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Office of the National Administrative Register

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**CERTIFICATE OF REGISTRATION**

TO WHOM IT MAY CONCERN:

This is to certify that the Cebu Normal University

represented by Daniel A. Ariaso Sr.

submitted on 3 December 2025 three (3) certified copies of:

1. Resolution No 165 Series of 2025 Re: Resolution Promulgating the Implementing Rules and Regulations of Republic Act No. 12284 Titled, "An Act Converting the Extension Campus of the Cebu Normal University in the Municipality of Medellin, Province of Cebu Into a Regular Campus and Appropriating Funds Therefor

consisting of 23 page/s

ONAR Registration Number: 25-1328

☒ with attachment/s:

Annex A

consisting of 6 page/s

This Certification is issued for whatever legal intent and purpose it may serve.

Issued on

3 December 2025

at UP Law Complex, Diliman, Quezon City.

*Flordeliza C. Vargas*  
**ATTY. FLORDELIZA C. VARGAS**  
Director

(This Certification is not Valid without the Official Dry Seal)





Republic of the Philippines  
**Cebu Normal University**  
 Osmeña Blvd., Cebu City, 6000, Philippines

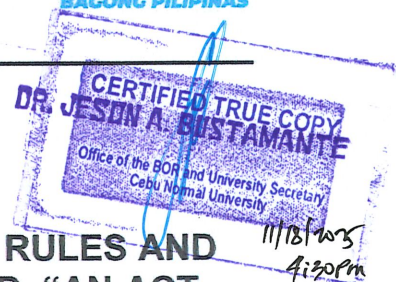


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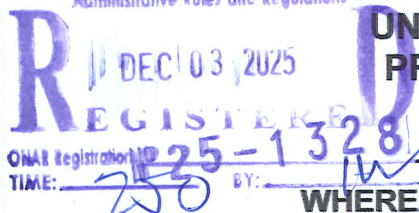


### Resolution No. 165 Series of 2025



## RESOLUTION PROMULGATING THE IMPLEMENTING RULES AND REGULATIONS OF REPUBLIC ACT NO. 12284 TITLED, "AN ACT CONVERTING THE EXTENSION CAMPUS OF THE CEBU NORMAL UNIVERSITY IN THE MUNICIPALITY OF MEDELLIN, PROVINCE OF CEBU INTO A REGULAR CAMPUS AND APPROPRIATING FUNDS THEREFOR

U.P. LAW CENTER  
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 Administrative Rules and Regulations



**WHEREAS**, the CNU Board of Regents is mandated to issue rules and regulations implementing Republic Act No. 12284<sup>1</sup>, in consultation with the Commission on Higher Education (CHED), as provided for under Section 9<sup>2</sup> thereof;

**WHEREAS**, Sections 6 and 8(a) of Republic Act (R.A.) No. 8688<sup>3</sup>, and Sections 5 and 4(a) of R.A. No. 8292<sup>4</sup>, authorize the Cebu Normal University (CNU) Board of Regents to promulgate and implement policies in accordance with the declared policies on education and other pertinent provisions of the 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>5</sup>, and not contrary to law, as may be necessary to carry out the purposes and functions of the University;

**WHEREAS**, a stakeholders' and public consultation of the CNU-Medellin Campus was conducted on 09 October 2025 via online by the Committee on Preparation and Stakeholders Consultation of the IRR of R.A. No. 12284 duly constituted by Dr. Daniel A. Ariaso Sr, University President of Cebu Normal University;

**WHEREAS**, per letter dated 21 September 2025 by the University President, the draft of the IRR was submitted to the Office of the Solicitor General (OSG) through the CNU-OSG Task Force, for review, inputs and suggestions; and on 06 October 2025, the Office of the University President received the comments and recommendations by the CNU-OSG Task Force contained in its letters dated 30 September 2025 and 16 October 2025 which were carefully analyzed and harmonized with the comments and suggestions by the CHED Legal and Legislative Services and the same were integrated hereof;

**WHEREAS**, per letter dated 21 September 2025 by the University President, the draft of the IRR was submitted to the Commission on Higher Education (CHED) and its Legal and Legislative Services, through Honorable Shirley C. Agrupis, CHED Chairperson, for review, inputs and suggestions; and on 08 October 2025, an online meeting was conducted and participated in by the CNU representatives led by its University President, the CHED Legal and Legislative Services (LLS) and the Office of Commissioner Ricmar P. Aquino. A follow up meeting was conducted by the CNU

<sup>1</sup> Lapsed into law on 07 September 2025 without the signature of the President, in accordance with Article VI section 17(1) of the Constitution and took effect on 02 October 2025 having published in the Official Gazette on 16 September 2025.

<sup>2</sup> SEC. 9. **Implementing Rules and Regulations.** – Within sixty (60) days from the effectivity of this Act, the Board shall, in consultation with the CHED, issue rules and regulations to implement its provisions.

<sup>3</sup> AN ACT CONVERTING THE CEBU STATE COLLEGE INTO A STATE UNIVERSITY TO BE KNOWN AS THE CEBU NORMAL UNIVERSITY, AND APPROPRIATING FUNDS THEREFOR.

<sup>4</sup> AN ACT PROVIDING FOR THE UNIFORM COMPOSITION AND POWERS OF THE GOVERNING BOARDS, THE MANNER OF APPOINTMENT AND TERM OF OFFICE OF THE PRESIDENT OF CHARTERED STATE UNIVERSITIES AND COLLEGES, AND FOR OTHER PURPOSES.

<sup>5</sup> An Act Creating the Commission on Higher, Appropriating Funds Therefor and For Other Purposes.



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President and the CHED-LLS on 13 October 2025. The comments and suggestions generated were harmonized with the comments and recommendations submitted by the CNU-OSG Task Force and the same were integrated hereof;

**WHEREAS**, per series of letters dated 21 September 2025 by the University President, the draft IRR was also submitted for comments and suggestions to the Offices of the Commission on Audit (COA), Civil Service Commission (CSC), and the MLGU-Medellin Campus;

**WHEREAS**, the provisions of R.A. No. 8292 are applied suppletorily to R.A. No. 12284 thus, requiring that the latter's IRR shall conform or in harmony with the IRR of the former;

**WHEREAS**, this Implementing Rules and Regulations (IRR) is issued pursuant to the duties and functions vested by pertinent laws and regulations unto the CNU Board of Regents;

**NOW, THEREFORE, BE IT RESOLVED** as it hereby resolved, by the CNU Board of Regents, to promulgate the Implementing Rules and Regulations of Republic Act No. 12284 as follows:

### Rule I

#### SHORT TITLE, LEGAL BASES OF PROMULGATION AND COVERAGE

Section 1. **Short Title.** – This shall be known as the Implementing Rules and Regulations of Republic Act No. 12284 or IRR of R.A. No. 12284, *for brevity*, otherwise known as the “Cebu Normal University (CNU) – Medellin Campus Act”.

Section 2. **Legal Bases of Promulgation.** – This IRR is promulgated pursuant to the powers and functions of the CNU Board of Regents as provided for under the 1987 Philippine Constitution specifically paragraph 2, Section 5 of Article XIV thereof, Executive Order (E.O) No. 292<sup>6</sup> specifically Section 2(2), Chapter I, Book VII thereof, Section 9 of Republic Act No. 12284, R.A. No. 8688 specifically Sections 6 and 8(a) thereof, R.A. No. 8292 specifically Sections 5 and 4(a) thereof and its IRR, R.A. No. 11232<sup>7</sup> specifically Section 35, Title IV thereof, and such pertinent laws, rules and regulations promulgated by competent authority/ies.

Section 3. **Coverage.** – This IRR shall cover and be implemented in the Cebu Normal University (CNU)-Medellin Campus, and shall be observed by the concerned Offices/Departments/Units of the University.

### Rule II

#### DEFINITION OF TERMS, AND CONSTRUCTION AND INTERPRETATION OF THE IMPLEMENTING RULES AND REGULATIONS (IRR)

Section 4. **Definition of Terms.** – Unless the context clearly provides otherwise, the following terms are hereby defined as used in this IRR:

<sup>6</sup> Administrative Code of the Philippines.

<sup>7</sup> Revised Corporation Code of Philippines.



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- 4.1. **Board** – refers to the Board of Regents of Cebu Normal University, hereinafter referred to as the CNU Board of Regents, which is the highest policy-making body of the University.
- 4.2. **Campus** – refers to the Cebu Normal University-Medellin Campus or CNU-Medellin Campus or CNU-MC, *for brevity*.
- 4.3. **CNU** – refers to the Cebu Normal University, alternatively referred hereinafter to as the University.
- 4.4. **Designation** – is an imposition by law of additional duties of an incumbent official.

A designation<sup>8</sup> may be made only for a maximum of one (1) year, however, may be renewed every year in the exigency of the service but not to exceed two (2) years or with a maximum of three (3) years: *provided*, that the concerned designee may be designated, if qualified, to other position/s or portfolio/s as the University President and/or Board may determine subject to the maximum period of three (3) years per designation: *provided, further*, that the designation may be suspended, rescinded, revoked or terminated sooner by the University President and/or Board anytime for whatever ground/s it may deem proper and necessary. The University President shall, in consultation with the Administrative Council, prescribe appropriate implementation rules governing the designated positions of the University.

- 4.5. **Extension Service** – refers to a service that is undertaken to disseminate to end-users the results of developmental research, mainly through an extension or public service program that should be well-defined, purposive, and effectively managed toward equitably sharing with people within the service area of the school of the benefits and enjoyment of the output of an institutional research program. An extension or applied research is also described as establishing structured partnerships with community, business, and industry stakeholders in order to integrate formal research and innovation efforts with informal grassroots knowledge and innovation.
- 4.6. **Head of the University** – refers to the University President of CNU.
- 4.7. **Head of the Campus** – refers to the Campus Director duly appointed or designated by the University President, subject to the confirmation by the Board.
- 4.8. **Head of Procuring Entity (HOPE)** – refers to the Board or the University President when expressly authorized by the Board as provided for herein or in the University Code, appropriate manual/s and/or Resolutions adopted by the Board.
- 4.9. **Highly Specialized Research Center (HCRC)** – primarily focuses on the creation, dissemination, and the application of knowledge, policies, innovation, and technologies that will redound or contribute to the overall enhancement of the country's capability in various disciplines, professions, and increasing academic standards<sup>9</sup>.

<sup>8</sup> Pursuant to Section 13(c), Rule IV of the 2025 Omnibus Rules on Appointments and Other Human Resource Actions promulgated per CSC *En Banc* Resolution No. 2500358 promulgated on 30 April 2025 and circularized per CSC MC No. 08, s. 2025 dated 07 August 2025.

<sup>9</sup> Item 3.5 of DBM-NBC No. 598 dated 15 July 2025 (Revised Organization and Staffing Standards (OSS) for SUCs- Phase II)



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- 4.10. *Hold-over Capacity (Principle)* – refers to the preservation of continuity in the transaction of official business and prevents a hiatus in government or in any office of the University pending the assumption of a successor into office: *provided*, that the pertinent provisions of respective charters/constitution and by-laws of the faculty, students and alumni sectors must be respected.
- 4.11. *IPCR* – refers to the Individual Performance Commitment Review accomplished and processed individually by the faculty members and administrative staff in accordance with the implementing guidelines prescribed by the Board and/or University President, and the Strategic Performance Management System (SPMS)<sup>10</sup> of the University. This also includes deloading provided to the designated administrative officials prescribed under relevant policies promulgated by the University President and/or Board.
- 4.12. *Land Use Development and Infrastructure Plan (LUDIP)* –refers to a campus master plan that contains the allocation and utilization of the land within the University campus' geographic boundary to meet the required academic and non-academic support services and facilities<sup>11</sup>.
- 4.13. *Objectives of the Campus* – refer to the fourfold functions namely, instruction, research, extension, production services and the general mandate of the Campus in harmony with the national, regional and local development framework and plan as well as the development plans and priorities by the CHED and of the University duly approved by the Board.
- 4.14. *Organizational Structure* – refers to the schematic diagram that presents the manner the University and Campus operate in different levels of hierarchy contributory in attaining its mandates, goals, vision, mission, objectives and development plan and thrusts. It also defines the functions and delineates the duties and functions or jurisdictions to ensure complementation, coherence and harmony among various branches, services, offices, campuses, departments, units or sections created by existing laws and policies duly approved by the Board.
- 4.15. *Oversight Vice President for Regular and External Campuses* – refer to the designated Vice President whose primary duty and function is to assist the University President in the direct supervision and control of the Regular or External Campuses of the University. He/she shall be entitled to the incentives and privileges similar to other Vice Presidents of the University.
- 4.16. *PIP-TRIP* – refers to the Public Investment Program (PIP) and Three-Year Rolling Infrastructure Program (TRIP) of the University prepared by the Planning, Foresight and Futures Thinking Unit of the University and duly reviewed and approved by the University President and Board upon the endorsement and/or approval by the National Economic and Development Authority (NEDA) and/or Central Visayas Regional Development Council (CVRDC).

<sup>10</sup> Per CSC *En Banc* Resolution No. 1200484 entitled, "Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS) promulgated on 15 March 2012 circularized per CSC MC No. 6, s. 2012 dated 19 March 2012 and subsequent issuances thereof.

<sup>11</sup> RA No. 11396 (An Act Requiring State Universities and Colleges (SUCs) to Prepare and Implement a Land Use Development and Infrastructure Plan that Shall Include the Construction of Dormitories for Students and Housing Sites for Employees), and CMO No. 11, s. 2020 (Implementing Rules and Regulations of Republic Act No. 11396, "An Act Requiring State Universities and Colleges (SUCs) to Prepare and Implement a Land Use Development and Infrastructure Plan that Shall Include the Construction of Dormitories for Students and Housing Sites for Employees) dated November 25, 2020 and subsequent issuances thereof,



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- 4.17. *Strategic Performance Management System (SPMS)*<sup>12</sup> – refers to a mechanism that ensures that the faculty or employee achieves the objectives set by the University and the University, on the other hand, achieves the objectives that it has set itself in its strategic plan. It focuses on linking individual performance vis-à-vis the University's vision, mission and strategic goals formulated by the University President and/or Board.
- 4.18. *Research Outputs of Research Programs, Projects and Studies* – refer to research outputs which shall comprise any or all of the following:
- Completed research-based papers or articles that are published in international referred publications such as Elsevier Scopus and Thomson Reuters Journals.
  - Research-based papers presented in international, national, or regional forums or conferences; including in-house conference.
  - Inventions or innovations – any novel method, composition or process resulting from research; including those utility models, with patents and copyrights, and those with patent or certification application in process.
  - Inventions utilized and commercialized research outputs duly patented and applied for commercial purposes, or utilized by adopters for development/production/services provision.
  - Creative works and such outputs recognized under DBM-CHED Joint Circular No. 03, s. 2022 or subsequent issuances thereof and/or as provided for under the Strategic Performance Management System (SPMS), research, publication and innovation, and commercialization manuals of the University duly approved by the Board.
- 4.19. *Tenure* – represents the term during which the incumbent actually holds office. The tenure may be shorter (or, in case of holdover, longer) than the term for reasons within or beyond the power of the incumbent.
- 4.20. *Term of Office* – refers to the time during which the officer may claim to hold the office as of right, and fixes the interval after which the several incumbents shall succeed one another. The term is fixed by statute, and is not affected by the holdover.
- 4.21. *University Code* – refers to the codified or set of policies of the University relative to, among others, its governance, administration and the fourfold functions namely, instruction, research, extension, and production services, duly approved by the Board, by integrating relevant laws promulgated by the Congress and/or President of the Philippines as well as rules and regulations prescribed by competent government agencies or authorities.
- 4.22. *University President's Issuance* – is a written order or instruction such as, but not, limited to, Memorandum Circular, Memorandum Order, Special Order, Office Order, Administrative Order or Memorandum made by the University President in the exercise of his/her regular executive, managerial, administrative and supervisory powers, duties, and functions.

<sup>12</sup> Pursuant to CSC MC No. 6, 2012 entitled, "Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS)" and subsequent issuances thereof.



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4.23. **Vacancy** – a condition or situation when there is no person lawfully authorized to assume and exercise at present the duties of the office.

**Section 5. Construction and Interpretation of the Implementing Rules and Regulations (IRR).** – In case of conflict between this IRR and the IRR of R.A. No. 8688 the latter shall prevail.

### Rule III

## CONVERSION, GENERAL MANDATES, ACADEMIC PROGRAMS, RESEARCH, AND EXTENSION SERVICES OF THE CNU-MEDELLIN CAMPUS

**Section 6. Conversion into a Regular Campus.** – The extension campus located in the Municipality of Medellin, Province of Cebu is hereby converted into a regular campus, to be known as the “CNU-Medellin Campus”.

**Section 7. General Mandate.** – The CNU-Medellin Campus shall offer undergraduate and graduate courses such as education, tourism, science and technology, agriculture, forestry, environmental science, livelihood technology education, public safety, water and coastal management, and such programs within its areas of competency and specialization, pursuant to the mandates of the CNU, and according to its capability, as the Board of Regents, may deem necessary for the accomplishment of their objectives, and those which respond to the human resource development needs of the Province of Cebu and Region VII. It is mandated to undertake research and extension services in support of the socioeconomic development and to provide progressive leadership in these areas.

### Rule IV

## SUPERVISION AND MANAGEMENT

**Section 8. Supervision and Management.** –The University President shall have overall supervision and management of the CNU-Medellin Campus. The Oversight Vice President for Regular and External Campuses of the University shall assist the University President in the exercise of supervision and control of the Campus. The Campus shall be headed by a Campus Director who shall render full-time service, and shall be appointed by the Board, subject to its guidelines, qualifications, and standards, and upon the recommendation of a Search Committee duly constituted for the purpose of selecting the Campus Director.

**Section 9. Campus Director; Selection; Appointment.** – The Camps Director shall be selected and appointed by the CNU Board of Regents upon recommendation of a Search Committee for Campus Director (SCCD) duly constituted for the purpose of selecting the Campus Director, subject to the guidelines labeled as **Annex A** hereof and such polices as the Board may subsequently prescribe consistent with the applicable rules promulgated by the CHED.

**Section 10. Term of Office of the Campus Director.** – The Campus Director of the CNU-Medellin Campus appointed by the CNU Board of Regents in accordance with R.A. No. 12284 and this IRR in harmony with R.A. No. 8688 and its 2024 IRR or subsequent issuances thereof, University Code, and R.A. 8292 and its IRR embodied under CMO No. 07, s. 2022 shall have a term of three (3) years, the beginning and end of which must be clearly specified in the Resolution adopted by the Board and in the



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appointment issued by the University President. The Campus Director may be reappointed for one (1) successive term only, subject to performance evaluation and in accordance with Section 17 hereof, the University Code, and applicable laws. No Campus Director may serve more than two (2) consecutive terms.

**Section 11. *Re-appointment of Campus Director.*** – The Campus Director duly appointed pursuant to R.A. No. 12284 and this IRR shall be eligible for reappointment for one (1) term only. The procedures for reappointment for a second term are as follows:

- 11.1. At least three (3) months before the expiration of the incumbent's term, the University President shall constitute a Campus Director Performance Evaluation Committee (CDPEC), with the same composition as the Search Committee for Campus Director (SCCD). The CDPEC shall formulate evaluation criteria, subject to prior approval of the University President and the Board, and submit its report to the Board.
- 11.2. In order for the Campus Director to be reappointed, he or she should have garnered a majority vote of all the sitting members. If the Board voted not to reappoint the Campus Director, it shall constitute an SCCD, or at its option convert the CDPEC to an SCDP to conduct a search for a new Campus Director, following the procedures of search under this IRR and/or University Code.
- 11.3. Upon the expiration of the two terms of the Campus Director, the position shall be deemed automatically vacated: *provided*, that the incumbent may be allowed to occupy the position in hold-over capacity within the conduct of the search for the new Campus Director, subject to applicable laws, rules and regulations.
- 11.4. The minimum standard for the re-appointment of the Campus Director shall be as provided hereunder, without prejudice to the Board to include additional criteria:

**Section 12. *Hold-Over.*** – In the event of the expiration of term of the Campus Director and no Officer-in-Charge has been designated by the University President, the CNU Board of Regents may allow hold-over capacity of the incumbent Campus Director, upon recommendation of the University President, under the following conditions:

- 12.1. The CNU has substantially undertaken or initiated but not completed the activities for the evaluation for re-appointment of the incumbent Campus Director;
- 12.2. The Board has not yet resolved whether the Campus Director will be reappointed for a second term, or in case the Campus Director has signified his/her intention not to be re-appointed, the Board has not yet appointed a new Campus Director;
- 12.3. The Board has approved the hold-over capacity before the expiration of the term; and,
- 12.4. No hold-over capacity shall exceed the period of six (6) months. After the expiration of that period and no Campus Director has been elected, the University President shall designate an OIC-Campus Director in accordance with Section 20 hereof.



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**Section 13. Re-appointment of Campus Director under Secondment from Other Government Agencies.** – The re-appointment of Campus Director under secondment shall, aside from complying with the requirements as prescribed under this IRR, 2024 IRR of R.A. No. 8688 or subsequent issuances thereof and/or University Code, strictly adhere to the requirements of Civil Service Commission (CSC) Memorandum Circular No. 15, s. 1999 as amended by CSC Resolution No. 06-1165 dated July 5, 2006, the Guidelines on Secondment, and the applicable provisions of the 2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA)<sup>13</sup> issued by the CSC.

**Section 14. Vacancy in the Office Campus Director; Designation and Limitations of Officer-in-Charge (OIC).** – Pending the submission of the report by the Search Committee duly constituted by the Board, the University President shall designate from among the faculty members or employees of the CNU to serve as the Officer-in-Charge Campus Director or in acting capacity subject to the confirmation by the Board and applicable policies of the Civil Service Commission.

In case of vacancy by reason of death, resignation, removal for cause, or incapacity or brief absences of the incumbent Campus Director to perform the functions of office, the University President shall designate an Officer-in-Charge (OIC) from among the officials or faculty members of the University who shall perform the duties and functions prescribed by the University President.

The designated OIC-Campus Director may serve for a period of up to one (1) year and may be renewed for not more than two (2) years, subject to the rules on designation under relevant civil service rules and/or such applicable policies approved by the University President and/or CNU Board of Regents.

**Section 15. Appointment of a New Campus Director After Vacancy Occurs.** – In case a new Campus Director is appointed by the Board of the University after a permanent vacancy occurs in the Office of the Campus Director but during the term of office of the original appointee, the new Campus Director shall be selected through the regular search process for Campus Director in accordance with this IRR and the new Campus Director shall be entitled to hold office only for the unexpired term. The new Campus Director may be eligible for reappointment to another term subject to the pertinent provisions of this IRR and/or applicable provisions of the University Code. The services of the new Campus Director for the unexpired term shall not count as a term for purposes of appointment and reappointment.

**Section 16. Attestation by the CSC of the Appointment Papers.** – The appointment papers of the Campus Director shall be attested to by the CSC subject to applicable laws, rules and regulations.

**Section 17. Installation Ceremony of the Campus Director.** – The University shall hold an Installation Ceremony for every appointment of the Campus Director on the schedule, preferably within sixty (60) days from his/her actual assumption, and venue duly approved by the University President.

The University President shall constitute committees necessary to ensure effective, efficient, and proper conduct of the Installation Ceremony. *Provided*, That all expenses necessary for the holding of the Installation Ceremony shall be charged

<sup>13</sup> CSC Resolution No. 2500358 promulgated on 30 April 2025 and circularized per CSC Memorandum Circular No. 08, s. 2025 issued on 07 August 2025.



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against the appropriate funds and/or income of the University and/or Campus, subject to usual accounting and auditing laws, rules and regulations.

**Section 18. *Salary and Emoluments of the Campus Director, Whether Appointed or Designated; Fallback Position.*** – The salary and emoluments or benefits of the Campus Director, whether appointed or designated, shall be in accordance with the Revised Compensation and Position Classification System and shall be based on the latest Salary Standardization Law/Salary Schedule for Civilian Personnel and appropriate DBM issuances.

The Campus Director shall be entitled to RATA authorized under the pertinent provisions of the General Appropriations Act (GAA) and applicable issuances by the DBM, and such incentives or privileges under the University Code and/or manual of operations of the CNU-Medellin Campus.

The Campus Director appointed by the University President, upon authority of the CNU Board of Regents, after expiration of term of office or end of services due to resignation other than on ground/s of pending administrative case/s committed during his/her incumbency as Campus Director, may be allowed to be appointed to an academic rank equivalent to his/her qualifications under CHED-DBM Joint Circular No. 3, s. 2022 and its IRR, Merit and Selection Plan (MSP) duly approved by the CNU Board of Regents and CSC, and such applicable laws, rules and regulations: provided, that there shall be available faculty item and that the academic rank shall not be higher than Professor I.

**Section 19. *Colleges.*** – The CNU Board of Regents shall, upon the recommendation of the University President and after due consultation with the Campus Director, create College/s within the Campus subject to the requirements set forth under the University Code and relevant policies by the CHED and the Department of Budget and Management.

The Campus Director shall be assisted by a Dean who shall be appointed or designated with the duties and functions determined by the University, subject to the confirmation by the Board.

Each College shall be headed by a Dean who shall assist the Campus Director, duly appointed or designated by the University President subject to the confirmation by the CNU Board of Regents, and who shall be assisted by the Academic Department Chairpersons and faculty members, subject to applicable laws, rules and regulations.

The College Dean shall be entitled to RATA authorized under the pertinent provisions of the General Appropriations Act (GAA) and applicable issuances by the DBM, and such incentives or privileges under the University Code and/or manual of operations of the CNU-Medellin Campus.

**Section 20. *Duties and Functions of the Campus Director, Dean/s, Chairpersons of Academic and Non-Academic Departments/Units, Faculty Members, and Administrative Staff of the CNU-Medellin Campus.*** – The Campus Director, College/Program Dean, and Heads of Services, Departments, Sections or Units, and Faculty Members shall perform the following duties and functions:

20.1. The Campus Director shall:



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- 20.1.1. As the Chief Operating Officer (COO), provide progressive leadership, and instill, promote and maintain, among others, excellence, integrity, honesty, patriotism and professionalism among officers, faculty members and administrative staff or employees in their respective Campuses;
- 20.1.2. Plan, manage and implement the administrative and financial policies and academic programs of CNU in the Campus;
- 20.1.3. Negotiate and sign agreements and instruments applicable to the Campus concerned subject to the approval or ratification and limitations prescribed by the University President, which shall be subject to the confirmation by the CNU Board of Regents upon the recommendation by the University President. This shall be exercised with the end view of ensuring administrative efficiency of the Campus and such that the University President will be able to perform duties and functions that are more important for the development and progress of the entire University;
- 20.1.4. Submit annual budget and other periodic reports to the University Main campus for consolidation;
  1. Represent the Campus where such representation is necessary and such functions as may be authorized by the University President;
  2. Implement and enforce University policies and standards;
  3. Design and recommend for approval institutional development plans for the Campus or proposals for local and foreign partnerships and other activities and projects deemed necessary in carrying out effectively the four-fold functions of CNU;
  4. Recommend to the University President qualified faculty members or personnel for appointment and designation to any administrative or academic positions in the Campus;
  5. Promote the conduct of Income Generating Projects (IGP) initiatives of the Campus;
  6. Coordinate with the Vice Presidents, the College Deans and Directors at the CNU Main Campus in the implementation of the curricular programs, research, extension and other policies of the University;
  7. Recommend the construction, repair, renovation of buildings and purchase of equipment and acquisition of school sites and other physical facilities;
  8. Recommend the creation of committees deemed necessary for efficient and effective operations of the Campus; and
  9. Perform such other related responsibilities inherent to the office of the Campus Director or as may be assigned by the University President or CNU Board of Regents from time to time.



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20.2. The College/Campus/Program Dean shall assist the Campus Director and who shall:

- 20.2.1. Plan, manage and coordinate the implementation of the curricular offerings and academic programs, administrative policies and the four-fold functions of the University within the College/Campus/Program;
- 20.2.2. Exercise progressive leadership and management of the College/Program;
- 20.2.3. Recommend, implement policies and maintain academic standards of the respective disciplines of the College/Program;
- 20.2.4. Enforce admission and graduation requirements for students in the College/Program;
- 20.2.5. Recommend faculty members for designation as Department Heads/Chairpersons/Focal Persons in the College/Program;
- 20.2.6. Identify and establish partnerships with both public and private tertiary education institutions or any local or foreign agencies that could help fulfill the four-fold mandates of CNU;
- 20.2.7. Recommend faculty members for permanent status, promotion, commendation, disciplinary action, transfer or removal;
- 20.2.8. Initiate and propose curricular programs as well as enhancements thereof to be offered in the College/Program;
- 20.2.9. Promote professional activities of the faculty members especially in the development area of instruction, research, extension and production;
- 20.2.10. Participate in professional activities and represent the College/Program in appropriate organizations;
- 20.2.11. Facilitate student transferees in credit transfer, credential evaluation of students and their respective program of study;
- 20.2.12. Supervise student academic research advising of students and handling of academic programs in the College as provided for under relevant polices duly prescribed by the University President and/or CNU Board of Regents;
- 20.2.13. Maintain and constantly update the College services' manuals and publication refereed journal/s;
- 20.2.14. Initiate, conduct and supervise the instruction or academic affairs, internationalization, lifelong learning, microcredentials, Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP)<sup>14</sup>, Open Distance Learning (ODEl)<sup>15</sup>, Ladderized

<sup>14</sup> Republic Act No. 12124 and its IRR.

<sup>15</sup> Republic Act No 10650 and its IRR.







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Education Program (LEP)<sup>16</sup>, reputations rankings, research and community extension service programs, projects, and activities of the College as well as the PPMP and APP thereof;

- 20.2.15. Promote the conduct of Income Generating Projects (IGP) initiatives of the College;
  - 20.2.16. Submit proposed College budget and other annual report/s; and
  - 20.2.17. Perform such related responsibilities inherent to the office of the College Dean or as may be assigned by the Vice President for Academic Affairs and/or University President.
- 20.3. Under the direct supervision of the concerned College Dean, the Heads/Chairpersons of Academic Programs shall:
- 20.3.1. Plan, manage and implement the academic, student and administrative services in the department level;
  - 20.3.2. Administer or implement the curricular programs of the department duly approved by the CNU Board of Regents;
  - 20.3.3. Supervise the faculty members and students of the department;
  - 20.3.4. Supervise the preparation of the course of study, recommend curriculum enrichment and propose course program/s;
  - 20.3.5. Prepare the teaching load program of the faculty members and student academic advising responsibilities and recommend other related tasks of faculty members in the Department;
  - 20.3.6. Assist the College Dean in facilitating student transferees in credit transfer, credential evaluation of students and their respective program of study;
  - 20.3.7. Recommend research proposals and extension services programs;
  - 20.3.8. Assist faculty members in the selection of textbooks and other instructional references;
  - 20.3.9. Motivate faculty members to produce instructional materials and outputs in research and extension services;
  - 20.3.10. Encourage participation in institutional Income Generating Projects (IGPs);
  - 20.3.11. Participate and represent the college in professional activities relative to their field of specialization/discipline;
  - 20.3.12. Encourage the collaboration of the faculty members to improve instruction, educational preparation and teaching efficiency;

<sup>16</sup> Republic Act No. 10467 and its IRR.



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- 20.3.13. Promote/encourage the professional activities of faculty members and conduct faculty development/enhancement programs;
- 20.3.14. Conduct meetings and conferences with the faculty members under his/her direct supervision;
- 20.3.15. Submit annual budget and report/s of the department; and
- 20.3.16. Perform such duties and responsibilities as may be assigned by the College Dean/Campus Director.
- 20.4. The Administrative Officers for Administrative, and for Finance shall:
- 20.4.1. Plan, manage and coordinate the implementation of programs, activities and projects well as development and strategic plans within the Office/Service;
- 20.4.2. Exercise progressive leadership and management of the within the Office/Service/Department/Unit;
- 20.4.3. Recommend office staff for permanent status, promotion, commendation, disciplinary action, transfer or removal;
- 20.4.4. Initiate and propose programs, activities, and projects and the PPMP and APP thereof, policies and guidelines as well as enhancements thereof to be undertaken by Office/Service/Department;
- 20.4.5. Promote professional activities of the administrative staff;
- 20.4.6. Participate in professional activities and represent the Office/Service/Department in appropriate organizations;
- 20.4.7. Maintain and constantly update the Office/Service/Department services' manuals or manual of operations;
- 20.4.8. Promote the conduct of Income Generating Projects (IGP) initiatives of the Office/Service/Department;
- 20.4.9. Submit proposed Office/Service/Department budget and other annual report/s; and
- 20.4.10. Perform such related responsibilities inherent to the office of the Office/Service/Department or as may be assigned by the concerned Vice President and/or University President.
- 20.5. The Chairpersons of Administrative Units – The duties and functions of the Chairpersons or Focal Persons of administrative units shall be prescribed by the University President, in consultation with the concerned officials of the University, subject to applicable laws, rules and regulations.
- 20.6. The duties and functions of the faculty members, department heads, section chiefs, administrative and academic staff shall be prescribed by the University President, subject to applicable laws, rules and regulations.







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**Section 21. Human Resources Complement of the Campus.** – The CNU-Medellin Campus shall be provided or complemented with the required faculty positions, administrative and academic officials and personnel as prescribed under relevant DBM issuances, such as, but not limited to, DBM Budget Circular No. 589<sup>17</sup> dated 25 May 2025 and/or subsequent issuances by the DBM and/or as may be prescribed by appropriate law/s.

### Rule V

#### HIGHLY SPECIALIZED RESEARCH CENTERS (HSRC)

**Section 22. Establishment, Management, Operation and Sustainability of Highly Specialized Centers (HSRCs).** – To further strengthen the capability in undertaking and producing research outputs of the research programs, projects and studies, the Campus shall have established highly specialized research centers, such as, but not limited to the following:

- 22.1. Bamboo Research Training and Development Institute (BRTDI);
- 22.2. Ceramics Industry and Handicrafts Research Center (CIHRC);
- 22.3. Artistic and Creative Works Research Center (ACWRC);
- 22.4. Water and Coastal Resources Management Research Center (WCRMRC);
- 22.5. Research Center for Public Governance, Safety, and Peace Education (RCPSPEd);
- 22.6. Agricultural Technology Development Research Center (ATDRC);
- 22.7. Research Center for Culture and Arts Innovation (RCCAI);
- 22.8. Research Center for Sugarcane Innovation and Sustainability (RCSIS);
- 22.9. Research Center for Local Tourism Sustainability (RCLTS); and
- 22.10. Such highly specialized centers as may be established by the CNU Board of Regents, upon the recommendation of the University President, or as may be created by law/s.

Each highly specialized research center shall be headed by a Director who shall be under the direct joint supervision and control of the Campus Director and the Vice President for Research, Publications, Innovation, Commercialization, and Extension of the University.

The CNU Board of Regents shall promulgate the manual of operations to ensure the proper management and sustainability of each duly established highly specialized research center.

**Section 23. Human Resources Complement of the Campus.** – The human resources requirement or complement of the highly specialized research centers shall

<sup>17</sup> Revised Organization and Staffing Standards (OSS) for SUCs- PHASE I.



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be in accordance with DBM Budget Circular No. 598<sup>18</sup> dated 15 July 2025 and/or subsequent issuances by the DBM and/or as may be prescribed by appropriate law/s.

**Section 24. Duties and Functions of Directors of Highly Specialized Research Center.** – The duties and functions of the Director of the HSRC shall be as follows:

- 24.1. Plan, manage and coordinate the implementation of programs, activities and projects as well as development and strategic plans within the Office/Service/Department/Unit/Institute/Center;
  - 24.1.1. Exercise progressive leadership and management of the Office/Institute/Center;
  - 24.1.2. Recommend faculty members for designation as Department Heads/Chairpersons/Focal Persons in the within the Office//Unit/Institute/Center;
  - 24.1.3. Identify and establish partnerships with both public and private tertiary education institutions or any local or foreign agencies that could help fulfill the mandates, development and strategic plans Office/Unit/Institute/Center;
  - 24.1.4. Recommend office staff for permanent status, promotion, commendation, disciplinary action, transfer or removal;
  - 24.1.5. Initiate and propose programs, activities, and projects and the PPMP and APP thereof, policies and guidelines as well as enhancements thereof to be undertaken by Office/Institute/Center;
  - 24.1.6. Promote professional activities of the faculty members and administrative staff especially in the development area of research, publications, intellectual property protection, and commercialization, and support services, as the case may be;
  - 24.1.7. Participate in professional activities and represent the Office/Unit/Institute/Center in appropriate organizations;
  - 24.1.8. Maintain and constantly update the Office/Institute/Center services' manuals or manual of operations;
  - 24.1.9. Promote the conduct of Income Generating Projects (IGP) initiatives of the Office/Institute/Center;
  - 24.1.10. Submit proposed Office/Institute/Center budget and other annual report/s; and
  - 24.1.11. Perform such related responsibilities inherent to the office of the Office/Institute/Center or as may be assigned by the concerned Vice President and/or University President.

<sup>18</sup> Revised Organization and Staffing Standards (OSS) for SUCs- PHASE II.



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*Provided, That the University President and/or Board may adjust, enhance the specific duties and functions of the officials of the University in harmony with the development thrusts and plans of the University as well as applicable laws, and rules.*

**Section 25. *Entitlements to Teaching Load Deloading, Service Credits and Such Incentives or Benefits.*** – Faculty Members who are designated to administrative designations or positions, e.g. Campus Director, Dean/s, Director/s, Academic Heads of Offices, and Chairpersons or Coordinators/Focal Persons of Departments, Sections or Units shall be entitled to teaching deloading as provided for under the IPCR as defined in sub-Section 4.11, Rule II hereof and/or applicable policies approved by the CNU Board of Regents and service credits as prescribed under existing laws, rules and regulations.

The officials, whether appointed or designated, faculty members and administrative staff shall be entitled to such incentives and benefits as prescribed under existing laws, rules and regulations.

### Rule VI

#### **COMPLIANCE WITH THE REQUIREMENTS OF THE COMMISSION ON HIGHER EDUCATION (CHED) INCLUDING QUALITY ASSURANCE, AND THE NATIONAL, INTERNATIONAL OR WORLD REPUTATIONS RANKINGS**

**Section 26. *Compliance with the Requirements of the Commission on Higher Education (CHED).*** – The CNU shall ensure compliance of the CNU Medellin Campus with the policies, standards, and guidelines of the CHED for the operation of a regular campus, including those related to the offering of courses and the introduction of new or revised programs prior to its conversion as a regular campus.

These requirements include, among others, the Certificate of Program Compliance (COPC), SUC Leveling, Centers of Excellence (COE) or Centers of Development (COD) of various curricular programs of the Campus, and such programs or standards prescribed by the CHED and/or relevant government agency/ies.

**Section 27. *Compliance to the Requirements of Quality Assurance and Reputations Rankings.*** – Subject to its capabilities and resources, the Campus shall comply with the requirements on quality assurance and reputable rankings as may be determined by the Board, upon the recommendation of the University President.

The quality assurance requirements include, among others, program and institutional accreditation, accreditation by the AACCUP, ISO e.g. Education Organization Management System (EOMS), environmental, safety, security, as a healthy smart, and green learning institution, and such regulatory or statutory requirements.

The reputations rankings shall include, among others, Time Higher Education (THE), WURI, QS Stars University Ratings, and such national, international or world rankings authorized by the CNU Board of Regents and/or CHED.

**Section 28. *Budgetary and Sources of Funds.*** – All amounts needed during the preparation, conduct and monitoring or evaluation of the requirements of the CHED, quality assurance and reputable rankings shall be charged against the appropriate fund/s of the Campus and/or University, subject to availability of funds, and usual accounting and auditing laws, rules and regulations.



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### Rule VII MANAGEMENT OF PERSONNEL, ASSETS AND RECORDS

Section 29. **Management of Personnel, Assets and Records.** – All assets, both real and personal, personnel, and records of the CNU-Medellin Campus, as well as its liabilities or obligations, shall be transferred to the CNU. The positions, rights, and security of tenure of faculty members and personnel therein employed under existing laws prior to its conversion into a regular campus shall be respected.

All parcels of land belonging to the government occupied by the CNU Medellin Campus shall be transferred to the CNU: *Provided*, That should the campus or the CNU cease to exist or be abolished or should such aforementioned parcels of land be no longer needed by the CNU, the same shall revert to the local government unit concerned or the Republic of the Philippines, as the case may be.

Section 30. **Application of Relevant Civil Service Commission (CSC), Commission on Higher Education (CHED), and Commission on Audit (COA) Laws and Regulations and Policies or Resolutions Approved by the CNU Board of Regents and/or Such Pertinent Laws Enacted by Congress or Such Issuances by the President of the Philippines and Competent Authority/ies.** – All relevant CSC, CHED and COA laws and regulations, and policies or resolutions approved by the CNU Board of Regents, and/or such pertinent laws enacted by Congress or such issuances by the President of the Philippines and competent authority/ies shall be applied in the management of personnel, assets, and records of the Campus.

Section 31. **Incorporation of the Provisions of the R.A. No. 8688 and Its Implementing Rules and Regulations (IRR).** – The provisions of the R.A. No. 8688 and its IRRs are hereby incorporated herein.

Section 32. **Acts Prohibited During Admission of Students.** – No student shall be denied admission to the University by reason of sex, nationality, religion, or political affiliation, and other forms of discrimination.

Section 33. **Acts Prohibited for the Appointments of Faculty and Their Influence to Students.** – No religious opinion or affiliation shall be a matter of inquiry in the appointment of faculty members of the University: *Provided, however*, That no member of the faculty shall teach for or against any particular church or religious sect.

No member of the faculty of the University shall attempt directly or indirectly, under penalty of dismissal by the Board of Regents, to influence students or any person in the University towards any ideology, political or otherwise, which agitates the overthrow of the duly constituted government.

Section 34. **Affirmative Actions for Administrative Staff, Faculty Members and Students.** – The University shall provide the following affirmative actions:

- 34.1. For the faculty and administrative staff members – Subject to applicable laws, rules and regulations, availability of funds, and pertinent budgeting, accounting, and auditing rules, the University shall provide, among others, sound scholarship, industry immersion and faculty exchange programs both local and abroad, grant of official business in the gathering of documents and interview during the faculty reclassifications, faculty and administrative staff promotions, rationalized incentives for involvement in



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the conceptualization and implementation of research and extension services, projects and studies as well as during the presentation, publications, protection, incubation and commercialization of research outputs, innovation, intellectual property rights and creative works, internal promotion, lateral entry within the University and from other government agencies, annual medical checkup, physical fitness and mental health programs, provident and employees welfare fund, Program on Awards and Incentives for Service Excellence (PRAISE), and such programs, activities and projects geared towards the general welfare of the faculty and administrative staff.

- 34.2. For the students – Subject to applicable laws, rules and regulations, availability of funds, and pertinent budgeting, accounting, and auditing rules, the University shall provide, among others, promulgate relevant policies on students admission, academic, scholastic and retention and disciplinary guidelines, sound scholarship, internship or practicum and student exchange programs both local and abroad with the implementation of the OJT Abroad-Now-Pay-Later Program, grant of official business during academic, sports, cultural and non-academic competitions, both local and abroad, rationalized incentives for top ten (10) passers in licensure or board examinations as well as civil and career executive service eligibility examinations, involvement in the conceptualization and implementation of research and extension services, projects and studies as well as during the presentation, publications, protection, incubation and commercialization of research outputs, innovation, intellectual property rights and creative works, insurance, free dormitory and review classes as well as mentoring and tutorial activities, transportation subsidy, physical fitness and mental health programs, and such programs, activities and projects geared towards the general welfare of the students.

*Provided,* That the cash incentives may be indexed to inflation subject to applicable regulations approved by the CNU Board of Regents, upon the recommendation of the University President, availability of funds, and pertinent budgeting, accounting, and auditing rules,

*Provided, further,* That the appropriate issuances by the University relative to these guidelines shall be subject to the recommendation by the Council of Deans, Executive Committee, Administrative Council, and Academic Council, and final review, approval or confirmation by the CNU Board of Regents.

### Rule VIII

### MISCELLANEOUS AND TRANSITORY PROVISIONS

Section 35. **Formulation, Review, and Continual Enhancements of the Revised Campus Manual of Operations and/or Services Manuals of Various College/s, Offices, Departments, Institutes, Sections and Programs, Internal Rules of Procedures, Organizational Structure, Vision, Mission, Goals and Objectives of the Campus.** – Within fifteen (15) days from the effectivity of this IRR, the University President shall constitute appropriate committees/teams to formulate/prepare the drafts/revise Campus' Manual of Operations and/or Services Manuals, Organizational Structure, Vision, Mission, Goals and Objectives of various Colleges, Offices, Departments, Institutes, Sections and Programs, and the Bids and Awards Committee (BAC) and the same be submitted to the appropriate Councils for review and



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endorsement to the CNU Board of Regents for final action, upon the recommendation of the University President: *provided*, that the University President shall determine the kinds or types of manual of operations or service manuals or guidelines to be formulated or prepared by the duly constituted committees/teams.

Thereafter, the Manual of Operations and/or Services Manuals, Organizational Structure, Vision, Mission, Goals and Objectives shall be reviewed and/or continually enhanced every three (3) years or as periodic as may be necessary to harmonize with existing laws, rules and regulations.

Section 36. **Formulation, Review and Enhancements of the Campus Development and Investment Plans, Land Use Development and Infrastructure Plan (LUDIP), Public Investment Program and Three-Year Rolling Infrastructure Program (PIP-TRIP), Information System Strategic Plan (ISSP), Environmental Compliance Certificate (ECC), Water Discharge Permit, And Such Requirements Prescribed Under Existing Laws, Rules and Regulations.** – Within sixty (60) working days from the effectivity of this IRR, the University President, with the assistance of the concerned officials, shall prepare the short-term, medium-term and long-term development and investment plans, LUDIP, PIP-TRIP, ISSP, ECC, Water Discharge Permit of the Campus and such requirements prescribed under existing laws, rules and regulations and the same shall be submitted to the University President and CNU Board of Regents for final review and action. Simultaneously, a Campus annual strategic plans shall be prepared by the Campus Director, in consultation with the officials, faculty members and administrative staff of the Campus, subject to further review by the appropriate councils and approval by the University President.

Thereafter, the short-term, medium-term and long-term development and investment plans, LUDIP, PIP-TRIP, ISSP, ECC, Water Discharge Permit of the University and such requirements prescribed under existing laws, rules and regulations shall be reviewed and/or continually enhanced every three (3) years or along with the national government's Philippine Development Plan, local and regional development plans or as periodic as may be necessary to harmonize with the existing national and regional development and investment plans and priorities.

Section 37. **Continuing Compliance of CHED Requirements, Quality Assurance and Accreditation Processes; and Continual Improvements in the National and International University Rankings and such Quality Assurance And Competitiveness Evaluation.** – The University shall ensure continuing compliance of CHED requirements, e.g. the COPC, SUC Levelling, University Status, and the quality assurance and accreditation processes such as, but not limited to, AACUP accreditation, ISO certification, etc. Further, it shall endeavor continual improvements in the national and international University rankings and such quality assurance, internationalization and competitiveness evaluations/rankings.

All expenses necessary for the foregoing processes and requirements shall be charged from the income and/or appropriate fund/s of the University, subject to availability of funds, and usual accounting and auditing rules and regulations.

Section 38. **Preparation and Budgetary Requirements for the Conduct of the Mid- and End-Year Performance Review and Periodic Development and Investment Planning, Land Use Development and Infrastructure Plan (LUDIP), Public Investment Program and Three-Year Rolling Infrastructure Program (PIP-TRIP), Information System Strategic Plan (ISSP), Environmental Compliance Certificate**



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**(ECC), Water Discharge Permit, Continuing Compliance of CHED Requirements, Quality Assurance and Accreditation Processes, And Such Requirements Prescribed Under Existing Laws, Rules and Regulations.** – The University President, with the assistance of the concerned officials of the University, shall ensure the preparation and conduct of the Mid- and End-Year Performance Review and Periodic Development and Investment Planning, and preparation and continual enhancements/updating of the LUDIP, PIP-TRIP, ISSP, ECC, Water Discharge Permit, continuing compliance of CHED requirements, quality assurance and accreditation processes, and such requirements prescribed under existing laws, rules and regulations as provided for under the approved concept note/proposal.

*Provided,* That all expenses of the resource persons, lecturers, and participants as well as for the registration or application fee, preparation, actual conduct of post activity evaluation shall be charged against the appropriate fund/s of the University, subject to availability of funds, and usual accounting and auditing laws, and regulations.

**Section 39. Establishment, Operations and Sustainability of Students, Faculty, Alumni and Administrative Staff Sectoral Associations or Organizations.** – There are hereby separate students, faculty, alumni and administrative staff sectoral associations or organizations as the legitimate representatives to the appropriate or respective sectoral Federation of the University; and the operations and sustainability of these Campus associations or organizations shall be ensured by the Campus and University's Administration, subject to applicable laws, rules and regulations.

*Provided,* That the existing sectoral associations of the Campus recognized by the Campus and University prior to the effectivity of this IRR shall continually represent their respective sector to the legitimate Federation duly recognized by the CNU of Regents, subject to the provisions of their constitution and by-laws duly registered at the Securities and Exchange Commission and approved by the CNU Board of Regents, as the case may be.

**Section 40. One-year Transition Period; Continuity of Services and Performance of Duties and Functions of the Incumbent Designated Campus Director and Dean/s of the CNU-Medellin Campus.** – In order to ensure smooth transition, the incumbent designated Campus Director of the CNU-Medellin Campus, if qualified, shall serve as the first Campus Director, subject to the pertinent provisions of the University Code and Policies promulgated by the Board.

Within a one-year transition period, the incumbent designated Campus Director and Dean/s of the CNU-Medellin Campus, prior to the effectivity of Republic Act No. 12284, shall continue to serve and perform their respective duties and functions, subject to the sound discretion of the University President and/or CNU Board of Regents, and applicable laws, rules and regulations.

**Section 41. Charter Day Celebration and Budgetary Requirements Thereof.** – The Charter Day Celebration of the CNU-Medellin shall be every 7<sup>th</sup> day of September every year and the budgetary requirements for the conduct of the various activities thereof shall be charged against the appropriate funds of the Campus, subject to usual budgetary, accounting and auditing laws, and regulations.

### Rule IX SUPPLEMENTARY APPLICATION



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Section 42. **Suppletory Application.** – The provisions of Republic Act No. 8292, otherwise known as the “Higher Education Modernization Act of 1997”, shall form part of this Act.

### Rule X

#### APPROPRIATIONS, RESOURCE AND FINANCIAL MANAGEMENT

Section 43. **Appropriations.** — The amount necessary to carry out the provisions of this Act shall be included in the annual General Appropriations Act.

Section 44. **Preparation and Approval of Annual or Periodic and Supplemental Budget, and the Program of Receipts and Expenditure.** – The Campus shall prepare its annual or periodic and supplemental budget including the Program of Receipts of Expenditures (PRE) to be integrated into the annual or periodic budget or PRE of the University as a separate line item/s under the University’s government subsidy/ies through the annual General Appropriations Act and PRE of the University.

The proposed annual or periodic and supplemental budget/s or PRE shall be submitted to the University President for review and endorsement to the Administrative Council and CNU Board of Regents for final review, approval and/or endorsement to the CHED, DBM, Congress of the Philippines and other concerned government agencies, as may be applicable.

Section 45. **Application of Budgeting, Auditing, Accounting and Procurement Laws, Rules and Regulations.** – The preparation, disbursement and monitoring of the budget, funds and resources of the University shall be subject to, among others, the appropriate policies or issuances by the DBM, COA and CNU Board of Regents, Republic Act No. 12009 and its IRR, and such pertinent budgeting, auditing, accounting and procurement laws, rules and regulations.

Section 46. **Assistance of the Municipal Local Government Unit of Medellin.** – The Municipality of Medellin shall continue to provide assistance to the CNU-Medellin Campus until such time that the amount for the operation and maintenance of the CNU-Medellin Campus shall be included in the annual GAA.

### Rule XI

#### SEPARABILITY

Section 47. **Separability Clause.** — If, for any reason, any part or provision of this Act is declared invalid or unconstitutional, the remaining parts or provisions not affected shall remain in full force and effect.

### Rule XII

#### AMENDMENT, REVISION, REPEALING AND EFFECTIVITY PROVISIONS

Section 48. **Amendment and Revision.** – Any part/s or provision/s of this IRR may be amended or revision by the CNU Board of Regents, in consultation with the CHED, and upon recommendation of the University President after proper consultation with the Academic Council, and Administrative Council.



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**Section 49. *Repealing Clause.*** — All other laws, presidential decrees, executive orders, and rules and regulations contrary to or inconsistent with the provisions of this Act are repealed or modified accordingly.

**Section 50. *Effectivity.*** — This Act shall take effect fifteen (15) days after its complete publication in the Official Gazette or in a newspaper of general circulation.

**Adopted/Approved** this 21<sup>st</sup> day of October 2025 pursuant to Board Resolution No. 165, s. 2025.

### APPROVED:

  
**RICMAR P. AQUINO, PhD**  
CHED Commissioner  
*Chairperson-Designate*

  
**DANIEL A. ARIASO SR, PhD, CESO II**  
SUC President III  
*Vice Chair*

**LORNA REGINA "LOREN" B. LEGARDA**  
Senator  
Chair, Committee on Education  
Senate of the Philippines  
**Member**  
*Represented by:*

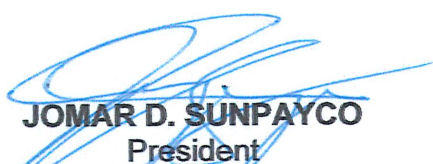
**JUDE A. ACIDRE**  
Representative, Tingog Partylist  
Chair, Committee on Higher & Tech. Education,  
House of Representatives  
**Member**  
*Represented by:*


**Congw. KAREN HOPE F. GARCIA**

**Congw. YEDDA MARIE K. ROMUALDEZ**

  
**RUDOLFO C. TRANGIA**  
Private Sector Representative  
**Member**

**JENNIFER C. BRETANA**  
Regional Director, NEDA-Region VII  
**Member**

  
**JOMAR D. SUNPAYCO**  
President  
CNU Federation of Student Governments  
**Member**

  
**MINCHU R. DECENA**  
Private Sector Representative  
**Member**







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\_\_\_\_\_  
President  
CNU Federation of Alumni Associations  
**Member**

\_\_\_\_\_  
President  
Federation of CNU Faculty Associations  
**Member**

I hereby certify to the correctness of the foregoing Resolution No. 165, s. 2025 as duly adopted by a majority/unanimous affirmative vote by the CNU Board of Regents, during the 116<sup>th</sup> Regular Board Meeting held on 21 October 2025 at 4<sup>th</sup> Floor, Office of Commissioner Ricmar P. Aquino, Commission on Higher Education, UP Diliman, Quezon City, as indicated above.

Certified Correct:

  
**JESON A. BUSTAMANTE, EdD**  
*Director, Planning, Foresight and Futures Thinking*  
*OIC-Board and University Secretary V*



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### ANNEX A (IRR of R.A. No. 12284) GUIDELINES ON THE SELECTION OF THE CAMPUS DIRECTOR OF CNU-MEDELLIN CAMPUS

**Section 1. Creation of the Search Committee for Campus Director; Procedures; Budgetary Requirements.** – The following conditions shall apply in the conduct of the search for Campus Director:

- 1.1. The Board of Regents shall, upon recommendation by the University President, create a Search Committee for Campus Director (SCCD) to search, screen, and recommend eligible candidates for Campus Director, not later than six (6) months before the end of the term of the incumbent Campus Director. The Board shall also designate the members of the SCCD Secretariat to assist the SCCD with its tasks and activities.
- 1.2. The SCCD shall have at least five (5) members selected by the Board composed of qualified representatives from the student, faculty and alumni sectors of the Campus, the private sector, and CHED. The Board shall designate the Chairperson of the SCCD from among the members of the SCCD. The SCCD shall meet within twenty days from its constitution.
- 1.3. No SCCD member shall be related within the fourth civil degree of consanguinity or affinity, had or have personal, social, professional relationships, business interests of financial connections, and political party affiliations to an applicant for Campus Director to avoid conflict of interest.  
  
If any of such relationship exists, the SCCD member shall disclose the relationship to the Board. The disclosure or discovery of such relationship and possible conflict of interest or partiality will serve as basis for the Board to decide whether to revoke the appointment of the concerned SCCD member.
- 1.4. The representative of the private sector in the SCCD must not in any way be directly or indirectly connected with the CNU conducting the search process. To ensure the effective and efficient performance of its duties, the Board shall allocate a budget and provide the facilities of the CNU to SCCD.
- 1.5. The SCCD so constituted may devise its own procedures for the search subject to the approval by the Board upon the recommendation by the University President.
- 1.6. The duly constituted SCCD shall submit the budgetary requirements to the Board for approval upon the recommendation by the University President. *Provided, moreover,* That all expenses necessary in the conduct of the search shall be charged from the income and/or appropriate funds of the University and/or Campus subject to the availability of funds and usual auditing and accounting rules and regulations.

All amounts needed during the preparation and conduct of the search for the Campus Director shall be charged against the appropriate fund/s of the Campus and/or University, subject to availability of funds, and usual accounting and auditing laws, rules and regulations.



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**Section 2. Publication of the Notice of Search for Campus Director.** – The SCCD shall, within one (1) month from its constitution, prepare the notice of search for Campus Director and publish it in the CNU Website, Facebook and/or at least one newspaper of local circulation for at least three consecutive weeks.

Publication in multimedia of the notice within the same time frame is also encouraged. The notice shall include the minimum qualifications under Section 9, the documentary requirements under Section 10 hereof, the deadline for submitting the requirements, and the place for the submission of the application.

The applications shall be sent through the SCCD Secretariat, addressed to the SCCD Chairperson. The applications and other documentary requirements shall be filed personally, through a representative, by registered mail, or by authorized private courier with the SCCD Secretariat, *provided* that all the applications must be received on or before the deadline.

**Section 3. Minimum Qualifications.** – The minimum qualifications for the Campus Director shall be:

- 3.1. Not less than thirty (30) years old and not a day older than the sixty-first (61<sup>st</sup>) birthday at the time of the expiration of the term of the incumbent Campus Director;
- 3.2. A Filipino citizen;
- 3.3. Holder of at least an earned master's degree from a CHED-recognized HEI or foreign institution accredited by its respective higher education ministry/commission or appropriate regulatory body, which is defined as Level 8 in the PQF, under RA No. 10968<sup>19</sup>;
- 3.4. With proven track record as SUC/LUC administrator (e.g. dean, campus administrator, director, department head) or high-level management executive/administrator, whether in the public or private sector, for at least three years; Nomenclature of the position, especially in the private sector may be clarified by the Board as long as position is high-level management, and,
- 3.5. Must not have been convicted for a crime involving moral turpitude, or an offense punishable by imprisonment for a period exceeding six (6) years, or suspended administratively for twelve (12) months, or dismissed from the service.

The Board may set additional minimum qualifications it deems fit.

**Section 4. Documentary Requirements for Campus Director Applicants.** – Interested applicants must submit one (1) set of original and six (6) photocopies of the following documents to the SCCD Secretariat:

- 4.1. Formal application letter addressed to the University President;
- 4.2. Detailed curriculum vitae, attested and signed by the applicant;

<sup>19</sup> An Act Institutionalizing the Philippine Qualifications Framework (PQF), Establishing the PQF-National Coordinating Council (PQF-NCC) and Appropriating Funds Therefor.



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- 4.3. Transcript of records, training certifications, professional accreditations, diplomas, and employment/service records;
- 4.4. Published research work, if any;
- 4.5. Signed and notarized statement containing the Proposed Vision, Mission, and Development Goals for the Campus by the applicant;
- 4.6. Certificates/clearances from the following government agencies, obtained no more than three (3) months from the filing date of the application, indicating that the applicant has not been found guilty in any administrative or criminal case;
  - a. National Bureau of Investigation (NBI)
  - b. Sandiganbayan
  - c. Civil Service Commission (CSC)
  - d. Office of the City Prosecutor
  - e. Office of the Ombudsman (for government employees)
  - f. Institution/Company where the applicant is presently employed.

In case of delay in the issuance of the agency/office concerned due to pandemic or fortuitous events, proof of payment of application fee may be used in the application subject to submission of the Certificates/Clearances at the time of the pre-evaluation process by the SCCD. The deadline of which can be set by the Search Committee.

- 4.7. Birth certificate authenticated by the Philippine Statistics Authority (PSA);
- 4.8. Medical certificate of physical fitness issued by a physician from a government health institution not in any way connected with the applicant or the University;
- 4.9. Drug testing certificate pursuant to the CSC Memorandum Circular No. 13, s. 2017;
- 4.10. Neuro-psychiatric examination result obtained from a government health institution. In case there is none, the neuro-psychiatric examination result shall be obtained from a DOH-accredited institution not connected with the applicant;
- 4.11. Duly accomplished, computerized, and notarized Personal Data Sheet (CSC Form 212); and,
- 4.12. Other documents that may be required by the University Board.

The documentary requirements shall be submitted on or before the deadline specified in the published notice of search and call for applications.

An applicant who does not meet any of the above minimum qualifications and fails to submit any of the documentary requirements shall automatically be disqualified from the search process.

**Section 5. Submission and Pre-Evaluation Process.** – The procedure for the submission and pre-evaluation of applications for the Campus Director is as follows:



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- 5.1. An applicant or his/her representative must submit all the required documents to the SCCD Secretariat within the prescribed period.
- 5.2. The SCCD Secretariat shall transmit the original and photocopies of the documents submitted by the applicant to the SCCD. All original documents submitted by an applicant that is accepted by the SCCD Secretariat must be returned to the applicant within sixty (60) days after the completion of the search and selection processes *provided, however*, that this shall not preclude the verification of the certified true copies against the original during submission and thereafter, return the originals immediately to the applicant after the verification process.
- 5.3. The SCCD Secretariat shall submit a status report on the tasks delineated in Subsections 5.1 and 5.2 hereof, as well as a summary of documents received and the issues it encountered, to the SCCD Chairperson within ten (10) calendar days after the deadline set in the published Notice.
- 5.4. Upon receipt of the SCCD Secretariat Report, the SCCD shall convene within a reasonable period to determine if the documents screened and pre-evaluated by the SCCD Secretariat are indeed complete. The SCCD shall also look into the documentary issues that the SCCD Secretariat encountered and reported, and all the documents attached to the report to validate the decision of the SCCD Secretariat. During this period, the SCCD is given the authority to ascertain, validate the validity of the compliance with the minimum requirements and/or documentary requirements.
- 5.5. If the SCCD decides to disqualify an applicant because of failure to comply with all the minimum requirements and/or submit all the documentary requirements, it shall immediately inform the applicant, stating the reasons for the disqualification.
- 5.6. A motion for reconsideration (MR) may be filed within five (5) calendar days from receipt of notice of disqualification. The SCCD shall resolve the MR within five (5) calendar days. Disqualification due to late or incomplete submission of requirements shall be final and non-appealable. Other grounds for disqualification may be appealed to the Board. All the original documents and their photocopies shall be returned to the applicant disqualified on any of the ground/s.
- 5.7. In case the SCCD has determined that there are three or more qualified applicants, the SCCD through its Chairperson shall immediately send formal notices to the applicants inviting them to proceed with the succeeding phases of the search, i.e., the public presentation and panel interview to be held at the premises of the Campus or such venue as the SCCD may determine.
- 5.8. In case the SCCD has determined that there are less than three applicants who have submitted applications or less than three (3) applicants who have qualified, the SCCD shall report the same to the Board.

**Section 6. Evaluation Process and Recommendation of SCCD to the Board Through the University President.** – After the applicants have been qualified, the SCCD shall evaluate them based on the following criteria:

Leadership and Managerial Competence - 30%



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Professional Competence	-	-	-	-	20%
Academic Background	-	-	-	-	20%
Public Forum/Presentation	-	-	-	-	15%
Panel Interview	-	-	-	-	15%
<b>TOTAL</b>	-	-	-	-	<b>100%</b>

The SCCD shall, within fifteen (15) calendar days from the conclusion of the search process and by a majority vote of its Members of all members, not just those present, unless otherwise provided by the rules duly approved by the Board, submit its recommendation to the Board, through the University President, for further review and action. The results of the search shall be included in the agenda of the next or immediate Board Meeting of the CNU Board of Regents for discussion or action.

**Section 7. Re-opening of Submission of Applications.** – The Board shall reopen the submission of applications for Campus Director if upon report of SCCD on any of the following circumstances:

- 7.1. Less than three (3) aspirants have submitted applications; or,
- 7.2. Less than three (3) aspirants have qualified. The SCCD shall publish the Notice of Search in accordance with Section 2 hereof. Applicants who have already submitted his/her application and documentary requirements during the previous search need not submit anew: *provided*, that any document/s shall remain valid unless updated documents are required by the SCCD.

After re-opening on the submission of applications, and there are still less than three (3) qualified applicants, the Board may either (a) declare another failure of search and reopen the process, or (b) proceed to act on or choose from the recommendation of the SCCD, subject to the guidelines promulgated by the CHED and/or by the Board.

**Section 8. Confidentiality of Information.** – The SCCD shall maintain the confidentiality of all information officially known to them by reason of their functions in the search and selection process. Such information shall not be used or divulged:

- 8.1. To further their private interests, or to give undue advantage to any party; or
- 8.2. To prejudice the public interest.

In line with Section 7(c) of Republic Act No. 6713, any violation of this provision shall subject the erring member to appropriate administrative and/or disciplinary sanctions, without prejudice to other remedies provided by law.

**Section 9. Process of Election and Appointment of Campus Director by the CNU Board of Regents.** – The following process shall be observed:

- 9.1. In case of two or more recommended qualified candidates, the candidate or applicant who garners the majority vote of the members who are present in the meeting and part of the quorum during the election, through secret balloting, shall be declared the Campus Director.
- 9.2. In the event that there is no majority vote, the Board shall proceed to a second balloting, up to a final third balloting. If after the third balloting there is still no majority vote, the CNU Board of Regents may decide to adopt any of the following tie-breaking run-off measures, consistent with appropriate CHED guidelines:



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- 9.2.1. Look into the SCP ranking results of the candidate and declare the person with the higher ranking as the Campus Director; or,
- 9.2.2. Runoff voting. In this method, each Board member ranks the list of applicants in order of preference. The applicants are ranked in ascending order with a "1" next to the most preferred candidate, a "2" next to the second most preferred candidate and so forth. In the initial count, the first preference of each voter is counted and used to order the candidates. Each first preference counts as one vote for the appropriate applicant. Once all the first preferences are counted, if one candidate holds a majority (more than 50% of votes cast), that candidate wins. Otherwise, the candidate who holds fewer first references is eliminated. Ballots assigned to eliminated candidates are recounted and assigned to one of the remaining candidates based on the next preference on each ballot. The process repeats until one candidate achieves a majority of votes for continuing candidates.
- 9.2.3. In case of a unanimous vote disapproval or abstention, the Board may re-open the search process.
- 9.3. In case of a lone qualified candidate, after the reopening of applications for search provided in Section 13 hereof, the candidate must obtain a majority vote of the sitting members. If after the balloting has been done three times and there is still no majority, the Board shall open the search for a new Campus Director.
- 9.4. The meeting called for the election of a Campus Director shall not be postponed due to the absence of any Board member, if there is a quorum of the sitting Board members. The meeting must adhere to the three-day written notice rule in Section 3(c) of RA No. 8292.
- 9.5. The newly-elected Campus Director shall be appointed by the Board through a Resolution duly adopted by it on the same day of the election. The appointment papers shall be processed and signed by the University President, as a delegated authority by the Board, in accordance with the provisions of the University Code and/or applicable civil service laws, rules and regulations. The duly elected Campus Director shall take the oath of office before the University President and shall assume office in accordance with the appointment.

*Provided, That if a member of the Board is related to any qualified applicants by consanguinity or affinity up to third civil degree, such member shall be automatically disqualified from voting.*

**THIS IS TO CERTIFY that this Annex A has been approved by the CNU Board of Regents, as integral part of the IRR of R.A. No. 12284 promulgated, pursuant to Board Resolution No. 165, s. 2025 adopted/approved on 21 October 2025.**

**JESON A. BUSTAMANTE, EdD**  
Director, Planning, Foresight & Futures Thinking  
OIC-Board and University Secretary V

**DANIEL A. ARIASO SR, PhD, CESO II**  
SUC President III  
Vice Chair, CNU Board of Regents



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