



Gov. Alfonso D. Tan College
Maloro, Tangub City

FACULTY

B – Recruitment and Selection

- Merit System



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GOV. ALFONSO D. TAN COLLEGE NEW MERIT SYSTEM

Pursuant to the provisions of Section 32, Book V of Administrative Code of 1987 (Executive Order No. 292), CSC Memorandum Circular No. 3, 1979 as amended by CSC Memorandum Circular No. 18, s. 1988 and CSC Memorandum Circular No. 38, s. 1989, as further amended by CSC Memorandum Circular No. 40, s. 1998, CSC Memorandum Circular No. 15, s. 1999, CSC Memorandum Circular No. 8, s. 1999, and CSC Memorandum Circular No. 3, s. 2001, CSC Memorandum Circular No. 19, s. 2005 dated November 3, 2005, CSC Memorandum Circular No. 10, s. 2012, CSC Memorandum Circular No. 17, s. 2013, CSC Memorandum Circular No. 22, s. 2016, CSC Memorandum Circular No. 25, s. 2017 and 2017 Omnibus Rules on Appointments and other Human Resource Actions (Revised July 2018), the DBM National Budget Circular No. 461, the following policies and guidelines governing the GOV. ALFONSO D. TAN COLLEGE NEW MERIT SYSTEM FOR FACULTY AND ACADEMIC STAFF, are hereby established.

CHAPTER 1. OBJECTIVE

It is the policy of the College to strictly adhere to the principles of merit, fitness and equal opportunity principle. The selection of employees shall be used on their relative qualifications and competence to perform the duties and responsibilities of the position. There shall be no discrimination in the selection of the employees on account of religion, ethnicity, disability, political affiliation, civil status, and gender in consonance with accepted ethical standards. In this pursuit, the Gov. Alfonso D. Tan College New Merit System aims to:

1. Establish a sound procedure for recruitment, selection and appointment, reward, and promotion;
2. Create and provide equal opportunities for career development;
3. Enhance individual and organizational effectiveness and productivity;
4. Develop qualified, committed and motivated faculty and academic staff;
5. Provide a guide for speedy and fair resolution of complaints and grievances; and,
6. Provide a framework for personnel discipline

CHAPTER 2. SCOPE

This New Merit System shall cover all closed career positions of the College. These are the positions or ranks in the faculty such as the following:

FACULTY RANK	SUB-RANKS
Instructor	I - III
Assistant Professor	I - IV
Associate Professor	I - V
Professor	I - V
College Professor	
University Professor	

CHAPTER 3. DEFINITION OF TERMS

- a. **Appointing Authority** – is the person or body authorized by law to make appointments in the Philippine Civil Service.
- b. **Association of Local Colleges and Universities (ALCU)** – the recognized organization of all chartered local colleges and universities established by the different local government units.
- c. **Board of Trustees (BOT)** - refers to the highest policy-making body of (Gov. Alfonso D. Tan College) a chartered college.
- d. **Career Service** – positions in the civil service characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.
- e. **Civil Welfare Program** – is a program contributory to the general welfare and betterment of life for the members of the community on the enhancement of its facilities, especially those devoted to improving health, education, environment, entrepreneurship, safety, recreation and moral of the citizenry and other social welfare.
- f. **Closed Career Position** - any position in the faculty and academic staff of the college.
- g. **Co-Initiator** – refers to a faculty member whom one works typically with someone in a similar role or acts as similar level within the group initiating major social reforms in the community.
- h. **College** – refers to Gov. Alfonso D. Tan College established through an ordinance by the local government unit of Tangub City.
- i. **Community Extension Service** – any development-oriented program or service provided internally or externally by the College.

- j. **Community Outreach Program** – is program initiated by the group usually done to aid/provide services to the people who need it.
- k. **Eligibility** – refers to the result of passing a merit and fitness test which may be determined as far as practicable by competitive examination, or based on highly technical qualifications or other tests of merit and fitness conducted by the Civil Service Commission, or other examinations jointly designed and coordinated by the departments or agencies with the assistance of or in coordination with the CSC, or the Professional Regulation Commission (PRC), conducted board examinations, the Supreme Court conducted bar examinations, or TESDA conducted crafts and trades examinations.
- l. **Faculty** – regular plantilla-based set of people of the college appointed to a faculty rank who are directly engaged in teaching, research and extension services.
- m. **Faculty Rank** - the classification of faculty into Professor, Associate Professor, Assistant Professor, and Instructor positions, which is further classified into sub-ranks pursuant to applicable laws, rules and regulations.
- n. **FSB** – refers to the Faculty Selection Board. This body shall assist the Appointing Authority in selecting applicants for recommendation to the governing board, which shall confirm appointments of faculty members to positions/ranks.
- o. **FTDC** – refers to the Faculty Training and Development Committee. This body shall be responsible for selecting and recommending faculty members who should attend specific training programs conducted by the college or by government agencies or duly accredited non-governmental organizations, local or foreign.
- p. **Full Timer** – regular faculty members occupying permanent plantilla positions and rendering an equivalent of forty (40) hours of work a week. The 40 hours may consist of academic full load plus quasi-teaching administrative duties (consultation, preparation of lesson, checking of papers, and research and extension services).
- q. **Full Load** - consists of a number of hours spent in teaching or academic units plus quasi-teaching/administrative duties (consultation, preparation of lesson, checking of test papers, and research and extension services), the total of which is forty (40) hours of work a week.
- r. **Human Resource Action** - any action denoting the movement or progress of human resource in the civil service such as promotion, transfer, reappointment, reinstatement, reemployment, reclassification, detail, reassignment, secondment, demotion and separation.
- s. **New Merit System** - a new personnel system in which comparative merit or achievement governs the selection, utilization, training, retention and discipline of the faculty members in the college.
- t. **Part Timer** – a teaching staff member who is either occupying a regular plantilla position or hired through a contract of service or a job order whose work is part-time. (A

contract of service or job order part timer is not a government employee as his/her service is not considered government service.)

u. Program Initiator – refers to a faculty member who is responsible for initiating major social reforms in the community.

v. Qualification Standards – is a statement of the minimum qualifications for a position, which shall include education, experience, training, civil service eligibility, and physical characteristics and personality traits required for the performance of the job or set of duties.

The civil service eligibility can be dispensed with for appointment to faculty ranks; however, RA 1080 shall be required if the subjects to be taught are covered by bat/board laws.

w. Rank – refers to academic rank or sub-rank assigned to a member of the faculty after evaluation in accordance with the common criteria and point allocation as may be prescribed from time to time by a duly authorized agency.

x. Reclassification – involves a change in the classification of a position either as a result of a change in its duties and responsibilities sufficient to warrant placing the position in a different class, or as a result of a reevaluation of a position without a significant change in its duties and responsibilities.

y. Recruitment - the process of searching for and attracting potential applicants through announcements, assessments and related procedures to select the most qualified applicant for appointment to an appropriate position in the faculty.

z. Research Output – relevant scientific, technical, educational studies made.

a. Selection - the process of thoroughly screening qualified applicants for certain positions to determine the most qualified among them or to rank them based on their qualifications and professional potentials.

b. SPMS – refers to Strategic Performance Management System for faculty positions/ranks.

It shall be an organized, methodical and standardized system of evaluating the individual performance of faculty members for organizational effectiveness.

cc. Teaching Experience – refers to the acquired number of years of service and quality of teaching performance.

dd. Upgrading – involves the reallocation of the salary grade assignment of positions to a higher salary grade without change in its duties and responsibilities. The term upgrading refers to a class or positions and is not applied in individual cases. A class is upgraded in view of its perceived relative worth as compared to other classes of positions with similar salary grade assignments.

CHAPTER 4. PERSONNEL MANAGEMENT SYSTEMS AND STANDARDS

I. QUALIFICATION STANDARDS

GENERAL POLICY

The qualification standards for appointment and other personnel actions for faculty members shall be those provided under the GADTC New Merit System and such other issuances that may henceforth be issued.

POLICIES

1. Hereunder are the minimum qualification standards for appointment to faculty positions in the College:

POSITION TITLE	SG	EDUCATION	EXPERIENCE	TRAINING	RESEARCH OUTPUT	COMMUNITY EXTENSION SERVICE	ELIGIBILITY
Instructor I	12	Master's Degree in the area of specialization or its allied/related fields					None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Instructor II	13	Master's Degree in the area of specialization or its allied/related fields	1 year relevant experience	8 hours of relevant training		Participation to outreach program	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Instructor III	14	Master's Degree in the area of specialization or its allied/related fields	2 years of relevant experience + VS Performance Rating	16 hours of Relevant Training	<ul style="list-style-type: none"> • Local research • Unpublished and national presented Research • Action/Applied Research in any Discipline 	<ul style="list-style-type: none"> -outreach Program -participative 	<ul style="list-style-type: none"> None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Assistant Professor I	15	Master's Degree in the area of specialization or its allied/related fields	3 years of relevant experience + VS Performance Rating	24 hours of Relevant Training	<ul style="list-style-type: none"> • Local research • Unpublished and national presented Research • Action/Applied Research in any Discipline 	<ul style="list-style-type: none"> -outreach Program -participative 	<ul style="list-style-type: none"> None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Assistant	16	Master's	4 years of	24 hours of	<ul style="list-style-type: none"> • Local research 	<ul style="list-style-type: none"> -outreach 	None required;

Professor II	Degree in the area of specialization or its allied/related fields	relevant experience + VS Performance Rating	Relevant Training	* Unpublished and national presented Research • Action/Applied Research in any Discipline	Program -co-initiator	RA 1080 (for courses requiring BAR or BOARD eligibility)
Assistant Professor III	Master's Degree in the area of specialization or its allied/related fields	4 years of relevant experience + VS Performance Rating	24 hours of relevant training	• Local research • Unpublished and national presented Research • Action/Applied Research in any Discipline	-outreach Program Initiator	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Assistant Professor IV	Master's Degree in the area of specialization or its allied/related fields	5 years of relevant experience + VS Performance Rating	24 hours of relevant training	• Action/Applied Research in any Discipline	-outreach Program initiator	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Associate Professor I	MA + 9 units Doctorate	6 years of relevant experience + VS Performance Rating	40 hours of relevant training	• Action/Applied Research • Published Research	Civic Welfare Service	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Associate Professor II	MA + 21 units Doctorate	6 years of relevant experience + VS Performance Rating	40 hours of relevant training	• Community-Based Action Research • Published Research	Civic Welfare Service	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Associate Professor III	MA + 33 units Doctorate	7 years of relevant experience + VS Performance Rating	40 hours of relevant training	• Community-Based Action Research • Published Research	Civic Welfare Service	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Associate Professor IV	MA + 45 units Doctorate	7 yrs of rel. experience + VS Performance Rating	40 hours of Relevant training	•Community-Based Action Research •Published Research	Civic Welfare Service	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Associate Professor V	MA + Doctoral Academic Units	7 yrs of rel. experience + VS Performance	40 hours of Relevant training	•Community-Based Action Research •Published Research	Civic Welfare Service	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)

			Rating	Research	
Professor I 24	Doctoral Degree	rel. experience + VS Performance Rating	8 yrs of rel. experience + 72 hours of Relevant training	•Scientific, Educational, Technical, Technological Research	Significant Contribution to: Community Development
Professor II 25	Doctoral Degree	8 yrs of rel. experience + VS Performance Rating	72 hours of Relevant training	•Scientific, Educational, Technical, Technological Research	Significant Contribution to: Community Development
Professor III 26	Doctoral Degree	9 yrs of rel. experience + VS Performance Rating	72 hours of Relevant training	•Scientific, Educational, Technical, Technological Research	Significant Contribution to: Community Development
Professor IV 27	Doctoral Degree	9 yrs of rel. experience + VS Performance Rating	72 hours of Relevant training	•Scientific, Educational, Technical, Technological Research	Significant Contribution to: Community Development
Professor V 28	Doctoral Degree	10 yrs of rel. experience + VS Performance Rating	72 hours of Relevant training	•Scientific, Educational, Technical, Technological Research	Significant Contribution to: Community Development
College Professor 29	Doctoral Degree	Locally and National Recognized for Academic Achievement	Locally and National Recognized for Academic Achievement	•Funded Research (Local and National International Level)	Significant Contribution to: National Development
University Professor 30	Doctoral Degree	Holds Special Designation	Locally and National Recognized for Academic Achievement	•Funded Research (Local and National International Level)	Significant Contribution to: National Development

II. RECRUITMENT, SELECTION AND APPOINTMENT

RECRUITMENT AND APPOINTMENT

GENERAL POLICY

The policies, rules and procedures to be observed in the recruitment and appointment of faculty and academic staff are as follows:

POLICIES

1. Recruitment shall be limited to those who meet the minimum requirements prescribed for the position.

2. Transferees from other state or local universities and colleges may be admitted at their present faculty rank in the absence of qualified faculty members in the College.
 3. Qualification standards for faculty members shall be those as provided in GADTC New Merit System.
 4. If a faculty member is appointed as College President, he/she loses his/her faculty rank. However, if it is a designation, he/she retains his/her faculty rank.
 5. The statuses of appointment for the members of the faculty are the following:
 - a. Permanent appointment shall be issued to a person who meets the qualification standards established for the faculty rank or academic staff position subject to a probationary period which shall be for four (4) consecutive semesters.
- Probationary period refers to the period of actual service following the issuance of a permanent appointment wherein the appointee undergoes a thorough character investigation and assessment of capability to perform the duties of the position enumerated in the Position Description Form (PDF).
- b. Temporary appointment may be issued, subject to the provisions of Civil Commission Memorandum Circular No. 25, s. 2017 and other existing policies, to a person when there are no available qualified faculty in the region, place or locality as certified by the appointing authority.
- Temporary appointment maybe issued until the required master's degree is met/complied with within 12 months or 1 year from the date of issuance of the temporary appointment.
- The renewal of temporary appointment issued in the absence of qualified faculty shall be limited to five (5) times only reckoned from the issuance of the first temporary appointment provided that the result of the performance evaluation is at least very satisfactory in the last rating period.
- Appointees under temporary status do not have security of tenure and may be separated from the service with or without cause. As such, this shall not be considered illegally terminated and; hence, not entitled to claim back wages and/or salaries and reinstatement.
- The employment or service of appointees under temporary status may be terminated without necessarily being replaced by another. Temporary appointees may also be replaced within the 12-month period by qualified eligible or even by non-eligible.

A 30-day written notice signed by the appointing authority shall be given to the temporary appointee prior to termination of service/removal or replacement.

- c. A contractual appointment may be issued to a faculty member when the exigency of the service requires, subject to existing policies. Such appointment is for limited period not to exceed one school year. The appointing authority shall indicate the inclusive period covered by the appointment for crediting services.

A contractual appointment should not be confused with contract of service since the service under the latter is not considered as government service. Contract of service does not give rise to employer-employee relationship between the individual and the government, which is not true with contractual appointment.

- d. A part-time appointment may be issued to a regular plantilla position, either as permanent, if the requirements of the position are met; or as temporary, if one of the requirements is not met.

Part-time appointment to a regular plantilla position is different from part-time teaching covered by a contract of service or a job order. The former is submitted to the CSC as it involves appointment to a regular plantilla position, only that the work is part-time.

Service under a part-time appointment is considered government service and forms part of the faculty member's service record.

On the other hand, part-time teaching covered by a contract of service or a job order does not give rise to employer-employee relationship between the College and the person hired, and it is stipulated in the contract that services rendered cannot be accredited as government service. Furthermore, the teaching staff member covered by a contract of service or a job order is not entitled to benefits enjoyed by government employees.

The appointing authority shall appoint faculty member based on criteria established by the college.

PROCEDURES ON RECRUITMENT AND APPOINTMENT

The College shall recruit and appoint its faculty members in accordance with the following procedures:

1. The College shall create a "Faculty Selection Board" herein referred to as the Board. This body shall assist the Appointing Authority in selecting applicants or candidates for appointment to faculty positions/ranks.

2. The members of the Board created in are the following:
 - a. The Vice President for Academic Affairs as Chairman;
 - b. The Dean where the vacancy exists;
 - c. The Human Resource Management (HRM) Officer as the board Secretary, who shall continuously make an inventory of all vacant positions and coordinate with the institute Dean in determining qualified insiders who may be considered for appointment. He/She shall keep records of the proceedings of the Board and maintain all records or documents, keeping them in readiness for inspection and audit by the Civil Service Commission;
 - d. Faculty and Staff Club President;
 - e. A ranking faculty member chosen by the College President;
 - f. Program of the Institute to which the appointee will be assigned; and
 - g. A ranking professor whose specialization is in line with the nature of the teaching position to be filled who shall be chosen by the Dean needing such expertise.
3. The Board shall make its activities and decisions as transparent as possible by coordinating with the HRM Office.
4. The HRMO shall list candidates aspiring for the vacant position, either from within or outside the College.
5. The HRMO shall conduct preliminary evaluation of the qualifications of all candidates. Those initially found qualified shall undergo further assessment such as written examination, skills test, interview and others. After which, a selection line-up shall be prepared and posted in three (3) conspicuous places in the college for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice.
6. The HRMO shall notify all applicants of the outcome of the preliminary evaluation.
7. The HRMO shall submit the selection line-up to the Board for its deliberation en banc.
8. The Board shall make a systematic assessment of the competence and qualifications of candidates for appointment to the corresponding level or positions, evaluate and deliberate en banc the qualifications of those listed in the selection line-up.

9. The Board shall submit a comprehensive evaluation report of all the candidates screened for appointment so that the Appointing Authority will be guided in choosing the candidates who can efficiently perform the duties and responsibilities of the position to be filled. This evaluation report should not only specify whether the candidates meet the qualification standards of the position but should also include observations and comments on the candidates' competence and other qualifications that are important in the performance of the duties and responsibilities of the position to be filled. Likewise, information about the candidates' preference of assignment should be mentioned in the report.
- The evaluation report should specify the top five ranking candidates whose over-all point scores are comparatively at par based on the comparative assessment in terms of performance, education and training, experience and outstanding accomplishments, and other relevant criteria.
- The evaluation report should be submitted to the Appointing Authority who shall make the official recommendation to the Board of Trustees for confirmation.
- The governing board shall assess the merits of the FSB's evaluation report of candidates screened for appointment and in the exercise of sound discretion, select, in so far as practicable, from among the top five ranking candidates deemed most qualified for appointment to the vacant position.
- The top five ranking candidates, however, should be limited to those whose overall point scores are comparatively at par based on the comparative assessment.
- To determine candidates who are comparatively at par, the FSB shall set reasonable difference or gap between point scores of candidates for appointment.
- The Appointing Authority shall issue the appointment in accordance with the provisions of the GADTC Merit Selection Plan approved by the governing board and submitted to the CSC.
- The HRMO shall post a notice announcing the appointment of an employee in three (3) conspicuous places in the College a day after the issuance of the appointment for at least fifteen (15) days. The date of posting should be indicated in the notice.

B. PROMOTION

POLICIES

1. A faculty member may be considered for promotion to a higher faculty rank/sub-rank on the basis of the minimum requirements (education, training, scholarship grants, and eligibility, whenever necessary) of the position, including performance rating of at least Very Satisfactory during the last two (2) rating periods.

2. In cases where the competence and qualification of two or more faculty members are comparatively at par, preference shall be given to the candidate in the institute where the vacancy exists.
3. The filing and pendency of an administrative case against a faculty member shall not constitute a disqualification from promotion.
4. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
5. Positions belonging to the closed career system are exempted from the three-salary grade limitation on promotion.
6. A faculty member who is on local or foreign scholarship or training grant or pregnant or on maternity leave or on secondment may be considered for promotion.

For this purpose, the performance ratings to be considered shall be the two ratings immediately prior to the scholarship or training grant or maternity leave or secondment.

If promoted, the effective date of the promotional appointment, including those on secondment, shall be after the scholarship or training grant or maternity leave or upon assumption to duty.

PROCEDURES FOR PROMOTION

1. The HRMO or a duly authorized representative of the College upon approval of the President/Governing Board, shall cause the posting of all vacant positions or ranks to be filled.
2. The FSB shall evaluate the candidates' credentials or documents submitted to it by the HRMO of the College or its duly authorized representative and submit a comprehensive evaluation report of candidates screened for promotion to the Appointing Authority, who shall make the recommendation to the Governing Board for its confirmation. The FSB shall accordingly inform the candidates of the results of the evaluation through the HRMO.

3. All promotional appointments, including the upgrading/reclassification of positions/ranks, shall be posted in at least three (3) conspicuous places throughout the college to enable aggrieved parties to file their protest within fifteen (15) days from the date of notice of the promotion/upgrading/reclassification.

III. CAREER AND PERSONNEL DEVELOPMENT

GENERAL POLICY

The College shall develop a career and personnel development program for faculty members which shall include provisions on training, including foreign and local scholarships and training grants, job rotation, counseling, mentoring and other HRD interventions.

The career and personnel development program shall form part of the GADTC New Merit System.

A. HUMAN RESOURCE DEVELOPMENT INTERVENTIONS

To achieve the main objective of the College personnel development program in bringing about highly educated and professional faculty members, the following policies are promulgated:

POLICIES

1. The College shall develop and implement a continuing program of training and development for its faculty members.
2. The College shall encourage its faculty members to pursue relevant local and foreign-assisted training/scholarship grants, attend seminars, conferences, workshops or related human resource development courses.
3. Selection of participants in training programs shall be based on actual needs for specialization and enhancement of competence, taking into consideration organizational priorities.
4. Preference shall be given to candidates with permanent appointment.
5. The College may adopt other human resource development interventions such as the following:
 - a. Counseling – entails a one-on-one close interaction between a faculty member and a supervisor to jointly look at problems besetting him/her, which affect his/her performance and relationships with others. It is used generally as a corrective approach in helping an employee overcome his/her problem, which may be either personal or work related.

- b. Mentoring – a mechanism that guides a faculty member to the inner network of the College, which may assist him/her in career advancement. It involves a manager's investment on a high potential faculty member, providing an objective assessment of one's strength and weaknesses and ensuring opportunities to address them. This mechanism allows the faculty member to clarify "ambiguous" expectations of the College and facilitates career growth.
- c. Job Rotation – the sequential or reciprocal movement of a faculty member from one office to another or from one institute to another within the same College as a means for developing and enhancing the potentials of people in an organization by exposing them to the various functions of the college.
- The duration of the job rotation shall be within the period prescribed by the College President but shall not exceed twelve (12) months.

PROCEDURES

1. The College shall create a "Faculty Training and Development Committee (FTDC)" to be composed of the Vice-President for Academic Affairs as Chair; Vice-President for Administration and Business Affairs as Vice-Chair; President of CSC-accredited Faculty Association, or if there is no accredited faculty association, representative chosen through general election, as member; Dean where the field of grant/scholarship/training occurs, as member; HRMO, as Secretary. The term of its members shall be two (2) years. This Committee shall formulate its own rules for approval by the President subject to established CHED, CSC, and College policies. Its main function shall be that of selecting and recommending those who should attend specific training programs conducted by the College or by government agencies or duly accredited non-governmental organizations, local or foreign.
2. Each Dean shall determine training needs of his/her faculty members through training needs analysis in accordance with organizational priorities. He/She shall submit annually to the President, through the FTDC, his/her plan embodying the kind of training programs and the names of those who shall attend such program.
3. The FTDC, through the HRMO, shall inform all faculty members concerned about the study grants and scheduled seminars/conferences or workshops and invite qualified faculty members to avail of such program.

4. The participant or recipient of a training grant/scholarship agreement in accordance with existing rules and regulations shall submit a report on the prescribed form on the training he/she has completed and furnish the HRMO a copy of the training certificate he/she has received and report of activities for entry in his/her personnel files. The trainee shall also be given the opportunity to share with his/her colleagues what he/she has learned.

IV. PERFORMANCE MANAGEMENT/PERFORMANCE EVALUATION SYSTEM

GENERAL POLICY

The College adopt the CSC Strategic Performance Management System (SPMS) for faculty positions and ranks to be administered in such manner as to continuously foster the improvement and efficiency of the faculty members as well as effectiveness of the organization. It is an organized, methodical and standardized system of evaluation for faculty members for organizational effectiveness. Said system shall be administered in accordance with the rules and regulations and standards established by the Civil Service Commission. The CSC may assist the College in establishing its performance evaluation system.

The CSC-approved SPMS shall form part of the College New Merit System.

POLICIES

1. The performance rating of a faculty member shall be used as basis for promotion or giving of incentives and rewards.
2. The Strategic Performance Evaluation System shall provide five adjectival ratings:
 - a. Outstanding
 - b. Very satisfactory
 - c. Satisfactory
 - d. Unsatisfactory
 - e. Poor
3. No faculty member shall be considered for promotion without a record of at least two (2) successive performance ratings of at least Very Satisfactory immediately preceding the assessment of candidates for advancement to higher positions or ranks.

4. The college shall develop its own SPMS in accordance with CSC policies to be approved by the CSC Regional Office concerned.
5. A Performance Management Team (PMT) shall be created in the college with composition and responsibilities as follows:

Composition:

Chairman	: Executive Vice President
Members	: HRM Officer
	VP for Administration and Finance
	VP for Planning, Quality Management & External Affairs
Accountant	
Head, Budget Office	
VP for Academic Affairs	
Head, Quality Management and Development Office	
Faculty and Staff Club President	

Responsibilities of PMT:

1. Sets consultation meeting of all Deans and Heads of Offices for the purpose of discussing the targets set in the Office Performance Commitment and Rating Form.
2. Ensures that Offices and Institutes performances targets and measures, as well as the budget are aligned with those of the agency and that work distribution of institutes/offices/units is rationalized.
3. Recommends approval of the Office Performance Commitment and Rating to the College President.
4. Acts as appeals body and final arbiter for performance management issues of the College.
5. Identifies potential top performers and provide inputs to the PRAISE Committee for grant of rewards and incentives.
6. Adopts its own internal rules, procedures and strategies in carrying out the above responsibilities including schedule of meetings and deliberations, and delegation of authority to representatives in case of absence of its members.
6. Other features and details of the performance evaluation system shall be reflected in the system that the College will adopt as approved by the Civil Service Commission.

V. PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)

GENERAL POLICY

There shall be an established suggestions and incentive award system in the College which shall encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding officials and faculty members individually or in group for their suggestions, inventions, superior accomplishment and other personnel efforts which contribute to the efficiency, economy or other improvement in government or for other extraordinary acts or services in the public service.

POLICIES

1. The System shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.
2. The System shall give emphasis on the timeliness of giving award or recognition. Aside from conferment of awards during the traditional or planned awarding ceremonies, the spirit of on-the-spot grant of recognition shall be institutionalized.
3. The System shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of faculty members through formal and informal modes.
4. For this purpose, the System shall encourage the grant of non-monetary awards. Monetary awards shall be granted only when the suggestions, inventions, superior accomplishments and other personal efforts result in monetary savings, which shall not exceed twenty (20) percent of the savings, generated.
5. At least five (5) percent of the HRD Funds shall be allocated for the System and incorporated in the College Annual Work and Financial Plan and Budget.
6. The System shall be institutionalized through the creation of a PRAISE Committee in the College.
7. The PRAISE Committee shall preferably have the following composition:
 - a. Executive Vice President who will act as chairperson;
 - b. VP for Administration and Finance
 - c. VP for Academic Affairs

- d. Head of the financial unit or equivalent;
 - e. VP for Planning, Quality Management & External Affairs;
 - f. Highest ranking employee in charge of human resource management or the career service employee directly responsible for personnel management; and
 - g. Two (2) representatives from the faculty who shall serve for two (2) years and elected at large or designated by the registered faculty union in the absence of an accredited faculty union.
8. The College President shall be responsible in overseeing the System's operation and the Human Resource Management Unit shall serve as the System's Secretariat.
 9. The PRAISE Committee shall ensure that productivity, innovative ideas, suggestions and exemplary behavior can be identified, considered, managed and implemented on a continuing basis to cover all faculty ranks.
 10. The PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the College. The College may, however, employ an external or independent body to assist the PRAISE Committee to judiciously and objectively implement the system of incentives and awards.
 11. The PRAISE Committee shall establish its own internal procedures and strategies. Membership in the Committee shall be considered part of the member's regular duties and functions.
 12. The College shall encourage improved productivity and efficiency among faculty members through appropriate recognition based on performance, innovations, ideas and exemplary behavior.
 13. All permanent members of the faculty with regular plantilla items who meet the criteria for each specific award shall be entitled to receive the award including those whose responsibilities include the making of suggestions, formulation of plans and policies or making recommendations to achieve greater efficiency and economy in the College.
 14. Recipients of honor awards shall be given preference in promotion and in training grants and scholarships.

15. The HRMO shall enter into the personnel file any award of honor received by any member of the faculty;
16. The College shall develop its own Program on Awards and Incentives for Service Excellence (PRAISE) incorporating therein the types of incentive that may be given;
17. Establishment of a CSC - approved PRAISE shall be the basis for the grant of the Productivity Incentive Bonus (PIB), other awards and incentives. The Annual Praise Report shall be submitted by the College to the CSC Regional Office concerned on or before the thirtieth of January to enable its faculty members to qualify for nomination to the CSC-sponsored national awards.

VI. PERSONNEL RELATION AND WELFARE SERVICES

GENERAL POLICY

The College shall take all proper steps towards the creation of an atmosphere conducive to sound management-faculty relation, which shall improve faculty members' morale. It shall make provisions for the health, welfare, counseling, recreation and related services.

POLICIES

- To maintain a high level of productivity and morale among the faculty, the College shall:
1. Make arrangements for annual medical and dental services and take proper action on the recommendation resulting from such physical examination;
 2. Provide a system of informing the faculty members of their rights and privileges as well as the rules governing their obligations and conduct;
 3. Facilitate the dissemination of information and discussion of ideas among the Deans and faculty members. It shall encourage their participation in the development of policies, procedures and other matters affecting them and their work;
 4. Encourage voluntary activities whether athletic, social, recreational or financial, provided these are conducive to faculty members' well-being and consistent with the objectives of personnel welfare;
 5. Encourage faculty members to form and join or assist faculty organization of their own choosing subject to the laws on government service, for the furtherance and protection of their interests. They can

also form work council and other forms of worker participation schemes.

CHAPTER 5. WORKING HOURS

GENERAL POLICY

Faculty members, except those covered by special laws, shall render not less than eight (8) hours of work a day for five (5) days a week or a total of forty (40) hours a week, exclusive of time for lunch. The forty hours a week shall include time for teaching, student consultation, research and extension work, and other activities relevant to teaching, e.g. preparation of lessons, checking of papers, etc., which shall be left to the discretion of the governing board of the College.

POLICIES

1. The College shall prescribe its own rules and regulations governing working hours and attendance of its faculty members.
2. It shall be the duty of the Dean in the College to require all faculty members under him/her to strictly observe the prescribed office hours, which may be apportioned to teaching hours per week, student consultation per week, lesson preparation per week, and research and extension services.
3. When the Dean, in the exercise of his/her discretion, allows a faculty member to leave the office during office hours not for official business but to attend social events/functions and/or wakes/interments, the same shall be reflected in his/her daily time record and charged against his/her leave credits.
4. Each Dean in the College shall require a daily record of attendance of all the faculty members under him/her to be kept on the proper form and, whenever possible, registered on the bundy clock or other verifiable recording system. The Dean or the College Governing Board has the prerogative to decide on the proper form of monitoring the daily record of attendance of all faculty members.
5. When the interest of public service so requires, the daily hours of work of faculty members may be extended by the Dean concerned, which extension shall be fixed in accordance with the nature of the work. Provided, excess of eight (8) hours must be properly compensated.

A. PART-TIME TEACHING

To maintain the quality of education in teaching areas, the College may appoint teaching staff on a part-time basis provided that they meet the requirements of the position.

Part-time appointment may either be to a regular plantilla faculty position or hiring through a contract of service or a job order.

Working hours of part-time teaching staff shall be as follows:

1. Part-time teaching staff may be allowed to render an accumulated twenty (20) hours per week instead of the four-hour continuous service every working day, provided, the needs of the College are served.
2. The Dean may, with the approval of the President of the College and in the exigency of the service, further reschedule the time of part-time teaching staff to satisfy the 20-hour work week requirement, provided, that continuous service is available to the College at all times during the week.
3. Part-time teaching staff may not be required to use the bundy clock. However, they shall be required to keep records of their attendance in a logbook and accomplish CS Form 48 (DTR) consistent with the entries in the logbook for accounting and auditing requirements.
4. The College shall establish a mechanism of accountability with appropriate sanctions relative to part-timers covered by contract of service/job order.

B. FLEXI-TIME SCHEDULE

Each Dean in the College may allow flexible working hours for his/her faculty members so they can perform their four-fold functions of instruction, consultation, research and extension services, provided that the prescribed forty hours of work per week shall strictly be implemented.

GENERAL POLICY

In the absence of specific provisions on leave credits of faculty members of the College, the general leave law and the Omnibus Rules on Leave shall be applicable.

CHAPTER 7. COMPLAINTS AND GRIEVANCE MACHINERY

GENERAL POLICY

There shall be established a Grievance Committee (GC) in the College in order to promote harmony in the workplace and foster the productivity of each faculty member.

POLICIES

1. A grievance shall be resolved expeditiously at all times at the lowest level possible in the College. However, if not settled at the lowest level possible, an aggrieved party shall present his/her grievance step by step following the hierarchy of positions.
2. The College shall establish a Grievance Committee that is the best way to address grievance between or among faculty members.
3. The aggrieved party shall be assured freedom from coercion, discrimination, reprisal and biased action on the grievance.
4. Legal rules and technicalities shall not bind grievance proceedings. Even verbal grievance must be acted upon expeditiously. The services of a legal counsel shall not be allowed.
5. The aggrieved party shall present a grievance verbally or in writing in the first instance to his/her immediate supervisor. The latter shall, within three (3) working days from the date of presentation, inform verbally the aggrieved party of the corresponding action.
If the party being complained of is the immediate supervisor, the grievance shall be presented to the next higher supervisor.
6. Grievance refers to work related issues giving rise to faculty members' dissatisfaction. The following cases shall be acted upon through the grievance machinery:
 - a. Non-implementation of policies, practices and procedures on economic and financial issues and other terms and conditions of employment fixed by law including salaries, incentives, working hours, leave benefits, and related terms and conditions;
 - b. Non-implementation of policies, practices and procedures which affect faculty and academic staff from recruitment to promotion, detail, transfer, retirement, termination, lay-offs, and related issues that affect them;
 - c. Physical working conditions;
 - d. Interpersonal relationships and linkages;
 - e. Protest on appointments; and
 - f. All other matters giving rise to faculty members' dissatisfaction and discontentment outside of those cases enumerated herein.
7. The following cases shall not be acted upon through the grievance machinery:
 - a. Disciplinary cases which shall be resolved pursuant to the Uniform Rules on Administrative Cases;

- b. Sexual harassment cases as provided for in RA 7877 and its implementing rules; and
 - c. Union-related issues and concerns.
8. Only permanent officials and faculty members, whenever applicable, shall be appointed or elected as members of the Grievance Committee. In the appointment or election of the Grievance Committee members, their integrity, probity, sincerity and credibility shall be considered.
9. The College shall constitute a "Complaints Grievance Committee" to receive, hear, and resolve complaints and grievances. This Committee shall be composed of the following:
 - a. Executive Vice President as Chairman
 - b. VP for Administration and Finance;
 - c. VP for Academic Affairs;
 - d. VP for Planning, Quality Management & External;
 - e. The Dean where the complainant is assigned;
 - f. The HRM Officer as Secretary; and
 - g. Dean of the Office of Student Affairs.
- If any member is the one facing a complaint, another faculty shall be designated in his place.
10. The Grievance Committee shall establish its own internal procedures and strategies. Membership in the Grievance Committee shall be considered part of the members' regular duties.

PROCEDURES

1. Any faculty member with a complaint or grievance may air his/her complaint or grievance orally to his/her immediate superior who shall resolve the complaint at his/her level by holding a dialogue with the persons involved. If the complainant is not satisfied with the result, he/she may request his/her immediate supervisor to endorse in writing his/her complaint to the committee through channels. In case the complaint or grievance is against the immediate supervisor, it may be aired directly to the next higher supervisor.
2. The Committee shall resolve any complaint within five(5) days.
3. In case any dispute remains unresolved after exhausting all the available remedies under existing laws and procedures, the grievance may be elevated to the Civil Service Commission Regional Office concerned only upon submission of a Certification on the Final Action on the

Grievance (CFAG) issued by the grievance committee. The CFAG shall contain, among other things, the following information: history and final action taken by the agency on the grievance.

CHAPTER 8. PUBLIC SECTOR UNIONISM

GENERAL POLICY

Faculty members can form or join faculty association/union of their choice for the furtherance and protection of their interests. They can also form, in conjunction with appropriate government authorities, labor-management committees, work councils and other forms of workers' protection schemes to achieve the same objectives.

POLICIES

1. High-level faculty members whose duties are normally considered policy making or managerial or highly confidential shall not be eligible to join the faculty association/union.
2. The faculty association/union, which has been extended due recognition by the college governing board, shall register with the Department of Labor and Employment (DOLE) and the Civil Service Commission (CSC).
3. Representatives of the accredited faculty association/union shall sit as members of the different committees such as Training and Development Committee, Faculty Selection Board, Grievance Committee, PRAISE Committee, PMT and Board of Trustees.
4. College shall be governed by the rules and policies on Public Sector Unionism.

CHAPTER 9. DISCIPLINE

GENERAL POLICY

No faculty member shall be removed or suspended except for cause as provided by law and after due process.

POLICIES

1. The provisions of the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS) (CSC Resolution No. 17010777 promulgated July 3, 2017) shall apply in proceedings against members of the faculty.
2. Each College shall submit its rules and regulations on sexual harassment for approval, including the list of members of the Committee on Decorum and Investigation (CODI), to the CSC Regional Office concerned.

CHAPTER 10. OTHER PERSONNEL ACTIONS

The College may formulate its own internal rules on the following personnel actions subject to CS rules and regulations on the matter:

1. Transfer – the movement of a faculty member from one position to another or from one institute to another within the same College or from one position in the administrative department to a faculty position in the academic department within the College which is of equivalent rank, level or salary without gap in the service involving issuance of an appointment.

The transfer may be from one organizational unit to another in the same department or agency or from one department or agency to another. Provided, however, that any movement from the non-career service to the career service and vice versa shall not be considered as a transfer but reappointment.

An employee who seeks transfer to another office shall notify the head of the academic and academic support offices in writing where he/she is employed at least thirty (30) days prior to the effective date of his/her transfer. The head of the academic and academic support offices shall notify the employee in writing of the approval of the request to transfer within 30 days from date of notice.

If the request to transfer of an employee is not granted by the head of the academic and academic support offices where he/she is employed, it shall be deemed approved after the lapse of 30 days from the date of notice without the need to notify the employee concerned.

It is understood that the employee who seeks to transfer is cleared from all money, property and work-related accountabilities.

If, for whatever reason, the employee fails to transfer on the specified date, he/she shall be deemed resigned. However, should the employee opt to remain in the same agency before the specified date of transfer, the employee may be reappointed if there is no gap in the service or reemployed if there is gap in the service. In both cases, the employee shall undergo the usual hiring process.

2. Reassignment – movement of a faculty member across the organizational structure within the College, which does not involve a reduction in rank, status or salary, and does not require issuance of an appointment but an office order by duly authorized official.
3. Detail – temporary movement of a faculty member from one department or agency to another, which does not involve a reduction in rank, status or salary. A detail requires issuance of an office order by duly authorized official.

The faculty member who is detailed receive his/her salary only from his/her mother unit/agency. Detail without consent shall be allowed only for a period of one year.

Detail with consent shall be allowed for a maximum of three (3) years. The extension or renewal of the detail shall be discretionary on the part of the parent agency.

Detail from one department or agency to another shall be covered by an agreement manifesting the arrangement between the office heads that it shall not result in reduction in rank, status or salary of the employee, the duration of the detail, duties to be assigned to the employee and responsibilities of the parent agency and receiving agency.

The employee may appeal the detail order within 15 days upon receipt to the Commission or CSC RO with jurisdiction if he/she believes there is no justification for the detail. Pending appeal, the detail order shall be executory unless otherwise ordered by the Commission. The decision of the said CSC RO may be further appealed to the Commission within 15 days from receipt.

During the period of the detail, the parent agency relinquishes administrative supervision and control over the detailed employee to the receiving agency. In this regard, the receiving agency has the following responsibilities: to monitor the punctuality and attendance of the employee, approve requests for leave, evaluate the employee's performance, grant the authority to travel and exercise other acts necessary to effectively supervise the employee; provided, a report on said matters is submitted to the parent agency for record purposes.

The detailed employee shall be designated by the receiving agency to a position whose duties are comparable to his/her position in the parent agency. However, he/she shall not be designated to a position exercising control or supervision over regular and career employees of the receiving agency.

Prior to the effectiveness of the detail, the parent agency shall furnish a certification of the available sick and vacation leave credits or vacation service credits of the detailed employee to the receiving agency. In the event the receiving agency approves requests for leave by the detailed employee, a copy of the same shall be submitted to the parent agency.

The authority to discipline the detailed employee is still vested in the appointing officer/authority of the parent agency where he/she belongs. As used herein, the authority to discipline includes the determination of the existence of a *prima facie* case against the detailed employee, issuance of a formal charge, issuance of the order of preventive suspension if the case so warrants, conduct of formal investigation, and rendering of the decision on the administrative case. With respect to the administrative case arising from acts done by the employee in the receiving agency, said agency shall have the right to

initiate or file the complaint against the detailed employee subject to the provisions of the 2017 Rules on Administrative Cases in the Civil Service (RACCS).

All human resource actions and movements, including monetization of leave credits or vacation service credits, concerning the detailed employee, shall still be under the jurisdiction of the parent agency notwithstanding that the employee is detailed in another agency.

4. Secondment – movement of a faculty member from one department or institution to another which is temporary in nature and which may or may not require the issuance of an appointment which may either involve increase in compensation and benefits.

Secondment shall be governed by the policies on the matter.

CHAPTER 11. RETIREMENT

GENERAL POLICY

Unless appropriate authorities extend the service, retirement shall be compulsory at sixty-five (65) years of age.

POLICIES

1. Extension of service may be requested by the President or the appropriate authority to complete the fifteen-year service requirement. A faculty may be allowed to continue in the service in accordance with civil service rules and regulations.

CHAPTER 12. TRANSITORY PROVISIONS

Except as otherwise provided in this New Merit System, rights vested or acquired under established system prior to the effectiveness of this System shall be respected.

CHAPTER 13. RESPONSIBILITY

The President, the Board of Trustees, Vice-President for Administration, the deans, the directors, the Deans, the administrative officer, and the Human Resource Management Officer (HRMO) shall be responsible for the implementation and maintenance of this Merit System. The initiative and active participation of the HRM Officer shall be expected in the proper implementation of this New Merit System.

CHAPTER 14. AMENDMENT

This Merit System shall cover all closed career positions of the LCU. These are the positions or ranks in the faculty such as the following:

FACULTY RANK	SUB-RANKS
Instructor	I - III
Assistant Professor	I - IV
Associate Professor	I - V
Professor	I - V
College Professor	I - V
University Professor	I - V

CHAPTER 3. DEFINITION OF TERMS

- a. Appointing Authority - the Local Chief Executive (LCE) as chairman of the Board of Trustees/Regent or the University President authorized by law to issue appointments.
- b. Association of Local Colleges and Universities (ALCU) - the recognized organization of all chartered local colleges and universities established by the different local government units.
- c. Career Service - positions in the civil service characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.
- d. Closed Career Position - any position in the faculty staff of the LCU.
- e. Community Extension Service - any development-oriented program or service provided internally or externally by the University/College.
- f. Eligibility - refers to the result of passing a merit and fitness test which may be determined as far as practicable by competitive examination, or based on highly technical qualifications or other tests of merit and fitness conducted by the Civil Service Commission, or other examinations jointly designed and coordinated by the departments or agencies with the assistance of or in coordination with the CSC, or the Professional Regulation Commission (PRC) conducted board examinations, the Supreme Court conducted bar examinations, or TESDA conducted crafts and trades examinations.
- g. Faculty - regular plantilla-based set of people of the LCU appointed to a faculty rank who are directly engaged in teaching, research and extension services.
- h. Faculty Rank - the classification of faculty into Professor, Associate Professor, Assistant Professor, and Instructor positions, which is further classified into sub-ranks pursuant to applicable laws, rules and regulations.
- i. FSB - refers to the Faculty Selection Board. This body shall assist the University/College President in selecting applicants for recommendation to the

governing board, which shall confirm appointments of faculty members to positions/ranks.

- j. FTDC - refers to the Faculty Training and Development Committee. This body shall be responsible for selecting and recommending faculty members who should attend specific training programs conducted by the LCU or by government agencies or duly accredited non-governmental organizations, local or foreign.
- k. Full Timer - regular faculty members occupying permanent Plantilla positions and rendering an equivalent of forty (40) hours of work a week. The 40 hours may consist of academic full load plus quasi-teaching administrative duties (consultation, preparation of lesson, checking of papers, and research and extension services).
- l. Full Load - consists of a number of hours spent in teaching or academic units plus quasi-teaching/administrative duties (consultation, preparation of lesson, checking of test papers, and research and extension services), the total of which is forty (40) hours of work a week.
- m. Governing Board - refers to the highest policy-making body of a chartered LCU. For chartered local universities, it is called the Board of Regents (BOR). For chartered local colleges, it is called the Board of Trustees (BOT).
- n. LCU - refers to the Local College or University established through an ordinance by the local government unit in the province, city, municipality or barangay.
- o. Merit System - a personnel system in which comparative merit or achievement governs the selection, utilization, training, retention and discipline of the faculty members in the LCU.
- p. Part Timer - a teaching staff member who is either occupying a regular plantilla position or hired through a contract of service or a job order whose work is part-time. (A contract of service or job order part timer is not a government employee as his/her service is not considered government service.)
- q. Personnel Action - any action denoting the movement or progress of personnel in the civil service.
- r. PES - refers to the performance evaluation system for faculty positions/ ranks. It shall be an organized, methodical and standardized system of evaluating the individual performance of faculty members for organizational effectiveness.
- s. Qualification Standards - is a statement of the minimum qualifications for a position, which shall include education, experience, training, civil service eligibility, and physical characteristics and personality traits required for the performance of the job or set of duties.
- t. The civil service eligibility can be dispensed with for appointment to faculty ranks; however, RA 10680 shall be required if the subjects to be taught are covered by bar/board laws.
- u. Rank - refers to academic rank or sub-rank assigned to a member of the faculty after evaluation in accordance with the common criteria and point allocation as may be

prescribed from time to time by a duly authorized agency.

u. **Reclassification** - involves a change in the classification of a position either as a result of a change in its duties and responsibilities sufficient to warrant placing the position in a different class, or as a result of a reevaluation of a position without a significant change in its duties and responsibilities.

v. **Recruitment** - the process of searching for and attracting potential applicants through announcements, assessments and related procedures to select the most qualified applicant for appointment to an appropriate position in the faculty.

w. **Research Output** - relevant scientific, technical, educational studies made.

x. **Selection** - the process of thoroughly screening qualified applicants for certain positions to determine the most qualified among them or to rank them based on their qualifications and professional potentials.

y. **Teaching Experience** - refers to the acquired number of years of service and quality of teaching performance.

z. **Upgrading** - involves the reallocation of the salary grade assignment of positions to a higher salary grade without change in its duties and responsibilities. The term upgrading refers to a class or positions and is not applied in individual cases. A class is upgraded in view of its perceived relative worth as compared to other classes of positions with similar salary grade assignments.

CHAPTER 4 PERSONNEL MANAGEMENT SYSTEMS AND STANDARDS

I. QUALIFICATION STANDARDS

GENERAL POLICY

The qualification standards for appointment and other personnel actions for faculty members shall be those provided under the ALCU Unified Merit System and such other issuances that may henceforth be issued.

POLICIES

1. Hereunder are the minimum qualification standards for appointment to faculty positions in the LCUs:

POSITION NAME	SG	EDUCATION	EXPERIENCE	TRAINING OUTPT	COMMUNITY EXTENSION SERVICE	ENRICH. ACTV
Instructor I	12	B.S. Degree + 6 units MA	None	None	Name required; RA 1080 (for courses requiring BAR or BOARD eligibility)	

POSITION TITLE	SC	EDUCATION	EXPERIENCE	TRAINING	RESEARCH OUTPUT	COMMUNITY EXTENSION SERVICE	ELIGIBIL- ITY
Instructor II	13	B.S. Degree + 12 units MA	1 year relevant experience	4 hrs of relevant training			Name required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Instructor III	14	B.S. Degree + 18 units MA	2 years of relevant experience + VS Performance Rating	8 hours of relevant training			Name required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Asst. Prof. I	15	B.S. Degree + 24 units MA	3 years of relevant experience + VS Performance Rating	15 hours of relevant training	- Local Unpublished Research - Action/ Applied Research in Any Discip- Line	- Outreach Program - Participative	Name required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Asst. Prof. II	16	Master's Degree	4 years of relevant experience + VS Performance Rating	20 hours of relevant training	- Local - Unpublished Research - Action/ Applied Research in Any Discip- Line	- Outreach Program - Participative	Name required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Asst. Prof. III	17	Master's Degree	4 years of relevant experience + VS Performance Rating	25 hours of relevant training	- Local - Unpublished Research - Action/ Applied Research in Any Discip- Line	- Outreach Program - Participative	Name required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Asst. Prof. IV	18	Master's Degree	4 years of relevant experience + VS Performance Rating	28 hours of relevant training	- Local - Unpublished Research - Action/ Applied Research in Any Discip- Line	- Outreach Program - Participative	Name required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Associate Professor I	19	MA	5 years of relevant experience + VS Performance Rating	30 hours of relevant training	Community- Based Action Research Published Research	Civic Welfare Service	Name required; RA 1080 (for courses requiring BAR or BOARD eligibility)

POSITION TITLE	SC	EDUCATION	EXPERIENCE	TRAINING	RESEARCH OUTCOME	COMMUNITY EXTENSION SERVICE	ELIGIBILITY
Associate Professor II	20	MA + 9 units Doctorate	5 years of relevant experience + VS Performance Rating	30 hours of relevant training	Community-Based Action Research Published Research	Civic Welfare Service	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Associate Professor III	21	MA + 18 units Doctorate	6 years of relevant experience + VS Performance Rating	35 hours of relevant training	Community-Based Action Research Published Research	Civic Welfare Service	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Associate Professor IV	22	MA + 24 units Doctorate	6 years of relevant experience + VS Performance Rating	35 hours of relevant training	Community-Based Action Research Published Research	Civic Welfare Service	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Associate Professor V	23	MA + Doctoral Academic Units Completed	7 years of relevant experience + VS Performance Rating	40 hours of relevant training	Community-Based Action Research Published Research	Civic Welfare Service	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Professor I	24	Doctoral Degree	8 years of relevant experience + VS Performance Rating	40 hours of relevant training	Scientific, Educational, Technical, Technological Research	Significant Contribution to Community Development	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Professor II	25	Doctoral Degree	8 years of relevant experience + VS Performance Rating	45 hours of relevant training	Scientific, Educational, Technical, Technological Research	Significant Contribution to Community Development	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Professor III	26	Doctoral Degree	9 years of relevant experience + VS Performance Rating	48 hours of relevant training	Scientific, Educational, Technical, Technological Research	Significant Contribution to Community Development	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)

POSITION TITLE	SC CODE	EDUCATION	EXPERIENCE	TRAINING	RESEARCH CREDIT	COMMUNITY EXTENSION SERVICE	ELIGIBILITY
Professor IV	27	Doctoral Degree	9 years of relevant experience + VS Performance Rating	50 hours of relevant training	Scientific, Educational, Technical, Technological Research	Significant Contribution to Community Development	None required; RA 1000 (for courses requiring BAR or BOARD eligibility)
Professor V	28	Doctoral Degree	10 years of relevant experience + VS Performance Rating	50 hours of relevant training	Scientific, Educational, Technical, Technological Research	Significant Contribution to Community Development	None required; RA 1000 (for courses requiring BAR or BOARD eligibility)
College Professor	29	Doctoral Degree	Holds Special Designation	Locally and Nationally Recognized for Academic Achieve- ment	Funded Research (Local and National, International Level)	Significant Contribution for National Development	None required; RA 1000 (for courses requiring BAR or BOARD eligibility)
University Professor	30	Doctoral Degree	Holds Special Designation	Locally and Nationally Recognized for Academic Achieve- ment	Funded Research (Local and National, International Level)	Significant Contribution for National Development	None required; RA 1000 (for courses requiring BAR or BOARD eligibility)

II. RECRUITMENT, SELECTION AND APPOINTMENT

A. RECRUITMENT AND APPOINTMENT

GENERAL POLICY

The LCU shall establish its own internal policies, procedures and guidelines for the recruitment and appointment of faculty members, which shall be submitted to the CSC for approval.

The established LCU policies and procedures on recruitment and appointment of faculty shall be in accordance with the following Civil Service policies and procedures:

POLICIES

1. Recruitment shall be limited to those who meet the minimum requirements prescribed for the position.
2. Transferees from other state or local universities and colleges may be



CIVIL SERVICE
COMMISSION
FEBRUARY 2012

MC No. 10, s. 2012

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Education Requirement for Faculty Positions In State Universities and Colleges (SUCs) and Local Colleges and Universities (LCUs)

Pursuant to CSC Resolution No. 1200638 dated April 17, 2012, the Commission amends CSC Memorandum Circular No. 19, s. 2005 dated November 3, 2005 (Model Merit Systems for Faculty Members of State Universities and Colleges and Local Colleges and Universities) and adopts the minimum education requirement for the following faculty positions in SUCs and LCUs:

Faculty Positions	Education Requirement
Instructor I to III (SUCs & LCUs)	Master's degree in the area of specialization
Assistant Professor I to IV (SUCs)	
Assistant Professor I (LCUs)	

The above qualification standards shall be the bases of the Civil Service Commission in attesting appointments for the above positions in the State Universities and Colleges and Local Colleges and Universities.

This Memorandum Circular shall take effect fifteen (15) days after the publication of CSC Resolution No. 1200638 dated April 17, 2012 in a newspaper of general circulation.


FRANCISCO M. DUQUE III, MD, MSC
Chairman

[JUN 05 2012]

CSC Resolution No. 1200638 dated April 17, 2012 was published on May 11, 2012 in Philippine Star

In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service

RE: CSC Resolution 1200638 dated April 17, 2012 On _____ Date _____ Year _____



MC No. 22, s. 2016

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Amendment of CSC MC No. 10, s. 2012 on the Education Requirement for Faculty Positions in State Universities and Colleges and Local Universities and Colleges

Pursuant to CSC Resolution No. 1600839 promulgated on 26 July 2016, the Commission amends CSC Memorandum Circular No. 10, series of 2012 on the education requirement for faculty positions in State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs), as follows:

1. The education requirement for the following faculty positions/ranks in SUCs and LUCs is a *master's degree in the area of specialization or its allied courses based on the CHED Memorandum Orders (CMO) on the policies, standards and guidelines of the subject course.*

Faculty Positions/Ranks	Education Requirement
For SUCs: Instructor I to III Assistant Professor I to IV	Master's degree in the area of specialization or its allied/related fields
For LUCs: Instructor I to III Assistant Professor I	

Note: Allied or related fields or programs to Master's degree shall be determined from the relevant CMOs on policies, standards and guidelines for undergraduate or graduate programs.



Promulgated: 15 May 2012

**QUALIFICATION STANDARDS
Amendment of CSC MC No. 10, s. 2012
re: Education Requirement for Faculty Positions
in State Universities and Colleges (SUCs) and Local
Universities and Colleges (LUCs)**

Number: 1600839
Promulgated: 15 May 2012

RESOLUTION

"The Civil Service Commission, as the central personnel agency of the Government, shall establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service. It shall strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability. x x x"

WHEREAS, Section 12(1), Chapter 3, Title I (A), Book V of Executive Order No. 292 (Administrative Code of 1987), provides that the Commission shall administer and enforce the constitutional and statutory provisions in the merit system for all levels and ranks in the Civil Service;

WHEREAS, under Section 22(1), Chapter 5 Title I, Book V of the Administrative Code of 1987, qualification standards shall be used, among others, as guides in appointments and other personnel actions to be administered in such manner as to continually provide incentives to officers and employees towards professional growth and foster the career system in the government;

WHEREAS, the Commission adopted the Model Merit System for faculty members of state universities and colleges (SUCs) and local universities and colleges (LUCs) by promulgating CSC Resolution No. 051404 dated October 6, 2005 which was circularized through CSC Memorandum Circular (MC) No. 19, s. 2005 dated November 3, 2005. Said Model Merit System for SUCs and LUCs included the qualification standards for appointment to faculty positions/ranks in the SUCs and LUCs;

WHEREAS, the Commission on Higher Education (CHED), in its Memorandum Order No. 40, s. 2008 dated July 31, 2008, adopted and promulgated the Manual of Regulations for Private Higher Education (MORPHE) of 2008 which shall be applicable to all private higher education institutions operating under authority of the CHED. In particular, Item 1, Section 35 (Minimum Faculty Qualifications), Article VIII (Internal Organization: Academic and Non-Academic Personnel) provides, as follows:

"Section 35. Minimum Faculty Qualifications. The minimum qualifications of a faculty in a higher education institution shall be as follows:

1) For undergraduate programs

- a) Holder of a master's degree, to teach mainly in his/her major field and where applicable, a holder of appropriate professional license requiring at least a bachelor's degree for the professional courses. However, in specific fields where there is dearth of holders of Master's degree, a holder of a professional license requiring at least a bachelor's degree may be qualified to teach. Any deviation from this requirement will be subject to regulation by the Commission [CHED].

In accordance to Section 15, paragraph 1, article 10, Rule 10, and Article 11, Rule 11, CSC Circular No. 051404 dated October 6, 2005.

- b) For Physical Education: A holder of a degree in Bachelor of Science in Physical Education, or Bachelor of Science in Education, with major or minor in physical education, or any other bachelor's degree with certificate in physical education.
- c) For Music Education: A holder of a degree in Bachelor of Music, or Bachelor of Science, with major or minor in music, or any other bachelor's degree with certificate in music."

WHEREAS, the CHED issued Memorandum No. 30, s. 2009 dated September 9, 2009 which provides that the MORPHE of 2008 shall also be applicable to SUCs and LUCs as it is for private higher education institutions, further directing all SUCs and LUCs to comply with the provisions of the Manual;

WHEREAS, the Commission, through its Resolution No. 1200638 dated April 17, 2012 amended CSC MC No. 19, s. 2005 dated November 3, 2005 and set the minimum education requirement of Master's degree in the area of specialization to the faculty positions of Instructor I to III in SUCs and LUCs, Assistant Professor I to IV in SUCs and Assistant Professor I in LUCs;

WHEREAS, the CHED created the Technical Working Group on Vertical Articulation (TWG-VA) tasked to: (1) determine the allied fields per program as stated in CHED Memorandum Orders (CMOs) for the different disciplines and those to be proposed by the SUCs and LUCs to be submitted to the Technical Panel/Committee for consideration; (2) prepare the list of programs where there is dearth of holders of master's degree in the area of specialization; (3) conduct initial evaluation of the proposed amendments of Qualification Standards (QS) for faculty positions of SUCs/LUCs in relation to NBC 461 and submit recommendations to CSC; and (4) propose amendments to CSC MC No. 10, s. 2012 to include allied fields;

WHEREAS, upon the recommendation of the TWG-VA, in its Resolution No. 02-2015 dated December 7, 2015, the CHED Commission en banc proposed "to request the CSC to clarify the 'Area of Specialization' as provided in CSC Memorandum Circular No. 10, series of 2012 and to include the Relevant/Allied Courses based on the list provided by CHED for master's degree requirement for faculty position in SUCs and LUCs".

WHEREAS, the Legal Education Board (LEB), which is mandated by law to administer the legal education system and to supervise the law schools in the country, issued its Resolution No. 2014-02 dated 10 December 2014 prescribing, among others, that the "members of the law faculty are required to be holders of the degree of Master of Laws." The implementation of said rule shall be gradual such that law schools shall follow the required percentage¹ of holders of the master of laws degree in the law faculty, as follows:

1. School Year 2017 – 2018 – 20%
2. School Year 2018 – 2019 – 40%
3. School Year 2019 – 2020 – 60%
4. School Year 2020 – 2021 – 80%

WHEREAS, the CSC has been receiving various inquiries and requests for clarification on the policies regarding the education requirement for faculty members in SUCs and LUCs particularly on the vertical articulation of the master's degree to its undergraduate degree;

¹ Para. 2, Item 2 of LEB Resolution No. 2014-02 states that "In computing the percentage, those who are exempted from the rule shall be included."

WHEREFORE, the Commission **RESOLVES** to **AMEND** CSC Memorandum Circular No. 10, s. 2012 on the education requirement for certain faculty positions in SUCs and LUCs as follows:

1. The education requirement for the following faculty positions/ranks in State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs) is a master's degree in the area of specialization or its allied courses based on the CMO on the policies, standards and guidelines of the subject course:

Faculty Positions/Ranks	Education Requirement
For SUCs: Instructor I to III Assistant Professor I to IV	Master's degree in the area of specialization or its allied/related fields
For LUCs: Instructor I to III Assistant Professor I	

Note: Allied or related fields or programs to Master's degree shall be determined from the relevant CHED Memorandum Orders (CMOs) on policies, standards and guidelines for undergraduate or graduate programs.

The education requirement for the above faculty positions/ranks in SUCs and LUCs is primarily a master's degree in the program to which the item of the faculty position/rank belongs.

The allied or related fields or programs to the Master's degree which can be determined from the relevant CHED Memorandum Orders (CMOs) on policies, standards and guidelines for undergraduate or graduate programs shall be considered appropriate education requirement for the faculty positions/ranks in that program.

In the recruitment and promotion of faculty members in the SUCs and LUCs, vertical articulation of the master's degree with the undergraduate degree should not be an issue as the point of consideration is the master's degree and not the undergraduate degree of the candidate.

Illustration:

Faculty/ Position/Rank (Program where the faculty position/rank belongs)	Education Requirement
Instructor I (Business Administration)	Master's degree in Business Administration or in any of its allied programs as shown in CMO No. 39, s. 2006
Assistant Professor I (Information Technology)	Master's degree in Computer Science or in any of its allied programs as shown in CMO No. 53, s. 2006

2. For faculty positions for professional courses/subjects of a particular board program, the education requirement shall be master's degree in the program or in allied or related fields.²

Illustration:

*Faculty Position/Rank (Program where
the faculty position/rank belongs)*

Education Requirement

Instructor II (Accountancy)

*Master's degree in
Accountancy or in any of its
affiliated programs as shown in
CMO No. 3, s. 2007*

Professor I (Law)

*Master of Law (Percentage of
Facility of Law shall follow the
LEB Resolution No. 2014-02
dated 10 December 2014)*

The above qualification standards shall be the bases of the Civil Service Commission in attesting appointments for the above positions in SUCs and LCUs.

This Resolution shall take effect fifteen (15) days from its publication in a newspaper of general circulation.

Quezon City.

Alicia dela Rosa-Bata
ALICIA dela ROSA-BATA
Chairperson

ROBERT S. MARTINEZ
ROBERT S. MARTINEZ
Commissioner

VACANT
Commissioner

Attested By:

Dolores B. Bonifacio
DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office

The education requirement for the above faculty positions/ranks in SUCs and LUCs is primarily a master's degree in the program to which the item of the faculty position/rank belongs.

The allied or related fields or programs to the Master's degree which can be determined from the relevant CMOs on policies, standards and guidelines for undergraduate or graduate programs shall be considered appropriate education requirement for the faculty positions/ranks in that program.

In the recruitment and promotion of faculty members in the SUCs and LUCs, vertical articulation of the master's degree with the undergraduate degree should not be an issue as the point of consideration is the master's degree and not the undergraduate degree of the candidate.

Illustration:

<u>Faculty Position/Rank (Program where the faculty position/rank belongs)</u>	<u>Education Requirement</u>
<i>Instructor I (Business Administration)</i>	<i>Master's degree in Business Administration or in any of its allied programs as shown in CMO No. 39, s. 2006</i>
<i>Assistant Professor I (Information Technology)</i>	<i>Master's degree in Computer Science or in any of its allied programs as shown in CMO No. 53, s. 2006</i>

2. For faculty positions for professional courses/subjects of a particular board program, the education requirement shall be master's degree in the program or in allied or related fields¹.

Illustration:

<u>Faculty Position/Rank (Program where the faculty position/rank belongs)</u>	<u>Education Requirement</u>
<i>Instructor II (Accountancy)</i>	<i>Master's degree in Accountancy or in any of its allied programs as shown in CMO No. 3, s. 2007</i>

¹ The eligibility requirement is appropriate RA 1080 per Item 1, Section 35, Article VIII of CHED Memorandum Order No. 40, s. 2008 (Manual of Operations for Private Higher Education (MOPHE) of 2008.



Gov. Alfonso D. Tan College
Maloro, Tangub City

FACULTY

B – Recruitment and Selection

- Merit System



Gov. Alfonso D. Tan College
Maloro, Tangub City

GOV. ALFONSO D. TAN COLLEGE NEW MERIT SYSTEM

Pursuant to the provisions of Section 32, Book V of Administrative Code of 1987 (Executive Order No. 292), CSC Memorandum Circular No. 3, 1979 as amended by CSC Memorandum Circular No. 18, s. 1988 and CSC Memorandum Circular No. 38, s. 1989, as further amended by CSC Memorandum Circular No. 40, s. 1998, CSC Memorandum Circular No. 15, s. 1999, CSC Memorandum Circular No. 8, s. 1999, and CSC Memorandum Circular No. 3, s. 2001, CSC Memorandum Circular No. 19, s. 2005 dated November 3, 2005, CSC Memorandum Circular No. 10, s. 2012, CSC Memorandum Circular No. 17, s. 2013, CSC Memorandum Circular No. 22, s. 2016, CSC Memorandum Circular No. 25, s. 2017 and 2017 Omnibus Rules on Appointments and other Human Resource Actions (Revised July 2018), the DBM National Budget Circular No. 461, the following policies and guidelines governing the GOV. ALFONSO D. TAN COLLEGE NEW MERIT SYSTEM FOR FACULTY AND ACADEMIC STAFF, are hereby established.

CHAPTER 1. OBJECTIVE

It is the policy of the College to strictly adhere to the principles of merit, fitness and equal opportunity principle. The selection of employees shall be used on their relative qualifications and competence to perform the duties and responsibilities of the position. There shall be no discrimination in the selection of the employees on account of religion, ethnicity, disability, political affiliation, civil status, and gender in consonance with accepted ethical standards. In this pursuit, the Gov. Alfonso D. Tan College New Merit System aims to:

1. Establish a sound procedure for recruitment, selection and appointment, reward, and promotion;
2. Create and provide equal opportunities for career development;
3. Enhance individual and organizational effectiveness and productivity;
4. Develop qualified, committed and motivated faculty and academic staff;
5. Provide a guide for speedy and fair resolution of complaints and grievances; and,
6. Provide a framework for personnel discipline

CHAPTER 2. SCOPE

This New Merit System shall cover all closed career positions of the College. These are the positions or ranks in the faculty such as the following:

<u>FACULTY RANK</u>	<u>SUB-RANKS</u>
Instructor	I - III
Assistant Professor	I - IV
Associate Professor	I - V
Professor	I - V
College Professor	
University Professor	

CHAPTER 3. DEFINITION OF TERMS

- a. **Appointing Authority** – is the person or body authorized by law to make appointments in the Philippine Civil Service.
- b. **Association of Local Colleges and Universities (ALCU)** – the recognized organization of all chartered local colleges and universities established by the different local government units.
- c. **Board of Trustees (BOT)** - refers to the highest policy-making body of (Gov. Alfonso D. Tan College) a chartered college.
- d. **Career Service** – positions in the civil service characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.
- e. **Civil Welfare Program** – is a program contributory to the general welfare and betterment of life for the members of the community on the enhancement of its facilities, especially those devoted to improving health, education, environment, entrepreneurship, safety, recreation and moral of the citizenry and other social welfare.
- f. **Closed Career Position** - any position in the faculty and academic staff of the college.
- g. **Co-Initiator** – refers to a faculty member whom one works typically with someone in a similar role or acts as similar level within the group initiating major social reforms in the community.
- h. **College** – refers to Gov. Alfonso D. Tan College established through an ordinance by the local government unit of Tangub City.
- i. **Community Extension Service** – any development-oriented program or service provided internally or externally by the College.

- j. **Community Outreach Program** – is program initiated by the group usually done to aid/provide services to the people who need it.
- k. **Eligibility** – refers to the result of passing a merit and fitness test which may be determined as far as practicable by competitive examination, or based on highly technical qualifications or other tests of merit and fitness conducted by the Civil Service Commission, or other examinations jointly designed and coordinated by the departments or agencies with the assistance of or in coordination with the CSC, or the Professional Regulation Commission (PRC) conducted board examinations, the Supreme Court conducted bar examinations, or TESDA conducted crafts and trades examinations.
- l. **Faculty** – regular plantilla-based set of people of the college appointed to a faculty rank who are directly engaged in teaching, research and extension services.
- m. **Faculty Rank** - the classification of faculty into Professor, Associate Professor, Assistant Professor, and Instructor positions, which is further classified into sub-ranks pursuant to applicable laws, rules and regulations.
- n. **FSB** – refers to the Faculty Selection Board. This body shall assist the Appointing Authority in selecting applicants for recommendation to the governing board, which shall confirm appointments of faculty members to positions/ranks.
- o. **FTDC** – refers to the Faculty Training and Development Committee. This body shall be responsible for selecting and recommending faculty members who should attend specific training programs conducted by the college or by government agencies or duly accredited non-governmental organizations, local or foreign.
- p. **Full Timer** – regular faculty members occupying permanent plantilla positions and rendering an equivalent of forty (40) hours of work a week. The 40 hours may consist of academic full load plus quasi-teaching administrative duties (consultation, preparation of lesson, checking of papers, and research and extension services).
- q. **Full Load** - consists of a number of hours spent in teaching or academic units plus quasi-teaching/administrative duties (consultation, preparation of lesson, checking of test papers, and research and extension services), the total of which is forty (40) hours of work a week.
- r. **Human Resource Action** - any action denoting the movement or progress of human resource in the civil service such as promotion, transfer, reappointment, reinstatement, reemployment, reclassification, detail, reassignment, secondment, demotion and separation.
- s. **New Merit System** - a new personnel system in which comparative merit or achievement governs the selection, utilization, training, retention and discipline of the faculty members in the college.
- t. **Part Timer** – a teaching staff member who is either occupying a regular plantilla position or hired through a contract of service or a job order whose work is part-time. (A

contract of service or job order part timer is not a government employee as his/her service is not considered government service.)

- u. **Program Initiator** – refers to a faculty member who is responsible for initiating major social reforms in the community.
- v. **Qualification Standards** – is a statement of the minimum qualifications for a position, which shall include education, experience, training, civil service eligibility, and physical

characteristics and personality traits required for the performance of the job or set of duties.

The civil service eligibility can be dispensed with for appointment to faculty ranks; however, RA 1080 shall be required if the subjects to be taught are covered by bar/board laws.

w. **Rank** – refers to academic rank or sub-rank assigned to a member of the faculty after evaluation in accordance with the common criteria and point allocation as may be prescribed from time to time by a duly authorized agency.

x. **Reclassification** – involves a change in the classification of a position either as a result of a change in its duties and responsibilities sufficient to warrant placing the position in a different class, or as a result of a reevaluation of a position without a significant change in its duties and responsibilities.

y. **Recruitment** - the process of searching for and attracting potential applicants through announcements, assessments and related procedures to select the most qualified applicant for appointment to an appropriate position in the faculty.

z. **Research Output** –relevant scientific, technical, educational studies made.

aa. **Selection** - the process of thoroughly screening qualified applicants for certain positions to determine the most qualified among them or to rank them based on their qualifications and professional potentials.

bb. **SPMS** – refers to Strategic Performance Management System for faculty positions/ranks. It shall be an organized, methodical and standardized system of evaluating the individual performance of faculty members for organizational effectiveness.

cc. **Teaching Experience** – refers to the acquired number of years of service and quality of teaching performance.

dd. **Upgrading** – involves the reallocation of the salary grade assignment of positions to a higher salary grade without change in its duties and responsibilities. The term upgrading refers to a class or positions and is not applied in individual cases. A class is upgraded in view of its perceived relative worth as compared to other classes of positions with similar salary grade assignments.

CHAPTER 4. PERSONNEL MANAGEMENT SYSTEMS AND STANDARDS

I. QUALIFICATION STANDARDS

GENERAL POLICY

The qualification standards for appointment and other personnel actions for faculty members shall be those provided under the GADTC New Merit System and such other issuances that may henceforth be issued.

POLICIES

1. Hereunder are the minimum qualification standards for appointment to faculty positions in the College:

POSITION TITLE	SG	EDUCATION	EXPERIENCE	TRAINING	RESEARCH OUTPUT	COMMUNITY EXTENSION SERVICE	ELIGIBILITY
Instructor I	12	Master's Degree in the area of specialization or its allied/related fields	None	None			None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Instructor II	13	Master's Degree in the area of specialization or its allied/related fields	1 year relevant experience	8 hours of relevant training		Participation to outreach program	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Instructor III	14	Master's Degree in the area of specialization or its allied/related fields	2 years of relevant experience + VS Performance Rating	16 hours of Relevant Training	<ul style="list-style-type: none"> • Local research • Unpublished and national presented Research • Action/Applied Research in any Discipline 	-outreach Program -participative	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Assistant Professor I	15	Master's Degree in the area of specialization or its allied/related fields	3 years of relevant experience + VS Performance Rating	24 hours of Relevant Training	<ul style="list-style-type: none"> • Local research • Unpublished and national presented Research • Action/Applied Research in any Discipline 	-outreach Program -participative	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Assistant	16	Master's	4 years of	24 hours of	<ul style="list-style-type: none"> • Local research -outreach 		None required;

Professor II	Degree in the area of specialization or its allied/related fields	relevant experience + VS Performance Rating	Relevant Training	• Unpublished and national presented Research • Action/Applied Research in any Discipline	Program -co-initiator	RA 1080 (for courses requiring BAR or BOARD eligibility)
Assistant Professor III	Master's Degree in the area of specialization or its allied/related fields	4 years of relevant experience + VS Performance Rating	24 hours of relevant training	• Local research • Unpublished and national presented Research • Action/Applied Research in any Discipline	-outreach Program Initiator	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Assistant Professor IV	Master's Degree in the area of specialization or its allied/related fields	5 years of relevant experience + VS Performance Rating	24 hours of relevant training	• Local research • Unpublished and national presented Research • Action/Applied Research in any Discipline	-outreach Program Initiator	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Associate Professor I	MA + 9 units Doctorate	6 years of relevant experience + VS Performance Rating	40 hours of relevant training	• Action/Applied Research • Published Research	RA 1080 (for courses requiring BAR or BOARD eligibility)	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Associate Professor II	MA + 21 units Doctorate	6 years of relevant experience + VS Performance Rating	40 hours of relevant training	•Community-Based Action Research •Published Research	Civic Welfare Service	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Associate Professor III	MA + 33 units Doctorate	6 years of relevant experience + VS Performance Rating	40 hours of relevant training	•Community-Based Action Research •Published Research	Civic Welfare Service	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Associate Professor IV	MA + 45 units Doctorate	7 yrs of rel. experience + VS Performance Rating	40 hours of Relevant training	•Community-Based Action Research •Published Research	Civic Welfare Service	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Associate Professor V	MA + Doctoral Academic Units Completed	7 yrs of rel. experience + VS Performance	40 hours of Relevant training	•Community-Based Action Research •Published	Civic Welfare Service	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)

			Rating		Research		
Professor I	24	Doctoral Degree	8 yrs of rel. experience + VS Performance Rating	72 hours of Relevant training	• Scientific, Educational, Technical, Technological Research	Significant Contribution to Community Development	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Professor II	25	Doctoral Degree	8 yrs of rel. experience + VS Performance Rating	72 hours of Relevant training	• Scientific, Educational, Technical, Technological Research	Significant Contribution to Community Development	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Professor III	26	Doctoral Degree	9 yrs of rel. experience + VS Performance Rating	72 hours of Relevant training	• Scientific, Educational, Technical, Technological Research	Significant Contribution to Community Development	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Professor IV	27	Doctoral Degree	9 yrs of rel. experience + VS Performance Rating	72 hours of Relevant training	• Scientific, Educational, Technical, Technological Research	Significant Contribution to Community Development	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Professor V	28	Doctoral Degree	10 yrs of rel. experience + VS Performance Rating	72 hours of Relevant training	• Scientific, Educational, Technical, Technological Research	Significant Contribution to Community Development	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
College Professor	29	Doctoral Degree	Holds Special Designation	Locally and National Recognized for Academic Achievement	• Funded Research (Local and National International Level)	Significant Contribution to National Development	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
University Professor	30	Doctoral Degree	Holds Special Designation	Locally and National Recognized for Academic Achievement	• Funded Research (Local and National International Level)	Significant Contribution to National Development	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)

II. RECRUITMENT, SELECTION AND APPOINTMENT

RECRUITMENT AND APPOINTMENT

GENERAL POLICY

The policies, rules and procedures to be observed in the recruitment and appointment of faculty and academic staff are as follows:

POLICIES

1. Recruitment shall be limited to those who meet the minimum requirements prescribed for the position.

2. Transferees from other state or local universities and colleges may be admitted at their present faculty rank in the absence of qualified faculty members in the College.
 3. Qualification standards for faculty members shall be those as provided in GADTC New Merit System.
 4. If a faculty member is appointed as College President, he/she loses his/her faculty rank. However, if it is a designation, he/she retains his/her faculty rank.
 5. The statuses of appointment for the members of the faculty are the following:
 - a. Permanent appointment shall be issued to a person who meets the qualification standards established for the faculty rank or academic staff position subject to a probationary period which shall be for four (4) consecutive semesters.
- Probationary period refers to the period of actual service following the issuance of a permanent appointment wherein the appointee undergoes a thorough character investigation and assessment of capability to perform the duties of the position enumerated in the Position Description Form (PDF).
- b. Temporary appointment may be issued, subject to the provisions of Civil Commission Memorandum Circular No. 25, s. 2017 and other existing policies, to a person when there are no available qualified faculty in the region, place or locality as certified by the appointing authority.
- Temporary appointment maybe issued until the required master's degree is met/complied with within 12 months or 1 year from the date of issuance of the temporary appointment.
- The renewal of temporary appointment issued in the absence of qualified faculty shall be limited to five (5) times only reckoned from the issuance of the first temporary appointment provided that the result of the performance evaluation is at least very satisfactory in the last rating period.
- Appointees under temporary status do not have security of tenure and may be separated from the service with or without cause. As such, this shall not be considered illegally terminated and, hence, not entitled to claim back wages and/or salaries and reinstatement.
- The employment or service of appointees under temporary status may be terminated without necessarily being replaced by another. Temporary appointees may also be replaced within the 12-month period by qualified eligible or even by non-eligible.

temporary appointee prior to termination of service/removal or replacement.

- c. A contractual appointment may be issued to a faculty member when the exigency of the service requires, subject to existing policies. Such appointment is for limited period not to exceed one school year. The appointing authority shall indicate the inclusive period covered by the appointment for crediting services.

A contractual appointment should not be confused with contract of service since the service under the latter is not considered as government service. Contract of service does not give rise to employer-employee relationship between the individual and the government, which is not true with contractual appointment.

- d. A part-time appointment may be issued to a regular plantilla position, either as permanent, if the requirements of the position are met; or as temporary, if one of the requirements is not met.

Part-time appointment to a regular plantilla position is different from part-time teaching covered by a contract of service or a job order. The former is submitted to the CSC as it involves appointment to a regular plantilla position, only that the work is part-time.

Service under a part-time appointment is considered government service and forms part of the faculty member's service record.

On the other hand, part-time teaching covered by a contract of service or a job order does not give rise to employer-employee relationship between the College and the person hired, and it is stipulated in the contract that services rendered cannot be accredited as government service. Furthermore, the teaching staff member covered by a contract of service or a job order is not entitled to benefits enjoyed by government employees.

The appointing authority shall appoint faculty member based on criteria established by the college.

PROCEDURES ON RECRUITMENT AND APPOINTMENT

The College shall recruit and appoint its faculty members in accordance with the following procedures:

1. The College shall create a "Faculty Selection Board" herein referred to as the Board. This body shall assist the Appointing Authority in selecting applicants or candidates for appointment to faculty positions/ranks.

2. The members of the Board created in are the following:
 - a. The Vice President for Academic Affairs as Chairman;
 - b. The Dean where the vacancy exists;
 - c. The Human Resource Management (HRM) Officer as the board Secretary, who shall continuously make an inventory of all vacant positions and coordinate with the institute Dean in determining qualified insiders who may be considered for appointment. He/She shall keep records of the proceedings of the Board and maintain all records or documents, keeping them in readiness for inspection and audit by the Civil Service Commission;
 - d. Faculty and Staff Club President;
 - e. A ranking faculty member chosen by the College President;
 - f. Program of the Institute to which the appointee will be assigned; and
 - g. A ranking professor whose specialization is in line with the nature of the teaching position to be filled who shall be chosen by the Dean needing such expertise.
3. The Board shall make its activities and decisions as transparent as possible by coordinating with the HRM Office.
4. The HRMO shall list candidates aspiring for the vacant position, either from within or outside the College.
5. The HRMO shall conduct preliminary evaluation of the qualifications of all candidates. Those initially found qualified shall undergo further assessment such as written examination, skills test, interview and others. After which, a selection line-up shall be prepared and posted in three (3) conspicuous places in the college for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice.
6. The HRMO shall notify all applicants of the outcome of the preliminary evaluation.
7. The HRMO shall submit the selection line-up to the Board for its deliberation en banc.
8. The Board shall make a systematic assessment of the competence and qualifications of candidates for appointment to the corresponding level or positions, evaluate and deliberate en banc the qualifications of those listed in the selection line-up.

9. The Board shall submit a comprehensive evaluation report of all the candidates screened for appointment so that the Appointing Authority will be guided in choosing the candidates who can efficiently perform the duties and responsibilities of the position to be filled. This evaluation report should not only specify whether the candidates meet the qualification standards of the position but should also include observations and comments on the candidates' competence and other qualifications that are important in the performance of the duties and responsibilities of the position to be filled. Likewise, information about the candidates' preference of assignment should be mentioned in the report.
10. The evaluation report should specify the top five ranking candidates whose over-all point scores are comparatively at par based on the comparative assessment in terms of performance, education and training, experience and outstanding accomplishments, and other relevant criteria.
11. The evaluation report should be submitted to the Appointing Authority who shall make the official recommendation to the Board of Trustees for confirmation.
12. The governing board shall assess the merits of the FSB's evaluation report of candidates screened for appointment and in the exercise of sound discretion, select, in so far as practicable, from among the top five ranking candidates deemed most qualified for appointment to the vacant position.
13. The top five ranking candidates, however, should be limited to those whose overall point scores are comparatively at par based on the comparative assessment.
14. To determine candidates who are comparatively at par, the FSB shall set reasonable difference or gap between point scores of candidates for appointment.
15. The Appointing Authority shall issue the appointment in accordance with the provisions of the GADTC Merit Selection Plan approved by the governing board and submitted to the CSC.
16. The HRMO shall post a notice announcing the appointment of an employee in three (3) conspicuous places in the College a day after the issuance of the appointment for at least fifteen (15) days. The date of posting should be indicated in the notice.

B. PROMOTION

POLICIES

1. A faculty member may be considered for promotion to a higher faculty rank/sub-rank on the basis of the minimum requirements (education, training, scholarship grants, and eligibility, whenever necessary) of the position, including performance rating of at least Very Satisfactory during the last two (2) rating periods.
 2. In cases where the competence and qualification of two or more faculty members are comparatively at par, preference shall be given to the candidate in the institute where the vacancy exists.
 3. The filing and pendency of an administrative case against a faculty member shall not constitute a disqualification from promotion.
 4. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
 5. Positions belonging to the closed career system are exempted from the three-salary grade limitation on promotion.
 6. A faculty member who is on local or foreign scholarship or training grant or pregnant or on maternity leave or on secondment may be considered for promotion.
- For this purpose, the performance ratings to be considered shall be the two ratings immediately prior to the scholarship or training grant or maternity leave or secondment.
- If promoted, the effective date of the promotional appointment, including those on secondment, shall be after the scholarship or training grant or maternity leave or upon assumption to duty.

PROCEDURES FOR PROMOTION

1. The HRMO or a duly authorized representative of the College upon approval of the President/Governing Board, shall cause the posting of all vacant positions or ranks to be filled.
2. The FSB shall evaluate the candidates' credentials or documents submitted to it by the HRMO of the College or its duly authorized representative and submit a comprehensive evaluation report of candidates screened for promotion to the Appointing Authority, who shall make the recommendation to the Governing Board for its confirmation. The FSB shall accordingly inform the candidates of the results of the evaluation through the HRMO.

3. All promotional appointments, including the upgrading/reclassification of positions/ranks, shall be posted in at least three (3) conspicuous places throughout the college to enable aggrieved parties to file their protest within fifteen (15) days from the date of notice of the promotion/upgrading/reclassification.

III. CAREER AND PERSONNEL DEVELOPMENT

GENERAL POLICY

The College shall develop a career and personnel development program for faculty members which shall include provisions on training, including foreign and local scholarships and training grants, job rotation, counseling, mentoring and other HRD interventions.

The career and personnel development program shall form part of the GADTC New Merit System.

A. HUMAN RESOURCE DEVELOPMENT INTERVENTIONS

To achieve the main objective of the College personnel development program in bringing about highly educated and professional faculty members, the following policies are promulgated:

POLICIES

1. The College shall develop and implement a continuing program of training and development for its faculty members.
2. The College shall encourage its faculty members to pursue relevant local and foreign-assisted training/scholarship grants, attend seminars, conferences, workshops or related human resource development courses.
3. Selection of participants in training programs shall be based on actual needs for specialization and enhancement of competence, taking into consideration organizational priorities.
4. Preference shall be given to candidates with permanent appointment.
5. The College may adopt other human resource development interventions such as the following:
 - a. Counseling – entails a one-on-one close interaction between a faculty member and a supervisor to jointly look at problems besetting him/her, which affect his/her performance and relationships with others. It is used generally as a corrective approach in helping an employee overcome his/her problem, which may be either personal or work related.

b. Mentoring – a mechanism that guides a faculty member to the inner network of the College, which may assist him/her in career advancement.

It involves a manager's investment on a high potential faculty member, providing an objective assessment of one's strength and weaknesses and ensuring opportunities to address them. This mechanism allows the faculty member to clarify "ambiguous" expectations of the College and facilitates career growth.

c. Job Rotation – the sequential or reciprocal movement of a faculty member from one office to another or from one institute to another within the same College as a means for developing and enhancing the potentials of people in an organization by exposing them to the various functions of the college.

The duration of the job rotation shall be within the period prescribed by the College President but shall not exceed twelve (12) months.

PROCEDURES

1. The College shall create a "Faculty Training and Development Committee (FTDC)" to be composed of the Vice-President for Academic Affairs as Chair; Vice-President for Administration and Business Affairs as Vice-Chair; President of CSC-accredited Faculty Association, or if there is no accredited faculty association, representative chosen through general election, as member; Dean where the field of grant/scholarship/training occurs, as member; HRMO, as Secretary. The term of its members shall be two (2) years. This Committee shall formulate its own rules for approval by the President subject to established CHED, CSC, and College policies. Its main function shall be that of selecting and recommending those who should attend specific training programs conducted by the College or by government agencies or duly accredited non-governmental organizations, local or foreign.
2. Each Dean shall determine training needs of his/her faculty members through training needs analysis in accordance with organizational priorities. He/She shall submit annually to the President, through the FTDC, his/her plan embodying the kind of training programs and the names of those who shall attend such program.
3. The FTDC, through the HRMO, shall inform all faculty members concerned about the study grants and scheduled seminars/conferences or workshops and invite qualified faculty members to avail of such program.

4. The participant or recipient of a training grant/scholarship agreement in accordance with existing rules and regulations shall submit a report on the prescribed form on the training he/she has completed and furnish the HRMO a copy of the training certificate he/she has received and report of activities for entry in his/her personnel files. The trainee shall also be given the opportunity to share with his/her colleagues what he/she has learned.

IV. PERFORMANCE MANAGEMENT/PERFORMANCE EVALUATION SYSTEM

GENERAL POLICY

The College adopt the CSC Strategic Performance Management System (SPMS) for faculty positions and ranks to be administered in such manner as to continuously foster the improvement and efficiency of the faculty members as well as effectiveness of the organization. It is an organized, methodical and standardized system of evaluation for faculty members for organizational effectiveness. Said system shall be administered in accordance with the rules and regulations and standards established by the Civil Service Commission. The CSC may assist the College in establishing its performance evaluation system.

The CSC-approved SPMS shall form part of the College New Merit System.

POLICIES

1. The performance rating of a faculty member shall be used as basis for promotion or giving of incentives and rewards.
2. The Strategic Performance Evaluation System shall provide five adjectival ratings:
 - a. Outstanding
 - b. Very satisfactory
 - c. Satisfactory
 - d. Unsatisfactory
 - e. Poor
3. No faculty member shall be considered for promotion without a record of at least two (2) successive performance ratings of at least Very Satisfactory immediately preceding the assessment of candidates for advancement to higher positions or ranks.

4. The college shall develop its own SPMS in accordance with CSC policies to be approved by the CSC Regional Office concerned.
5. A Performance Management Team (PMT) shall be created in the college with composition and responsibilities as follows:

Composition:

Chairman	: Executive Vice President
Members	: HRM Officer
	VP for Administration and Finance
	Accountant
	Head, Budget Office
	VP for Academic Affairs
	Head, Quality Management and Development Office
	Faculty and Staff Club President

Responsibilities of PMT:

1. Sets consultation meeting of all Deans and Heads of Offices for the purpose of discussing the targets set in the Office Performance Commitment and Rating Form.
2. Ensures that Offices and Institutes performances targets and measures, as well as the budget are aligned with those of the agency and that work distribution of institutes/offices/units is rationalized.
3. Recommends approval of the Office Performance Commitment and Rating to the College President.
4. Acts as appeals body and final arbiter for performance management issues of the College.
5. Identifies potential top performers and provide inputs to the PRAISE Committee for grant of rewards and incentives.
6. Adopts its own internal rules, procedures and strategies in carrying out the above responsibilities including schedule of meetings and deliberations, and delegation of authority to representatives in case of absence of its members.
6. Other features and details of the performance evaluation system shall be reflected in the system that the College will adopt as approved by the Civil Service Commission.

V. PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)

GENERAL POLICY

There shall be an established suggestions and incentive award system in the College which shall encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding officials and faculty members individually or in group for their suggestions, inventions, superior accomplishment and other personnel efforts which contribute to the efficiency, economy or other improvement in government or for other extraordinary acts or services in the public service.

POLICIES

1. The System shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.
2. The System shall give emphasis on the timeliness of giving award or recognition. Aside from conferment of awards during the traditional or planned awarding ceremonies, the spirit of on-the-spot grant of recognition shall be institutionalized.
3. The System shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of faculty members through formal and informal modes.
4. For this purpose, the System shall encourage the grant of non-monetary awards. Monetary awards shall be granted only when the suggestions, inventions, superior accomplishments and other personal efforts result in monetary savings, which shall not exceed twenty (20) percent of the savings, generated.
5. At least five (5) percent of the HRD Funds shall be allocated for the System and incorporated in the College Annual Work and Financial Plan and Budget.
6. The System shall be institutionalized through the creation of a PRAISE Committee in the College.
7. The PRAISE Committee shall preferably have the following composition:
 - a. Executive Vice President who will act as chairperson;
 - b. VP for Administration and Finance
 - c. VP for Academic Affairs

- d. Head of the financial unit or equivalent;
 - e. VP for Planning, Quality Management & External Affairs;
 - f. Highest ranking employee in charge of human resource management or the career service employee directly responsible for personnel management; and
 - g. Two (2) representatives from the faculty who shall serve for two (2) years and elected at large or designated by the registered faculty union in the absence of an accredited faculty union.
8. The College President shall be responsible in overseeing the System's operation and the Human Resource Management Unit shall serve as the System's Secretariat.
9. The PRAISE Committee shall ensure that productivity, innovative ideas, suggestions and exemplary behavior can be identified, considered, managed and implemented on a continuing basis to cover all faculty ranks.
10. The PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the College. The College may, however, employ an external or independent body to assist the PRAISE Committee to judiciously and objectively implement the system of incentives and awards.
11. The PRAISE Committee shall establish its own internal procedures and strategies. Membership in the Committee shall be considered part of the member's regular duties and functions.
12. The College shall encourage improved productivity and efficiency among faculty members through appropriate recognition based on performance, innovations, ideas and exemplary behavior.
13. All permanent members of the faculty with regular plantilla items who meet the criteria for each specific award shall be entitled to receive the award including those whose responsibilities include the making of suggestions, formulation of plans and policies or making recommendations to achieve greater efficiency and economy in the College.
14. Recipients of honor awards shall be given preference in promotion and in training grants and scholarships.

15. The HRMO shall enter into the personnel file any award of honor received by any member of the faculty.
16. The College shall develop its own Program on Awards and Incentives for Service Excellence (PRAISE) incorporating therein the types of incentive that may be given.
17. Establishment of a CSC - approved PRAISE shall be the basis for the grant of the Productivity Incentive Bonus (PIB), other awards and incentives. The Annual Praise Report shall be submitted by the College to the CSC Regional Office concerned on or before the thirtieth of January to enable its faculty members to qualify for nomination to the CSC-sponsored national awards.

VI. PERSONNEL RELATION AND WELFARE SERVICES

GENERAL POLICY

The College shall take all proper steps towards the creation of an atmosphere conducive to sound management-faculty relation, which shall improve faculty members' morale. It shall make provisions for the health, welfare, counseling, recreation and related services.

POLICIES

To maintain a high level of productivity and morale among the faculty, the College shall:

1. Make arrangements for annual medical and dental services and take proper action on the recommendation resulting from such physical examination;
2. Provide a system of informing the faculty members of their rights and privileges as well as the rules governing their obligations and conduct;
3. Facilitate the dissemination of information and discussion of ideas among the Deans and faculty members. It shall encourage their participation in the development of policies, procedures and other matters affecting them and their work;
4. Encourage voluntary activities whether athletic, social, recreational or financial, provided these are conducive to faculty members' well-being and consistent with the objectives of personnel welfare;
5. Encourage faculty members to form and join or assist faculty organization of their own choosing subject to the laws on government service, for the furtherance and protection of their interests. They can

also form work council and other forms of worker participation schemes.

CHAPTER 5. WORKING HOURS

GENERAL POLICY

Faculty members, except those covered by special laws, shall render not less than eight (8) hours of work a day for five (5) days a week or a total of forty (40) hours a week, exclusive of time for lunch. The forty hours a week shall include time for teaching, student consultation, research and extension work, and other activities relevant to teaching, e.g. preparation of lessons, checking of papers, etc., which shall be left to the discretion of the governing board of the College.

POLICIES

1. The College shall prescribe its own rules and regulations governing working hours and attendance of its faculty members.
2. It shall be the duty of the Dean in the College to require all faculty members under him/her to strictly observe the prescribed office hours, which may be apportioned to teaching hours per week, student consultation per week, lesson preparation per week, and research and extension services.
3. When the Dean, in the exercise of his/her discretion, allows a faculty member to leave the office during office hours not for official business but to attend social events/functions and/or wakes/interrments, the same shall be reflected in his/her daily time record and charged against his/her leave credits.
4. Each Dean in the College shall require a daily record of attendance of all the faculty members under him/her to be kept on the proper form and, whenever possible, registered on the Bundy clock or other verifiable recording system. The Dean or the College Governing Board has the prerogative to decide on the proper form of monitoring the daily record of attendance of all faculty members.
5. When the interest of public service so requires, the daily hours of work of faculty members may be extended by the Dean concerned, which extension shall be fixed in accordance with the nature of the work: Provided, excess of eight (8) hours must be properly compensated.

A. PART-TIME TEACHING

To maintain the quality of education in teaching areas, the College may appoint teaching staff on a part-time basis provided that they meet the requirements of the position.

Part-time appointment may either be to a regular plantilla faculty position or hiring through a contract of service or a job order.

Working hours of part-time teaching staff shall be as follows:

1. Part-time teaching staff may be allowed to render an accumulated twenty (20) hours per week instead of the four-hour continuous service every working day, provided, the needs of the College are served.
2. The Dean may, with the approval of the President of the College and in the exigency of the service, further reschedule the time of part-time teaching staff to satisfy the 20-hour work week requirement, provided, that continuous service is available to the College at all times during the week.
3. Part-time teaching staff may not be required to use the bundy clock. However, they shall be required to keep records of their attendance in a logbook and accomplish CS Form 48 (DTR) consistent with the entries in the logbook for accounting and auditing requirements.
4. The College shall establish a mechanism of accountability with appropriate sanctions relative to part-timers covered by contract of service/job order.

B. FLEXI-TIME SCHEDULE

Each Dean in the College may allow flexible working hours for his/her faculty members so they can perform their four-fold functions of instruction, consultation, research and extension services, provided that the prescribed forty hours of work per week shall strictly be implemented.

GENERAL POLICY

In the absence of specific provisions on leave credits of faculty members of the College, the general leave law and the Omnibus Rules on Leave shall be applicable.

CHAPTER 7. COMPLAINTS AND GRIEVANCE MACHINERY

GENERAL POLICY

There shall be established a Grievance Committee (GC) in the College in order to promote harmony in the workplace and foster the productivity of each faculty member.

POLICIES

1. A grievance shall be resolved expeditiously at all times at the lowest level possible in the College. However, if not settled at the lowest level possible, an aggrieved party shall present his/her grievance step by step following the hierarchy of positions.
2. The College shall establish a Grievance Committee that is the best way to address grievance between or among faculty members.
3. The aggrieved party shall be assured freedom from coercion, discrimination, reprisal and biased action on the grievance.
4. Legal rules and technicalities shall not bind grievance proceedings. Even verbal grievance must be acted upon expeditiously. The services of a legal counsel shall not be allowed.
5. The aggrieved party shall present a grievance verbally or in writing in the first instance to his/her immediate supervisor. The latter shall, within three (3) working days from the date of presentation, inform verbally the aggrieved party of the corresponding action.
If the party being complained of is the immediate supervisor, the grievance shall be presented to the next higher supervisor.
6. Grievance refers to work related issues giving rise to faculty members' dissatisfaction. The following cases shall be acted upon through the grievance machinery:
 - a. Non-implementation of policies, practices and procedures on economic and financial issues and other terms and conditions of employment fixed by law including salaries, incentives, working hours, leave benefits, and related terms and conditions;
 - b. Non-implementation of policies, practices and procedures which affect faculty and academic staff from recruitment to promotion, detail, transfer, retirement, termination, lay-offs, and related issues that affect them;
 - c. Physical working conditions;
 - d. Interpersonal relationships and linkages;
 - e. Protest on appointments; and
 - f. All other matters giving rise to faculty members' dissatisfaction and discontentment outside of those cases enumerated herein.
7. The following cases shall not be acted upon through the grievance machinery:
 - a. Disciplinary cases which shall be resolved pursuant to the Uniform Rules on Administrative Cases;

- b. Sexual harassment cases as provided for in RA 7877 and its implementing rules; and
 - c. Union-related issues and concerns.
8. Only permanent officials and faculty members, whenever applicable, shall be appointed or elected as members of the Grievance Committee. In the appointment or election of the Grievance Committee members, their integrity, probity, sincerity and credibility shall be considered.
9. The College shall constitute a "Complaints Grievance Committee" to receive, hear, and resolve complaints and grievances. This Committee shall be composed of the following:
 - a. Executive Vice President as Chairman
 - b. VP for Administration and Finance;
 - c. VP for Academic Affairs;
 - d. VP for Planning, Quality Management & External;
 - e. The Dean where the complainant is assigned;
 - f. The HRM Officer as Secretary; and
 - g. Dean of the Office of Student Affairs.
- If any member is the one facing a complaint, another faculty shall be designated in his place.
10. The Grievance Committee shall establish its own internal procedures and strategies. Membership in the Grievance Committee shall be considered part of the members' regular duties.

PROCEDURES

1. Any faculty member with a complaint or grievance may air his/her complaint or grievance orally to his/her immediate superior who shall resolve the complaint at his/her level by holding a dialogue with the persons involved. If the complainant is not satisfied with the result, he/she may request his/her immediate supervisor to endorse in writing his/her complaint to the committee through channels. In case the complaint or grievance is against the immediate supervisor, it may be aired directly to the next higher supervisor.
2. The Committee shall resolve any complaint within five (5) days.
3. In case any dispute remains unresolved after exhausting all the available remedies under existing laws and procedures, the grievance may be elevated to the Civil Service Commission Regional Office concerned only upon submission of a Certification on the Final Action on the

Grievance (CFAG) issued by the grievance committee. The CFAG shall contain, among other things, the following information: history and final action taken by the agency on the grievance.

CHAPTER 8. PUBLIC SECTOR UNIONISM

GENERAL POLICY

Faculty members can form or join faculty association/union of their choice for the furtherance and protection of their interests. They can also form, in conjunction with appropriate government authorities, labor-management committees, work councils and other forms of workers' protection schemes to achieve the same objectives.

POLICIES

1. High-level faculty members whose duties are normally considered policy making or managerial or highly confidential shall not be eligible to join the faculty association/union.
2. The faculty association/union, which has been extended due recognition by the college governing board, shall register with the Department of Labor and Employment (DOLE) and the Civil Service Commission (CSC).
3. Representatives of the accredited faculty association/union shall sit as members of the different committees such as Training and Development Committee, Faculty Selection Board, Grievance Committee, PRAISE Committee, PMT and Board of Trustees.
4. College shall be governed by the rules and policies on Public Sector Unionism.

CHAPTER 9. DISCIPLINE

GENERAL POLICY

No faculty member shall be removed or suspended except for cause as provided by law and after due process.

POLICIES

1. The provisions of the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS) (CSC Resolution No. 1701077 promulgated July 3, 2017) shall apply in proceedings against members of the faculty.
2. Each College shall submit its rules and regulations on sexual harassment for approval, including the list of members of the Committee on Decorum and Investigation (CODI), to the CSC Regional Office concerned.

CHAPTER 10. OTHER PERSONNEL ACTIONS

The College may formulate its own internal rules on the following personnel actions subject to CS rules and regulations on the matter:

1. Transfer – the movement of a faculty member from one position to another or from one institute to another within the same College or from one position in the administrative department to a faculty position in the academic department within the College which is of equivalent rank, level or salary without gap in the service involving issuance of an appointment.

The transfer may be from one organizational unit to another in the same department or agency or from one department or agency to another. Provided, however, that any movement from the non-career service to the career service and vice versa shall not be considered as a transfer but reappointment.

An employee who seeks transfer to another office shall notify the head of the academic and academic support offices in writing where he/she is employed at least thirty (30) days prior to the effective date of his/her transfer. The head of the academic and academic support offices shall notify the employee in writing of the approval of the request to transfer within 30 days from date of notice.

If the request to transfer of an employee is not granted by the head of the academic and academic support offices where he/she is employed, it shall be deemed approved after the lapse of 30 days from the date of notice without the need to notify the employee concerned.

It is understood that the employee who seeks to transfer is cleared from all money, property and work-related accountabilities.

If, for whatever reason, the employee fails to transfer on the specified date, he/she shall be deemed resigned. However, should the employee opt to remain in the same agency before the specified date of transfer, the employee may be reappointed if there is no gap in the service or reemployed if there is gap in the service. In both cases, the employee shall undergo the usual hiring process.
2. Reassignment – movement of a faculty member across the organizational structure within the College, which does not involve a reduction in rank, status or salary, and does not require issuance of an appointment but an office order by duly authorized official.
3. Detail – temporary movement of a faculty member from one department or agency to another, which does not involve a reduction in rank, status or salary. A detail requires issuance of an office order by duly authorized official.

The faculty member who is detailed receive his/her salary only from his/her mother unit/agency. Detail without consent shall be allowed only for a period of one year.

Detail with consent shall be allowed for a maximum of three (3) years. The extension or renewal of the detail shall be discretionary on the part of the parent agency.

Detail from one department or agency to another shall be covered by an agreement manifesting the arrangement between the office heads that it shall not result in reduction in rank, status or salary of the employee, the duration of the detail, duties to be assigned to the employee and responsibilities of the parent agency and receiving agency.

The employee may appeal the detail order within 15 days upon receipt to the Commission or CSC RO with jurisdiction if he/she believes there is no justification for the detail. Pending appeal, the detail order shall be executory unless otherwise ordered by the Commission. The decision of the said CSC RO may be further appealed to the Commission within 15 days from receipt.

During the period of the detail, the parent agency relinquishes administrative supervision and control over the detailed employee to the receiving agency. In this regard, the receiving agency has the following responsibilities: to monitor the punctuality and attendance of the employee, approve requests for leave, evaluate the employee's performance, grant the authority to travel and exercise other acts necessary to effectively supervise the employee; provided, a report on said matters is submitted to the parent agency for record purposes.

The detailed employee shall be designated by the receiving agency to a position whose duties are comparable to his/her position in the parent agency. However, he/she shall not be designated to a position exercising control or supervision over regular and career employees of the receiving agency.

Prior to the effectiveness of the detail, the parent agency shall furnish a certification of the available sick and vacation leave credits or vacation service credits of the detailed employee to the receiving agency. In the event the receiving agency approves requests for leave by the detailed employee, a copy of the same shall be submitted to the parent agency.

The authority to discipline the detailed employee is still vested in the appointing officer/authority of the parent agency where he/she belongs. As used herein, the authority to discipline includes the determination of the existence of a *prima facie* case against the detailed employee, issuance of a formal charge, issuance of the order of preventive suspension if the case so warrants, conduct of formal investigation, and rendering of the decision on the administrative case. With respect to the administrative case arising from acts done by the employee in the receiving agency, said agency shall have the right to

initiate or file the complaint against the detailed employee subject to the provisions of the 2017 Rules on Administrative Cases in the Civil Service (RACCS).

All human resource actions and movements, including monetization of leave credits or vacation service credits, concerning the detailed employee, shall still be under the jurisdiction of the parent agency notwithstanding that the employee is detailed in another agency.

4. Secondment – movement of a faculty member from one department or institution to another which is temporary in nature and which may or may not require the issuance of an appointment which may either involve increase in compensation and benefits.

Secondment shall be governed by the policies on the matter.

CHAPTER 11. RETIREMENT

GENERAL POLICY

Unless appropriate authorities extend the service, retirement shall be compulsory at sixty-five (65) years of age.

POLICIES

1. Extension of service may be requested by the President or the appropriate authority to complete the fifteen-year service requirement. A faculty may be allowed to continue in the service in accordance with civil service rules and regulations.

CHAPTER 12. TRANSITORY PROVISIONS

Except as otherwise provided in this New Merit System, rights vested or acquired under established system prior to the effectiveness of this System shall be respected.

CHAPTER 13. RESPONSIBILITY

The President, the Board of Trustees, Vice-President for Administration, the deans, the directors, the Deans, the administrative officer, and the Human Resource Management Officer (HRMO) shall be responsible for the implementation and maintenance of this Merit System. The initiative and active participation of the HRM Officer shall be expected in the proper implementation of this New Merit System.

CHAPTER 14. AMENDMENT

CHAPTER 2. SCOPE

This Merit System shall cover all closed career positions of the LCU. These are the positions or ranks in the faculty such as the following:

FACULTY RANK

SUB-RANKS

Instructor	I - III
Assistant Professor	I - IV
Associate Professor	I - V
Professor	I - V
College Professor	
University Professor	

CHAPTER 3. DEFINITION OF TERMS

- a. **Appointing Authority** – the Local Chief Executive (LCE) as chairman of the Board of Trustees/Regent or the University President authorized by law to issue appointments.
- b. **Association of Local Colleges and Universities (ALCU)** – the recognized organization of all chartered local colleges and universities established by the different local government units.
- c. **Career Service** – positions in the civil service characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.
- d. **Closed Career Position** – any position in the faculty staff of the LCU.
- e. **Community Extension Service** – any development-oriented program or service provided internally or externally by the University/College.
- f. **Eligibility** – refers to the result of passing a merit and fitness test which may be determined as far as practicable by competitive examination, or based on highly technical qualifications or other tests of merit and fitness conducted by the Civil Service Commission, or other examinations jointly designed and coordinated by the departments or agencies with the assistance of or in coordination with the CSC, or the Professional Regulation Commission (PRC) conducted board examinations, the Supreme Court conducted bar examinations, or TESDA conducted crafts and trades examinations.
- g. **Faculty** – regular plantilla-based set of people of the LCU appointed to a faculty rank who are directly engaged in teaching, research and extension services.
- h. **Faculty Rank** – the classification of faculty into Professor, Associate Professor, Assistant Professor, and Instructor positions, which is further classified into sub-ranks pursuant to applicable laws, rules and regulations.
- i. **FSB** – refers to the Faculty Selection Board. This body shall assist the University/College President in selecting applicants for recommendation to the

governing board, which shall confirm appointments of faculty members to positions/ranks.

- j. FTDC – refers to the Faculty Training and Development Committee. This body shall be responsible for selecting and recommending faculty members who should attend specific training programs conducted by the LCU or by government agencies or duly accredited non-governmental organizations, local or foreign.
 - k. Full Timer – regular faculty members occupying permanent plantilla positions and rendering an equivalent of forty (40) hours of work a week. The 40 hours may consist of academic full load plus quasi-teaching administrative duties (consultation, preparation of lesson, checking of papers, and research and extension services).
 - l. Full Load - consists of a number of hours spent in teaching or academic units plus quasi-teaching/administrative duties (consultation, preparation of lesson, checking of test papers, and research and extension services), the total of which is forty (40) hours of work a week.
 - m. Governing Board - refers to the highest policy-making body of a chartered LCU. For chartered local universities, it is called the Board of Regents (BOR). For chartered local colleges, it is called the Board of Trustees (BOT).
 - n. LCU – refers to the Local College or University established through an ordinance by the local government unit in the province, city, municipality or barangay.
 - o. Merit System - a personnel system in which comparative merit or achievement governs the selection, utilization, training, retention and discipline of the faculty members in the LCU.
 - p. Part Timer – a teaching staff member who is either occupying a regular plantilla position or hired through a contract of service or a job order whose work is part-time. (A contract of service or job order part timer is not a government employee as his/her service is not considered government service.)
 - q. Personnel Action - any action denoting the movement or progress of personnel in the civil service.
 - r. PES – refers to the performance evaluation system for faculty positions/ranks. It shall be an organized, methodical and standardized system of evaluating the individual performance of faculty members for organizational effectiveness.
 - s. Qualification Standards – is a statement of the minimum qualifications for a position, which shall include education, experience, training, civil service eligibility, and physical characteristics and personality traits required for the performance of the job or set of duties.
- The civil service eligibility can be dispensed with for appointment to faculty ranks; however, RA 1080 shall be required if the subjects to be taught are covered by bar/board laws.
- t. Rank – refers to academic rank or sub-rank assigned to a member of the faculty after evaluation in accordance with the common criteria and point allocation as may be

prescribed from time to time by a duly authorized agency.

u. **Reclassification** – involves a change in the classification of a position either as a result of a change in its duties and responsibilities sufficient to warrant placing the position in a different class, or as a result of a reevaluation of a position without a significant change in its duties and responsibilities.

v. **Recruitment** - the process of searching for and attracting potential applicants through announcements, assessments and related procedures to select the most qualified applicant for appointment to an appropriate position in the faculty.

w. **Research Output** – relevant scientific, technical, educational studies made.

x. **Selection** - the process of thoroughly screening qualified applicants for certain positions to determine the most qualified among them or to rank them based on their qualifications and professional potentials.

y. **Teaching Experience** - refers to the acquired number of years of service and quality of teaching performance.

z. **Upgrading** - involves the reallocation of the salary grade assignment of positions to a higher salary grade without change in its duties and responsibilities. The term upgrading refers to a class or positions and is not applied in individual cases. A class is upgraded in view of its perceived relative worth as compared to other classes of positions with similar salary grade assignments.

CHAPTER 4 PERSONNEL MANAGEMENT SYSTEMS AND STANDARDS

I. QUALIFICATION STANDARDS

GENERAL POLICY

The qualification standards for appointment and other personnel actions for faculty members shall be those provided under the ALCU Unified Merit System and such other issuances that may henceforth be issued.

POLICIES

1. Hereunder are the minimum qualification standards for appointment to faculty positions in the LCU's:

POSITION TITLE	SG	EDUCATION	EXPERIENCE	TRAINING	RESEARCH OUTPUT	COMMUNITY EXTENSION SERVICE	ELIGIBILITY
Instructor I	12	B.S. Degree + 6 units MA	None	None		None required; RA 1080 (for courses requiring BAR or BOARD eligibility)	

POSITION TITLE	SC	EDUCATION	EXPERIENCE	TRAINING	RESEARCH OUTPUT	COMMUNITY EXTENSION SERVICE	ELIGIB- LITY
Instructor II	13	B.S. Degree + 12 units MA	1 year relevant experience	4 hrs of relevant training			None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Instructor III	14	B.S. Degree + 18 units MA	2 years of relevant experience + VS Performance Rating		8 hours of relevant training		None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Asst. Prof. I	15	B.S. Degree + 24 units MA	3 years of relevant experience + VS Performance Rating	15 hours of relevant training	- Local - Unpublished Research - Action/ Applied Research in Any Disci- pline	- Outreach Program - Participative	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Asst. Prof. II	16	Master's Degree	4 years of relevant experience + VS Performance Rating	20 hours of relevant training	- Local - Unpublished Research - Action/ Applied Research in Any Disci- pline	- Outreach Program - Participative	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Asst. Prof. III	17	Master's Degree	4 years of relevant experience + VS Performance Rating	25 hours of relevant training	- Local - Unpublished Research - Action/ Applied Research in Any Disci- pline	- Outreach Program - Participative	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Asst. Prof. IV	18	Master's Degree	4 years of relevant experience + VS Performance Rating	28 hours of relevant training	- Local - Unpublished Research - Action/ Applied Research in Any Disci- pline	- Outreach Program - Participative	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Associate Professor I	19	MA	5 years of relevant experience + VS Performance Rating	30 hours of relevant training	Community- Based Action Research Published Research	Civic Welfare Service	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)

POSITION TITLE	SG	EDUCATION	EXPERIENCE	TRAINING	RESEARCH OUTPUT	COMMUNITY EXTENSION SERVICE	ELIGIBIL- ITY
Associate Professor II	20	MA + 9 units Doctorate	5 years of relevant experience + VS Performance Rating	30 hours of relevant training	Community- Based Action Research	Civic Welfare Service	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Associate Professor III	21	MA + 18 units Doctorate	6 years of relevant experience + VS Performance Rating	35 hours of relevant training	Community- Based Action Research	Civic Welfare Service	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Associate Professor IV	22	MA + 24 units Doctorate	6 years of relevant experience + VS Performance Rating	35 hours of relevant training	Community- Based Action Research	Civic Welfare Service	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Associate Professor V	23	MA + Doctoral Academic Units Completed	7 years of relevant experience + VS Performance Rating	40 hours of relevant training	Community- Based Action Research	Civic Welfare Service	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Professor I	24	Doctoral Degree	8 years of relevant experience + VS Performance Rating	40 hours of relevant training	Scientific, Educational, Technical, Technological Research	Significant Contribution to Community Development	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Professor II	25	Doctoral Degree	8 years of relevant experience + VS Performance Rating	45 hours of relevant training	Scientific, Educational, Technical, Technological Research	Significant Contribution to Community Development	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Professor III	26	Doctoral Degree	9 years of relevant experience + VS Performance Rating	48 hours of relevant training	Scientific, Educational, Technical, Technological Research	Significant Contribution to Community Development	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)

POSITION TITLE	SG	EDUCATION	EXPERIENCE	TRAINING	RESEARCH OUTPUT	COMMUNITY EXTENSION SERVICE	HIGH- LITY
Professor IV	27	Doctoral Degree	9 years of relevant experience + VS Performance Rating	50 hours of relevant training	Scientific, Educational, Technical, Technological Research	Significant Contribution to Community Development	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Professor V	28	Doctoral Degree	10 years of relevant experience + VS Performance Rating	50 hours of relevant training	Scientific, Educational, Technical, Technological Research	Significant Contribution to Community Development	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
College Professor	29	Doctoral Degree	Holds Special Designation	Nationally Recognized for Academic Achieve- ment	Locally and Nationally Recognized (Local and National International Level)	Funded Research (Local and National International Level)	Significant Contribution for National Development
University Professor	30	Doctoral Degree	Holds Special Designation	Nationally and Recognized for Academic Achieve- ment	Funded Research (Local and National International Level)	Significant Contribution for National Development	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)

II. RECRUITMENT, SELECTION AND APPOINTMENT

A. RECRUITMENT AND APPOINTMENT

GENERAL POLICY

The LCU shall establish its own internal policies, procedures and guidelines for the recruitment and appointment of faculty members, which shall be submitted to the CSC for approval.

The established LCU policies and procedures on recruitment and appointment of faculty shall be in accordance with the following Civil Service policies and procedures:

POLICIES

1. Recruitment shall be limited to those who meet the minimum requirements prescribed for the position.

2. Transferees from other state or local universities and colleges may be



MC No. 10, s. 2012

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Education Requirement for Faculty Positions in State Universities and Colleges (SUCs) and Local Colleges and Universities (LCUs)

Pursuant to CSC Resolution No. 1200638 dated April 17, 2012, the Commission amends CSC Memorandum Circular No. 19, s. 2005 dated November 3, 2005 (Model Merit Systems for Faculty Members of State Universities and Colleges and Local Colleges and Universities) and adopts the minimum education requirement for the following faculty positions in SUCs and LCUs:

Faculty Positions	Education Requirement
Instructor I to III (SUCs & LCUs)	Master's degree in the area of specialization
Assistant Professor I to IV (SUCs)	
Assistant Professor I (LCUs)	

The above qualification standards shall be the bases of the Civil Service Commission in attesting appointments for the above positions in the State Universities and Colleges and Local Colleges and Universities.

This Memorandum Circular shall take effect fifteen (15) days after the publication of CSC Resolution No. 1200638 dated April 17, 2012 in a newspaper of general circulation.

FRANCISCO M. DUQUE III, MD, MSC
Chairman

[JUN 05 2012]

CSC Resolution No. 1200638 dated April 17, 2012 was published on May 11, 2012 in Philippine Star

In a Rate to Serve: Responsive, Accessible, Courteous and Effective Public Service



Notarized

MC No. 22, s. 2016

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Amendment of CSC MC No. 10, s. 2012 on the Education Requirement for Faculty Positions in State Universities and Colleges and Local Universities and Colleges

Pursuant to CSC Resolution No. 1600839 promulgated on 26 July 2016, the Commission amends CSC Memorandum Circular No. 10 series of 2012 on the education requirement for faculty positions in State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs), as follows:

1. The education requirement for the following faculty positions/ranks in SUCs and LUCs is a master's degree in the area of specialization or its allied courses based on the CHED Memorandum Orders (CMO) on the policies, standards and guidelines of the subject course:

Faculty Positions/Ranks	Education Requirement
For SUCs: Instructor I to III Assistant Professor I to IV	Master's degree in the area of specialization or its allied/related fields
For LUCs: Instructor I to III Assistant Professor I	

Note: Allied or related fields or programs to Master's degree shall be determined from the relevant CMOs on policies, standards and guidelines for undergraduate or graduate programs.

The education requirement for the above faculty positions/ranks in SUCs and LUCs is primarily a master's degree in the program to which the item of the faculty position/rank belongs.

The allied or related fields or programs to the Master's degree which can be determined from the relevant CMOs on policies, standards and guidelines for undergraduate or graduate programs shall be considered appropriate education requirement for the faculty positions/ranks in that program.

In the recruitment and promotion of faculty members in the SUCs and LUCs, vertical articulation of the master's degree with the undergraduate degree should not be an issue as the point of consideration is the master's degree and not the undergraduate degree of the candidate.

Illustration:

<u>Faculty Position/Rank (Program where the faculty position/rank belongs)</u>	<u>Education Requirement</u>
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Instructor I (Business Administration)

Master's degree in Business Administration or in any of its allied programs as shown in CMO No. 39, s. 2006

Assistant Professor I (Information Technology)

Master's degree in Computer Science or in any of its allied programs as shown in CMO No. 53, s. 2006

2. For faculty positions for professional courses/subjects of a particular board program, the education requirement shall be master's degree in the program or in allied or related fields¹.

Illustration:

<u>Faculty Position/Rank (Program where the faculty position/rank belongs)</u>	<u>Education Requirement</u>
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Instructor II (Accountancy)

Master's degree in Accountancy or in any of its allied programs as shown in CMO No. 3, s. 2007

¹ The eligibility requirement is appropriate RA 1080 per Item 1, Section 35, Article VIII of CHED Memorandum Order No. 40.

s. 2008 (Manual of Operations for Private Higher Education (MOPHE) of 2008).



CIVIL SERVICE
COMMISSION
Republic of the Philippines
Porkovitong 1111

**QUALIFICATION STANDARDS
Amendment of CSC MC No. 10, s. 2012
re: Education Requirement for Faculty Positions
in State Universities and Colleges (SUCs) and Local
Universities and Colleges (LUCs)**

Number: 1600839
Promulgated: 25.01.2012

RESOLUTION

"The Civil Service Commission, as the central personnel agency of the Government, shall establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service. It shall strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability. x x x"

WHEREAS, Section 12(1), Chapter 3, Title I (A), Book V of Executive Order No. 292 (Administrative Code of 1987), provides that the Commission shall administer and enforce the constitutional and statutory provisions in the merit system for all levels and ranks in the Civil Service;

WHEREAS, under Section 22(1), Chapter 5 Title I, Book V of the Administrative Code of 1987, qualification standards shall be used, among others, as guides in appointments and other personnel actions to be administered in such manner as to continually provide incentives to officers and employees towards professional growth and foster the career system in the government;

WHEREAS, the Commission adopted the Model Merit System for faculty members of state universities and colleges (SUCs) and local universities and colleges (LUCs) by promulgating CSC Resolution No. 051404 dated October 6, 2005 which was circularized through CSC Memorandum Circular (MC) No. 19, s. 2005 dated November 3, 2005. Said Model Merit System for SUCs and LUCs included the qualification standards for appointment to faculty positions/ranks in the SUCs and LUCs;

WHEREAS, the Commission on Higher Education (CHED), in its Memorandum Order No. 40, s. 2008 dated July 31, 2008, adopted and promulgated the Manual of Regulations for Private Higher Education (MORPHE) of 2008 which shall be applicable to all private higher education institutions operating under authority of the CHED. In particular, Item 1, Section 35 (Minimum Faculty Qualifications), Article VII (Internal Organization: Academic and Non-Academic Personnel) provides, as follows:

"Section 35. Minimum Faculty Qualifications. The minimum qualifications of a faculty in a higher education institution shall be as follows:

- 1) For undergraduate programs
 - a) Holder of a master's degree, to teach mainly in his/her major field and where applicable, a holder of appropriate professional license requiring at least a bachelor's degree for the professional courses. However, in specific fields where there is dearth of holders of Master's degree, a holder of a professional license requiring at least a bachelor's degree may be qualified to teach. Any deviation from this requirement will be subject to regulation by the Commission [CHED].

In General, to Service, Response, Economic, Social and Effective Public Service

- b) For Physical Education: A holder of a degree in Bachelor of Science in Physical Education, or Bachelor of Science in Education, with major or minor in physical education, or any other bachelor's degree with certificate in physical education.
- c) For Music Education: A holder of a degree in Bachelor of Music, or Bachelor of Science, with major or minor in music, or any other bachelor's degree with certificate in music."

WHEREAS, the CHED issued Memorandum No. 30, s. 2009 dated September 9, 2009 which provides that the MORPHE of 2008 shall also be applicable to SUCs and LUCs as it is for private higher education institutions, further directing all SUCs and LUCs to comply with the provisions of the Manual¹.

WHEREAS, the Commission, through its Resolution No. 1200638 dated April 17, 2012 amended CSC MC No. 19, s. 2005 dated November 3, 2005 and set the minimum education requirement of *Master's degree in the area of specialization* to the faculty positions of Instructor I to III in SUCs and LUCs, Assistant Professor I to IV in SUCs and Assistant Professor I in LUCs;

WHEREAS, the CHED created the Technical Working Group on Vertical Articulation (TWG-VA) tasked to: (1) determine the allied fields per program as stated in CHED Memorandum Orders (CMOs) for the different disciplines and those to be proposed by the SUCs and LUCs to be submitted to the Technical Panel/Committee for consideration; (2) prepare the list of programs where there is dearth of holders of master's degree in the area of specialization; (3) conduct initial evaluation of the proposed amendments of Qualification Standards (QS) for faculty positions of SUCs/LUCs in relation to NBC 461 and submit recommendations to CSC; and (4) propose amendments to CSC MC No. 10, s. 2012 to include allied fields;

WHEREAS, upon the recommendation of the TWG-VA, in its Resolution No. 02-2015 dated December 7, 2015, the CHED Commission en banc proposed "to request the CSC to clarify the 'Area of Specialization' as provided in CSC Memorandum Circular No. 10, series of 2012 and to include the Relevant/Affiliated Courses based on the list provided by CHED for master's degree requirement for faculty position in SUCs and LUCs";

WHEREAS, the Legal Education Board (LEB), which is mandated by law to administer the legal education system and to supervise the law schools in the country, issued its Resolution No. 2014-02 dated 10 December 2014 prescribing, among others, that the "members of the law faculty are required to be holders of the degree of Master of Laws." The implementation of said rule shall be gradual such that law schools shall follow the required percentage¹ of holders of the master of laws degree in the law faculty, as follows:

1. School Year 2017 – 2018 – 20%
2. School Year 2018 – 2019 – 40%
3. School Year 2019 – 2020 – 60%
4. School Year 2020 – 2021 – 80%

WHEREAS, the CSC has been receiving various inquiries and requests for clarification on the policies regarding the education requirement for faculty members in SUCs and LUCs particularly on the vertical articulation of the master's degree to its undergraduate degree;

¹ Part 2, Item 2 of LEB Resolution No. 2014-02 states that "In computing the percentage, those who are exempted from the rule shall be included."

WHEREFORE, the Commission **RESOLVES** to **AMEND** CSC Memorandum Circular No. 10, s. 2012 on the education requirement for certain faculty positions in SUCs and LUCs as follows:

1. The education requirement for the following faculty positions/ranks in State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs) is a master's degree in the area of specialization or its allied courses based on the CMO on the policies, standards and guidelines of the subject course:

Faculty Positions/Ranks	Education Requirement
For SUCs: Instructor I to III Assistant Professor I to IV	Master's degree in the area of specialization or its allied/related fields
For LUCs: Instructor I to III Assistant Professor I	
	<i>Note: Allied or related fields or programs to Master's degree shall be determined from the relevant CHED Memorandum Orders (CMOs) on policies, standards and guidelines for undergraduate or graduate programs.</i>

The education requirement for the above faculty positions/ranks in SUCs and LUCs is primarily a master's degree in the program to which the item of the faculty position/rank belongs.

The allied or related fields or programs to the Master's degree which can be determined from the relevant CHED Memorandum Orders (CMOs) on policies, standards and guidelines for undergraduate or graduate programs shall be considered appropriate education requirement for the faculty positions/ranks in that program.

In the recruitment and promotion of faculty members in the SUCs and LUCs, vertical articulation of the master's degree with the undergraduate degree should not be an issue as the point of consideration is the master's degree and not the undergraduate degree of the candidate.

Illustration:

Faculty Position/Rank (Program where the faculty position/rank belongs)

Education Requirement

Instructor I (Business Administration)

Master's degree in Business Administration or in any of its allied programs as shown in CMO No. 39, s. 2006

Assistant Professor I (Information Technology)

Master's degree in Computer Science or in any of its allied programs as shown in CMO No. 53, s. 2006

2. For faculty positions for professional courses/subjects of a particular board program, the education requirement shall be master's degree in the program or in allied or related fields².

Illustration:

<u>Faculty Position/Rank (Program where the faculty position/rank belongs)</u>	<u>Education Requirement</u>
<i>Instructor II (Accountancy)</i>	<i>Master's degree in Accountancy or in any of its allied programs as shown in CMO No. 3, s. 2007</i>

Professor I (Law)

Master of Law (Percentage of Faculty of Law shall follow the LEB Resolution No. 2014-02 dated 10 December 2014)

The above qualification standards shall be the bases of the Civil Service Commission in attesting appointments for the above positions in SUCs and LCUs.

This Resolution shall take effect fifteen (15) days from its publication in a newspaper of general circulation.

Quezon City.

Alicia dela Rosa-Bata
ALICIA dela ROSA-BATA
Chairperson

ROBERT S. MARTINEZ
ROBERT S. MARTINEZ
Commissioner

VACANT
Commissioner

Attested By:

Dolores B. Bonifacio
DOLORES B. BONIFACIO
Director IV

Commission Secretariat and Liaison Office

² *Amendment on CSC MC No. 10, s. 2012 re: Education Requirement for Faculty Positions in SUCs and LUCs*

³ *The digitized requirement is appropriate RA 10360 per item 1, Section 35, Article VIII of CHED Memorandum Order No. 44, s. 2008*