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 CREDITS<sup>50,51</sup>**

**Section 13.1.** Officials and employees in the career and non-career service whether permanent, temporary, casual or coterminous; who have accumulated 15 days of vacation leave credits shall be allowed to monetize a minimum of 10 days.

**Section 13.2.** Provided that five days is retained after monetization and provided further that a maximum of 30 days maybe monetized in a given year.<sup>52</sup>

**Section 13.3.** Computation of Leave Monetization shall be based on current CSC Memoranda<sup>53</sup>.

365 days in a year  
 104 Saturdays and Sundays in a year  
 12 legal holidays in a year<sup>54</sup>  
 12 months in a year

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

<sup>50</sup> CSC Memorandum Circular No. 41, s. 1998

<sup>51</sup> Section 22, Omnibus Rules on Leave

<sup>52</sup> As amended by Res. No. 98-3142 dated Dec. 14, 1998

<sup>53</sup> CSC Memorandum Circular 2, s. 2016

<sup>54</sup> R.A. 9849

## ARTICLE 2. Study Privileges

- Section 1.** All employees shall have the privilege of enrolling in the University for not more than nine units a semester, in courses that shall be beneficial to their career, subject to the approval of the 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 fee<sup>55</sup>.
- 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 / substitutes<sup>56</sup>.
- 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 3. 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 university<sup>57</sup>.

### Section 2. Academic Scholarships within the Philippines and Overseas

#### Section 2.1. Qualifications for Applicants to Academic Scholarships<sup>58</sup>

- 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 in the exigency need of the University and shall be at the discretion of the donor country/ sponsoring institution, or the BOR for meritorious cases, provided that anticipated full time services upon return will be met;
- b. Applicants must have permanent status and must have served the institution for at least one year of full-time service as permanent;
- c. The applicant must not have currently availed of or enjoyed any scholarship;
- d. Applicant must have a performance rating of not less than Very Satisfactory (VS) for two consecutive rating periods preceding the scholarship;
- e. Applicants must not have any pending administrative and/or criminal charges certified by the Administrative Officer or University President;
- f. Applicants 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/ Applicant<sup>59</sup>

- a. Faculty members 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;

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<sup>55</sup> BOR Resolution 72, s. 2015

<sup>56</sup> CSC Approved CNU Career Development Program April 7, 2010

<sup>57</sup> CSC Approved CNU Career Development Program April 7, 2010

<sup>58</sup> CSC Approved CNU Career Development Program April 7, 2010

<sup>59</sup> CSC Approved CNU Career Development Program April 7, 2010



- 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 Grants<sup>60</sup>

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 Cebu Normal University, if ever granted leave of absence, the total leave of absence shall not exceed the equivalent of one 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 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 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 weeks after the last day of submission of grades by professors;
  - l.3. Results of comprehensive examination not later than two weeks after the examination;
  - l.4. A copy of the approved thesis/dissertation outline/design not later than two weeks after the approval by the Thesis/Dissertation Committee;
  - l.5. A copy of the transcript of records (TOR) not later than one 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

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<sup>60</sup> CSC Approved CNU Career Development Program April 7, 2010

- 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 Obligations<sup>61</sup>**

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 failure in any such cases be due to his/her own fault or willful neglect, he/she shall refund all expenses;

**Section 2.6.** In cases where the grantees fail 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.** Failure to render the required length of service, on account of voluntary resignation, separation from the service through his/her own fault or 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 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;
- b. Refusal to abide by and observe the terms and conditions of the following grant; and
- c. Gross misconduct as defined by the Civil Service Code of Ethics and Conduct of the Public Employees and officials (R.A. 6713)<sup>62</sup>.

<sup>61</sup> CSC Approved CNU Career Development Program April 7, 2010

<sup>62</sup> R.A. 6713

### **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**

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 PROVISIONS**

**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.

**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 4. Other Privileges for Employees**

**Section 1.** Regular employees and their legal dependents who are enrolled in any degree program of the University shall be granted a non-monetary benefit as CNA incentive in the form of waived tuition fees.<sup>63</sup>

**Section 2.** Children of CNU faculty and administrative support staff shall be accommodated to the Integrated Laboratory School as part of the employee privileges<sup>64</sup>.

#### **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/her 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 5. 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 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

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<sup>63</sup> CNU BOR Resolution no. 72, s. 2015

<sup>64</sup> CNU BOR Resolution no. 42, s. 2010

## **ARTICLE 6. Retirement Privileges**

**Section 1.** In addition to the benefits granted under existing laws, retired members of the academic and non-academic staff may be given 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 publications of the university free of charge. They may also be entitled to such other privileges that the university is in a position to grant in accordance with the law.

## **ARTICLE 7. Organizations and Associations**

The faculty shall not be discriminated against in respect to their employment by reason of their membership in employee's organization or participation in the normal activities of their organizations.<sup>65</sup>

## **ARTICLE 8. 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 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.** 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 or group of employees which has exceeded its targets or has incurred incremental improvement over existing targets.

**Section 1.5.** Loyalty Award is granted to employees who have rendered 10 years of continuous and satisfactory government service<sup>66</sup>.

An employee who has incurred an aggregate of not more than 50 days authorized vacation leave without pay within the ten-

<sup>65</sup> Section 40, Book V, EO 292

<sup>66</sup> CSC Memorandum Circular No. 6, s. 2002

year period shall be recognized as having rendered continuous service for purposes of granting the loyalty award.<sup>67</sup>

In the same way, an employee who incurs an aggregate of not more than 25 days authorized vacation leave without pay within the five-year period may qualify for the 5-year milestone loyalty award<sup>68</sup>.

### **Section 1.6. Publication Award**

The 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 P. 40,000.00, 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.

## **TITLE NINE: HONORS AND AWARDS**

### **Section 1. Professor Emeritus**

**Section 1.1** A retired faculty member with the rank of full professor may be granted the title Professor Emeritus subject to the foregoing conditions:

**Section 1.1.1** He/She must have rendered at least 20 years of active and faithful service to the university; and

**Section 1.1.2** He/She must have achieved marked distinction as a prolific scholar, scientist, artist or educator.

**Section 1.2.** There shall be a special committee whose members shall be composed of the Academic Council members and representatives

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<sup>67</sup> Ibid

<sup>68</sup> Ibid



from the Faculty Association duly designated by the University President or the Board of Regents. The committee appointed shall be responsible for evaluating nominations and submitting the results to the University President for the deliberation in the Academic Council for purposes of recommendation to the Board of Regents.

**Section 2. Honoris Causa.** It is an extra-ordinary academic degree awarded to an eminent individual (who may be an alumnus/a, or one who has never been connected with the awarding institution).<sup>69</sup>

**Section 2.1.** An honorary degree academic in nature is granted by the university to individuals who have contributed to the welfare of the university.

**Section 2.2.** 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

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<sup>69</sup>CHED Memorandum Order No. 53, s. 2012

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 2.4. 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 shall be awarded only to individuals with at least a baccalaureate degree or its equivalent.
- 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 Chair and/or Commissioners, shall likewise be barred from being nominated.

#### **Section 2.5. Procedure**

- a. The Academic Council shall recommend qualified nominees to the Board of Regents
- b. The request for authority to confer an honorary degree shall be filed at least three 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.
- c. The written request for authority to confer an honorary degree shall be addressed to the Chair of the Commission, Attention: The Office of Programs and Standards (OPS), through the CHED Regional Office (CHEDRO), duly signed by the head of the University.
  - d. 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.

- e. 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.

The Commission as a collegial body shall deliberate and decide on the proposed conferment at least thirty (30) days after receipt to the date of conferment.

## **TITLE TEN: PROFESSIONAL DEVELOPMENT**

**ARTICLE 1.** The faculty development program is a comprehensive plan that provides for professional development of the academic staff through scholarship grants, training grants, fellowships and other privileges for professional growth. It shall apply to all regular academic staff holding academic ranks of professor, associate professor, assistant professor and instructor. The faculty development program is based on the Career Development Program of the University.

**Section 1.** The objectives of the faculty development program are the following:

- Section 1.1.** To establish a sound procedure of professional development for the academic teaching staff;
- Section 1.2.** To create and provide equal opportunities for professional growth and development; and
- Section 1.3.** To develop a highly educated and motivated academic staff.

### **Section 2. GENERAL GUIDELINES**

1. A systematic and planned career program on long term and short term mode shall be made available to all CNU faculty as maybe determined appropriate and practicable by management.
2. Availment of all human resource development opportunities would be based on performance, organizational need as well as the individual's career plan.
3. Promotion of every employee as an integral part of one's career development is guided by the CNU Merit Promotion Plan.
4. Rewards and incentives for both individual and group performance are based on the CNU Program on Awards, Incentives for Service Excellence.

### **Section 3. CAREER DEVELOPMENT OPPORTUNITIES**

During the career life of the regular employee, the following career development opportunities may be availed of in accordance with specific policies as provided in the career development of the university and other civil service rules.

- A. Academic scholarships /fellowships within the Philippines and Overseas
- B. Short-Term Training Courses, within the Philippines and Overseas
- C. Conferences, Conventions, Seminars Attendance in ProfessionalActivities or "Exposure Attendance"
- D. Study leave
- E. Faculty – Exchange Program



- F. Other Human Resource Development
- G. Thesis/Dissertation Grant
- H. Sabbatical Leave
- I. NBC Faculty Ranking

## TITLE ELEVEN: ACADEMIC FREEDOM OF THE FACULTY

**ARTICLE 1.** The University shall enjoy academic freedom and autonomy [B.P. 232, R.A. 8292; Par. 2 sec. 5 of Art. XIV of the 1987 Constitution].

**Section 1.** The academic freedom of the university includes the autonomy and liberty to determine

**Section 1.1** who may teach;

**Section 1.2** what and how it shall be taught; and

**Section 1.3** who may be admitted to study.

**Section 2.** The Academic Council of the University 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 3.** Academic Freedom of the Faculty. The individual faculty enjoys the academic freedom to undertake academic and scholarly pursuits and to publish the results of his/her research findings subject to existing rules and regulations.

**Section 4.** The faculty shall have the right to teach the subject of his/her specialization.

## TITLE TWELVE: PERFORMANCE EVALUATION<sup>70, 71</sup>

**ARTICLE 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 1.** A Performance Management Team (PMT) shall be created in the University with composition and responsibilities as follows:

**Composition:**

Chair – Head of Agency (or his/her authorized representative);

Members:

1. Vice-President for Administration (or highest ranking official in-charge of personnel management);
2. Vice President for Academic Affairs;
3. Dean (encompassing non-teaching academic units);
4. Director for Planning (or head of the Planning Unit or its equivalent); and

<sup>70</sup> CSC Memorandum Circular no. 6, s. 2012 SPMS

<sup>71</sup> CSC Memorandum Circular No. 19, s. 2005

5. Two 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 2.** The performance rating of a faculty member shall be used as basis for promotion or giving of incentives and rewards.
  - Section 3.** 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 4.** 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 5.** No faculty member shall be considered for incentives and rewards without a record of at least two successive performance ratings of at least Very Satisfactory immediately preceding the assessment of faculty.
  - Section 6.** Other features and details of the performance evaluation system shall be reflected in the system that the University adopts as approved by the Civil Service Commission.

### TITLE THIRTEEN: FACULTY CONDUCT AND DISCIPLINE

**ARTICLE 1.** The conduct and behavior of the faculty shall be governed by Code of Conduct and Ethical Standards for Public Officials and Employees [RA 6713], the Code of Ethics of Professional Teachers [Board for Professional Teachers, Resolution No 435, series of 1997] and other applicable laws, rules, and regulations.

- Section 1.** The faculty shall observe appropriate attire as prescribed by existing rules and regulations. (Refer to CSC pertinent issuances)
- Section 2.** No faculty shall use the university names, symbols, and related materials for personal and non-academic purposes.
- Section 3.** No faculty shall teach or engage in limited practice of profession outside the university without the written approval of the University President. The limited practice of profession shall not exceed six academic units.
- Section 4.** No faculty has engage in any solicitation of funds nor require students to engage in solicitation activities.
- Section 5.** No faculty shall directly or indirectly solicit, require, collect, keep or spend any money or anything of value from the students or student organizations.
- Section 6.** No faculty shall accept favors or gifts or anything of value from any person or business entity (review centers and business firms) in exchange for grades or for promotions of any business or political interest.
- Section 7.** No faculty shall engage in personal tutorial activity for a fee within the university.
- Section 8.** No faculty is allowed to smoke inside the university or its immediate vicinity.
- Section 9.** No faculty is allowed to drink alcoholic beverages inside the University premises.
- Section 10.** No faculty shall engage directly or indirectly in private business within official time.

- Section 11.** No faculty shall directly or indirectly compel students to buy and/or use particular textbooks/manuals nor engage in direct selling within the university premises.
- Section 12.** Carrying of firearms, explosives, and deadly weapons inside the university is strictly prohibited.
- Section 14.** Gambling, or taking or possessing prohibited drugs inside the university is strictly prohibited.
- Section 15.** No faculty shall confiscate any personal property of the students.
- Section 16.** No faculty shall impose academic penalty for non-academic violation of students.
- Section 17.** No faculty shall impose penalty on students without due process.
- Section 18.** No faculty shall engage in acts that are detrimental and prejudicial to the operation of the department, college, or the university.
- Section 19.** No faculty shall promote any religious beliefs or political party.
- Section 20.** No faculty shall threaten students with failing grades.

## **ARTICLE 2. Grievance Machinery**

### **Section 1.COMPLAINTS AND GRIEVANCES<sup>72,73</sup>**

- 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 by management.
- 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. The services of a legal counsel shall not be allowed.
- 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 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,

<sup>72</sup> CSC Memorandum Circular No. 2, s. 2001

<sup>73</sup> CSC Memorandum Circular No. 19, s. 2005



- and related issues that affect them;
- c. Physical working conditions;
- d. Interpersonal relationships and linkages;
- e. Protest on appointments; and,
- f. All other matters giving rise to faculty dissatisfaction and discontentment outside of those cases enumerated herein.

**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 have the following compositions:

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

**Section 2.** Disciplinary actions shall be meted out in accordance with existing rules and regulations.

**Section 3.** If the conduct of a teacher in his/her classroom or elsewhere should give rise to doubts concerning his/her fitness for his/her 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/her period of appointment to faculty and/or administrative positions without full and open hearing by the Board of Regents should he/she desire it, and only upon sufficient notice.

**Section 4.** No faculty shall inculcate certain tenets in any of his teachings, nor use his/her 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.

**Section 5.** 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.

## TITLE FOURTEEN: SEXUAL HARASSMENT

**ARTICLE 1.** Cases of sexual harassment involving the faculty shall be subject to the provisions CSC Memorandum Circular No. 30, s. 1995, R.A. 7877, and other existing rules and regulations.

### **Section 1. Policy on Sexual Harassment in the Workplace<sup>74</sup>**

#### **Section 1.1. 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.

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 1.2. Coverage**

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

#### **Section 1.3** The following terms are defined operationally:

##### **1.3.1: Sexual harassment**

- a. Sexual harassment is committed by an officer, faculty member, employee, coach, trainer, 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 behavior 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 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;

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<sup>74</sup> CSC Memorandum Circular No. 30, s. 1995/ R.A. 7877

- 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 advisership of the person who commits the offense;
  - 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.
- 1.3.2: *Employee* refers to all personnel both non-teaching and teaching who are officially hired by the university.
- 1.3.3: *University officials* refers to the members of the Administrative Council
- 1.3.4: *Faculty members* refers to the academic staff which includes the professors, associate professors, assistant professors, and instructors.
- 1.3.5: *Guest lecturer* refers to the non-resident faculty of the graduate studies engaged in actual teaching.
- 1.3.6: *Student* means a person duly enrolled for a degree program or in a short-term training or review program in the University.
- 1.3.7: *Trainer* refers to the person who handles training activities, seminars participated by the faculty, non-teaching personnel and students.
- 1.3.8: *Coach* is the person in charge to train a student or students sports activities and other extracurricular activities in the University.
- 1.3.9: *Committee on Decorum and Investigation (CODI)* is the committee that handles sexual harassment cases.
- 1.3.10: *Complainant* refers to the aggrieved party.
- 1.3.11: *Respondent* refers to the person being complained of.
- 1.3.12: *Complaint* refers to the charge filed by the complainant.
- 1.3.13: *Disciplinary Action* refers to the sanction



## **Section 1.4. Forms of Sexual Harassment**

### **Section 1.4.1: 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 1.4.2. Verbal**

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

### **Section 1.4.3 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/smutfy 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 1.5. Persons, Time, and Venue of Commission of Sexual Harassment**

### **Section 1.5.1. Persons Liable**

All those mentioned in Section 3 of Title 1

### **Section 1.5.2. Instances of Commission of Sexual Harassment**

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 1.6.Places where Sexual Harassment are Committed**

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

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

### **Section 1.7.Committee On Decorum and Investigation**

#### **Section 1.7.1. Composition**

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

Chair

Supervisory staff representatives

Non-teaching staff representatives

Teaching staff representatives

Student representatives.

#### **Section 1.7.2. 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 1.7.3. 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. Operating Procedures**

#### **Section 1.8.1: 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 1.8.2: 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.

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

## 2. Answer

- a. Answers shall be filed within 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 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 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 days nor later than 10 days from the days of receipt of the respondent's answer or complainant's reply if any, and shall terminate such hearing within 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 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 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
  - 1<sup>st</sup> Offense – Reprimand
  - 2<sup>nd</sup> Offense – Fine or suspension not exceeding 30 days
  - 3<sup>rd</sup> Offense – Dismissal
- B. For Less Grave Offense
  - 1<sup>st</sup> Offense Fine or suspension not less than 30 days and not exceeding six months
  - 2<sup>nd</sup> Offense Dismissal

- C. For Grave offense  
Dismissal

#### **8. Motion for Reconsideration**

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

#### **Section 1.9. Support Services to Victims**

The University will provide all possible support services to faculty and students who are victims of sexual harassment.

### **TITLE FIFTEEN: ACADEMIC CALENDAR**

- Section 1.** There shall be an academic calendar for the entire university.
- Section 2.** The academic calendar shall be prepared by the University Registrar in consultation with the Vice President for Academic Affairs subject to the approval of the President and in accordance with the prescribed academic calendar by the Commission on Higher Education.
- Section 3.** Prior to the start of the academic year, all academic units in the university shall report to the Registrar all academic activities for inclusion in the general academic calendar framework.
- Section 4.** The university's annual commencement exercises shall be presided over by the University President.
- Section 5.** Dates and the theme of the Commencement Exercises shall be determined by the Administrative Council of the university.
- Section 6.** The Vice-President for Academic Affairs and College Deans shall be responsible for the conduct of the commencement and baccalaureate exercises.
- Section 7.** 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 8.** The diploma should indicate the actual date of the commencement and bear the appropriate signatures.
- Section 9.** Issuance of scholastic records shall be governed by the provisions of the Citizen's Charter.

### **TITLE SIXTEEN: GRADING SYSTEM**

- Section 1.** There shall be a uniform grading system to be adopted in the entire university subject to the approved provisions in the Student Manual.
- Section 2.** The faculty shall compute the grade of the students solely on the basis of academic performance and in a manner that is objective, accurate, fair, and verifiable.
- Section 3.** Student grades are the midterm grade and final grade.

**Section 4.** The Grading System shall be uniform, with an interval of 0.1, where 1.0 is the highest passing grade and 3.0 the lowest for undergraduate students. A midterm rating of 4.0 is conditional, while a final grade of 5.0 is a failure (No Credit).

Non-numeric remarks

NG - No Grade (INC)

NC - No Credit (Failed)

W – Withdrawn

DR - Dropped

**Section 5.** In the Graduate studies, upon completion of their academic requirements, graduate students shall publish his/her own research article in any national or international refereed journal subject to approval of this provision as stipulated in the Student Manual.

**Section 6.** In the Undergraduate Studies, the criterion-referenced evaluation is applied in the computation of grades where 70% is the cut-off passing-score in any given examination for major subjects and 60% is the cut-off passing score in any given examination for general education subjects for the College of Nursing; for College of Teacher Education and the College of Arts and Sciences, 60% is the cut-off passing score in any given examination for major and general education subjects-

**Section 7.** The final grade shall consist of 50% of the midterm grade and 50% of the final term grade.

**Section 8.** The highest and lowest passing grades in the undergraduate studies are 1.0 and 3.0 respectively. For the graduate studies, 1.0 and 2.0 respectively.

**Section 9.** The lowest failing midterm grade shall be a conditional 4.0.

**Section 10.** In the Integrated Laboratory School, the grading system adopted in the K12 curriculum as approved by the Department of Education is followed.

#### **Section 11. Scholastic Delinquency**

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.

**Section 11.1. N.G. Rating .** 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 reglementary period of one-year, after complying with the requirements.

**Section 11.2.** 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.

#### **Section 12. Correction of Grade**

Students are allowed to request for correction of grade. Appropriate form is available in the Office of the Registrar.

#### **Section 13. Removal/Completion Test in ILS**

Removal exams are given for the following reasons:

1. For completion purposes



2. For students who failed only in the fourth grading period or students obtaining a grade of 74 in any subject.
3. For graduating students who have failing rating in the last grading period, deficiencies must be completed not later than the last day of the removal exam period. Students are required to follow the scheduled date set by the ILS Supervisor, upon the recommendation of the subject teacher.

**Section 14. Summer Completion for Graduating-HS Student**

A student who fails in a subject has to enroll in the subject in summer.

1. Permission to take summer work is to be requested from the ILS Supervisor.
2. The summer grade has to be submitted to the ILS Supervisor before the honorable dismissal is issued.

**TITLE SEVENTEEN: OTHER PROVISIONS**

**Article 1. Salaries and Wages** – Salaries and Wages of University employees shall be paid in legal tender of the Philippines or its equivalent in cash through the cashier or through a depository bank.

**Article 2. Authorized Deductions.** – Deductions from salaries, emoluments or other benefits accruing to any government employee chargeable against the personal services appropriation as authorized by law may be allowed for the payment of obligations due the GSIS, HDMF, PHIC and other Government Financial Institutions, the Bureau of Internal Revenue and those specifically allowed by existing laws: **Provided,** That the agencies and offices with existing deductions arrangements with private lenders and cooperatives shall continue such deductions until the credits/loans outstanding or the premiums of the policies are in force shall have been fully paid: **Provided, further,** That such deductions shall not reduce the <sup>75</sup>employee's monthly net take home pay to an amount lower than Three Thousand Pesos (P3,000.00), after all authorized deductions. It shall be unlawful for departments, bureaus, offices and agencies to collect any form of service fees for the payment of any obligation through authorized deductions.<sup>1</sup>

**Article 3. Allowances** – University officials and employees shall be entitled to allowances and honoraria based on specific laws and regulations.

**Article 4. Clearances** Faculty members shall comply with all the requirements and submit the college and university clearance at the end of the semester and academic year.

**AMENDMENTS CLAUSE**

If and when the need arises, this Faculty Manual may be amended upon petition of at least one third of all regular faculty members and shall be approved by two thirds vote.

**SEPARABILITY CLAUSE**

Should any provision of this manual be found to be in conflict or contrary to existing rules and regulations, all other provisions shall remain effective and binding.

<sup>75</sup>Section 52 of the General Provisions of the Republic Act (RA) No. 10717, General Appropriations Act (GAA) for Fiscal Year (FY) 2016

<sup>2-3</sup> R.A. 6758

**EFFECTIVITY CLAUSE**

This Faculty Manual shall take effect upon approval by the Board of Regents.

