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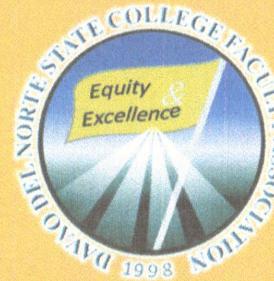
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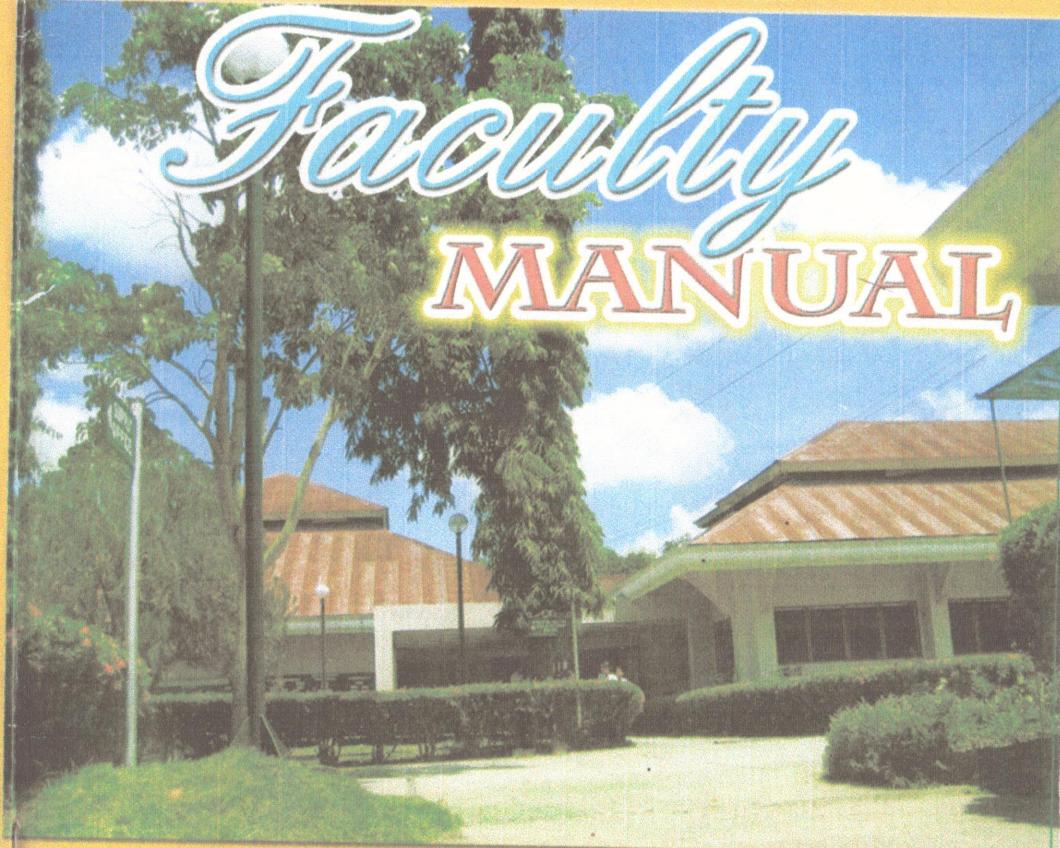
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Faculty MANUAL



2008

Message

It is indeed heartwarming to know that after several attempts of realizing the desire to have a remarkable output, the DNSC Faculty Association (DNSCFA), through its able and dynamic officers, has finally taken the leap and initiative of drafting this Faculty Manual.

A manual by definition is something that addresses to routinary matters. Thus, it serves as a baseline for whatever undertakings the association is going to make. However, I am positively looking forward that coupled with an ever ablazing enthusiasm, the association members will always find meaning between and beyond the lines of this output.

Academic freedom particularly in the pursuit of instruction, research, extension and production is truly the mother of innovations in the academe. Hence, the essence of this manual is accentuated with balanced provisions for both the faculty's rights and obligations, which are both big elements comprising academic freedom as guaranteed in the Philippine Constitution.

On behalf of everyone in the DNSC Community, in a loud shout of joy and triumph, I render the faculty association officers a dignified salute! Congratulations and Mabuhay to DNSC!


Dr. Edgardo M. Santos
College President

Preface

This handbook which is a modified edition since the operation of this institution as a State College in 1995, is known as the "Faculty Manual" of the Davao Del Norte State College (DNSC). This was carefully formulated and compiled through the concerted effort of its elected officers within the term 2007-2009. Having been approved by the General Assembly on November 11, 2007, its manuscript was endorsed to the Academic Council and was approved under Res. No. 10, S. 2007 dated November 29, 2007. Likewise, it was endorsed to the Board of Trustees and was finally approved under Res. No. 06, S. 2008 dated March 13, 2008.

As a manual by title, this handbook covers the basic information about the College governing rules and regulations, as well as policies and procedures governing its academic operations. As such, it shall serve as a fundamental reference of every faculty member in the effective and efficient discharge of his duties and responsibilities being a part of the college academic staff.

Further, being conceived and formulated as a guide, this manual shall also serve as the most reliable source of information as far as benefits, privileges and opportunities of every faculty member are concerned.

Finally, it is hoped that the formulation of this Faculty Manual shall make sense in the efficient operation of the whole DNSC delivery system.

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Historical Background

The plan to establish a Fishery School in the Municipality of Panabo started with the idea of the then Municipal Mayor Gregorio Dujali that educating the fishermen and their children could be a panacea to the rampant dynamite fishing in the mid 60's which caused deaths to fishermen and inflicted the fish sanctuaries within the municipal waters. In 1966, Congressman Lorenzo Sarmiento, through a Municipal Resolution, was requested to legislate a law for the creation of a Fishery School. Deliberations were made in the Lower House. When it was forwarded to the Upper House, Senator Alejandro Almendras sponsored the House bill. The mayor requested Mr. Tranquilino P. Benigno to follow up the proposal in the Congress. Several follow ups were made and finally, on April 29, 1969, R.A. 5876, creating the Davao del Norte School of Fisheries (DANSOF) was enacted.

The law was dormant for six years due to lack of budgetary allocation. Mr. Tranquilino P. Benigno worked for the inclusion of DANSOF in the annual budget. After tedious processing, the budget was approved on October 13, 1975. On January 5, 1976, DANSOF started its operation but classes were conducted within the compound of Panabo Provincial High School (PPHS). In 1977, the school building of the DANSOF was constructed at San Pedro, Panabo, Davao del Norte and in 1978, the operation of DANSOF was transferred from PPHS to its new site.

In 1979, DANSOF was chosen as among the seven fishery institutions that became the forerunners in the implementation of the 6th IBRD Fishery Education Development Program particularly known as Loan Agreement No. 1786-PH, pursuant to P.D. No. 704. There was a need to delineate the objectives and operational scopes of the seven institutes, hence, MECS Order No. 72, s. 1979, was issued and it spelled out the program thrusts. It also renamed DANSOF as the Davao Regional Institute of Fisheries Technology (DRIFT). The MECS order elevated the status of DANSOF into a Post-secondary institution. Hence, it started offering three (3) year post-secondary courses with specialization in fish culture, fish capture and fish processing.

In 1988, The Department of Education, Culture and Sports assumed responsibilities in the operation and maintenance of the Fishery Program. Thus, the DRIFT, which was renamed DANSOF, was required to use RA 5876 for its inclusion in the DECS budget. On May 7, 1992, Mr. Tranquilino P. Benigno retired as the DRIFT Director and DANSOF Administrator. On December 15, 1992, Dr. Vicente C. Hermoso assumed leadership as the DANSOF Vocational School Superintendent. He worked for the conversion of DRIFT into a state college. Through the initiative of the then Congressman, Honorable Rodolfo del Rosario, RA 7879 was enacted on February 14, 1995 converting DRIFT to Davao del Norte State College (DNSC). Dr. Vicente C. Hermoso became the first president of DNSC.

On May 5, 2001, Dr. Vicente C. Hermoso retired. Dr. Eloisa W. Paderanga, the then CHED Director for Region XI served as the officer-in-charge of the College. On October 30, 2001, Dr. Edgardo M. Santos assumed the leadership as the 2nd President of DNSC. Under his Presidency, the College initiated a research consortium with the Department of Science and Technology.

Eventually, the DNSC became the locus for the DOST-PCMARD Zonal Center V. In the year 2005, the DNSC community, through the able leadership of Dr. Edgardo M. Santos, subjected its four (4) baccalaureate programs for accreditation and was awarded candidate status in the same year by the AACCUP.

The school had only three (3) faculty when it started its operation in 1975. The number had increased continually to address the increasing number of students up to the present. As of 2007, the DNSC has 78 strong and able faculty members, sixty seven (67) are itemized plantilla while 11 are on contractual status.

I - DNSC STATEMENT OF VISION, MISSION AND GOALS

VISION

The Davao del Norte State College envisions to be ...

A premiere regional center for human resource development, technology commercialization in the various disciplines mandated by the College Charter with the aim of improving the quality of life of the people in Davao del Norte in particular and Region XI in general.

MISSION

Towards this end, the College shall:

1. primarily cater deserving clientele, particularly the underprivileged and underserved;
2. develop the expertise of its personnel in their respective disciplines;
3. endeavor to be a "replica" of industry in the pursuit of its functions in instruction, research, extension and production; and
4. produce highly competent and versatile professionals, technologists, technicians and workers who will take proactive leadership role in the different sectors of society.

GOALS

As a premier Regional Center, the DNSC shall:

1. vigorously pursue quality and relevant undergraduate programs equitably accessible to its clientele;
2. be an institution where workers/professionals in industry, teaching, and other professions seek advanced studies to upgrade their competencies;
3. be an institution where appropriate technologies are continuously generated, modified/improved and utilized by the industry and the people; and
4. promote entrepreneurial development.

INSTITUTE OF ARTS AND SCIENCES

VISION

A network of varied disciplines geared towards the cultivation of the individual transcendence of its constituents for a well integrated humanity.

MISSION

The Institute of Arts and Sciences is committed to develop competent human resources, promote scientific/technological advancement and integrate culture and arts for a better quality of life and sustainable development.

GOALS

1. Pursuit of relevant and quality instruction system;
2. Intensification of relevant research and extension;
3. Promotion of sustainable production; and
4. Efficiency of administrative and supervisory services.

INSTITUTE OF EDUCATION

VISION

A source of innovation in curriculum, instruction delivery and evaluation system design for a dynamic teacher education program.

MISSION

1. Supply versatile teacher education graduates who are imbued with high degree of professional ethics;
2. Explore new avenues for effective and efficient teaching-learning procedures; and
3. Advocate new discoveries in institutional technologies.

GOALS

1. Quality and excellence in instructional delivery;
2. Adequacy in research and extension programs; and
3. Sustainability of production activities.

INSTITUTE OF FISHERIES AND TECHNOLOGY

VISION

A technology resource center that promotes sustainable fisheries and entrepreneurial development to ensure food security and social equity.

MISSION

1. Produce competent professionals/technologists/entrepreneurs equipped with proactive leadership qualities and values in fisheries and other related disciplines;
2. Ensure productivity/profitability of the fishing industry enterprises through the conduct of relevant researches; and
3. Catalyze the establishment of fishery-based enterprises through the provision of generated technologies to stakeholders.

GOALS

1. Creation of an equitable access particularly to deserving marginalized stakeholders in the College service area;
2. Establishment of quality instructional system;
3. Generation of appropriate technology for the promotion of sustainable fisheries and food security; and
4. Operation of the Institute of Fisheries and Technology Business Enterprise.

INSTITUTE OF INFORMATION AND TECHNOLOGY

VISION

A hub of well-developed and interlinked information system that caters to the multi-disciplinary needs of the college and development requirements of its service area

MISSION

1. To produce highly qualified and competent information technology professionals
2. To provide technical support to the information technology needs of the College

GOALS

1. Provide quality IT Education
2. Facilitate implementation of updated computing facility
3. Produce useful technologies through researches

GRADUATE SCHOOL

VISION

To be the center of excellence in advanced education in the fields of education, science and technology in Southern Philippines.

MISSION

The DNSC Graduate School is committed to produce high level professionally trained manpower that shall provide in the fields of instruction, research, extension and production.

GOALS

1. To prepare professionals for leadership and competence in the fields of fishery industry, rural and economic development, education science and technology in order to help improve the quality of the people
2. To challenge professionals to seek new knowledge and truths, develop innovations, technologies and strategies for personal and social development of the people of Southern Philippines as well as economic upliftment for the improvement of the quality of life in Southern Philippines

II - GENERAL PROVISIONS

STATEMENT OF PRINCIPLES

This Faculty Manual was conceived, formulated and organized to serve as a fundamental reference of DNSC Faculty in relation to the policies and procedures governing the academic operation, the program of activities and responsibilities in the instruction, research, extension and production. As a result, this manual shall serve as a reliable handbook on the basic duties, responsibilities, obligations, benefits, privileges and opportunities of the faculty in a manner that they can

discharge their duties and functions efficiently and effectively; with confidence to the best of their unconditional efforts geared towards the welfare of the stakeholders.

STATEMENT OF RESPONSIBILITIES AND RIGHTS

The faculty members of Davao del Norte State College, in accordance with its Vision, Mission and Goals are integral components of quality education, proponents of academic service in the region in particular and the nation in general.

In the pursuit and fulfillment of responsibilities, and intellectual endeavors, a faculty is a member of the academic personnel engaged in instruction, research, extension and production assignment either on a full-time or part-time basis. Thus, everyone is expected to:

- observe intellectual honesty in their search for, use and transmission of knowledge;
- uphold and pursue legitimate inquiry and accept objective criticism of their work;
- fulfill their roles as intellectual guides and counselors to students, teaching them with due fairness and concern;
- respect the beliefs of their colleagues and students; and
- adhere to the established and acceptable norms of behavior in the college community in particular and society in general. In cognizance of the integral role of the faculty in the college and in consonance with its mission, members of the faculty are entitled to the following rights.

Academic Freedom

Academic freedom is the right of professionally qualified persons to inquire, discover, publish and teach the truth as they see it in the field of their competence, subject no control or authority except of rational methods by which the truth and conclusion are sought and established in their discipline.

As part of the community, members of the faculty have the right and obligation of a citizen. When they speak or write as citizens, they should be free from institutional censorship or control, but their special position in the community, imposes certain obligations.

Academic freedom is the right of the faculty, as a scholar and private citizen, to pursue the truth and express freely what holds to be true individually or collectively. It involves among others freedom to perform as a member of the community of scholars the primary functions of instructions, research, extension and production without constraints and interference from any individual, organization, or constituted authority. This is best served through the exercise and enjoyment of the faculty but not limited to the following:

- teach and discuss the topics in the field of his/her competence including controversial matters relevant to the subject taught;
- explore and try-out different methods which will facilitate learning;

- research and disseminate findings through publications and other forms, provided such activity does not interfere with his/her teaching performance and that, if it involves pecuniary return, the agreement should conform with the existing college policies;
- express freely one's opinion, thoughts or ideas in both oral and in written form, within or outside of the college, provided he/she assumes full responsibility for such personal actions and provided further that these actions do not violate public good and social order;
- accept outside work such as teaching, consultancy, speaking, writing and research provided the preference of his/her job in the College is not sacrificed;
- participate in the decision-making and policy formulation processes within the bounds of College policies;
- be consulted and/or be heard individually or collectively in matters that affect the faculty; and
- has the right to petition for a redress of grievance.

Participation

As the deliverer of the primary service afforded by the college, faculty members are entitled to effective participation in the processes of decision-making on all levels. They shall be represented to the fullest extent in the various bodies that formulate policies, subject to the existing by-laws and policies of such bodies. Their participation shall not be limited solely to their right to be consulted; but more importantly their right to assent or dissent in matters that affect the faculty, in particular, or the college, in general shall be secured.

Information

Faculty members have the right to information that affects them, individually or collectively. Except in emergency situations, the college should ensure that prior to any decision; information has been effectively disseminated to faculty members in order to ensure their intelligent involvement in decision-making. In cases of decisions affecting the status of a faculty member, he/she is entitled to a formal explanation of the grounds for such decision.

FACULTY RESPONSIBILITIES

Instruction

Instruction focuses on the process of facilitating the acquisition of knowledge and skills to develop the analytical and creative faculties of learners. It also includes other specific tasks, such as student consultation, academic advising and all other initiatives that facilitate the process of learning.

Every faculty is expected to:

1. identify learner's needs;

2. prepare and follow a course syllabus based on the needs identified;
3. facilitate the learning process through active engagement in classroom task and activities;
4. develop students' analytical and creative thinking skills through purposeful activities with focus on higher order thinking skills;
5. design alternative and innovative models of teaching for all types of students: regular, gifted and those with special needs;
6. make oneself available for consultation, academic advising and other relevant functions that help improve the students' well being;
7. manifest a strong commitment to development of highly competent and qualified graduates by constantly improving one's craft;
8. vary teaching methodologies and techniques in the pursuit of effective and learning process; and
9. attend College affairs such as academic council meetings, commencement rites, foundation and College Day activities and faculty development programs.

Research

Faculty members need to continually explore areas of inquiry through active participation in research endeavors. They are expected to:

1. participate in formulating the research agenda for the College;
2. generate research paradigms to enhance instruction in their field of specialization;
3. encourage students to become creative, innovative and productive researchers;
4. study recently published papers on basic and applied researches, materials development, feasibility studies and others;
5. participate actively in local and international conferences; and
6. publish articles/monographs in recognized and refereed journal and magazines.

Extension

Faculty members are strongly encouraged to participate or to render service either in College-sponsored community extension projects or in their own community, sectoral and/or professional organizations. Faculty participation in these activities is regarded as part of their professional and personal commitment to the academic profession.

To strengthen the College Institutional linkages, collaboration and networking, faculty members are encouraged to:

1. conduct in-service training programs to teachers, school administrators and other educators in both public and private sectors;
2. contribute in strengthening institutional ties and network with other national/international educational institutions;
3. be involved in developing and implementing activities on literacy,

- political education, scientific inquiries, environmental education, multicultural and values education;
4. participate in extension programs aimed at developing and implementing projects that help preserve indigenous cultures; and
 5. transfer matured technology.

Production

Faculty members are encouraged to produce scholarly outputs that showcase their expertise and scholarship. These knowledge based projects can help generate additional income for the institution.

Faculty members are expected to:

1. publish and develop scholarly work like books, magazine, journals, research articles, and monographs, lectures, modules, instructional materials;
2. design, develop and share multi media courseware and resources such as tapes, video tapes powerpoint presentations and other courseware packages;
3. design and produce materials for presentations and productions in the performing arts; and
4. commercialize matured technology.

III – STATUS AND APPOINTMENT OF ACADEMIC STAFF

RECRUITMENT, SELECTION, AND APPOINTMENT

Basically, recruitment and selection of employees for appointment in the government service shall be open to all qualified men and women. It shall be done according to the approved MERIT SELECTION PLAN (MSP) of the College (Approved College MSP for Faculty and Academic Staff dated Nov. 11, 1997 in tandem with the Approved Agency MSP dated September 13, 2001 pursuant to CSC Resolution No. 010114 and CSC MC No. 03, 2001) and the Merit System Policy Guidelines (BOT Resolution No. 002, s. 2002). Pursuant to the approved College MSP, the selection of applicants for vacant positions, shall be basically anchored on the BOT approved general guidelines on recruitment, selection, and appointment (BOT Resolution No. 47, s. 2003):

A. Pre-screening Activities

1. Publication of vacant positions in accordance with RA 7041 (Publication Law) specifying therein the position title and salary, qualification standards, and area of specialization.
2. The Personnel Officer/HRMO shall, in compliance to the directive of the College President and in order to fill in vacant position(s) on the basis of actual

and rational needs of the College and in consultation with the concerned unit/department, call, convene, and brief the designated selection board members about the requisites of the position(s) to be filled in. Prior to calling the said committee, the Personnel Officer/HRMO shall ask the President who shall be his representative to act as chairman of the designated College Selection Board (CSB) – one for teaching and one for non-teaching. After reiterating the selection requirements and explaining the policies and criteria involved in the Merit and Promotion Plan of the College, the Personnel Officer/HRMO shall delegate the selection proceedings to the chairman.

3. Due to variations of vacant position items, the CSB committee members shall set procedures and establish internal guidelines on how to operationalize these in accordance with the basic requisites of the DNSC Merit Selection Plan; discussion and resolution on who shall be 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.

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

B. Screening Proper Activities

1. Brief all qualified applicants subject for interview relative to policies affecting recruitment procedures.
2. Selection proper observing the guidelines on selection agreed upon during the pre-screening activities/ conference.
 - Interview of applicants using the standards set forth for that matter to be recorded in appropriate forms.

- Administration of examinations and conduct of actual class demonstrations (in case of instructional vacancy).

3. Collation of results.

C. Post-Screening Activities:

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

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).

2. Notification of applicants aenent to and publication of the result of the conduct of selection to be posted in the college bulletin board and other conspicuous places shall be done and be facilitated by the personnel section.

ACADEMIC STAFF

Composition

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

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

The following academic ranks shall be the regular members of the faculty:

a) For permanent members of the faculty:

- (1) Instructor I – III
- (2) Assistant Professor I – IV
- (3) Associate Professor I – V
- (4) Professor I – VI
- (5) College Professor

b) For non-permanent members of the faculty:

- (1) Visiting Professor
- (2) Exchange Professor

Any appointment to a non-permanent or non-plantilla item shall be considered contractual no matter how many times made, and shall not create any presumption of a right to another reappointment or indefinite tenure. Further,

repeated reappointments to any non-regular positions shall not create a right to another reappointment or to tenure.

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

Qualifications

Appointments and promotions to the academic staff shall be made strictly on the basis of merit and fitness. It shall be done according to the approved Merit Selection Plan (MSP) of the College and Merit Policy Guidelines (BOT Resolution No. 002, s. 2002) and other existing policy and guidelines, e.g., NBC 461.

1. All appointments to part-time positions in the academic staff of those who have full appointment in other agencies of the government shall be made only upon written permission from the agency concerned; the maximum allowable limit provided by law shall be observed in case they are teaching also in another school. Moreover, no person shall be appointed to the faculty on a full time basis if said person is employed in another institution except under consortium agreement. Such appointment shall be made only on a year-to-year basis until another individual, who possesses the desired proficiency, is available for regular appointment.
2. No person shall be eligible for appointment or reinstatement as a regular member of the faculty who: had been elected to any political office, and had filed or withdraw his candidacy or had been defeated as a candidate for any political office within one year following the election.
3. The President, after assessing the merits of College Selection Board (CSB) recommendation, shall appoint faculty members; their appointments shall be subject to the confirmation of the Governing Board.
4. The President of the College may appoint any member of the faculty to the rank of College Professor or its equivalent from among the full professors of the college (or its equivalent). He must be an outstanding scholar, a college professor, scientist or artist, must have expert knowledge in at least one field and a broad understanding of other branches of knowledge and must be nationally and / or internationally recognized in his field, subject to the approval of the Board.
5. No teaching or non-teaching staff who resigned or separated from the service whose age is beyond 57 years old shall be reappointed or reinstated without authorization from proper authorities, which

typically emanates from the Office of the President of the Philippines.

6. The precise terms and conditions of every appointment shall be stated in writing. In case of non-renewal of a temporary appointment, the person concerned shall be so informed in writing at least sixty days before the termination date.

Terms and Conditions of Appointment for Academic Staff

Precise terms and conditions shall be ensconced in writing in every appointment. In the case of non-renewable temporary appointment, the concerned person shall be informed in writing at least two (2) months before the termination date. An appointment with tenure may be terminated only by resignation, death, and removal for cause after the due process. (CSC Executive order 292, Chapter 6 Sec. 46; Book V of E.O. 292, Chapter 7, sec. 46)

Compensation

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

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

Tenure, Rank and Promotions

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

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

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

Contractual Basis

Contract basis may be made if deemed necessary.

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

Resignation and Transfer

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

Faculty Workload

Faculty work load shall consist of teaching (whether lecture or laboratory) research, creative writing, administration, student consultation or extension work. Faculty work load shall be based from the policy presented/approved by the BOT on June 6, 2003; June 24, 2004; March 4, 2005, and August 31, 2006.

Guidelines:

1. The maximum teaching load of faculty members shall be twenty-one (21) Actual Contact Hours (ACH) while the minimum teaching load shall be three (3) Actual contact Hours (ACH) depending on his/her designated function.

2. A faculty member who performs management, management-related or supervisory function is given teaching equivalent. Teaching equivalent is given during the assignment of faculty teaching loads at the beginning of the semester or at the beginning of the school year in case a faculty member who is assigned to teach in the laboratory school.

3. A faculty member shall adopt the Forty-Hour a Week Law. In addition to the Actual Teaching Hours, and teaching equivalent, if he/she management, management-related or supervisory function, he/she shall perform teaching-related preparations (TRP) and quasi teaching assignments (QTA) to meet the forty-hours per week requirement.

4. The maximum and minimum time for teaching-related preparations (TRP) shall be ten (10) and four (4) hours respectively depending on the number of his/her preparations.

5. The faculty members shall perform quasi-teaching assignments (QTA) based on the designation given by the College President or based on his/her approved proposal to conduct activity. The time utilized in performing QTA shall be credited only upon submission of accomplishment reports with supporting documents.

6. Overloading of faculty members shall be considered only in the absence of a qualified faculty who can handle the subject.

7. In computation of overloads, one hour lecture is equivalent to one hour and one hour laboratory is equivalent to 0.75 hour. Determination of hourly rates of overload pay shall follow DBM formula, subject to availability of funds.

8. A faculty member who has teaching overloads shall claim his/her overload pay and/or service credits at the end of the semester upon submission of all supporting documents to the College President, subject to evaluation conducted by the concerned personnel.

9. These guidelines shall be the basis in determining the total number of hours per week rendered by each faculty member performing his/her official and designated functions, teaching-related preparations and quasi-teaching assignments. It shall also be the basis in determining the teaching overloads of faculty member.

Table I
Faculty Workload

Designation	No. of Preparations	Actual Contact Hours	Teaching Related-Preparations	Teaching Equivalent*	Quasi-Teaching Assignments	Total
Vice President	1	3	4	18	15	40
Research Director/Dean/Executive Assistant	1	6	4	15	15	40
Board and College Secretary	1	9	4	12	15	40
Lab, School Supervisor	1	12	4			
	2	9	7			
	3	6	10	9	15	40
Planning Officer	1	15	4			
	2	12	7			
	3	9	10	6	15	40
Curriculum Coordinator	1	15	4			
	2	12	7			
	3	9	10	6	15	40
Chief Security Officer	1	15	4			
	2	12	7			
	3	9	10	6	15	40
Head, Physical Facilities	1	15	4			
	2	12	7			
	3	9	10	6	15	40
Program Chairperson	1	15	4			
	2	12	7			
	3	9	10	6	15	40
Department Chairperson	1	15	4			
	2	12	7			
	3	9	10	6	15	40
OSS Chairperson	1	15	4			
	2	12	7			
	3	9	10	6	15	40
REP Coordinator/Staff	1	15	4			
	2	12	7			
	3	9	10	6	15	40
Asst. Planning Officer	1	18	4			
	2	15	7			
	3	9	10	3	15	40
Class Adviser	1	18	4			
	2	15	7			
	3	9	10	3	15	40
Faculty w/o Designation	1	21	4			
	2	18	7			
	3	15	10	0	15	40

Conversion of the Faculty Workload from Hours to Units

Additional guidelines:

1. A faculty receiving honorarium/RATA from Quasi Teaching assignment (QTA) in REPA, cannot claim for an overload pay/load credits/service credits and/or compensatory time off.
2. A faculty with designation and receiving honorarium/RATA that forms part of the 21 unit load requirement, can claim overload pay/load credits/service credits and/or compensatory time off from approved QTA in accordance with the DBM policies and guidelines and/or other pertinent existing policies and guidelines of the College
3. A faculty receiving no honorarium/RATA from the approved QTA over and above the 21 unit load requirement shall claim for an overload pay/load credits/service credits, compensatory time off or shall choose whichever is the highest. Provided: that, where one faculty is designated to undertake research, extension, and/or production activities at the same time in one given period, the faculty workload credits shall not exceed an overall total of nine (9) units.
4. In case of faculty with a minimum load, the Dean shall give additional assignments based on the approved QTA to substantiate the maximum workload requirement. Moreover, it shall also serve as basis of performance evaluation.
5. In the case of faculty teaching in the Laboratory School, the same guidelines/scheme shall be followed.

Table II
Conversion of the Quasi Teaching Assignments (QTA) of Faculty Workload from hours into Units*

Designation/Assignments	Quasi Teaching Assignment	
	Hour	unit
1. Research (Team Leader/Project Leader:		
a. National	10	5
b. Regional	8	4
c. Local	6	3
2. Research (Team Member/Study Leader:		
d. National	5	2.5
e. Regional	4	2
f. Local	3	1.5
3. Extension : Team Leader		
Member	6	3
	4	2
4. Production		
a. Income-Generating Projects	5	2.5
b. Books/Workbooks/Manuals: Author, Co-Author	5	2.5
c. Journals : Editor-in-Chief	5	2.5
: Editorial Staff	3	1.5
5. Accreditation Area Coordinator : Chairman		
Member	6	3
	4	2

5. QCE Institute Evaluators (year-round):	Chairman Member	5 5	2.5 2.5
6. Seasonal Committees (CCE, QCE, Etc):	Chairman Member	3 2	1.5 1
7. Ad Hoc Committees (Graduation, Recognition/ etc)	Chairman Member	1 5	0.5 0.25
8. Cooperating Teacher		5	2.5
9. School Paper Adviser (2 Publication / year)		3	1.5
10. Coach in Sports/Academic/Cultural/Competitions and Related Activities		3	1.5
11. Yearbook Adviser		1	0.5
12. Student Organization Adviser		1	0.5
13. Undergraduate Thesis Adviser (To be divided equally among the Institute Faculty)		1	0.5
Undergraduate Thesis Editor (To be divided equally among the Institute Faculty)		1	0.5
14. Undergraduate Thesis Advisory Panel		0.25	0.125
15. Student Peer Consultation		3	1.5
16. Faculty with Special Assignment		3	1.5

/ conversion is 0.5 unit/hour

Hour	Unit	Hour	Unit	Hour	Unit
10	5	5	2.5	2	1
8	4	4	2		

Fellowships

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

Full Fellowships

Fellowships for faculty development shall be created on the basis of the greatest need of, and usefulness to the College. Fellowships shall be awarded by the President of the College, upon recommendation of the Head of the unit concerned, to the most able, promising and deserving in the line of study selected.

Partial Fellowships

1. Members of the faculty who have obtained fellowships or scholarships from other entities may be granted partial fellowships under such terms and conditions as may be determined by the Board of Trustees.

2. Members of the faculty receiving any offer of financial aid from any person or organization in the form of fellowships, graduate or research assistantships, or other kinds of remuneration from employment to be able to pursue advanced or special

studies abroad, must obtain the approval of the President of the College and other appropriate government instrumentalities and agencies.

Local Fellowships

1. The Deans of Institute shall recommend to the President of the College promising instructors who may be appointed as local fellow by the President to enroll in the college for advanced degrees, free of tuition with full pay, book allowance, and other benefits under such terms and conditions as the Board of Trustees may stipulate subject to the availability of funds.
2. All candidates for fellowships shall undergo a thorough physical and medical examination by the College health service or equivalent government health agencies.
3. Recipients of college fellowships shall sign a contract under such terms and conditions subject to existing policy to be recommended by the Administrative Council and approved by the Board of Trustees.

Exchange Professorship

1. Exchange arrangements and consortia maybe made with institutions of recognized standing both local and foreign. The President of the College upon approval by the Board of Trustees shall allow exchange professorship with accredited institutions of higher education for a period of one year, renewable for another year. In addition to his regular salary, an exchange professor assigned abroad or elsewhere shall be given such assistance that will enable him to maintain the dignity of his position in his place of assignment.

Visiting Professorship

1. The President of the College upon approval by the Board of Trustees shall appoint visiting professors who shall serve in the College for some special purpose for a period of one year renewable for another year. He may also appoint visiting professors from the College to another institution of recognized standing by special arrangements and conditions mutually acceptable to both institutions. The College shall make adequate provisions in its yearly budget to ensure the implementation of the foregoing articles.
2. Fellowship program shall be established under such rules and regulations as the Board may provide subject to the following standards:
 - a. Fellowships shall be created and awarded on the basis of the greatest need of, and usefulness to the College on the recommendation of the unit/department/institute heads;
 - b. Fellowships shall be limited to the most able, promising, and

- deserving in the line of study based on the specific qualification requirements;
- c. No member of the faculty shall accept any fellowship grant or its equivalent offered by an outside entity without the approval of the President.
 - d. Fellowships for advanced studies shall be awarded only to with permanent status;
 - e. Fellowships shall be awarded only to those who are 45 years old or younger and in good health as certified by competent authority;
 - f. Faculty granted fellowship shall sign a contract to serve the college for three (3) years for every year of scholarship enjoyed. Violation of said contract shall subject the grantee to refund all expenses incurred based on the existing guidelines, policies, rules and regulations.

Sabbatical Assignments

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

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

CAREER ADVANCEMENT, TRAINING & DEVELOPMENT

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

PERFORMANCE APPRAISAL SYSTEM

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

WORKING HOURS

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

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

- a. Positions that require a round-the-clock observance of their duties, e.g., firemen, waterworks pump operators, security guards, etc. are not entitled to the benefits of the said law and are required to render services on Saturdays, Sundays, and public holidays subject to the observance of existing CSC rulings and agency's internal policies on remuneration and requisites for payment of overtime.
 - b. Generally, any teacher engaged in actual classroom instruction will not be required to render more than six hours of actual classroom teaching a day to give him time for preparation and correction of exercises and other teaching duties. Rendering two more hours of actual classroom teaching a day, a commensurate remuneration subject to usual CSC and agency internal guideline, shall be paid accordingly to the individual.
 - c. On the other hand, SUC faculty members' rendition of service from Monday to Saturday, work/ teaching loads, payment of overloads shall be bounded within the ambit of existing CHED Memorandum Order (CMO No. 11, s. 1999) and other internal guidelines of the agency.
- 3. Flexible Working Hours (flexi time)**, depending on the nature of employee's work, may be adopted subject to the approval of the head of the agency as recommended by the immediate supervisor. Adopted flexi time shall serve as your "core time" and can not just be changed without the approval of concerned authority.

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

- a. As a general rule, DNSC officers, faculty members and employees shall render not less than eight (8) hours of work a day for five (5) days a week a total of forty (40) hours a week, exclusive of time of lunch.

Typically, such working hours shall be from eight o'clock in the morning to twelve o'clock noon and from one o'clock to five o'clock in the afternoon on all days except Saturdays, Sundays and holidays.

- b. Due to variations of work and teaching loads, and their corresponding time schedules, flexible working hours may be allowed to faculty members, distinctively one for MWF Schedule and one for the TTh Schedule, provided that:
 - 1.) A core-time of eight (8) hour-work per day shall be established and shall not be reduced. Offsetting of undertime in the next working day is not advisable;
 - 2.) It is in accordance with the faculty loading policy; and
 - 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

- c. Choice of the core-time shall be established individually by and between the institute dean and the concerned faculty member, taking into consideration the following aspects:
 - 1.) It shall cover the class schedule for the assigned teaching loads and other designated workloads.
 - 2.) The possibility of giving or extending optimum services to the students at the time most practical and convenient for them.
- d. Generally, incidental to normal teaching duties earmarked as Contact Hour Activities (CHA) are non-teaching chores classified as Non-Contact Hour Activities (NCHA), which shall be devoted to other academic-related works but not limited to preparation, correction of exercises, thesis advisory and the like.
- e. Teaching loads beyond the core-time are considered overtime subject to the College President's approval.
- f. Attendance to service relative to the aforesaid subject and other

academic-related activities shall be recorded in appropriate form (s).

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

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

- a. Exempted from this requirement are the chiefs and assistant chiefs of agencies who are appointed by the President, officers who rank higher than those chiefs and assistant chiefs, and other presidential appointees. However, absences of such officers must be recorded.
- b. Whenever the bundy clock is out of order, handwritten entries are allowed provided each entry is the same as what has been encoded in the log bond and countersigned by the security officer.
- c. The punching in or out of the bundy card can not be lawfully delegated as this is purely a personal act of the employee. Any untoward act, which runs counter in the registering procedure, shall be a ground for instigating disciplinary measures.
- d. For out-of-town assignment, a detailed itinerary of travel shall be prepared on the prescribed form to be approved by the Head of the Agency or his authorized representative.
- e. To facilitate the processing of documents that entails DTR as one of the attachments, the concerned personnel, as shown in the subsequent tabulation, shall sign or countersign the 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

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

6. Regardless of employment status, engagement in private of profession transaction of personal matters. Similarly prohibited is transacting personal matters during regular office hours, for this time no longer belongs to the personnel but to the taxpayers whom he has to serve. Hence, only on very exceptional cases should personnel attend to personal concerns during office hours, e.g., going to the doctor for emergency treatment or taking a sick member of his family to the hospital. Less pressing matters needed to be attended to by any employee need approval of his immediate supervisor.

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

LEAVE PRIVILEGES

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

A. Teacher's Leave

A teacher's leave shall be enjoyed by faculty members not entitled to cumulative leave privileges. Instead, faculty members shall earn vacation service credits for services rendered during election registration and/or revision, election day, enrolment period, and the like as authorized by the head of the agency.

B. Cumulative Leave

A cumulative leave shall be enjoyed by qualified persons in the service of the college except those classified under the teacher's leave status.

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

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

1. *The computation of leave credits is made on the basis of 1-day vacation and 1-day sick leave for every 24 days of actual service.* Actual service refers to the period of continuous service since the appointment of the employee concerned, including the period covered by the any previous vacation leave with pay and sick leave with or without pay.

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

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

4. *Internal policy on Leave of Absence* shall be observed:

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

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

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

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

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

7. Other Salient CSC OMNIBUS RULES ON LEAVE :

Effect of vacation leave without pay on the grant of length of service of step increment.
- For purposes of computing the length of service for the grant of step increment,

approved vacation leave without pay for an aggregate of fifteen (15) days shall not interrupt the continuity of the three-year service requirement for the grant of step increment. However, if the total number of authorized vacation leave without pay included within the three-year period exceeds fifteen (15) days, the grant of one-step increment will only be delayed for the same number of days that an official or employee was absent without pay.

Effect of pending administrative case against an official or employee

– An official or employee with pending administrative case/s is not barred from enjoying privileges.

Status of the position of an official or employee on vacation leave or sick leave

– While the incumbent is on vacation or sick leave with or without pay, his position is not vacant. During the period of such leave therefore, only substitute appointment can be made to such position.

Effect of exoneration from criminal/administrative case

– In general, officials and employees who have been dismissed from the service but who were later exonerated and thereafter reinstated, are entitled to the leave credits during the period they were out of the service.

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

- a. 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.
- b. 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.
- c. 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.
- d. 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, 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.

9. Monetization of vacation leave credits - Officials and employees in the career and non-career service whether permanent, temporary, casual or co-terminus, who have accumulated fifteen (15) days of vacation leave credits shall be allowed to monetize a minimum of ten (10) days; provided, that at least five (5) days is retained after monetization and provided further that a maximum of thirty (30) days may be monetized in a given year subject to the discretion of the agency head and the availability of funds.

10. Monetization of 50% of vacation/sick leave credits – Monetization of fifty percent (50%) of all the accumulated leave credits may be allowed for valid and justifiable reasons subject to the discretion of the agency head and the availability of funds.

11. Computation of Leave Monetization – The formula to be used for the computation of monetization is as follows

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."

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

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

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

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

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

D. Paternity Leave

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

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

"Section 3. Notification. A married male government employee shall be entitled to paternity leave by filing the requisite leave application form within a reasonable period prior to the expected delivery except in cases of miscarriage and abnormal deliveries which were unforeseen. Approval of the application shall be

mandatory on the part of the approving authority unless the services of the male employee are urgently needed to preserve life and property in which case the male employee shall be entitled to overtime pay."

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

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

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

E. Special Leave

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

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

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

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

- 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.
- b. Parental obligations such as attendance in school programs, PTA meetings, graduations, first communion, medical needs and other similar activities.
- c. Filial obligations involving employee's moral obligation toward his parents and siblings for their medical and social needs.
- d. Attendance to domestic emergency needs such as sudden repairs at home, absence of maid, and the like.

- c. Personal transactions that has bearing with payment of taxes, court appearances, arranging encumbrances that might result to court litigation, etc.
- 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).
- g. Whenever the employee transfers residence.

2. College personnel shall submit their leave application one (1) week prior to its effectivity except on emergency cases.

3. Employees applying for special privilege leaves shall no longer be required to present proof for that matter.

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

F. Terminal Leave

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

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

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

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

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

received by the retiree.

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

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

The constant factor was derived from this formula:

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

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

This formula took effect on January 15, 1999.

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

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

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

G. Military Service Leave

This leave without pay shall be granted to any person in the service of the College who is required to report for military service or training.

H. Study leave

Officials and employees, excluding those in the teaching profession who are covered by different provisions of law, may be entitled to study leave subject to the following conditions:

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

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

- a. The official/employee must have graduated with a bachelor's degree which consequently requires the passing of government bar and board licensure examination. For thesis writing or comprehensive examination, the official/employee must have completed all the academic requirements for a master's degree.
- b. The profession or field of study to be pursued must be relevant to the agency or to the official duties and responsibilities of the concerned official or employee.
- c. Must be a permanent employee.
- d. Must have rendered at least two years of service with at least very satisfactory performance for the last two rating period immediately preceding the application.
- e. Must have no pending administrative or criminal charges.
- f. Must not have any current foreign or local scholarship grant.
- g. Must have fulfilled the service obligation of any previous scholarship and training contract.

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

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

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

$$R = \frac{(SOR-SOS)}{SOR} \times TCR$$

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

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

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

Dropping from the roll of personnel

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

COMPLAINTS AND/OR GRIEVANCES

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

SEXUAL HARASSMENT

Definition. As defined under the new rules, sexual harassment is "an act, or series of acts 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).

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

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.

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.

SUSPENSION AND REMOVAL

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 (CSC Executive order 292, Chapter 6 Sec. 46; Book V of E.O. 292, Chapter 7, sec. 46) and the implementing rules and regulations or standards set by the institution, such as:

- 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;

- No person or persons, whether as a committee or otherwise shall conduct any hearing for disciplinary purposes unless specifically authorized;
- The respondent shall, before the hearing, be personally notified of the specific charge against him;
- 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;
- 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
- 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.

AWARDS AND INCENTIVES

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.

IV – DUTIES OF FACULTY MEMBERS

In addition to faculty responsibilities earlier cited (CHED Manual of Operations for SUC's, 2004) the following are the duties of the DNSC faculty:

- 1. Implementation of the mission statement**
 - a. All faculty members, whether full time or part-time, work within the context of the college mission statements and goals of the school to which he/she belongs and the objectives of his/her department.
 - b. These statements should serve not only as guide within which to operate but also as motivating factor and inspiration for effective and efficient achievement of aspiration in collaboration with the other members of the college.
- 2. Administrative responsibilities**
 - a. Faculty attendance at orientation session by various officials in the college is compulsory.
 - b. Institute Deans shall coordinate orientation sessions on institutional matters (college mission statement, organization structure, etc.) initiated and conducted by appropriate officials.
 - c. The Institute Dean shall be responsible for acquainting faculty on school goals, development plans, policies, academic standard procedures and corresponding faculty responsibilities to the school and college.

- d. The Department/program chairperson shall be responsible for orienting faculty on department objectives, development plans, policies, academic standards and corresponding faculty responsibilities to the department.
- e. Likewise, all the faculty members are expected to attend official departmental school and college functions such as cultural, academic convocations, assemblies, faculty meetings, staff development sessions and special faculty meetings which are called by appropriate academic officials as are necessary.
- f. Should faculty members be unable to attend any school or college function, they should obtain permission from their department chair.

3. Tutorial/Academic Consultation Responsibilities

- a. Unless a faculty member is a full-time administrator or works in some other non-teaching assignment, regular / full-time work load consist of twenty one (21) contact hours per week of formal class and at least three (3) hours per week of consultation / tutorial activity in various forms.
- b. The rest of faculty total working load per week in school may be spent for other professional / campus activity.
- c. The Department/program chairperson draws up the schedule of formal classes and will have this schedule posted on the department bulletin board.
- d. Full time faculty may be assigned as regular faculty adviser for special students.
- e. Faculty consultation hours should be posted in the faculty room bulletin board.

4. Departmental Performance

Faculty members are also expected to cooperate in maintaining standards of excellence aimed at by the college through various academic department to which they are assigned and the school to which they are affiliated.

Accordingly, department chair orients faculty on the mechanism for supervision and control adopted by the department to improve and maintain excellence.

5. Registration

Full-time faculty members are requested to assist during registration in their school to which they are affiliated with service credit during summer vacations.

6. Care for the College Property

In their roles as members of the College community, faculty members are expected to cooperate in securing college property, in caring and up-keeping of the building and campus so that these stay neat and clean and are conducive to learning. They are to report any damage caused by students to the Dean of Student Services.

7. Manuals and Handbooks

- a. College Code - Each faculty member must be furnished a copy of the College Code which contains the basic academic policies of the College.
- b. Student Handbook - Each faculty should be given copy of the latest Student Handbook and should be asked to familiarize themselves with the content so that they can help enforce college regulations when the occasion requires.
- c. Faculty Manual – Each faculty must be furnished with a copy of the Faculty Manual and is expected to be conversant with its provisions.

8. Evaluation of Teaching Performance

- a. Department chair/program, institute deans or other academic officials involved in the supervision of instruction will periodically evaluate faculty class performances using accepted means including:
 - 1. visitation/observation of classes;
 - 2. evaluation/interview of student; and
 - 3. visitation/evaluating the faculty by peers.
- b. The primary purpose of teacher evaluation is improvement of the quality of the teaching - learning process.
- c. Post-conference with faculty being observed maybe conducted every after teaching observation (when needed).

9. Community Service

Faculty members are expected to carry out some form of community service appropriate to his academic and college positions. He may represent the college in the community project with approval of the college president.

10. Outside Commitment

Full time faculty members are expected to devote their working day to the college. Outside teaching commitments and consultancies need the college president's permission.

11. College Hymn/March

Faculty members are expected to learn the College Hymn/March.

12. Clearance

- a. Faculty members are to submit a faculty clearance to the HRM office before collecting their long vacation pay.
- b. Clearance is required for both full time and part-time faculty members.
- c. Faculty members also need to secure faculty clearance before beginning a study leave or leave of absence.
- d. Another faculty clearance is required before retirement or resignation, to be signed by the immediate supervisor.

V. INSTRUCTIONAL RESPONSIBILITIES

1. The Teaching Function of Faculty Members

- a. The primary function of a teaching faculty is to conduct classes in a conscientious manner:
 - 1.) Faculty members should exert effort to maintain high quality education.
 - 2.) Their teaching must be an effective instrument for the attainment of the mission statement of the College.
- b. Faculty members are expected to plan their classes carefully and methodically and to present their subject matter thoroughly.
 - 1.) Faculty members should provide supplementary instructional aids.
 - 2.) Faculty members should be creative and resourceful.

2. Syllabi Preparation

- a. Whether full-time or part-time teaching, it is the regular duty of faculty members to enrich and to update their syllabi.
 - 1.) They should submit a duly approved file copy of their syllabi to the department chair and Institute Dean/s concerned at the beginning of each semester.
 - 2.) They should provide students with copies of syllabi on the first meeting.
- b. To give faculty members sufficient time to prepare their teaching materials and ascertain availability of library and audio-visual references, department chair shall keep a regular cycle of course offering as approved.

3. Class-related Regulation

- a. The class beadle and assistant beadle should be appointed. They should be given specific instructions regarding their functions by the Institute Dean.
- b. The beadle should be instructed to record students' attendance on attendance sheets.
- c. Faculty should utilize seat plans.
- d. If the teacher is not in class after fifteen minutes, he/she is considered absent, thus the class may leave the classroom may opt to do other academic related activities.
- e. Start and end class promptly.

4. Conduct of Formal Instruction

- a. Faculty should assume full responsibility for discipline in the classroom, referring to the proper office only such cases which are beyond their control.
- b. Students should not be allowed to go out of the class except for very urgent reasons. Nor should any one or any group be allowed to disrupt classes without written permission from the institute dean or the academic affairs office.

- c. Bringing of children in the classroom is not allowed.

5. Test Planning

Faculty members should plan/prepare T.O.S.-based test.

6. Faculty Attendance

Department/program chairpersons should check the attendance of faculty members.

7. Approval of Non-Regular Classroom Activities

Non-regular classroom activities/make-up classes/change in schedule or venue from regular classroom activities (e.g., make-up classes, etc.) should be noted by and approved by authorities.

8. Field Trips

If a teacher wishes to bring students to a field trip, he/she should observe the approved procedures of the College. (DNSC College Code; Chapter 58; Art.216,217)

9. Marking System

- a. The marking system shall follow the school policy incorporated in the College Code/Students Handbook.
- b. Teachers have a serious obligation to submit their grades on time.
 - 1.) Two weeks after scheduled examination.
 - 2.) Failure to submit the grades after the grace period would be dealt with accordingly.

VI – CONDUCT AND DISCIPLINE

In addition to the existing rules and regulations of the CSC (Executive Order 292, Chapter 6 Sec. 46; Book V of E.O. 292, Chapter 7, sec. 46) affecting conduct and discipline, the following shall be observed by DNSC Faculty:

Code of Ethics for Teachers

All faculty is required to adhere to the Code of Ethics of Professional Teacher promulgated by the Board for Professional Teachers, Resolution No. 435, series of 1997. Such will provide them with a set of ethical and moral principles, standards and values.

Dress Requirements

Faculty members should dress themselves in appropriate business attire. Long or short polo/barong tagalog is preferred for male faculty. The College is a reputable educational institution and therefore the faculty is encouraged to act as a model of appropriate dress code. Ostentatious display of jewelry and wearing of heavy or theatrical make-up and tattoos are prohibited.

Prohibited Attire

The following attire shall be prohibited when performing official duties in the college; Gauzy, transparent or net-like shirt, blouse with over-plunging neckline; sando, strapless or spaghetti-strap blouse (unless worn as an undershirt) tank-tops, micro-mini skirt, walking shorts, cycling shorts, leggings, tights; rubber sandals, rubber slippers and "bakya".

Exemptions for the above dress requirements are allowed for the following cases:

- When the nature of work of the faculty demands that he/she wears clothing other than those prescribed above;
- When religious affiliations or creed or any legitimate practice by the faculty in relation thereto, requires him/her to wear a particular clothing;
- Physical disabilities, and other legitimate health reasons;
- Pregnant female faculty are allowed to wear maternity dress during the period of their pregnancy; and
- A faculty member who lost a loved one can wear mourning clothes during the mourning period.

Attendance in College Activities

Several times during the academic year, the presence of all faculty members may be required. These times of important decision making for students and faculty include:

- The week of registration/enrollment
- The first two weeks of classes
- The last week of the end of every semester

Full time faculty members shall be on duty following the provisions of Faculty Workload of 40 hours per week in accordance to time schedule prepared by the faculty and approved by the department chairperson, the institute deans and the VPAA.

Sometimes the services of some faculty members may be required the Department Chairperson may request the VPAA to extend the daily hours of work for all the faculty under him/her whose services are considered necessary. The Department Chairperson may also require any or all the subordinate faculty to work overtime, not only on workdays but also in holidays.

College affairs in which faculty attendance are expected:

Convocations

From time to time, the College invites distinguish guests and individuals to speak before the student body on some topics of current interest. If a faculty member receives a notice from the Department chairperson to attend the convocation, he or she may opt to dismiss the class or if the attendance of the

class is required, the faculty member may bring the whole class to the program. If the faculty member attends the convocation, then the credit is the same as having conducted the class. Notably however, that not all classes suspended during convocations may be admitted, in view of the limited capacities of the assembly rooms. Only those classes having a more direct bearing upon the topic of the speaker may attend. If the faculty member receives no notice he/she should first consult the Department Chairperson as to whether dismiss or bring the class to the convocation.

Foundation/Charter Day

All faculty members are required to report and participate in the activities for the College Charter Day celebrations.

Commencement Activities

The commencement week of the College is usually held during the last week of March or in a certain circumstances spilling over the first week of April. All faculty members are required to attend the activities during the commencement week.

- Awards / Recognition Ceremony
- Baccalaureate
- Graduation
- Rehearsals

Attendance in all these activities is compulsory and will be monitored by the Department Chairperson and coordinated with the Institute Deans.

Academic Council Meetings

These meetings are attended only by those faculties who have rank of at least Assistant Professor or higher. Attendance is a must.

General Assembly

The general assembly is to be attended by all members of the faculty.

Receiving and Accepting Invitations for Extension Services

Faculty members are allowed to accept invitations and engagements to speak in symposiums, act as judges in competitions, LET reviewers, and others, outside the College as long as these activities do not conflict with their duties in the College. As much as possible, the invitation should not disrupt the normal flow of classes, otherwise faculty members should arrange make-up classes with their students.

Formal letters of invitations from outside the College should course through the President, the Vice-President for Academic Affairs, Institute Deans and finally

be Faculty member. In accepting invitations, faculty members should send to the office of the VPAA the details of the invitations together with other relevant documents.

Collection of Monies

No solicitations for funds, canvassing for the sale of merchandise, subscription for securities, insurance publications, sale of tickets, and any other promotional or charity schemes shall be conducted within the College without a previously written approval of the College President.

No faculty member should directly or indirectly solicit, require, collect, or receive my money, service or anything of value from any person or entity, in exchange for grades or for promotion of any political, religious, or other partisan interests.

Tutorial and Remedial Services for a Fee

Faculty members are not allowed to conduct personal tutorial services of any kind for a fee within the College. They should not require their students to attend other tutorial services elsewhere, if with a cost.

Unauthorized Use and Sale of Textbooks/Manuals

No book, outline, compilation, or syllabus, whether printed or duplicated shall be used as a basis or required textbook in any class unless approved by the textbook/manual committee. Prices shall be determined in accordance with the prescribed rules/policies on textbooks and manuals.

Teaching in Other Institutions without Permission

Faculty members who wish to teach outside DNSC must secure the approval of the President. Those found guilty of working in other institution without permission is liable for any administrative sanctions.

Use of College Name and Insignia

College name and insignia and similar materials that are used to announce, advertise or publicized events, products or the like shall be posted only after a written permission from the President is obtained.

Smoking in Campus

Faculty members are not allowed to smoke inside the College campus (classrooms, cafeterias, libraries, hallways or corridors) DNSC is a smoke-free zone.

Carrying Firearms and Dangerous Weapons

Carrying firearms and other deadly weapons such as long-bladed knives, ice picks, blunt and sharp instruments and others is absolutely prohibited inside the

College. Penalty ranges from suspension to dismissal from service.

Other Prohibited Activities in the Campus

The participation of faculty members in demonstrations, mass meetings, programs, rallies and the like, organized or promoted by political parties or other groups whose interests are not expressly authorized by the College should not in a way interfere with the duties and functions of the faculty at the College. Faculty members who take part in any of the aforesaid activities should not exhibit signs of any kind, to give the impression that they represent the College. Their participation is to be strictly indicated that it is on their own free will and individual responsibility.

CODE OF ETHICS FOR PROFESSIONAL DNSC FACULTY

PREAMBLE

The code of Ethics for Professional DNSC Faculty is guided by the philosophy of a competent Filipino educator. As educators, they are expected and are treated as professionals who possess dignity and reputation with high moral values as well as technical and professional competence. In the practice of their noble profession, they strictly adhere to, observe, and practice this set of ethical and moral principles, standards and values.

ARTICLE I – SCOPE AND LIMITATION

Section 1. The Philippine Constitution provides that all educational institutions shall offer quality education for all Filipino citizens, a vision that requires professionally competent teachers committed to its full realization. The Davao del Norte State College, therefore, patterns its Code of Ethics for teachers on the provisions of the Code of Ethics for Professional Teachers, Resolution No. 435, Series of 1997.

Section 2. This Code of Ethics for Professional DNSC Faculty covers all full-time and part-time faculty members of the College community. The term “teacher” shall include teaching and non-teaching academic personnel and all other persons performing supervisory and/or administrative functions in school doing academic functions and related services, whether on full-time or part-time basis.

ARTICLE II – THE FACULTY MEMBER AND THE STATE

Section 1. The Faculty shall look at teaching as both a VOCATION and a PROFESSION: noble, important and of great responsibility.

Section 2. The Faculty shall remember that talents and competencies are gifts to be shared with others. The schools are nurseries of the citizens of the state. Each faculty/teacher is a trustee of the cultural and educational heritage of the nation and is under obligation to transmit to the learners such heritage as well as to elevate national morality, promote national pride, cultivate love of country, instill allegiance to the constitution and respect for all duty constituted authorities, and promote obedience to the laws of the state.

Section 3. Every Faculty or official shall actively help carry out the declared policies of the state, and shall take an oath to this effect.

Section 4. Every Faculty or school official shall actively help carry out the declared vision-mission and policies of the college, and shall commit to personally appropriate the mission and contribute to its fulfillment.

Section 5. Every Faculty shall possess and actualize full commitment and devotion to duty.

Section 6. A Faculty shall not engage in the promotion of any political or other partisan interest, and shall not directly, or indirectly, solicit, require, collect or receive any money, service, and other valuable material from any persons or entity for such purpose.

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

Section 8. Every Faculty may attend church and worship as they please but shall not be permitted to use their position and influence as such to proselyte.

Section 9. Every Faculty shall enjoy academic freedom and shall have the privilege of sharing the product of his/her researches and investigations. However, such exposition must not undermine the declared policies of the state.

Section 10. Every Faculty shall value dignity of his profession by not engaging in acts or activities involving moral turpitude. These include all forms of sexual harassment in the employment, education or training environment as declared by Republic Act 7877 – the Anti-Sexual Harassment Act 1995.

ARTICLE III – THE FACULTY MEMBER AND THE COMMUNITY

Section 1. The Faculty is a facilitator of learning and of the development of the youth; he/she shall, therefore, render the best service by providing an environment conducive to such learning and growth. The DNSC Faculty shall promote friendly relations between the school and the community.

Section 2. Every Faculty, whenever given the opportunity, shall actively participate in community movements for moral, social, educational, economic and civic betterment.

Section 3. Every Faculty is looked upon as an example/model for the youth and as such she/he shall behave with honor and dignity at all times and refrain from such activities as gambling, smoking, drunkenness and other excesses, much less illicit relations.

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

Section 5. Every Faculty is encouraged to welcome every opportunity to participate and extend his/her services, whenever needed, in his/her local community, and to be actively involved in matters affecting the welfare of the people.

Section 6. Every Faculty shall maintain harmonious and pleasant personal and official relations with other professionals, with government officials, and with the people, individually or collectively.

ARTICLE IV – THE DNSTC FACULTY AND THE PROFESSION

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

Section 2. Every Faculty shall uphold the highest possible standards of quality education, shall make the best preparation for the career of teaching, and shall be at his/her best at all times in the practice of his/her profession. He/she should fearlessly oppose the admission into the profession of any person who is physically, mentally or morally deficient or who is inadequately prepared.

Section 3. Every Faculty shall participate in the Continuing Professional Education (CPE) program of the Professional Regulation Commission, and shall

pursue such other studies as well as improve his/her efficiency, enhance the prestige of the profession, and strengthen his/her competence, virtues, and productivity in order to be nationally and internationally competitive.

Section 4. Every Faculty shall strive to broaden his cultural outlook and deepen his professional interest. He/She shall pursue studies that will improve his/her efficiency and enhance the prestige of the profession. The DNSC Faculty shall strive for professional growth by keeping abreast of the latest information and knowledge in one's specific field of teaching, by being open to new ideas on what and how to teach, and by learning from criticism of superiors, peers and students.

Section 5. Every Faculty shall help, if duly authorized, to seek support for the school, but shall not make improper misrepresentations through personal advertisements and other questionable means.

Section 6. Every Faculty shall use the teaching profession in a manner that makes it a dignified means for earning a decent living.

ARTICLE V – THE DNSC FACULTY AND HIS ASSOCIATES

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

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

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

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

Section 5. It shall be the responsibility for every Faculty to seek correctives for what may appear to be unprofessional and unethical conduct of any associate. Professional criticism shall be made for the welfare of the students or the College and only in formal accusations before those who have the authority to try the case on merits. Anonymous or fabricated criticism of an associate is unwarranted. Justified criticism, however, in the interest of the service shall not be withheld but shall be presented with evidence. No criticism of an associate shall be made in the presence of students, fellow teacher, or parents and patrons.

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

Section 7. Marking and promotion of students are generally determined by the Faculty within the standards set by the administration. This, however, does not preclude the exercise of general supervisory and administration powers of a superior authority over such matter, especially when there has been gross or manifest abuse of judgment on the part of the faculty.

Section 8. The Faculty teacher may apply for a vacant position, for which she/he is qualified, provided that he/she respects the system of selection on the basis of

merit and competence, provided further that all qualified candidates are given the opportunity to be considered.

ARTICLE VI – THE DNSC FACULTY AND HIS SUPERIORS

Section 1. The Faculty shall make it his/her duty to make an honest effort to understand and support the legitimate policies of the College and administration. He shall make an honest effort to understand those policies and, regardless of personal feelings or private opinions, shall faithfully carry them out so long as he/she remains in the organization.

Section 2. The Faculty has the right, and under circumstances also the duty, to personally participate in ongoing improvement of the school using the channels of participation that are available to him/her such as the Faculty Club, the College Academic Council, personal dialogue with administrators, etc.

Section 3. The Faculty shall not make any false accusation or charges against others, including superiors, especially surreptitiously. However, if there are valid charges, he/she should have the moral courage to formally present them to competent authorities.

Section 4. The Faculty shall transact all official business through channels except when special conditions warrant a different procedure, such as when reforms are advocated but are opposed by the immediate superior, in which case the teacher shall appeal directly to the appropriate higher educational authority.

Section 5. The Faculty, individually or as part of group, has a right to seek redress against injustice and discrimination and to the extent possible, shall raise his/her grievances within democratic processes. In doing so, he/she shall avoid jeopardizing the interest and the welfare of learners whose right to learn must be respected.

Section 6. Every Faculty has the right to invoke that appointments, promotions, and transfer of teachers are made only on the basis of competence-merit and need in the interest of the optimum service in pursuit of the College mission.

Section 7. The Faculty who accepts a position assumes a contractual obligation to live up to his/her contract, assuming full knowledge of the employment terms and conditions.

ARTICLE VII – COLLEGE OFFICIALS, TEACHERS AND OTHER PERSONNEL

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

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

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

Section 4. No College official shall dismiss or recommend for dismissal a teacher

or other subordinates except for cause.

Section 5. School authorities concerned shall ensure that DNSC Faculty is employed in accordance with pertinent employment policies and civil service rules and that they are duly qualified professional teachers.

ARTICLE VIII – THE DNSC FACULTY AND STUDENTS

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

Section 2. The Faculty shall recognize that the interest and welfare of learners are his/her first and foremost concern, and shall handle each learner justly and impartially.

Section 3. Under no circumstance shall a Faculty be prejudiced or discriminatory against any learner.

Section 4. The Faculty shall not accept any favor or gift from learners, their parents or other in their behalf in exchange for requested concessions, especially undeserved.

Section 5. The Faculty shall not accept, directly or indirectly, any remuneration from tutorials other than what is provided per school policy for such service.

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

Section 7. Amorous relations between teachers and students are vehemently discouraged. In situations where such develops between teacher and learner, the Faculty shall exercise utmost professional discretion to avoid scandal, gossip, and preferential treatment of the learner.

Section 8. The Faculty shall not inflict corporal punishment on offending learners nor make deductions from their scholastic rating as a punishment for acts which are clearly not manifestations of poor scholarship.

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

ARTICLE IX – THE DNSC FACULTY AND THE PARENTS

Section 1. The Faculty shall establish and maintain cordial relations with parents, and shall conduct himself/herself to merit their confidence and respect.

Section 2. The Faculty shall inform parents, through proper authorities, of the progress or deficiencies of the students under him with utmost candor and tact in pointing out student's deficiencies and in seeking parent's cooperation for the proper guidance and improvement of the students.

Section 3. The Faculty shall hear parent's complaints with sympathy and understanding and shall discourage unfair criticism.

ARTICLE IX – THE DNSC FACULTY AND PERSONAL BUSINESS

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

Section 2. The Faculty shall maintain a good reputation with respect to financial matters such as in the settlement of his/her just debts, loans and other financial affairs.

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

ARTICLE X – THE DNSC FACULTY AS A PERSON

Section 1. The Faculty shall live with dignity in all places at all times.

Section 2. The Faculty shall place a premium upon self-respect and self-discipline as principles of personal behavior in all relationships with others and in all situations.

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

Section 4. The Faculty shall always recognize the Almighty God or Being as guide of his/her own destiny and of the destinies of men and nations.

ARTICLE XI – THE DNSC FACULTY AND THE ADMINISTRATION

Section 1. The Faculty relationship with the administration shall be characterized by cooperation, open communication, professionalism and sense of community.

Section 2. The Faculty shall take responsibility to be familiar with how the school organization works. Whenever consulted by the administration on matters of school importance, the Faculty shall unconditionally contribute one's best ideas. The Faculty shall accept assignments, or better, shall volunteer to serve school committees. He/she shall support and attend, whenever possible, all school functions and activities (e.g. school liturgies, convocations, sports activities, faculty assemblies, etc.). He/she shall be punctual in submitting required reports (e.g. grades, syllabi, course outlines, etc.).

Section 3. Results of school-sponsored research projects and any unpublished school information are DNSC property. The Faculty shall not profit from their use, unless with a formal agreement with the school. Unless otherwise authorized, the DNSC Faculty shall use school facilities or services for work purposes only.

Section 4. The Faculty respects confidentiality of records and information entrusted him/her, even after leaving the school.

ARTICLE XII – DISCIPLINARY ACTION

Section 1. Any violation of any provision of this Code shall be sufficient ground for the imposition against the erring Faculty of an appropriate administrative sanction and/or disciplinary action which may be in any of the following forms: suspension, or dismissal.

Section 2. Any administrative or disciplinary sanctions shall comply with the requirements of due process of law.

*Main Source: Code of Ethics for Professional Teachers, Board of Professional Teachers,
Series of 1997, Republic of the Philippines.*

DAVAO DEL NORTE STATE COLLEGE FACULTY ASSOCIATION (DNSCFA)

New Visayas, Panabo City

Vision

Advocates equity and excellence in service

Mission

Protects and upholds individual and collective rights

CONSTITUTION & BY-LAWS

PREAMBLE

We, the faculty members of the Davao del Norte State College, in order to promote our moral, social and economic well-being; protect and uphold our individual and collective rights, as well as foster harmonious progressive labor management relations do hereby promulgate this CONSTITUTION.

ARTICLE I - NAME AND DOMICILE

Section 1. This organization shall be known as the DNSC Faculty Association, herein referred to as the UNION.

Section 2. The union shall be domiciled at New Visayas, Panabo, Davao del Norte.

ARTICLE II - DECLARATION OF OBJECTIVES

The union commits itself to the pursuit of the following objectives:

Section 1. To establish an organization that will represent the faculty members of the DNSC in collective negotiation beneficial to the members.

Section 2. To promote the moral, social and economic well-being of all the members.

Section 3. To protect and uphold the individual and collective rights of all the members.

Section 4. To foster the harmonious progressive relationship between the administration and the faculty members.

Section 5. To strive for the adoption of legislation, policies and other measures that will promote the economic, social and general well-being of all the members in particular, and the working class, in general.

Section 6. To promote the enlightenment of all the members in regard to their rights and obligations as union members and as employees. The present labor relation

systems, the existing collective negotiating agreement (CNA) and all other matters that directly or indirectly affect the union.

ARTICLE III - NAME OF EMPLOYER AND PLACE OF OPERATION

Section 1. For collective negotiating purposes the definite employer is the DAVAO DEL NORTE STATE COLLEGE, herein after referred to as the Agency, the principal place of which is at New Visayas, Panabo, Davao del Norte.

ARTICLE - IV MEMBERSHIP

Section 1. Every rank and file employee of Davao del Norte State College not otherwise disqualified by law and without regard to sex, race, nationality, religious or political belief of affiliation is eligible for membership in the union.

Section 2. Qualified employees of the Agency may become members of the UNION by written application approved by the President upon recommendation of the Committee on Membership and after payment in full of the required admission fee.

ARTICLE V - PRINCIPAL OFFICERS

Section 1. The governing body of the UNION shall be the Executive Board whose members shall be elected through secret ballot by the members in general assembly called for the purpose.

Section 2. The Executive Board shall administer union affairs, formulate policies and implement programs to effectively carry out the objectives of the UNION and manage all the monies properties of the UNION.

Section 3. The Executive Board shall consist of seven (7) officers, namely: Secretary General; President; Vice President; Secretary; Treasurer; Auditor and Public Relations Officer.

Section 4. There shall be Board of Directors consisting of four (4) members who shall likewise be elected through secret ballot.

Section 5. The officers of the UNION shall hold the office for a period of two (2) years from the date of their election until their successors shall have been duly elected and qualified; provided that they remain members of the UNION in good standings.

Section 6. Vacancies in the Executive Board, except the position of the Secretary General shall be filled up by the Board by appointing any member(s) in good standing of the UNION for a continuous period of one (1) year immediately preceding such appointment. The said appointee(s) shall hold office in acting capacity for the unexpired term of office of the immediate predecessors, or until special election therefore as authorized by the Executive Board.

ARTICLE VI - DUTIES AND POWERS

Section 1. The Secretary General shall be the Executive Officer of the Union. His duties and powers shall include the following:

- a. Preside over all meetings and deliberation of the Executive Board and of the general membership;
- b. Appoint all members of the standing committee of the UNION with the concurrence of majority of the members of the Executive Board;

Section 2. The President shall perform the following duties and powers:

- a. Approve orders covering the applications or expenditures of UNION funds before payment or disbursement is made by the treasurer with concurrence of the Secretary General;
- b. Call special meeting of the UNION or the Executive Board whenever he deems necessary or upon written requests of at least 30% of the general membership or a majority of the members of the Executive Board;
- c. Represent the UNION on all occasions and all matters in which representation of the UNION maybe agreed upon or required;
- d. Serve as official spokesman of the UNION.

Section 3. The Vice President shall perform the duties and functions of the President in case of the latter's absence, disability, death or resignation. He shall perform functions that may be assigned to him by the President.

Section 4. The Secretary shall perform the following duties and functions:

- a. Take down minutes of meetings of the general membership and of the Executive Board;
- b. Keep a book of Minutes of Resolution and a continuing register of all members of the UNION;
- c. Act as custodian of all records, documents, minutes of the meetings of the Executive Board and a general membership as well as printed and/or written policies, projects and activities of the UNION;
- d. Submit to the Department of Labor and Employment and Civil Service Commission annually a list of union members, list of officers and their respective addresses, minutes of election of officers and list of voters within 30 days from the date of election or from the occurrence of a change in the union officer and such other documents or papers as may be required.

Section 5. Duties and functions of the Treasurer are as follows:

- a. Collect, receive and issue receipts for all money, funds and contribution to the UNION;
- b. Make sure that all disbursements and payments made by him are covered by vouchers and accompanied by necessary receipts;
- c. Keep record of all receipts and expenditures;
- d. Prepare such financial reports as may be required by the

general membership, the Executive Board, the Department of Labor and Employment and Civil Service Commission which shall include all money received and paid by him since he assumed office. The rendering of such account shall be made

- at least once a year within thirty (30) days after the close of the UNION's fiscal year;
- at such other times as may be required by a resolution of majority of the members of the organization; and
- upon vacating his office or dissolution of union for any cause.

Section 6. The Auditor shall audit, verify, and examine all financial accounts of the UNION. He shall supervise the entries in the books of accounts of the UNION and shall render a report of his audit as may be required by the Executive Board or by resolution of majority of the general membership.

Section 7. The Public Relations Officer (PRO) shall be in charge of matters involving public relations of the UNION. With the approval of the Executive Board, he may establish an official publication of the UNION.

Section 8. The Board of Directors shall be in charge of the legislative functions of the UNION under guidelines to be issued by the Executive Board. The Board of Directors shall consult the different standing committees of the UNION on matters, problems and areas that may be subject to UNION rule, regulation or policy.

Section 9. The officers of the UNION shall not be paid any compensation other than the salaries, allowances and expenses due their positions as specifically provided in a written resolution duly adopted by the majority of all the members after a meeting duly called for the purpose. The Secretary shall take down minutes of the meetings together with the list participants and tally of votes cast, a copy of which shall be furnished to the Department of Labor and Employment and Civil Service Commission.

ARTICLE VII - STANDING COMMITTEES

Section 1. To ensure coordination and efficiency in the transaction of the UNION matters in order to realize the objective of this constitution, the following three (3) standing committees are hereby created:

- a. Committee on membership - which shall receive and process application for membership and make recommendations thereon to the Secretary General. It shall implement rules, regulations, and decisions as may be promulgated by the Executive Board or the general membership for the admission of members in the UNION.
- b. Committee on Grievance/Welfare - which shall investigate internal UNION disputes in accordance with Article XIV of this Constitution. It shall assist in the presentation and settlement of UNION grievance with Management subject to pertinent provisions of the existing Collective Negotiation Agreement (CNA). It shall be responsible for the adoption and

implementation of programs, projects and activities that will promote and protect the general welfare of the members.

c. Committee on Labor Education and Research - which shall prepare, adopt and implement labor education programs and activities that will promote the enlightenment of the members in regard to the prevailing labor relations system, the provisions of the Constitution and the existing CNA, and all labor legislation rules, issuances and policies that affect the members directly or indirectly.

ARTICLE VIII - MEETINGS OF THE UNION

Section 1. The UNION shall hold regular membership meetings at least once a year. Notices of the meetings shall be sent out by the Secretary at least ten (10) days prior to such meeting by posting in conspicuous places preferably inside office premises, said notices. The date, time and place for the meeting shall be determined by the Executive Board.

Section 2. Regular meetings of the Executive Board shall take place every month with appropriate notice to be sent out by the Secretary to the member of the Board at least five (5) working days prior to such meeting. The time and place of the meeting shall be determined by the Secretary General. The meeting shall be preferably held in the UNION office.

Section 3. Special meetings of the Executive Board or of the general membership may be called at any time either at the call of the President, upon request of majority of the members of the Executive Board or upon petition address to the Secretary General of at least twenty (20%) percent of all members in good standing of the UNION.

Section 4. The notice for any meeting whether it be of the general membership or of the Executive Board, regular or special, shall contain the item or items to be discussed and shall constitute the agenda of the meeting. Any item or items included in the agenda may be taken up upon recommendation of majority of the members of the Executive Board present and constituting a quorum if it be an Executive Board meeting or majority of the members present and constituting a quorum if it be a general membership meeting.

Section 5. All members of the UNION in good standing shall be eligible to vote in UNION election. Candidates for elective positions must be members of the UNION in good standing for a period of at least one (1) year on the date of the election.

Section 6. Voting shall be by secret balloting and the election shall be decided by plurality of votes.

Section 7. The duly elected officers shall meet within one (1) week following their proclamation to which time the outgoing administration shall turnover all records and properties of the UNION to the new administration.

ARTICLE IX - FEES, DUES, SPECIAL ASSESSMENT, FINES AND OTHER PAYMENTS

Section 1. An admission fee of Php 100 shall be paid by an applicant before he becomes officially a member of the UNION.

Section 2. Every member shall pay monthly dues to the UNION in the amount of thirty (30) pesos (as amended) which may be collected through payroll deduction upon previous written authorization of the member concerned.

Section 3. All amounts collected pursuant to the two preceding sections shall constitute the General Fund of the UNION to be applied to the operational and organizational expenses of the union or for any purposes or objects as may be authorized by the Executive Board in a written resolution adopted at a meeting duly called for the purpose.

Section 4. Every member shall contribute to the UNION such amounts as may be fixed by the Executive Board or General Membership through a written resolution adopted at a general membership meeting duly called for the purpose to be applied to or expended for any or all of the following objects:

- a. labor education programs;
- b. CBA negotiations;
- c. such other plans and programs that will promote the interest and welfare of the UNION and the members.

Section 5. Special assessments or other extra ordinary fees shall be made only upon resolution duly ratified by $\frac{3}{4}$ of the general membership through secret balloting.

Section 6. Any member who shall be six (6) months in arrears in the payment of his regular monthly dues or who fails for two times to pay the special assessments, fines or other payments required to be made good standing may be subjected to other disciplinary action. In the event of sickness, leave of absence without pay and other similar causes, the Executive Board may excuse nonpayment or defer collection thereof at each discretion.

Section 7. Every payment of fees, dues or other contributions by a member shall be evidenced by a receipt signed by the Treasurer or his duly authorized representative making the collection and entered into the record of the UNION to be kept and maintained for the purpose.

Section 8. Every expenditure of the funds of the UNION shall be evidenced by a receipt from a person to whom the payment is made which shall state the date, place and purpose of such payment. Such receipt shall form part of the financial record of the UNION.

Section 9. The books of accounts and other records of the financial activities of the UNION shall be open for inspection by any officer or member during office hours.

ARTICLE X - DISPOSITION OF UNION FUNDS

Section 1. In case of voluntary dissolution of the UNION or final cancellation of its registration certificate, the UNION members shall enjoy equity to the UNION properties to the extent that said properties shall first be sold to the UNION members before said properties are offered to non union members and the proceeds there from, together with the balance of the UNION funds shall be distributed, pro-rata to its members, depending on the amount of membership dues contributed to the UNION. The general membership maybe consulted to settle differences of opinion.

ARTICLE XI - QUORUM AND RULES OF ORDER

Section 1. Except when a greater proportion is required herein or by law, a majority vote shall prevail at meetings and deliberations of the UNION. A majority of the members of the UNION shall constitute a quorum to officially transact any business.

Section 2. Meetings of the UNION, shall whenever practicable be governed by the Roberts Rule of Order.

ARTICLE XII - COLLECTIVE NEGOTIATION

Section 1. Collective negotiation for and in behalf of the general membership shall be undertaken by the Executive Board and shall act as the Negotiating Panel.

Section 2. The Collective Negotiating Agreement resulting from the negotiations shall be subject to ratification and approval by the majority vote of the UNION members convened or by a referendum held for such purpose.

ARTICLE XIII - SETTLEMENT OF INTERNAL DISPUTE

Section 1. Disputes involving UNION members or its officers shall be made in writing and submitted to the Secretary General who shall undertake to have them settle their differences amicably.

Section 2. In the event of failure to settle the dispute amicably, the General Secretary shall pass on the dispute to the Committee on Grievance/Welfare which shall undertake to investigate or hear the case on the merits.

Section 3. The Committee on Grievance/Welfare shall require the respondent within five (5) days from the date of the aforementioned confrontation of the parties to reduce their answers in writing. Thereafter, both sides shall be entitled to a hearing.

Section 4. After proper evaluation of evidence submitted, the Committee on Grievance/Welfare shall render its written decision on the disputes within five (5) working days from termination of the hearing.

Section 5. Decisions of the Committee of Grievance/Welfare shall become final unless appealed to the General Membership within three (3) days from receipt of a copy of a decision of the Committee on Grievance/Welfare.

ARTICLE XIV - IMPEACHMENT AND RECALL

Section 1. Any of the following shall be ground for the impeachment or recall of UNION officers:

- a. Committing or causing the commission directly or indirectly of acts against the interest and welfare of the UNION;
- b. Malicious attack against the UNION, its officers or against a fellow UNION officer or member;
- c. Failure to comply with the obligation to turn over and return to the UNION Treasurer within three (3) days unexpected sum or sums of money received from the UNION funds to answer for an authorized UNION purpose;
- d. Gross misconduct unbecoming of an officer;
- e. Misappropriation of UNION funds and property. This is without prejudice to the filing of an appropriate criminal or civil action against the responsible officer or officers by any interested party.
- f. Willful violation of any provisions of this Constitution or rules, regulations, measures, resolutions and decisions of the UNION.

Section 2. The following procedures shall govern impeachment and recall proceeding:

- a. Impeachment or recall proceedings shall be initiated by a formal petition or resolution signed by at least thirty (30%) percent of all bona fide members of the UNION and address to the Chairman of the Executive Board;
- b. The Board Chairman shall then convene a general membership meeting to consider the impeachment or recall of an officer or a group of officers whether elective or appointive.
- c. UNION officers against whom impeachment or recall charges have been filed shall be given ample opportunity to defend themselves before any impeachment or recall vote is finally taken;
- d. A majority of all the members of the UNION shall be required to impeach or recall UNION officers;
- e. A UNION officer impeached shall ipso facto be considered resigned or ousted from office and shall no longer be elected nor appointed to any position in the UNION;
- f. The decision of the general membership on the impeachment recall charge shall be final and executor.

ARTICLE XV FISCAL YEAR

Section 1. The UNION's fiscal year shall commence on 1 January and end on 31 December of every year.

ARTICLE XVI AMENDMENTS

Section 1. Proposal for amendments to this Constitution may be made by the Executive Board or upon formal petition of at least ten (10%) percent of the general membership;

Section 2. No proposal shall be considered an amendment and become a part of this until after the same shall have been ratified by two-thirds (2/3) vote over the members of the UNION either at special meeting or a referendum called for such purpose.

ARTICLE XVII EFFECTIVITY

Section 1. This Constitution shall take effect on the day following its ratification.

(As amended - October 2006)