



Gov. Alfonso D. Tan College
Maloro, Tanguub City

C – RANKING AND PROMOTION

- **Provision on Probationary
Period**

6.2.2. Conduct the preliminary screening process which is the evaluation of qualification.

6.3. Upon submission of the Personal Data sheet of the applicants, the HRMO shall conduct an initial assessment to determine whether the applicant possesses the required qualifications of the positions.

6.4. In the initial evaluation of the qualification of candidates, the following shall be looked into: education, experience, training, and eligibility.

6.5. After the preliminary screening, the HRMO will call the qualified applicants for the demo and interview schedule.

Chapter 2. Faculty and Staff Appointment

Section 1. Types of Faculty Appointment

A newly-hired faculty member may either be full-time or part-time.

1.1 Full-time Faculty

These are faculty members who are hired on a full-time basis and whose main functions include instruction, research, extension services, and production in pursuance of the vision-mission of the College.

Teaching is the major activity of full-time faculty members who shall teach their major/specialized disciplines. Teaching assignment shall be made by the Dean and shall be endorsed by the VPAA to the College President for approval.

1.2 Part-time Faculty

These are faculty members employed to teach on a term basis (semester or summer). They teach a maximum of fifteen (15) unit academic load. They receive remuneration on an hourly rate. Though their presence is required during class hours only, they are also expected to undertake assigned tasks and spend time to conduct research, improve and augment productivity, and promote and develop extension services in pursuance of the vision-mission of the College.

1.3 Academic Staff

These are faculty members who are also given administrative designations. They are appointed to teach an assigned number of teaching loads based on the needs of the institute. They are also expected to conduct special instructions and/or research services to the College.

Section 2. Types of Administrative Staff Appointment

Administrative staff appointment can be categorized into two:

2.1 Regular Appointment

These are the employees who work full-time and render 40 hours a week on regular basis. Their working hours is from 8 A.M to 5 P.M. with one (1) hour lunch break. Further, their monthly compensation is pre-determined.

2.2 Job Order

These are the employees who are appointed on a term basis. They receive compensation on a daily rate and are required to render 40 hours of service in a week and may or may not be renewed upon the expiration of the 6-month contract.

Chapter 3. Probationary Period

Section 1. Faculty Probationary Period

A newly hired faculty member will undergo probationary period. The employee who met the minimum standard qualification will be under probation for two (2) rating periods equivalent to two (2) semesters before being appointed as a permanent employee given that the employee

Section 2. Job Order Faculty Probationary Period

A new faculty member with Job Order appointing status will be subject for probation for two (2) rating periods equivalent to two (2) semesters. Upon completion, the faculty member will be eligible to apply for permanent status with the Dean's recommendation and given that the employee has acquired the minimum qualification needed during the period.

Section 3. Administrative Staff

For administrative staff, the probationary period will be six (6) months. Upon the recommendation of the Office Head, a staff member may apply for permanent status, given that the IPCCR results is at least satisfactory.