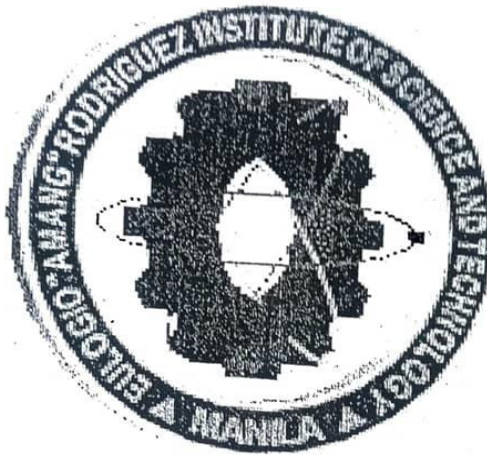


 S.1. The institution has a system of determining the Vision and Mission



Republic of the Philippines
EULOGIO "AMANG" RODRIGUEZ
INSTITUTE OF SCIENCE AND TECHNOLOGY
Nagtahan, Sampaloc, Manila



Administrative Manual

MALACAÑANG
Manila

PRESIDENTIAL DECREE No. 1524

FURTHER AMENDING CERTAIN SECTIONS OF REPUBLIC ACT NUMBERED FOUR THOUSAND SEVENTY-TWO ENTITLED "AN ACT PROVIDING FOR THE ESTABLISHMENT OF A VOCATIONAL TECHNICAL DEPARTMENT OF THE EULOGIO RODRIGUEZ VOCATIONAL HIGH SCHOOL IN THE CITY OF THE MANILA" AS AMENDED BY REPUBLIC ACT NUMBERED FIVE THOUSAND EIGHTY-EIGHT ENTITLED "AN ACT CONVERTING EULOGIO RODRIGUEZ VOCATIONAL HIGH SCHOOL INTO EULOGIO "AMANG" RODRIGUEZ MEMORIAL SCHOOL OF ARTS AND TRADES" BY PROVIDING FOR A BOARD OF TRUSTEES, DEFINING THE BOARD'S POWERS AND DUTIES, AND FOR OTHER PURPOSES

WHEREAS, Sub-section 1, Section 9, Article XV of the Constitution provides that the advancement of science and technology shall have priority in the national development and that all educational institutions shall develop scientific, technological and vocational efficiency;

WHEREAS, the Eulogio Rodriguez Vocational School which was converted into Eulogio "Amang" Rodriguez Memorial School of Arts and Trades under Republic Act No. 5088 and later on renamed Eulogio "Amang" Rodriguez Institute of Science and Technology under Republic Act No. 6595, has grown into a much bigger institution serving an ever increasing student population, particularly of the City of Manila;

WHEREAS, there is a need to extend greater opportunity to thousands of poor but bright students graduating from the 28 public secondary schools of the City of Manila seeking admission in courses designed to develop manpower skills required by industry;

WHEREAS, with the continuing expansion of its curricular offerings and community extension services, and for purposes of relating more effectively its academic program to national development goals, the Institute needs the guidance of a policy-making body.

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Republic of the Philippines, by virtue of the powers vested in me by the Constitution, do hereby decree and order:

Section 1. Section two of Republic Act Numbered Four Thousand Seventy-Two is further amended to read as follows:

"Sec. 2. The Eulogio "Amang" Rodriguez Institute of Science and Technology shall be headed by a President whose salary shall not be less than the salary paid the President of comparable institutions. The present head of the school shall continue as president of the Institution until after the President of the Philippines, upon the recommendation of the Board of Trustees provided for in Section 7-B hereof, shall have appointed a new President. The powers and duties of the President of the Institute, in addition to those specifically provided for in this Decree, shall be those already pertaining to the Office of the President of the State Colleges and Universities."

Section 2. Section 6 of the same Act is hereby amended to read as follows:

"Sec. 6. The operational and maintenance of the science and arts department, vocational-technical teacher education department, the graduate education department, including the day and evening vocational school departments, but excluding the Science High School Department, technical education department and technology department shall be financed by the Government of the City of Manila.

Administrative Manual

TABLE OF CONTENTS

PRELIMINARIES

	Page
Title Page	i
Table of Contents	ii
Brief History of the Institute	iii
Vision, Mission, Goals and Objectives	iv
Governance of the Institute	v

POLICIES, GUIDELINES AND PROCEDURES

MERIT SELECTION AND PROMOTION PLAN	1
PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE	16
EMPLOYEE WELFARE AND BENEFITS	26
GRIEVANCE MACHINERY	44
PERFORMANCE EVALUATION SYSTEM	55
SUPPLY AND PROPERTY	70
RECORDS MANAGEMENT PROGRAM	75
MOTOR POOL	81
BUDGET	84
ACCOUNTING	89
AUXILIARY	95
RESEARCH AND EXTENSION	103
INFRASTRUCTURE	112
INFORMATION MANAGEMENT SYSTEM	120
INTELLECTUAL PROPERTY RIGHTS	129
MEDICAL/DENTAL	135

Vision, Mission, Goals and Objectives

VISION

EARIST is envisioned as a center of excellence in trades, business, arts, science and technology education.

MISSION

Turn out vocationally, technically, technologically, and scientifically trained graduates who will be economically productive, self-sufficient, effective, responsible, and disciplined citizens of the Philippines.

GOALS

Provide professional, scientific, technological, technical and vocational instruction and training in trades, business, arts, science and technology and other areas specified thereof in Section 2, RA 6595 and Section 6, PD 1524, and for special purposes promote research, advanced studies, and progressive leadership in the fields of study.

OBJECTIVES

- 1. Strive for academic excellence in instruction, research, extension and production through accreditation.*
- 2. Provide appropriate and continuing faculty and staff development programs.*
- 3. Provide and maintain appropriate technologies, instructional facilities, materials and equipment.*
- 4. Produce quality graduates who are globally competitive to man the needs of business and industry.*
- 5. Attain university status through Unity, Solidarity and Teamwork.*

Governance of the Institute

The Governing Board of the Institute is the BOARD OF TRUSTEES.

Composition. In accordance with Republic Act No. 8292 and its Implementing Rules and Regulations, the Board is composed of the following:

*Chairman of the Commission on Higher Education (CHED),
Chairman;
President of the Institute, Vice Chairman;
Chairman of the Congressional Committees on Education and Culture;
Regional Director of the National Economic Development Authority
(NEDA);
Regional Director of the Department of Science and Technology
(DOST);
President of the Faculty Association;
President of the Student Government;
President of the Alumni Foundation; and
Two (2) prominent citizens who have distinguished themselves in their
professions or fields of specialization.*

Administration. The administration of the institute is vested in the president of the institute who shall render full-time service. He shall be appointed by the Board of Trustees, upon the recommendation of a duly constituted search committee. He shall have a term of four (4) years and shall be eligible for reappointment for another term.