

Republic of the Philippines
DAVAO DEL NORTE STATE COLLEGE
New Visayas, Panabo City



COLLEGE CODE

2004



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1 **Preliminary Title**
2 **GENERAL PROVISIONS**
3
4

5 Article 1. This document shall be known as "The Code of the Davao del Norte State College."
6

7 Article 2. The College as a public institution shall administer its affairs in accordance with its charter,
8 R.A. 7879 and with the general laws of the land insofar as they may be applicable.
9

10 Article 3. The powers and responsibilities of the College, as a legal entity, shall be those general
11 corporate powers set forth and granted under the Corporation Code; the powers provided in the College
12 Charter, and such other powers as may be further provided for by law.
13

14 Article 4. The College shall enjoy academic freedom pursuant to Section 8, paragraph 2, Article XI of
15 the Constitution of the Philippines (Constitution, 1973; P.D. No. 58).
16

17 Article 5. The funds of the College shall include the sums appropriated for the College under the
18 General Appropriations Act, special laws and orders, the incidental income and receipts derived by the
19 College from its operations, and the sums received from all other sources whether by grant, donation and
20 the like. Disbursements of funds shall be made accordingly in pursuance of a specific appropriation
21 approved or authorized by the Board of Trustees.
22

23 Article 6. The operation of income generating projects of the College shall be supportive to the
24 institutional program.
25

26 Article 7. The College property shall include lands, buildings, equipment and other kinds of property
27 acquired by purchase, grants, or otherwise. Care, custody, maintenance, use, sale or other modes of
28 disposal of College property shall be governed by the provisions of controlling statutes supplemented by
29 regulations promulgated by or under the authority of the Board.
30

31 Article 8. No student shall be denied admission to the College by reason of sex, nationality, religion or
32 political affiliations.
33

34 Article 9. Appointments and promotions of Academic and Administrative Staff of the College shall be
35 made in accordance to the CSC Rules and Regulations and other pertinent rules.
36

37 Article 10. The College color shall be emerald green and white.
38

39 Article 11. The College seal shall be the design approved by the Board.
40
41

42 **DECLARATION OF POLICIES AND OBJECTIVES**
43
44

45 Article 12. Declaration of Policies.
46

47 Section 1. The College is a public non-sectarian institution of higher learning principally supported by
48 state funds. It may include secondary levels as laboratory school for teacher training program.
49

50 Section 2. It shall aim to provide higher and graduate instruction in relevant areas as provided for in
51 Article II, Section 17 and Article XIV of Philippine Constitution, R.A. 8435 (AFMA), R.A. 7722 (Higher
52 Education Act of 1994), R.A. 8292 (Higher Education Modernization Act of 1997) and R.A. 7879 (The
53 College Charter), and to promote research as well as extension and developmental services that will
54 enhance teaching and community functions.
55

56 Section 3. The College shall enhance its capability to pursue excellence in instruction, research,
57 extension, and production.
58

59 Section 4. It shall endeavor to democratize access to education through an expansion of assistance
60 program and by offering short-term and specialized courses that shall meet the needs of the community.
61

1 **Section 5.** It shall aim to contribute to the attainment of the following national goals: a) To achieve
2 and maintain an accelerating rate of economic development and social progress; b) To assure the maximum
3 participation of all the people in the attainment and enjoyment of the benefit of such growth; and c) To
4 achieve and strengthen national unity and consciousness and preserve, develop and promote desirable
5 cultural, moral, and spiritual values in a changing world (Education Act of 1982).

6 **Article 13. Declaration of Objectives**

7 **Section 1.** Provide, as ingrained in its Charter supportive of the declared policy of the State, a
8 broad general education that will assist its clientele to: 1) attain his potential and quality as a human being
9 that enable him participate effectively in the basic functions of society; and 2) acquire the essential
10 educational foundation of his development into a productive versatile citizen.

11 **Section 2.** Develop the professions that will provide leadership for the nation in the advancement of
12 knowledge for purposes of improving the quality of human life.

13 **Section 3.** Provide appropriate training to the nation's manpower in the middle level skills required for
14 national development.

15 **Section 4.** Respond effectively to the varying conditions and altering needs of the nation through a
16 system of educational planning and evaluation.

17 **Title One**
18 **THE GOVERNANCE OF THE DAVAO DEL NORTE STATE COLLEGE (DNSC)**

19 **Chapter I**
20 **GOVERNING BOARDS (GBs); POWERS AND DUTIES; COMPOSITION;**
21 **MANNER OF APPOINTMENT; TERM OF OFFICE; MEETINGS AND QUOROM;**
22 **COMPENSATION; AND OTHER RELATED MATTERS**

23 **Article 14. Governing Board (GBs).**

24 The governance of DNSC shall be vested in the Board of Trustees of the College.

25 **Article 15. Powers and Duties**

26 **Section 1.** "The GBs of chartered SUCs shall have the following powers and duties, in addition to its
27 general powers of administration and exercise of all the powers granted a Board of Directors of a
28 corporation under Section 36 of Batas Pambansa Blg. 68, otherwise known as the "Corporation Code of the
29 Philippines," thus:

30 a. "to enact rules and regulations not contrary to law as may be necessary to carry out the purposes
31 and functions of the university or college;

32 b. to receive and appropriate all sums as may be provided for the support of the College, in the
33 manner it may determine and in accordance with its discretion, in order to carry out the purposes and
34 functions of the college;

35 c. to receive in trust legacies, gifts and donations of real and personal properties of all kinds and to
36 administer and dispose the same when necessary for the benefit of the university or college, subject to
37 limitations, directions and instructions of the donors, if any.

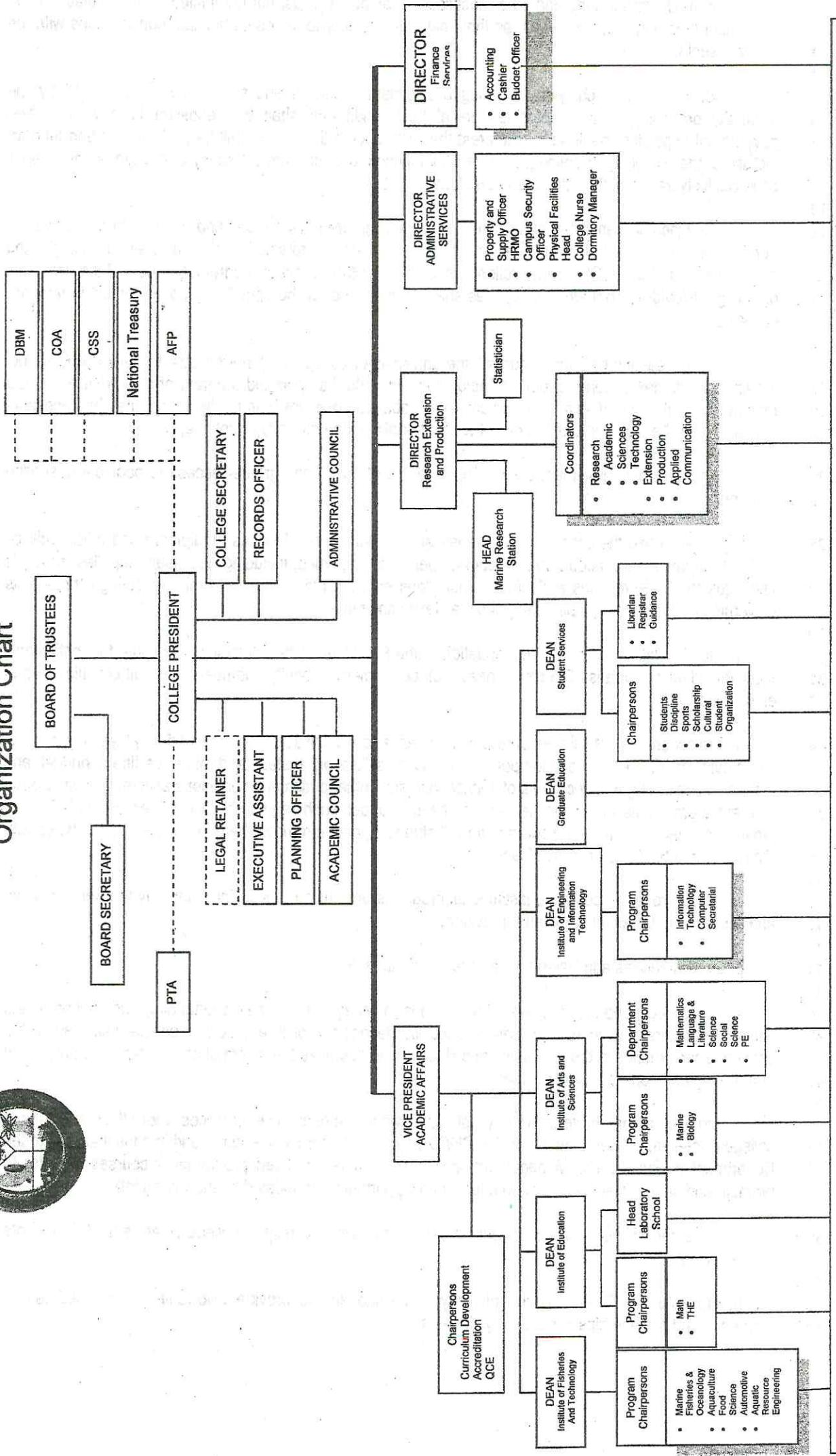
38 Such donations shall be exempt from all taxes and shall be considered as deductible items from
39 the income tax of the donor. Provided, however, That the rights, privileges and exemptions extended by this
40 Act shall likewise be extended to non-stock, non-profit private universities and colleges: Provided, finally,
41 That the same privileges shall also be extended to city colleges and universities with the approval of the
42 local government unit concerned and in coordination with the CHED.

43 The Commissioner of the Bureau of Internal Revenue and the Secretary of Finance shall be
44 informed by the Board of such donations in order to effect the necessary tax exemptions as herein provided.



DAVAO DEL NORTE STATE COLLEGE

Organization Chart



STUDENTS / STAKEHOLDERS

1 d. to fix the tuition fees and other necessary charges, such as, but not limited, to matriculation fees,
2 graduation fees and laboratory fees, as they may deem proper to impose, after due consultations with the
3 involved sectors.

4 Such fees and charges, including government subsidies and other income generated by the
5 university or college, shall constitute special trust funds and shall be deposited in any authorized
6 government depository bank, and all interest that shall accrue therefrom shall be part of the same fund for
7 the use of the university or college: Provided, that income derived from university or college hospitals shall
8 be exclusively earmarked for the operation of the hospitals.

9 Any income generated by the university or college from tuition fees and other charges, as well as
10 from the operation of auxiliary services and land grants, shall be retained by the university or college, and
11 may be disbursed by its GB for instruction, research, extension, or other programs/projects of the university
12 or college: Provided, That all fiduciary fees shall be disbursed for the specific purposes for which they are
13 collected.

14 If, for reasons beyond its control, the university or college shall not be able to pursue any project
15 for which funds have been appropriated and allocated under its approved program of expenditures, its GB
16 may authorize the use of said funds for any reasonable purpose which, in its discretion, may be necessary
17 and urgent for the attainment of the objectives and goals of the university or college;

18 e. to adopt and implement a socialized scheme of tuition and greater access to poor but deserving
19 students;

20 f. to authorize the construction or repair of its buildings, machineries, equipment and other facilities
21 and the purchases and acquisition of real and personal properties, including necessary supplies materials
22 and equipment. Purchases and other transactions entered into by the university or college through its
23 Governing Board (GB) shall be exempt from all taxes and duties;

24 g. to appoint, upon the recommendation of the President of the university or college, the institution's
25 Vice President(s), Deans, Directors, heads of departments, faculty members and other officials and
26 employees;

27 h. to fix and adjust salaries of faculty members and administrative officials and employees, subject to
28 the provisions of the revised compensation and classification system and other pertinent budget and
29 compensation laws governing hours of service, and such other duties and conditions as it may deem proper;
30 to grant them, at its discretion, leaves of absence under such regulation as it may promulgate, any
31 provisions of existing law to the contrary notwithstanding ; and to remove them for cause in accordance with
32 the requirements of due process of law;

33 i. to approve the curricula, institutional programs and rules of discipline drawn by the administrative
34 and academic councils as hereinafter provided;

35 j. to set policies admission and graduation of students;

36 k. to award honorary degrees upon persons in recognition of their outstanding contribution in the
37 fields of education, public service, arts, science and technology or in any field of specialization within the
38 academic competence of the university or college and to authorize the award of certificates of completion of
39 non-degree and non-traditional courses;

40 l. to absorb non-chartered tertiary institutions within the respective provinces where their university or
41 college is located, in coordination with the CHED which must approve the same, and in consultation with the
42 Department of Budget and Management, and to offer therein needed programs or courses in order to
43 promote and carry out equal access to educational opportunities mandated by the Consultation;

44 m. to establish research and extension centers of their university or college where such will promote
45 its development;

46 n. to establish Chairs in the university or college and to provide fellowship for qualified faculty
47 members, and scholarships to deserving students;

48

- 1 o. to delegate any of its powers and duties provided for herein above to the president and/or other
2 officials of the university or college as it may deem appropriate so as to expedite the administration of the
3 affairs of the university or college;
- 4 p. to authorize an external management audit of the university or college, and request the CHED to
5 finance the same subject to COA rules and regulations; and to institute reforms, including academic and
6 structural changes, on the basis of the audit results and recommendations;
- 7 q. to collaborate with the other GBs of chartered SUCs within the province or the region, under the
8 supervision of the CHED which must approve the same, and in consultation with the Department of Budget
9 and Management, and work towards their restructuring so that they will become more efficient, relevant,
10 productive and competitive;
- 11 r. to enter into joint ventures with business and industry for the profitable development and
12 management of the economic assets of the university or college, the proceeds from which is to be used for
13 the development and strengthening of the university or college;
- 14 s. to develop consortia and other forms of linkages with local government units, institutions and
15 agencies, both public and private, local and foreign, in furtherance of the purposes and objectives of their
16 universities or college;
- 17 t. to develop academic arrangements for institution-capability building with appropriate institutions
18 and agencies, public or private, local or foreign and to appoint experts/specialists as consultants, or visiting
19 or exchange professors, scholars, researchers, as the case may be;
- 20 u. to set up the adoption of modern and innovative modes of transmitting knowledge such as the use
21 of information technology, the dual system, open learning, community laboratory, etc., for the promotion of
22 greater access to higher education;
- 23 v. to establish policy guidelines and procedures for participative decision-making and transparency
24 within the university or college;
- 25 w. to privatize, where most advantageous to the university or college, the management of non-
26 academic services such as health, food, building or grounds, or property maintenance, and similar such
27 other activities; and
- 28 x. to extend the services of an incumbent President of the university or college, beyond the
29 compulsory age of retirement but not later than the age of seventy (70), whose performance has been
30 unanimously rated by the GBs as outstanding, after unanimous recommendation by the Search Committee
31 (SC) concerned."

41 Article 16. Composition.

- 42 Section 1. Except as hereinafter provided for, the GBs of DNSC shall have the following
43 composition, namely:
- 44 a. The Chairman of the Commission on Higher Education (CHED) as Chairman;
 - 45 b. The President of the College as Vice Chairman;
 - 46 c. The Chairman of the Committee on Education of the Senate Congress of the Philippines, as
47 member;
 - 48 d. The Chairman of the Committee on Higher and Technical Education of the House of
49 Representatives, Congress of the Philippines, as member;
 - 50 e. The Regional Director of the National Economic Development Authority (NEDA) of the particular
51 region where the chartered SUC is located;

- f. The president/Chair/Head of the duly recognized Faculty Association (FA) of the chartered SUC or the Federation President/Federation Chair/Federation Head thereof, as member;
- g. The president of the supreme student council or the student representative elected by the student council who shall be known as the Student Regent (SR) or Student Trustee (ST): provided, that in the absence of the student council president or student representative elected by the student council, the university or college shall schedule one (1) week for the campaign and election of a student representative as member;
- h. The president of the alumni association or the Federation of Alumni Association in SUCs with campuses preferably from tertiary programs as member;
- i. Two (2) prominent citizens representing the private sector who have distinguished themselves in their professions or fields of specialization chosen from among a list of at least five (5) persons qualified in the city or the province where the school is located, as recommended by the search committee constituted by the President in consultation with the Chairman of the CHED based on the normal standards and qualifications for the position as members;
- j. The Regional Director of the Department of Science and Technology (dost) in case of science and Technology (DOST) in case of science and technological colleges; or the Regional Director of the department of Agriculture (DA) in case of agriculture colleges; or both Regional Directors of DOST and Agriculture in case of a combined Technological and Agricultural College; and/or the Secretary of Education for an Autonomous Region. In lieu of such representation, the commanding generals of the Philippine Air Force (PAF) and the Philippine State College of Aeronautics and the Philippines Merchant Marine Academy, respectively..."

Article 17. Rights and Responsibilities of GB Members.

Section 1. "The GB members shall have all the normal rights and responsibilities of a regular member of the Board of Directors/Board of Trustees of non-profit, non-stock corporation.

Section 2. The GB Chair, Vice-Chair and the members coming from the government have the right to sit as Chair, Vice-Chair and as members thereof ipso facto upon their assumption into office.

Section 3. The right of the SSC/SG, Faculty, and Alumni President/Chair/Heads or their Federation President/Chair/Representatives or their Federation President/Chair/Representatives to become members of the GBs shall automatically rise from their election and qualification into their respective offices.

Section 4. The private sector representatives must take their oaths of office as herein after provided for before they could assume as GB members.

Article 18. Representatives of GB Members Coming From the Government.

Section 1. If the Chairmen of the congressional Committees on Education and Culture/Higher & Technical Education could not personally attend any regular meeting or special session of the GB of a chartered SUC, they may designate in writing their representatives to the said meeting /session which the latter should present to the GB Secretary before the start of the meeting or session. They shall be entitled to seat, voice and vote.

Section 2. The other GB members coming from the government shall personally attend the GB meeting/sessions.

Article 19. Federated SSC/SG, Federated Faculty Association, and/or Federated Alumni Association. — In the case of chartered SUCs which have more than one (1) campus, their respective President shall cause the federation of their SSC/SG, their faculty associations, and their alumni associations immediately after the effectiveness of the R.A 8292-IRR and the duly elected Federation Presidents/ Federation Chairs/ Federation Heads shall represent their respective sectors in their GBs.

Article 20. Selection, Appointment and Qualifications of the Two (2) GB Members Representing Private Sector.

1 Section 1. Search Committee – A Search Committee (SC) shall be formed and constituted by the
2 President of DNSC concerned, in consultation with the Chairman of the CHED, which shall take charge of
3 recruiting, screening and recommending to its GB at least five (5) prominent citizens for possible
4 appointment.

5 Section 2. Composition of SC – The SC to be formed and constituted by the President of the
6 chartered SUC concerned and to be approved by the CHED Chairman shall have three (3) members who
7 shall elect from among themselves their Chair, provided that the faculty and student sector concerned shall
8 represented in the SC.

9 Section 3. Minimum Qualifications and/or Standards For Private Sector Representatives in the
10 GBs.- No person shall become a member of the GB of a chartered SUC representing the private sector
11 unless he meets the qualifications and/or standards set by its GB. The private sector representative may
12 come from places where the external campus or main campus of the college is located.

13 Section 4. Results of Search. – The SC shall submit the names of at least five (5) nominees to the
14 GB within thirty (30) days from the inception of its search in accordance with procedures laid down by the
15 SC itself.

16 Section 5. Selection. – The GB of the concerned chartered SUC shall select the two (2) private
17 sector representatives from among the five (5) recommended/nominated by the SC, taking into
18 consideration their respective qualifications and the weight of their possible contribution vis-à-vis knowledge,
19 expertise and depth and breadth of experience to the deliberations of the GB and the realization of the
20 mission of the university or college itself.

21 Section 6. Appointment. – After the GB shall have selected the two (2) private sector
22 representatives, they shall be appointed by it through a Resolution duly adopted by the GB. The
23 appointment of the two private representatives should be signed by the GB Chair, whether CHED Chair or
24 Commissioner.

25 Section 7. Assumption. – The two (2) duly appointed private sector representatives should assume
26 office after taking their oaths before the CHED Chairman or the CHED commissioner as Chair of BOR/BOT
27 or before his duly designated representatives.

28 Article 21. Terms of office – The terms of office of the Presidents/Chairs/Heads or Federation
29 Presidents/federation Chairs/Federation Heads of the SSC/SG faculty and alumni associations and the
30 Student Regents/Student Trustees in the GB of chartered SUCs shall be contemporaneous with their terms
31 of office in such capacities in accordance with their respective Constitution and by-laws. Provided,
32 however, that in the event that the student loses his status as a student by way of graduation from the
33 college/university, dismissal, transfer or other such causes, then the duly elected student representative
34 shall sit as regular member of the GB. The two (2) private sector representatives shall serve for a term of
35 two (2) years each. They may be re-appointed for another term only.

36 Article 22. Meeting/Sessions. – The GBs of chartered SUCs may hold either regular meeting or special
37 sessions.

38 Article 23. Quorum. - A majority of all the members of the GBs holding office at the time of its regular
39 meeting or special session shall constitute a quorum for the said regular meeting or special session.

40 No regular meetings or special sessions of the GBs, however, shall be validly held or could legally occur
41 without the presence of either the CHED Chairman who is the Chairman of the Board or the CHED
42 Commissioner as the duly designated Chair, or the President of the chartered SUC who is the Vice-
43 Chairman thereof.

44 Article 24. Presiding Officer. - The CHED Chairman or the CHED Commissioner as duly designated
45 Chair in his capacity as Chairman of the GBs of chartered SUCs shall preside over the regular meetings or
46 special sessions thereof, except as hereinafter provided for.

47 In the absence of the CHED Chairman or the CHED Commissioner as Regular Chair of BOR/BOT, the
48 President of the chartered SUC, who is the Vice-Chairman of its GB, shall preside, except as hereinafter
49 provided for.

1 Article 25. Representative of CHED Chairman. - In case the CHED Chairman is unable to attend any
2 regular meeting or special session of the GB of a particular chartered SUC, he may designate in writing one
3 of the CHED Commissioners to present him in the said meeting or special session.

4 The CHED Commissioner so designate shall not preside over the regular meeting or special
5 session of the GB but shall have all the rights and responsibilities of a member thereof.

6 Article 26. Designation of Chair by CHED Chairman. - The CHED Chairman who is the Chairman of the
7 GB of all chartered SUCs may designate in writing a CHED Commissioner to act as the regular Chair of the
8 GB of a particular chartered SUC and/or in any of its regular meetings or special sessions in which case the
9 CHED Commissioner so designated shall act as the presiding officer.

10 Article 27. No Compensation for the Chairman, Vice-Chairman and Members of GBs. - The Chairman,
11 Vice-Chairman and members of the GB of chartered SUCs shall not receive any regular compensation as
12 such but they shall receive entitlements to actual allowances allowed by law, and reimbursement of
13 necessary expenses incurred during or in conjunction with their attendance in the regular meetings or
14 special sessions of the GB or in connection with their performance of official business duly authorized by the
15 GB through a resolution...“

16 Chapter 2
17 THE ADMINISTRATIVE COUNCIL (ADCO)

18 Article 28. The Administrative Council (ADCO) shall be composed of President as Chairman and with its
19 Vice-President(s), Deans, Directors, other officials of equal rank, Presidents of the faculty group and non-
20 academic personnel, and President of Student Body upon invitation by the Chairman as members, whose
21 duty shall be to: formulate policies governing the administrative management and development planning the
22 College subject to the approval of the Governing Board (GB), and recommend appropriate policies
23 governing the administration management, and development planning of the College for Board action.

24 Section 1. In his absence, the Vice-President for Administration shall preside, and in the absence of
25 both, the next ranking officer shall preside.

26 Section 2. The College Secretary shall be the ex-officio secretary of the Council. It shall be his duty
27 to issue the proceedings and to provide each member of the Council a copy of such minutes and agenda for
28 every regular meeting at least three days before the scheduled date.

29 Article 29. Meetings

30 Section 1. The Administrative Council shall meet at such time as the President may determine,
31 provided that there shall be at least one regular meeting each term. The President may convene a special
32 meeting upon the written request of at least one-fifth of the members of the Council.

33 Section 2. Every member of the Council shall be required to attend all its meetings. Quorum shall
34 consist of a majority of all its members, excluding those on official travel or leave, and a majority vote of all
35 the members present shall be required to dispose a question or decide an issue.

36 Article 30. The ADCO may create committees, as it may deem expedient and convenient for the proper
37 performance of its functions.

38 Chapter 3
39 THE ACADEMIC COUNCIL (AC)

40 Article 31. There shall be an Academic Council consisting of the President of the Institution as Chairman,
41 Vice-President for Academic Affairs or its equivalent as Vice-Chairman, Deans and all members of its
42 instructional staff with the rank of not lower than Assistant Professor as members.

1 Section 1. The AC so formed and constituted shall have the following functions, in accordance with
2 Sec. 4, Par. (0) & (v) of R.A. 8292, to wit:

- 3 a. Determine, review and recommend for the approval of its GB the course offerings of the College;
4
5 b. Devise/draft, review and recommend for the approval of its GB the rules of discipline of and for the
6 College; and
7
8 c. Fix the requirements for the admission of students in the College as well as for their graduation and
9 the conferment of degrees and submit the same to its GB for review and/or approval in accordance
10 with Sec. 4, Par. (j) of R.A. 8292.

12 Section 2. The President of the Institution shall be the presiding officer of the Academic Council. In
13 his absence, the Vice-President for Academic Affairs shall preside, and in the absence of both, the next
14 ranking officer shall preside.

16 Section 3. The Registrar and/or the College Secretary shall be the ex-officio secretary of the Council
17 whose functions shall be the same as those specified in the ADCO for this office.

19 Article 32. Meetings

21 Section 1. The Academic Council shall meet at such time as the President may determine, provided
22 that there shall be at least one regular meeting each semester or term. A special meeting may be called
23 upon the written request of at least one-fifth of the members of the Council.

25 Section 2. Every member of the Council shall be required to attend all its meetings. Quorum shall
26 consist of a majority of all its members, excluding those on official travel or leave, and a majority vote of all
27 the members present shall be required to dispose a question or decide an issue.

29 Article 33. The Academic Council may create committees, as it may deem expedient and convenient for
30 the proper performance of its functions.

33 Chapter 4
34 OFFICIALS OF THE ADMINISTRATION

37 Article 34. The officials of the administration shall be the President, the Vice-President(s),
38 Chief(s)/Directors of Programs/Services and their equivalents, Directors/ Deans of Institutes/Student
39 Services, the Secretary of the Institution and/or Board. and other school officials as may be considered part
40 of the management team by the Head of the Institution.

42 Article 35. The President of the Institution

44 Section 1. The College President shall be appointed by the DNSC Governing Board in accordance
45 with the R.A. 8292 IRR and shall have a term of four (4) years, the beginning and end of which must be
46 clearly specified in the appointment made. Incumbent President who were appointed under and by virtue of
47 previous laws, rules and regulations shall continue in office until his respective term expires, unless sooner
48 removed for cause. President who wishes to continue serving in such capacity at the expiration of his term
49 shall be evaluated by the GB or by any process and procedure prescribed by it.

51 Section 2. He shall have general supervision of all business and financial operations of the
52 Institution.

54 Section 3. All officers, members of the teaching staff, and employee shall be responsible to and
55 under the direct supervision of the President.

57 Section 4. The President shall carry out the general policies laid down by the Governing Board, and
58 shall have power to act within the limits of said general policies. He shall direct or assign the details of
59 executive action.

1 **Section 5.** He shall preside at commencement and other public exercises of the Institution, and
2 confer such degrees and honors as granted by the Board. All diplomas and certificates issued by the
3 Institution shall be signed by the President of the Institution and attested by the Dean and Registrar.

4 **Section 6.** Should a permission or an authorization given to any person to engage in any work or
5 activity within the campus of the Institution be used by such person to inculcate and instigate disloyalty to
6 the Government of the Philippines, or to discourage students, school personnel from attending their
7 functions, or to interfere directly or indirectly with the management and administration of the College, the
8 President of the Institution, shall after due hearing, cancel the granted privilege and thereafter prohibits such
9 person from staying or remaining on the campus. The President shall inform the Governing Board of his
10 actions and the Board may take commensurate action in connection therewith.

11 **Section 7.** He shall be the official link or medium of communication between the College personnel
12 or students and the Governing Board.

13 **Section 8.** He shall appoint qualified and competent persons to fill in vacant and new positions as per
14 approved recruitment and selection criteria upon recommendation of the appropriate recruitment board. He
15 shall make special appointments/designations as are permitted by the Board.

16 **Section 9.** He shall exercise the following specific powers:

- 17 a. Accept resignation and authorize transfer of faculty members and other personnel to be
18 confirmed by the Board;
- 19 b. Grant or deny leaves of absence with pay or without pay and/or extension of such leaves or
20 delegate the same to a duly authorized officer of the Institution;
- 21 c. Grant or deny extension of fellowships or scholarships for a period not beyond one academic
22 year if the budget permits and for reasons he may deem satisfactory;
- 23 d. Approve retirement of the members of faculty and employees to be confirmed by the Board;
- 24 e. To renew or terminate for cause after due process temporary appointments, appointments of
25 contractual/ casual, and to institute administrative proceedings to all erring personnel in
26 accordance with the existing regulations;
- 27 f. Transfer/ detail faculty members and employees from one department or unit of the Institution
28 to another in accordance with their specialization with consent of the transferee and with
29 proper compensation;
- 30 g. Appoint, without the necessity of submitting to the Board for approval, qualified members of
31 the faculty as fellows of the Institution (full or partial) in order to enable them to pursue
32 graduate studies abroad, and to fix financial assistance to any such fellows in accordance with
33 the rules promulgated by the Governing Board and within the lump sum appropriated thereto.
- 34 h. Deny or grant, without any financial obligation on the part of the Institution other than the
35 regular salary of the person concerned, permission for members of the faculty to accept
36 training grants, fellowships, scholarships, assistantships, or invitations to conferences
37 sponsored by outside agencies or organizations;
- 38 i. Supervise and control, through the Dean of Student Services, over extra-curricular activities of
39 students; and issue, if needed, adequate rules for the organization and qualifications of
40 officers thereof;
- 41 j. Approve rules for the safekeeping and proper disbursement of funds and use of property of all
42 recognized student organizations designating a person to examine and audit the account
43 pertaining to such funds and property;
- 44 k. Provide leadership for the College; maintain and protect its academic integrity and ensure the
45 observance and implementation of the policies laid down by the Governing Board;

- 1 i. Exercise within the framework of College policies his authority and responsibilities on the
2 following areas: development planning and resource application; grants, endowments, and
3 fund raising; external relations and public affairs; policy relating to regional and national
4 development programs, curricula, and matters affecting the rights, privileges, culpabilities, and
5 welfare of the College personnel;
- 6 m. Formulate integrated and comprehensive academic, research, extension, physical
7 development, and fiscal plans for the College;
- 8 n. Coordinate all activities, projects, programs, and plans of the College; review the goals and
9 objectives of the various units, appraise their performance in relation to goals, and recommend
10 appropriate action for consideration by the Board;
- 11 o. Appoint officers, faculty members, and other employees of the College subject to confirmation
12 of the Board in accordance to what has been stipulated in the R.A. 8292 and other related and
13 existing provisions;
- 14 p. Promote personnel of the College, fix their work schedules, approve their special detail,
15 additional assignments, designations, retirement, and additional remunerations due them in
16 accordance with the policies approved by the Governing Board;
- 17 q. Create a committee to review all disciplinary actions appealable to the Office of the President,
18 and for consideration of position for restitution of grievances;
- 19 r. Award fellowships, assistantships and scholarships to students, faculty members and other
20 personnel in accordance with the policies prescribed by the Board;
- 21 s. Negotiate and obtain grants for specific projects, gifts and donations of real or personal
22 property of all kinds, subject to the confirmation of the Board, and to administer the same for
23 the benefit of the College, its units, departments, or students in accordance with the directions
24 and instructions of the donor, and in default thereof, in such manner as the Board say in its
25 discretion may determine;
- 26

33 **Section 10.** In addition to such responsibilities as may have been entrusted to him elsewhere in the
34 College Charter, or by special resolution of the Board, the President shall discharge the following functions:

35 A. With respect to the Governing Board:

- 36 a. To determine and prepare agenda for each meeting without prejudice to the right of any member to
37 have any matter include therein;
- 38 b. To submit to the Board the annual budget and all other matters, e.g., courses of study and
39 academic program, rules of discipline, conferment of degrees and diplomas as recommended by
40 the Academic Council, and the like requiring its approval;
- 41 c. To report to the Board for ratification or information about his decisions and actions affecting
42 College affairs;
- 43 d. To make an annual report to the Board relative to the achievements undertaken in the past year
44 and the institutional needs for the current year

45 B. With respect to the College Personnel consistent with the conditions and standards prescribed by
46 the Board and the Civil Service requisites whenever applicable:

- 47 a. To issue appointments and promotion in accordance with the recommendations of College
48 Selection Board (CSB) based on the College Merit and Promotion Plan (CMPP);
- 49 b. To secure services through labor contracts whenever exigencies so require;
- 50 c. To designate the Officer-In-Charge of the College and individual units;
- 51 d. To grant or withhold approval for good cause of request on the following personal matters;

- 1 i. Engaging in private practice or business;
- 2 ii. Transfer from one college, division, department or unit to another;
- 3 iii. Change the leave status of faculty members from teachers leave to that of vacation and sick
4 leave;
- 5 iv. Leaves of absence without pay;
- 6 v. Extension of such leaves of absence;
- 7 vi. Resignation; and
- 8 vii. Retirement.

9 C. With respect to the financial and property matters:

- 10 a. To prepare the annual budget of the College and estimates of income and expenditures;
- 11 b. To approve expenditures from designated funds for purposes specifically authorized by the
12 Board;
- 13 c. To order the closing of the dormant accounts or finished projects and to direct the revision of
14 any balance to the original funds from which they were drawn or to the general funds of the
15 College;
- 16 d. To accept donations and grants to the College in behalf of the Board, either personally or by
17 representative; and
- 18 e. To approve the use and disposal of College facilities and equipment.

20 Article 36. The Vice-President for Academic Affairs

21 The Vice-President for Academic Affairs shall be appointed/designated by the President of the
22 institution and confirmed by the Board of Trustees. He shall: 1) be directly responsible to the President for
23 carrying out the educational policies and programs of the Institution and in promoting supervising
24 instruction-based research and other academic activities of the faculty; 2) take charge of the development
25 and implementation of academic and related programs; and spearhead the effective supervision of the
26 academic personnel.

27 Section 1. He shall direct planning, implementation and evaluation of the instruction
28 programs/activities to ensure effective training and education of students. Under this general function are
29 the following duties and responsibilities:

- 30 a. Serve as chairman of the Council of Deans in formulating viable guidelines affecting the
31 planning implementation and evaluation of instruction activities;
- 32 b. Coordinate the planning and preparation of the proposed annual budget of the different
33 institutes and units in the instructional program, propose the same to the University/College
34 Budget Committee, and keep the Council of Deans informed of related decisions on the
35 matter;
- 36 c. Coordinate with the Research, Extension and Production Unit of the Institution in promoting
37 research, extension, and production activities of the Institutes;
- 38 d. Serve as ex-officio chairman of all standing and/or Ad Hoc Committee which shall study
39 /conduct regular faculty appraisal on performance ratings;
- 40 e. Upon consultation with the Institute Deans and Dean of Student Services, create standing
41 and/or Ad Hoc Committee that shall study/supervise student election, field trips and other such
42 activities;
- 43 f. Approve the yearly programs of work of the Institute Deans and other academic offices/units
44 under his supervision; and
- 45 g. Administer the overall execution of policies on instruction formulated by higher authorities.

1 **Section 2.** He shall likewise coordinate with other University/ College Programs and/or related
2 agencies to insure inter-program/agency complementation and efficient maximization of available resources
3 through a functional management information system. Under this general function are the following duties
4 and responsibilities:

- 5 a. Determine available resources (men/money/materials) for efficient use of such resources from
6 within the inter projects of the academic programs; and for the efficient use of such resources
7 through an inter-program scheme from without;
- 8 b. At the beginning of each school year, determine resources, needs of the academic program to
9 be monitored to top-level management for decisions to monitor such decisions to the Council
10 of Deans for implementation and evaluation; and
- 11 c. Establish and manage an efficient management information system for the academic program
12 that shall continuously monitor needed data and information to top level management/
13 management team, and other appropriate offices, from within and without, when needed as
14 the case may be.

15 **Section 3.** He shall also represent academic programs in appropriate offices/bodies and causes
16 resolution of conflicts in accordance with established policies, sound management and operation practices.
17 Under this general function are the following duties and responsibilities:

- 18 a. Represent academic programs in the Administrative Council, and other top level offices or
19 in the office of the President of the Institution, as the case may be;
- 20 b. Promote harmonious interaction between and among the faculty and staff of the program
21 through regular faculty conferences and Directors/Dean's Council meetings;
- 22 c. Establish and recommend for approval by higher authorities a reward system to
23 maintain/boost faculty morale;
- 24 d. Represent the academic programs of the University/College from within and without, as
25 the Vice-President for Academic Program. As such, he shall continuously cause the
26 promotion and the development of noteworthy academic standards commensurate to
27 those of a University/College via regular consultation with outside agencies/institutions
28 programs similar to his own; with his college deans/directors on how best, under the
29 circumstances, the academic programs can be improved; and the department chairman
30 and faculty on how the academic activities can be carried out in the best interest of
31 students; and with the students on how best their talents can be harnessed for
32 development;
- 33 e. Submit a regular memorandum of work progress to the President; and
- 34 f. Exercise such other powers and perform such other functions as may be delegated to
35 him/her by the President.

36 **Article 37. Other College Officials, Chairpersons, Designated Personnel and Respective Terms of
37 Reference:**

38 **Section 1. Institute Deans**

- 39 o Assists the Vice President in the operation of academic institutes.
- 40 o Attends to the student's academic programs enrolled in the institute and
41 coordinates with other concerned personnel for various academic concerns.
- 42 o Identifies the annual institute targets and budgetary allocations, and discuss
43 these with the department chairmen.
- 44 o Plans and implements programs, projects, and activities to improve the academic
45 climate in the College
- 46 o Takes full charge of all the publication of the institute.
- 47 o Initiates disciplinary measures against personnel under him/her in accordance
48 with existing rules.

- 1 ○ Submits annual/periodic reports and other reports that the President may require.
2 ○ Performs such other duties and responsibilities that may be assigned by the
3 President of the Institution.

4 **Section 2. Board Secretary**

- 5 ○ Coordinates and facilitates all Board Meetings; serves as custodian of the
6 records of the Governing Board.

7 **Section 3. Legal Retainer**

- 8 ○ Handles all legal matters affecting the College

9 **Section 4. College Secretary**

- 10 ○ Coordinates and facilitates the conduct of Administrative/Academic Council and
11 President's meetings and assemblies.
12 ○ Prepares communications/memoranda from the Office of the President.

13 **Section 5. Planning Officer**

- 14 ○ Assists the President in identifying major thrusts and in formulating the
15 institutional development plans and programs.
16 ○ Undertakes feasibility studies on institution-building and submits to the President
17 comments and recommendations on specific institutional projects and programs
18 before they are submitted to any funding agency for support.
19 ○ Reviews project report and recommends ways and means of improving project
20 implementation relative to the school's objectives.
21 ○ Assists Budget Officer in preparation of College Annual Budget.
22 ○ Monitors the implementation of College Plans, Programs and Projects, and
23 recommends ways and means to enhance effectiveness and efficiency.
24 ○ Prepares Quarterly and Annual Accomplishment Reports of the College.
25 ○ Assists the College Board Secretary in the preparation of BOT meetings.
26 ○ Performs such other functions as directed by the College President.

27 **Section 6. Records Officer**

- 28 ○ Assumes responsibility for the custody and safekeeping of official records and
29 documents and issues authenticated copies as instructed by the President
30 ○ Receives communication addressed to the President of the College and routes
31 the same to the concerned Office as instructed.

32 **Section 7. Finance Services Director**

- 33 ○ Supervises the carrying out of usual auditing procedures on journalization,
34 classification and reconciliation of the book of accounts, and reconsiders rational
35 implementation of College budgetary allocations and disbursements of income.
36 ○ Reviews and forwards to President of the Institution the recommended and
37 submitted Annual College Budget Proposal by the Budget Office, and prepares
38 College Annual Financial Plan Reports.
39 ○ Handles and supervises the management of the accounting and finance services
40 sector and its personnel:

41 1) Accountant

- 42 a. Signs vouchers and checks supporting documents/papers/Purchase
43 Orders/Abstract of Quotations attached to it;
44 b. Acts as Internal Controller who controls Department of Budget &
45 Management releases;
46 c. Reconciles with Cash Balances with the Cashier and checks monthly
47 Summary List of Checks Issued submitted to the DBM;
48 d. Checks and signs monthly reports on Statement of
49 Allotment/Obligations submitted to DBM;

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- 1 e. Prepares quarterly reports such as Financial Report of Operations,
2 Cash Flow Statement, Quarterly Report of Income, and the like as
3 DBM/COA so requires;
- 4 f. Checks and signs various remittances, reports, Paid Vouchers, RCI,
5 ROC, and the like to the Resident COA Auditor; and
- 6 g. Attends meetings, conferences, seminars.
- 7 h. Does other related works as directed by the immediate head.

8 2) Budget Officer

- 9 a. Responsible for the preparation of annual, supplementary and special
10 budget in coordination with other offices and units of the College.
- 11 b. Evaluates and integrates, in consultation with the Finance Services
12 Director, the Planning Officer, the management team, and the College
13 President, the budgetary requests of different units, departments, and
14 institutes based on the College Internal Resource Allocation Policies and
15 Financial Plan typically in the sub-allocation of funds.
- 16 c. Reviews allotment requests and recommends corresponding action to
17 the President at the same time supervise the control and allocation of
18 funds.

19 3) Cashier

- 20 a. Makes daily cash count of all collections & deposit the same to the bank;
- 21 b. Maintains and submits monthly/year end reports needed by the DBM,
22 BIR and other agencies;
- 23 c. Reviews and signs daily reports of collection and disbursements;
- 24 d. Maintains & updates cash book collection and bank cash book;
- 25 e. Signs and encashes checks; and signs and submits ACIC to the bank;
- 26 f. Releases/disburses TEVs and other payments;
- 27 g. Issues Official Receipts and signs clearances and permits;

28 4) Bookkeeper

- 29 a. Takes charge of the closing of books (GF 101, 102, STF, 164, Trust
30 Fund, ESF & ARC);
- 31 b. Prepares New Set of Books (6 Individual GL & SL Books), JEV for DV,
32 GJ, Collections, Liquidations;
- 33 c. Prepares Cash Receipt Journals, Check Disbursement Journals, General
34 Journals, Monthly Bank Reconciliation, Monthly TRA for Withholding Tax
35 (Compensation & Supplies), Monthly Aging of Cash Advance, Quarterly
36 Reports, transmittals to various offices re: accounting reports, Monthly
37 and Quarterly Reports;
- 38 d. Gather and binds monthly reports from Cashier and submits the same to
39 the COA Auditor; and
- 40 e. Prepares and submits Year-End Alphalist of DNSC employees.

41 Section 8. Dean, Students Services

- 42 o Assists the Vice President in the operation and implementation of co-curricular
43 and extra-curricular student activities and enforcements of College policies.
- 44 o Promotes values formation, leadership skill and social awareness among
45 students.
- 46 o Exercises overall supervision to other units: Students Discipline, Sports,
47 Scholarship, Cultural, Students Organization, Guidance, Registrar, and Library.
- 48 o Submits quarterly accomplishment report reports on his sphere of influence.

49 1.) Librarian

- 50 a. Caters information needs of students and faculty, e.g books, journals,
51 etc.;

- b. Keeps and maintains the AVR, student publications, thesis, research manuscripts and nonprint reference materials ensuring its propitious utilization;
- c. Develops and reviews policies and procedures for a cogent library operations;
- d. Establishes linkages with other College/University libraries to enrich library holdings and information repository; and,
- e. Organizes and monitors individual performance of library staff, thereafter, generate quarterly accomplishment report and annual inventory report.

10 2.) Guidance

- a. Handles orientations, testing, seminars on career and occupational development, vocation information drive, seminars on values formation recommended by Student Discipline, scholarship, network placement, promotional programs, alumni directory services, and individual counseling', thereafter, generate quarterly accomplishment report and annual inventory report.

11 3.) Registrar

- a. Responsible for the recording, filing, safekeeping, preparing, evaluating, issuing and maintaining student academic records, e.g. transcript of records, rating cards, accredited subjects, etc..
- b. Formulates and enforces policies and procedures on students' status upon enrolling, validating, determining course/subject taken from other colleges/ Universities, dropping, withdrawing, transferring and retaining, thereafter, generate quarterly accomplishments report and annual inventory report.

12 4.) Chairperson, Student Discipline

- a. Investigates cases involving students/ organization accused on violating college regulations based on set procedures;
- b. Formulate resolutions on the verdict of cases to dispose justice and corrective measures, thereafter, generate quarterly accomplishment report and annual inventory report; and
- c. Dialogues with parents for follow-up cases.

13 5.) Chairperson, Sports

- a. Drafts annual sports utilization program for all Sports and Athletic activities to the Director of Students Services for approval and implementation;
- b. Establishes linkages to the PSC and other agencies involved in sports development;
- c. Ensures safekeeping and maintenance of sports equipment; and,
- d. Initiates faculty and staff development programs by creating dynamic and sustainable physical and fitness programs, thereafter, generate quarterly accomplishment report and annual inventory report.

14 6.) Chairperson, Scholarship

- a. Screens and facilitates poor but deserving students to receive scholarship and grants-in-aids subjects to the conditions prescribed by CHED and by the Institution, thereafter, generate quarterly accomplishment report; and,
- b. Establishes linkages to other agencies/organizations for more scholarships funding.

15 7.) Chairperson, Cultural

- a. Facilities cultural activities to foment and cultivate expression of arts and cultural awareness in Interschool/College/University competitions, thereafter, generate quarterly accomplishment report.

16 8.) Chairperson, Student Organization

- a. Directs and supervises the campus associations/organization to the attainment of the mission, vision, and goals of the College;

- 1 b. Fitness and assesses requirements for recognition of student
2 organizations and authorize their operation notifying the Director Of
3 Students Services; and,
- 4 c. Mobilizes students organizations, thereafter, generate quarterly
5 accomplishment report.

6 **Section 9. Head Laboratory School**

- 7 o Assists the Dean, Institute of Education in devising new teaching strategies
8 methodologies for the Teacher Education Program.
- 9 o Compiles teaching strategies for publication, dissemination and adoption.
- 10 o Administer student teachers for in-campus training.
- 11 o Mobilize and evaluate performance of Laboratory school critique Instructors,
12 thereafter, generate quarterly accomplishment report.

13 **Section 10. Director, Research, Extension and Production (REP)**

14 **On Research:**

- 15 o Plans, coordinates, and reviews research programs and publicizes research
16 results of the College.
- 17 o Evaluates teaching staff research proposals and recommends funding thereof by
18 the Institution or other agencies.
- 19 o Administers implementation of skills and adaptation of technologies to clienteles
20 or program beneficiaries.
- 21 o Establishes strong linkages with other public and private, domestic, and foreign
22 research agencies and organizations.
- 23 o Recommends outstanding researches of the Institution for recognition by other
24 organizations or agencies.
- 25 o Conducts periodic evaluation of research programs of the Institution and make
26 appropriate recommendations.

27 **On Extension:**

- 28 o Makes periodic appraisal of extension problems affecting communities,
29 particularly those in the service area of the Institution.
- 30 o Develops extension plans, programs, and new approaches that will improve the
31 efficiency, productivity, income, and well-being of the people in the service area.
- 32 o Maintains operative linkage with government and private organizations that carry
33 on extension-type activities.
- 34 o Coordinates and recommends budget for long or short extension activities of the
35 various units of the Institution.
- 36 o Disseminates information, prepares and submit periodic and other necessary
37 reports to the President of the Institution.

38 **On Production:**

- 39 o Organizes production units, which shall be composed of appropriate set of
40 officers designated by the President.
- 41 o Supervises and monitors production units that undertake income-producing
42 projects and sees to it that the earnings derived therefrom shall form part of the
43 revolving fund of the Institution likewise the observance of proper procedures
44 involving financial transactions.
- 45 o Sees to it that the production projects shall also serve as laboratory and
46 demonstration area for instruction, research, and extension programs.
- 47 o Proposes incentive scheme, based on the net income, to encourage personnel
48 involved in optimizing the production activity income.

On Supervision:

- Supervises and monitors the following REP personnel:

- a. Marine Research Station Head
 - 1) Supervises the operational functions of the station relative to marine research activities.
 - 2) Conducts regular monitoring on subjects under study.
 - 3) Takes charge of the overall maintenance and safekeeping of marine station properties.
 - 4) Recommends proposals and action plans for coastal resource management in the area under study, thereafter, generate quarterly accomplishment report.
 - b. Statistician
 - 1) Appraises and validates accuracy of statistical treatment and interpretation on the researches conducted.
 - 2) Recommends appropriate statistical tools to be used in the study.
 - c. Coordinator, Research
 - 1) Coordinates the preparation of research proposals and its eventual implementation consistent to institutional, regional, and national priorities comparable to international standards and procedures in his area of jurisdiction.
 - d. Coordinator, Extension
 - 1) Coordinates and formulates action plans and programs channeling to the public the results, findings, and recommendations of the conducted researches for the adaptation of technology and discoveries through information-education campaign.
 - 2) Conducts and documents skills training for sustainable development, thereafter submit quarterly accomplishment report.
 - e. Coordinator, Production
 - 1) Coordinates and formulates action plans and programs mobilizing the trained and skilled stakeholders for livelihood programs.
 - 2) Engages in entrepreneurial activities for income generating projects of the College.
 - f. Coordinator, Applied Communication
 - 1) Coordinates and publicizes journals, newsletters, pamphlets, research studies, extension activities and other breakthroughs to obtain feedback.
 - 2) Assists and edit research, extension and production reports conducted by the institutes;
 - 3) Establishes linkages with SUCs and other research and extension institutions/agencies both national and international, particularly in the mutual exchange of information, and with local news network for mutual assistance in terms of exchange of information, ideas, and expertise.
 - g. Coordinator, Management Information System (MIS)
 - 1) Keeps records of Research, Extension and Production meetings and activities;
 - 2) Handles communications and justifications for research extension, and production funding;

- 3) Assists the Applied Communication Coordinator in the publication of research journals, newsletters, pamphlets, research studies, and other breakthroughs;
- 4) Participates in the planning, implementation, monitoring and evaluation of researches, extension, and production programs/projects/studies;
- 5) Attend the quarterly meeting of Southern Mindanao Agriculture and Resources Research and Development Consortium (SMARRDEC); and
- 6) Prepare and submit annual and quarterly accomplishment reports.

Section 11. Other Chairpersons and Designated Personnel:

- a. Chairperson, Accreditation
 - 1) Responsible for accreditation efforts of the College.
 - 2) Monitors and coordinates College activities consistent to the requirements for accreditation.
- b. Chairperson, Curriculum Development
 - 1) Conducts studies relative to the requirements of the labor markets.
 - 2) Develops and upgrades curricula relative to CHED prescribed policies.
 - 3) Collaborates with the Institute Directors the formulation, revision, and implementation of curricula.
- c. Chairperson, QCE
 - 1) Plans and facilitates academic activities to advance faculty academic ranking for evaluation.
- d. Department Chairpersons
 - 1) Design programs and activities in line with the discipline to ensure appropriate learning delivery system is implemented and adopted, e.g. syllabi, TOS, testing instruments, instructional materials, teaching strategies, etc.
 - 2) Review manuals and workbooks for use in different discipline.
 - 3) Update curricular offering and recommends it to the Institute Dean.
 - 4) Evaluates individual faculty development program; and
 - 5) Generate quarterly accomplishment report.
- e. Program Chairpersons
 - 1) Act like Department Chairpersons but with additional functions, such as: formulate and implement policies and procedures for admission and retaining, e.g., screening, interviewing, etc.; review and recommend student standing to the College registrar; facilitate conduct of on-the-job training, e.g., orientation, skills tests, accreditation of companies, evaluation, etc.; and thereafter, generate quarterly accomplishment report.

Section 12. Director, Administrative Services

- o Issues policy memorandum on administrative matters upon the directive of the College President.
- o Exercises such other powers and performs such other functions as may be delegated to him by the President.
- o Directs and supervises the operations of the following personnel:
 - a. Property/ Supply Officer
 - 1) Takes charge on the canvass, purchase, and records of supplies and materials needed for an efficient operation of the College.

- 1
2 2) Keeps records of the Memorandum Receipts issued to personnel.
3 3) Conducts inventory on existing properties and monitors consumption for
replenishment.

4 b. HRMO

- 5 1) Handles the management of systems and structures of human
6 resources, as well as the development and implementation of HRD
7 programs of the College.

8 c. Campus Security Officer

- 9 1) Coordinates with the academic and administrative sectors in the
10 preparation of plans and programs for security of both life and property
11 in the campus.
12 2) Supervises Agency Security Personnel and facilitates campus activities
13 for peace and order.

14 d. Head, Physical Facilities

- 15 1) Takes charge of the direction, supervision, and coordination of the
16 operations of the: (1) Infrastructure planning and construction; (2) Motor
17 Pool; (3) Electronic and communication; and (4) Campus Beautification
18 and Cleanliness.
19 2) Directly responsible in the preparation and implementation of
20 campus/site development plan and buildings design and estimates.
21 3) Conducts periodic assessment and repair on all buildings assets and
22 facilities of the college and makes recommendations to ensure safety
23 and prolong life span.

24 e. College Nurse

- 25 1) Provides and maintains adequate health services to all personnel and
26 students in terms of medical, dental, first aid, etc.
27 2) Conducts and facilitates periodic medical/dental check ups and
28 symposia on health issues.

29 f. Dormitory Manager

- 30 1) Plans and maintains order, discipline, housekeeping, custodial
31 responsibilities, and financial operations of the dormitory and
32 guesthouse.

33 Title Two
34 TERMS AND CONDITIONS OF EMPLOYMENT

35 Chapter 5
36 RECRUITMENT, SELECTION, AND APPOINTMENT

37
38 Article 38. Basically, recruitment and selection of employees for appointment in the government service
39 shall be open to all qualified men and women; it shall be done according to the approved MERIT
40 SELECTION PLAN (MSP) of the College (Approved College MSP for Faculty and Academic Staff dated
41 Nov. 11, 1997 in tandem with the Approved Agency MSP dated September 13, 2001 pursuant to CSC
42 Resolution No. 010114 and CSC MC No. 03, 2001) and the Merit System Policy Guidelines (BOT
43 Resolution No. 002, s. 2002).

44
45 Article 39. Pursuant to the approved College MSP, the selection of applicants for vacant positions, shall
46 be basically anchored on the BOT approved general guidelines on recruitment, selection, and appointment
47 (BOT Resolution No. 47, s. 2003):

48 A. Pre-screening Activities

- 49 1. Publication of vacant positions in accordance with RA 7041 (Publication Law) specifying therein the
50 position title and salary, qualification standards, and area of specialization.

- 1
2. The Personnel Officer/HRMO shall, in compliance to the directive of the College President to fill in
- 3 vacant position(s) on the basis of actual and rational needs of the College and in consultation with
- 4 the concerned unit/department, call, convene, and brief the designated selection board members
- 5 about the requisites of the position(s) to be filled in. Prior to calling the said committee, the
- 6 Personnel Officer/HRMO shall ask the President who shall be his representative to act as chairman
- 7 of the designated College Selection Board (CSB) – one for teaching and one for non-teaching.
- 8 After reiterating the selection requirements and explaining the policies and criteria involved in the
- 9 Merit and Promotion Plan of the College, the Personnel Officer/HRMO shall relegate the selection
- 10 proceedings to the chairman.
- 11
- 12 3. Due to variations of vacant position items, the CSB committee members shall set procedures and
- 13 establish internal guidelines on how to operationalize these in accordance with the basic
- 14 requisites of the DNSC Merit Selection Plan; discussion and resolution on who shall be
- 15 considered candidates for interview shall follow.

For vacancies in the first and second levels, all qualified next-in-rank employees shall be automatically considered candidates for promotion to the next higher position.

- 19
- 20 4. The chairman shall ask from the HRMO/Personnel Officer a certified master list of all prospective
- 21 applicants. The latter shall, if possible, provide the chairman and the members of the Selection
- 22 Board with the machine copies of applicants' credentials to facilitate the perusal of related
- 23 documents.
- 24 5. Committee findings shall be recorded in the suitable forms; thereafter, the committee shall make
- 25 resolution relative to the result of the preliminary assessment embodying therein justifications for
- 26 excluding some of the applicants for the formal interview and examinations (e.g.: theoretical,
- 27 psychological, skill, and the like). The College President shall be provided a copy of said resolution.
- 28
- 29 6. Upon the directive of the College President, the committee, through the HRMO, shall inform
- 30 qualified applicants through phone, mail, or any available medium of communication. The
- 31 corresponding proof of contacting them shall be submitted to the CSB chairman as part of the
- 32 proceedings.

B. Screening Proper Activities

- 34
- 35 1. Brief all qualified applicants subject for interview relative to policies affecting recruitment
- 36 procedures.
- 37
- 38 2. Selection proper observing the guidelines on selection agreed upon during the pre-screening
- 39 activities/ conference.
- 40
 - 41 ○ Interview of applicants using the standards set forth for that matter to be recorded in
 - 42 appropriate forms.
 - 43
 - 44 ○ Administration of examinations and conduct of actual class demonstrations (in case
 - 45 of instructional vacancy).
 - 46
- 47
- 48 3. Collation of results.
- 49

C. Post-Screening Activities:

- 51
- 52 1. Submission of College Selection Board Resolution *en banc* contending therein the Top Five
- 53 Applicants for the vacant position subject to final action/decision of the College President.
- 54 The appointing authority shall assess the merits of the CSB's recommendation for
- 55 appointment and in the exercise of sound discretion, select, in so far as practicable,
- 56 from among the top five ranking applicants deemed most qualified for appointment to
- 57 the vacant position.
- 58

In the case of promotion, the appointing authority may appoint an applicant who is not next-in-rank but possesses superior qualification and competence, and has undergone selection process (cf.: System of Ranking Positions pursuant to CSC MC 19, s. 1988).

- 1 2. Notification of applicants aenent to and publication of the result of the conduct of selection to
2 be posted in the college bulletin board and other conspicuous places shall be done. The
3 Personnel Section shall facilitate this.

5 Chapter 6
6 ACADEMIC STAFF
7
8

9 Article 40. Composition

10 Section 1. The Academic Staff of the Institution shall be composed of the teaching staff and the non-teaching staff, as defined hereafter.

14 Section 2. The members of the teaching staff shall be classified either as regular or non-regular
15 members of the faculty, as defined hereafter.

16 Section 3. The following academic ranks shall be the regular members of the faculty:

- 19 a) For permanent members of the faculty:
20 (1) Instructor I – III
21 (2) Assistant Professor I – IV
22 (3) Associate Professor I – V
23 (4) Professor I – VI
24 (5) College Professor

- 26 b) For non-permanent members of the faculty:
27 (1) Visiting Professor
28 (2) Exchange Professor

31 Section 4. Any appointment to a non-permanent or non-plantilla item shall be considered contractual
32 no matter how many times made, and shall not create any presumption of a right to another reappointment
33 or indefinite tenure. Further, repeated reappointments to any non-regular positions shall not create a right to
34 another reappointment or to tenure.

35 Section 5. The members of the non-teaching staff shall be those classified and hired as:
36 researchers, research aides, research assistants, research associates, professional extension workers,
37 guidance counselors, professional librarians, training specialists, information specialists, other related
38 technical positions and the like, a rank under the foregoing categories as necessary.

41 Article 41. Qualifications

43 Section 1. Appointments and promotions to the academic staff shall be made strictly on the basis of
44 merit and fitness. It shall be done according to the approved Merit Selection Plan (MSP) of the College and
45 Merit Policy Guidelines (BOT Resolution No. 002, s. 2002) and other existing policy and guidelines.

47 Section 2. All appointments to part-time positions in the academic staff of those who have full
48 appointment in other agencies of the government shall be made only upon written permission from the
49 agency concerned; the maximum allowable limit provided by law shall be observed in case they are
50 teaching also in another school. Moreover, no person shall be appointed to the faculty on a full time basis if
51 said person is employed in another institution except under consortium agreement. Such appointment shall
52 be made only on a year-to-year basis until another individual, who possesses the desired proficiency, is
53 available for regular appointment.

55 Section 3. No person shall be eligible for appointment or reinstatement as a regular member of the
56 faculty who: had been elected to any political office, and had filed or withdraw his candidacy or had been
57 defeated as a candidate for any political office within one year following the election.

59 Section 4. The President, after assessing the merits of College Selection Board (CSB)
60 recommendation, shall appoint faculty members; their appointments shall be subject to the confirmation of
61 the Governing Board.

1 Section 5. No teaching or non-teaching staff who resigned or separated from the service whose age
2 is beyond 57 years old shall be reappointed or reinstated without authorization from proper authorities,
3 which typically emanates from the Office of the President of the Philippines.

4

5 **Article 42. Terms and Conditions of Appointment for Academic Staff**

6

7 Precise terms and conditions shall be ensconced in writing in every appointment. In the case of
8 non-renewable temporary appointment, the concerned person shall be informed in writing at least two (2)
9 months before the termination date. An appointment with tenure may be terminated only by resignation,
10 death, and removal for cause after the due process.

11

12 **Article 43. Compensation**

13

14 Section 1. Full and part-time faculty members shall receive compensation on the basis of a fair
15 remuneration schedule approved by the Board upon recommendation of the President in accordance with
16 the existing salary standardization and internal policies.

17

18 Section 2. Lecturers shall be paid for each hour of actual service and for each final examination in
19 accordance with the approved remuneration schedule.

20

21 **Article 44. Tenure, Rank and Promotions**

22

23 Section 1. The initial appointment in the institution to a faculty rank shall be temporary and
24 probationary in nature renewable annually until such time all the requisites for permanent appointment shall
25 be met.

26

27 Section 2. No member of the faculty shall be removed on the basis of academic inadequacy unless:
28 a) such removal is favorably endorsed by a simple majority of the faculty of his department; and b) the due
29 process has been fully met.

30

31 Section 3. Promotions, ranking and nature of appointments of the members of faculty shall be based
32 on the requisites of the approved Merit Selection Plan (MSP) of the College and Merit Policy Guidelines
33 (BOT Resolution No. 002, s. 2002), and other related policies and guidelines, e.g., NBC 461, etc.

34

35 Section 4. Contract basis may be made if deemed necessary.

36

37 Section 5. A professor may be sent to non-profit and non-stock institutions of learning as a visiting
38 professor subject to existing regulations as the Governing Board may determine and/or under consortium
39 arrangement previously approved by the Board. Visiting professors from other institutions may be allowed
40 in, upon authorization by the President, whenever need for their special services necessitate.

41

42 **Article 45. Resignation and Transfer**

43

44 No resignation by a faculty member shall take effect sooner than thirty (30) days after the same
45 shall have been filed and submitted in writing to the President through channels, unless sooner approved by
46 the Head of the Agency.

47

48 **Article 46. Fellowships**

49

50 Section 1. Fellowships shall be awarded by the President of the Institution, upon recommendation by
51 the unit head concerned, to the most deserving personnel in line of chosen study or field of specialization.

52

53 Section 2. Fellowship program shall be established under such rules and regulations as the Board
54 may provide subject to the following standards:

- 55
- 56 a) Fellowships shall be created and awarded on the basis of the greatest need of, and usefulness
57 to the College on the recommendation of the unit/department/institute heads;
58 b) Fellowships shall be limited to the most able, promising, and deserving in the line of study
59 based on the specific qualification requirements;
60 c) No member of the faculty shall accept any fellowship grant or its equivalent offered by an
61 outside entity without the approval of the President.

62

- 1 d) Fellowships for advanced studies shall be awarded only to permanent members of the faculty;
 2 e) Fellowships shall be awarded only to those who are 45 years old or younger and in good
 3 health as certified by competent authority;
 4 f) Faculty granted fellowship shall sign a contract to serve the college for three (3) years for
 5 every year of scholarship enjoyed. Violation of said contract shall subject the grantee to refund
 6 all expenses incurred based on the existing guidelines, policies, rules and regulations.

7 **Article 47. Sabbatical Assignments**

8 A program of sabbatical assignments is hereby authorized under such rules and regulations as the
 9 Board may provide subject to the following requisites:

- 10 a) The primary aim of the program is to encourage study, investigation and research, and to
 improve the service competence of faculty members;
 11 b) No faculty member shall be qualified to the program unless otherwise he/she has served for at
 least seven (7) years; and
 12 c) No sabbatical assignment shall exceed one (1) year.

13 **Chapter 7**
 14 **CAREER ADVANCEMENT, TRAINING & DEVELOPMENT**

15 **Article 48.** Faculty and staff shall be entitled to career advancement, and training and development
 16 subject to existing policies and guidelines. The documents on Policy Governing Attendance to Seminars,
 17 Training, Workshop, and Educational Trip and the Policy Guidelines on Faculty and Staff Scholarship
 18 Assistantship Program, presented in a comprehensive form, ensconced procedures in administering and
 19 managing the institution's continuing program for career and personnel development (cf.: 1999 Faculty
 20 Manual RE: Policy Guidelines on Faculty and Staff Scholarship Assistantship Program & Attendance to
 21 Seminars, Training, workshop and Educational Trips).

22 **Chapter 8**
 23 **PERFORMANCE APPRAISAL SYSTEM**

24 **Article 49. Academic Staff/ Teaching Personnel.** - Regular Performance Appraisal System for
 25 Faculty Members shall be maintained to promote continuous improvement and institutional effectiveness of
 26 individual faculty. As such, set of procedures shall be observed and primarily anchored on the rules and
 27 guidelines stipulated on the approved Faculty Performance Appraisal System (cf.: Approved Merit System
 28 for Faculty and Academic Staff, CSC ROXI, Nov. 11, 1997 and 1999 Faculty Manual).

29 **Article 50. Administrative Staff/ Non-Teaching Personnel.** - In line with the Revised Policies on
 30 Performance Evaluation System enunciated under CSC Resolution No. 991792 and CSC MC No. 13 s.
 31 1999, the DNSC shall use the Performance Evaluation System for the Non-Teaching Personnel
 32 referred to as DNSCPES.

33 **Chapter 9**
 34 **WORKING HOURS**

35 **Article 51.** The Office hours of officials and employees in the civil service are regulated by law, the civil
 36 service rules, and Executive Orders of the President. All employees of whatever grade or class are required
 37 to render not less than the legal hours of work. Employees shall work not less than eight hours a day,
 38 except Saturdays, Sundays, and public holidays, for five days a week or a total of forty (40) hours a week,
 39 exclusive of time for lunch.

40 **Article 52.** The Forty-Hour Week Law (RA 1880) does not necessarily make Saturday a non-working
 41 day. If the employee works only for seven hours a day, Monday to Friday, he can lawfully be required to
 42 work for five hours on Saturday. Exceptions to the observance of Forty-Hour Week Law are as follows:

- 1 a. Positions that requires a round-the-clock observance of their duties, e.g., firemen, waterworks
 2 pump operators, security guards, etc. are not entitled to the benefits of the said law and are
 3 required to render services on Saturdays, Sundays, and public holidays subject to the
 4 observance of existing CSC rulings and agency's internal policies on remuneration and
 5 requisites for payment of overtime.
- 6 b. Generally, any teacher engaged in actual classroom instruction will not be required to render
 7 more than six hours of actual classroom teaching a day to give him time for preparation and
 8 correction of exercises and other teaching duties. Rendering two more hours of actual
 9 classroom teaching a day, a commensurate remuneration subject to usual CSC and agency
 10 internal guideline, shall be paid accordingly to the individual.
- 11 c. On the other hand, SUC faculty members' rendition of service from Monday to Saturday, work/
 12 teaching loads, payment of overloads shall be bounded within the ambit of existing CHED
 13 Memorandum Order (CMO No. 11, s. 1999) and other internal guidelines of the agency.

17 **Article 53. Flexible Working Hours (flexi time)**, depending on the nature of employee's work, may be
 18 adopted subject to the approval of the head of the agency as recommended by the immediate supervisor.
 19 Adopted flexi time shall serve as your "**core time**" and can not just be changed without the approval of
 20 concerned authority.

22 a) Faculty members shall observe the Internal Policy/Guidelines in the observance of flexi time In order
 23 to promote work ethics and discipline in the performance of basic services in the government and to
 24 raise the level of consciousness on the importance of attendance and punctuality that will contribute
 25 to the efficiency, efficacy and effectiveness of school's operations (BOT Res. No. 43, s. 2002):

- 27 1. As a general rule, DNSC officers, faculty members and employees shall render not less
 28 than eight (8) hours of work a day for five (5) days a week or a total of forty (40) hours a
 29 week, exclusive of time of lunch. Typically, such working hours shall be from eight o'clock
 30 in the morning to twelve o'clock noon and from one o'clock to five o'clock in the afternoon
 31 on all days except Saturdays, Sundays and holidays.
- 32 2. Due to variations of work and teaching loads, and their corresponding time schedules,
 33 flexible working hours may be allowed to faculty members, distinctively one for MWF
 34 Schedule and one for the TTh Schedule, provided that:
- 37 2.1. A core-time of eight (8) hour-work per day shall be established and shall not be
 38 reduced. Offsetting of undertime in the next working day is not advisable;
- 39 2.2. It is in accordance with the faculty loading policy; and
- 40 2.3. It is within the suggested and tabulated core-time, which is shown below:

Core-Time Options	Morning	Afternoon	Hours/Day
1	7:00 a.m. – 12:00 noon	1:00 p.m. – 4:00 p.m.	8
2	8:00 a.m. – 12:00 noon	1:00 p.m. – 5:00 p.m.	8
3	9:00 a.m. – 12:00 noon	1:00 p.m. – 6:00 p.m.	8
4	10:00 a.m. – 12:00 noon	1:00 p.m. – 7:00 p.m.	8
5	11:00 a.m. – 12:00 noon	1:00 p.m. – 8:00 p.m.	8
6		1:00 p.m. – 9:00 p.m.	8
7	Subject to the agreement of the faculty & the Dean		8

- 42 3. Choice of the core-time shall be established individually by and between the institute dean
 43 and the concerned faculty member, taking into consideration the following aspects:
- 45 3.1. It shall cover the class schedule for the assigned teaching loads and other designated
 46 workloads.
- 48 3.2. The possibility of giving or extending optimum services to the students at the time most
 49 practical and convenient for them.
- 50 4. Generally, incidental to normal teaching duties earmarked as Contact Hour Activities
 51 (CHA) are non-teaching chores classified as Non-Contact Hour Activities (NCHA), which
 52 shall be devoted to other academic-related works but not limited to preparation, correction
 53 of exercises, thesis advisory and the like.

1 5. Teaching loads beyond the core-time are considered overtime subject to the College
 2 President's approval.

3
 4 6. Attendance to service relative to the aforesaid subject and other academic-related
 5 activities shall be recorded in appropriate form (s).

6
 7 b) **Flexi-time for non-teaching personnel** may be instituted. If authorized by the Head of the
 8 Agency, this allows the employee to start working not earlier than 7:00 a.m. and not later than 7:00
 9 p.m. for eight hours a day for five days a week, for a total of forty hours.

10
 11 Article 54. **Compensatory service** may be availed of outside of the regular working hours, **except**
 12 **Sundays**, to offset non-attendance or undertimes during the regular office hours. This shall be subject to
 13 the written approval of the agency's proper official and in accordance to the internal office regulations for
 14 this purpose (CSC MC 14, s. 1999).

15
 16 Article 55. **Daily time record of attendance** is required of all officers and employees, including those
 17 serving off-campus. Such record of attendance shall be recorded in the prescribed form and the entries
 18 thereto may be done by handwriting if detailed or assigned off-campus, or registering through a bundy clock
 19 in case of in-campus services. For purposes of counter-checking, DNSC employees serving in the main
 20 campus are advised to log in and out in the log book aside from the registering the punch card in the bundy
 21 clock.

22
 23 1. Exempted from this requirement are the chiefs and assistant chiefs of agencies who are
 24 appointed by the President, officers who rank higher than those chiefs and assistant chiefs,
 25 and other presidential appointees. However, absences of such officers must be recorded.

26
 27 2. Whenever the bundy clock is out of order, handwritten entries are allowed provided each entry
 28 is the same as what has been encoded in the log book and countersigned by the security
 29 officer.

30
 31 3. The punching in or out of the bundy card can not be lawfully delegated as this is purely a
 32 personal act of the employee. Any untoward act, which runs counter in the registering
 33 procedure, shall be a ground for instigating disciplinary measures.

34
 35 4. For out-of-town assignment, a detailed itinerary of travel shall be prepared on the prescribed
 36 form to be approved by the Head of the Agency or his authorized representative.

37
 38 5. To facilitate the processing of documents that entail DTR as one of the attachments, the
 39 concerned personnel, as shown in the subsequent tabulation, shall sign or countersign the
 40 DTR's:

For the DTR's of:	Countersigning official	Signing Official
Directors/VP/OICs		College President
Other Personnel	Immediate Heads/Directors	For Academics: VP For Adm. Staff: AO

42
 43 6. Machine entries in the monthly bundy cards shall be recopied to an appropriate DTR Form
 44 (CSC Form 48) and submit altogether to the personnel officer/HRMO for review and
 45 subsequently for signature by signing officials.

46
 47 Article 56. Regardless of employment status, employees are advised not to engage during office hours in
 48 the private practice of profession. Similarly prohibited is transacting personal matters during regular office
 49 hours, for this time no longer belongs to the personnel but to the taxpayers whom he has to serve. Hence,
 50 only on very exceptional cases should personnel attend to personal concerns during office hours, e.g., going
 51 to the doctor for emergency treatment or taking a sick member of his family to the hospital. Less pressing
 52 matters needed to be attended to by any employee need approval of his immediate supervisor.

53
 54 Article 57. When the interest of the service so requires, the daily hours of work for officers and employees
 55 may be extended by the head of the agency concerned, which extension shall be fixed in accordance with
 56 the nature of the work. Provided, that work in excess of eight(8) hours must be properly
 57 compensated(Omnibus Rules Implementing Book V of EO292, Rule XVII, Section 10).

1
2 Chapter 10
3 LEAVE PRIVILEGES
4

5 Article 58. Subject to the requirements of special statutes, and pertinent regulations, qualified personnel
6 shall enjoy the following types of leave whenever applicable as per CSC Res. No. 98-3142, s. 1998 and the
7 Omnibus Rules on Leave: a) Teacher's Leave; b) Cumulative Leave (vacation and sick leave); c)
8 Maternity; d) Paternity Leave; e) Special Leave; f) Military Leave ; and Study Leave
9

- 10 a) Teacher's Leave. A teacher's leave shall be enjoyed by faculty members not entitled to
11 cumulative leave privileges. Instead, faculty members shall earn vacation service credits for
12 services rendered during election registration and/or revision, election day, enrolment period,
13 and the like as authorized by the head of the agency.
14
- 15 b) Cumulative Leave. A cumulative leave shall be enjoyed by qualified persons in the service of
16 the college except those classified under the teacher's leave status.
17

18 In general, appointive officials up to the level of heads of executive departments, heads of
19 departments, undersecretaries and employees of the government whether permanent,
20 temporary or casual, and contractual who render work during the prescribed office hours, shall
21 be entitled to 15 days vacation and 15 days sick leave annually with full pay exclusive of
22 Saturdays, Sundays, Public Holidays, without limitation as to the number of days of vacation
23 and sick leave that they may accumulate (CSC MC 14, s. 1999).
24

25 Basic standards set for this type of leave are as follows:
26

27 i. In the computation of leave credits, it is made on the basis of 1 day vacation
28 and 1 day sick leave for every 24 days of actual service. Actual service refers to the
29 period of continuous service since the appointment of the employee concerned,
30 including the period covered by the any previous vacation leave with pay and sick leave
31 with or without pay.
32

33 ii. Employees appointed on casual or emergency status are entitled to vacation
34 and sick leave after having rendered at least a total of six (6) months service, where
35 such six months period does not involve a single break of more than 1 week ore several
36 breaks from 1 week and/or several breaks from 1 to 3 days, the total of which should
37 not exceed 15 days (CSC Manual on Leave Administration).
38

39 iii. Application for vacation leave for one full day or more should be filed 5 days
40 in advance; its grant is discretionary on the part of the President. Thus mere filing of
41 such leave application does not entitle an officer or employee to go on leave outright.
42 Prior to taking the vacation leave, he should see to it that his application for leave was
43 approved by the proper authority.
44

45 iv. Internal policy on Leave of Absence shall be observed:
46

- 47 (a) All leave of absence for 1 day or more taken by the employee shall be applied for
48 using the prescribed form (CSC Form 6) to be submitted to the Personnel Officer
49 for assessment of the leave credit balance.
50
- 51 (b) Such leave application shall be properly assessed, recommended or approved by
52 the following officials:
53

For:	Counter-signing Official	Recommending Official	Approving or Disapproving Official
Directors/VP/Deans/BS			College President
Other Personnel: - < 30 days	Immediate Heads	Directors	For Academics: VP For Adm. Staff : AO
- 30 days or more	-do-	-do-	College President

1
2 (c) After the auspices of the concerned officials, leave of applications shall be
3 forwarded to the Personnel/HRMO Office for subsequent action.

4
5 v. Leave of absence in excess of the accrued vacation or sick leave credit is a
6 leave without pay. An employee who has already exhausted his sick leave credits may
7 use his vacation leave credits but in no case can an employee use his sick leave for
8 vacation leave.

9
10 vi. An employee who is absent without approved leave shall not be entitled to
11 receive his salary corresponding to the period of his unauthorized leave of absence but
12 his absence shall not be deducted from accredited leave credits, if there are any (CSC
13 MC No. 2, s. 1985).

14
15 vii. Other Salient CSC OMNIBUS RULES ON LEAVE :

16
17 **Effect of vacation leave without pay on the grant of length of service of step**
18 **increment.** – for purposes of computing the length of service for the grant of step
19 increment, approved vacation leave without pay for an aggregate of fifteen (15)
20 days shall not interrupt the continuity of the three-year service requirement for the grant
21 of step increment. However, if the total number of authorized vacation leave without pay
22 included within the three-year period exceeds fifteen (15) days, the grant of one-step
23 increment will only be delayed for the same number of days that an official or employee
24 was absent without pay.

25
26 **Effect of pending administrative case against an official or employee.** – An official
27 or employee with pending administrative case/s is not barred from enjoying privileges.

28
29 **Status of the position of an official or employee on vacation leave or sick leave.** –
30 While the incumbent is on vacation or sick leave with or without pay, his position is not
31 vacant. During the period of such leave therefore, only substitute appointment can be
32 made to such position.

33
34 **Effect of exoneration from criminal/administrative case.** – In general, officials and
35 employees who have been dismissed from the service but who were later exonerated
36 and thereafter reinstated, are entitled to the leave credits during the period they were
37 out of the service.

38
39 viii. **Five days forced/mandatory leave.** – All officials and employees with 10
40 days or more vacation leave credits shall be required to go on vacation leave whether
41 continuous or intermittent for a minimum of five (5) working days annually under the
42 following conditions:

- 43
44 a. The head of agency shall, upon prior consultation with the employees, prepared a
45 staggered schedule of the mandatory five-day vacation leave of officials and
46 employees, provided that he may, in the exigency of the service, cancel any
47 previously scheduled leave.
- 48
49 b. The mandatory annual five-day vacation leave shall be forfeited if not taken during
50 the year. However, in cases where the scheduled leave has been cancelled in the
51 exigency of the service by the head of the agency, the scheduled leave not enjoyed
52 shall no longer be deducted from the total accumulated vacation leave.
- 53
54 c. Retirement and resignation from the service in a particular year without completing
55 the calendar year do not warrant forfeiture of the corresponding leave credits if
56 concerned employees opted not to avail of the required five-day mandatory
57 vacation leave.
- 58
59 d. Those with accumulated vacation leave of less than ten (10) days shall have the
60 option to go on forced leave or not. However, officials and employees with
61 accumulated vacation leave of 15 days who availed of monetization for 10 days,
62 under Section 22 hereof, shall still be required to go on forced leave.

- e. The head of agency shall, upon prior consultation with the employees, prepared a staggered schedule of the mandatory five-day vacation leave of officials and employees, provided that he may, in the exigency of the service, cancel any previously scheduled leave.
 - f. The mandatory annual five-day vacation leave shall be forfeited if not taken during the year. However, in cases where the scheduled leave has been cancelled in the exigency of the service by the head of the agency, the scheduled leave not enjoyed shall no longer be deducted from the total accumulated vacation leave.
 - g. Retirement and resignation from the service in a particular year without completing the calendar year do not warrant forfeiture of the corresponding leave credits if concerned employees opted not to avail of the required five-day mandatory vacation leave.
 - h. Those with accumulated vacation leave of less than ten (10) days shall have the option to go on forced leave or not. However, officials and employees with accumulated vacation leave of 15 days who availed of monetization for 10 days, shall still be required to go on forced leave.

Monthly Salary / 22 working days x No. of days to be monetized = Money value of the monetized leave.

- c) **Maternity Leave.** The purpose of the maternity leave is to allow the mother to recuperate and to take care of her child during infancy stage. To harmonize maternity leave provisions with the Solo Parents Welfare Act of 2000 (RA 8972), the CSC resolved to amend some provisions on the maternity leave rules under Rule XVI of the Omnibus Civil Service Rules Implementing Book V of the Administrative Code of 1987 (EO 292), to read as follows:

"Section 11. Conditions for the grant of maternity leave. – Every woman in the government service who has rendered an aggregate of two (2) or more years of service, shall, in addition to the vacation and sick leave granted to her, be entitled to maternity leave of sixty(60) calendar days with full pay.

Maternity leave of those who have rendered one (1) year or more but less than two (2) years of service shall be computed in proportion to their length of service, provided, that those who have served for less than one (1) year shall be entitled to 60 - days maternity leave with half pay.

It is understood that enjoyment of maternity leave cannot be deferred but should be enjoyed within the actual period of delivery in a continuous and uninterrupted manner not exceeding 60 calendar days."

1 "Section 13. Every woman, married or unmarried, may be granted maternity
 2 leave more than once a year - Maternity leave shall be granted to female employees in
 3 every instance of pregnancy irrespective of its frequency."

4 "Section 14. Every married or unmarried woman may go on maternity leave for
 5 less than sixty (60) days . - When a female employee wants to report back to duty before
 6 the expiration of her maternity leave, she may be allowed to do so provided she presents
 7 a medical certificate that she is physically fit to assume the duties of her position.

8 The commuted money value of the unexpired portion of the leave need not be
 9 refunded and that when the employee returns to work before the expiration of her
 10 maternity leave, she may receive both the benefits granted under the maternity leave law
 11 and the salary for actual services rendered effective the day she reports for work."

12 "Section 17. Maternity leave of a female employee with pending administrative
 13 case. - Every woman employee in the government service is entitled to maternity leave of
 14 absence with pay even if she has a pending administrative case."

15 "Section 18. Maternity leave of contractual employees. - all contractual female
 16 employees whether or not receiving 20% premium on their salary shall be entitled to
 17 maternity leave benefits like regular employees in accordance with the provisions of
 18 Section 11 hereof." (CSC Res. No. 021420, October 22, 2002)

- 19 d) **Paternity Leave.** This refers to the privilege granted by virtue of RA 8187, granting paternity
 20 leave of seven (7) days with full pay to all married male employees in the private and public
 21 sectors for the first four (4) deliveries of the spouse with whom he is cohabiting.

22 By virtue of the provisions of Section 4 of RA 8187, the following rules and regulations
 23 shall be carefully considered:

24 "Section 3. **Notification.** A married male government employee shall be entitled to
 25 paternity leave by filing the requisite leave application form within a reasonable period prior to
 26 the expected delivery except in cases of miscarriage and abnormal deliveries which were
 27 unforeseen. Approval of the application shall be mandatory on the part of the approving
 28 authority unless the services of the male employee are urgently needed to preserve life and
 29 property in which case the male employee shall be entitled to overtime pay."

30 "Section 4. **Availment.** The paternity benefits set forth herein may be enjoyed by the
 31 qualified male employee on the days immediately before, during and after childbirth or
 32 miscarriage of his legitimate spouse."

33 "Section 6. **Non-commutation of benefits.** The benefits specified hereunder shall be
 34 non-cumulative and strictly non-convertible to cash."

35 "Section 7. **Penalty.** Any government official or employee found violating any provision of
 36 RA 8187 or these Rules shall be punished by a fine but not exceeding Twenty Five Thousand
 37 Pesos (P25,000.00) or imprisonment of not less than thirty (30) days nor more than six (6)
 38 months. Any government official or employee who files a fraudulent claim shall be punished
 39 with separation from the service for dishonesty."

- 40 e) **Special Leave.** College employees, both faculty and staff, in addition to the vacation, sick,
 41 maternity, and paternity leave privileges, may also avail of the special leave privileges. Hence,
 42 this implementing rules relative thereto is promulgated (BOT Resolution No. 49, s. 2003).

43 1. Officials/employees of this College may be granted any of the following special leave
 44 privileges of his choice or any combinations thereof, such as:

- | | |
|---|--|
| 1.1. funeral/mourning leave
1.2. graduation leave
1.3. enrolment leave
1.4. wedding/anniversary leave
1.5. birthday leave | 1.6. hospitalization leave
1.7. accident leave
1.8. relocation leave
1.9. personal transaction leave
2.0. calamity leave |
|---|--|

1 and in no case shall exceed the three (3) days allocation for every chosen special
 2 privilege leave or for any combination thereof of aforementioned privileges within the
 3 calendar year subject to the conditions hereunder stated:

- 4 a. When the occasion is a personal milestone to him such as birthday and
 anniversary celebrations including death anniversaries. An employee can still avail
 of this if such occasion falls on either Saturday, Sunday or holidays either before or
 after the occasion.
- 5 b. Parental obligations such as attendance in school programs, PTA meetings,
 graduations, first communion, medical needs and other similar activities.
- 6 c. Filial obligations involving employee's moral obligation toward his parents and
 siblings for their medical and social needs.
- 7 d. Attendance to domestic emergency needs such as sudden repairs at home,
 absence of maid, and the like.
- 8 e. Personal transactions that has bearing with payment of taxes, court appearances,
 arranging encumbrances that might result to court litigation, etc.
- 9 f. Occurrence of calamity, accident, hospitalization, and the like that affect the life,
 limb, and property of the employer or his immediate family (spouse, children,
 parents, unmarried brothers, sisters, relative living with or dependent on them).
- 10 g. Whenever the employee transfers residence.
- 11
- 12 2. College personnel shall submit their leave application one (1) week prior to its effectivity
 except on emergency cases
- 13
- 14 3. Employees applying for special privilege leaves shall no longer be required to present
 proof for that matter.

15 Aforesaid policy guideline is in line with the thrust of the Civil Service Commission to make
 16 the bureaucracy more dynamic and responsive. This is formulated in compliance to the CSC MC
 17 No. 14, s. 1999, dated 23 August 1999, mandating government agencies to formulate its own
 18 internal rules and procedures for an equitable and rational availment of this leave.

19 f) Terminal Leave. – Terminal leave is applied for by an official or an employee who intends to
 20 sever his connection with his employer. Accordingly, the filing of application for terminal leave
 21 requires as a condition sine qua non, the employee's resignation, retirement or separation
 22 from the service. It must be shown first that public employment ceased by any of the said
 23 modes of severance. Other CSC Rulings are as follows:

24 Approval of terminal leave. – Application for commutation of vacation and sick leave in
 25 connection with separation through no fault of an official or employee shall be sent to the
 26 head of department concerned for approval. In this connection, clearance from the
 27 Ombudsman is no longer required for processing and payment of terminal leave as such
 28 clearance is needed only for payment of retirement benefits.

29 Payment of terminal leave. – Any official/employee of the government who retires, voluntary
 30 resigns, or is separated from the service and who is not otherwise covered by special law,
 31 shall be entitled to the commutation of the leave credits exclusive of Saturdays, Sundays and
 32 Holidays without limitation and regardless of the period when the credits were earned.

33 Period within which to claim terminal leave pay. – Request for payment of terminal leave
 34 benefits must be brought within ten (10) years from the time the right of action accrues upon
 35 an obligation created by law.

36 Basis of computation of terminal leave. – Payment of terminal leave for purposes of
 37 retirement or voluntary resignation shall be based on the highest monthly salary received at
 38 any time during his period of employment in the government service and not on his latest
 39 salary, unless the latter is the highest received by the retiree.

40 Computation of terminal leave. – The terminal leave benefits shall be computed as follows:

$$41 \quad \text{TLB} = S \times D \times CF$$

1 Where: TLB = Terminal leave benefits
 2 S = Highest monthly salary received
 3 D = No. of accumulate vacation and sick leave credits
 4 CF = Constant factor is .0478087

5
6 The constant factor was derived from this formula:
7

8 365 = Days in a year
 9 104 = Saturdays & Sundays in a year
 10 10 = Legal Holidays (provided by EO 292) in a year
 11 12 = Months in a year

12 $12 / 365 - (104 + 10) = 12 / 251 = .0478087$

13 This formula shall take effect on January 15, 1999.
14

15 Official/Employee on terminal leave does not earn leave credits. – The official/employee
 16 who is on terminal leave does not earn any leave credits as he is already out of the service.
 17 While on terminal leave, he merely enjoys the benefits derived during the time of such
 18 employment. Consequently, he is not longer entitled to the benefits or salary increases that
 19 may be granted thereafter.

20 Employee on extension of service does not earn leave credits. – The official/employee
 21 who has reached the compulsory retirement age of 65 but whose service has been extended
 22 by the Commission for another six (6) months, no longer earns leave credits.

23 Effect of decision in administrative case. – An official or employee who has been
 24 penalized with dismissal from the service is likewise not barred from entitlement to his
 25 terminal leave credits.

- 26 g) Military Service Leave. This leave without pay shall be granted to any person in the service of
 27 the College who is required to report for military service or training.
 28
 29 h) Study leave. Officials and employees, excluding those in the teaching profession who are
 30 covered by different provisions of law, may be entitled to study leave subject to the following
 31 conditions:

32 1) The study leave is a time off from work not exceeding six (60 months with pay for the
 33 purpose of assisting qualified officials and employees to prepare for their bar or board
 34 examinations or to complete their masters degree. The leave shall be covered by a
 35 contract between the beneficiary thereof and the agency hear or his representative.

36 2) The beneficiary for such leave shall be selected based on the following qualification
 37 requirements:

38 a) The official/employee must have graduated with a bachelor's degree which
 39 consequently requires the passing of government bar and board licensure
 40 examination. For thesis writing or comprehensive examination, the official/employee
 41 must have completed all the academic requirements for a masters degree.

42 b) The profession or field of study to be pursued must be relevant to the agency or to
 43 the official duties and responsibilities of the concerned official or employee.

44 c) Must be a permanent employee.

45 d) Must have rendered at least two years of service with at least very satisfactory
 46 performance for the last two rating period immediately preceding the application.

47 e) Must have no pending administrative or criminal charges.

48 f) Must not have any current foreign or local scholarship grant.

- 1 g) Must have fulfilled the service obligation of any previous scholarship and training
 2 contract.

3 The service obligation must be on the basis of the following formula:

<u>Period</u>	<u>Service Obligation</u>
One (1) month to Three (3) months	Two (2) years
More than three (3) Months to six (6) months	Three (3) years

14 In case the official or employee fails to render in full the service obligation
 15 referred to in the contract on account of voluntary resignation, optional retirement,
 16 separation from the service through his own fault, other causes within his control, he shall
 17 refund the gross salary, allowances and other benefits received while on study leave
 18 based on the following formula.

19 R = (SOR-SOS) / SOR x TCR

20 Where: R = Refund
 21 TCR = Total compensation received (gross salary, allowances and
 22 other benefits received while on study leave)
 23 SOS = Service obligation served
 24 SOR = Service obligation required

25 The official/employee beneficiary of the study leave shall inform his agency in
 26 writing, through the personnel office, of his failure to pursue his studies or his failure to
 27 take the bar/board examination for which he was granted the study leave.

28 The agency's formulated internal rules on procedure, which is anchored on the
 29 CSC general guidelines stated herein, shall be the basis for an equitable and rational
 30 availment of this leave by its own officials and employees.

31 Article 59. *Dropping from the roll of personnel.* Officers and employees who are absent for at least thirty
 32 (30) days without approved leave are considered on Absence Without Leave (AWOL) and shall be dropped
 33 from the service after due notice. However, when exigencies of service require his immediate presence and
 34 he fails/refuses to return to the service, the head of office may drop him from the service even prior to the
 35 expiration of the 30 day period above stated (Rule XVI, Section 35 of Omnibus Rules Implementing Book V
 36 of EO No. 292 and CSC MC 12, s. 1994 par. 2 (2.1a) as amended).

44 Chapter 11 45 COMPLAINTS AND/OR GRIEVANCES

46 Article 60. Complaints and grievances shall be dealt with by observing the grievance procedure
 47 mechanism and due process ensconced in the approved Implementing Guidelines on Complaints and
 48 Grievances formulated in compliance with the Civil Service Act (R.A. 2260 as amended), Article VI, Sec. 28
 49 (b) (cf.: CSC Approved Implementing Guidelines on Complaints and/or Grievances, dated Nov. 11, 1997
 50 as adapted in the subsequent 1999 Faculty Manual, and the Revised Policies on the Settlement of
 51 Grievances approved on September 13, 2001 in accordance with the provision of CSC MC 02, s. 2001).

56 Chapter 12 57 SEXUAL HARASSMENT

58 Article 63. Definition. - As defined under the new rules, sexual harassment is "an act, or series of acts
 59 involving any unwelcome sexual advance, request or demand for a sexual favor, or other verbal or physical

behavior of sexual nature committed by a government employee or official in a work-related or training or education-related environment of the person complained of." (CSC Resolution No. 01-0940).

Article 64. Classification. Sexual harassment may be classified as either work related sexual harassment or education-related sexual harassment.

Article 65. Salient features of the new rules on sexual harassment are as follows:

- "Authority, influence and moral ascendancy are no longer indispensable elements of the administrative offense of sexual harassment; hence, sexual harassment under the new rule may be committed even by a subordinate against his superior.
- Covers all government officials and employees including presidential appointees and elective officials holding any level of position.
- Provides for a standard procedure in so far as the manner of filing, hearing, disposition, and appeal of sexual harassment cases.
- Requires all government agencies the creation of the Committee on Decorum and Investigation as envisioned under RA 7877, composed of representative from management, the accredited union, second and first level employees.
- Within the respective agencies, the local Committee on Decorum and Investigation now has exclusive original jurisdiction over sexual harassment complaints.
- The Civil Service Commission has appellate jurisdiction over sexual harassment cases decided upon by the government agencies.
- New possibilities of committing sexual harassment such as sending offensive or lewd jokes via e-mail and SMS (text) messages are now penalized.
- The acts constituting sexual harassment are now clearly classified either as grave, less grave, or light..
- Persons who may be made liable for sexual harassment are not limited to those who directly performed the sexual harassment act, but may include those who induced, directed or cooperated with the latter in performing said act.

Article 66. Implementing Rules and Regulations. Defining the administrative offense of sexual harassment and prescribing the standard procedure for the administrative investigation, prosecution and resolution of sexual harassment cases in the public sector shall be anchored on the CSC Resolution 01-0940.

Chapter 13 SUSPENSION AND REMOVAL

Article 67. No person in the service of the College shall be suspended or removed except for cause as provided by law and after due process as prescribed by the Civil Service Commission and the implementing rules and regulations or standards set by the institution, such as:

- a. No administrative proceeding shall commence without the sworn complaint of any individual filed against the employee. Said complaint, except those initiated by the College President, shall be in writing and under oath, otherwise, the same shall not be given due course;
- b. No person or persons, whether as a committee or otherwise shall conduct any hearing for disciplinary purposes unless specifically authorized;
- c. The respondent shall, before the hearing, be personally notified of the specific charge against him;

- d. The respondent shall be given full opportunity to defend himself with respect to the charges and for this purpose, may submit an answer and appear at the hearing personally or through counsel;
- e. The President may impose any administrative penalty he may deem proper, including fine, suspension, forced resignation, or termination upon confirmation of the Board, appealable by the respondent within 15 days from the receipt of the decision in case of removal from service; and
- f. No application for retirement, leave of absence with pay, or resignation by the respondent shall be processed or approved pending the final determination of the case.

Chapter 14

AWARDS AND INCENTIVES

Article 68. In line with the Revised Policies on Employees Suggestions and Incentive Awards System (ESIAS) provided under CSC Resolution No. 010112 and CSC MC No. 01, s. 2001, the Agency shall adopt the approved Program on Awards and Incentives for Service Excellence (PRAISE) to be referred to as the AGENCY PRAISE (cf.: Approved Agency PRAISE dated September 13, 2001). Subsequent Implementing Rules and Regulations relative thereto

Chapter 15

COMMUNICATIONS AND OTHER SCHOOL DOCUMENTS

Article 69. Official communications shall follow the regular channels, except where the intermediate officials will not give the communication due course, the faculty member and other school personnel may send this directly to the official concerned.

Article 70. All communications and documents of the Institution shall be held in confidence by the office concerned unless otherwise authorized or directed by authorized officials. Violation of this provision will subject the erring personnel to disciplinary action.

Chapter 16

DUTIES AND OBLIGATIONS OF SCHOOL PERSONNEL

Article 71. All personnel shall have the following duties and obligations:

- a. Performs his duties to the school by discharging his responsibilities in accordance with the philosophy, goals, and objectives of the school;
- b. Be accountable for the efficient and effective attainment of specified learning objectives in pursuance of national development goals within the ambit and limits of available school resources;
- c. Assumes the responsibility to maintain and sustain his professional growth and advancement and maintain professionalism in his behavior at all times;
- d. Participates as an agent of constructive social, economic, moral, intellectual, cultural, ecological and political changes in school and community within the context of national policies.

Chapter 17

GENERAL RESTRICTIONS AND OTHER REGULATIONS

Article 72. No member of the faculty, officer or employee of the Institution shall publish or discuss publicly proceedings of the Board of Trustees/Regents or board's decisions not yet released for publication without the written permission of the President of the Institution.

1 Article 73. No member of the faculty, officer or employee shall publish or discuss publicly, charges or
 2 complaints against any member of the faculty, officer or employee concerning his official duties or his
 3 private life or conduct. Any such complaint shall be addressed to the proper authorities of the Institution for
 4 action before resorting to any other remedy available to the complaining party.

5 Article 74. No member of the faculty shall enter into deals with any student of the Institution involving
 6 money, property, or other valuable consideration which might influence the scholastic standing of the
 7 student.

8 Article 75. No textbook whether printed or duplicated, shall be required as basic teaching materials in any
 9 class unless approved by the proper committee created the President of the Institution.

10 Article 76. A faculty member may undertake research work, under the auspices of an organization
 11 outside of the institution with the consent of his immediate supervisor and institute dean duly approved by
 12 the President of the Institution provided that in the publication of such research, the Institution shall be
 13 credited side by side with the outside sponsoring organization.

14 Article 77. The promotion, transfer, detail, reassignment, reinstatement, re-employment, layoff, reduction
 15 in force, separation or demotion and other personnel actions affecting administrative personnel shall be
 16 governed by the rules and regulations promulgated by the Board of Trustees/Reagents in accordance with
 17 the Civil Service rules, memoranda and circulars.

Title Three BUSINESS AND FINANCIAL ADMINISTRATION

Chapter 18 BUDGET

Article 78. The Annual Budget of the Institution shall be prepared within the framework of existing budgetary policies of the government. It shall ensure effective, efficient, efficacious, and economical ways of achieving the educational plans and objectives of the Institution.

Article 79. Income emanating from tuition fees, other school charges, land grants, and other operating incomes as may be authorized by law and/or by the Governing Board shall constitute a special trust fund or revolving fund as the case may be for the use of the Institution subject to existing and enabling rules and regulations.

Article 80. Basic Guidelines on Disbursements/ Expenditures:

Section 1. Funds of the Institution shall not be spent for purposes other than that for which it was intended to, except under the following conditions subject to existing laws and regulations:

- a. In emergency cases such as to prevent the possible loss of lives and damage to properties; and
- b. Appropriation for certain project which are inadequate to complete such may be realigned to other more urgent project.

Section 2. No expenditure of funds shall be entered to unless there is a lawful appropriation therefore; the unexpended balance, which is free from other obligations, is sufficient to cover proposed expenditures.

Section 3. No expenditures shall be made beyond the amount for which appropriations were made as covered in the advice of allotment.

Section 4. All expenditures shall conform to existing laws and regulations. There up on, quarterly and year-end accountability reports shall be submitted to appropriate government agencies.

1 Chapter 19
 2 TRAVEL PROCEDURES AND PROTOCOLS
 3

4 Article 81. All official travel shall cover only those which are urgent and necessary, will involve minimum
 5 expenditures, and are beneficial to the Agency concerned and/or the country (Sec. 2, EO 248, s. 1993).

6
 7 Article 82. Requisites for travel for each type are as follows (BOT Resolution No. 48, s. 2003):

- 8
 9 a) Official Travel Outside the City Limit. Employees concerned shall fill in first the Request for
 10 Travel Form (RTF) subject for approval of the College President. Such travel shall be
 11 prepared at least 2 days before the effectivity of travel duly recommended by the immediate
 12 supervisor/head. Itinerary of Travel (IT), prepared in triplicate, shall also be attached to the
 13 RTF reflecting therein the probable route and travel allowance. Forms for Request for Travel
 14 & Itinerary of Travel are available in the personnel section.
 15

16 The RTF and its attachments shall be forwarded to the Office of Finance Services for appraisal
 17 of the probable travel expenses. Thereafter, the FS Director shall forward the assessed RTF
 18 to the College President for his subsequent action.
 19

20 The approved request for travel shall be forwarded to the HRM Section for the preparation of
 21 the corresponding Travel Order (TO). TO shall be made in triplicate – 2 copies for the Finance
 22 Services Office and 1 copy for the employee making the travel. All TO shall be logged
 23 accordingly with corresponding travel code serially numbered. An appropriate computer
 24 program for this matter is suggested to be made to facilitate processing of Travel Orders.
 25

- 26 b) Official Travel Within the City Limit. Travel request within the city limit shall be applied for
 27 using the Locator Slip which shall be filled in accordingly and processed in duplicate (1 copy
 28 shall be given to the Security Guard on Duty & other copy shall be retained by the personnel
 29 concerned for the reimbursement of travel expenses). The immediate head shall
 30 recommend such travel request to be approved by the College President. Similarly, all
 31 approved Locator Slip shall be forwarded to the personnel section for appropriate
 32 documentation. Transportation expense incidental to the travel shall be reimbursed subject to
 33 the availability of funds and college internal financial policies.
 34
- 35 c) Going out of the Station Other Than the Official Business. In going out of the station other
 36 than the official business, e.g., personal and on official time, a LOCATOR SLIP shall also be
 37 used and filled in accordingly. The respective institute deans and directors of the requester
 38 shall approve Locator Slip classified as personal; the College President shall approve the
 39 request of those personnel identified with the management team and key officials. Those
 40 classified as *On Official Time* shall be approved by the College President duly recommended
 41 by the requester's immediate head.
 42

43

Category of Requester	Approving Official		
	FOR: Personal Travel	FOR: On Official Time Travel	
	Recommending Approval	Approved by:	
Teaching Personnel	Dean/Director	VP Academics	
Non-teaching personnel	Office Director	AO V/Director	College President
Management Team/Key Officials	College President		

44 The concerned personnel shall shoulder transportation expense incidental to the above stated
 45 travel.
 46

- 47 Article 83. In case of depleted travel allotments or unbudgeted travel, a Travel Order emanating from the
 48 President may be issued provided that "no funds is allotted or available for the purpose" shall be indicated
 49 therein. In the absence of appropriation thereof, travel expenses may be subject to reimbursement partially,
 50 wholly or not at all depending on the discretion of the agency head.
 51

1 Chapter 20
 2 INTERNAL CONTROL
 3
 4

5 Article 84. There shall be an internal control unit in the Institution whose main function are to safeguard
 6 assets, check the accuracy and reliable of accounting data, promote operational efficiency and encourage
 7 adherence to prescribed management policies.

8 Article 85. The Internal Control Unit shall be under the direct supervision of the Institution President
 9 and independent from other system since they review the operations of other system.
 10
 11

12 Chapter 21
 13 APPROVAL AND AUDIT
 14
 15

16 Article 86. All accounts and expenses of the Institution shall be audited by the Commission on audit in
 17 accordance with the prescribed policies and procedures.
 18

19 Article 87. All vouchers and warrants shall be submitted for approval to the President or his authorized
 20 representative.
 21
 22

23 Chapter 22
 24 PROCUREMENT AND REQUISITION
 25
 26

27 Article 88. All procurement and requisitions shall be made in accordance with the provisions of existing
 28 laws, rules, and other implementing rules of the institution in accordance with Commission on Audit rules.
 29

30 Article 89. To have clear policy guidelines in the aspect of supply management and other procedures
 31 consistent with pertinent laws, subsequent guidelines and procedures shall be reckoned with to achieve
 32 transparency and efficiency in the system (BOT Resolution No. 003, s. 2002)
 33
 34

35 Article 90. Guidelines and Procedures:

36 2.1. **BASIC CONCEPTS & GUIDELINES ON THE PREPARATION OF
 37 ANNUAL PROCUREMENT PLAN**
 38
 39

40 1. The Annual Procurement Plan Program (APP) is an itemized list prepared by the agency head
 41 showing the kind, estimated quantity, estimated cost, description of supplies, together with the balance on
 42 hand, if any, required by the agency for the ensuing fiscal year.
 43
 44

45 2. Pursuant to the Implementing Rules & Regulations (IRR) of Executive Order No. 302 dated
 46 February 19, 1996 and pertinent accounting and auditing laws, rules, and regulations, procurement of goods
 47 shall be undertaken according to a procurement plan that the agency concerned shall formulate to ensure
 48 that the goods to procured are available when needed.
 49

50 3. The Procurement shall basically include the contract to be employed, the extent/size of contract
 51 scopes, and the procurement methods to be adopted, along with the expected time schedule for each
 52 procurement action. It shall take into account the lead time for the procurement process plus the
 53 manufacturing and shipping times expected so that goods are available at the time needed.
 54

55 4. Its preparation shall consider the provisions of the Government Accounting and Auditing Manual
 56 (GAAM), Section 424.
 57

58 5. It shall be prepared and submitted to DBM as part of its Work and Financial Plan on or not later
 59 than November each year. The supply section officer or the general services officer, as the case may be,
 60 shall prepare the procurement plan, which may consist of a program for supplies (Annual Supply
 61 Procurement Program or ASPP) and equipment (Annual Equipment Procurement Program or AEPP)
 62 separately (Sec. 3.6 of NBC No. 415 dated Jan. 19, 1990 of the DBM & Sec. 424, GAAM, Vol. 1) for the
 approval of the head of the agency for the ensuing fiscal year. Such plan shall contain an itemized quantity

1 of supplies or property needed for the entire fiscal year, complete description thereof as to kind, quantity and
 2 quality, and the balance on hand.

3
 4 6. The total estimated cost of the APP should not exceed the total appropriations authorized for the
 5 acquisition of supplies or property.

6
 7 7. In the preparation of annual procurement plan, a maximum of fifteen percent (15%) of the
 8 estimated requirements may be provided for contingency and miscellaneous items. This shall take care of
 9 the requirements, which could not be anticipated or defined during the preparation of the plan.

10
 11 8. Annual Equipment Procurement Program (AEPP) is a prioritized list of equipment proposed to
 12 procured from programmed equipment outlay. The type and engine displacement and other specifications
 13 of motor vehicles, if any should be indicated (NBC No. 415, dtd. Jan. 1990).

14
 15 8.1. *Preparation of AEPP.* In case there is programmed equipment outlay, the agency shall
 16 prepare an Annual Equipment Procurement Program. This AEPP shall be part of the Work
 17 and Financial Plan that is annually submitted at the start of the fiscal year to the DBM
 18 Regional officer concerned for evaluation and approval. Things to consider are as follows:

19
 20 8.1.1 It shall be based on the programmed equipment outlay authorized in the General
 21 Appropriations Act;

22 8.1.2 Equipment intended for replacement of unserviceable items shall be supported by
 23 an Inventory and Inspection Report of Unserviceable Property;

24 8.1.3 The request for authority to purchase a motor vehicle shall be supported by a duly
 25 accomplished inventory of existing motor vehicles and detailed justifications for
 26 acquisitions, including deployment, user and specific activities for which the motor
 27 vehicles would be used;

28 8.1.4 The purchase of computers and other Information Technology (IT) Equipment shall
 29 be subject to the guidelines and requirements of the National Computer Center.

30 8.1.5 The purchase of books intended as reference materials shall not exceed five (5)
 31 copies per title;

32 8.1.6 The purchase of the following equipment shall be subject to clearance/authority
 33 from appropriate agencies:

34
 35 8.1.6.1 Communication equipment – clearance from the National
 36 Telecommunications Commission.

37 8.1.6.2 Firearms – authority from the Firearms and Explosives Unit of the
 38 Philippine National Police.

39
 40 8.2. *Modification of Equipment Procurement Program.* The approved AEPP may be modified as
 41 a result of the agency reprioritization of its equipment requirements without prior approval by
 42 the DBM, provided that, the modification shall involve only those items not subject to prior
 43 clearance from competent authority, i.e., motor vehicles, computers, communication
 44 equipment, and firearms. In the modification of the AEPP, priority shall be given to
 45 equipment items that are directly used in the substantive operation of the agency.

46 47 2.2. GUIDELINES ON FORECASTING AND ORDERING

48
 49 1. **Forecasting.** It is essential element in any inventory/supply management system. The key inventory
 50 decisions when and how much to order are done on the basis of estimated or future demand.

51 Forecasting System:

52
 53 1.1.1 *Last period technique* – uses the demand for the last period as a forecast for the next
 54 period.

55 1.1.2 *Averaging technique* – all past demand data are summed up and used as the forecast of the
 56 next forecast demand.

57 1.1.3 *Moving average* – as we advance each period, the latest demand figure is added to the
 58 running sums and the oldest demand subtracted.

59 1.1.4 *Experimental smoothing method* – estimate of demand for each future period is equal to the
 60 estimate of a permanent component of demand based on past data.

1 The inventory officer (Supply/Property Officer) must know how well he is meeting the agency's needs
 2 and must be able to appraise the costs he incurs in the process.

3
 4 2. **Ordering.** This is one of the largest activities the government undertakes in performance of its role as
 5 provider of multiple and wide ranging variety of services to the public and other agencies. The
 6 enormous activity necessitates that it be systematized and simplified to assure that the value for
 7 government money is obtained. Its objective is to maintain continuous supply of supplies, materials,
 8 equipment needed in the government's normal operations and to support its various activities to
 9 achieve its goals.

10 2.1 General Guidelines:

- 11
 12 2.1.1 Requisitions for supplies and materials drawn during the last days of December intended
 13 to be paid out of the unexpended balance of the appropriation supplies and materials shall
 14 not be allowed (Sec. 427 GAAM I).
 15
 16 2.1.2 Except as otherwise provided in the GAA, the stock on hand of supplies, materials, and
 17 equipment spare parts, acquired through ordinary and emergency purchase, shall at no
 18 time exceed the normal 3 months requirements, subject to pertinent rules and regulations
 19 issued by competent authority: Provided that department heads may approve the build up
 20 of stocks on hand of critical supplies and materials, in anticipation of cost increases or
 21 requirement of a national emergency, and specifying maximum quantities of individual
 22 items, but in no case shall these stocks exceed more than one year's supply, unless
 23 otherwise approved by the President (1987 Adm. Code).
 24
 25 2.1.3 Three (3) months supply is determined by computing the average monthly consumption of
 26 the agency for the last six (6) months plus 10% allowance for contingencies multiplied by
 27 three. However, the 10% allowance for increase may be exceeded when the
 28 circumstances call for additional procurement, such as, but not limited to, seminars,
 29 conferences and the like or in case where the activities cannot be delayed without causing
 30 detriment to the public service.

31 Computation how to arrive at one (1) month supply:

32 Let: T = total consumption for the last 6 months

33 A = T/6 average consumption for the last 6 months

34 P = estimated one (1) month supply

35 P = A + (10%)A

36 Example:

			Average Consumption for 1 month:
40	January	P 23,377.33	
41	February	P 28,353.04	= <u>231,077.05</u> + (.10) (<u>231,077.05</u>)
42	March	P 43,411.68	6 6
43	April	P 50,623.84	= 38,512.84 + 3,851.28
44	May	P 43,664.34	= 42,364.12
45	June	P 41,646.82	
46	TOTAL:	P 231,077.05	

47 Note: To compute for the 3 months' consumption, multiply P by 3.

48 2.3. GUIDELINES IN MAKING PURCHASES

- 49
 50 1. Except as otherwise herein provided, procurement of supplies materials and equipment of supplies
 51 materials and equipment by government agencies shall be through competitive public bidding (Sec. 1,
 52 EO 301, s. 1987).
 53
 54 2. All appropriations for the purchase of equipment, supplies and materials authorized in the General
 55 Appropriations Act shall be available.
 56
 57 3. Only for locally manufactured equipment, spare parts, accessories, medicines and drugs, supplies and
 58 materials, except when none is available in the market or when the price of the locally manufactured
 59 article exceeds those determined by the Flag Law (Sec. 28, Bk VI, 1987 Adm. Code).

- 1 4. Purchase of supplies and materials in excess of normal need shall be avoided. As an aid to agency
2 heads in the discharge of their property responsibilities and to reduce undue strains upon the
3 government's cash position occasioned by excessive stocking of supplies and materials, the following
4 rules and regulations should be strictly enforced:
- 5
6 4.1 Except as otherwise provided in the GAA, the stock on hand of supplies, materials and
7 equipment, spare parts acquired through ordinary and emergency purchases shall at no time
8 exceed the normal three-month requirements subject to pertinent rules and regulations issued by
9 competent authority: Provided, that department heads may approve the build up of stocks on
10 hand of critical supplies and materials in anticipation of cost increases or requirements of a
11 national emergency, and specifying maximum quantities of individual items, *but in no case shall*
12 *these stocks exceed more than one year's supplies unless otherwise approved by the President*
13 *(Sec. 77, Bk. VI, 1987 Adm. Code).*
- 14 4.2 Each requisition for any single commodity in excess of P1,000.00 in value shall be accompanied
15 by the stock positions sheet of the article being requisitioned. This report shall be used by the
16 agency officials who shall pass upon the requisition for determining the reasonableness of the
17 quantity being requisitioned. All concerned shall see to it that the standard stock levels are not
18 materially exceeded (COA Cir. 78-084, dated Aug. 1, 1978).
- 19 4.3 Three copies of the stock position sheet shall be prepared. The original shall go with the original
20 requisition when agency officials submit it for processing and approval. One copy shall be
21 attached to the agency file of the requisition and the other, with a copy of the requisition, shall be
22 sent promptly to the Auditor concerned (Sec. 428, C.3, GAAM Vol. 1).

23
24 **2.4. GUIDELINES ON THE DELIVERY, INSPECTION,
25 ACCEPTANCE, AND PAYMENT OF ITEMS**

26
27 Acquisition of government property goes through the following general phases: 1)
28 Delivery and receipt of items, 2) Inspection and acceptance of the items, and 3) Payment for the items.

29
30 **Delivery of Items**

- 31
32 1. Deliveries of supplies, materials and equipment being requisitioned must be made by the
33 supplier/contractor in accordance with the specifications, terms and conditions provided in the
34 contract/PO.
- 35 2. Deliveries should be made in the stipulated time. Failure to deliver within the prescribed period shall
36 render the supplier/contractor liable for penalty, usually in the form of the liquidated damages,
37 specified in the contract/PO/LO. For each day of delay, liquidated damages in the amount of one-
38 tenth (1/10) of one percent (1%) of the total value of the contract shall be deducted. Request for
39 extension of time to deliver shall be made before the expiration of the contract period; this may be
40 granted only due to meritorious and justifiable case, e.g., force majeure, order of the government,
41 any reason beyond the control of the contractor, and attributable to the owner or the like.
- 42 3. All supplies shall be adequately contained, packed, crated, cased, bundled, wrapped, or sealed to
43 prevent damage, spoilage, and loss. They must be plainly labeled and marked on the outside
44 showing the exact contents (Sec. 111, COA Cir. 92-386).
- 45 4. All items to be inspected shall be accepted first by the general service/supply officer (Sec. 114, COA
46 Cir. 92-386). Such acceptance pertains only to receipting/signing on the delivery receipt and
47 temporary recording of the deliveries upon arrival of the goods/articles to the agency's premises.
48 The deliveries are still subject to inspection for conformity with specifications on the order.
- 49 5. Documentary requirements for specific mode of delivery as prescribed on COA Memo 91-704
50 shall be followed condensed as follows:

51 5.1 Inspection of deliveries/fabrication/installation

- 52
53 ■ Approved PO/contract/Letter Order (LO)
54 ■ Invoice/Delivery Receipt/Billing document and Official Receipt
55 ■ Certificate of Acceptance
56 ■ Performance /Quality Test Result (if available)
57 ■ Detailed Cost Breakdown
58 ■ Brochures/manual/supplier's catalogue (if applicable)

- 1 ■ Other document specified in the contract necessary to determine conformance with
 2 specifications (e.g. approved plans/drawing, samples, standard specifications, etc.)

3 **5.2 Inspection of Infrastructure Project**

- 4 ■ Reported Progress Accomplishment
 5 ■ Approved accomplishment report
 6 ■ Certificate of completion and acceptance (for 100% accomplishment)
 7 ■ Perfected (approved) original contract and all approved variation orders
 8 ■ Approved plans and specifications (original and all variation orders involved in reported
 9 accomplishment)
 10 ■ Authorized (approved) breakdown of the contract cost (original) and all variation orders
 11 involved in reported accomplishment)
 12 ■ As-built plans (for completed projects only)

13 **5.3 For necessity of Variation**

- 14 ■ Approved variation order subject of inspection/verification
 15 ■ Original Contract
 16 ■ Approved original plans and specifications and/ or latest approved revised plans prior to the
 17 subject variation order
 18 ■ Authorized breakdown of the original contract cost
 19 ■ Approved revised plans specifications for the variation order
 20 ■ Project engineers' report showing the dates of inspection and the results thereof, to support
 21 the necessity of the issuance of the variation order

22 **5.4 Post-Repair Inspection of Facilities, Heavy Equipment, Aircraft and Marine Vessels**

- 23 ■ Approved contract/job order/ purchase order and its integral parts including all approved
 24 variation orders issued
 25 ■ Certificate of completion and acceptance
 26 ■ Accomplishment report signed by management/ agency concerned
 27 ■ Approved original and revised (if there are variation order issued) installation plans/lay-out
 28 for the repair of building/ equipment/facilities
 29 ■ Complete technical description of equipment/aircraft/vessel
 30 ■ Duly accomplishment report of waste materials
 31 ■ Certificate of the sea travel/ seaworthiness for marine vessel and certificate of airworthiness
 32 for aircraft

33 **5.5 Post repair inspection of vehicles, all equipment except heavy equipment**

- 34 ■ Approved job order/work order/contract
 35 ■ Agency certificate of acceptance
 36 ■ Waste materials report, if applicable

37 **6. Inspection and acceptance of the items may consist of check for identity, quantity and shipping
 38 damages.**

39 **6.1 The general policies in the Inspection of Deliveries are as follows:**

- 40 ■ All inspection and acceptance of supplies and services by the agency shall be conducted in
 41 the most economical and expeditious manner consistent with the best interest of the
 42 government and, shall conform to the provision of applicable regulations and standards,
 43 sampling procedures, policies relating to interchange of services and uniform method of
 44 interpreting specifications.
 45 ■ Inspection on behalf of the government shall be conducted in all cases prior to acceptance,
 46 except as otherwise permitted by regulation. Inspection shall be accomplished by or under
 47 the supervision of government qualified personnel

48 **6.2 Guidelines in the Inspection of Supplies/Materials/equipment**

- 49 ■ Look into the standards and all specifications as stated in the contract
 50 ■ In view of the total lifting of pre-audit,[COA Circular No. 95-006 dated 18 May
 51 1995],inspection by COA is no longer a prerequisite neither for acceptance nor for
 52 payment.
 53 ■ Undertaken by the authorized inspector of the agency

- 1 □ The chief, Inspection Unit, as authorized by the head of the agency or bureau, may waive
 2 the inspection of purchases of insignificant value, provided he is fully convinced that the
 3 delivery in question is in accordance with the specifications of the order.

4 The waiver of inspection must be stamped on the original copies of order and
 5 invoice.

- 6 □ All items to be inspected shall invariably be accepted first by the property officer/supply
 7 officer.
 8 □ The officials responsible for or in charge of accepting deliveries of procured items shall,
 9 within twenty four (24) hours from such acceptance, notify the auditor of the time and date
 10 of schedule of deliveries.
 11 □ Report of inspection of all consumables shall be submitted to the COA auditor within twenty
 12 four (24) hours sec. 114,rule 15,COA circular no. 92-386

13 **6.3 Acceptance and Rejection of Deliveries.** Where a trend of shortage in quantity, deficiency or
 14 defectiveness in quality is established, the inspector may recommend for rejection or reduction
 15 in price. The following standards, after consideration of tolerable allowance, shall be observed
 16 by the inspector in the evaluation of the result of inspection:

- 17 □ Supplies or property tested and found to be in accordance with the required specifications
 18 shall be accepted.
 19 □ Supplies or property whose quality analysis shows a deficiency of less than ten (10%)
 20 percent may be accepted , provided they shall serve the purpose for which they were
 21 purchased, the defect is minor and the contract price is reduced according to the deficiency
 22 noted.
 23 □ Supplies or property whose quantity is short by volume, weight, actual count, etc. shall be
 24 subject to reduction on contract price at an amount equivalent to the shortage, provided
 25 said deliveries are acceptable to the agency or unit.
 26 □ Damage items that are not disclosed or incorrectly marked as such shall be subjected to
 27 corresponding reduction in price.

28 Formula for determining the percentage deficiency:

$$30 \quad \% \text{ deficiency} = \frac{\text{Actual Standard}}{\text{Standard}} \times 100$$

31 **6.4 Preparation of Certificate of Acceptance.** Acceptance of deliveries may be made only if the
 32 supplies and materials delivered conform to the standards and specifications stated in the
 33 contract.

34 **6.5 The technique/standards in Property Inspection** are as follows:

- 35 □ *Inspection by Item*—Individual item is checked for conformity to every requirement stated in
 36 the specifications. This method of inspection is applicable, but not limited to deliveries of
 37 equipment/fixed assets.
 38 □ *Inspection by Sampling* –Sampling is a process of obtaining information about a group of
 39 data having similar purpose or function, usually ten percent (10%) of it.

40 The use of this procedure requires a high degree of judgment in order that the
 41 inspection can be considered as a reliable tool towards meaningful and effective
 42 inspection.

43 The type of sampling to be used will depend on the accuracy of the result
 44 desired, the availability of personnel, time, and other factors.

45 Sampling Techniques:

- 46 ◆ *Random Sampling* – When items included in the sample are completely taken at
 47 random from the entire delivery or from the selected group within it.
 48 ◆ *Internal Sampling* – When items in the delivery do not have a serial number, post
 49 number or some other form of identification, ready identification is not possible
 50 and random sampling proves difficult to use.

1 **6.6 General Procedure in Conducting Inspection:**

2 6.6.1 Upon receipt of the request for inspection, the following important documents shall
3 be checked as to completeness and authenticity prior to actual inspection:

- 4 ▪ *PO/LO/Contract or their equivalent* – determine completeness as to date,
5 number, name and address of supplier, supplier acknowledgement or receipt
6 including date of receipt, nature and place of delivery, accurate description of
7 article's ordered, quantity, unit price, availability of funds and approval by the
8 head of the agency or his authorized representative.
- 9 ▪ *Supplier's Invoice/Delivery Receipt* – The following shall be observed:

- 10 ➤ It should be pre-numbered and not just typed, stamped or written
11 separately;
12 ➤ Check all date contained thereon;
13 ➤ It should conform with those in the order/contract; and
14 ➤ Note "RECEIVED" portion. Receipt and date of item delivered should be
15 duly acknowledged by the property officer or receiving officer.

- 16 ▪ Other required papers necessary for a substantive inspection such as catalogue/
17 brochures/government standard specifications, etc.

18 6.6.2 After all pertinent documents have been checked, proceed to delivery site and
19 conduct inspection and testing procedures if applicable.

20 6.6.3 If delivery is subject to test and samples are taken, accomplish the certificate of
21 sampling in accordance with the prescribed guideline on testing (refer to Inspection
22 Procedures for Specific Items – PSMS of the SAADO-COA).

23 6.6.4 Prepare inspection report immediately after inspection for submission to the agency
24 inspector's supervisor.

25 **2.5. PROCUREMENT GUIDELINES**

26 **1. General Policies:**

27 **1.1 Compliance with laws, rules and existing applicable laws.**

28 Complex laws, rules and policies govern the procurement process.
29 Participants in the process Participants in the process are not only required to be
30 familiar with the different procedures but also with applicable regulations and
31 jurisprudence.

32 **1.2 Prohibition against splitting of requisitions, purchase/letter orders and payment.**

33 **Forms of Splitting:**

- 34 ○ Non-consolidation of requisitions for one or more items needed at or
35 about the same time by the requisitioner
- 36 ○ Issuance of 2 or more Purchase Orders based on 2 or more
37 requisitions for the same or about the same time by different
38 requisitioners
- 39 ○ Making 2 or more payments for one or more items involving one PO

40 **Consequence:**

41 If splitting is apparent, the Unit Auditor shall notify the officials
42 concerned and shall disallow the transaction in audit.

43 **Exemption:**

44 Exempted are requisitions for supplies, materials and spare parts
45 acquired thru emergency purchase from reputable firms.

1 1.3 Need for certificate showing availability of funds for the purchase
 2
 3
 4
 5
 6
 7
 8

No contract involving the expenditure of public funds shall be entered into unless there is an appropriation therefore for which the accounting official concerned shall certify that funds have been duly appropriated for the purpose and that the amount necessary to cover the proposed contract for the current fiscal year is available for expenditure

9 **Consequence:**
 10
 11
 12
 13

Without the certificate, the contract is deemed void. (In cases when the only defect or irregularity in the claim is the delayed execution of the certificate of availability of funds (CAF), COA allows recovery by contractors on the basis of *quantum meruit*, i.e., the amount earned or the value of services rendered.)

14 **Exemption:**
 15
 16
 17
 18
 19
 20

- ❖ Contracts for Personal Services
- ❖ Supplies for current consumption or to be carried in stock not exceeding the estimated consumptions for 3 months
- ❖ Banking transactions of government-owned or controlled banks

21 1.4 Prohibition against irregular, unnecessary, excessive, extravagant, and unconscionable expenditures or uses of funds or property
 22
 23

24 **IRREGULAR** expenditures are those incurred without adhering to
 25 established rules, regulations, procedural guidelines, policies, principles or
 26 practices that have gained recognition in law.

27 **UNNECESSARY** expenditures are those which could not pass the test
 28 of prudence or the diligence of a good father of a family and denotes non-
 29 responsiveness to the exigencies of the service.

30 **EXCESSIVE** expenditures incurred without restraint, judiciousness and
 31 economy.

32 **UNCONSCIONABLE** expenditures are incurred without knowledge or
 33 sense of what is right, reasonable, and just and not guided or restrained by
 34 conscience.

35 1.5 Policy of protecting locally-manufactured/produced articles over foreign made
 36 products
 37

38 A long established policy and entrenched in the FLAG Law, but:

- Does not entitle supplier of local products to sell at unreasonable and excessive prices.
- Presupposes that the local product is of same quality as that of foreign products.

39 2. Specific Procedures in Procurement:
 40
 41

42 2.1 Procurement planning and the preparation of the Annual Procurement Program/ Plan
 43 and Amendatory /Supplementary Program or Plan

44 2.2 Requisitioning or Preparation of RIV/PR

- The description and/or specification must be clearly defined to avoid further interpretation and shall satisfy the needs of the end-user.
- The property/supply officer with the assistance of a technical specialist and/or the project officer shall determine the specifications of the supplies and services needed to be approved by the Head of the Agency.

- 1 Requisition must be accompanied by a Request for Obligation and
- 2 Allotment (ROA) properly signed by concerned officials as to the existence of
- 3 appropriate funding.
- 4 2.3 Approval of requisition
- 5 2.4 Preparation of Certificate of Availability of Funds (CAF)
- 6 2.5 Preparation of Purchase Order (PO) /Letter Order (LO)/ Contract
- 7 2.6 Approval of PO/LO/ Contract
- 8 2.7 Delivery of PO/LO/Contract
- 9 2.8 Delivery of Items
- 10 2.9 Inspection of Items
- 11 2.10 Preparation of Certificate of Acceptance
- 12 2.11 Preparation of the Voucher, or equivalent document, for payment

14 3. Modes of Procurements

15 Procurement of government property may be achieved through the following modes:

- 16 3.1 Public Bidding
- 17 3.2 Negotiated Contract
- 18 3.3 Limited Source/Selected Bidding
- 19 3.4 Personal Canvass/Shopping
- 20 3.5 Emergency Purchase
- 21 3.6 Repeat Order
- 22 3.7 Direct Contracting
- 23 3.8 Procurement from Exclusive Philippine Agent or Distributor
- 24 3.9 Procurement from the Procurement Service

30 2.6. INTERNAL GUIDELINES ON DNST COMPOSITE PREQUALIFICATION, BIDS & AWARD 31 COMMITTEE (PBAC) AND 32 BIDS & AWARDS COMMITTEE (BAC)

33 1. Composition of DNST PBAC/BAC

34 1.1 The PBAC/BAC of Davao del Norte State College shall compose the following:

- 35 1.1.1 Chairman (Regular) – Vice President
- 36 1.1.2 Executive Officer & Secretary – Administrative Officer/Director, Admin Affairs
37 As PBAC Executive Officer, he may designate a clerk who will assist him in
38 the preparation of Bid Documents and to do other bid related matters.
- 39 1.1.3 Member (Regular) – Faculty Club President
- 40 1.1.4 Member (Regular) – General Administrative Staff and Services Personnel
41 Organization President
- 42 1.1.5 Member (Regular) – Technical Member from DNST (pro tem based on the type of
43 bid project)
 - 44 1.1.5.1 For civil works – Civil Engineer
 - 45 1.1.5.2 For mechanical works – Mechanical Engineer
 - 46 1.1.5.3 For electrical works – Electrical Engineer or College Electrician
 - 47 1.1.5.4 For electronic works – Electronic Engineer or Computer Engineer

48 1.1.6 Aforesaid provisional technical member shall assist in
49 the preparation of the agency plan, Agency Estimates, Specifications,
50 Proposal Book Forms, and the draft of the contract. The technical
51 member shall help in evaluating the submitted Bidders' Estimates and
52 Program of Works.

- 53 1.1.6 Two Members from the Private Sectors – Both qualified representatives from
54 private organizations shall be non-voting members.

1.1.7 Observer – The Resident Auditor or representative from the COA shall serve as
2 observer.
3

4 Note: Notice of meeting shall be sent two calendar days before the
5 date of meeting.
6

7 **2. Procurement of Equipment, Supplies, Materials and Services**

8 2.1 The public bidding may be dispensed with the purchase of supplies, materials, and
9 equipment in the amount of **TEN MILLION (P10,000,000.00) PESOS**, as long as the
10 purchase is most advantageous to the government (COA Resolution No. 95-244 dated
11 May 15, 1995 pursuant to Executive Order No. 301 dated July 26, 1987).

12 2.2 The purchase shall be bid by sealed canvass of at least three (3) bidders.

13 2.3 If the requisite for purchase relative to minimum number of bidders of at least three (3)
14 bidders cannot be met or made available in the locality, the canvasser shall write
15 justification why such requisite for bidding cannot be fully satisfied thereby resorting
16 only to one or two qualified bidders.

17 2.4 The PBAC, excluding non-voting members and observers, shall convene regularly on
18 certain time agreed by them for the purpose of opening and awarding of sealed
19 canvass except on emergency cases.

20 2.5 The PBAC shall open the canvass or bid when there is an Approved Requisition and
21 Certification of Funds Available for the purchase, and Approved Agency Estimate with
22 Certificate of Availability of Funds (DF) for the public bidding.

23 2.6 Quotation or Bid of equal lowest cost shall be decided by tossing the coin or by voting of
24 the PBAC Members banking on the premise to save the cost of documents and time.

25 2.7 The date, time and signature of the PBAC Members shall be reflected in the canvass or
26 in the Bid Form.

27 2.8 The lowest calculated responsive bidder shall be issued a Purchase Order (PO) and
28 Voucher for payment with appropriate attachments, e.g. Abstract of Bids prepared by
29 the Supply Officer following the existing standard Procurement and Supply
30 Management procedures, and the like.

31 2.9 Bid tender without the signature of the supplier shall be rejected by the PBAC.

32 2.10 Bid containing erasures or alterations on the cost and other entries without signature or
33 initial shall be rejected.

34 2.11 Bid tender found substantially not responsive and/or not complying with the
35 conditions/requirements set forth in the bid document, particularly in terms of the
36 technical requirements/specifications in the contract and other government rulings (Sec.
37 435, GAAM, Vol. 1), e.g., contingent bids, shall be rejected outright.

38 **3. Public Bidding**

39 3.1 For construction, repair or rehabilitation of projects like buildings and heavy equipment
40 wherein public bidding is applicable, the activities shall follow the prescribed guidelines
41 provided in P.D. No. 1594 as amended on August 12, 2000.

42 3.2 The PBAC Chairman shall schedule the publication, deadline accepting intent, pre-bid
43 evaluation, pre-bid conference, opening of bid and post evaluation.

44 3.3 Contractors who file intent for public bidding shall be required to pay a non-refundable
45 amount of Three Hundred (P300.00) Pesos to defray the expenses incurred for the

1 printing of the Pre-qualification Statement Form, Instruction to Bidders or Proposal Book
 2 Form, and Agency Plan.

- 3
- 4 3.4 During the pre-bid conference, opening of bid, post conferences wherein the chairman
 5 is absent for valid reasons, e.g., official travel, and leave of absence of any type, the
 6 Executive Officer shall take over his place. As such, the Executive Officer shall be
 7 notified in advance.
- 8
- 9 3.5 During the opening of bids, the dropping of envelope "A" and "B" shall be done within
 10 the prescribed period. Envelopes submitted after the given period shall not be
 11 accepted.

12

13 Envelope "A" (first envelope) shall contain the following information/ documents:

14

- 15
- 16 a. Authority of Signing Official;
 17 b. Construction Schedule and S-curve;
 18 c. Construction Method;
 19 d. Organizational Chart for the contract to bid;
 20 e. List of Contractor's Personnel with their qualification;
 21 f. Person power Schedule;
 22 g. List of Contractor's Equipment;
 23 h. Equipment Utilization Schedule;
 24 i. Certificate of Site Inspection;
 25 j. Bid Security;
 26 k. Certification that the Detailed Estimates, Cash Flow by Quarter and Payment
 27 Schedule are in the second envelope;
 28 l. Commitment from the Contractor's Bank to extend to him a credit line if
 29 awarded the contract to be bid, or cash deposit certificate;
 30 m. Construction safety and Health Program by the Contractor based on section
 31 IB 1.3.g of PD 1594 as required by the Department of Labor and
 32 Employment (DOLE) Occupational Safety and Health Standard.

33

34 The second envelope (envelope b) shall contain the following information/documents:

35

- 36 a. Bid Prices in Bill of Quantities with Detailed Estimate including a Summary
 37 Sheet indicating the unit price of the construction materials, labor rates and
 38 equipment rentals used in coming up with the bid;
 39 b. Cash Flow by quarter and Payment Schedule

40 3.6 Bid/tender shall only be withdrawn upon written request one (1) day before the opening of
 41 bid. However, bids may also be withdrawn even after the opening on recognized
 42 grounds of error or mistake considering that no prejudice is attributable to the college.

43 3.7 The PBAC shall keep a logbook to record all proceedings of all bidding activities.

44 3.8 The Chairman and the Executive Officer are responsible in the preparation of the
 45 Abstract and other documents needed as annexes to the Contract Agreement, and
 46 submit the same to the College President and other concerned officials.

47 3.9 During the contract period, the Technical Member of the PBAC shall supervise the
 48 project.

49 3.10 Once the project reaches an accomplishment of 95%, the DNSC Inspectorate Team shall
 50 conduct inspection of the project and shall submit punchlist to the contractor in the
 51 preparation for the final turn-over of the project. The said punchlist shall contain the
 52 remaining works and work deficiencies for necessary corrections.

53 3.11 Before the final turnover of the project, the PBAC shall invite the COA Technical Specialist
 54 to conduct the post-inspection of the project.

55 3.12 After the COA Technical Specialist has submitted the findings that the project was done
 56 and completed within the allowable range of COA rules and regulations, the PBAC

1 Chairman shall prepare the Certificate of Project Completion and Acceptance for
 2 signature of the College President in response to the accomplishment report submitted
 3 by the contractor.

6 **2.7. GUIDELINES COVERING NEGOTIATED CONTRACTS**

7
 8 Section 1, EO 301, s. 1987 provides that any provision of law, decree, executive order or
 9 other issuance to the contrary notwithstanding, no contract for public services or for furnishing supplies,
 10 materials and equipment to the government or any of its branches, agencies or instrumentalities shall be
 11 renewed or entered into without public bidding, except under any of the following situations:

- 12 1. Whenever the supplies are urgently needed to meet an emergency, which may involve the loss of,
 or danger to, life and/or property;
- 13 2. Whenever the supplies are to be used in connection with a project or activity which cannot be
 delayed without causing detriment to the public service;
- 14 3. Whenever the materials are sold by an exclusive distributor or manufacturer who do not have sub-
 dealers selling at lower price and for which no suitable substitute can be obtained elsewhere at
 more advantageous terms to the government;
- 15 4. Whenever the supplier under procurement have been unsuccessfully placed in bid for at least two
 (2) consecutive times, either due to lack of bidders or the offers received in each instance were
 exorbitant or non-conforming to specification;
- 16 5. In cases where it is apparent that the requisition of the needed supplies thru negotiated purchase is
 most advantageous to the government to be determined by the Department Head concerned; and
- 17 6. Whenever the purchase is made from an agency of the government.
- 18 7. Where there was a failure of competitive bidding for the second time as provided under the Rule 4.8
 of the IRR on the Procurement of Goods by the Government issued by NEDA to implement the EO
 No. 302 dated February 1996, to wit:

36 *"1.8 Failure of bidding"*

37 1.8.1 *The government shall declare the bidding a failure and the concerned
 agency shall conduct a re-bidding of the project when no bids are received,
 or when no bids are found to be substantially responsive and/or complying
 to the requirements of the bidding documents, particularly in terms of the
 technical requirements/specifications of the contract.*

43 1.8.2 *Should there occur another bidding failure after the conduct of the project's
 re-bidding, the agency concerned may enter into negotiated
 procurement..."*

- 47 8. In the event there is an existence of negotiated purchase, the following additional requirements
 shall be observed:

- 50 8.1 Approval of the proper official/body pursuant to existing rules and regulations;
- 51 8.2 Canvass of licensed responsible suppliers of the needed item, except when it has been
 reliably established that (a) the supplier is the sole exclusive distributor or manufacturer of
 said supplies; (b) there is no suitable substitute in the market at more advantageous terms
 to the government, and (c) no sub-dealers are offering lower prices in which case a
 Certificate to that effect shall be required.

58 **2.8. GUIDELINES FOR THE LIMITED SOURCE/ 59 SELECTIVE BIDDING**

- 61 1. Limited Source/Selective Bidding is employed in any of the following conditions:

- 1 1.1 Procurement of highly specialized types of equipment where only, a few manufacturer/suppliers/distributors are available who could maintain a competitive position, such that resorting to the open competitive bidding method will not likely result in any additional manufacturers/ suppliers/distributors participating in the bidding;
- 2 1.2 Procurement of relatively small additions to an existing fleet of equipment where a few manufacturers/suppliers/distributors are well-established and who provide satisfactory after-sales service;
- 3 1.3 Procurement of major plant components where it is deemed advantageous to limit the bidding to known qualified bidders in order to maintain uniform quality and performance of the plant as a whole; and
- 4 1.4 Procurement of goods involving relatively small amounts, i.e., amounts involving P500,000.00 or less, such that the cost and time publicly advertising the bidding is not justifiable.

18 2. The PBAC of the concerned agency shall observe the PROCEDURES INVOLVED IN LIMITED
19 SOURCE BIDDING/SELECTIVE BIDDING as prescribed under the pertinent provisions of IRR:

- 21 2.1 Pre-selection of manufacturers/suppliers/distributors with known experience and proven capability on the requirement of the particular contract.
- 22 2.2 Transmission to Invitation to Bid
- 23 2.3 Evaluating of bids
- 24 2.4 Awarding of Purchase Order/Contract

2.9. GUIDELINES FOR SHOPPING/PERSONAL CANVASS

Shopping/Personal Canvass. Under this mode, the purchaser simply requests for the submission of price quotations for the goods to be procured directly from the manufacturers/suppliers/distributors with known qualifications.

1. This method of procurement shall be employed only in the following cases:

- a. Procurement of readily available off-the-shelf goods or standard specifications goods that are small in value, i.e., amounts involving P500,000.00 or less.
- b. Procurement of ordinary/regular office supplies and equipment involving an amount not exceeding P500,000.00. This may be handled by the respective Administrative Staff/ Department/Division of the Agency instead of the PBAC.

2. To ensure competitive prices, the PBAC concerned shall obtain quotations from at least three (3) manufacturer/suppliers/distributors.

3. Concerned personnel, in the course of its implementation, shall observe the PROCEDURES INVOLVED IN SHOPPING/PERSONAL CANVASS in accordance to the applicable existing COA rules and regulations:

- 1) Conduct of Personal Canvass
- 2) Preparation of Abstract of Canvass
- 3) Evaluation of Canvass
- 4) Awarding of Purchase

2.10. GUIDELINES FOR EMERGENCY PURCHASE, REPEAT ORDER, AND DIRECT CONTRACTING

A. Emergency Purchase

1. Emergency purchases are allowed in cases where the need for supplies, materials, furniture, equipment or repair of an equipment is exceptionally urgent or absolutely indispensable to prevent

1 immediate danger to, or loss of, life and/or property, or to avoid detriment to the public service. They should
2 be based on a canvass of prices of at least three (3) bona fide dealers (EO 302 s. 1940).

3 2. The emergency purchase shall be invariably supported by a certificate by the agency head or his
4 duly authorized representative – a) as to the necessity/justification for said purchase, and b) that the price
5 or contracted for is reasonable that it was the lowest obtainable at the time of the purchase or order (COA
6 Cir. 78-84, Aug. 1, 1978).

7 3. The amount involved in an emergency purchase should not exceed the limitations provided for in the
8 corresponding Annual Appropriations Act in a monthly amount not exceeding four percent (4%) of the
9 annual agency expenditures, Board Resolutions or Regulations (COA Cir. 78-84, supra.).

10 11 4. The procedures involved in emergency purchase shall be followed as follows:

- 12 13 a. Conduct of Canvass
14 b. Preparation of Abstract of Canvass
15 c. Preparation of Purchase Order
16 d. Approval of P.O.
17 e. Delivery of P.O.

18 19 **B. REPEAT ORDER**

20 21 1. Repeat Order may be resorted to by Agencies only in cases where the manufacturer/
22 supplier/distributor who was selected in the previous bidding is clearly superior to the other bids not only in
23 terms of the price quoted but also in terms of equipment reliability, availability of spare parts, after sales
24 service and delivery period among others.

25 26 Under this method, acquisition is made on additional quantities form the manufacturer/
27 supplier/distributor who provided the same items under previously bid contract.

28 29 2. Repeat Orders shall be subject to the following conditions:

- 30 31 a. Prices must be the same as or lower than in the original contract;
32 b. The Repeat Order will not result in splitting of requisitions or purchase orders;
33 c. Repeat Orders may be availed of only within a six (6) month period from the date of the
34 original purchase; and
35 d. The Repeat Order shall not exceed the quantity in the original contract.

36 37 **C. DIRECT CONTRACTING**

38 39 1. Direct contracting may be resorted to by the agency under the following conditions:

- 40 41 a. Procurement of items of propriety nature which can be obtained only from the propriety,
42 i.e., when patents, trade secrets and copyrights prohibit other from manufacturing the
43 same item;
44 b. Those sold by an exclusive dealer or manufacturer which does not have sub-dealers
45 selling at lower prices for which no suitable substitute can be obtained at more dangerous
46 terms to the government;
47 c. When the procurement of critical plant components from specialist manufacturer/
48 supplier/distributor serves as a precondition for the erection of the project for his
49 guarantee of project performance;
50 d. For purposes of maintaining standards, such as a purchase involving a small addition to
51 an already existing fleet of equipment; and
52 e. In emergencies where procurement must be immediately accomplished regardless of
53 cost. Emergencies shall be defined as those situations where there is imminent danger to
54 life and/or property as determined by the head of the agency concerned.

55 56 2. This mode does not require elaborate bidding documents. The selected manufacturers/
57 suppliers/distributors shall simply be asked to submit a price quotation or a pro-forma invoice together
58 with the conditions of sale. The offer may be accepted immediately by the agency concerned.

59 60 61

1 **GUIDELINES FOR PROCUREMENT FROM EXCLUSIVE PHILIPPINE AGENTS OR**
2 **DISTRIBUTORS, PROCUREMENT SERVICE (PS),**
3 **AND OTHER AGENCIES**

4
5 **A. Procurement from Exclusive Philippine Agents/Distributors**

6 1. The general procedures shall be followed:

- 7
8 a. In case of supplies of foreign origin, procurement may be made directly from the exclusive or
9 reputable Philippine distributors or agents subject to the following conditions:
10
11 1) That the exclusive Philippine distributor has no sub-dealers selling at lower prices; and
12 2) That no suitable substitutes of substantially the same quality are available at lower
13 prices.
14

15 2. The following certificates shall invariably support the procurement from exclusive Philippine
16 agents/distributors:

- 17
18 a. A certificate executed by the supplier that he is the exclusive manufacturer or dealer of a
19 specific supplies, duly attested by the foreign or local principal, and that there are no sub-
20 dealers selling at lower prices; and
21
22 b. A certificate by the requisitioning officer (approved by the Agency Head) that there are no
23 suitable substitutes of substantially the same quality is available for the supplies/
24 materials/equipment that are exclusively manufactured or distributed.
25

26
27 **B. Procurement from the Procurement Service (PS)**

28 1. The operating procedures of procurement as prescribed by the PS shall be followed, which shall
29 cover, among others, the following:

- 30
31 a. Preparation and submission of the annual agency procurement programs for brand-new
32 supplies, materials and equipment, which are covered by the procurement system.
33
34 b. Appropriations for the annual procurement programs of the agency shall be identified in
35 their Annual Work and Financial Plan. This plan shall serve as the basis of the DBM in
36 the release of the agency's quarterly allotments and monthly funding warrants.
37

38 The agency shall remit in advance to the Procurement Service the funds needed to service
39 their requirements for supplies, materials and equipment as reflected in said Work and
40 Financial Plan.

- 41
42 c. Adoption of simplified bidding procedures as authorized under Item 12 of LOI 755 by the
43 Procurement Service Bids and Awards Committee whose composition shall be
44 determined by the Procurement Policy board.
45

- 46
47 d. In the evaluation of supplies, materials and equipment, the applicable standards as to
48 specifications and test methods of the Bureau of Product Standards shall be strictly
49 followed; where otherwise not available, the appropriate international and/or trade
50 standards, whichever is more beneficial to the government, shall apply. Evaluation of
51 items, which are highly technical in nature shall in all cases be attended by the technical
52 experts of the end-user professional associations under whose field of expertise the items
53 may be covered.
54

- 55
56 e. The Procurement Service shall charge service fees not to exceed five percent (5%) of the
57 value of supplies, materials and equipment procured and supplied to the agency
58 concerned. This will cover its personnel services and other operations as may be
59 authorized by the Procurement Policy board pursuant to Section 33 of RA 6688 and
60 Section 52 of PD 1177.
61
62

1 **C. Procurement from other Philippine Government Agencies**

2 1. Procurement may be made direct from government entities producing supplies to fill the needs
 3 of the government (Sec. 372, RA 7160).

4 Thus, school desks and office furniture may be procured from government schools of arts and
 5 trade or vocational schools or the Bureau of Prisons.

6 For standard and accountable forms of national, provincial, city and municipal governments,
 7 including government corporations, the printing binding and distribution thereof shall be undertaken by the
 8 National Printing Office (Sec. 6, EO 285 s. 1987).

9 **D. Purchase of Items with specific Requirements:**

10 1. Land – Evidenced by a Torrens Title drawn in the name of the Republic of the Philippines or
 11 such other document satisfactory to the President of the Philippines that the title is vested in the
 12 government.

13 These titles and documents shall accompany the vouchers covering the purchase of land, after
 14 which they shall be forwarded to the Record Management and Archives Office (RMAO)

15 2. Clothing or Wearing Apparel - Raincoats, caps, uniform and other articles of clothing for use
 16 of public officials and employees, shall not be purchased *unless specifically authorized by law*

- 17 a. Where the law authorized the furnishing of uniforms, this should be construed to include only
 18 regulation caps, pants and coats
 19 b. Unless expressly authorized, purchases of shoes as part of uniforms at government expense
 20 will not be allowed

21 3. Motor Vehicles – Pursuant to the Administrative Code of 1987 – No appropriation for
 22 equipment authorized in the General Appropriations Act (GAA) shall be used directly or indirectly for the
 23 purchase of automobiles, jeeps, jitneys, station wagons, motorcycle, trucks, launches, speedboats,
 24 airplanes, helicopters and other types of motor transport equipment unless otherwise specifically authorized
 25 by the President.

26 Purchase of Motor vehicles for national government agencies, GOCCs and SUCs shall observe the
 27 national standard specifications provided in LOI No. 667 dated Feb. 1978.

28 **Chapter 23**
 29 **PAYMENT OF CONTRACT**

30 Article 91. The Institution shall in no case make advance payments for services not yet rendered or
 31 for supplies, materials and equipment not yet delivered under any contract therefore.

32 Article 92. The Institution on any contract entered into, unless all requirements appertaining thereto are
 33 complied with, shall make no payment, either partial or final.

34 **Chapter 24**
 35 **SALE AND DISPOSAL OF INSTITUTION PROPERTY**

36 Article 93. The sale or disposal of any property of the institution shall be in accordance with existing laws,
 37 rules and regulations.

- 38 a. Valueless or unsalable property of the Institution shall be condemned either by burning,
 39 pounding or throwing beyond recovery.
 40 b. Disposable property may also be transferred with or without cost to other government
 41 agencies.
 42 c. In exceptional cases and for meritorious reasons, disposable college property may be
 43 donated to Charitable, Scientific and Cultural organization.

1 d. Properties, which are in good and top conditions but are not and shall never be used by
 2 the College or institution, may be sold through public auction or negotiation if deemed to
 3 be the best advantage of the Institution.

6 **Chapter 25**
 7 **TRAVELLING EXPENSES**

10 **Article 94.** The incurrence of travel expenses for local travel shall be subject to the provisions of existing
 11 laws and rules/regulations pertaining to local travel.

13 **Article 95.** The President of the Institution shall provide a lump sum appropriations for each college or
 14 school of Institution to spend for Traveling Expenses of Personnel such amount as may be necessary for
 15 travel within the country for purposes of research, extension, community training or study and similar
 16 purposes.

17 **Article 96.** Existing laws shall govern expenditures for foreign travel.

21 **Chapter 26**
 22 **INSTITUTION PUBLICATIONS**

25 **Article 97.** The rates of subscription to institution publication shall be recommended by the President or
 26 other officials designated by him, and approved by the Board and the income that may derived therefrom
 27 shall accrue exclusively to their maintenance and support subject to accounting and auditing rules and
 28 regulations.

30 **Article 98.** All exchanges for College publications shall be turned over to the library.

34 **Title Four**
 35 **ADMINISTRATION OF AND SECURING THE INSTITUTION PROPERTIES**

38 **Chapter 27**
 39 **BUILDINGS AND GROUND**

41 **Article 99.** Maintenance

43 **Section 1.** All buildings and assets thereon of the Institution shall be properly inventoried and
 44 insured, and shall comply with the safety requirements as provided for in the National Building Code.

45 **Section 2.** The personnel assigned to maintain buildings and grounds shall be under the immediate
 46 supervision of the Physical Facilities, Plant and Development Officer or any duly designated official.

48 **Section 3.** Care and maintenance of, and putting order in the school grounds/ campus or
 49 environment is not a concern of only few individuals but everybody should. Henceforth, to conjure such
 50 concern, enabling environmental policies shall be observed by all concerned (Office Memorandum No.
 51 2001-044, s. 2001).

53 **Section 4.** No repair of buildings shall be undertaken if estimated cost exceeds fifty percent of its
 54 present appraised value.

56 **Section 5.** No buildings shall be demolished unless properly recommended for condemnation by the
 57 Appraisal Committee to be composed of authorized representatives from the College Institution,
 58 Commission on Audit, Bureau of Supply Coordinator and Ministry of Public Works, and provided further, that
 59 all other existing requirements are complied with.

1 Article 100. Rentals of college facilities shall be covered by appropriate BOT resolutions and other
2 issuances/memoranda as determined by the Governing Board.

3

4 Article 101. Use of Buildings, Premises and Equipment

5

6 Section 1. It shall be incumbent upon the Institution to exercise due care in the use of its facilities. In
7 this respect, the Institution President shall promulgate implementing rules and regulations for the use
8 thereof in accordance with existing policies, rules and laws typically on rentals.

9

10 Section 2. Except those specifically provided by law, recognized Campus organizations and
11 agencies having linkages with the Institution shall have priority in the use of its buildings or any other
12 property; provided, however, that the use of facilities shall not be in conflict with the slated program of the
13 Institution.

14

15 Campus organizations are those whose members are drawn from students, alumni, employees or
16 faculty of the Institution in accordance with the enabling rules promulgated thereabouts.

17

18 Article 102. Solicitations within the Institution's Buildings and Grounds

19

20 Section 1. No solicitation for funds, canvassing for the sale of merchandize, subscriptions, sale of
21 tickets and any other promotional or charity schemes shall be conducted in the buildings or grounds of the
22 Institution without the previous approval of the President or his duly authorized representative.

23

24 Section 2. Streamers, placards and similar materials which are used to announce, advertise or
25 publicize events, products or the like shall not be posted or placed in any of the buildings or grounds of the
26 Institution without the written permission of the President or his duly authorized representative.

27

28

29 Chapter 28

30 RESPONSIBILITY FOR MOVABLE PROPERTY

31

32 Article 103. It shall be the prime responsibility of the Institution to promote greater service and economy in
33 the use of supplies, materials. The Institution shall maintain such properties and annual inventory thereof
34 shall likewise be conducted.

35

36 Article 104. The Supply Officer shall take custody of and shall be accountable for all movable properties of
37 the Institution such as equipments, tools, supplies and materials, etc. If there is no employee for such
38 accountability, it shall be the persons who have been issued such property who shall be accountable.
39 Supply Officer or other administrative officials having property accountability shall be properly bonded in the
40 Fidelity Bond in accordance with existing laws, rules and regulations.

41

42 Article 105. No property of the Institution shall be used or taken out from the Institution without prior written
43 approval of the authorities concerned.

44

45 Article 106. The Institution shall constitute an effective maintenance program to prolong the life span of all
46 its fixed assets and equipments, including motor vehicles.

47

48 Article 107. No equipment shall be dismantled or repaired unless duly authorized by concerned authorities
49 and certified by the accountant as to availability of funds for such repair, and provided further, the estimated
50 cost per repair shall not exceed fifty percent of its present value.

51

52

53

54 Chapter 29

55 RE-ISSUANCE OF MEMORANDUM RECEIPTS

56 AND RESPONSIBILITIES TOWARDS GOVERNMENT

57 EQUIPMENT/PROPERTY ISSUED

58

59 Article 108. Policy Statement:

60

61 1. Memorandum Receipts shall be renewed every three (3) years (GAAM Vol. 1, Sec. 492).

- 1
2 2. Memorandum Receipts not renewed after three (3) years, the equipment stipulated
3 therein shall not be considered in making physical count of the equipment thereby
4 considering it as unaccounted and lost.

5 **Article 109. Guidelines and Responsibilities:**

- 6 1. All equipment issued to DNSC Officers/Employees shall be returned to the Supply Officer
7 or any authorized Supply Office Personnel for purposes of checking and re-issuance of
8 Memorandum Receipts (MR) as scheduled:

9 1.1. For Officers/Employees under Vacation/Sick Leave status:

10 Checking and re-issuance shall be done every January of the 3rd year after the
11 issuance of the property/ties.

12 1.2 For Officers/Employees classified under Vacation Leave Status:

13 As a requisite for faculty clearance, checking and returning of issued equipment
14 shall be done within fifteen (15) working days after the end of school year as
15 specified in the School Calendar. Re-issuance of MR for returned equipment shall
16 depend on the time of needs.

- 17 2. Due care shall be exercised in the use of equipment.

18 Every officer/employee accountable for government property shall be liable for its money
19 value in case of improper or unauthorized use of or misapplication thereof by himself or by
20 any person whose acts he may be responsible and he shall be liable for all losses,
21 damage or deterioration by negligence in keeping or use of such property.

- 22 3. All equipment issued to an officer/employee and is no longer serviceable or no longer
23 needed shall be surrendered to the Supply Officer/authorized supply personnel.

- 24 4. Officers/employees are not authorized to transfer issued equipment to another personnel.
25 When property is transferred from one accountable officer to another, the former shall
26 secure appropriate clearance for property accountability.

- 27 5. In case of loss of issued equipment/properties, the Supply Officer/Property Custodian
28 shall be notified immediately in writing.

29 Loss of property may be credited when the loss: occurs while the property is in transit or is
30 cause by, fire, theft, and other casualty or force majeure; the accountable officer therefore
31 or having custody thereof, shall notify the COA or Auditor concerned within thirty (30)
32 days and shall present his application for relief of accountability with appropriate and
33 available supporting documents/evidences.

34 Any Officer/Employee who fails to comply the requirements shall not be relieved of liability
35 or allowed credit for any loss in the settlement of this account (Section 73 PD 1445).

36 There up on, non-compliance of aforesaid requisites, the accountable person shall replace
37 the item(s) with the same specifications or pay the "money value" of the lost property/ties
38 based on its current market value; however, price increase or adjustment shall be
39 sustained by the concerned personnel.

40 Chapter 30

41 **USE OF ENGINEERING & INFORMATION TECHNOLOGY (EIT)
42 AND LABORATORY EQUIPMENT**

43 **Article 110. Borrowing, use and operation of IT equipment and facilities shall be in accordance with the
44 existing policy guidelines as ensconced in the following rules and regulations:**

45 **Section 1.** Equipment affected by this policy is the UP-800 Plus portable high resolution data
46 projector with one set of computer, which is kept at the Institute of Engineering and Information Technology.

1
2 **Section 2.** The priority use of the data projector-computer is for the College Trainings, Seminars,
3 Conferences and Meetings only.
4

5 **Section 3.** Only the faculty and staff and other individuals recognized by the College are allowed to
6 use the aforesaid equipment.
7

8 **Section 4.** It is recommended that individuals who wish to use the data projector-computer shall
9 make a request letter signed by their immediate Head/Supervisor and the Dean of IEIT prior to day of use.
10 A preliminary setup and test shall be done to ensure that users understand how to connect the data
11 projector to the computer and how to make necessary changes to achieve optimum settings.
12

13 **Section 5.** No students shall be permitted to sign out a data projector-computer without a Faculty
14 Member taking financial responsibility for the equipment. A faculty authorization letter must be submitted
15 before such request shall be granted.
16

17 **Section 6.** Since the maintenance cost of the projector and computer is very high, a fee of P200.00
18 per hour shall be collected to non-college base users who wish to use the equipment for project/research
19 presentation, classroom lectures, film showing and the like.
20

21 **Section 7.** The data projector-computer is for in-house use only. This equipment shall not be taken
22 outside the College premises.
23

24 **Section 8.** Use of the data projector-computer shall be granted on a first come-first served basis.
25

26 **Section 9.** Anyone who finds something wrong with the data projector-computer and/or its
27 peripherals must contact immediately the Dean of IEIT. No one should attempt to open or repair the
28 gadgets.
29

30 **Section 10.** Data projector-computer users shall be responsible for the repair or replacement costs of
31 any busted projector/computer components, which are considered not within its normal wear and tear or
32 expected life span. In case of loss, the user must replace the said equipment with the same specifications.
33

34 **Section 11.** All unexpected situations affecting unscheduled usage of the aforesaid equipment shall
35 be referred immediately to the IEITDean.
36

37 **Section 12.** The borrower shall be responsible for returning the data projector-computer to the Institute
38 of Engineering and Information Technology (IEIT) equipment in charge.
39

40 **Article 111.** The following are guidelines formulated for the safety, proper use, accounting of the
41 laboratory equipment, and for the availability and easy access of the facilities to users.
42

43 **Section 1.** Heavy equipment (oven, incubator, refrigerator, autoclave, analytical balances, muffle
44 furnace, etc.) should not be taken out of the laboratory without the consent of the Chairperson, Natural
45 Sciences and Laboratory Aide. No equipment shall be released/used if it is not in good condition.
46

47 **Section 2.** Laboratory experiments conducted overnight in the Science Laboratory Building require
48 consent and approval of the Dean of the faculty member concerned. Prior to such approval, an
49 arrangement with the Laboratory Aide and the Natural Sciences Chairperson as to the availability of the
50 facilities must be made. The office of the Campus Security Director shall also be furnished with the copy of
51 the approved request for safety and for monitoring purposes of the Roving Guard on Duty.
52

53 **Section 3.** All laboratory equipment/ apparatuses should be returned within forty eight (48) hours
54 after the release or as maybe indicated in the request slip. Any extension thereof in the use of such
55 equipment, the instructor concerned shall issue a certification for such effect. A fine shall be charged per
56 day for every apparatus/equipment not returned in violation of this rule. The fine shall be collected on or
57 before the issuance of clearance by the Cashier, and/ or upon receipt of laboratory account slip from the
58 Laboratory Aide. The proceeds shall be added to the College's Laboratory Trust Fund and shall be used for
59 the repair and purchase of laboratory equipment/materials. In the case of Laboratory School, the Science
60 Instructor may borrow equipment to be returned at the end of the year. However, students borrowing the
61 apparatus must follow the same procedure.
62

1 **Section 4.** No rooms in the Laboratory building shall be used without the consent and approval of the
2 Laboratory Staff. All keys of the laboratory rooms shall be kept by the Laboratory Aide after the official use
3 of said rooms.

4
5 **Section 5.** Outside class/activity hours, students are not allowed to stay inside the apparatus and
6 equipment preparatory rooms to avoid possible loss and / or damage of laboratory facilities. Only student
7 assistants are authorized to get inside these rooms and only during the conduct of their duties and
8 functions.

9
10 **Section 6.** Students' request for chemicals and laboratory materials shall be made and forwarded to
11 the Laboratory Aide one day before the actual experiment. Science Instructors' request of the same
12 laboratory materials or equipment shall be submitted to the Laboratory Aide at least one semester ahead for
13 consolidation and submission to the Officials concerned.

14
15 **Section 7.** All electrical devices should be turned off after use to save electricity and to avoid
16 possible electrical problems.

17
18 **Section 8.** Water faucets should be closed tightly after use. Leakage of water pipes and sinks should
19 be reported immediately to the proper authorities to avoid water wastage.

20
21 **Article 112. Laboratory Fees** - Laboratory fees shall be collected from students with laboratory
22 subjects. The College, with the approval of the Board of Trustees (BOT), shall determine the Laboratory fee.
23 The number of laboratory subjects the student is carrying in a particular semester shall multiply such fee.

24
25 **Article 113. Guidelines in the Use of the Internet and IT Equipment:**

26
27 **Section 9.** This policy describes the different types of available computer facilities, defines who may
use these facilities, and provides commensurate guidelines.

28
29 **Section 10.** Resources covered by this policy include host computer systems, personal computers
30 and workstations, computer peripherals, communications networks, software and files. The use of these
31 resources is governed by Davao del Norte State College policies and procedures. The College may monitor
32 access to any of these resources in order to ensure security of its systems and networks, and enforce
aforesaid College policies and procedures.

33
34 **Section 11.** Access to DNSC computing facilities is limited to College faculty, staff and students.
Exceptions are made for DNSC approved workshops, seminars, and special events.

35
36 **Section 12.** Users are responsible to follow appropriate policies, procedures, and protocols likewise
the ethical use of DNSC computer resources, including among others honesty in their academic pursuits,
37 respect for others who share these resources, and care of lab equipment and area at all times in the
38 computer laboratory..

39
40 **Section 13.** As protocol, all users must sign-in or present a valid DNSC ID when they enter a
computing facility.

41
42 **Section 14.** An account number is assigned to a single individual who shall be responsible for
safeguarding the assigned security code. A user who has logged in a particular computer should not leave
43 it unattended. The College shall subject users that break any of the computer lab policies to disciplinary
44 action.

45
46 **Section 15.** All use of computers in the laboratory must be recorded in the Usage Log located near
the lab door. User's name and the label of the computers used must be properly filled in.

47
48 **Section 16.** Access to the computers or any computer-related equipment in the computer lab is limited
to faculty members/ support staff, current DNSC students who had paid the computer lab access, and other
49 individuals/ visitors with linkages with the College.

50
51 **Section 17.** Laboratory Aide/ Staff on duty shall be available to assist users typically on computer
technical problems, but not on their academic work or other college-related tasks and do computer work on
52 the users' behalf.

53
54 **Section 18.** All IT Faculty, Computer Lab Administrator, and Computer Technician recognized by the
College are authorized to repair and troubleshoot the computers and other peripherals.

1 **Section 19.** All sort of noise levels, e.g., talking, computer generated music, and the like in the
2 laboratory area should be kept low so as not to disturb others. A quiet study environment should be
3 maintained in the computer laboratory.

4 **Section 20.** Users shall do the housekeeping of the used area before they leave; this includes among
5 others the removal of temporary files and unwanted encoded information from the computer.

6 **Section 21.** All concerned shall respect the privacy of the encoded digitized information and
7 intellectual property of other users. There up on, unauthorized copying, modification of data and passwords,
8 and decoding or decrypting files own by others is prohibited.

9 **Section 22.** Triggering computer games in any of the computer units are also prohibited. Students,
10 faculty and staff who shall be playing video games shall be asked to leave.

11 **Section 23.** All food, drinking water, and beverages are prohibited inside the laboratory.

12 **Section 24. Computer Laboratory Policies:**

- 14 a. Students are not permitted to install, modify or delete any software on lab computers. In
15 cases of software that comes with textbooks, a student needs to gain permission from the
16 IT faculty or lab administrator before the software can be installed. If software other than
17 what has been provided is needed, a written request to the Dean of the Institute of
18 Engineering and Information Technology is required for consideration.
- 19 b. All equipment in the computer lab shall not be removed, modified, relocated, or
20 disassembled without permission from Dean of IEIT.
- 21 c. Problems with computer lab equipment are to be reported to any of the IT faculty or the
22 computer-lab personnel immediately.
- 23 d. Computers are available to students only during computer lab hours of operation. When
24 classes are not scheduled in the room, students may be allowed to use the gadgets
25 provided they must fill up the necessary Request Form.
- 26 e. Student data disk must be kept inside the room and should be submitted to the Laboratory
27 Mentor after every hands-on exercise. Borrowing of data disk to continue unfinished
28 exercises outside the computer laboratory is not allowed.
- 29 f. In the absence of computer instructor or lab facilitator, the students are not allowed to do
30 their computer laboratory activities.

31 **Section 25. Internet and Network Policies (Internet Library):**

- 34 a. Fifteen (15) Internet hours per semester is given for College student and thirty (30)
35 Internet hours per year for Laboratory School.
- 36 b. Internet access is provided for educational use. Visiting sites (viewing or printing) of
37 inappropriate nature or that may be considered offensive by other individuals is not
38 considered as an acceptable use of this service at DNSC.
- 39 c. Sending/Posting harassing messages or repeatedly sending/posting unwanted messages
40 (electronic or paper) to others is prohibited.
- 41 d. Users is prohibited to connect any personal computer equipment to the college network
42 without prior authorization from the College.
- 43 e. All diskettes being brought into the lab must first be checked for viruses before being
44 used.

45 **Section 26. Printing Policies**
46 a. Laser printing is available in the Internet Lab. Students may print from a black and white
47 laser printer and pay the corresponding amount of printing. Unused or excess Internet
48 hours can be converted to printing services. An excess of one (1) hour is equivalent to
49 three (3) pages.

- 1 b. All faculty and staff can avail of free printing services for every official or school related
2 documents provided that a Request for printing form must be filled-up and duly signed by
3 their immediate supervisor. However, they can also print for their personal use provided
4 they must pay the corresponding amount of printing.
- 5 c. Since graphics and word art requires a lot of toner/ink, a corresponding amount of printing
6 per page will be charged or an equivalent of two pages for every page printed.

7

8 Chapter 31

9 USE OF COLLEGE VEHICLES

10 Article 114. Policies and guidelines are hereby prescribed to systematize the utilization of the College
11 vehicles (BOT Resolution No. 005, s. 2002).

12 Article 115. The use of vehicles shall be strictly adhered to for official trips bounded for each vehicle as
13 reflected in the implementing guidelines.

14 Article 116. Personnel with transportation allowances may be allowed to use the official vehicles involving
15 official trips provided the concerned official shall bear the actual fuel consumption. Corresponding fuel
16 receipts shall be attached to the trip ticket. However, if the trip is for the purpose of accompanying visitors
17 of the College, expenses incidental thereto shall be charged to the college operation.

18 Article 117. Agencies with existing linkages with the College may be allowed to use the vehicles provided
19 they should shoulder the cost of fuel, vehicular expenses incidental to the travel, and the driver's
20 honorarium.

21 Article 118. In emergency cases involving College faculty/personnel and their next of kin, i.e., father,
22 mother, father-in-law, mother-in-law, children, brother, sister, wife, husband, extended family members, and
23 students of this College, the vehicle shall be used for free.

24 Article 119. Requests of DNSC personnel/employees and students for transport service should be made
25 one (1) week before the actual trip on the prescribed form. All requests shall be recommended by the
26 immediate heads/directors to be cours ed through the Chief Administrative Officer for scheduling and
27 endorse the same to the Office of the President for President's approval.

28 a) The requesting party shall sign a contract covering responsibility over the vehicle and the
29 security/welfare of the driver as a prerequisite for the issuance of a trip ticket. The receipt
30 covering fuel bought shall be attached to the trip ticket.

31 b) The rental proviso for the use of the coaster shall be approved by the Governing Board.

32 No trips shall be allowed beyond the limits specified in the guidelines. In emergency cases,
33 request for the use of the vehicle shall be accorded immediately.

34 Article 120. The Chief Administrative Officer approves trip ticket and forwards the same to the designated
35 head of Physical Facilities Management Service (PFMS) or his/her authorized representative for dispatch.
36 His alternate, the Vice-President on Academics, shall approve trip tickets particularly during weekends and
37 emergencies involving danger to life and property.

38 Article 121. Trip tickets must also cover the use of vehicles within the city limits.

39 Article 122. Trip tickets shall be serially numbered and valid only once for that particular purpose. No trip
40 tickets shall be used continuously/continually for the next succeeding trips.

41 a) Trip tickets shall be hand carried only by the Driver. In no case should the requesting party
42 be made to carry such document.