



**Resolution No. 306**  
*Series of 2024*

**RESOLUTION PROMULGATING THE 2024 IMPLEMENTING RULES AND REGULATIONS OF REPUBLIC ACT NO. 8688 ENTITLED, “AN ACT CONVERTING THE CEBU STATE COLLEGE INTO A STATE UNIVERSITY TO BE KNOWN AS THE CEBU NORMAL UNIVERSITY, AND APPROPRIATING FUNDS THEREFOR”, AND FOR OTHER PURPOSES**

**WHEREAS**, Sections 6 and 8(a) of Republic Act (R.A.) No. 8688<sup>1</sup>, and Sections 4(a) and 5 of R.A. No. 8292,<sup>2</sup> authorize the Cebu Normal University (CNU) Board of Regents to promulgate rules and regulations for the effective implementation of R.A. No. 8688;

**WHEREAS**, per Certification dated 13 March 2024 by the Board and University Secretary V of Cebu Normal University, there is no Implementing Rules and Regulations promulgated by the CNU Board of Regents since the enactment of R.A. No. 8688 up to date;

**WHEREAS**, there are significant enhancements made to the IRR of R.A. No. 8292 and such applicable laws, rules and regulations that need to be integrated into the IRR of R.A. No. 8688 to make it in harmony with the provisions thereof;

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

**NOW, THEREFORE, BE IT RESOLVED** as it hereby resolved, by the CNU Board of Regents, to promulgate the 2024 Implementing Rules and Regulations of Republic Act No. 8688 as follows:

**Rule I**  
**SHORT TITLE, LEGAL BASES OF PROMULGATION AND COVERAGE**

Section 1. **Short Title.** – This shall be known as the 2024 Implementing Rules and Regulations of Republic Act No. 8688 or the 2024 IRR of R.A. No. 8688 or IRR, *for brevity*.

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>3</sup> specifically Section 2(2), Chapter I, Book VII thereof, R.A. No. 8688 specifically Sections 6 and 8(a) thereof, R.A. No. 8292 specifically Section 4(a) and 5 thereof and its IRR, R.A. No. 11232<sup>4</sup> specifically Section 35, Title IV thereof, and such pertinent laws, rules and regulations promulgated by competent authority/ies.

<sup>1</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>2</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>3</sup> Administrative Code of the Philippines.

<sup>4</sup> Revised Corporation Code of Philippines.







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Section 3. **Coverage and Uniform Implementation.** – This IRR shall cover and be implemented uniformly in the Cebu Normal University (CNU) comprised of its Main Campus located in Cebu City and its External/Community Satellite Campuses located in the Municipalities of Balamban and Medellin, all in the Province of Cebu and such extension classes or extension/external Campuses to be created by the CNU Board of Regents and/or by law/s.

### Rule II

## CONSTRUCTION AND INTERPRETATION, DEFINITION OF TERMS, AND SUPPLEMENTARY APPLICATION OF RELEVANT LAWS, RULES AND REGULATIONS PROMULGATED BY COMPETENT AUTHORITIES

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

- 4.1 *Academic Officers* – refer to the University President, Vice President for Academic Affairs, Deans of Colleges and their respective Heads or Chairpersons or Coordinators of various academic departments or units who are also administrative designated officials.
- 4.2. *Administrative Services* – refer to the functions of the University, which directly relates to the supervision and control of administration and support services of the University other than academic in nature.
- 4.3. *Administrative Officials* – refer to the University President, Vice Presidents, Campus Directors, Directors, Chief Administrative Officers (CAOs), and heads of offices or units of the University and/or such officials of the University classified as such by existing laws and rules, whether designated or appointed by the Board in accordance with applicable laws, rules and regulations.
- 4.4. *Administrative Staff* – refers to academic non-teaching or administrative personnel or employees of the University who are hired primarily to perform administrative functions and support services and such duties, in accordance with applicable laws, rules and regulations.
- 4.5. *Agreements* – refer to contracts, memorandum of agreement (MOA), memorandum of understanding (MOU) and such legal instruments stipulating, among others, the object and purposes, terms and conditions of executing the same.
- 4.6. *Appointment* – refers to the selection, by the authority vested with the power, of an individual who is to exercise the functions of a given office. When completed, usually with its confirmation, the appointment results in security of tenure for the person chosen unless he/she is replaceable at pleasure because of the nature of his/her office.
- 4.7. *Auxiliary Services* – refers to all kinds of services performed or rendered by the University other than academic, such as hospital, cafeteria, janitorial, printing press, bookstore, medical, and dental services, and the like.







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In this category are all positions under the support to operations in the Personal Services Itemization and Plantilla of Personnel (PSIPOP), items such as Medical and Dental Staff, Cooks, Librarians, Guidance Counselors, among others.

- 4.8. *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.
- 4.9. *Board Committees* – refer to Board Committees composed of Regents duly created by the CNU Board of Regents as provided hereof.
- 4.10. *Campuses* – refers to the Main Campus of the University located in Cebu City, External Campuses in the Municipalities of Balamban, Medellin, Alegria, Argao and Catmon, all in the Province of Cebu, and such Campuses as may be created by the CNU Board of Regents and/or by relevant laws.
- 4.11. *Certification Election* – refers to the process of secret balloting to ascertain who is the freely chosen representative of the Faculty, Students and Alumni Sectors of which the organization receiving the majority votes cast in such election shall be certified as the exclusive bargaining representative of such sector.
- 4.12. *Chair and Presiding Officer of the Board* – refers to the CHED Chairperson or a Commissioner of CHED, duly designated as Regular Chair and Presiding Officer of the CNU Board of Regents.
- 4.13. *CNU* – refers to the Cebu Normal University, alternatively referred hereinafter to as the University.
- 4.14. *Commission on Higher Education (CHED)* – refers to the government agency which has the power of reasonable supervision and regulation over all higher education institutions, public or private, in the Philippines.
- 4.15. *Community Laboratory* – refers to a community adopted by the University as part of its extension program where research and civic services are conducted by its students and/or faculty.
- 4.16. *Community Satellite Campus* – refers to a Campus established and funded by a Local Government Unit (LGU), and the responsibility of the University is limited to academic administration and management services only.
- 4.17. *Complete Staff Work (CSW)* – based on Memorandum Circular No. 72<sup>5</sup> issued by the Office of the President on 15 November 2019 as supplemented by Memorandum Circular No. 2<sup>6</sup> dated June 30, 2022, refers to a recommendation of a single and coordinated best course of action by a proponent in such form and substance that would enable the Office of the University President and/or CNU Board of Regents to adequately assess

<sup>5</sup> "Strengthening the Standards of Complete Staff Work as a Requirement for the Processing and Evaluation of Request for Presidential Issuances, Authorization and Other Approvals."

<sup>6</sup> Mandating Strict Compliance with the Requirement of A Strengthened Complete Staff Work for the Processing and Evaluation of Requests for Presidential Issuances, Authorizations and Other Approvals.







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and indicate its approval or disapproval of the proposal. All proposals must exhibit the following characteristics: (a) evidence-based, inclusive and holistic. Subject to the provisions hereof, in the exercise of executive, managerial, administrative and supervisory powers, duties, and functions, the University President is authorized to prescribe implementing rules and regulations institutionalizing and strengthening the CSW policy of the University taking into consideration the pertinent provisions of the Rules prescribed by the University President and/or CNU Board of Regents and best practices in other government agencies and private institutions.

- 4.18. *Designation* – is an imposition by law of additional duties of an incumbent official.

Pursuant to Section 13(c)(3)(4), Rule IV of CSC *En Banc* Resolution No. 1800692 promulgated on 03 July 2018 and circularized per CSC MC No. 14, s. 2018<sup>7</sup> dated 30 August 2018, a designation 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 CNU Board of Regents 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 CNU Board of Regents 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.

- 4.19. *Diploma* – is a form of a certification, issued by the University Registrar duly noted/attested to by the concerned College Dean/Campus Director and by the University President, stating that the student/graduate has successfully completed the academic and non-academic requirements of the curriculum of the degree/program duly approved by the CNU Board of Regents. It shall contain entry/ies or data on the level of educational qualification prescribed under Republic Act No. 10968 (Philippine Qualifications Framework or PQF Act) and its IRR and the *latin* honors obtained by the graduate. The design and contents of the diploma shall be determined by the University Registrar and approved by the University President.
- 4.20. *Dual System* – refers to teaching-learning approach utilizing both the experiences gained by students inside and outside of the classrooms, usually through industry immersion, sometimes called the in-school off-school approach.
- 4.21. *Extension Campus* – refers to a campus established by the University to a municipality or city within the same province or region where the main campus is located, with no or limited administrative and support personnel.
- 4.22. *Extension Services* – refers to a function of the University and the faculty members and non-teaching personnel comprised of programs, projects,

<sup>7</sup> 2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised July 2018).







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studies or activities conducted in accordance with the policies of the University directed towards the improvement on the quality of life and target clients and further expand the social contributions of the University to the constituents in various localities of the Province of Cebu or its nearby localities. For purposes of SUC Levelling and faculty reclassification, the extension program, project and activity shall be linked with the research and University's, local, regional and national development programs, projects and priorities, and each extension activity must have a minimum of eight (8) hours engagement duly approved by the CNU Board of Regents covered by a MOA/MOU signed by the University President, as a delegated authority of the CNU Board of Regents, and supported by a budget sourced from the appropriate fund/s of the University and/or as provided by external sources.

*Provided, That for this purpose, the University shall, after the occurrence of a disaster or calamity and upon declaration of the State of Calamity by the President of the Philippines and/or invitation by the DDRMC national, regional or local levels, or by Local Government Unit (LGU) concerned or any organization, mobilize its personnel and students to constitute as volunteers in disaster or calamity hit area/s pursuant to the provisions of R.A. No. 10121<sup>8</sup> and its IRR and the provisions of applicable policies, this IRR, and the appropriate manuals or guidelines of the University duly approved by the CNU Board of Regents*

- 4.23. *External Campus* – is a campus classified as CHED-Supervised Institution integrated to the University pursuant to the provisions of R.A. No. 8688 or applicable laws or rules and such campus/es created by the CNU Board of Regents and/or pertinent laws, rules and regulations.
- 4.24. *Faculty Member* – is an employee or personnel of the University who is hired with the primary duties and functions which include instruction, research, extension, and production services: *provided*, that any faculty member may be designated to administrative position/s, subject to the pertinent provisions of this IRR, University Code, 2024 Internal Rules of Procedure of the CNU-BOR, and such appropriate manuals of the University.
- 4.25. *Faculty Reclassification* – is an advancement of a faculty position from one rank/sub-rank to another rank/sub-rank through an evaluation of the achievement and performance of the faculty during the particular period of time using a standard set of criteria<sup>9</sup> as prescribed under DBM-CHED Joint Circular No. 03, s. 2022 dated 18 October 2022 implemented per CHED Administrative Order (CAO) No. 01, s. 2023 dated 01 August 2023, as adopted by the CNU Board of Regents pursuant to Resolution No. 160, s. 2023 approved on 06 September 2023, and subsequent issuances thereof and/or relevant issuances on faculty reclassification promulgated by competent authority/ies..

<sup>8</sup> An Act Strengthening the Philippine Disaster Risk Reduction and Management System, Providing for the National Disaster Risk Reduction and Management Framework and Institutionalizing the National Disaster Risk Reduction and Management Plan, Appropriating Funds Therefor and for Other Purposes.

<sup>9</sup> Item 5.13 of DBM-CHED Joint Circular No. 03, s. 2022 dated 18 October 2022.







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- 4.26. *Faculty Promotion* – refers to the advancement of a career employee from one position to another with an increase in duties and responsibilities as authorized by law, and usually accompanied by an increase in salary<sup>10</sup>. This may be undertaken through the internal promotion system or guidelines of the University duly approved by the CNU Board of Regents and the Civil Service Commission (CSC), subject to applicable laws, rules and regulations.
- 4.27. *Field of Specialization* – refers to a course of study that is related or allied to the undergraduate degree for which a faculty member was hired. A master's or doctoral degree may be considered as vertical or closely related to field of specialization if a faculty member is teaching in an academic department where his/her master's/doctoral degree is relevant.
- 4.28. *Fund Administrator* – one who is responsible and accountable for financial management, preparation of the budget and its execution to implement the various programs, projects or activities under his/her direct supervision<sup>11</sup>. For this purpose, the fund administrators include, among others, the Vice Presidents, Campus Directors, Deans, and Directors duly designated by the University President, as a delegated authority by the CNU Board of Regents.
- 4.29. *Head of Procuring Entity (HOPE)* – refers to the CNU Board of Regents 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.
- 4.30. *Higher Education* – refers to the stage of formal education, or its equivalent, which requires the completion of secondary education and which covers programs of study that lead to associate degrees and bachelor and advanced degrees<sup>12</sup>.
- 4.31. *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.
- 4.32. *Income* – refers to all revenue derived by the University from fees and charges including government subsidies as well as income generated from the operation of auxiliary services as authorized by existing laws, rules and regulations.
- 4.33. *Instructional Staff* – refers to faculty members who are employed on temporary basis and who are not Part-time faculty members of the University.

<sup>10</sup> Item 5.12 of DBM-CHED Joint Circular No. 03, s. 2022 dated 18 October 2022.

<sup>11</sup> Section 3(f), Article I of CHED Memorandum Order No. 20, s. 2011.

<sup>12</sup> Section 3(aa), Rule I of the IRR of R.A. No. 10391.







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- 4.34. *Issuances* – refers to official act/s, decisions or instructions usually in the form of memorandum or administrative circulars or orders or resolutions by the Office of the President of the Philippines, University President, CHED, COA, DBM, and such competent authorities of the government.
- 4.35. *IRP* – refers to the Internal Rules of Procedure of CNU Board of Regents, duly adopted by the CNU-Board of Regents, or by the Administrative Council, Academic Council or Committees, duly approved by the University President, as the case may be, upon the recommendation of the University President.
- 4.36. *IRR* – refers to the Implementing Rules and Regulations of any law or statute enacted by the Congress of the Philippines or issuance by the President of the Philippines and such competent authority/ies. This may also include the implementing guidelines or issuances by the University President, when expressly authorized by the CNU Board of Regents to issue the same, necessary to ensure proper, efficient and effective execution of the provision of this IRR and the policies laid down by the CNU Board of Regents and/or as provided for under existing laws, rules and regulations.
- 4.37. *Investigation Committee* – refers to an appropriate Committee with primary responsibility of conducting a fact-finding, preliminary and formal investigation, depending on the nature and process of the compliant or case, duly created/constituted by the University President and/or CNU BOR, with the duties and functions provided for under appropriate Board Resolutions and/or University President's issuances, this IRR and/or 2017 Rules on Administrative Cases in the Civil Service<sup>13</sup> and such applicable laws, rules and regulations.
- 4.38. *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 CNU Board of Regents and/or University President, and the Strategic Performance Management System (SPMS)<sup>14</sup> of the University.
- 4.39. *ISSP* – refers to the Information Systems Strategic Plan of the University usually for a period of three (3) years prepared by the Information and Communication Technology Unit (ICTU) of the University and duly reviewed and approved by the University President and CNU Board of Regents, upon the endorsement and/or approval by the Department of Information and Communications Technology (DICT), subject to applicable laws, rules and regulations.

<sup>13</sup> CSC Resolution No. 1701077 or the 2017 Rules on Administrative Cases in the Civil Service promulgated on 3 July 2017

<sup>14</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.







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- 4.40. *Land Use Development and Infrastructure Plan (LUDIP)* – as required under RA No. 11396<sup>15</sup> and CMO No. 11, s. 2020<sup>16</sup> dated November 25, 2020 and subsequent issuances thereof, 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.
- 4.41. *Main Campus* – is the Campus located in Cebu City where the central or university wide administration of the University conducts its business and where its University President holds office permanently.
- 4.42. *Open Learning or Flexible Learning* – is the philosophy of student-centered learning adopting a great amount of flexibility in the learning process, thus enabling them to learn at the time, place and pace which satisfies their circumstances and requirements.
- 4.43. *Organizational Structure* – refers to the schematic diagram that presents the manner the University operates 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 CNU Board of Regents.
- 4.44. *Personnel* – refers to the executive officials (University President, Vice Presidents and Campuses Directors), officers, faculty members and administrative staff/non-teaching personnel of the University, which they are also called as employees.
- 4.45. *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 CNU Board of Regents upon the endorsement and/or approval by the National Economic and Development Authority (NEDA) and/or Central Visayas Regional Development Council (CVRDC).
- 4.46. *Private Sector Representative (PSR)* – refers to a BOR member who is a prominent citizen representing the private sector, distinguished in his or her profession or field of specialization aligned to the mandate of the University, and possesses none of the disqualification under this IRR, the 2022 Revised IRR of RA No. 8292 and/or appropriate Resolution adopted by the Board.
- 4.47. *Production Services* – is a function of the University and faculty members, which covers the implementation of generating resources such as, but not limited to, auxiliary services, instructional materials development and

<sup>15</sup> 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

<sup>16</sup> 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."







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commercialization of technologies and other intellectual properties to augment the income and sustain sound financial condition of the University.

- 4.48. *Regent* – refers to the Chairperson or Vice Chairperson or any Member of the Board.
- 4.49. *Regular Campus* – refers to a Campus created by the CNU Board of Regents or enabling law with human and resource complement for administrative services and the four-fold functions of the University namely, instruction, research, extension and production services.
- 4.50. *Research Centers or Institutes* – refers to the research centers created for providing services and assistance to the University, through the Office of the Vice President for Research, Publications, Innovation, Commercialization and Extension, in the conceptualization, preparation, development, implementation, evaluation, monitoring and continual improvements of research programs, projects, studies or topics as well publications, incubation or commercialization of the findings and outputs thereof, on various fields or specializations or niches.
- 4.51. *Research Outputs* – 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 JC No. 03, s. 2022 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 CNU Board of Regents.
- 4.52. *Special Trust fund* – refers to the total amount collected or charged from students for tuition and other fees for a specific purpose, subject to the provisions of RA No. 10931, including the collection and receipts from sources other than payment of tuition fees, held in trust by the University, that shall be used for instruction, research, extension or similar programs or projects.







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- 4.53. *Strategic Performance Management System (SPMS)*<sup>17</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 CNU Board of Regents.
- 4.54. *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.
- 4.55. *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.
- 4.56. *Tertiary Education* – refers to the stage of education following the secondary cycle, which covers post-secondary non-degree diploma, Technical and Vocational Education and Training (TVET), and higher education programs, including graduate and advanced education<sup>18</sup>.
- 4.57. *University* – refers to Cebu Normal University or CNU.
- 4.58. *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 CNU Board of Regents, 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.
- 4.59. *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.
- 4.60. *Vacancy* – a condition or situation when there is no person lawfully authorized to assume and exercise at present the duties of the office.

### Rule III

## DECLARATION OF PRINCIPLES, INSTITUTIONAL AUTONOMY AND ACADEMIC FREEDOM AND DUTY OF THE UNIVERSITY

Section 5. **Principles.** – The CNU hereby declares the following basic principles:

<sup>17</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.

<sup>18</sup> Section 3(ooo), Rule I of the IRR of R.A. No. 10391.







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- 5.1. Global competitiveness, achieve national and regional development goals and help bolster leadership development that is founded with agility, resiliency, strong faith and love of Almighty God.
- 5.2. Equal access to quality higher education, and advance technological training opportunities to the different sectors of the society especially the economically underprivileged by being responsive and progressively developmental in its management philosophy and services.
- 5.3. Accelerate the growth of socio-economically empowered members of the community in the area where it effectively serves by providing quality, accessible, responsive and valued community extension services.
- 5.4. Conduct appropriate research for the continuous improvement of the curriculum, instruction, administration and technology in each chosen field of academic specialization and related technological discipline.
- 5.5. Generate, publish, protect and commercialize knowledge, studies and entrepreneurial initiatives in income generation management to be able to support and sustain the relevant mandates of providing quality instruction, research, extension services and production.
- 5.6. CNU is a chartered non-sectarian, non-profit, and state-owned institution of higher learning.
- 5.7. Such principles as the CNU Board of Regents may determine, upon the recommendation by the University President.

Section 6. ***Institutional Autonomy and Academic Freedom and Responsibility.*** – The University shall enjoy institutional and academic freedom as guaranteed under Section 5(2), Article IV of the 1987 Philippine Constitution, Section 2(d) of RA No. 8688, Section 11 of RA No. 8292, and relevant jurisprudence.

However, the institutional autonomy and academic freedom of the University is not absolute and therefore is intertwined with corresponding duty or duties to be properly and faithfully observed and executed consistent with existing laws, rules, and regulations.

### Rule IV MANDATES, CURRICULAR PROGRAMS AND COLLEGES OF THE UNIVERSITY

Section 7. ***Mandates.*** – The University shall primarily provide higher professional and special instructions for special purposes and promote research and extension services, advanced studies, and progressive leadership in education and other fields as may be relevant.

Section 8. ***Curricular Programs.*** – The University shall offer undergraduate, graduate and short-term courses within its areas of specialization and according to its capabilities, as the Board of Regents may deem necessary to carry out its objectives particularly in order to meet the needs of the province and the country.







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In view of the foregoing, the University shall primarily provide advanced education, higher technological, professional instruction and training in, such as, but not limited to, education with complete educational lifelong system from early childhood, basic, K + 12 program, tertiary and post graduate including Alternative Learning System (ALS), science and technology (S&T), physics, mathematics, engineering, environmental protection and conservation, architecture, interior design, environmental science, biology, zoology, medicine, nursing, midwifery, pharmacy, pharmaceuticals, gerontology, dentistry, physical therapy, bio-medical technology, radiology, public health and allied health sciences, forensic sciences, pathology, food technology innovation and incubation, information and communication technology (ICT), computing science, artificial intelligence and machine learning, space science, data science management, commerce, economics, accounting, statistics, business, agriculture, real estate management, law or juris doctor, criminal justice system, trade, fishery, agriculture, forestry, peace and order, diplomacy and foreign service, public administration, tourism, communication, languages and literature, arts, sports, heritage, culture, history, human services, psychology, social work, civil registration, social sciences, utilities and logistics, aviation, disaster risk and reduction management, maritime education, nautical, oceanography, energy such, but not limited to, renewable energy, conventional energy, geology, mining and petroleum, and such courses as the Board may determine contributory to the realization of the local, regional and national development plans and thrusts. It shall also undertake resource generation or income generating projects, auxiliary services, research, and extension services and provide progressive leadership in its areas of specialization.

*Provided,* That the curriculum development, review, implementation and enhancements/continual improvements shall comply with the requirements and processes prescribed under appropriate issuance/s by CHED and such policies duly prescribed by the CNU Board of Regents.

**Section 9. The Colleges of the University.** – To ensure proper, effective, efficient, and productive implementation of the mandates and curricular programs of the University, the Board of Regents shall create colleges in various campuses of the University. Further, the University shall maintain the operations of the College of Computing, Artificial Intelligence and Sciences (CCAIS), College of Culture, Arts and Sports (CCAS), College of Governance and Safety and Sustainability (CPGSS), College of Law/Legal Education (CLLEd), College of Teacher Education (CTE), College of Special Needs, Early Childhood and Lifelong Learning (CSNECLL), College Tourism, Hospitality and Hotel Management (CTHHM), College of Nursing and Allied Health Sciences (CNAHS), College of Medicine (COM), and at least one (1) college in each of the extension/external campuses of the University. The nomenclature, mandates and specific curricular programs and trainings to be offered by each College including the merging or splitting of colleges shall be determined and continually enhanced by the University President, in consultation with the Academic Council and Administrative Council, and subject to the approval by the CNU Board of Regents. Furthermore, each College shall be headed by a Dean and assisted by Academic Department Heads or Chairpersons duly designated by the University President subject to the confirmation by the Board of Regents. The designated Dean shall be entitled to Representation and Transportation Allowance (RATA) and such benefits as provided for under applicable laws, rules and regulations.







## BOARD OF REGENTS

### Rule V COMPOSITION/MEMBERSHIP, POWERS AND DUTIES OF THE CNU BOARD OF REGENTS

Section 10. **Composition of the Board of Regents.** – The governing board of the University shall be known as the CNU Board of Regents. The composition of the CNU Board of Regents shall be in accordance with the provisions of Section 5 of R.A. No. 8688 and Section 3 of R.A. No. 8292 as follows:

1. The Chairman of the Commission on Higher Education (CHED), as *Chairperson*;
2. The President of the Cebu Normal University, as *Vice-Chairperson*;
3. The Chairperson of the Committee on Higher and Technical Education of the Senate, Congress of the Philippines, as *Member*;
4. The Chairperson of the Committee on Higher and Technical Education of the House of Representatives, Congress of the Philippines, *Member*;
5. The Regional Director of the National Economic Development Authority (NEDA) Regional Office No. VII, as *Member*;
6. The President of the Federation of the Faculty Associations of the University, *Member*;
7. The President of the Federation of the Student Councils of the University, *Member*;
8. The President of the Federation of the Alumni Associations of the University, *Member*, and
9. Two (2) Prominent Citizens, who have distinguished themselves in their professions or fields of specialization of the institution concerned chosen from among a list of at least five (5) 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 chairman of the CHED, based on the normal standards and qualifications for the position, *Members*.

Section 11. **Powers and Duties of the Board of Regents.** – Pursuant to Section 8 of RA No. 8688, in relation to Section 4 of RA No. 8292 and its 2022 Revised IRR, the Board shall have the following specific powers and duties in addition to its general powers of administration and the exercise of all the powers granted to the Board of Directors of a corporation under R.A. No. 11232<sup>19</sup> and existing laws, rules, and regulations:

- 11.1. To enact rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the University;

<sup>19</sup> "Revised Corporation Code of the Philippines".







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- 11.2. To receive and appropriate all sums as may be provided for the support of the University in the manner it may, in its discretion, to carry out the purposes and functions of the University;
- 11.3. To import duty-free, subject to existing laws, essential commodities, materials and equipment for educational or technological programs, provided such commodities, materials and equipment are not available locally at a comparable price;
- 11.4. To receive in trust legacies, gifts, and donations of real and personal properties of all kinds, to administer and dispose the same when necessary for the benefit of the University, subject to limitations, directions and instructions of the donors, if any;

Such donations shall be exempt from donor's tax and shall be considered as deductible items from the income tax of the donor upon compliance with the requirements of the tax laws.

The Commissioner of the Bureau of Internal Revenue (BIR) and the Secretary of the Department of Finance (DOF) shall be informed by the Board of the University of such donations in order to effect the necessary tax exemptions as herein provided.

- 11.5. To fix the tuition fees and other necessary school charges, such as 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.

Such fees and charges, including government subsidies and other income generated by the university, shall constitute special trust funds and shall be deposited in any authorized government depository bank, and all interests shall accrue therefrom shall form part of the same fund for the use of the university: *Provided*, That income derived from university hospitals shall be exclusively earmarked for the operating expenses of the hospitals.

Any provision of existing laws, rules and regulations to the contrary notwithstanding, any income generated by the university from tuition fees and other charges, as well as from the operation of auxiliary services and land grants, shall be retained by the university, and may be disbursed by the Board for instruction, research, extension, or other programs/projects of the University: *Provided*, That all fiduciary fees shall be disbursed for the specific purposes for which they are collected.

If, for reason of control, the University, shall not be able to pursue any project for which funds have been appropriated and allocated under its approved program of expenditures, the Board may authorize the use of said funds for any reasonable purpose which, in its discretion, may be necessary and urgent for the attainment of the objectives and goals of the University;

- 11.6. To adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students, subject to the provisions of R.A. No. 10931 and its IRR;







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- 11.7. To authorize the construction or repair of its buildings, machineries, equipment and other facilities and the purchase and acquisition of real and personal properties including necessary supplies, materials and equipment. Purchases and other transactions entered into by the University through the Board shall be exempt from all taxes and duties;
- 11.8. To appoint, upon the recommendation of the president of the University, vice presidents, deans, directors, heads of departments, faculty members and other officials and employees;
- 11.9. To fix and adjust salaries of faculty members and administrative officials and employees subject to the provisions of the Revised Compensation and Position Classification System and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper; to grant them, at its discretion, leaves of absence under such regulations as it may promulgate, any provisions of existing law to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law;
- 11.10. To approve the curricula, institutional programs and rules of discipline drawn by the administrative and academic councils as herein provided;
- 11.11. To confer degrees upon successful candidates for graduation;
- 11.12. To award honorary degrees upon persons in recognition of outstanding contribution in the field of education, public service, arts, science and technology or in any field of specialization within the academic competence of the University and to authorize the awarding of certificates of completion of non-degree and non-traditional courses;
- 11.13. 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 opportunity as mandated by the Constitution. The University shall negotiate for the donation of properties, real or personal, from the municipalities and local government units for such purpose;
- 11.14. To absorb non-chartered tertiary institutions within their respective provinces in coordination with the CHED which must approve the merger, in consultation with the Department of Budget and Management, and to offer therein needed programs or courses, to promote and carry out equal access to educational opportunities mandated by the Constitution;
- 11.15. To establish research and extension centers of the University where such will promote the development of the latter;
- 11.16. To establish chairs in the University and to provide fellowships for qualified faculty members and scholarships to deserving students;
- 11.17. To delegate any of its powers and duties provided for hereinabove to the President and/or other officials of the University as it may deem appropriate so as to expedite the administration of the affairs of the University;







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- 11.18. To authorize an external management audit of the University, to be financed by the CHED, subject to Commission on Audit (COA) rules and regulations; and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;
- 11.19. To collaborate with other governing boards of SUCs within the Province of Cebu or the Central Visayas Region (Region VII), under the supervision of the CHED which must approve the activity, and in consultation with the Department of Budget and Management, the restructuring of said colleges and universities to become more efficient, relevant, productive, and competitive;
- 11.20. To enter into joint ventures with business and industry for the profitable development and management of the economic assets of the University, the proceeds from which to be used for the development and strengthening of the University;
- 11.21. To develop consortia and other forms of linkages with local government units (LGUs), institutions and agencies, both public and private, local and foreign, in furtherance of the purposes and objectives of the University;
- 11.22. To develop academic arrangements for institution-capability building with appropriate institutions and agencies, public or private, local or foreign, and to appoint experts/specialists as consultants, or visiting or exchange professors, scholars, researchers, as the case may be;
- 11.23. To set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual system, open learning, community laboratory, etc., for the promotion of greater access to higher education;
- 11.24. To establish policy guidelines and procedures for participative decision-making and transparency within the University;
- 11.25. To privatize, where most advantageous to the University, management and non-academic services such as health, food, building or grounds or property maintenance and similar such other objectives, subject to rules and regulations; and
- 11.26. Extend the service of the incumbent President of the university to complete a term beyond the age of compulsory retirement but not later than the age of seventy (70) if the President's performance is unanimously rated as outstanding and upon unanimous recommendation by the search committee or evaluation committee created by the Board for the purpose.

### Rule VI

#### **RIGHTS, DUTIES, AND RESPONSIBILITIES OF REGENTS, AND PROHIBITION AND EXEMPTION AGAINST MULTIPLE OFFICES AND INCOMPATIBILITY OF HOLDING POSITIONS OF THE UNIVERSITY REGENTS IN OTHER GOVERNMENT AGENCIES AND PRIVATE ENTITIES**







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**Section 12. *Membership to the CNU Board of Regents as a Public Office.*** – Membership in the CNU Board of Regents is a public office and therefore, Regents are public officers during their incumbency.<sup>20</sup>

**Section 13. *Rights and Responsibilities of Members of the CNU Board of Regents.*** – Pursuant to Section 7, Rule IV of the 2022 Revised IRR of R.A. No. 8292, the Members of the CNU Board of Regents shall have all the normal rights and responsibilities of regular members of the Board of Directors/Board of Trustees of non-profit, non-stock corporations as provided under R.A. No. 11232, subject to the following provisions:

- 13.1. The CNU Board of Regents Chair, Vice-Chair and the Members coming from the government shall have the right to sit as Chair, Vice-Chair and as members thereof *ipso facto* upon their assumption into office.
- 13.2. The right of the Presidents/Chairs/Heads of the Federation of the Supreme Student Government (SSG), Federation of Faculty Associations (FFA), and Federation of Alumni Associations (FAA) of the University, to become members of the CNU Board of Regents shall automatically rise from their election as provided in their respective Constitution and By-Laws, and qualification into their respective offices as provided under this 2024 IRR, and the University Code or subsequent revision or issuances thereof.
- 13.3. The private sector representatives must take their oaths of office as hereinafter provided for before they could assume as Board members.

**Section 14. *Standards in the Exercise of Rights and in the Performance of Duties.*** – A Regent must exercise his/her rights and in the performance of his/her duties, act with justice, give everyone his/her due, and observe honesty and good faith as mandated under Article 19 of the Civil Code.

**Section 15. *Oath of Office or Affirmation of Regents.*** – The President of the Federation of Student Governments, President of the Federation of Faculty Associations, and President of the Federation of Alumni Associations or the duly elected representative of their respective sectors, and the duly appointed Private Sector Representatives shall take their respective oath or affirmation collectively or individually before the CNU Board of Regents in open session. The oath of office shall be administered by the Chairperson of the CNU Board of Regents. These Regents take their oath before the Chairperson of the Board in open session to enable them to enter the performance of their functions and participate in the deliberation and other proceedings of the Board.

*Provided,* That the preceding provision shall not preclude any Regent to their oath before the University President or any person competent and authorized to administer oath in any place outside the CNU Board of Regents in session in accordance with existing laws.

**Section 16. *Term of Office of the President of the Federation of Faculty Associations, the President of the Federation of Student Councils, and the President of the Federation of Alumni Associations; Application of Hold-over Capacity, and Disposition of Issues Involving Legitimacy of the Sectoral Associations/Organizations and Their Respective Representatives.*** – The term of

<sup>20</sup> As enunciated in Serana# and Javier# doctrines,







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office and hold-over capacity of the representatives of the Student, Faculty, and Alumni Regents, and disposition of issues involving legitimacy of the sectoral associations/organizations and their respective representatives shall be in accordance with the provisions below:

- 16.1. **Hold-over Capacity.** – The Student/Faculty/Alumni Sector Regents shall be authorized to perform their respective duties and functions after the expiration of their respective terms of office, with all the rights, privileges, and entitlements, in a hold-over capacity, until their successors are duly elected or appointed and qualified, as the case may be. *Provided*, that in no case that they shall be allowed on hold over for a period equivalent to one (1) term of office as provided under this IRR and/or their respective Constitution and by-laws and other applicable laws, rules, and regulations.

*Provided, moreover*, That the Board shall constitute a Committee to facilitate the conduct of the election of officers immediately after and/or within six (6) month/s from the assumption in a hold-over capacity, in case the incumbent Regent/s is no longer qualified to seek re-election and/or perform the duties and functions.

- 16.2. **Issues Involving Legitimacy of the Sectoral Associations/Organizations and Their Respective Representatives.** – Issues involving legitimacy of the sectoral associations/organizations shall be resolved in accordance with the certification election process/es as defined under sub-Section 4.11 hereof and/or as prescribed under existing laws, rules and regulations. *Provided*, that issues involving legitimacy of the sectoral representatives (Faculty, Student and Alumni sectors) shall be resolved in accordance with their respective constitution and by-laws. *Provided, however*, that the CNU Board of Regents is not precluded from exercising its power to recognize the sectoral associations/organizations and their respective representatives until any legitimacy issue/s is/are resolved, subject to applicable laws, rules and regulations.

**Section 17. Representative of the CHED Chairperson.** – In case the CHED Chairperson is unable to attend any regular meeting or special session of the Board of the University without a designated Chairperson, the CHED Chairperson may assign, in writing, one of the CHED Commissioners as a representative in the regular meeting or special session.

The representative of the CHED Chairperson so assigned shall not preside over the regular meeting or special session of the Board but shall have all the rights and responsibilities of a regular member thereof: *provided*, that in this situation the University President, as Vice Chair of the Board, shall preside over the meeting/session.

**Section 18. The Board and University Secretary; Its Office.** – The Board shall appoint a Board Secretary, a confidential employee and co-terminus with the University President, who shall serve as such for both the Board and the University and who shall be under the joint administrative supervision and control of the University President (when the Board is not in session/not holding meeting/s), and of the Board (when the Board is in session/holding meeting/s).







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In case of the brief absence or vacancy of the University/Board Secretary, the University President shall designate an Officer-in-Charge (OIC), subject to the provisions of this IRR: *provided*, that in case of vacancy, the designation of the OIC shall be subject to the ratification/confirmation by the Board.

Further, there shall be an Office of the University/Board Secretary, hereinafter after referred to as the OBUS, which shall be provided with the necessary supplies and materials and adequate staff<sup>21</sup> to be designated/appointed by the University President taking into consideration pertinent provisions of DBM-NBC No. 589 dated May 25, 2022 and subsequent issuances thereof.

**Section 19. No Compensation for Chairperson, Vice Chairperson and Members of the Board of Regents.** – The Board shall serve without compensation, but they shall be reimbursed for necessary expenses such as, but not limited to, airfare, accommodation, swab testing fee, the amount of which will be based on existing government issuances incurred in their attendance in the Board meetings or in connection with the conduct of official business authorized by resolution of the Board and per diem, based on the DBM Circular.

*Provided*, That the paid meetings above shall include the attendance of Regents in various meetings of the Board Committee/s duly created under this IRR, Internal Rules of Procedure and/or University Code and such existing laws, rules, and regulations.

*Provided, further*, That resource persons from the CHED, DBM, COA, NEDA, OSG, and such government agency/ies or private institutions shall also be entitled to reimbursement of the necessary expenses identified above and reasonable honorarium equivalent to 25% of the RATA of a Campus Director, subject to the usual accounting and auditing rules and regulations.

*Provided, moreover*, That the Board/University Secretary appointed/designated by the Board, upon the recommendation by the University President, shall be entitled to a monthly RATA in accordance with appropriate DBM issuances and applicable laws, rules, and regulations.

*Provided, however*, That any official, faculty member or employee designated as Board/University Secretary, whether on Acting, Officer-in-Charge (OIC) or caretaker, shall only be entitled to the monthly RATA within the period of the designation made by the University President duly approved/ratified by the Board.

**Section 20. Per Diems and Travels.** – The CNU Board of Regents as a collegial body, its Members/Regents shall be entitled to *per diems* during travels and official functions, whether local or abroad, pursuant to DBM Budget Circular No. 2003-6 dated September 29, 2003<sup>22</sup>, Executive Order No. 77<sup>23</sup> issued on 15 March 2019 and its Implementing Rules and Regulations issued by the University President and/or CNU Board of Regents, and such applicable laws, rules, and regulations.

*Provided, however*, That pursuant to items 2.2 and 4.4 of DBM Budget Circular No. 2003-6 dated September 29, 2003 and subsequent related issuances thereof,

<sup>21</sup> Excluding the Board Secretary, who is appointed by the Board as indicated in Section 18 herein.

<sup>22</sup> "Guidelines Relative to the Grant of Per Diems to Members of Collegial Bodies and Members of the Board of Regents/Trustees of State Universities and Colleges.

<sup>23</sup> "Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel."







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University Regents who are regularly appointed to the CNU Board of Regents and receive salaries and other compensation therefor, and if the Board/University Secretary is already paid salaries for, among other functions, attendance in the meetings of the Board, as the case may be, shall not be entitled to the per diem authorized herein.

Section 21. **Honorarium and Per Diems are Treated as Distinct and Separate from the Compensation of Regents.** – Honorarium and per diems shall be treated as distinct and separate from compensation of the Regents.

Section 22. **Application of the Prohibition Against Multiple Offices and Incompatibility of Holding Positions of the University Regents in Other Government Agencies.** – University Regents shall strictly observe and enforce the prohibition against multiple offices as imposed under Section 7, par. 2, Article IX-B of the 1987 Constitution.

Section 23. **Exemptions.** – University Regents who are expressly authorized by law/s or by the primary functions of his/her functions or position<sup>24</sup> to hold office other than as Chairperson, Vice Chairperson or Members of the CNU Board of Regents shall be exempted from the prohibition of holding multiple offices.

Section 24. **Application on the Prohibition of Regents to Participate Board Meetings/Discussions in Case/s of Conflict of Interest.** – When conflict of interest arise/s, the concerned Regent shall be prohibited from participating the particular Board meeting/discussion, subject to applicable laws, rules and regulations.

### Rule VII THE UNIVERSITY PRESIDENT

Section 25. **President of CNU; Selection; Appointment<sup>25</sup>.** – The President of the University shall be selected and appointed by the CNU Board of Regents upon recommendation of a Search Committee for Presidency (SCP).

Section 26. **Creation of Search Committee for President<sup>26</sup>.** – The following conditions shall apply in the conduct of the search for President of the University:

- 26.1. The Board of Regents shall create a Search Committee for President (SCP) to search, screen, and recommend eligible candidates for University President, not later than six (6) months before the end of the term of the incumbent President. The Board shall also designate the members of the SCP Secretariat to assist the SCP with its tasks and activities.
- 26.2. The SCP shall have at least five (5) members selected by the Board composed of qualified representatives from the academic community, the private sector, CHED, and PASUC, *provided* that the PASUC representative is not from Region VII where the CNU is located. The Board shall designate the Chairperson of the SCP from among the members of the SCP. The SCP shall meet within twenty days from its constitution.

<sup>24</sup> Section 7, par. 2, Article IX-B of the 1987 Constitution.

<sup>25</sup> Section 2 of Annex B of CMO No. 07, s. 2022.

<sup>26</sup> Section 3 of Annex B of CMO No. 07, s. 2022.







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- 26.3. No SCP 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 University President to avoid conflict of interest.

If any of such relationship exists, the SCP 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 SCP member.

- 26.4. The representative of the private sector in the SCP 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 SCP.

*Provided*, That the SCP so constituted may devise its own procedures for the search subject to the approval by the CNU Board of Regents upon the recommendation by the University President.

*Provided, further*, That the duly constituted SCP shall submit the budgetary requirements to the CNU Board of Regents 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 subject to the availability of funds and usual auditing and accounting rules and regulations.

**Section 27. *Publication of Notice of Search for University President*<sup>27</sup>.** – The SCP shall, within one (1) month from its constitution, prepare the notice of search for University President and publish it in at least one newspaper of general 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 28, the documentary requirements under Section 29 hereof, the deadline for submitting the requirements, and the place for the submission of the application.

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

**Section 28. *Minimum Qualifications*<sup>28</sup>.** – The minimum qualifications of any applicant for the CNU Presidency shall be:

- 28.1. Not less than thirty-five (35) 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 President;

<sup>27</sup> Section 4 of Annex B of CMO No. 07, s. 2022.

<sup>28</sup> Section 5 of Annex B of CMO No. 07, s. 2022.







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28.2. A Filipino citizen;

28.3. Holder of an earned doctorate 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>29</sup>;

With proven track record as SUC/LUC administrator (e.g., president, vice-president, dean, campus administrator, director) or high-level management executive/administrator, whether in the public or private sector, for at least five years; Nomenclature of the position, especially in the private sector may be clarified by the Board as long position is high-level management, and,

28.4. 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 29. **Documentary Requirements for University Presidential Applicants**<sup>30</sup>. – Interested applicants must submit one (1) set of original and six (6) photocopies of the following documents to the SCP Secretariat:

29.1. Formal application letter addressed to the Chairperson of the CNU Board of Regents;

29.2. Detailed curriculum vitae, attested and signed by the applicant;

29.3. Transcript of records, training certifications, professional accreditations, diplomas, and employment/service records;

29.4. Published research work, if any;

29.5. Signed and notarized statement containing the Proposed Vision, Mission, and Development Goals for the University by the applicant;

29.6. 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.

<sup>29</sup> An Act Institutionalizing the Philippine Qualifications Framework (PQF), Establishing the PQF-National Coordinating Council (PQF-NCC) and Appropriating Funds Therefor.

<sup>30</sup> Section 6 of Annex B of CMO No. 07, s. 2022.







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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 SCP. The deadline of which can be set by the Search Committee.

- 29.7. Birth certificate authenticated by the Philippine Statistics Authority (PSA);
- 29.8. 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;
- 29.9. Drug testing certificate pursuant to the CSC Memorandum Circular No. 13, s. 2017;
- 29.10. 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;
- 29.11. Duly accomplished, computerized, and notarized Personal Data Sheet (CSC Form 212); and,
- 29.12. 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 30. **Submission and Pre-Evaluation Process**<sup>31</sup>. – The procedure for the submission and pre-evaluation of applications for the Presidency is as follows:

- 30.1. An applicant or his/her representative must submit all the required documents to the SCP Secretariat within the prescribed period.
- 30.2. The SCP Secretariat shall transmit the original and photocopies of the documents submitted by the applicant to the SCP. All original documents submitted by an applicant that is accepted by the SCP Secretariat must be returned to the applicant within sixty (60) days after the completion of the search and selection processes.
- 30.3. The SCP Secretariat shall submit a status report on the tasks delineated in Subsections 30.1 and 30.2 hereof, as well as a summary of documents received and the issues it encountered, to the SCP Chairperson within ten (10) calendar days after the deadline set in the published Notice.
- 30.4. Upon receipt of the SCP Secretariat Report, the SCP shall convene within a reasonable period to determine if the documents screened and pre-

<sup>31</sup> Section 7 of Annex B of CMO No. 07, s. 2022.







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evaluated by the SCP Secretariat are indeed complete. The SCP shall also look into the documentary issues that the SCP Secretariat encountered and reported, and all the documents attached to the report to validate the decision of the SCP Secretariat. During this period, the SCP is given the authority to ascertain, validate the validity of the compliance with the minimum requirements and/or documentary requirements.

- 30.5. If the SCP 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.
- 30.6. A motion for reconsideration (MR) of an applicant's disqualification may be filed with the SCP and should be resolved by the SCP within five (5) days from receipt of the MR. Decision of the SCP may be appealed to the Board. The decision or resolution of the SCP disqualifying an applicant for failure to submit the complete requirements on time shall be final. All the original documents and their photocopies shall be returned to the applicant.
- 30.7. In case the SCP has determined that there are three or more qualified applicants, the SCP 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 University premises.
- 30.8. In case the SCP has determined that there are less than three applicants who have submitted applications or less than three (3) applicants who have qualified, the SCP shall report the same to the Board.

**Section 31. *Evaluation Process and Recommendation of SCP to the Board*<sup>32</sup>.**  
– After the applicants have been qualified, the SCP shall evaluate them based on the following criteria:

Professional Competence	-	-	-	35%
Academic Background	-	-	-	25%
Public Forum/Presentation	-	-	-	25%
Panel Interview	-	-	-	15%
<b>TOTAL</b>	-	-	-	<b>100%</b>

**Section 32. *Re-opening of Submission of Applications*<sup>33</sup>.** – The University Board shall reopen the submission of applications for University President if upon report of SCP:

- 32.1. Less than three (3) aspirants have submitted applications; or,
- 32.2. Less than three (3) aspirants have qualified. The SCP shall publish the Notice of Search in accordance with Section 28 hereof. Applicants who have already submitted his/her application and documentary requirements during the previous search need not submit anew.

<sup>32</sup> Section 8 of Annex B of CMO No. 07, s. 2022.

<sup>33</sup> Section 9 of Annex B of CMO No. 07, s. 2022.







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After re-opening on the submission of applications, and there are still less than three (3) qualified applicants, the University Board may choose to reopen the search or choose from the qualified applicants per evaluation of the Search Committee.

Section 33. **Confidentiality of Information**<sup>34</sup>. – The SCP shall not use or divulge confidential information officially known to them by reason of their office and not made available to the public, either:

- 33.1. To further their private interests, or give undue advantage to anyone; or
- 33.2. To prejudice the public interest.

Section 34. **Election and Appointment of University President by the CNU Board of Regents**<sup>35</sup>. – The meeting to elect a new University President shall be presided by the CHED Chairperson or Chairperson-designate, who has the right to participate in the voting.

A majority of all the members of the University Board holding office at the time of its regular meeting or special meetings shall constitute a quorum.

If the Chairperson of the Senate Committee on Higher, Technical and Vocational Education and the Chairperson of the House of Representatives Committee on Higher and Technical Education cannot personally attend the meeting for the election, they may be represented, subject to Section 8, Rule IV of CMO No. 07, s. 2022. The sending of the representatives, however of the said principals, is an undertaking on the part of the members that they have discussed their vote to their representatives and the vote of their representatives serve as their own vote.

In case of two or more recommended qualified candidates, the candidate 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 University President.

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 measures:

- a. Look into the SCP ranking results of the candidate and declare the person with the higher ranking as the University President; or,
- b. 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

<sup>34</sup> Section 20 of Annex B of CMO No. 07, s. 2022.

<sup>35</sup> Section 10 of Annex B of CMO No. 07, s. 2022.







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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.

c. In case of a unanimous vote, the Board may re-open the search process.

In case of a lone qualified candidate, after the reopening of applications for search provided in Section 32 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 President.

The newly-elected University President shall be appointed by the Board through a Resolution duly adopted by it on the same day of the election. The appointment shall be immediately signed and issued by the Chairperson of the Board. The duly elected University President shall take the oath of office before the Chairperson of the University Board and shall assume office in accordance with the appointment.

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

**Section 35. *Non-Postponement of Election of University President*<sup>36</sup>.** – The meeting called for the election of an University President 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.

**Section 36. *Term of Office of University President*<sup>37</sup>.** – The President of CNU appointed by its Board in accordance with R.A. No. 8688 and its 2024 IRR, and R.A. 8292 and its IRR embodied under CMO No. 07, s. 2022 shall have a term of four years, the beginning and end of which must be clearly specified in the appointment issued by the Board. The University President is eligible for reappointment to a second term in accordance with the R.A. No. 8688 and its 2024 IRR, R.A. No. 8292 and its IRR embodied under CMO No. 07, s. 2022, and University Code.

**Section 37. *Re-appointment of University President*<sup>38</sup>.** – The President appointed under R.A. No. 8688 and its 2024 IRR, University Code and R.A. 8292 and its IRR embodied under CMO No. 07, s. 2022 shall be eligible for reappointment for one (1) term only. The procedures for reappointment for a second term are as follows:

37.1. An incumbent President shall undergo a process of evaluation on the key areas of governance. The Board shall constitute the Evaluation Committee (EC), whose composition should be the same as that of the SCP. The EC shall formulate the criteria for the evaluation of the performance of the incumbent, which shall be submitted for the approval of the Board. The EC shall submit its report to the Board addressed to the Board Chairperson.

37.2. The reappointment of a University President shall be done in a special session to be presided by the Chairperson or University Board

<sup>36</sup> Section 11 of Annex B of CMO No. 07, s. 2022.

<sup>37</sup> Section 12 of Annex B of CMO No. 07, s. 2022.

<sup>38</sup> Section 13 of Annex B of CMO No. 07, s. 2022.







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Chairperson. In order for the University President 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 President, it shall constitute an SCP, or at its option convert the EC to an SCP to conduct a search for a new University President, following the procedures of search under this IRR and/or University Code and CMO No. 07, s. 2022.

- 37.3. The University President whose term will reach the mandatory age of retirement but not more than seventy (70) years old may signify an intention for an extension of services for purpose of completion of term within six (6) months prior to such mandatory retirement. No University President shall be extended beyond the age of seventy (70).
- 37.4. A person appointed as a University President after RA No. 8292 took effect may only serve only two (2) terms consisting of four (4) years each, or a maximum of eight (8) years, regardless if the second term is by "reappointment" or "extension." (DOJ Opinion No. 25, s. 2021 dated 05 August 2021). Upon the expiration of the two terms of the University President, the position shall be deemed automatically vacated.
- 37.5. The Board may extend the term of the President of the college or university beyond the age of retirement (65) but not later than the age of seventy (70), taking into consideration that his/her performance has been unanimously rated as outstanding and upon unanimous recommendation by the search committee for the President of the University. The extension should be requested by the University President before the evaluation process, and approval of which should be contained in a Board resolution.

In the determination of the rating of the Search or Evaluation Committee, and there are different ratings by the members, the Search or Evaluation Committee should get the aggregate numerical rating and determine if the same falls on the outstanding category.

- 37.6. The minimum standard for the re-appointment of the University President shall be as attached as "Annex D" of CMO No. 07, s. 2022 or subsequent issuances thereof, without prejudice to the Board to include additional criteria.

Section 38. **Hold-Over**<sup>39</sup>. – In the event of the expiration of term of the University President, the CNU Board of Regents may allow hold-over capacity of its University President under the following conditions:

- 38.1. The CNU has substantially undertaken the activities for the evaluation for re-appointment of the incumbent University President;
- 38.2. The Board has not yet resolved whether the University President will be reappointed for a second term, or in case the University President has signified his/her intention not to be re-appointed, the Board has not yet appointed a new University President;

<sup>39</sup> Section 14 of Annex B of CMO No. 07, s. 2022.







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38.3. The Board has approved the hold-over capacity before the expiration of the term; and,

38.4. No holdover capacity shall exceed the period of six (6) months. After the expiration of that period and no University President has been elected, the Board shall designate an OIC-University President.

Section 39. **Re-appointment of SUC President under Secondment**<sup>40</sup>. – The re-appointment of University President under secondment shall, aside from complying with the requirements prescribed in this IRR, 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 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) issued by the CSC.

Section 40. **Tenure of Incumbent Presidents**<sup>41</sup>. – The incumbent President of CNU appointed by virtue of previous IRRs shall continue in office until their respective terms expire unless they are removed for cause. The University President who is a first-term and who wish to continue serving in such capacity at the expiration of their first terms shall be evaluated in accordance with Annex A, Section 13 of CMO No. 07, s. 2022 or subsequent related issuances thereof.

Section 41. **Vacancy in the Office of the SUC President; Limitation on Officer-in-Charge Appointees**<sup>42</sup>. – In case of vacancy by reason of death, resignation, removal for cause, or incapacity of the incumbent University President to perform the functions of office, the Board shall, within five (5) calendar days from the occurrence of such vacancy, designate an Officer-in-Charge. In the event of unavailability of the majority of the members of the Board to hold a Special Meeting for this purpose, the Chairperson of the Board may designate an OIC-University President, subject to the confirmation by the Board in meeting set for this purpose. If the Board did not ratify/confirm the designated University President, the Board may designate another OIC-University President, subject to CSC Rules on designation.

The OIC-University President shall not be allowed to vote in the selection of the University President. In case the vacancy shall result in the search for a new University President, no OIC-University President shall be allowed to run as University President in the same University that he or she is currently serving. The designated OIC-University President may serve for a period of up to one (1) year.

*Provided*, That the Board may designate an OIC-University President from among the officials of the University, or the Regional Director of CHED Regional Office No. VII, or a President of a State University or College (SUC) within Region VII, subject to applicable laws, rules and regulations.

Section 42. **Appointment of New President After Vacancy Occurs**<sup>43</sup>. – In case a new University President is appointed by the Board of the University after a permanent vacancy occurs in the Office of the President but during the term of office of the original appointee, the new University President shall be selected through the regular search process for presidency in accordance with this IRR and the new University President

<sup>40</sup> Section 15 of Annex B of CMO No. 07, s. 2022.

<sup>41</sup> Section 16 of Annex B of CMO No. 07, s. 2022.

<sup>42</sup> Section 17 of Annex B of CMO No. 07, s. 2022.

<sup>43</sup> Section 18 of Annex B of CMO No. 07, s. 2022.







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shall be entitled to hold office only for the unexpired term. The new University President may be eligible for reappointment to another term, subject to Section 32 of CMO No. 07, s. 2022 and/or pertinent provisions of this IRR. The service of the new University President for the unexpired term shall not count as a term for purposes of appointment and reappointment.

Section 43. **Attestation by the CSC of the Appointment Papers.** – The appointment papers of the University President shall be attested to by the CSC subject to applicable laws, rules and regulations.

Section 44. **Investiture Ceremony of the University President.** – The University shall hold an Investiture Ceremony for every appointment of the University President on the schedule, preferably within ninety (90) days from his/her actual assumption, and venue duly approved by the CNU Board upon the recommendation of the University President.

The University President shall constitute committees necessary to ensure effective, efficient, and proper conduct of the Investiture Ceremony. *Provided*, That all expenses necessary for the holding of the Investiture Ceremony shall be charged against the appropriate funds and/or income of the University subject to usual accounting and auditing laws, rules and regulations.

Section 45. **Salary and Emoluments of the President.** – The salary and emoluments or benefits of the University President 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.

Section 46. **Options/Pathways of the Incumbent University President Who Vacates the Position of University President Due to Early Resignation or End of Term, Whether During First Term, Second Term or Extension of Term.** – Should the incumbent University President vacates the position of University President on ground/s, among others, due to early resignation and end of term, whether during first term, second term or extension of term, and he/she decides to remain in the University, the following options/pathways shall be resorted to, without prejudice for him/her to apply for vacant positions in other State Universities or Colleges or Higher Education Institutions, subject to the submission of appropriate request and documentary requirements:

- 46.1. Return to his/her original faculty position before becoming a University President, subject to the Civil Service Commission (CSC) Omnibus Rules on appointments and other Human Resource Actions (ORAOHRA) and appointment by the CNU Board of Regents or six (6) months prior to the end of his/her term of office on ground/s, among others, due to early resignation or end of term, whether during first term, second term or extension of term, he/she shall be evaluated in accordance with the faculty reclassification as defined under sub-Section 4.25 hereof and such applicable laws, rules and regulations or application for any vacant faculty positions under the internal promotion, without diminution of rank and benefits, as provided for under the University's Merit Selection Plan and/or applicable policies duly approved by the CNU Board of Regents and the CSC: *provided, that* he/she shall be given the academic rank whichever is higher.







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- 46.2. Application to vacant management positions in the University, subject to the CSC's ORAHORA and appointment by the CNU Board of Regents. For purposes of this provision, "management positions" shall refer to the positions of Chief Administrative Officers, Campus Directors and Vice Presidents with plantilla item duly authorized by the DBM.

The Human Resource Development Unit of the University shall prepare all the necessary documents for the fallback position of the University President and the same be submitted to the CNU Board of Regents for approval and to the DBM for review and confirmation.

Section 47. **Absence of the University President.** – A written notice to all concerned designating any of the Vice Presidents, Deans, Directors, or Officials of the University as Officer-in-Charge (OIC) of the Office of the University President, subject to the limitations so specified, shall be made in case of the absence of the University President or is temporarily out of station.

Section. 48. **Powers, Functions and Duties of the University President.** – The President of the University shall be its Chief Academic Officer, Chief Executive Officer, Head of the University, Faculty and Administrative Staff, and Chief Administrator. As such, the University President shall exercise the powers specifically provided for, among others, in R.A. No. 8688 and R.A. No. 8292, those determined by the Board, those which pertain to the Office of the President and those which are related or necessary to its functions. The powers, duties, and functions<sup>44</sup> of the CNU President in addition to those enumerated in this IRR shall be those normally pertaining to the Office of the President of the University and those delegated by the CNU Board of Regents<sup>45</sup>, to wit:

- 48.1. Serves as the Vice Chairperson of the CNU Board of Regents and Board Committees created by the CNU Board of Regents, Chairperson of the Administrative Council and Academic Council, and such committees or teams, boards created by the CNU Board of Regents and/or as may be prescribed by existing laws, rules and regulations;
- 48.2. Be the *ex-officio* head of the University Faculty and or any branch thereof;
- 48.3. Exercises overall supervision and control over all academic/instruction, research, extension, business, administrative and financial operations and all income-generating projects of the University Campuses, subject to applicable laws, rules and regulations.

All officers, members of the teaching staff, and employees, regardless of employment status, shall be responsible to and under the direction and administrative control of the University President;

- 48.4. Carries out the general policies laid down by the CNU Board of Regents and shall have the power to act within the lines of said general policies. He/she alone shall undertake to direct or to assign the details of executive action to any of the officials, faculty members or administrative staff/non-teaching personnel and/or appropriate committees, teams or groups, as

<sup>44</sup> Section 1, Chapter 3, Title One of The Revised Code of the University of the Philippines approved during the 682<sup>nd</sup> Special BOR Meeting held on January 9, 1961, as amended.

<sup>45</sup> Section 10, R.A. No. 8688.







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the case may be: *provided*, that he/she shall have the authority prescribe such rules and regulations to continually implement provisions of the University Code and policies approved by the CNU Board of Regents including those that deemed necessary in attaining the mandates, vision, mission, objectives and obligations of the University;

- 48.5. Appoints qualified persons to fill in vacancies and new positions with salary grade 18 (SG 18) and below, regardless of employment status, subject to the approval/confirmation of the CNU Board of Regents. He/she shall have an authority to fill vacancies temporarily; to make such appointments as are especially permitted by the CNU Board of Regents; and to make such other arrangements as to meet emergencies occurring between the meetings of the CNU Board of Regents so that the work of the University will not suffer;
- 48.6. Renews appointments or extend designations for not more than one year if the budget of the University permits and the services are necessary, subject to the confirmation by the CNU Board of Regents.

*Provided*, That no new positions and/or items in the University shall be filled without prior authorization from the University President;

- 48.7. Makes or signs *ad interim* appointments or designations, *provided*, that such appointments or designations shall be subject to confirmation or ratification by the CNU Board of Regents *via* referendum or in the immediate proceeding meeting;
- 48.8. Designates or recommends and determines the entitlements of Vice Presidents, Heads/Directors of Campuses, Deans, Department or Unit Heads or Coordinators and Chairpersons or similar position titles thereof as well as constitute/re-constitute or organize/re-organize committees, teams, boards, and such groups, whether regular or *ad hoc*, as expressly or impliedly provided for under existing laws, rules and regulations or as may be deemed necessary.
- 48.9. Designates any official/officer as Officer-in-Charge (OIC) or caretaker during his/her absence or in cases of vacancy/ies or absences of such officials/officers, whether permanent or designated positions, including committees, boards, teams, technical working groups or tasks forces. Relatedly, he/she shall determine the duties and functions to be performed by the OIC or caretaker including the entitlements or obligations thereof.

*Provided*, That it is understood that the power of the University President to appoint/designate carries with it the power to suspend, revoke or rescind the same, as the case may be, subject to the confirmation by the CNU Board of Regents;

- 48.10. Presides at commencement and other public exercises or functions of the University, whether regular or special, and confer such degrees and honors including honorary doctorate degrees as are conferred/granted by the CNU Board of Regents. All University diplomas and certificates shall







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be signed by him/her alone and by the University Registrar duly attested to by proper official or officer of the University as provided for under the University Code and such regulations prescribed by the University President and/or CNU Board of Regents;

- 48.11. Serves as the official medium of communication between the teaching force, administrative staff or employees and students and the stakeholders or clients of the University on the one hand, and the CNU Board of Regents or Board of Visitors, on the other;
- 48.12. Represents the University where such representation is necessary and incidental to the continual improvements, development and progress of the University;
- 48.13. Constitutes/creates/re-constitutes appropriate investigation committee/s and/or issues show cause order or institutes disciplinary action against any administrative staff/non-teaching personnel and members of the faculty as well as students whose actions adversely affect the general interest of the University;
- 48.14. Holds University officials or officers, faculty members or administrative staff/non-teaching personnel or employees to the full discharge of their duties and, if in his/her judgment the necessity arises, he/she shall, after consultation with the Dean or Campus Director or officer concerned, in proper cases, initiate the necessary proceedings for the separation from the service of any of them;
- 48.15. Subject to applicable laws, rules and regulations, decides such appeal/s in controversies between officials, faculty members, administrative staff/non-teaching personnel and students at the University, subject to consultation with the Academic Council or Administrative Council, as the case may be, and confirmation or approval by the CNU Board of Regents;
- 48.16. Grants and/or extends or suspends or denies leaves of absence without pay and/or extension of such leaves including requests of officials, faculty members and non-teaching personnel for consultancy services and limited practice of profession, based on valid ground/s and subject to existing laws, rules and regulations;
- 48.17. Grants sabbatical leaves and leaves of absence with or without pay and/or extension of fellowship or any form of scholarships not to exceed one (1) year if the budget permits for a reasonable cause the University President may deem satisfactory;
- 48.18. Authorizes the change of the leave status of the faculty from that of teacher's leave to that of cumulative leave;
- 48.19. Grants the release of documents which relate to matters affecting the University or any Campus, College, Campus or unit thereof, as well as any action taken by the CNU Board of Regents;







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- 48.20. Grants permission for the use of buildings, premises of the University for academic, professional and scientific conventions and such activities for students, stakeholders and/or clients and to fix the fees thereof based on existing policies approved by the CNU Board of Regents;
- 48.21. Acts on and signs for and on behalf of the University, documents, contracts, deeds, and instruments for the proper conduct of procurement, business and affairs of the University and exercises control and supervision on the execution, implementation and evaluation thereof. *Provided*, That all contracts, deeds, and instruments signed by the University President shall be submitted to the CNU Board of Regents for review, ratification or confirmation and/or approval, either *via* referendum or during Board *En Banc* meeting/s. *Provided, however*, that in regularly recurring undertakings and transactions where his/her action is virtually ministerial, conditions and terms thereof having been fixed in the University's existing regulations and applicable laws, he/she may direct through appropriate written instructions that approval in specified cases be made in his/her behalf by the Vice Presidents or officers of administration or Campus Directors, subject to the such safeguards and limitations as he/she may impose from time to time. *Provided, further*, That procurement documents, which include among others, Project Procurement Management Plans (PPMP), Annual Procurement Plans (APP), Resolutions and reports of the Bids and Awards Committee (BAC), Notice of Award (NOA), Notice to Proceed (NTP) and such documents required under R.A. No. 9184/R.A. No. 12009 and its IRR shall be acted upon in accordance with applicable laws, rules and regulations: *provided, furthermore*, that in exercising the powers and duties as the Head of Procuring Entity (HoPE) of the University, the University President may no longer submit to the CNU Board of Regents the ISSPs, PIPs, PPMPs, APPs, BAC Resolutions, NOAs, contracts and NTPs with an approved ABC and/or declared lowest calculated and responsive bid of Ten Million Pesos (Php10,000,000) or such amounts as the CNU Board of Regents may determine from time to time;
- 48.22. Prepares the agenda for every meeting of the CNU Board of Regents and its duly constituted Board Committees;
- 48.23. Institutionalizes the Complete Staff Work (CSW) and promulgates and implements specific guidelines thereof;
- 48.24. Prepares and submits development plans (short-term, medium-term and long-term) and annual strategic plans including reports or such other written data or information to other agencies whenever required for the benefit of the University;
- 48.25. Acts on, accepts or rejects resignation of officials or officers, faculty members and administrative staff/non-teaching personnel or employees of the University, whether permanent or designated positions, casual or contract of service as well as in the committees, teams, boards or groups, subject to the confirmation by the CNU Board of Regents;







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- 48.26. Acts on or approves retirement of members of the faculty and administrative staff/non-teaching personnel or employees of the University: *provided*, that optional retirement shall be submitted to the CNU Board of Regents for ratification or confirmation;
- 48.27. Grants, suspends, recalls or denies fellowships or scholarships for a period not beyond one academic year, if the budget permits and for reasons he/she may deem satisfactory, subject to the approval by the CNU Board of Regents, subject to applicable laws, rules and regulations;
- 48.28. Transfers, rotates or details and determine such human resource actions or interventions of officials or officers, faculty members, administrative staff/non-teaching personnel or employees from one department or unit of the University or College or Campus to another, subject to applicable laws, rules and regulations;
- 48.29. Appoints, without the necessity of submitting to the CNU Board of Regents for approval, qualified members of the faculty as fellows of the University (full or partial) in order to enable them to pursue graduate studies abroad, and to fix the financial assistance to any such fellows in accordance with the rules promulgated by the CNU Board of Regents, and within the lump sum appropriation for fellowships subject to the reporting to the CNU Board of Regents in its immediate next meeting;
- 48.30. Grants or denies permission for members of faculty to accept training grants, fellowships, scholarships, assistantships, or invitations to conferences sponsored by outside agencies or organizations without any financial obligation on the part of the University outside of the regular salary of the person concerned, subject to applicable laws, rules and regulations;
- 48.31. Grants honorarium and load allowance to the officials or officers, faculty members or administrative staff/non-teaching personnel subject to relevant DBM Circulars or applicable policies, *provided*, that such grant shall be subject to expressed approval by the CNU Board of Regents, availability of funds and usual accounting and auditing rules and regulations;
- 48.32. Supervises and controls, through the appropriate Office/s, over extracurricular activities of students; and authority to issue adequate rules for the organization and operation of student organizations subject to the provisions of the Revised University Code and services manual duly approved by the CNU Board of Regent;
- 48.33. Promulgates such rules or guidelines, which in his/her judgment, are necessary for the fixing of fee/s, safe-keeping and proper disbursements of funds or property of all student and alumni organizations officially approved or recognized, designating the persons whom he/she may authorize to examine and audit the accounts pertaining to such funds or property.







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*Provided, That the University President shall inform the CNU Board of Regents of the action taken on the foregoing matters in the proceeding Board En Banc meeting;*

- 48.34. Modifies or disapproves any action or resolution by any branches, campuses, colleges, institutes, departments/units or administrative body or committees, if in his/her judgment the larger interests of the University so require. Should he/she exercises such power, the University President shall communicate his/her decision in writing to the officials or individuals or body immediately affected, stating the reasons for his/her action; and thereafter shall accordingly inform the CNU Board of Regents, which may take action it may deem appropriate in connection therewith;
- 48.35. Extends invitation to eminent scholars, “balik scientists” and other persons who have achieved distinction and some learned profession or career, to deliver a lecture or a series thereof; and for this purpose, he/she may authorize honoraria for such service, to be taken from the appropriate fund/s of the University subject to usual accounting and auditing rules and regulations;
- 48.36. Re-engineer/s, streamlines, revises, amends or enhances the processes; and re-organizes/re-shuffles officials and enhances the organizational structure of the University and its branches, campuses, colleges and units;
- 48.37. Delegates his/her specific functions provided above to any office or officials or officers of the University as may deemed necessary to expedient and ensure economy, effectiveness, and productivity in the delivery of services: *provided*, that such delegation shall be reported to the CNU Board of Regents in the next immediate Board meeting for information; and
- 48.38. Discharges such duties and functions as specifically provided under this IRR, the University Code and/or CNU Board of Regents, and as specifically mandated and authorized under relevant laws, rules, and regulations.

### Rule VIII THE VICE PRESIDENTS

Section 49. **The Vice Presidents.** – Unless as expressly provided for under applicable laws, rules and regulations, the University President shall be assisted by the following Vice Presidents:

- 49.1. Vice President for Administration, Finance and External Affairs (VP-AFEA);
- 49.2. Vice President for Academic Affairs (VP-AA);
- 49.3. Vice President for Research, Publication, Innovation, Commercialization and Extension Services (VP-RPICE);
- 49.4. Vice President for Special Needs, Early Childhood, Internationalization and Lifelong Learning (VP-SNECILL); and







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- 49.5. Such Vice President positions as the University President may create subject to the confirmation/ratification by the CNU Board of Regents, in accordance with applicable laws, rules and regulations.

They shall be appointed or designated by the CNU Board of Regents, upon the recommendation of the University President, subject to applicable laws, rules and regulations.

Section 50. **General and Common Duties and Functions of the Vice Presidents.** – Subject to applicable laws, rules and regulations, the duties and functions of the Vice Presidents shall be as follows:

- 50.1. As Chief Operating Officer (COO), provides progressive leadership, and instills, promotes and maintains, among others, excellence, integrity, honesty, patriotism and professionalism among officers, faculty members and administrative staff or employees in their respective Branches/Offices;
- 50.2. Serves as the alter ego and clearing house/officer of the University President on matters under their respective jurisdiction. Relatedly, represents the University President, during his/her absence, in meetings and official functions directly related to their respective mandates: *provided, however*, that this shall not preclude the University President from designating any official/officer or faculty member to represent him/her;
- 50.3. Formulates plans (short, medium and long term), and strategies to ensure proper, efficient, effective and economical implementation, supervision, monitoring, evaluation and continual improvements of the mandates, services, thrusts and priorities of their respective branches/offices duly approved by the University President and/or CNU Board of Regents.
- 50.4. Performs direct supervision authority over, coordinates, monitors, evaluates and ensures continual improvements on the programs, activities and projects as well as outputs, outcomes and impacts of the Colleges, Campuses, Services, Departments, Sections or Units under their respective jurisdiction;
- 50.5. Reviews, attests or recommends to the University President the OPCR of the officials and IPCRs of the faculty members and administrative staff, as of the case may be;
- 50.6. Recommends the hiring of faculty members and administrative staff, regardless of employment status, as the case may be;
- 50.7. Leads in the formulation and continual improvements or enhancements of policies, operations and services manuals and such guidelines necessary in ensuring effective, efficient and economical conduct of programs, activities and projects of their respective branches/offices, subject to the review and final action by the University President;
- 50.8. Serves as fund administrator of funds under the General Appropriations Act (GAA) and internally generated income, subject to the specific instructions







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by the University President and/or as may be provided under applicable laws, rules and regulations;

- 50.9. Reviews and recommends the PPMP and APP of the offices/departments/units under their respective jurisdictions, regardless of the amount and source of funds, to the University President for further review and action;
- 50.10. Recommends, after due process, disciplinary action against their respective faculty members or administrative staff/employees, as the case may be, whose action adversely affect the interest of the University;
- 50.11. Calls and presides meetings of the officers/officials, faculty members or administrative staff or employees under their respective jurisdiction;
- 50.12. Promotes the conduct of Income Generating Projects (IGP) initiatives of the University; and
- 50.13. Performs such functions as the University President and/or CNU Board of Regent may assign from time to time.

### Rule IX

#### HEADS OF CAMPUSES, COLLEGES, OFFICES, DEPARTMENTS, SECTIONS OR UNITS

Section 51. **Heads of Campuses.** – The administration of each campus is vested in the Campus Director insofar as delegated by the President of the University and authorized by the Board. The Campus Director shall be designated by the Board upon recommendation of the President of the University. The Campus Director shall report to the President of the University, and shall perform the duties and functions elsewhere stated in this IRR, and all the usual, necessary, and related functions of the Office of the Campus Director subject to the policies and rules prescribed by the Board.

*Provided,* That the CNU-Main Campus and Regular Campus of the University shall each have a Campus Director subject to applicable laws, rules and regulations.

Section 52. **Heads of Colleges.** – The administration of each College is vested in the College Dean insofar as delegated by the President of the University and/or authorized by the Board. The College Dean shall be designated by the Board upon recommendation of the President of the University. The College Dean shall report to the President through the Vice President for Academic Affairs of the University, and shall perform the duties and functions elsewhere stated in this IRR, and all the usual, necessary, and related functions of the Office of the College Dean subject to the policies and rules prescribed by the Board.

*Provided,* That each External Campus of the University shall have at least a Dean subject to applicable laws, rules and regulations.

Section 53. **Heads of Offices, Services, Departments, Sections or Units.** – Each office, service, department, section or unit prescribed under the organizational structure of the University shall be headed by a Director, Head, Chief Administrative Officer, Supervising Administrative Officer, Chairperson, Coordinator, or Focal Person,







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as the case may be, who shall be appointed/designated by the Board, upon the recommendation of the President of the University. They shall report to their respective immediate supervisors and shall perform the duties and functions elsewhere stated in this IRR, and all the usual, necessary, and related functions of the Heads of Offices, Departments, Sections or Units subject to the policies and rules prescribed by the Board.

Section 54. **Duties and Functions.** – The duties and functions of the Campus Directors, College Deans, and Heads of Offices, Services, Departments, Sections or Units shall perform the following duties and functions:

54.1. The Campus Director shall:

54.1.1. For External/Satellite/Extension Campuses:

- a. 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;
- b. Plan, manage and implement the administrative and financial policies and academic programs of CNU in the Campus;
- c. 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;
- d. Submit annual budget and other periodic reports to the University Main campus for consolidation;
- e. Represent the Campus where such representation is necessary and such functions as may be authorized by the University President;
- f. Implement and enforce University policies and standards;
- g. 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;
- h. Recommend to the University President qualified faculty members or personnel for appointment and designation to any administrative or academic positions in the Campus;







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- i. Promote the conduct of Income Generating Projects (IGP) initiatives of the Campus;
- j. 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;
- k. Recommend the construction, repair, renovation of buildings and purchase of equipment and acquisition of school sites and other physical facilities;
- l. Recommend the creation of committees deemed necessary for efficient and effective operations of the Campus; and
- m. 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.

54.1.2. For the CNU-Main Campus – The Office of the Campus Director of the CNU-Main Campus shall be under the direct supervision and control of the University President and shall not have its own system and hierarchy with the following duties and functions:

- a. Directly assist the University President, as the Chief Executive Officer, on the day-to-day functions or basic housekeeping of the Main Campus, subject to the specific duties and authorities as the University President may prescribe from time to time; and
- b. Perform such specific duties and functions as may be prescribed by the University President and/or CNU Board of Regents from time to time.

54.2. The College Dean shall:

- 54.2.1. 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;
- 54.2.2. Exercise progressive leadership and management of the College;
- 54.2.3. Recommend, implement policies and maintain academic standards of the respective disciplines of the College;
- 54.2.4. Enforce admission and graduation requirements for students in the College;
- 54.2.5. Recommend faculty members for designation as Department Heads/Chairpersons/Focal Persons in the College;







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- 54.2.6. 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;
  - 54.2.7. Recommend faculty members for permanent status, promotion, commendation, disciplinary action, transfer or removal;
  - 54.2.8. Initiate and propose curricular programs as well as enhancements thereof to be offered in the College;
  - 54.2.9. Promote professional activities of the faculty members especially in the development area of instruction, research, extension and production;
  - 54.2.10. Participate in professional activities and represent the College in appropriate organizations;
  - 54.2.11. Facilitate student transferees in credit transfer, credential evaluation of students and their respective program of study;
  - 54.2.12. Supervise student academic research advising of students and handling of academic programs in the College as provided for under relevant policies duly prescribed by the University President and/or CNU Board of Regents;
  - 54.2.13. Maintain and constantly update the College services' manuals and publication refereed journal/s;
  - 54.2.14. Initiate, conduct and supervise the instruction, internationalization, research and community extension service programs, projects, and activities of the College as well as the PPMP and APP thereof;
  - 54.2.15. Promote the conduct of Income Generating Projects (IGP) initiatives of the College;
  - 54.2.16. Submit proposed College budget and other annual report/s; and
  - 54.2.17. 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.
- 54.3. The Director shall:
- 54.3.1. 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;
  - 54.3.2. Exercise progressive leadership and management of the Office/Service/Department/Unit/Institute;








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- 54.3.3. Recommend faculty members for designation as Department Heads/Chairpersons/Focal Persons in the within the Office/Service/Department/Unit/Institute;
- 54.3.4. 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/Service/Department/Unit/Institute;
- 54.3.5. Recommend office staff for permanent status, promotion, commendation, disciplinary action, transfer or removal;
- 54.3.6. 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;
- 54.3.7. 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;
- 54.3.8. Participate in professional activities and represent the Office/Service/Department/Unit/Institute in appropriate organizations;
- 54.3.9. Maintain and constantly update the Office/Service/Department services' manuals or manual of operations;
- 54.3.10. Promote the conduct of Income Generating Projects (IGP) initiatives of the Office/Service/Department;
- 54.3.11. Submit proposed Office/Service/Department budget and other annual report/s; and
- 54.3.12. 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.
- 54.4. Under the direct supervision of the concerned College Dean, the Heads/Chairpersons of Academic Programs shall:
- 54.4.1. Plan, manage and implement the academic, student and administrative services in the department level;
- 54.4.2. Administer or implement the curricular programs of the department duly approved by the CNU Board of Regents;
- 54.4.3. Supervise the faculty members and students of the department;
- 54.4.4. Supervise the preparation of the course of study, recommend curriculum enrichment and propose course program/s;
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- 54.4.5. 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;
  - 54.4.6. Assist the College Dean in facilitating student transferees in credit transfer, credential evaluation of students and their respective program of study;
  - 54.4.7. Recommend research proposals and extension services programs;
  - 54.4.8. Assist faculty members in the selection of textbooks and other instructional references;
  - 54.4.9. Motivate faculty members to produce instructional materials and outputs in research and extension services;
  - 54.4.10. Encourage participation in institutional IGPs;
  - 54.4.11. Participate and represent the college in professional activities relative to their field of specialization/discipline;
  - 54.4.12. Encourage the collaboration of the faculty members to improve instruction, educational preparation and teaching efficiency;
  - 54.4.13. Promote/encourage the professional activities of faculty members and conduct faculty development/enhancement programs;
  - 54.4.14. Conduct meetings and conferences with the faculty members under his/her direct supervision;
  - 54.4.15. Submit annual budget and report/s of the department; and
  - 54.4.16. Perform such duties and responsibilities as may be assigned by the College Dean/Campus Director.
- 54.5. The Chief Administrative Officers for Administrative, and for Finance shall:
- 54.5.1. Plan, manage and coordinate the implementation of programs, activities and projects well as development and strategic plans within the Office/Service;
  - 54.5.2. Exercise progressive leadership and management of the within the Office/Service/Department/Unit;
  - 54.5.3. Recommend office staff for permanent status, promotion, commendation, disciplinary action, transfer or removal;
  - 54.5.4. 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;







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- 54.5.5. Promote professional activities of the administrative staff;
  - 54.5.6. Participate in professional activities and represent the Office/Service/Department in appropriate organizations;
  - 54.5.7. Maintain and constantly update the Office/Service/Department services' manuals or manual of operations;
  - 54.5.8. Promote the conduct of Income Generating Projects (IGP) initiatives of the Office/Service/Department;
  - 54.5.9. Submit proposed Office/Service/Department budget and other annual report/s; and
  - 54.5.10. 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.
- 54.6. 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.

*Provided, That the University President and/or CNU Board of Regents 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, rules and regulations.*

### Rule X

#### **ENTITLEMENTS OF THE VICE PRESIDENTS, CAMPUS DIRECTORS, DEANS, HEADS OF OFFICES, SERVICES, DEPARTMENTS, INSTITUTES, SECTIONS OR UNITS, AND OTHER OFFICIALS/OFFICERS OF THE UNIVERSITY**

Section 55. **Entitlements to Teaching Load Deloading and Service Credits.** – Faculty Members who are designated to administrative designations or positions, e.g. Vice Presidents, Campus Directors, Deans, Directors, Chief Administrative Officers, Supervising Administrative Officers, Heads of Offices, Services, Departments, Sections or Units shall be entitled to teaching deloading as provided for under the IPCR as defined in sub-Section 4.38, 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.

Section 56. **Entitlements of Representation and Transportation Allowance (RATA).** – All designated Vice Presidents, College Deans, Campus Directors, Directors, Chief Administrative Officers, and Heads of Departments, Centers or Offices of the University shall be entitled to Representation and Transportation Allowance (RATA) as provided for under the annual General Appropriations Act and/or applicable issuances by the Department of Budget and Management.

Section 57. **Other Incentives or Benefits of University Officials/Officers.** – The University Officials, whether appointed or designated, shall be entitled to such incentives and benefits as prescribed under existing laws, rules and regulations.







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### Rule XI

## AFFILIATION AND/OR INTEGRATION OF NATIONAL SCHOOLS TO THE UNIVERSITY, REASONABLY-SIZED LABORATORY SCHOOL (ILS), AND THE PILOT CENTERS

Section 58. ***Affiliation and/or Integration of National Schools to the University.*** – It shall be the continuing policy of the University to accept the affiliation and/or integration within its operation of any existing national school whose programs can contribute largely and effectively to the attainment of its objectives: *Provided, however,* That, in case of integration, the Chairperson of the CHED is hereby authorized to determine and approve the affiliation and/or integration of the specific existing national school. In such case, all funds, properties and other assets, as well as obligations of the integrated school shall be transferred to the University.

Section 59. ***The Integrated Laboratory School.*** – There shall be an Integrated Laboratory School (ILS) to be maintained or operated by the University under the College of Teacher Education to serve its education programs: *provided,* that the enrollment shall not exceed seven hundred fifty (750) per school/academic year: *provided, further,* that expenses of the ILS operations shall be charged against the government subsidy to the College of Teacher Education and such fund sources: *provided, however,* that no fees and contributions shall be collected from the students or parents of the ILS for purposes of its operations.

Section 60. ***The Pilot Centers.*** – The University shall adopt public elementary and secondary schools in the City and the Province of Cebu to serve as pilot centers for innovative teaching learning strategies and approaches so operated and maintained under the appropriate memorandum of agreement between the University and the Department of Education, Culture and Sports, now the Department of Education, subject to the following implementing mechanisms:

60.1. ***Negotiation, Execution, Implementation, Monitoring and Continual Improvements of the Memorandum of Agreement (MOA).*** – Subject to applicable laws, rules and regulations:

60.1.1. The University President, with the assistance of the concerned Officials of the University, shall negotiate and enter into a MOA with the Department of Education through its Regional Office No. VII, represented by its Regional Director;

60.1.2. The execution, implementation, monitoring and continual improvements of the MOA shall be specifically indicated therein.

60.2. ***Establishment and Operations of the Pilot Centers.*** – The Pilot Centers so established under the MOA shall serve for innovative teaching learning strategies and approaches and if feasible, for the operations of the ILS of the University, shall be operated as follows:

60.2.1. The School Head shall be provided/designated by the University who shall perform the duties and functions as prescribed under relevant DepEd issuances in harmony with the policies promulgated by the CNU Board of Regents and/or as specifically provided for under the MOA.







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- 60.2.2. The teachers and such human resource requirement shall be provided by the Department of Education: *provided*, That the University may augment teachers through detail or re-assignment to meet the actual needs of any of the Pilot Centers, subject to applicable laws, rules and regulations.
- 60.2.3. The human resource actions shall jointly be determined and conducted by the DepEd-RO VII and the CNU through its University President.
- 60.2.4. The landholdings and classrooms as well as improvements thereon, and MOOE shall be provided by the DepEd.
- 60.2.5. The facilities, equipment, and supplies shall be provided by the University, subject to its capabilities.
- 60.2.6. The Report Card and such scholastic records of the pupils or students shall bear the logos of the concerned school and the University.
- 60.2.7. The academic calendar or schedule of classes and activities of the Pilot Centers shall strictly follow the pertinent issuances by the DepEd.
- 60.3. *Budgetary Requirements.* – Both the University and the DepEd through its Regional Director of Regional Office No. VII shall ensure inclusion of the amounts needed in their respective budgets under the annual General Appropriations Act (GAA).

The Pilot Centers may also be financed from the financial assistance of the Local Government Units (LGUs), donors and benefactors, subject to applicable laws, rules and regulations.

### Rule XII THE RESEARCH CENTERS/INSTITUTES

Section 61. ***Establishment, Operations and Sustainability of the Research Centers/Institutes of the University.*** – The University shall establish, operate, enhance, maintain and sustain the following institutes: Institute for Research in Innovative Instructional Delivery (IRIID), Research Institute for Ageing and Health (RIAH), Research Institute for Computational Mathematics and Physics (RICMP), Research Institute of Tropical Biology and Pharmacological Biotechnology (RITBPB), Research Institute for Public Governance and Safety (RIPGS), Center for Education Policy and Curriculum Development Hub (EPCDH), Institute for Science and Technology (IS&T), Institute for Energy Research and Development (IERD), Food and Fishery Innovation Institute (FFII), Institute for Disaster Risk Reduction and Environmental Management (CDRREM), Agricultural Technology Development Institute (ATDI), Information and Communications Technology Center (ICTC), Bamboo Research Training and Development Institute (BRTDI), Ceramics Industry and Handicrafts Institute (CIHI), Artistic and Creative Works Institute (ACWI), Sentro ng Wika, Kultura at Pagsasalin (SWKP), and Water and Coastal Resources Management Institute (WCRMI) of Central Visayas.







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**Section 62. *Management, Duties, Functions, Mandates and Funding Requirements of the Research Centers/Institutes.*** – The Research Centers/Institutes shall be under the direct supervision of the Vice President for Research, Publications, Innovation, Commercialization and Extension through the Director for Research and Development and Publications. Each research center/institute shall be managed by a Director with entitlements provided to similar administrative positions in the University duly prescribed under existing laws, rules and regulations. Each Director shall be assisted by researchers duly designated from among the faculty members of the University and technical and administrative staff duly hired and/or designated from among the employees of the University, subject to applicable laws, rules and regulations.

Further, the Board of Regents, upon the recommendation by the University President, shall determine the duties, functions and mandates of each institute or center as provided for under this IRR or as may be established by the Board of Regents or subsequent laws. Furthermore, the funding requirements of the research centers/institutes shall be charged against the research and development funds, income, grants and financial assistance from both the government and private sectors, and/or such appropriate fund/s of the University, subject to usual accounting and auditing rules and regulations.

### Rule XIII

#### THE ADMINISTRATIVE AND ACADEMIC COUNCILS

**Section 63. *The Administrative Council.*** – There shall be an administrative council of the University consisting of the President of the University, as Chairman; the vice-presidents, deans, directors, and other officials of equal rank, as members, whose duty shall be to implement policies governing the administration, management and development planning of the University, subject to the approval of the Board.

The University President, as Chairperson, shall constitute the Administrative Council.

**Section 64. *The Academic Council.*** – There shall be an academic council with the President of the University as Chairman and all the members of the instructional staff with the rank of not lower than assistant professors as members.

The academic council shall have the power to prescribe the curricula and rules of discipline of the University, subject to the approval of the Board. It shall fix the requirements for the admission to the University as well as for graduation and the conferring of degrees, subject to the review of the Board. The council shall likewise have the power to recommend students to be recipients of degrees. Through the president of the University or his 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.

The University President, as Chairperson, shall constitute the Academic Council.

### Rule XIV

#### FACULTY, ADMINISTRATIVE STAFF AND STUDENTS WELFARE PROGRAM



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**Section 65. 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 66. 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 67. Affirmative Actions for Administrative Staff, Faculty Members and Students.** – The University shall provide the following affirmative actions:

- 67.1. For the faculty and administrative staff members – Subject to applicable laws, rules and regulations and availability of funds, 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 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.
- 67.2. For the students – Subject to applicable laws, rules and regulations and availability of funds, the University shall provide, among others, 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.







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*Provided*, That the cash incentives may be indexed to inflation subject to applicable regulations approved by the CNU Board of Regents, upon the recommendation by the University President.

### Rule XV THE TREASURER OF THE UNIVERSITY AND JURISDICTION OF THE COMMISSION ON AUDIT

Section 68. ***Ex-Officio Treasurer of the University.*** – The Treasurer of the Philippines shall be the *ex officio* treasurer of the University.

Section 69. ***Jurisdiction of the Commission on Audit.*** – All accounts and expenses of the University shall be audited by the auditor of the Commission on Audit.

### Rule XVI REPORTORIAL REQUIREMENTS

Section 70. ***Annual Report.*** – On or before the fifteenth (15th) day of the second month after the opening of the regular classes each year, the Board, through the University President, 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.

Section 71. ***University President's Reports.*** – The University President shall submit a quarterly report to the CNU Board of Regents as part of the agenda in any meeting or session of the Board. The said report shall contain among, others, the accomplishments, issuances, progress, needs and issues on administration which shall cover, human resources, finance, external affairs, student welfare and development, infrastructure projects, and others as well the fourfold functions of the University namely, instruction, research, extension, and production services. The University President shall also include in its report status and issues relative to the contracts or agreements and legal instruments entered into by the University.

In addition, the University President shall deliver an Annual True State of the University Address (ATSUA) on or before the 20<sup>th</sup> day of January and every year thereafter or such date as the University President may determine duly approved by the CNU Board of Regents. The ATSUA shall be attended by the Regents, University officials, representatives from the faculty, alumni and students sectors, stakeholders, and partners, both local and abroad. All expenses necessary shall be included in the PPMP and APP and these shall be charged against the income and/or appropriate fund/s of the University, subject to usual accounting and auditing laws, rules and regulations.

### Rule XVII ASSETS, PROPERTIES, LIABILITIES AND OBLIGATIONS

Section 72. ***Assets, Properties, Liabilities and Obligations.*** – All assets, fixed and movable, personnel and records of the Cebu State College as well as liabilities or obligations, are hereby transferred to the Cebu Normal University: *Provided*, That the positions, rights and security of tenure of personnel therein employed under existing laws prior to the absorption by the University are not impaired: *Provided, further*, That the incumbents of the positions shall remain in the same status until otherwise provided for by the Board. All parcels of land belonging to the government occupied by the Cebu







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State College are hereby declared the property of the Cebu Normal University and shall be titled under that name.

Section 73. **Reversion of the Parcels of Land.** – Should the University cease to exist or be abolished or such parcels of land aforementioned be no longer needed by the University, the same shall revert to the City of Cebu.

### Rule XVIII

#### LOAN AND TRANSFER OF APPARATUS, EQUIPMENT OR SUPPLIES, AND DETAIL OF EMPLOYEES

Section 74. **Authority to Loan and Transfer of Apparatus, Equipment or supplies, and Detail of Employees.** – The heads of bureaus and offices of the national government are hereby authorized to loan or transfer, upon request of the President of the University, such apparatus, equipment or supplies as may be needed by the University and to detail employees for duty therein when, in the judgment of the bureau or office, such apparatus, equipment, supplies or services of such employees can be spared without serious detriment to the public service, subject to applicable laws, rules and regulations. The employees so detailed shall perform such duties as required of them by the President of the University, and the time so employed shall be counted as part of their regular services.

### Rule XIX

#### SUPPLEMENTARY APPLICATION OF RELEVANT LAWS, RULES AND REGULATIONS

Section 75. **Supplementary Application of Republic Act No. 8292 and Its Implementing Rules and Regulations.** – The provisions of Republic Act No. 8292, otherwise known as the "Higher Education Modernization Act of 1997," and its IRR shall form as an integral part of this 2024 IRR and together shall serve as the governing charter of the University.

Section 76. **Supplementary Application of Relevant Laws, Rules and Regulations.** – In addition, all laws, rules and regulations promulgated by competent authorities such as, but not limited to, the President of the Republic of the Philippines, Congress of the Philippines, Commission on Higher Education (CHED), Department of Budget and Management (DBM), Civil Service Commission (CSC), Commission on Audit (COA) and jurisprudence laid down by the Supreme Court of the Philippines, in so far as expressly determined and duly adopted by the CNU Board of Regents, shall serve as the governing guidelines of this IRR.

### Rule XX

#### MISCELLANEOUS PROVISIONS

Section 77. **Formulation, Review, and Continual Enhancements of the Revised University Code, Manual of Operations and/or Services Manuals of Various Colleges, Campuses, Offices, Departments, Institutes, Sections and Programs, Internal Rules of Procedures, Organizational Structure, Vision, Mission, Goals and Objectives.** – Within fifteen (15) days from the effectivity of this IRR, the University President shall constitute appropriate committees/teams to formulate/prepare the drafts/revised University Code, Manual of Operations and/or Services Manuals, Organizational Structure, Vision, Mission, Goals and Objectives of various Colleges,







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Campuses, Offices, Departments, Institutes, Sections and Programs, the Internal Rules of Procedures of the Board, Administrative Council and Administrative Council and the Bids and Awards Committee (BAC) and the same be submitted to the appropriate Councils for review and 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 Revised University Code, Manual of Operations and/or Services Manuals, Organizational Structure, IRPs, 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 78. *Formulation, Review and Enhancements of the 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 one hundred twenty (120) 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 University and such requirements prescribed under existing laws, rules and regulations and the same shall be submitted to the CNU Board of Regents for final review and action. Simultaneously, the Vice Presidents, Campus Directors, Deans, Directors and Heads shall prepare their respective annual strategic plans 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 79. *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 80. *Conduct and Budgetary Requirements of the Mid- and End-Year Performance Review and Periodic Development and Investment Planning, Land***



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**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, 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 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, rules and regulations.

### Rule XXI THE BUDGET AND FUND SOURCES

Section 81. **Annual Budget.** – The amount necessary for the implementation of the Act (R.A. No. 8688) and this IRR shall be charged against the current year's appropriations of the Cebu State College, except the sum needed to continue the operations of the existing high school. Thereafter, such sums as may be necessary for the continued operation and maintenance of the Cebu Normal University shall be included in the annual General Appropriations Act.

### Rule XXII AMENDMENT, REVISION, SEPARABILITY, REPEALING AND EFFECTIVITY CLAUSES

Section 82. **Amendment, Modification or Revision.** – Any part/s of this IRR may be amended, modified or revised by the CNU Board of Regents, upon recommendation by the University President and the appropriate council/s or committee/s of the University: *provided,* that this shall not preclude the CNU Board of Regents from introducing or promulgating amendment/s or modification/s to any part/s hereof as it may deemed necessary and in accordance with applicable laws, rules and regulations.

Section 83. **Separability Clause.** – If, for any reason, any part or provision of the Act (R.A. No. 8688) and this IRR is declared invalid or unconstitutional, the remaining parts or provisions not affected thereby shall remain in full force and effect.

Section 84. **Repealing Clause.** – All provisions of law, Board Resolutions, and issuances inconsistent with the provisions of this IRR and R.A. No. 8688 are hereby repealed, amended, or modified accordingly.

Section 85. **Effectivity.** – This 2024 Implementing Rules and Regulations shall take effect fifteen (15) days following its publication in the Official Gazette or in a newspaper of general circulation and the Office of the National Administrative Register (ONAR) of the University of the Philippines, whichever comes first.



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**Adopted/Approved** this 15<sup>th</sup> day of October 2024 pursuant to Board Resolution No. 306, s. 2024.

### APPROVED:

  
**SHIRLEY C. AGRUPIS, PhD**  
CHED Commissioner  
**Chairperson-Designate**

**ALAN PETER S. CAYETANO**  
Chair, Committee on Education  
Senate of the Philippines  
**Member**  
Represented by:

**MS. SHEELA MARIE B. MANAOG**

  
**CATALINA M. CANASA**  
President  
Federation of CNU Faculty Associations  
**Member**

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

  
**CARTESA M. PERICO, CESO VI**  
President  
CNU Federation of Alumni Associations  
**Member**

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

**MARK O. GO**  
Chair, Committee on Higher & Tech. Education,  
House of Representatives  
**Member**  
Represented by:

**CONG. PABLO JOHN F. GARCIA**

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

**(Vacant)**  
Private Sector Representative  
**Member**

  
**ELLA NICOLE S. MATA**  
President  
CNU Federation of Student Governments  
**Member**

I hereby certify to the correctness of the foregoing Resolution No. 306, s. 2024 as duly adopted by a majority/unanimous affirmative vote by the CNU Board of Regents, during the 112<sup>th</sup> Regular Board Meeting held on 15 October 2024 at Tandang Sora Hall, Cebu Normal University-Main Campus, Cebu City, and after having been duly discussed during its 110<sup>th</sup> Regular Board Meeting held on 14 June 2024 at Tandang Sora Hall, Cebu Normal University-Main Campus, Cebu City, as indicated above.

Certified Correct:

  
**Atty. CHRISTIANA JUDE D. BIEN, JD**  
Board/University Secretary V

