

CHAPTER 1 GENERAL PROVISIONS

Article 1: Title

This document shall be called the Clark College of Science and Technology (CCST) Policy Manual.

Article 2: Purpose of the Institution.

Clark College of Science and Technology (CCST) allows you to build a strong, solid career through a world-class computer education, Technology-based education, Higher-Degree education and Health Education, leading to sustainable quality assurance and global competitiveness of the graduates and responsive to the manpower, technological, research and development needs of the country. Its programs are recognized by the Commission on Higher Education (CHED), and Technical Education and Skills Development Authority (TESDA).

Clark College is committed to produce professionals, technical leaders, and entrepreneurs who have high regards for self-respect, service to fellowmen, love of country, preservation and conservation of environment for the glorification of their Creator.

Article 3: Core Values.

To realize the mission and vision of the CCST, the administrative staff, faculty members, support personnel, students and stakeholders resolve to live by the following core values;

The Institution fosters the values of:

Willingness [to]
Excel [lence]
 [Through]
Sincerity,
Honesty and Hardwork,
Openness,
Unity,
Love,
Dedication,

Discipline, and
Openness

Curricular programs of study

- That respond to the different levels of educational development and career needs of the students, personnel, faculty members, the administrators, and the community;
- Offering for each level, the opportunities to:
 1. Acquire a general knowledge of:
 - a. Social institutions
 - a.1 To understand the impact that these institutions have on individuals and people.
 - a.2 To analyze one's own and other people's functions and responsibilities within these institutions.
 - b. Science and Technology
 - b.1 That identifies the activities, products, and resources which constitute the scientific and technological aspects of the local culture;
 - b.2 That facilitates understanding of the impact that scientific and technological advancements bring to people and society;
 - b.3 That analyzes the ethical use of technological products in a given culture and the personal use of such products.
 - c. The Arts
 - c.1 That demonstrates the different activities and outcomes which truly constitute the artistic aspects of a culture;
 - c.2 That shows the impact of arts in their various forms on individuals, their uses within a culture and that of people.
 2. Develop the skills for:
 - a. Communication
 - a.1 Which develops the abilities to deliver and receive information related to activities and institutions;
 - a.2 Which constitutes the social, scientific, technological, and aesthetic aspects of culture;

- b. Problem Solving
 - b.1 Which develops the ability to identify problems consequent to life and living;
 - b.2 To choose approaches for solving problems encountered, general solutions, collect information, process with logical consistency.
 - c. Clarify Values
 - c.1 Identifying one's own
 - c.2 Social
 - c.3 Business
 - c.4 Scientific, technological, and other values.
 - c.5 Understanding how values are clarified.
 - c.6 Analyzing the implications of decisions made on the basis of these values.
- 3. Develop professional competency and affectivity in the different aspects of the student's career and education.

Service Area of Clark College of Science and Technology

As envisioned by its founders, Clark College serves the youth of Pampanga and nearby provinces. It is located at a very strategic place and accessible to the students coming from the towns of Mabalacat, Bamban, Capas, Magalang, and Angeles City.

Vision-Mission, Goals and Objective

A. RATIONALE

Human Resource Development is the key to the achievement of the twin goals of pursuing global competitiveness and poverty reduction today, a well- trained and highly skilled human resource or people, is a source of competitive advantage in an increasingly globalizing society Quality human resources of people are not to be left out since they make economic growth happen. They benefit from growth through increased income, and consequently reducing poverty.

To produce highly qualified and skilled work force, an academic and skills program should be made relevant, accessible, high quality and efficient. This means that all stakeholders should participate in a human resource development process for this purpose, **Clark College of Science and Technology** has been established to provide the necessary skills and training needed to improve the quality of education being rendered in the province.

One of the main thrusts of **Clark College** is to provide affordable fees and Scholarships to students looking for genuine quality education and training. **Clark College** endeavors to maintain the quality and even improve the educational system and information technology they have to the highest possible terms to come up with the needs of times.

The strength of **Clark College** services is founded on:

- A core of expert and staff with a broad range and varied practical experience in information technology, and training design and institutional development:
- A flexible method of delivering required training service in close consultation with counterparts for proper technology transfer:
- Flexible in adapting to development conditions while maintaining consistency in quality of output and services: and
- A oneness in its Mission to provide Quality Education First "Service Before Profit"

PHILOSOPHY

The paramount role of Clark College of Science and Technology is to empower our studentry, through education and training, with a solid foundation of knowledge, skills and moral values necessary in the attainment of their potential, enabling them to be competitive citizens of our country.

MISSION

To develop and serve high quality technical, health & higher education programs that would ensure employability and productivity of young men and women through proper values and principles as a means to achieve success with excellence for a better quality of life.

VISION

A center of excellence in academic, health & higher education in Pampanga pursuing dynamic program offering paralleled to global standard to uplift the socio-economic growth of the Province.

GOALS AND OBJECTIVES

- Advancing student's knowledge and competence in Science & Technology and other technical and educational programs; advancing the quality of life of the student;
- Promoting effective and productive group activities and cooperation among students;
- Assuring harmonious relationship among the administration, staff, and teaching personnel;
- Providing high quality education and service to its student and clientele;
- Training young men and women to become productive in their respective communities through proper values and principles;
- Producing productive and pro-active Filipinos for the new Philippines

Organizational Structure

The governance of the institution is vested in the Board of Trustees. The President of the institution is the chief director of academic affairs and director of administrative Affairs, the structure of the organizational presented in the organizational chart.

The Board of Trustees.

Clark College of Science and Technology shall be vested in the Board of Trustees.

The Corporate Secretary of the Institution. The Board shall appoint a secretary who shall serve as such for both the Board and Institution and shall keep all records and proceedings of the Board. The Secretary shall communicate to each member of the Board notice of meetings.

Meeting. The Board of Trustees shall regularly convene at least once a year. The Chair of the Board of Trustees may call a special meeting whenever necessary, provided, that members are notified in writing, at least one week (7 working days) prior to the said meeting.

Committees. The Board of Trustees may create committees, standing or special, as it may deem necessary for the proper performance of its functions. The President of the Institution shall be ex-officio member of all committees of the Board.

CHAPTER 2 ACADEMIC PERSONNEL

Article 1: Academic Personnel

An academic personnel may be teaching or non-teaching- "Academic personnel "includes all school personnel who are formally engaged in actual teaching as well as those who possess certain prescribed academic function directly supportive of teaching, such as registrar, librarians, guidance counselor, and other employed persons. They include school officials responsible for academic matters, (manual of regulating for private school 1998, reaction 4(4) (C)).

Academic Personnel

a. Teaching

School personnel who are formally engaged in actual teaching service or in research assignments, either on full-time or part-time.

b. An Academic non-teaching personnel

Refers to the personnel that possess certain prescribed academic functions directly supportive of teaching such as:

- Registrar
- Librarians (licensed)
- Guidance Counselors
- Other Similar Persons
- Industrial and job placement coordinators

- Officials responsible for technical education and skills development matters (MRPS, Section 4 (m) No. 4; and TVET, Section 4 (18), par. (c) (iii)

Section 1. Classification of the teaching personnel

1.1 Full time

Full time teaching personnel are those who meet the institution's requirements;

The legal requirements for acquisition of Full-Time status as follows

- 1.1.1 The teacher is a full-time teacher
- 1.1.2 The teacher must render three (3) years or six (6) consecutive semesters in service.
- 1.1.3 Such service must have been satisfactory in their performance.
- 1.1.4 Based on the 3 evaluations which are a) students evaluation b) peer evaluation and c) department head evaluation.
- 1.1.5 Who possesses at least the minimum academic qualifications prescribed by Commission on Higher Education for Tertiary Education and the Technical Education and Skills Development Authority for Technical and Vocational Education under their respective manual governing said personnel;
- 1.1.6 Who are paid monthly or hourly, based on the regular teaching loads as provided in the policies, rules and regulations of the institution.
- 1.1.7 Whose regular working day of not more than eight (8) hours is devoted to the school; and who are not teaching full-time in any other education institution. (DOLC-DECS-CHED-TESDA order no. 7 s.1996)

1.2 Full-time Part-time

All faculty members who do not meet the qualifications are considered part-time, and shall not acquire permanent status and shall not be able to avail the benefits of a permanent status.

Teachers who are given regular teaching load but do not meet the qualifications though with minimum academic requirements of CHED / TESDA can have the full part time loads.

1.3 Part-time Instructors

Faculty member whose teaching loads are below the regular teaching loads.

1.4 Probation

Teachers on probation are those who undergo the probationary period of not more than one semester and those who have not met the minimum qualification for full time status.

1.5 Full Time Regular

Regular teachers refer to Full-time (in all levels) who have completed the required probationary period in accordance with the hiring procedure of the institution.

The legal requisites for acquisition of status are as follows:

- 1.5.1. The teacher is a full-time teacher
- 1.5.2. The teacher must render three (3) years or six (6) consecutive semesters in service.
- 1.5.3. Such service must have been highly satisfactory in their performance.
- 1.5.4. Based on the 3 evaluations which are a) students evaluation b) peer evaluation and c) department head evaluation.
- 1.5.5. Who possesses at least the minimum academic qualifications prescribed by Commission on Higher Education for Tertiary Education and the Technical Education and Skills Development Authority for Technical and Vocational Education under their respective manual governing said personnel;
- 1.5.6. No other remunerative occupation elsewhere requiring regular hours of work that will conflict with the working hours in the school; and
- 1.5.7. He may take part time loads in other educational institutions provided he secures permission from the school head, unless stipulated on the contract.
- 1.5.8. He may not take full time loads in other educational institutions.

1.6 Regular

Section 1. The Institution guarantees the security of tenure of its faculty members. Subject in all instances to compliance with the CHED/TESDA and all school requirements, tenure is attained in five (5) years of efficient service based on the regular evaluation and after a final evaluation by a committee composed of the President, School Administrator, HRD and Deans/Coordinators.

- 1.1. Teacher's tenure may be adversely affected if he fails to satisfy any of the following criteria and conditions specified in the contract.
- 1.2. Support the vision-mission and objectives of the institution as Non-Sectarian Institution.
- 1.3. Finish the educational qualification required by the Institution at least professional license, and master's degree within 3 consecutive years of service (CHED) and requirements by TESDA (TESDA).
- 1.4. For five consecutive academic years, a teacher must have a satisfactory grade from all of the evaluation.
- 1.5. Lawful obedience to the rules and policies of the Institution, and participation in all school activities as may be required by reason of his employment.
- 1.6. showing respect and cooperation to the administrator, to his/her immediate superior and to his/her peers to the best of his/her ability.

Section 2. A teacher forfeits his regular status any time during the academic year if:

- 2.1. he has caused public scandal or has committed a crime of misdemeanor and he/she is liable to government prosecution;
- 2.2. he has been found gravely disloyal to the institution, the faculty, staff and the administration.
- 2.3. either of the above mentioned in 3.2.a and 3.2.b may be considered grounds for termination of employment.

Section 3. Retirement

Regular faculty member shall be retired upon reaching the age of sixty (60) years and have served the institution for at least five (5) years.

The retirement pay shall be equivalent to one-half (1/2) month salary for every year of service.

Article 2: Promotions to Higher Positions

Section 2.1 Tenure and academic qualifications are not enough for promotions of faculty and staff to higher positions. The faculty or staff must exhibit sufficient degree of effectiveness, initiative in work and knows his/her responsibility.

Section 2.2 Faculty members will be promoted to the vacant position provided that the qualifications are substantially met and highly recommended by the committee composed of the VPAA, HR, Deans/Coordinators through his/her merits.

Appendix Institution Faculty Evaluation Form by the Dean
Appendix Institution Faculty Evaluation form by the Students

Section 2.3 The committee's evaluations and recommendations will be submitted to the President for the final action.

Article 3: Transfer

Section 1 By the Institution

The Institution, in the exercise of its management prerogative, may transfer a faculty member to another department/office, without diminution in rank and in pay.

Section 2 Voluntary

2.1. From teaching to an Academic Non- Teaching Position

A regular faculty member of the institution who wishes to be transferred to an academic non-teaching position (should there be any open position), shall be recommended by the heads concerned and the approval of the School Administrator and the President.

2.2. From Teaching to a Non-Academic Position

A regular faculty member who wishes to be transferred to a non-academic position shall have to resign from his/her current teaching post and apply for the position.

The Institution however, may also exercise its discretion of retaining the faculty status and/or security of tenure of the teacher concerned.

2.3. From Non-teaching to Teaching

A regular non-teaching personnel who wishes to teach or be transferred to teaching shall have to apply for the teaching post. If approved, the employees shall be given a faculty rank commensurate to his/her academic qualifications. In case of a transfer, the length of service previously rendered shall be credited to the employee.

Article 4: Teaching Contract.

A teaching contract is bilateral, voluntarily entered into by the instructor and CCST.

Section 1. Instructors shall serve for the duration stated in the contract. For temporary or contractual instructors, at the end of the semester, the school shall offer the faculty member to renew his teaching contract, unless the school chooses by virtue of the terms of the contract not to renew the same. Should the instructor decide to accept the offer, he must sign and submit the sheet not later than one (1) month before the end of the semester; otherwise he is deemed to have rejected the offer.

Section 2. Unless the contract expires, no instructor shall leave the service without the consent of the School Administrator.

Section 3. No instructor may be suspended or terminated from service during the duration of the contract or appointment except for valid cause and after due process.

Article 5: Orientation

All faculty members shall undergo an orientation program to be administered by the School Administrator and HRD.

Article 6: Resignation

Resignation is the termination of service by voluntary action of the employee. The employee should give notice in writing to the School Administrator through his immediate superior thirty (30) days before the date he intends to leave the service of the Institution. The School Administrator approves the resignation upon the recommendation of his immediate superior. Clearances on financial, property and record accountabilities must be secured before leaving the institution, using the Clearance Form.

No resignation shall take effect until the services of a successor or substitute shall have been secured.

**CHAPTER 3
ACADEMIC LOAD****Article 1: Maximum Academic Load.**

This shall be prescribed by the Deans/Department Heads concerned in accordance with the curricular programs. A teacher may be permitted to carry a heavier load up to twenty four (24) units, subject to the approval of a written request addressed to the Deans/Department Heads. Faculty members may be given available overloads based on their qualifications, seniority and their own availability.

Article 2: Summer Load for Summer Term.

During summer term the normal load shall be nine (9) units. But in justifiable cases, the Dean/Department Head may allow a higher load of not exceeding twelve (12) units.

Article 3: Teaching Load

- Section 1: For Full Time Faculty, the regular load should be 24 units per week
- Section 2: For Part Time Faculty, below the regular teaching load.
- Section 3: The maximum credit load for the committee and administrative work for members of the faculty other than the Dean/ Department Head shall be from 3 to 5 hours per week, provided that the nature of the work requires continued attention and regular performance.

CHAPTER 4

PROCESS FOR RECRUITMENT

Article 1: The Human Resource Development (HRD) is in charged in hiring a new employee. The HRD office will select and process the papers of the applicants and submit to the Dean / Department Head.

Section 1. Process in Hiring

- 1.a** Submit complete credentials. (Letter of Application, Resume, Transcript of Records, Diploma, PRC license, SSS No., Philhealth No., TIN, NBI Clearance, Police Clearance, Certificates of employment, trainings etc.)
- 1.b** The HR will conduct a psychological examination.
- 1.c** The HR conducts initial interview for the selected applicants.
- 1.d** The selected applicant will undergo teaching demonstration.
- 1.e** The teacher-applicant who qualifies the demonstration will have an interview with the Dean/ Department Head.
- 1.f** The HRD conducts a background check to the applicant for a verification purpose.
- 1.g** The applicant must undergo a medical examination from an accredited hospital and submit the medical certificate to HR.
- 1.h** If he/she passed the interview and the background check, the Deans/Department Head will recommend the applicant to the School Administrator and President.
- 1.i** The VPAA conducts the final interview and finalizes the recommendation.
- 1.j** The President signs the appointment of the newly hired academic personnel.

The new employees will undergo orientation to be conducted by the HRD department.

CHAPTER 5

PROFESSIONAL RESPONSIBILITIES

Article 1: Faculty to Faculty

Section 1. Work harmoniously with one another, and help one another when the need arises.

Section 2. Speak nicely and politely to his/her fellow faculty members at all times. Protect faculty member's right and dignity at all times.

Section 3. Confidentiality must be practiced.

Section 4. Help one another to support the school activities.

Section 5. Extend a helping hand to those who are new in the service.

Article 2: Faculty to Administration

Section 1. Clark College of Science and Technology believes that the faculty members are its greatest assets. The faculty members are treated with the dignity of a human being, encouraged in their progress, helped in their professional development and growth, justly rewarded, fully informed and properly assigned to become productive and find meaning in their lives, and to preserve their worth and dignity.

Section 2. The administration takes upon itself as a moral obligation to the professional development of the faculty.

Section 3. The administration strongly supports an open-door policy whereby faculty members freely communicate and participate with the Administration in the formation of policies and programs designated to enhance the institution's position as a higher institution of learning. The institution

encourages faculty's participation so that every member can contribute his share in the attainment of the school's common objectives.

Section 4. In the spirit of cooperation; faculty members speak well of the Administration, support and defend its expressed policies. The Administration acts in the same way towards faculty members. In this spirit, a loyalty, which is two-sided, is developed from Administration to faculty and from Faculty to Administration.

Article 3: Faculty to Students

Section 1. The primary concern of a faculty member is the welfare and education of his students.

Section 2. To facilitate the learning activity, the faculty member creates an educational environment conducive for learning, where inspiration/motivation develops rather than authority. In such an environment of trust and confidence, an authentic dialogue between faculty member and the student is affected, and the establishment of the cordial relationship nurtures the students' respect for interest and confidence in the faculty member.

Section 3. Students respond better to good humor than to aggressive opposition, and appreciate a patient, sympathetic and understanding teachers of their problems, difficulties and shortcomings. To use the stimulating teacher-student dialogue, the faculty member integrates the following to develop a good rapport.

- 3.1** The support of the naturally-gifted student leaders can be of valuable help in getting students active cooperation when seasoned with consideration and courtesy, fairness and firmness in a permissive atmosphere of discipline.
- 3.2** The faculty members should never display sporadic moodiness, for this creates unwholesome class reaction.
- 3.3** The faculty members should offer constructive criticism when necessary, and refrains from embarrassing his/her students.
- 3.4** Faculty members are prepared to accept failures, betrayals, resentments, ingratitude and other unhappy experiences that accompany the teaching profession.

CHAPTER 6 INSTRUCTIONAL POLICIES

The institutional rules and regulations are made to protect the common interest. Everyone is expected to abide and observe them.

Article 1: The Class Period

Section 1. A class period consists of one-hour lecture, or two or more hours of laboratory or shop work, unless otherwise prescribed by the CHED or TESDA. Should a period last more than one hour, the student may be given a break of five (5) to ten (10) minutes. After the performance of an experiment, written assignment, quizzes or shop work, class instruction is resumed for the rest of the period.

Section 2. The faculty member is expected to be in his classroom five (5) minutes after the time of his/her class schedule. Having all educational aids at hand, he begins his class work promptly and teaches for the full duration of the class hour. Proper and full use of the class period for academic instruction is a proof of effective teaching. Visits to any offices and other activities are to be made only after class hours.

Section 3. No class will be dismissed earlier than the scheduled class hour.

Section 4. No sit-ins allowed during class hours.

Section 5. The entertainment of visitors and conferences with co-instructors inside or outside his classroom should not be done during class period.

Section 6. The faculty room is exclusive for faculty use only.

Article 2: Classroom Teaching Management

Section 1. Creative styles of teaching must be applied. Faculty members should use methods that obtain lasting educational results and values by creating the best interaction, participation and class atmosphere.

Section 2. Personal and Professional growth is a life-long process. Faculty members should expose themselves on recent professional books, journals and periodicals. After attending School-sponsored seminars, conferences, workshops and trainings, all participants should submit all materials and photocopies of certificate to HRD. The participants are required to give an echo seminar.

Section 3. To assist average and below average students, faculty members can give consultation time with the faculty members.

Average and below average students can have consultation time with the faculty members to be assisted.

Section 4. Field trips and seminars approved by the administration may be conducted during regular school days because they are part of the school curriculum.

Section 5. Faculty members should erase board after each class. They must maintain the cleanliness of the classroom after each class.

Article 3: Assignments

Section 1. The requirements of a course should include some take home assignments. Faculty members should make students work hard by giving assignments, but moderate and aware to students load.

Section 2. Faculty members should know the available materials and references in the library in order to have a reference for the given task or assignment. Project or assignments that involve expenses on the part of the students should be referred to the Dean or Department Head, keeping in mind the socio-economic status of students.

Section 3. Term paper and assignments should stress quality rather than quantity.

Section 4. Higher year levels should be given opportunities for independent work and research. They should be motivated to master their chosen field.

Article 4: Examination

Section 1. Exemption – No students may be granted an exemption, from any examination unless approved by the faculty and Dean / Department Head concerned. Oral examination is not allowed as general rule, unless approved by the Dean/Department Head concerned.

Section 2. Examination Permit – no student shall be allowed to take a major exam (Long Test, Prelim, Midterm, Pre-finals and Final Exam) without a duly authenticated permit. Assigned proctor should sign the test permit.

Section 3. Schedule of Examinations - Faculty members should adhere to the yearly academic calendar prepared by the committee. Any change in the schedule should approve the Dean/Department Head.

Section 4. Special Examination – Special examinations should be granted only for circumstances beyond control. The student who will be given special exam should have a valid reason and approved by the Dean/ Department Head with special permit duly signed by the Registrar, Subject Teacher and Cashier. It is administered at the given schedule by the Dean/Department Head which is to be given within 6 days after the regular exam schedule.

Section 5. Submission of Test Papers – Submission of test papers to the Dean/Department Heads one week before the major exams for checking. Upon approval of the Dean/Department head, through them they will pass to the custodian for re-producing of the test papers. Test papers should be kept at the Dean/Department Head offices for confidentiality and validity of the exam.

Section 6. Correction of test papers – every faculty member must personally check or correct the test papers and record the test results in his record book. The instructor should avoid assigning a student to correct the test papers for confidentiality of grades and scores of the students.

Section 7. Supervision During test – To avoid dishonesty and unfairness from the students, they are not allowed to administer the exam. Only assigned faculty is allowed to administer and supervise the

exam. The faculty member assigned to administer the exam is not allowed to request a substitute unless approved by the Dean/Department Head.

Section 8. Submission of Grades – Record of grades, corrected grades shall be submitted at the given deadlines which is two weeks after the exam to the Dean/Department Head. Those records will be submitted for checking to the registrar. After the verification and checking the registrar will be in-charge in realizing the grades

- 8.1. The instructor should fill up 3 grading sheets, 1copy for the instructor, and two copies for the registrar for filing and reference.
- 8.2. A student who officially drops a subject for valid reason is marked "DROPPED" on the grading sheet. Student who drops a subject without valid reason is marked "Failed due to absences" after the Midterm.
- 8.3. A student who failed to take the final exam and did not meet the requirements of the course shall be given an "Incomplete" grade with reason for the incomplete mark, in which case, the student is given on (1)year to complete the same. Otherwise he shall be given a failing grade of 5.00.

Article 5: Grading System

The teacher informs the students about the grading system and the requirements of the course. The student's are informed of their grades after the major exams. Grades submitted to the Dean and final to the Registrar Office.

Computation of Grade

Preliminary Grades:

$$\frac{Class\ Standing\ x2 + Preliminary\ Exam\ Rating}{3}$$

Mid-Term Grades:

$$\frac{\left[\frac{Class\ Standing\ x2 + Mid - Term\ Exam\ Rating}{3} \right] + Preliminary\ Grade}{2}$$

Final Grades:

$$\frac{\left[\frac{Final\ Exam\ Rating\ x2 + Class\ Standing}{3} \right] + Mid-Term\ Grade}{2}$$

Class Standing (CS) includes attendance, recitation/class participation, quizzes, exercises/seat works, assessments, term paper and projects.

Grading system: should be observed for strict compliance of the Grading System.

The numerical system for grading is as follows:

98-100	1.00	Excellent	83-85	2.25	Good
95-97	1.25	Very Superior	80-82	2.50	Satisfactory
92-94	1.50	Superior	77-79	2.75	Fair
89- 91	1.75	Very Good	75-76	3.00	Passed
86-88	2.00	Very Satisfactory	73-74	4.00	Conditional
			72- below	5.00	Failed

The following remarks have no Credit.

Failed due to absences	FA
Dropped	DRP
Incomplete	INC
Unofficial Dropped	UD

The department of HRM/HRS and HCS has a different grading system for Laboratory & RLE.

Article 6: Attendance

Section 1. Every personnel shall, before entering and before leaving the office or classroom in the morning, afternoon and/ or evening, personally log-in his timecard in the bonding clock which indicates the correct time that he enters the office or classroom. Personal discipline is required in this matter. Failure to log-in and log-out means that the employee is absent.

Section 2. The logbook and the DTR (Daily Time Record) are the basis for computing the corresponding salary of an employee for given period.

Section 3. School personnel shall also be assigned to check the attendance of instructors in their respective classes every hour. An instructor who is not in his classroom after fifteen (15) minutes from the start of the class may be marked absent.

Section 4. Failure to punch in and out of the DTR is not a valid reason to be excused from disciplinary sanction.

Article 7: Uniform

Section 1. The wearing of the prescribed uniform is compulsory for all employees during school days except on Saturdays, Wash Day and during summer.

Section 2. No employees shall be allowed to enter the office or classroom wearing sleeveless shirt or short pants, tattered jeans, micro mini skirts and slippers during school days. However, ordinary attires are allowed during summer or semester breaks.

Article 8: Tardiness

Section 1. Tardiness is committed when the employee reports for work but does not arrive at the officially designated time to work.

Section 2. Making up for tardiness (specified working hours of personnel concerned) by staying or working a few minutes or hours longer shall not be allowed.

Section 3. For every minute or hour that an employee is late, a corresponding deduction shall be made on his salary under the general principle of "No work, No pay". Besides, a full hour of pay for less than an hour of work is unfair to the students. An employee is given a 5-minute grace period, except for those who are in the administration.

Section 4. Three (3) consecutive tardiness; or five (5) cumulative tardiness or a total of 120 minutes late within a 13-day period will be considered an infraction and the employee will be given the necessary sanctions.

Article 9: Official Business and Official Time

Section 1. An employee shall be entitled to traveling allowance and reasonable expenses necessary in the performance of an official business. An employee who goes out of the school on official business with the approval of the Administrator shall secure his travel order form and must be returned to the Administration Office to be acknowledged by the other party after Official Business and secure a certificate of appearance.

Section 2. All allowances given to an employee who goes on official business shall be properly liquidated (receipts included) upon return to work from official business. The amount of allowance shall be stipulated in the travel form to be submitted to the Administrator for the approval of the Finance Officer which will depend on the destination of the official business.

Article 10: Teaching Hours

Section 1. All monthly salaried faculty members are bound by their contract to work with a minimum of eight (8) hours per day.

Section 2. All part time / full time faculty members are bound to work during their required teaching hours.

Section 3. All faculty members are required to render consultation hours for free for a minimum of six (6) hours a week and attend all school activities that would require their presence and cooperation.

Section 4. Faculty members are prohibited from transacting personal affairs or business during teaching hours except on emergency cases.

Section 5. In case of an emergency, a monthly salaried faculty member can leave the office and considered without deduction for the day provided he/she submits a letter with justifiable reason to the Administrator for approval. If needed, he/she may file for approval a leave of absence for the subsequent days that follow.

Article 11: Courtesy and Discipline

Section 1. Every faculty member should respect authority and obey courteously and promptly all those vested with authority. He must be aware at all times that the authority exercised by the school officials comes from the power and rights attached to the position they hold which is necessary for the wise and efficient management of the Institution. It should not be interpreted as dictatorship or autocracy or uncontrolled authority by a single person or group over others.

Section 2. Every faculty member shall observe professionalism in his work and conduct himself in such a manner worthy of respect.

Section 3. Every faculty member should keep the reputation of his respective office and uphold the confidentiality of School and office matters.

Section 4. Problems/works should be properly channeled through the concerned Superior (Dean/Department head or Administrator) within their jurisdiction. They should not be by-passed to avoid confusion, surprise or misunderstanding.

Section 5. Every faculty member, in order to become an effective and dynamic educational force, must establish a friendly and dignified relationship with fellow faculty members. High professional respect and congenial spirit displayed at all times create unity and teamwork. Cooperation, not competition should be the norm of employee relationship.

Section 6. A good faculty member should not discuss his problems whether personal or conflict with fellow faculty members or staff to any student.

Section 7. Every faculty member should speak well of his fellow employees and avoid criticizing them.

Section 8. Faculty members must refrain from the use of words that are offensive, vulgar and indecent in nature because such language is unethical and unprofessional.

Section 9. Every faculty member should avoid undue intimacy or close relation with his students.

Section 10. A married faculty member should not engage in any illicit affairs whether with co-employee, student or an outsider.

Section 11. A faculty member is not allowed to keep in his possession deadly weapons within the institution's premises.

Section 12. If a faculty member is involved in any criminal case not in connection with his work or office in the institution, the same will not affect his employment in the school, unless his performance of duty is affected by the court order or decision.

Section 13. The maintenance of discipline in the classroom is the instructor's sole responsibility. An act of misbehavior in the classroom maybe dealt with by the instructor himself, according to the dictates of prudence and as warranted by time, place and circumstance. Since the faculty member exercises in relation to the students' authority loco parentis, he may demand apologies, written promises or issue reprimands and warning but used with sound judgment. In extreme cases, he should bring every student to the OSA for conference, along with the incident report.

Section 14. Receiving Gifts

All faculty members share in the social obligation of promoting values and attitudes that prepare students to be responsible members of society. Therefore, faculty members should not accept or receive any fee, gift, or other valuable for personal use when they are given in the hope of receiving a favor or better treatment in return. Improper or unauthorized solicitation of contribution from any faculty members, students and/or school personnel is not allowed.

CHAPTER 7 PROPERTY ACCOUNTABILITY

Article 1: Every faculty member is responsible for all school properties entrusted to him by virtue of the functions of his office:

Section 1. Every faculty member entrusted with keys to classrooms, storage rooms, laboratory rooms, or office shall be held accountable for all losses and damages suffered by the school due to his neglect, in the use of the keys.

Section 2. Every faculty member shall be held liable and accountable for damages/losses to school properties due to his negligence.

Section 3. Every faculty member shall not be liable for losses due to force majeure.

Section 4. All office facilities and office supplies are to be used only in the office and are strictly for school business.

Section 5. It shall be unlawful for an employee to appropriate or convert school properties for his personal or for a third person's use or advantage.

Section 6. Movement of properties shall be covered by a Transfer/Locator Form duly approved by the Administrator, before a transfer can take effect. Likewise, all properties brought inside the school premises and being brought out for repairs, etc. should be covered by a Property Pass duly approved.

Section 7. Faculty members are obliged to report to the Administrator as soon as possible any occurrence of loss or damage to school properties, regardless of causes such as theft, natural calamity, and the like.

Section 8. In cases of request for office materials, a requisition slip should be filled up and submitted to the Administrator for approval.

CHAPTER 8 CLASSIFICATION OF OFFENSES

All companies including educational institutions have policies, rules and regulations which are laid down to ensure a smooth working condition and protect the welfare of all. The cooperation of every individual in the institution is a must.

Any employee who commits and violates or disobeyed the policies, rules and regulations of the institution in accordance with the law will be subjected to proper procedure for the disciplinary action that may be implemented by the institution.

Article 1: Major

A faculty member who commits the following offenses shall be meted out the penalty or sanctions depending on the gravity and nature of offense committed.

First Offense	-	Suspension for 5 Days
Second Offense	-	1 to 2 Weeks Suspension or Termination of contract, subject for dismissal.
Third Offense	-	Termination of contract

1. Abuse of position and authority.
2. Openly selling goods to any member of the institution during working hours.
3. Absenteeism
4. Disobedience / Insubordination
5. Plagiarism
6. Defamation
7. Negligence of responsibilities.
8. Timing in and out for another employee.
9. Receiving commissions in any institution's transactions.
10. Unauthorized collection of fees from the students.
11. Contracting loans from students/parents.
12. Use of corporal punishment
13. Abandonment of work.
14. Making malicious or false statement to any member of the institution and the institution itself.
15. Disloyalty
16. Unauthorized representation of the institution.
17. Influencing a co-faculty to change grade.

The following merits a penalty of 1 to 2 Weeks Suspension or Termination of contract, subject for dismissal.

18. Forgery or fraud.
19. Unauthorized use of school's name/seal or official documents of the school.
20. Divulging confidential matters, data and information relative to the institution.
21. Tampering any school properties and documents.
22. Stealing institution's properties or any personal belongings of any member of the institution.
23. Organizing, instigating or involvement in any organization unauthorized by the institution.
24. Non-observance of institutional policies, rules and regulations and any other offenses that will affect the institution's operations and credibility.

Article 2: Minor

A faculty member who commits the following offenses shall be meted out the penalty or sanctions depending on the gravity and nature of offense committed.

First Offense	-	Disciplinary warning or verbal reminder with incident report
Second Offense	-	Written reprimand with warning on suspension or suspension for 3 days
Third Offense	-	Termination of contract, subject for dismissal.

1. Unjustified absences/ frequent absences.
2. Frequent tardiness / Unauthorized under-time
3. Habitual delay in submission of requirements / non-submission of requirements.
4. Habitual absenteeism in school activities.
5. Engaging in gossip with co-employee.
6. Engaging in money lending activities within the school premises.

- 7. Early dismissal of classes without the approval of the Administrator/Officer-In-charge.
- 8. Disturbing the other classes for unofficial business.
- 9. Smoking inside the school premises.
- 10. Failure to report the damage when using the school facilities or any incident under one’s responsibility.
- 11. Failure to report untoward incidents involving students under his supervision.
- 12. Non-observance of proper decorum during assemblies or other school activities.
- 13. Vandalism
- 14. Neglect to keep school records.

Article 3: Grievance Procedure

Section 1. Right to due Process.

No disciplinary sanction shall be applied upon any respondent except for cause, and after due process shall have been observed. The respondent must be afforded confidentiality during the proceedings.

“Due Process” means:

- 1.The alleged offender is informed in writing or in verbal.
- 2.He is given the chance to answer the charges against him, with the assistance of a counsel if desired.
- 3.He is informed of the evidences against him.
- 4.He is given the chance to present evidence on his own behalf.
- 5.All evidences will be considered by the committee.

Section 2. Sanction/Penalty for minor offenses

First Offense	-	Disciplinary warning or verbal reminder with incident report
Second Offense	-	Written reprimand with warning on suspension or suspension for 3 days and reduction of teaching loads
Third Offense	-	Termination of contract, subject for dismissal

Article 4: Intolerable Offense.

Section 1. Being under the influence of narcotic drugs on account of physical signs or symptoms or other visible outward manifestations.

Possession, use of narcotic drugs or attempting to bring narcotics inside institution’s premises. Use of narcotics prescribed by a licensed physician is an exemption to this case but the employee is required to seek clearance from the physician on duty who will determine if the employee is fit to work given his medication.

Positive finding in drug testing conducted to an employee.

Dismissal if proven.

Dismissal if proven.

Section 2. Sexual harassment can be verbal, visual, gestural or physical. It can be overt as in the suggestion that a person could get a higher grade, or in exchange to the failing grade, or a salary increase by submission to sexual advances. The suggestion need not be direct or explicit; it can be implied from the conduct, circumstances and relationship of the person.

Offenders are those members of the administration, faculty, and staff/personnel who commit the offense will be charged with penalty as per provisions of the policy manual and the Republic Act 7877. (See appendices)

Depends on the gravity of the offenders and classification of the Sexual Harassment cases.

- 2.1 severe - dismissal
- 2.2 light - suspension from work without pay for 1 month to 3 months, or it may lead to termination depending on the gravity of the case.

Harassment outside the institution. The institution and the Anti-Sexual Harassment Board herein defined shall take action to the said offense committed by the members of the institution outside the campus and beyond classroom and office hours if the sexual favor falls under Section 2 thereof.

Section 3. Possession or use of firearms and deadly weapons within working hours or in the institution, or attempting to bring firearms and deadly weapons into school premises. Licensed firearms should be deposited to the guard.

Section 4. Any faculty member under contract with the institution who intends not to renew his contract and is caught committing acts of disloyalty against the institution such as influencing students to transfer to other school or speaking ill about the school will be subjected to termination of contract, legal actions and will be blacklisted in all institutions.

Dismissal if proven.

CHAPTER 9 FACULTY, STAFF DISCIPLINE AND DUE PROCESS

1. The rules and regulation herein are with the standard operation procedure of the institutions. Everyone is expected to observe and abide by them.
2. The rules and regulations apply to all faculty members, full-time, part-time, school administration and staff.
3. To provide the academic personnel the proper guidelines and proper disciplinary action for misbehavior.
4. Disciplinary actions are intended to correct rather than to punish anyone to a positive approach in implementing the policies.
5. The institution reserves the right to impose penalties to the personnel.

Procedure.

1. The Dean/ Department Head reports the erring personnel to the School Administrator/HRD.
2. The School Administrator/HRD will send a memo to the delinquent personnel.
3. The delinquent personnel must submit a written explanation to the School Administrator/HRD within 20 to 48 hours upon receipt of the memo. Failure to submit within the given time will mean an admission of guilt.
4. The Administrative Council submits its findings and recommendation to the President after a thorough investigation.
5. The President approves for implementation.
6. The Department Head or HRD will serve the penalty to the delinquent personnel.

The institution with his vision and mission protects every member and assure that it takes human, moral and legal means to prevent injustice and inhumane results in any disciplinary actions to personnel. Any personnel must accept that as a human being, in some circumstances, misbehavior or inappropriate behavior arises. Given such circumstances, it is the responsibility of the institution to discipline its personnel.

CHAPTER 10 ADMINISTRATIVE AND ACADEMIC COUNCIL

Article 1: Quorum

A quorum at the meeting of the Administrative and Academic Council shall consist of the majority of the members of the entire committee. The fifty one percent (51%) votes from the committee are valid. If ever the committee got a fifty percent (50%) vote the President/Head of the Institution will decide for the final recommendation.

Article 2: Due Process

The disciplinary action is done by the Administrative and Academic Council to protect the Academic Personnel and the Institution.

The Department Head/ HR Department will make initial investigation and review on any report submitted to the Administrative and Academic Council. The report shall include any evidences or other material relevant to the case.

If after evaluation, the Administrative and Academic Council finds no case, the Council shall accordingly inform the complainant of the dismissal of the case. However, if the Council shall find that a disciplinary case exists, it shall investigate all parties involved and their witnesses, if any.

To deliberate, assess and evaluate the gravity of the offense, further investigation maybe conducted as may be necessary to ensure the discovery of the facts.

In case the offense is punishable by suspension, the Council will make a report, which shall include the formal charges, a narration of the facts of the case and the evidences on record. The case shall be further deliberated by the Council with the President/Head of the Institution. Any decision made is final and irrevocable. The Council shall notify the parties involved immediately, after the final decision has been made for the immediate implementation of the penalty.

Article 3: Termination and Dismissal of Faculty Members

The institution reserves the rights to terminate or dismiss the member of the institution without prejudice to the labor code of the Philippines, and CHED / TESDA requirements. The following will be considered for termination and dismissal of a Faculty Member.

- Major offenses
- Intolerable Offenses
- Repeated violations of the school policies.
- Proven psychological imbalance
- Communicable Diseases

Article 4: Termination of Contract

1. Contract may be terminated for justifiable reason.
2. The person concerned must be notified 15 to 20 days prior to his termination issued by the School Administrator.
3. The personnel who leave the institution will accomplish the out-going clearance form for verification purposes.
4. The existing rules and regulations of the institution with reference to benefits shall be observed.

Any act or offenses which are not enumerated shall be considered on a case to case basis, and the punishment will be served after the decision of the Administrative and Academic Council.

CHAPTER 11 RESTRICTIONS

Article 1: Proceedings of the meetings

No member of the faculty, officer or employee of the institution shall publish or discuss publicly the proceedings of meetings or its decisions which are not yet released publicly.

Article 2: Journalistic Responsibility

Authors of articles appearing in the Institution publication shall be collectively responsible for the opinion expressed therein.

Article 3: Outside Assignment

All personnel shall not unless expressly authorized by the President, accept other assignments involving administrative duties and responsibilities in any branch of the government service or other private institutions.

Article 4: Inviting a Lecturer

No member of the faculty may invite any person who is not officially connected with the institution to give lecture or talk on any subject before his class or any group of students without permission from the Administrator. Violation of the rule shall subject the faculty member concerned to disciplinary action.

Article 5: Accepting Research Works

Before a member of the faculty can undertake any research work under the auspices of an organization outside of the Institution, he shall obtain the consent of the proper Dean/Department Head and School Administrator and in the publication of such research; the Institution shall be credited side-by-side with the outside organization.

Article 6: Private Practice

Permission to engage in private practice of the profession of faculty members may be granted only if such private practice may enhance their usefulness to the institution or improve their efficiency; provided, that said practice is done outside of his official time with the Institution.

The privilege of private practice, when granted, shall be for a definite period of one (1) year, renewable at the discretion of the President for another year, and under such conditions as may be prescribed by him regarding the nature of the work, the time of performance, and other circumstances.

Article 7: Speaking Engagement

Members of the faculty shall be permitted to accept invitations to speak at graduation or commencement exercises or as a resource speaker of other school, or institutions and invitations issued in relation to his position in the institution shall be considered official business provided he will be allowed to market his own institution.

Article 8: Applying for Positions

If in case there will be vacancy in a higher position, the members of the faculty may apply. The President, with the recommendation of the School Administrator has the authority to appoint a member of the academic personnel to fill up the vacancy.

Qualification for the Position:

1. He must be permanent or regular in the Institution; however in the jurisdiction of the President, he can appoint someone who is loyal and trustworthy.
2. Has the academic qualifications;
3. Has good leadership skills and initiative;
4. Has good performance in his present task or job;
5. He must be pro-active and possess a good moral character.

Article 9: Ranking Scheme for Faculty

Ranking Scheme for Faculty

Evaluation and Classification Scheme for Faculty Members

The Criteria for CHED

	Weight
Educational Attainment	30%
Efficiency and Effectiveness	30%
Teaching Experience	20%
Eligibility / Awards and Seminars	15%
Loyalty	5%
Total:	100%

Educational Attainment (30%)

	<u>Points</u>	<u>Minimum</u>	<u>Maximum</u>
Doctorate: (15%)			
Minimum Of 18 units	4	0	4
Additional 0.67 pts/unit earned	0.67/unit	4	12
Passed the comprehensive exam	1	12	13
Defended thesis/ Completed	2	13	15
Master's Degree / Lawyer (10%)			
Minimum 18 units	3	0	3
Additional 0.33 pts/unit earned	0.33/unit	3	7
Defended thesis/Completed	3	7	10
Bachelors Degree:(5%)			5
Two-Year Course Graduate			3

Teaching Experience (20%)

For every year of Full time-Regular teaching in the Institution			
Upon Acquiring Regular Status	5	0	5
Additional 1.5 points every year after	1.5		20
Full Time Non Regular after 6 consecutive semesters	3	0	5
Additional 1 point every year after	1		15

	<u>Points</u>	<u>Minimum</u>	<u>Maximum</u>
For every year Part time of teaching in the Institution	1	0	6
For every year of work industry-related experiences	1	1	3
<u>Eligibility / Awards and Seminars (15%)</u>			
Training and Seminars (5%)			
In House 0.25 pts / seminar approved by the Institution	0.25	0	3
Out side the School	0.25	0	2
<u>Awards related to Education (5%)</u>			
Local:	0.5	0	0.5
Regional:	1.0	0	1.0
National:	1.5	0	1.5
International:	2.0	0	2.0
Eligibility (5%)			
Board passer / bar exam and upon completion of three years of institution teaching in full time	3	2	5
Efficiency and Effectiveness based on the Faculty performance Rating (30%)			
Student Evaluation		0	20
Peer to Peer Evaluation		0	5
Administrator / Dean Evaluation		0	5
<u>Loyalty- Attendance, Participation, Full Time</u>	5	0	5
<u>Compliance to Requirements, Length of Service (5%)</u>			

Classification Procedure

	<u>Classification</u>	<u>Points</u>
1.	Assistant Instructor 1	23
2.	Assistant Instructor 2	24-29
3.	Instructor 1	30-35
4.	Instructor 2	36-41
5.	Instructor 3	42-47
6.	Instructor 4	48-53
7.	Associate. Prof. 1	54-59
8.	Associate Prof. 2	60-65
9.	Associate Prof. 3	66-71
10.	Associate Prof. 4	72-77
11.	Professor 1	78-83
12.	Professor 2	84-89
13.	Professor 3	90-95
14.	Professor 4	96

Article 10: Classification Procedure

Level								
Rank		Range	1	2	3	4	5	6
Instructor	I	20-34	20.00	23.61	26.41	26.21	28.81	31.41
	II	35-39	35.00	36.00	37.00	38.00	39.00	
	III	40-44	40.00	41.00	42.00	43.00	44.00	
	IV	45-49	45.00	46.00	47.00	48.00	49.00	
	V	50-59	50.00	52.00	54.00	56.00	58.00	
Instructor Professor	I	60-64	60.00	61.00	62.00	63.00	64.00	
	II	65-69	65.00	66.00	67.00	68.00	69.00	
	III	70-74	70.00	71.00	72.00	73.00	74.00	
Associate Professor	I	75-79	75.00	76.00	77.00	78.00	79.00	
	II	80-84	80.00	81.00	82.00	83.00	84.00	
	III	85-89	85.00	86.00	87.00	88.00	89.00	
Professor	I	90-94	90.00	91.00	92.00	93.00	94.00	
	II	95-99	95.00	96.00	97.00	98.00	99.00	
	III	100	100					

Article 11: Guide to Merit Rating**Punctuality**

No of days being absent	
0	10 points
1-5	9 points
6	8 points
7	7 points
8	6 points
9	5 points
10	4 points
11	3 points
12	2 points
13	1 point
14 up	0 point

Days being late/early dismissal	
0	5 points
1-3	4 points
4-6	3 points
7-9	2 points
10-12	1 point
13 up	0 point

Failure of Submission of Report, papers, Records	
0	5 points
1-3	4 points
4-6	3 points
7-9	2 points
10-12	1 point
13 up	0 point

The Criteria for TESDA

Educational Attainment	20%
Teaching Experience	20%
Efficiency and Effectiveness	25%
Eligibility (NC)/ Awards and Seminars(TM/AM)	25%
Loyalty	10%
Total:	100%

Educational Attainment (20%)

	<u>Points</u>	<u>Minimum</u>	<u>Maximum</u>
Doctorate: (8%)			
Minimum Of 18 units	2	0	2
Additional 0.33 pts/unit earned	0.33/unit	2	4
Passed the comprehensive exam	1	4	5
Defended thesis/ Completed	3	5	8
Master's Degree / Lawyer (6%)			
Minimum 18 units	2	0	2
Additional 0.17 pts/unit earned	0.17/unit	2	4
Defended thesis/Completed	4	2	6
Bachelors Degree:(4%)	4	0	4
Two-Year Course Graduate:(2%)	2	0	2

Teaching Experience (20%)

For every year of Full time-Regular teaching in the Institution

Upon Acquiring Regular Status	5	0	5
Additional 1.5 points every year after	1.5		20
Full Time Non Regular after 6 consecutive semesters	3	0	5
Additional 1 point every year after	1		15

	<u>Points</u>	<u>Minimum</u>	<u>Maximum</u>
For every year Part time of teaching in Institution	1	0	6
For every year of work industry-related experiences	1	1	3

Eligibility(NC) / Awards and Seminars/Skills Competency (TM/AM) (25%)**Training and Seminars (10%)**

In House 0.25 pts / seminar approved by the Institution	0.5	0	6
Out side the School	0.5	0	4

Awards related to Education (5%)

Local:	0.5	0	0.5
Regional:	1.0	0	1.0
National:	1.5	0	1.5
International:	2.0	0	2.0

Eligibility (10%)

Board passer / bar exam and upon completion of three years of institution teaching in full time		4	4
National Certificate Holder	0.5	4	6
Efficiency and Effectiveness based on the Faculty performance Rating (25%)			
Student Evaluation		0	15
Peer to Peer Evaluation		0	5
Administrator / Dean Evaluation		0	5
<u>Loyalty- Attendance, Participation, Full Time</u>	10	0	10
<u>Compliance to Requirements, Length of Service</u> (10%)			

Classification Procedure

	Classification	Points
1.	Instructor 1	20-26
2.	Instructor 2	27-32
3.	Instructor 3	33-38
4.	Instructor 4	39-44
5.	Instructor 5	45-50
6.	Associate. Prof. 1	51-56
7.	Associate Prof. 2	57-62
8.	Associate Prof. 3	63-68
9.	Associate Prof. 4	69-74
10.	Professor 1	75-80
11.	Professor 2	81-86
13.	Professor 3	87-92
14.	Professor 4	93

Article 10: Classification Procedure

Level								
Rank		Range	1	2	3	4	5	6
Instructor	I	20-26	20	21.1	22.4	23.6	24.8	26
	II	27-32	27	28.25	29.5	30.75	32	
	III	33.58	33	34.25	35.5	36.75	38	
	IV	39.44	39	40.25	41.5	42.75	44	
	V	45-50	45	46.25	47.5	48.75	50	
Associate Professor	I	51-56	51	52.25	53.5	54.75	56	
	II	57.62	57	58.25	59.5	60.75	62	
	III	63.68	63	64.25	65.5	66.75	68	
	IV	69-74	69	70.25	71.5	72.75	74	
Professor	I	75-80	75	76.25	77.5	78.75	80	
	II	81-86	81	81.25	82.5	83.75	86	
	III	87-92	87	87.25	88.5	89.75	92	
	IV	93	93					

Article 11: Guide to Merit Rating

Punctuality

No of days being absent

0	10 points
1-5	9 points
6	8 points
7	7 points
8	6 points
9	5 points
10	4 points
11	3 points
12	2 points
13	1 point
14 up	0 point

Days being late/early dismissal

0	5 points
1-3	4 points
4-6	3 points
7-9	2 points
10-12	1 point
13 up	0 point

Failure of Submission of Report, papers, Records

0	5 points
1-3	4 points
4-6	3 points
7-9	2 points
10-12	1 point
13 up	0 point

CHAPTER 12 BENEFITS

Article 1: Leave Benefits

Section 1 : Sick Leave

- Section 1.1.** Every full time regular faculty member or employee shall be entitled to seven and one-half (7.5) working days leave with pay each school year. Sick leave must be accompanied by medical certification. Proven fraud in medical certification or proving alibis will be subjected to administrative action. Unused sick leave will not be convertible to cash and will not be carried over to the next school year.
- Section 1.2.** A full time regular faculty member may charge his absence to sick leave in cases of death, serious illness or hospitalization due to accident for immediate member of the family, namely: spouse, sibling, father or mother, or due to calamities and other emergencies needing one's personal attention or preventing one from reporting to work.
- Section 1.3.** If all sick leave credits for the calendar year have been used up, an employee may avail of the Sickness Benefit from SSS provided he is qualified and proper procedures and requirement are met.

Section 2 : Vacation Leave

- Section 2.1.** Every full time regular faculty member or employee shall be entitled to seven and one-half (7.5) working days leave with pay each school year. Unused vacation leaves will not be convertible to cash and will not be carried over to the next school year. Vacation leaves cannot be used consecutively.
- Section 2.2.** Unused of vacation leave for particular calendar year shall be forfeited.
- Section 2.3.** Emergency leave may be availed in case of extreme situation such as family emergencies that require urgent personal attention. It will be charged against the vacation leave. The employee must secure approval from their Immediate Superior and notify the office with the same day. Those who file the request for leave after their absence will be evaluated based on the merit of their reason. It may be considered AWOL in which case it is leave without pay or charged to either vacation leave or sick leave depending on the nature of absence.

Article 2: Filing of Leave and Absences

- Section 1.** Except for absences due to sickness, an employee must file an Application for Leave three (3) days before going to leave or getting absent. The employee who got absent due to an illness must file an application for leave upon returning to the office.
- Section 2.** If the reason for failure to report for duty is due to emergency matter, faculty member shall exert effort to contact the office as early as possible for the latter to make the necessary adjustments.
- Section 3.** A faculty member who has earned leaves may avail of it by indicating in the application for leave. In any other case, the absence is without pay.
- Section 4.** Absences without approved leave shall be declared unauthorized leave. Absences without sufficient reasons are considered a serious neglect of duty and indicate a gross inefficiency on the part of the faculty member.

Article 3: Maternity Benefits

The maternity benefit is a daily cash allowance granted to a female member who was unable to work due to childbirth or miscarriage. A 60 day allowance is paid to a female member who gives birth through normal delivery, has a miscarriage or abortion, or a 90 day allowance in case of Caesarian section delivery as provided by Social Security System (SSS).

A half month salary will be given to the female regular member who gives birth as part of assistance and gift by the institution.

What are the qualifications for entitlement to the maternity benefit?

Section 1. The female member should be employed at the time of conception, at the time of delivery, miscarriage or therapeutic abortion (for SSS Maternity Benefits)

Section 2. She must have given the required notifications to SSS through her Employer.

Section 3. Her employer must have paid at least three monthly contributions within the 12month period immediately before the semester of Contingency.

Article 4: Paternity Leave

A male employee whose legal wife has delivered a child may file a Paternity Leave Notification and take a leave of Absence for seven days (7) days not chargeable to sick leave, filed in the office as SSS benefits, as provided by law.

A 3-day salary will be given to the male regular employee whose legal wife gives birth as part of assistance and gift by the institution.

Article 5: Sabbatical Leave.

Section 1. Sabbatical assignments may be granted to members of the faculty to further their studies and encourage investigations and researches in different fields of discipline, and to improve their competency for service to the Institution.

Section 2. A sabbatical assignment for a period of one (1) year with full or partial payment of salary may be granted to a member of the Faculty if, in the approval of the President and upon the recommendation of a duly constituted committee, headed by the Dean/Department Director on his record as a teacher or researcher in the institution puts no doubt on the fulfillment of the objectives of the assignment and that he has served the Institution for not less than six (6) consecutive years, the last two years of which he carries the rank of not lower than Instructor III. If sent abroad, full transaction payment shall be provided by the Institution should funds be available for that purpose.

Article 6: Bereavement Leave. Absence from duty with permission due to the death of an immediate family member (parent, brother, sister, spouse and children)

The Institution grants five (5) days of bereavement leave. Any absence beyond the five days bereavement leave shall be charged to sick leave.

Article 7: Separation Pay

Separation pay is given to employees in instances covered by Articles 283 and 284 of the Labor Code of the Philippines. An employee's entitlement to separation pay depends on the reason or ground for the termination of his services. An employee may be terminated for just cause (i.e., gross and habitual neglect of duty, fraud or commission of a crime), and other similar causes as enumerated under Article 282 of the Labor Code and generally, may not be entitled to separation pay. On the other hand, where the termination is for authorized causes, separation pay is due.

Article 8: Awards/ Incentives

Section 1. The employee who shows exemplary loyalty and performs well in his assigned task will receive award / incentives in the jurisdiction of the President. According to the following guidelines;

- Regular Attendance
- Student – Faculty , Peer to Peer and Superior Evaluations
- Outstanding achievement
- Active participation and cooperation in school activities
- Strict compliance of school policies

Section 2. Service Awards. It is the practice of the Institution to honor faculty who have rendered continuous service for at least five (5) years of service and every five (5) years thereafter. The awards shall include a plaque of recognition and monetary consideration for every year of service.

Article 9: Benefits/Incentives for Tuition Fees

Section 1. Tuition Fee discounts given to teachers and personnel are based on the years of service. Any employee who had 3 years in service may avail the following:

100 percent for children
50 percent for sibling

Note: provided the student finishes the course in due time.

Tuition Fee discounts for the children of the employees of the Board of Trustees in their affiliated companies.

15 percent Tuition Fee discount

Note: Administrator's discretion 5 – 15% Discount

Section 2. In case the academic personnel tender his resignation from the school the scholarship will be automatically terminated. However, it is still in the jurisdiction of the President if the scholarship will be retained.

CHAPTER 13 TERMS OF EMPLOYMENT

Article 1: General Provisions.

The President shall determine the conditions of employment of the college personnel, which shall include the faculty and all employees.

Article 2: Basis of Appointment.

All appointments shall be made strictly on the basis of merit, educational attainment, efficiency and effectiveness, teaching / working experience, eligibility/awards and seminars, and loyalty which shall be determined by a duly constituted board.

No religious test, religious affiliations, nor gender of the member of the college personnel shall be subject to examination or inquiry.

No person shall be appointed member of the faculty unless such person possesses high professional or scholastic competence and the immediate requirement of the College justifies the appointment.

Article 3: Kinds of Appointment

The different kinds of appointments are; regular, contractual, probationary, full-time and part-time.

Article 4: Nature of Appointment.

1. Original Appointment – is the appointment to a position of a person who meets all the requirements of the position.
2. Initial Appointment – refers to all other appointment of persons entering the College for the first time, which are not covered by the definition of original appointment.
3. Promotion – is the advancement of an employee from one position to another with increase in duties and responsibilities as authorized by law, and usually accompanied with an increase in salary.
4. Transfer – is the lateral movement from one position to another without break in service involving the issuance of an appointment letter.
5. Reemployment – is the reappointment of a person who has been previously appointed permanently to a position but who has been separated as a result of reduction in force, retirement or voluntary resignation.
6. Reappointment – is the reissuance of appointment during reorganization, standardization, reclassification or other similar events or subsequent appointments of substitute teachers.

7. Renewal – is the subsequent appointment issued upon the expiration of the appointment of contractual/casual personnel

8. Secondment – is the movement of an employee from one department or designation which is temporary in nature and which may or may not require issuance of an appointment but may involve either reduction or increase in compensation.

Article 5: Contractual or Part-time Status.

Part-time instructors are considered contractual employees and the school reserves the right to renew their contract or not.

Section 1. A faculty member is considered a part-time instructor if his/her teaching loads in a semester is less than twenty-seven (27) units.

Section 2. A regular full-time instructor cannot be considered a part-time instructor by simply reducing his teaching load.

Section 3. The college can engage the service of people for a definite period of time (seasonal or contractual employees) or for a definite project. These employees do not enjoy security of tenure and their employment is contractual.

Section 4. No part-time instructor shall be hired unless all permanent faculty members shall have been assigned on full-time basis, except if none of the full-time instructors are qualified to teach the subject.

Article 6: Probationary Period / Part Time/Full Time-Part Time.

Unless otherwise stated in the contract of appointment, all full-time instructors with less than three (3) consecutive years or six (6) consecutive semesters of satisfactory service at the Institution are considered on a contractual status. For each year of said period, the contract is good for one (1) semester renewable with the consent of both parties. During the probationary period, it is incumbent upon the instructor to prove satisfactory service to merit a regular status.

Article 7: Regular Status/ Full Time.

A full-time instructor may be given a regular status provided he meets the minimum requirements as follows; (a) Must have earned a Masters Degree in his field of study before the 3-year period required (CHED Based) and NC eligibility for TESDA Based. (b) Must have rendered 3 consecutive years of highly satisfactory service based on the following:

- Regular Attendance
- Student – Faculty , Peer to Peer and Superior Evaluations
- Outstanding achievement
- Active participation and cooperation in school activities
- Strict compliance of school policies

Section 1. Full-time instructors shall be given preference in the assignment of teaching loads.

Section 2. Full time instructors shall have no less than 27 units of teaching loads for 3 consecutive years in the institution.

Section 3. No regular employee shall be terminated except for valid cause and after due process.

Section 4. Faculty member will be paid on a monthly basis for his salary and be paid on an hourly rate in excess of twenty four units (24 units) and enjoy the benefits and incentives given by the institution.

Section 5. Initial appointment to the regular status shall be temporary or provisional in character and for a period of not exceeding one year. This appointment may be rendered for a period of one or two years but the total length of service shall not exceed three years.

Article 8: Substitute for Faculty

In the absence of a regular faculty member a substitute may be appointed. A faculty member holding a substitute appointment must be qualified for the position. The appointed faculty member will be paid according to his rate not that of the rate of regular appointee.

Article 9: Recommendation for Appointment.

Every recommendation to the President, by the School Administrator, for appointment or promotion shall be accompanied by a complete statement of the qualifications, trainings, and service record, publications or researches of the candidates, and other information which may be called for under the rules of the institution in consonance with the implemented Faculty Salary Scheme.

Article 10: Procedure.

Recommendation for appointments and promotion in the academic staff shall be made in accordance with rules or procedures consistent with the policy and standardization of faculty positions.

Article 11: Ineligibility for Appointment.

Section 1. Any person, who has filed his candidacy to any electorate position, national or local, shall automatically be resigned from office as mandated by the election code.

Section 2. No person shall be eligible for appointment or reinstatement as regular faculty member of the institution during the term for which he was elected to any political office.

Section 3. No person, who has been defeated as a candidate for any political office in an election, shall be eligible for appointment or reinstatement as a regular member of the teaching and non-teaching personnel within a year after the election.

Article 12: Part-time and Visiting Lecturers.

On recommendation of the Dean/Department Coordinator, the School Administrator may endorse the appointment of visiting professors and part-time instructors who shall serve the requesting institution for an arranged duration of service. The institution may also send visiting professors to institutions of higher learning in accordance with the institution rules.

Section 1. A temporary or provisional appointment shall automatically terminate at the end of the period stated by the terms of the contract. All initial appointment shall be on a contract basis and shall be governed by the terms of the contract.

Article 13: Teaching Performance

Section 1. In recognition of the importance of rewarding competencies and efficiency in ensuring quality instruction, teaching performance effectiveness is looked upon as a major consideration in faculty loading. Teaching effectiveness is based on the performance evaluation of the teacher by his Dean/Coordinator, peers, and students. On the other hand, efficiency rating is based on faculty attendance, punctuality, and compliance with school's regulations and administrative requirements as rated by the Dean/Coordinator.

Section 1.1 Seniority

1.1.a. Loads given to the seniors of the institution will be based on years of highly satisfactory teaching performance.

Section 1.2 Extra Loads

1.1.b If and when there are extra loads in certain subjects, the most senior faculty member shall have the first priority for loading subject to the provisions Sec. 1.1.a.

Article 14: Considerations in giving loads

In the event the following will be observed in loading faculty member

- 1st Priority.* A faculty member with the most appropriate bachelor's degree and major area of specialization and with the master's degree in his area of specialization will be the top priority to handle the subject.
- 2nd Priority.* A faculty member with the most appropriate bachelor's degree and major area of specialization but with a different masteral degree/program.
- 3rd Priority.* A faculty member with same qualifications as the above mentioned in Sec. 1 but has the subject as its minor area of specialization.

Article 15: Change of Category

The institution recognizes the faculty's effort and initiative to grow professionally and be more responsive to the fast changing educational environment in order to attend to the needs of the students and the industry.

Section 1. Any faculty member who completes graduate studies, e.g. masteral or doctorate (CHED based only) , and has been certified by the institution he attended is entitled to salary adjustment following the scale for instructors.

Section 2. The salary adjustment is dependent upon the Institutional Faculty categories, which is based on the ranking of the faculty qualification.

Section 3. The salary adjustment shall take effect upon the formal recommendation from the School Administrator and the approval of the President.

Article 16: Faculty Salary

Section 1. Faculty salaries are computed per hour on the basis of the teaching load per unit and for the regular/full time will be based on the ranking of the faculty member.

The average monthly pay is determined by the following formula:

$$\text{Monthly} = \text{Teaching load} \times \text{rate per hour}$$

Section 2. Faculty members who teach during summer shall be paid the same rates they are entitled to as on regular semester.

Section 3. The compensation to which the faculty member entitled shall be based upon the following guidelines:

- 1.1.a. A regular faculty member will not receive pay during summer.
- 1.1.b. Regular faculty with honorarium who are requested by the office to report during summer, only the honorarium will serve as his allowance. But if he will be given load his rate will be based on a per hour rate.
- 1.1.c. Per hour faculty member will be guided by the principle of no work no pay for their compensation.
- 1.1.d. Regular faculty members may file for leave of absence with pay within the allowable limit of absences.
- 1.1.e. Laboratory sessions will be paid on the same basis as in regular semester, that is, actual contact hours.
- 1.1.f. Summer pay is included in the computation of the 13th month pay.
- 1.1.g. The 13th month pay required by law shall not be less than one-twelfth of the total basic salary earned by an employee within a calendar year.

The "basic salary" of an employee for the purpose of computing the 13th month pay shall include all remunerations or earning paid by this employer for services rendered but does not include allowances and monetary benefits which are not considered or integrated as part of the regular or basic salary, such as cash equivalent of unused vacation and sick leave credits, overtime premium, night differential and holiday pay, and cost-of-living allowances.

Article 17: Classroom Observation

Classroom observation may be done twice in every semester by the Dean/Department Head, to evaluate the academic performance of the faculty member as well as his strengths and weaknesses.

Article 18: Evaluation

The HR and the Deans/Department Head will conduct an evaluation for faculty members to have a fair assessment for the Academic personnel. The summative evaluation will be composed of:

1. Student Evaluation conducted by the HR / School Administrator
2. Dean's / Department Coordinator Evaluation
3. Peer to Peer Evaluation

Distribution of loads will depend on the results of the evaluation.

CHAPTER 14 ADMINISTRATION OF INSTITUTION PROPERTIES

Article 1: Names of Buildings and Structures.

Institution buildings, structures, streets, and other places shall have such names as may be given by the President or a committee chosen by him and approved by the Board of Trustees.

Article 2: Supervision of Buildings and Grounds.

The Institution grounds and buildings shall be under the immediate supervision of the School Administrator or his duly designated official who shall be responsible for their proper care and maintenance.

Article 3: Custodianship of Buildings.

The custodianship of the Institution buildings shall be lodged in the Property Custodian Officer.

Article 4: Duties of the Custodian

The duties of the custodian shall be those that are provided in the rules and regulations of the Institution.

Article 5: Use of Buildings and Premises.

The School Administrator shall have the power to assign classrooms/offices in the buildings of the respective department in consultation with the Dean/Department Coordinator.

Article 6: Property Responsibility

Institution properties, tools and equipment shall be under the immediate custody and responsibility of the Supply Officer or Property Custodian.

For maximum protection, care and handling of institution properties and for efficient delivery of institution programs and services, the custodianship and responsibility over the same shall be delegated to the institution personnel who are frequently using the properties. The delegation shall be facilitated through the issuance of Memorandum Receipts duly accepted by the official concerned and approved by the School Administrator or his authorized representative.

It shall be the institution policy that all properties delegated for custodianship to any institution personnel must be scheduled by the latter for inspection by the School Administrator or his authorized representative every end of the semester. All keys of every room shall be surrendered to the Property Custodian and shall be reissued to them at the start of the next semester.

No institution personnel shall be allowed for resignation and retirement without any clearance from the Property Custodian.

Article 7: Use of Institution Property

No one shall use any Institution property without the approval of the School Administrator or his authorized representative except those that were delegated already to particular institution personnel.

Article 8: Use and Operation of Vehicles

All vehicles, owned and operated by the Institution except those authorized for exclusive use, shall be parked in the school and shall be under the direct control of the School Administrator or his duly designated representative.

Article 9: Solicitations

The School Administrator or his duly authorized representative should issue an approval for all solicitations for funds, canvassing for the sale of merchandise, subscriptions for securities, insurance, publications, sale of tickets, and any other promotional or charity schemes that are conducted by the Institution.

Article 10: Posting of Streamers, Placards, etc.

Streamers, placards, and similar materials which are used to announce, advertise or publicize events, products, or the like shall not be posted or placed in any of the buildings or grounds of the Institution without the written permission of the School Administrator or his duly authorized representative and shall be posted only on designated places.

**CHAPTER 15
REQUISITIONS****Article 1: Requisitions**

All requisitions shall be submitted to the School Administrator for approval or submission to the President of the Institution. The Finance officer of the Institution shall determine funding availability intended for the requisition.

Whenever a requisition which has been certified as to non-availability of fund by the Finance officer of the Institution, the latter shall state in writing his reason/s therefore, and copy of which shall be furnished to the Dean/Department Coordinator, Director or official concerned, who may appeal the objection to the President of the Institution for final decision.

Article 2: Amount of Requisitions

Requisitions for equipment, supplies, and materials within the allowable amount limit delegated by the Finance officer maybe procured upon approval.

Purchases and/or project implementation beyond the allowable amount limit delegated to the Finance Officer should secure first the approval of the Budget Officer and the President of the Institution.

**CHAPTER 16
TRAVELLING EXPENSES****Article 1: Local Travels**

The School Administrator may authorize appropriation for traveling expenses of personnel as may be necessary for travel within the country for purposes of research, observation, study, extension work, and similar activities.

CHAPTER 17 DONATIONS, ENDOWMENTS AND GRANTS

Article 1: Acceptance of Donations, etc.

All donations to the Institution, i.e. funds, books or other personal properties shall be accepted by the School Administrator in the name of the Institution, except where the Institution will defray additional expenses for the receipt of such conditions, shall it be in which case the donations shall be submitted to the President for its consideration and action.

CHAPTER 18 THE PRESIDENT

Article 1: Leadership in the Institution.

Leadership in the institution is vested in the President who shall be the chief executive officer of the Institution. He shall be appointed by the Board of Trustees.

Article 2: Powers and Duties of the President.

Section 1. As chief executive, the President shall carry out the general policies laid down by the Board and shall have the power to act within the lines of said general policies.

Section 2. As administration head, he shall have the power and duty to direct or assign the details of the executive action. All officers, members of the faculty and employees shall be responsible to and under the direction of the President who shall hold them to the full discharge of their duties and responsibilities.

Section 3. The President shall have general responsibility for the maintenance of high academic standards and shall hold officers, faculty and employees responsible in fully discharging their duties. He shall initiate the necessary disciplinary action against any erring personnel before an appropriate investigating body after consultation with the School Administrator, Deans/Department Heads and Directors concerned.

Section 4. He shall execute and sign, in behalf of the Institution and by the authority by the Board of Trustees, contracts, deeds, and other instruments necessary for the proper conduct of business of the Institution.

CHAPTER 21 OTHER OFFICIALS

Article 1: The School Administrator

The President shall be assisted by the School Administrator.

Article 2: Duties and Responsibilities of the School Administrator.

1. Works on special problems;
2. Supervises the offices of the Registrar, Director for Research and Extension Services, Director for Marketing, Office of Student Affairs, and Deans/Department Coordinator.
3. Coordinates recruitment of faculty and staff;
4. Serves as ex-officio chairman of all Standing and/or Ad Hoc Committees which shall study/conduct regular faculty appraisal on performance rating;
5. Consolidates reports of the Directors and Deans/Department Heads;
6. Undertakes strengthening of institution external linkages in coordination with other divisions;
7. As chief academic officer, he shall have the authority and responsibility of maintaining academic standards, professional competency of the faculty and student discipline.
8. He shall have the right to modify or disapprove any action or resolution of any department, faculty or administrative body, if in his judgment the larger interests of the Institution will be prejudiced.
9. Executes/implements policies and instructions governing the operations of the administrative sector of the institution.
10. Assists the President in issuing orders, regulations and other issuances;

11. Establishes the policies and standards for operations of the institution pursuant to the approved programs of the government.
12. Promulgates and implement rules and regulations necessary to carry out institution objectives, policies, functions, plans, programs, and projects;
13. Promulgates administrative issuances necessary for the efficient administration of institution offices and services for proper execution of the law relative thereto;
14. Coordinates, monitors and provides for a system of continuing evaluation of administrative programs of the institution;
15. Exercises direct supervision and control over administrative employees such as the supply officer, HRO, clerks, legal officers, medical and dental officers, security, and utility officers.
16. Recommends integrated policies for the maintenance and repair of buildings, utilities and grounds of the Institution.
17. Evaluates the effectiveness of various auxiliary services in meeting the needs of the employees and student population of the institution.
18. Plan, organize, coordinate and monitors the proper upkeep, repair and maintenance of buildings, equipment and other facilities.
19. Performs such other functions as the President may direct.

Article 3: Vice President for Finance.

The Vice-President for Finance shall be appointed by the President.

Article 4: Duties and Responsibilities of the Vice President for Finance.

1. Assists in laying out policies for the effective improvement and direction of the overall financial service functions of the institution.
2. Directs and supervises the financial and budgetary programs of the institution.
3. Assists the President in initiating and formulating policies related to financial and budget related activities.
4. Plans and directs the preparation of annual special and supplementary budget upon the approval of the President.
5. Supervises income generating projects such as cafeteria, production and other business enterprise.
6. Invests the institution's income and other resources to earn additional income for the institution subject to the approval of the President.
7. Represents the Head of the Institution in matters of financial aspects in inter-agency conferences.
8. Performs other functions as directed by the President.
9. Prepares an annual budget of the institution for presentation to the President.
10. Prepares an annual budget report of the institution to the President.

Article 5: The Registrar.

The Registrar shall be appointed by the President upon the recommendation of the School Administrator. The Registrar shall be responsible for the school records of the students, and his functions and responsibilities explicitly stated by the Institution. Unless otherwise indicated by the Institution, the Registrar shall be the principal contact person with authority on academic matters.

The Institution shall preserve and maintain the integrity and confidentiality of its student records. The issuance of students' records shall be done by the Registrar in accordance with Institution rules and procedures.

Article 6: Duties and Responsibilities of the Registrar

1. Review and recommends policies on student admission;
2. Coordinates the operation of unit in charge of student admission and student records.
3. Performs such related functions as may be deemed necessary to reasonably attain the academic goals of the Institution or such duties as may be directed by superior authority;
4. Manages the operation of the Registrar's Office.
5. Monitors changes in School regulations and policies pertaining to registration; modifies operating procedures accordingly; alerts faculty, staff and students to such changes.
6. Maintains good public relations with faculty and students.
7. Serves as an information source to students, faculty and others regarding registration policies and procedures.
8. Coordinates registration and fee billing system with Accounting & Finance Officer.
9. Coordinates with schedule classes to the director for research; schedule exams; monitors and adjust class schedule, as needed; supervises the administration of final exams.
10. Prepares draft of academic calendar in keeping with school regulations and draft changes pertaining to academic regulations, course descriptions and registration procedures.

11. Verify deficiencies, failure, class rank and honor students; supervises the performance of degree audits to certify graduation requirements have been completed.
12. Supervises the preparation, organization and distribution of registration materials.
13. Organizes and supervises course selection and registration activities and the records for such activities; advises the Deans/Department Heads of each department of potential course enrollment problems, and students concerns.
14. Compiles and analyzes data and prepares reports as required and submit the same to appropriate offices and agencies.
15. Supervises and monitors preparation and revision of class lists, distribution of grades and class ranks; maintenance and processing of students' records; processing of transcript requests; and verification of student enrollment status.
16. Disseminates information on new rules and regulations or requirements.
17. Performs related duties as may be assigned from time to time.

Article 7: The Director for Research and Extension Services.

The Director for Research and Extension Services shall be appointed by the President upon the recommendation of the School Administrator.

Article 8: Duties and Responsibilities of the Director for Research and Extension Services

1. Organizes personnel into special work units when project conditions indicate the need for such and assigns specific tasks to each of the work units.
2. Develops policies and procedures to facilitate the functions of the RDC.
3. Program and implements the various stages of all research projects.
4. Prepares periodically updated indices of available information stored at the RDC.
5. Prepares and submit to the School Administrator summative reports pertinent to the findings of any given research projects.
6. Receive and reviews research project proposals submitted by the various departments prior to referral to the School Administrator.
7. Conducts consultation session with department seeking assistance in research projects and curriculum development.
8. Coordinates the publication and dissemination of research materials through teaching materials, textbook and research forum.
9. Submits to the School Administrator the reports to coincide with the end of every plan period.
10. Plan, direct, coordinate, consolidate, operationalize and evaluates the external/extension programs and the performance of extension staff.
11. Recommends policies and extension programs and services.
12. Prepares the budget for the operation of the Office and suggest other plans and activities related existing programs.
13. Establishes linkages with GO's and NGO's industrial sectors, here and abroad for the advancement of the quality of technical and vocational education.
14. Represents the office in local, regional and national extension conferences and workshops.

Article 9: The Director for Marketing.

The Director for Marketing shall be appointed by the President upon the recommendation of the School Administrator.

Article 10: Duties and Responsibilities of the Director for Marketing

1. Plan, direct, coordinate, consolidate, simulate and evaluates the marketing programs and the performance of marketing staff.
2. Design and implements annual marketing plan for the institution and facilitate development for implementation of marketing plans.
3. Conducts periodic studies and survey of occupational sectors to ascertain the following:
 - a. Supply and demand for specific skills and knowledge.
 - b. Manpower projections, job evaluation, obsolescence and retraining requirements.
 - c. Employer hiring requirements.
 - d. Technological developments, processes, materials, shop layouts, tools and equipment, etc.
4. Submits a semestral report to the School Administrator regarding the accomplishment of his office.
5. Performs corollary activities and such other duties which may be assigned by the President.
6. Coordinate and supervises the in-school and off-school job placement problems and needs of students;
7. Assists graduates and students find employment;
8. Conducts a regular survey of business and commercial establishment and their employment needs;
9. Prepare and updates directory information regarding the placement status of graduates.

Article 11: Office of Student Affairs

The student programs, activities and services are coordinated by the Office of Student Affairs. It oversees and processes program and activities that foster student information and development that improves the quality of their life in the Institution. An OSA is appointed by the President upon recommendation by the School Administrator.

Article 12: Duties and Responsibilities of Office of Student Affairs

1. Prepares a student handbook, policies, rules and regulations affecting student formation, development, conduct, behavior and discipline; and the formation and guidance of student organization for the approval of the School Administrator;
2. Advice and supervises the Student Body Organization of its functions, programs and activities;
3. Recommends request of student groups for the use of school facilities to the School Administrator for approval.
4. Conducts Freshmen and Transferees Orientation programs;
5. Coordinates with school offices concerned with student services in the following areas;
 - a. Extra-curricular student development programs.
 - b. Guidance and counseling services;
 - c. Student community and extension services.
6. Implements guidelines on the prescribed uniforms of students.
7. Assist and implements the Scholarship and Grants Program, with approval of the School Administrator, such as awarding of grants, conducting seminars, meeting with parents of grantees and deployment of grantees to different work stations.
8. Continues to institutionalize the Office of Student Affairs by developing policies regarding student affairs, with coordination from different departments upon the approval of the Vice-president for Academic Affairs.

Article 13: The Dean/Department Head.

The Dean/Department Head shall be appointed by the President upon the recommendation of the School Administrator.

Article 14: Duties and Responsibilities of the Dean/Department Head.

1. Assumes the supervision of his department pertaining to the conduct of teaching, research and Extension Institution (Outreach Program).
2. Exercises educational leadership among his faculty by instituting programs of in-service training.
3. Coordinates with the School Administrator regarding the teaching load and schedules of his faculty members.
4. Supervises the academic and extra-curricular activities that are part of the curriculum of the students under his department.
5. Evaluates the instructors at least twice a semester and gives a report to the School Administrator.
6. Observes and implements Institution rules in accordance with the rules and regulations of the Commission on Higher Education (CHED) and Technical Education and Skills Development Authority (TESDA).
7. Formulates policies for his department consistent with the general policies of the Institution.
8. Conducts regular faculty meetings of his department at least twice a month.
9. Approves and updates syllabi.
10. Keeps records of academic standing of the students under his department.
11. Directs and advises students in their program of studies; supervises registration and enrollment of students; and in cooperation with the Registrar and the Cashier, approves subject – load, changing and/or dropping of subjects, and withdrawal of enrollment.
12. Collaborates with the Guidance Counselor in the program of students counseling and guidance.
13. Receives and approves the final test questions, removal exams and final grades at the end of the semester.
14. Arranges substitution of teachers as provided for in Faculty Handbook on faculty absences.
15. Recommends new books and periodicals to the Librarian.
16. Submit a semestral report regarding academic activities in his department to the School Administrator.
17. Prepares efficiency reports of the instructors and submits a copy thereof to the School Administrator.
18. Proposes to the School Administrator the appointment, promotion, renewal or termination, before the expiration of the contract of faculty members and personnel of his department.
19. Recommends academic and non-academic activities which are part of the curriculum for the approval of the School Administrator,
20. Prepares and recommends the feasibility studies of new courses to be offered in his department.

21. Provides leadership in curriculum development and coordinate curricular offerings, recommends textbook for adaptation, evaluation procedures, and methodologies of instruction, departmental activities, and professional development for faculty members under his department.
22. Recommends budget allocation for the requisitions needed by his department.
23. Maintains an updated inventory of equipment, tools and supply materials of his department.

Article 15: The Faculty Members.

The minimum qualifications for school/instructor or trainer duly supported by appropriate credentials on file in the school shall be as follows:

Article 16: Classifications

Section 1. For Technical-Vocational Subjects: A technology teacher assigned to teach a technology subject must possess teaching competence and technical expertise in the particular trade or occupational area to be conducted, and at least meet the minimum qualification for technology teacher as follows;

- a. Holder of a technical course diploma from a government/private-accredited technical vocational education institution, with adequate background in pedagogy, or holder of a bachelor's degree in Industrial Education or in Technical Teacher Education with adequate knowledge and competence of the technical-vocational subjects he is to teach.
- b. Have at least one (1) year actual work experience in industry or trade area related to the subject he is to teach.
- c. At least a holder of a Competency Certificate, Training Methodology and Assessors Methodology Certificates issued under the existing national trainer certification program. The qualification of the technology teacher as stated in the competency certificate should have at least the same level as the program to be taught.
- d. Compliance with the requirements of the lead agency on Technical Education

Section 2. For Non-formal, Informal and Special Programs: Any graduate of the corresponding program or course who has successfully demonstrated occupational or trade experience of at least two (2) years, and at least a holder of an appropriate competency certificate.

Section 3. For the Master Technician Program: Holder of the appropriate master technician license, or any other related and appropriate master's degree, depending on the thrust of the program or course, to teach on his field of expertise.

Section 4. For General Education Subjects: Holder of Bachelor's Degree or professional license required for at least a Bachelor's Degree, with adequate background in pedagogy, and preferably a holder of Master's Degree or Doctoral Degree in their field of specialization.

Section 5. For Science and Technology Subjects: Holder of Bachelor's Degree or professional license required for at least a Bachelor's Degree, with adequate background in pedagogy, and preferably a holder of Master's Degree or Doctoral Degree in their field of specialization.

Section 6. Faculty members teaching Professional Subjects (Major Subject as prescribed by CHED): Holders of Bachelor's Degree with adequate background in pedagogy and Masteral or Doctoral Degree in their field of specialization.

Article 17: Full-time and Part-time Faculty.

As a general rule, all private Schools/Institutions shall employ full-time academic and technology personnel consistent with the levels of instructions. A full-time academic personnel or technology teacher is one who meets all the following requirements:

- a. Possesses at least the minimum academic qualification prescribed by the Policy Manual for all academic and technology personnel;
- b. Paid monthly or hourly, based on the regular teaching loads as provided for in the policies, rules and standards of the Institution;
- c. A maximum of 8 working hours a day should be devoted to the school.
- d. No other remunerative occupation elsewhere requiring regular hours of work that will conflict with the working hours in the institution; and
- e. Not teaching full-time in any other educational institution.

All teaching personnel who do not meet the foregoing qualifications are considered part-time.

Article 18: Faculty Assignment under TESDA Courses.

Inclusive of laboratory subjects, the following are required for the full two-year technical course with major fields of study:

- a. There shall be at least one full-time technology instructor with industrial or practical experience and training in each or any of the major fields.
- b. One full time technology instructor with practical experience and training in industrial placement coordination shall be required. An instructor, preferably with a senior rank in the school should be assigned full-time, to plan, manage and supervise the on-the-job training program of the school. A strong and functional linkage with the industry is his main concern.
- c. In the assignment of teachers, preference shall be given to those who have been involved in the various technical vocational education projects, to those who have shown leadership qualities and commitment to technical education, who have been recipient of local/international fellowship in recognition of good work and who have at least very satisfactory performance.
- d. The regular teaching load of faculty shall not exceed 36 hours per week with four (4) preparations.
- e. Research, placement, advisorship and extension services and other related involvement, as assigned by the Administrator, shall be included in determining the teaching load of faculty members.

Article 19: Loading Profile.

The maximum number of academic preparation shall not be more than four (4) different subjects.

Article 20: Standard Faculty Teaching Load

The assignment of the semestral teaching load of faculty shall be an internal policy of the school, however, the following should be observed:

- a. For Full Time Faculty the regular load shall be twenty seven (27) units or twenty seven (27) contact hours per week.
- b. For Part Time Faculty the maximum load shall be below twenty seven (27) units or below twenty seven (27) contact hours per week.
- c. Faculty member with at least above average performance rating may be allowed an additional six (6) units or six (6) contact hours beyond the allowed normal teaching load.

Article 21: Duties:

- a. Follow written syllabus for each course;
- b. Use Library and audiovisual resources in teaching;
- c. Participate in scheduled departmental meetings;
- d. Encourage participation in professional society meetings, conferences and conventions;
- e. Administer frequent tests to evaluate student achievement;
- f. Follow the school grading system which should have been explained to the students at the beginning of each course;
- g. Submit grades ten (10) days after the major examination.
- h. Improve teaching efficiency using innovative methods; and
- i. Participate in service training program for faculty.

Article 22: The Librarian.

A Librarian is appointed by the President upon recommendation by the School Administrator.

Article 23: Duties and Responsibilities:

1. Presents a semestral report to the School Administrator.
2. Recommends to the School Administrator the appropriation for books, publications, equipment, materials, supplies, and other needs of the library.
3. Takes the initiative to work for the progress and development of the library.
4. Coordinates with the School Administrator about library matters.
5. Coordinates with faculty and other staff about acquisition of books and other materials.
6. Guides the students in the use of library facilities and materials
7. Select and recommends of books and materials.
8. Classifying and cataloging of books and materials.
9. Attending seminars/workshops, conferences for library upliftment.

10. Supervising the work of other library staff.
11. Assuming responsibilities of taking care of the library as a whole.
12. Coordinating with other institutions for book donations and purchases.
13. Doing report about library development.

Article 24: Duties and Responsibilities of Library Custodian:

1. Receiving, checking and recording of books and materials.
2. Typing cards and slips, and preparing books for use.
3. Registering borrowers and maintaining registration files.
4. Updating and maintaining library files.
5. Doing inventory at the end of every semester.
6. Shelf-reading and see to it that the materials are in order.
7. Assisting students in their research and assignments.
8. Maintaining cleanliness and orderliness in the library.

Article 25: Human Resources Director

Responsible for supervising and coordinating human resource activities in the campus such as, personnel movements, employment and manpower planning, benefits administration, maintenance and records keeping and implementation of policies and programs and induction and orientation of newly hired employees.

Article 26: Duties and Responsibilities of HR Director

1. Supervises personnel selection program in the campus.
2. Implements the salary and wage administration program based on the existing plantilla of the Institution.
3. Ensures that the policies of the institution are strictly followed and that disciplinary actions are implemented.
4. Payroll preparation

Article 26: Duties and Responsibilities of Human Resource Assistant

1. Monitors personnel selection program in the campus.
2. Monitors and updates personnel movements such as promotions, regularization, expiration of employment, transfer, separation, job reclassification and movement in job levels.
3. Verify and recommends employee benefits, incentives and government mandated benefits.
4. Check employment papers, contracts, separation reports, and other documents pertaining to employment such as SSS, TIN, PAG-IBIG, Philhealth, etc.
5. Ensures that 201 file records of employees are well maintained and updated.
6. Monitors attendance and time keeping for evaluation.
7. Conducts orientation of newly hired employees and responsible for the turnover of the new employee to his work group.
8. Computes performance ratings of all employees.
9. Evaluates department staff performance and prepares or reviews bi monthly manpower inventory and monthly personnel vacancy report.

Article 27: Guidance Counselor

Responsible for implementing of Guidance Program and Services.

Article 28: Duties and Responsibilities

1. Assists in the implementation of Retention Program.
2. Conducts individual and group counseling.
3. Conducts individual conferences and/or interviews with parents, students, teachers regarding academic difficulties and attendance problem of students.
4. Assists in conducting surveys/research on student needs and other concerns for Guidance Programs purposes.
 - 4.1 Prepares for a summary or abstract about the survey/research result.
 - 4.2 Makes a conclusion and recommendation regarding result of survey.
5. Works- out school's membership/affiliation with different guidance and psychological associations.
6. Conducts entrance scholarships exams; schedules and recommends students for psychological testing.
7. Assists in the Orientation program for new students.
8. Monitors in the preparation and sending of communication to parents.
9. Conducts interview with students who are withdrawing the enrollment and transferring to other schools.
10. Monitors and follows up students with unclaimed permits.
11. Administers and scores the Standardized Aptitude Test for Teachers (SATT) as an evaluation tool.

12. Assists in monitoring the Euthenics activities.
 - 12.1 Prepares monthly Euthenics report.
 - 12.2 Assists in conducting meetings with advisers.
13. Provides Block advisers with their Euthenics activities.
14. Prepares/revises guidance forms.
15. Facilitates students' seminars and other activities.
16. Conducts follow up on students' attendance and academic status.
17. Prepares recommendation to Guidance Director regarding guidance program set up.
18. Organizes Peer Counseling group; prepares Peer Counseling Program and sets activities for Peer Counselors.
19. Submits weekly report to Guidance Director.
20. Performs other related functions as may be assigned by the superior.

CHAPTER 20

THE INSTITUTION HEALTH SERVICE

Article 1. The Institution Health Service Staff.

The health service staff shall be composed of the Physician, Dentist, Nurses. They are directly responsible to report to the School Administrator.

Article 2. Duties and Responsibilities of the Health Service Staff.

1. Take charge of the Medical-Dental Clinic;
2. Conduct medical, dental, and physical examinations in accordance with the rules of the institution;
3. Look after the health of the faculty members and students and the sanitation of the Institution's premises.
4. Submit a semestral report and such other reports to the School Administrator.; and
5. Perform such duties as may be assigned to him, from time to time.

CHAPTER 21

CODE OF ETHICS FOR PROFESSIONAL TEACHERS

Board for Professional Teachers

Resolution No. 435, series of 1997

Pursuant to the provisions of paragraph (e), Article II, of RA No. 7836, otherwise known as the "Philippines Teachers Professionalization Act of 1994" and paragraph (a), section 6, PD No. 223, as amended, the Board for Professional Teachers hereby adopts and promulgates the following "Code of Ethics for Professional Teachers".

Preamble

Teachers are duly licensed professional who possess dignity and reputation with high moral values as well as technical and professional competence. In the practice of their noble profession, they strictly adhere to, observe, and practice this set of ethical and moral principles, standard and values.

Article I

Scope and Limitations

Section 1. The Philippine Constitution provides that all education institutions shall offer quality education for all Filipino citizens, a vision that requires professionally content teachers committed to its full realization. The provision of the Code shall apply, therefore to all teachers in all schools in the Philippines.

Section 2. This code covers all public and private school teachers in all educational institutions at the preschool, primary, technical or non-formal. The tem "teacher" shall include industrial art or administrative functions in all schools at the aforesaid levels, whether on full-time or part-time basis.

Article II

The Teacher and the State

Section 1. The schools are the nurseries of the citizens of the State. Each teacher is a trustee of the cultural and educational heritage of the nation and is under obligation to transmit to learners such heritage as well as to love of country, instill allegiance to the Constitution and respect for all duly constituted authorities, and promote obedience to the respect laws of the State.

Section 2. Every teacher or school official shall actively help carry out the policies of the state, and shall take an oath to this effect.

Section 3. In the interest of the State of the Filipino people as much as of his own, every teacher shall be physically, mentally and morally fit.

Section 4. Every teacher shall possess and actualize full commitment and devotion to duty

Section 5. A teacher shall not engage in the promotion of any political, religious, or other partisan interest, and shall nor directly, solicit, require, collect or receive any money, service, other valuable material from any person or entity for such purpose.

Section 6. Every teacher shall vote and shall exercise all other constitutional rights and responsibilities.

Section 7. A teacher shall not use his position or official authority of influence to coerce any other person to follow any political action.

Section 8. Every teacher shall enjoy academic freedom and shall have the privilege of sharing the product of his researches and investigations, provided that, if the results are inimical to the declared policies of the State, they shall be drawn to the proper authorities for appropriate remedial action

Article III

The Teacher and the Community

Section 1. A teacher is facilitator of learning and of the development of the youth; he shall, therefore, render the best services by providing an environment conducive to such learning and growth.

Section 2. Every teacher shall provide leadership and initiative to actively participate in community movements for moral, social, educational, economic, and civic betterment.

Section 3. Every teacher shall merit reasonable social recognition for which purpose he shall behave with honor and dignity at all times and refrain from such activities as gambling, smoking, drunkenness and other excesses, much less illicit relations

Section 4. Every teacher shall held the school keep the people in the community, and shall, therefore, study and understand local customs and traditions in order to have a sympathetic attitude, therefore, refrain from disparaging the community.

Section 5. Every teacher shall help the school keep the people in the community informed about the school's work and accomplishments as well as its needs and problems

Section 6. Every teacher is an intellectual leader in the community, especially in the barangay, and shall welcome the opportunity to provide such leadership when needed, to extend counseling services, as appropriate, and to actively be involved in matters affecting the welfare of the people.

Section 7. Every teacher shall maintain harmonious and pleasant personal and official relations with other professionals, with government officials, and with people, individually or collectively.

Section 8. A teacher possesses freedom to attend church and worship, as appropriate, but shall not use his position as influence to proselyte others

Article IV

The Teacher and the Profession

Section 1. Every teacher shall actively help insure that teaching is the noble's profession, and shall manifest genuine enthusiasm and pride in teaching as a noble calling.

Section 2. Every teacher shall uphold the highest possible standards of quality education, shall make the best preparation for the career of teaching, and shall be at his best at all times in the practice of profession.

Section 3. Every teacher shall participate in the continuing professional education (CPE) program of the Professional Regulation Commission, and shall pursue such other studies as will improve his efficiency, enhance the prestige of the profession, and strengthen his competence, virtues and productivity in order to be nationally and internationally competitive.

Section 4. Every teacher shall help, if duly authorized to seek support for the school, but shall make improper misrepresentation through personal advertisements and other questionable means.

Section 5. Every teacher shall use the teaching profession in a manner that makes it dignified means for earning a decent living.

Article V

The Teacher and Teaching Community

Section 1. Teachers shall, at all times, be imbued with the spirit of professional loyalty, mutual confidence, and faith in one another, self-sacrifice for the common good and full cooperation with colleagues. When the best interest of the learners, the school, or the profession is at stake in any controversy, teachers shall support one another.

Section 2. A teacher is not entitled to claim for work not of his own, and shall give due credit for the work of others which he may use.

Section 3. Before leaving his position, a teacher shall organize and leave to his successor such records and other data as are necessary to carry on the work.

Section 4. A teacher shall hold inviolate all confidential information concerning associates and the school, and shall not divulge to anyone documents which have not yet been officially released, or remove records from the files without official permission.

Section 5. It shall be the responsibility for every teacher to seek correctives for what may appear to be an unprofessional and unethical conduct of any associate; this may be done only if there is incontrovertible evidence for such conduct.

Section 6. A teacher may submit to the proper authorities any justifiable criticism against an associate preferable in writing, without violating any right of the individual concerned.

Article VI

The Teacher and Higher Authorities in the Philippines

Section 1. A teacher shall make it his duty to make an honest effort to understand and support the legitimate policies of the school and the administration regardless of professional feeling or private opinion and shall faithfully carry them out.

Section 2. A teacher shall not make any false accusation or charges against superiors, especially under anonymity. However, if there are valid charges, he should present such under oath to competent authority.

Section 3. A teacher shall transact all official business through channels except when special conditions warrant a different procedure, such as when reforms are advocated by or are opposed by the immediate superior, in which case the teachers shall appeal directly to the appropriate case the teachers shall appeal directly to the appropriate higher authority.

Section 4. A teacher, individually or as part of a group, has a right to seek redress against injustice and discrimination and to the extent possible, shall raise his grievances within democratic process. In doing so, he shall avoid jeopardizing the interest and the welfare of learners who's right to learn must be respected.

Section 5. A teacher has a right to invoke the principle that appointments, promotions, and transfer of teachers are made only on the basis of merit in the interest of the service.

Section 6. A teacher who accepts a position assumes a contractual obligation to live up his contract, assuming full knowledge of the employment terms and conditions.

Article VII

School Officials, Teachers and Other Personnel

Section 1. School officials shall at all times show professional courtesy, helpfulness and sympathy towards teachers and other personnel, such practices being standards of effective school supervision, dignified administration, responsible leadership and enlightened direction.

Section 2. School official, teachers and other school personnel shall consider it their cooperative responsibility to formulate policies or introduce important changes in the system at all levels

Section 3. School officials shall encourage and attend to the professional growth of all teachers under them such as recommending them for promotion, giving them due recognition for meritorious performance, and allowing them to participate in conference and training programs

Section 4. No school officials dismiss or recommend for dismissal a teacher or other subordinates except for a cause.

Section 5. School authorities concerned shall ensure that public school teachers are employed in accordance with pertinent civil service rules, and private school teachers are issued contract specifying the qualified, subsequently permanent tenure, in accordance with existing laws, and, provided, further that they are duly registered and licensed professional teachers.

Article VIII

The Teacher and Learners

Section 1. A teacher has the right and duty to determine the academic marks and the promotion of learners in the subject they handle. Such determination shall be in accordance with generally accepted procedures of evaluation and measurement. In case of any complaint, teachers concerned shall immediately take appropriate action, observing the process.

Section 2. A teacher shall recognize that the interest and welfare of learners are his first and foremost concern, and shall handle each learner justly and impartially.

Section 3. Under no circumstances shall a teacher be prejudiced nor discriminatory against any learner.

Section 4. A teacher shall not accept favors or gifts from their learner, their parent or others in their behalf in exchange for requested concessions, especially if under served.

Section 5. A teacher shall not accept directly or indirectly, any remuneration from tutorials other than what is authorized for such service.

Section 6. A teacher shall base the evaluation of the learner's work on merit and quality of academic performance.

Section 7. In a situation where mutual attraction and subsequent love develop between teacher and learner, the teacher shall exercise utmost professional discretion to avoid scandal, gossip, preferential treatment of the learner.

Section 8. A teacher shall not inflict corporal punishment on offending learners not make deductions from their scholastic ratings as a punishment for acts which are clearly not manifestations of poor scholarship.

Section 9. A teacher shall insure that conditions contributive to the maximum development of learners are adequate and shall extend needed assistance in preventing or solving learner's problems and difficulties.

Article IX

The Teacher and Parents

Section 1. A teacher shall establish and maintain cordial relations with parents, and shall conduct himself to merit their confidence and respect

Section 2. A teacher shall inform parents through proper authorities, of the progress or deficiencies of learners under him, exercising utmost candor and tact in pointing out learner's deficiencies and in seeking parent's cooperation for the proper guidance and improvement of learners.

Section 3. A teacher shall hear parent's complaints with sympathy and understandings, and shall discourage unfair criticism.

Article X

The Teacher and Business Administration

Section 1. A teacher has a right to engage, directly or indirectly, in legitimate income generation, provided that it does not relate to or adversely affect his work.

Section 2. A teacher shall maintain a good reputation with respect to financial matters such as in the settlement of his just debt, loans and other financial affairs.

Section 3. No teacher shall act, directly or indirectly, as agent of, or be financially interested in, any commercial venture which furnishes textbooks and other school commodities in the purchase and disposal of which he can exercise official's influence, except only when his assignment is inherently related to such purchase and disposal, provided that such shall be in accordance with existing regulations.

Article XI

The Teacher as a Person

Section 1. A teacher shall live with dignity in all places at all times.

Section 2. A teacher shall place premium upon a self-respect and self-discipline as the principle of personal behavior in all relationships with others and in all situations.

Section 3. A teacher shall maintain at all times a dignified personality which could serve as model worthy of emulation by learners, peers and others.

Section 4. A teacher shall always recognized the Almighty God or being as guide of his own destiny and of the destinies of men and nations

Article XII

Disciplinary Action

Section 1. Any violation of any provision of the Code shall be sufficient ground for the imposition against the erring teacher of disciplinary action consisting of revocation of his Certificate of Registration and License as Professional Teacher, suspension from the practice of the teaching profession, reprimand, or cancellation of his temporary / special permit under causes specified in se. 23, Article III of R.A. no. 7836, and under rule 31, Article VII, of the Rules and Regulations Implementing R.A. No. 7836

Article XIII

Efficiency

Section 1. This Code shall be approved by the Professional Regulations Commission and shall take effect sixty (60) days following its publication in the official Gazette or any news-paper of general circulation, whichever is earlier.

Professional Competence

Any member of the institution must have a specialization in his assigned task or enough knowledge to perform his duties and responsibilities. Deal with various task and plans of the institutions. Each member has each own responsibility, and make his own decisions that can help the institution to grow and develop to the fullest.

RIGHTS, DUTIES AND RESPOSIBILITIES

The Institution acknowledges the rights and duties of teachers, as provided for in the Education Act 1982. These are as follows:

Section 1. Rights of Teachers

- 1.1 The right to free expression of opinion and suggestions, and to effective channels of communication with appropriate academic and administrative bodies of the schools or institution.
- 1.2 The right to be provided with free legal service by the appropriate government office in the case of public school personnel, and through the school authorities concerned in the case of private school personnel when charged in an administrative, civil and/or criminal proceeding by parties other than the school or regulatory authorities concerned for actions committed directly in lawful discharge of professional duties and/or defense of school policies;
- 1.3 The right to establish, join and maintain labor organizations and/or profession and self-regulating organizations of their choice to promote their welfare and defend their interests;
- 1.4 The right to be free from involuntary contributions except those imposed by their own organizations;
- 1.5 The right to be free from compulsory assignments not related to their duties as defined in their appointments or employment contracts unless compensated therefore, conformably to existing laws;
- 1.6 The right to intellectual property consistent with applicable laws
- 1.7 Teachers shall be deemed person in authority when in the discharge of lawful duties and responsibilities, and shall therefore be accorded due respect and protection;
- 1.8 Teachers shall be accorded the opportunity to choose alternative career lines either in school administration, in classroom teaching, or others, for purposes of career advancement.

Section 2. Obligations of Teachers

Every teacher shall:

- 2.1 perform his/her duties to the school by charging his/her responsibilities in accordance with the institution's philosophy, goals and objectives;
- 2.2 be accountable for the efficient and effective attainment of specified learning objectives in pursuance of national development goals within the limits of available school resources;
- 2.3 render regular reports on performance of each student and to the latter's parents or guardians with specific suggestions for improvements;
- 2.4 assume the responsibility to maintain and sustain his/her professional growth and advancement and maintain professionalism in his/her behavior at all times
- 2.5 refrain from making deductions in student's scholastic ratings for acts that are clearly not manifestations of poor scholarship;
- 2.6 Participate as an agent of constructive social, economic, school and the community within the context of national policies.

CHAPTER 22**Amendments of the Academic Personnel Manual**

The manual of any sections may be amended or repealed by the President at any regular or special meeting duly called for such purpose. Revisions and additions of the manual incorporated may be done upon the decisions of the Board of Trustees at any regular or special meeting duly called for such purpose.

CLARK COLLEGE OF SCIENCE AND TECHNOLOGY

TABLE OF OFFENSES & CORRESPONDING SANCTIONS

Legend:

- 1- Warning/Verbal Warning
- 2- Written warning/deloading
- 3- Suspension (the duration of which shall depend on the seriousness of the offense)
- 4- Termination for cause (without prejudice to taking of appropriate lawful action)

Offenses	1st	2nd	3rd	4th
Theft of the Clark College of Science Technology or other employee's property.	4			
Misuse, malversation and/or misappropriation of the Clark College of Science Technology's funds or asset.	4			
Use of Clark College of Science Technology name, belongings, or equipment for personal and/or commercial purposes or misrepresenting authority for and in behalf of the Clark College of Science Technology.	3	4		
Any act which tends to discredit or malign the name of the Clark College of Science Technology.	3	4		
Soliciting any sum of money, gifts, benefits or favors or anything of value from students, instructor, employees, clients, suppliers, other individuals, business firms and other establishments, without any written permission and approval from the School Administrator or through the mediation of another in consideration of any act or service connected with the performance of the instructor's duties and responsibilities.	4			
Any act of forgery committed on documents, plagiarism or violation of intellectual property rights.	4			
Fraud or willful breach of trust in the conduct of one's job.	From suspension to termination depending on the gravity of the case			
Falsification of personnel records or other Clark College of Science Technology records.	4			
Falsification of any kind to official or instructor grading records, student records or other school records/failure to keep school records.	4			
Changing of grade of a student in consideration of some remuneration or favor.	4			
Persuading a co-instructor to change grade.	3	4		
Changing vouchers, receipts, tickets and the like for reimbursement of expenses.	3	4		
Giving fraudulent testimony or submitting false statement during an investigation.	3	4		

Use or possession of prohibited drugs and paraphernalia within or outside the Clark College of Science Technology premises.	4			
Possession of firearms and/or deadly weapons within the Clark College of Science Technology premises.	4			
Conviction of a criminal offense.	4			
Sexual harassment as defined under R.A. 7887.	4			
Violation on the wearing of uniform and I.D.	1	2	3	4
Disgraceful or immoral conduct, indecency or moral indiscretion committed within and outside the Clark College of Science Technology premises.	4			
Making malicious, obscene or libelous statements about the person or vulgar language, gossips, anecdotes and insulting words to any member of the academic community.	3	4		
Insult or willful disrespect on any act of discourtesy to superiors or any co-instructor or to any person transacting business with the Clark College of Science Technology within the Clark College of Science Technology premises or while discharging official functions.	3	4		
Inflicting bodily injury on instructor member or administrative personnel or a student.	From suspension to termination depending on the gravity of the offense			
Drunkenness or drinking liquor or any alcoholic beverages within the Clark College of Science Technology premises during or beyond working hours.	4			
Gambling in any form.	4			
Receiving for personal use fees, gifts, or other valuable when such fee, gifts or valuable is given in the hope or expectation of receiving a favor or better treatment accorded other persons.	4			
Flagrant or persistent violation of the Code of Professional Ethics.	1	2	3	4
Serious insubordination willful disobedience/grave misconduct	2	3	4	
Unbecoming an instructor member.	2	3	4	
Violation of Anti-Hazing Law.	4			
Violation of confidentiality of the Clark College of Science Technology records.	3	4		
Infraction of Clark College of Science Technology rules/procedures in handling any Clark College of Science Technology transaction or work assignment that results in a loss.	3	4		
Failure to submit grades and other documents according to deadlines.	1	2	3	4
Unauthorized or unjustified possession of examination questions.	3	4		

Giving of test questions to students.	4			
Refusal to discharge responsibilities as an adviser.	1	2	3	4
Failure to participate in academic planning (preparation/revision of syllabi and examination of books).	1	2	3	4
Failure to attend instructor meetings and seminars.	2	3	4	
Non-compliance with the department's adopted grading system.	2	3	4	
Sleeping in post.	2	3	4	
Selling of supplies, photocopied materials, books, services or the collection of any contribution in any form whatsoever, whether voluntary or otherwise, from the students and school personnel.	4			
Lending/loaning activity with co-workers, agency personnel, or Clark College of Science Technology students	4			
Failure to comply with the guidelines set forth in the administration of examinations.	1	2	3	4
Failure to observe consultation hours of students.	1	2	3	4
Habitual absenteeism or tardiness or early dismissal of classes as per existing policy.	Deloading			4
Abandonment of post.	3	4		
Negligence in taking precautionary measures to ensure safety of members of the academic community.	3	4		
Improper use of equipment and facilities which leads to the damage or potential damage to said property/unauthorized use.	2	3	4	
Deliberate destruction of or causing damage to the Clark College of Science Technology property or records.	4			
Contracting loans from students/parents/colleagues	4			
Loaning cash with interest to students, and employees of the Clark College of Science Technology	=4			
Gross inefficiency and incompetence in the performance of his duties	4			

Due Process

Due process shall be observed in all cases of disciplinary investigation. The right to due process of law of parties involved as guaranteed by the Philippine Constitution, Philippine Labor Code, and the Manual of Regulation for Private Schools shall be the basis of the conduct of the proceedings.