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# FACULTY

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**Gov. Alfonso D. Tan College**

**Maloro, Tangub City**

# **FACULTY**

## **H – Faculty**

### **Relationships**

- **Faculty and Staff Club**
- Constitution and By-Laws**

**CONSTITUTION AND BY-LAWS OF THE FACULTY AND STAFF (FAST) CLUB**  
**GOVERNOR ALFONSO D. TAN COLLEGE**  
**TANGUB CITY**

**PREAMBLE**

We, the Faculty and Staff of the Governor Alfonso D. Tan College in Tangub City, imploring the aid of the Almighty God, in order to establish an organization that shall embody our ideals, promote and maintain a closer and harmonious relationship among faculty and staff, foster unity, help safeguard our common interest and welfare, do ordain and promulgate this constitution.

**ARTICLE I – NAME AND DOMICILE**

Section 1 This organization shall be known as the Faculty and Staff (FAST) Club.

Section 2 Its principal office shall be at the Governor Alfonso D. Tan College, Maloro Tangub City

**ARTICLE II – OBJECTIVE AND PURPOSE**

Section 1 To develop an open line of communication between Administration, Faculty and Staff for a better interpersonal relationship as well as mutual exchange of services of the school and the community through academic, spiritual socio-economic, cultural and sports activities.

Section 2 To create a venue where faculty and Staff could cooperatively work together for the total and wholesome development of oneself.

Section 3 To support projects and plans that will benefit the Faculty and Staff in conformity with the vision – mission and objectives of the college.

Section 4 This club is purely mutual, social, civic, fraternal, non -stock and non-profit organization.

**ARTICLE III – MEMBERSHIP**

Section 1 Regular membership in the club shall include all Faculty and Staff of Governor Alfonso D. Tan College except *SUBSTITUTES*. All members have voting rights, but members of the administration cannot be voted upon. Members who transferred to other agencies and whose spouse is still connected with GADTC are still considered as members.

Section 2 Rights and Privileges of members shall be:

- a. To participate in all deliberations during meetings;
- b. To vote and be voted upon, except members of the administration;
- c. To examine the records of association during work days and office hours;
- d. To protect and defend the interest and rights of the co-worker.

Section 3 Duties and obligations shall be:

- a. To attend all meetings of the club;
- b. To participate in all activities agreed upon by the club;
- c. To pay the annual or semestral dues and other legal assessments of the club;
- d. To obey all the rules and regulation laid down by the constitution of the club.

**ARTICLE IV – OFFICERS**

Section 1 The FAST club shall have the following officers, President, 2 Vice-Presidents (Faculty and Staff), Secretary, Treasurer, Auditor, PIO, and 2 Social Managers.

Section 3 Each of the officers can be re-elected in the same position but will stay at the same office for two consecutive terms only.

Section 4 The College Administrator and Assistant College Administrator act as consultants of the club.

## **ARTICLE V – MEETING AND ELECTION**

- Section 1 The election of the FAST club officers shall take place on the last Friday of January. The presidents shall appoint three COMELEC commissioners, coming from the administration, faculty and staff.
- Section 2 There shall be a filing of certificate of candidacy. There shall be a free and open party system.
- Section 3 Elections shall be done in a secret balloting.
- Section 4 The FAST club shall hold a meeting as the need arises. No general assembly shall be held during summer except for emergency cases.
- Section 5 Officers and members of the club who cannot attend to the meeting shall pay a penalty of fifty (50.00) pesos which shall automatically be deducted from the payroll except for the following cases:
1. Members who have approved leave of absence (vacation, sick leave with medical certificate, maternity and study leave) prior to the scheduled meeting;
  2. Members who have attended seminars, trainings or meetings during the scheduled FAST club meeting;
  3. Members who are officially called by another agency or office.
- Section 6 Officers and Members of the club who come thirty (30) minutes late during meeting shall pay a penalty of twenty-five pesos (25.00) to be deducted from the payroll.
- Section 7 The officers shall hold a meeting as the need arises.
- Section 8 Fifty (50%) percent plus one (1) of the total membership shall constitute a quorum for the general membership and officers meeting.

## **ARTICLE VI – DUTIES AND POWERS OF THE FAST CLUB**

- Section 1 To formulate and promulgate club policies and regulations governing the conduct and affairs of the club.
- Section 2 To make public to members the result of any and all deliberations. Minutes of the meeting shall be distributed to every department.
- Section 3 To exercise such other powers as may be essential to carry out its purpose.
- Section 4 To delegate to the president or vice-president some of its function as it may deem fit, and direct and require any officer or member of the club to do and execute any act if considers necessary in the interest of the club.

## **ARTICLES VII – DUTIES OF THE OFFICERS**

- Section 1 President – The president shall call and preside in the overall meeting of the club
- Section 2 (A) – the vice-president for faculty affairs calls/presides meetings for the faculty and shall render a report to the president or as the need arises.
- Section 2 (B) – the vice-president for staff affairs calls/presides meetings for the staff and shall render a report to the president or as the need arises.
- Section 3 Secretary – The secretary shall issue notices of all meetings and keep the minutes of all meetings of the association. He shall take charge of the records of the association. He shall sign with other officers such instruments as may require his signature and make such reports and performs such other duties which are inherent to the office.
- Section 4 Treasurer – The treasurer receive and issues receipt for all funds, legacies and donation paid

into the club. He shall deposit all funds of the club with a bank designated by the club and shall make disbursement only in accordance with the rules and regulations prescribed by the club. He shall cause payments to be made in concurrence of the club. The records shall be opened at all times for inspection by any member of the club. He shall also keep record of all non-expandable properties which are purchased, endowed or received as donations. He shall prepare a semestral report and perform such other duties as the president of the club may direct.

**Section 5** Auditor – The auditor shall design a method of control and supervision over all the receipts and disbursements of all accounts and sees to it that all payments are in accordance with the usual accounting rules and regulations. He shall conduct a semestral audit before the general assembly. He shall perform such other duties as the president may direct.

**Section 6** Public Information Officer (PIO) – The PIO shall disseminate information on the purposes, objectives and goals of the club, more particularly on the accomplishments of the club. He shall prepare write ups for publications or circulations among members if necessary. He shall promote and maintain camaraderie and fraternal relations among the members of the club, the local government of Tangub and the general public.

**Section 7** Social Managers – They serve as the official representatives of the club to any of the social activities of the city the club is involved with. They shall plan all the social activities to be conducted by the members. They shall also perform other task as the president may direct.

#### **ARTICLE VIII – FEES, DUES, AND FUNDS**

**Section 1** Every member shall prepare a membership fee of one hundred (P100.00) pesos to be deducted from the first quincena salary of a new employee. This membership fee shall be paid only once and is non-refundable.

**Section 2** Every member of the club shall pay an annual due of one hundred (P100) pesos. This amount is due every thirtieth (30<sup>th</sup>) day of January and shall be returned to the member upon retirement or separation from the school like transfer, death resignation and termination. Every permanent employee and member of the FAST Club shall pay monthly due of One Hundred Pesos (P100.00) Job order and casual employees who are also FAST club members will pay monthly due of Fifty pesos (P50.00)

**Section 3** Mortuary fee – each member shall pay a mortuary fee of one hundred (100) pesos for the death of a member or his beneficiary (mortuary benefits are discussed in the succeeding article).

**Section 4** All funds/fees collected from the member shall be lent to the members at not more than two (2) percent per month shall be imposed for late payment of overdue account.

**Section 5** Special fund raising activities may be under taken by the club for specific projects. Any excess of the funds raised for the specific project shall be added to the general of the association.

**Section 6** Collection for fees, dues, assessments and contributions or donations either in kind or in cash or payroll deductions shall be acknowledged by the treasure or by duly authorized representative through acknowledgement receipts of the club.

**Section 7** All funds collected shall be deposited by the treasurer in the name and to the credit of the club under savings or current account. The club shall furnish the bank a resolution concerning the designation of the bank as the depository of the club for the information and consideration of the bank. Withdrawal slip or check should be duly signed by the treasurer and president or vice president.

**Section 8** The president, Vice-president, and treasurer shall file with the depository bank their specimen signature for authentication purposes as may be required by the bank.

Section 9 The signatures for the vouchers shall be the president and treasurer.

Section 10 Disbursement of funds shall be in all cases supported by the duly approved resolution of the club except for the amount of the one thousand (P1000.00) pesos and below.

#### **ARTICLE IX – BENEFITS OF OFFICERS AND MEMBERS**

Section 1 Mortuary – Each member shall be entitled to claim at most (4) beneficiaries (both immediate families and close relatives) for mortuary benefits. All immediate family members are automatically considered as beneficiaries. All members shall also submit a list of utmost four other beneficiaries who are close relatives. The immediate family of a single member is the father and mother, sisters and brothers. For a married member, the immediate family comprises of the spouse and children.

Section 2 Retirement/Separation – any member who shall separate or retire from the service shall receive the total amount of annual dues he paid during his stay in the college. The said annual dues shall bear an interest of one percent (1%) per month or twelve percent (12%) per annum.

Section 3 Any member who will retire shall receive a retirement benefit from the club equivalent to the total half day salary of every member.

Section 4 If the elected president, secretary and treasurer are from the faculty he/she shall enjoy the benefit of subject de-loading equivalent to three (3) units.

Section 5 All officers of the club are entitled to only one (1) percent interest on loans and one (1) percent surcharge per month on loans granted by the club.

Section 6 The treasurer shall be given as honorarium equivalent to two (2) percent of the interest income from annual dues.

Section 7 One hundred (100) percent fee tuition shall be enjoyed by either a son or daughter of a fast club officer during his/he term of office.

#### **ARTICLE X – AWARD OF RECOGNITION**

Section 1 Each member shall be awarded with certificate or plaque of recognition of loyalty depending on the length of services. These awards shall be given during the college foundation day.

- 5 years in service – plaque of recognition
- 10 year in service – plaque of recognition
- 15 years in service – plaque of recognition
- 20 years in service – plaque of recognition
- 25 years in service – plaque of recognition
- 30 years in service – plaque of recognition
- 35 years in service – plaque of recognition

Section 2 A plaque of recognition shall be given to a member or any member who finished his graduate and post graduate degree, and to those who passed the bar or any licensure exam and a member who has published a research to any professional journals.

#### **ARTICLE XI – AMENDMENTS**

Section 1 Any amendments to or revisions of his association's constitution may be proposed by the members upon the vote of two-third (2/3) of its members and by a constitution committee.

Section 2 Any amendments to or revisions for this constitution shall be valid when ratified by the majority of its members.

- 1 copy of the treasurer's file
- 1 copy of the secretary's file

1.a5 The FAST Club secretary shall inform the FAST Club members of the identity of the FAST Club claimant(s) for deduction(s) made on the payslip pertaining to mortuary benefits.

2. De – loading of President, Secretary and Treasurer

a6 A memorandum of agreement shall be entered into by the management of GADTC and the FAST club regarding the de-loading of the President, Secretary and Treasurer.

### **1. Article X – Awards of Recognition**

#### **Section 1 Procedure in Claiming the Award of Recognition**

1.a FAST Club secretary informs awardees of their service award.

1.b Awardees verify from the HRMO Mr. Wilmar Cuambot regarding their appointment documents.

1.c Awardees present photocopy of their appointment documents to the administrative office, Mr.

Vicente Bacus

1.d An award committee shall be created to determine whether the applicant qualifies for the award.

1.e The cut-off period is from March 1 to February 29

7.a The member who claims that he/she has finished his/her graduate and post graduate degree shall submit to the administration his/her credentials for verification.