



## MANUAL OF OPERATIONS CAVITE STATE UNIVERSITY

### BRIEF HISTORY\*

Cavite State University in Indang, Cavite was first established as a pioneer Intermediate School in 1906 with Mr. C.E. Workman, an American, as its first principal.\*\*

Mr. Henry Wise succeeded Mr. Workman, and then followed by Mr. Joseph Cocannoer. In 1915, Dr. Mariano Mondonedo took over as its first Filipino principal. During this time, Intermediate classes were maintained with emphasis on Vocational Agriculture for boys and Domestic Science for girls.

In 1918, the name of the school was changed to Indang Farm School.

The school site was expanded through donations of civic-minded citizens of Indang. Notable among the donors were: Don Francisco Ocampo and Don Severino de las Alas, who was then the Secretary of Interior in General Aguinaldo's Cabinet.

In 1923, Secondary Vocational Agriculture courses were offered.

Mr. Simeon Madlangsakay became the school principal in 1927 and the name of the school was changed to Indang Rural High School. At this time, Secondary Home Economics courses were offered for girls.

In 1958, in recognition of the contributions of Don Severino de las Alas to the community, to the province of Cavite and to the country, the name of the institution was changed by Congressional initiative to Don Severino National Agricultural School.

In 1964, through the bill by Rep. Justiniano Montano, Sr., the school was converted into a state college. It was called Don Severino Agricultural College (DSAC) by virtue of R.A. No. 3917. Mr. Vicente G. Hicaro was the officer in charge.

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\*Recast of Brief *History of Cavite State University*, R.S. Sangalang and Antonio G. Papa 2006

\*\*The exact date of the intermediate farm school is claimed to be 19 June 1904. The first supervising teacher of the intermediate school was Mr. C. J. Anderson while Mr. C. E. Workman was the Agriculture teacher, Anciano, Daniel. ***Ang Intermedia ng Indang 1904-1927: Ang Unang Dalawang Dekada Ng Cavite State University***, to be published.



On 23 August 1967, Mr. Santiago Rolle was appointed as the first College President.

Mr. Vicente Pinazo became its second College President in 1971. A Certificate in Technical Agriculture was introduced as a post – secondary course in addition to the Bachelor of Science in Agricultural (BSA) and BS in Agricultural Education (BSAg. Ed). The Faculty and Staff Development Program (FSDP) was started by sending faculty members to take up graduate studies at the University of the Philippines Los Banes (UPLB).

The research and extension functions of the College became in operation in 1976 with the establishment of research and extension services projects.

The years from 1978 to 1982 were considered to be the development period for the institution.

In 1980, DSAC became one of the seven participants –beneficiary state institution in the Agricultural Education Outreach Project (AEOP). AEOP was a three –year innovative extension strategy jointly funded by the Government of the Philippines through the National Economic Development Authority (NEDA) and the United States Government through the US Agency for International Development (USAID).

During this development period, the mission of the College *was “to provide quality and affordable education to the socially and economically disadvantaged. It shall provide instruction research and extension services in the arts, sciences, technology and literature toward the development of individuals with applied orientations in their chosen careers.”*

From 1983 to 1987, the stage was set in preparation for DSAC toward university status.

After Pres. Pinazo’s death in 1983, Dr. Ruperto S. Sangalang became the officer-in-charge, later acting President, and then became full- fledged President of the College.

School Year 1983-1984 saw the offering of Agricultural Science Curriculum, a special research-oriented curriculum for academically superior students. Two senior students, Shiela Marie Rupido and Syd Lorence Ernie, were named Outstanding Junior Scientists and represented the Philippines in the Science Congress in Thailand in 1991 and 1992, respectively.

Additional degree courses, both in the graduate and undergraduate levels, were offered later, along with the non-degree courses. One of the



non-degree courses offered in 1988 for the out-of-school youth was the Sanayan Sa Kakayahang Agrikultura (SAKA). SAKA was an innovative agricultural skills training on coconut-based farming system which was more on hands –on approach to agriculture. SAKA was a joint program of DSAC and the Pilipinas Shell Foundation, Inc.

In the field of extension service, the College became part of the network of the UP Los Banos-based Barangay Integrated Development Approach for Nutrition Improvement of the Rural Poor (BIDANI), a problem-based approach for nutrition improvement in the barangays.

Likewise, the college became an active partner of the Department of Science and Technology (DOST) and the Department of Trade and Industry and was designated as the National Training and Demonstration Center for Fruit and Vegetable – Based Products (NTDC-FVBP). DSAC was also designated as the Affiliated Non-Conventional Energy Center (ANEC) for Region IV by the Department of Energy (DOE).

Through the various linkage institutions, the college implemented the Institutional Development Assistance and Cooperation Project with the University of the Philippines Los Banes (UPLB) , as the lead institution. UPLB assisted the college in the strengthening of its instruction, research and extension programs.

To address the changing needs of the clientele brought about by the agro-modernization and industrialization in the CALABARZON (Cavite Batangas, Laguna, Rizal, Quezon) area and to prepare the academe for the university status, the College instituted four component schools in 1992. These were the Schools of Agriculture, Arts and Sciences, Engineering, and Education.

On 27 August 1993, the college was designated by the Educational Projects Implementing Task Force (EDPITAF) and the Bureau of Higher Education (BHE) of the Department of Education, Culture and Sports (DECS) as the Regional College of Agriculture (RCA) for the Southern Tagalog, in recognition of its potentials and achievements. This was in connection with the Philippine Australian Agriculture Technology Education Project (PAATEP).

Being the Regional College for Region IV, DSAC was mandated to assist the five (5) Provincial Technical Institutes of Agriculture (PTIAs) in the region in the improvement of their curricula and instructional programs, in practical and applied researches, conduct of training, and lead in the production of instructional materials.



On 30 January 1997, the College launched the Open University System (OPS) and started to offer short term courses to various sectors.

Finally, on January 22, 1998, DSAC was converted into Cavite State University (CvSU) by virtue of Republic Act No. 8468. Dr. Sangalang, the appointed first University, said *"It is both fitting and proper for the province of Cavite to have its own State University in view of the centennial celebration of the Philippine Independence in 1998. A University for the province underscores the leading role that Cavite played during the Philippine Revolution. The University serves as an eloquent testimony of the kind and care and attention the government is giving to deserving Cavitenos, many of whom are descendants of the gallant revolutionaries who laid down their lives so that we of the latter generations may live in peace in a democratic society."*

As a consequence of the conversion of the college into university: the four schools were elevated into full pledge colleges. These were: College of Agriculture, Forestry, Environment and Natural Resources (CAFENR); College of Arts and Sciences (CAS); College of Education (CEd); and College of Engineering (CEng).

Two new colleges were created: The College of Economics, Management and Development Studies (CEMDS), and the College of Sports, Physical Education and Recreation (CSPEAR). The Open University System was renamed Open Learning College (OLC). The Graduate School remained in operations with four extramural learning centers, namely: the Cavite College of Fisheries in Naic, Cavite, the Department of Agriculture in Sta. Cruz, Laguna; the Mindoro State College of Agriculture and Technology in Victoria, Oriental Mindoro; the Quezon National Agricultural School in Pagbilao, Quezon, and the Occidental Mindoro Polytechnic College.

Since the School Year 1996-1997, 16 programs were offered on Doctorate and Masters degrees and post B.S. diploma in various fields, majority of which were in agriculture and related fields.

The Doctor of Veterinary Medicine program was offered in the School Year 1997-1998 and subsequently, in the year 2000, the College of Veterinary Medicine was established.

In consonance with the implementation of the Agriculture and Fishery Modernization Act (AFMA) of 1997, the Department of Agriculture (DA) tapped the University as one of the members of the National Research

Development and Extension System Networks (NRDESN). The University serves as the leader in the National Integrated Research, Development and



Extension Network on Urban Agriculture and in the National RDE Sub-Network on Coffee.

On 19 May 2000, a CHED Supervised Institution (CSI), the Cavite College of Fisheries in Naic, Cavite was integrated into CvSU by virtue of CHED Memorandum Order No. 27, series of 2000 and BPR Resolution No. 14 series of 2000.

In recognition of the potentials of the College of Agriculture, Forestry, Environment and Natural Resource (CAFENR) and the College of Engineering and Information Technology (CEIT), the Commission on Higher Education (CHED) designated CvSU as the Center of Development in Agriculture and Agricultural Engineering on 06 November 2000.

On 07 February 2001, another CSI, the Cavite College of Arts and Trades (CCAT) in Rosario, Cavite was integrated into CvSU through CHED Memorandum Order No: 27 series of 2000 and BOR Resolution No. 2 series of 2001.

In the same year, the CvSU-Cavite City Campus was launched and operationalized through BOR Resolution No.72, series of 2001; a Memorandum of Agreement was signed during the later part of the year for the establishment of the CvSU-Carmona campus and it became operationalized in June 2001 through BOR Resolution No.8, series of 2002.

During the December 2001 CvSU planning workshop among the University Administrators, the new vision and mission statements of the University were framed. CvSu is envisaged to become *"The premier University in historic Cavite recognized for excellence in the development of globally competitive and morally upright individuals.* With this vision, CvSu adopted as its mission, for the University to: *"provide excellent, equitable and relevant educational opportunities in the arts, sciences and technology through quality instruction and responsive research and development activities. It shall produce professional, skilled and morally upright individuals for global competitiveness."*

In August 2003, the CvSU-Imus campus was established through BOR Resolution No. 58 series of 2003.

B. S. Nursing curriculum was first offered under the auspices of the College of Arts and Sciences during the School Year 2002-2003. In 2005, the College of Nursing was established to solely offer and manage the B.S. Nursing curriculum.



The Trece Martires Branch was established in 2005, while the Silang Campus was opened in 2006. The following year, 2007, the Tanza Campus was opened.

The latest addition is the Bacoor Campus. It was established in 2008.

As of 2009, the University operates eight (8) colleges and one graduate school in the main campus, two integrated CHED supervised institutions and seven (7) branch campuses.



## **RULE I GENERAL PROVISIONS**

**Article 1. Title.** This **DOCUMENT** shall be known as the **Cavite State University (CvSU) Manual of Operations (CvSU) MOP**. This incorporates most of the rules and provisions in the existing CvSU University Code and with special reference to the manual of operations of the major units of the University, CvSU shall be referred to in this document as “University.”

**Article 2. Nature of the University.** CvSu is a public non-sectarian institution of higher learning principally supported by state funds. It includes pre-school, elementary and secondary levels as laboratory schools for its teacher education program.

**Article 3. Vision and Mission.** The University envisages itself as “*The premier university in historic Cavite recognized for excellence in the development of globally competitive and morally upright individuals,*” In consonance with this Vision, it is the Mission of the University “*to provide excellent, equitable and relevant educational opportunities in the arts, sciences, and technology through quality instruction and responsive research and development activities*”.

The University “*shall produce professional, skilled and morally upright individuals for global competitiveness.*”

CvSU shall be a comprehensive University offering courses that the University Board of Regents (BOR) may deem appropriate and necessary in consonance with the above vision and mission.

**Article 4. Tenets of the University.** The University shall abide by and adhere to its commitment to the tenets of TRUTH, EXCELLENCE and SERVICE.

**Article 5. Academic Freedom an Institutional Autonomy.** The University shall enjoy Academic Freedom and Institutional Autonomy.

**Article 6. Powers and Responsibilities.** The powers and responsibilities of the University shall be those set forth in its charter (R.A. 8468, s. 1998). It shall have the general powers granted to it under the **Corporation Code** and such other powers as may be further provided by law.





**Article 7. University Colors.** The University shall adopt Green and Gold as its official colors.

**Article 8. University Seal.** The **Official Seal** of the University shall be as follows:



The shape of the seal shall be a square with one-third of one its angles cut to form its base. It shall assume the shape of a space capsule. The dominant colors of the University Seal are **Green** and **Gold**. The words “**Cavite State University**”, **Cavite Philippines**, **1906**” are written in gold against a dark green background around the periphery of the seal.

The CvSU seal is composed of four important interactive elements that represent the vision, thrusts, and programs of the University.

The **book with torch** at the center of the seal symbolizes knowledge and wisdom. It also represents education, the humanities and other social science programs of the University.

The **coffee twig with ripe berries** at the right hand side of the book with torch symbolizes the major agricultural thrusts of the Province of Cavite. It also represents the agriculture and related programs of the University.

The **gear** at the bottom of the book with torch symbolizes engineering and technology programs of the University while the **atomic structure** at the left hand side of the book with torch represents the science programs, and more importantly, the scientific research undertakings of the University.

The **flame** of the torch is designed as “**CvSU**” which is the adopted acronym of the Cavite State University. The flame symbolizes the enduring and everlasting flame that will guide the University in its **search for truth**.





The figure **1906** written in gold against a dark green background placed below was the year CvSU had its humble beginnings as an intermediate school established in Indang, Cavite.

The background for all the elements is light green.

The trilogy of functions of the University, which are instruction, research, and extension, are symbolized by the over-all triangular shape of the seal.

**Article 9. Seals and colors of colleges and branch campuses.** Colleges in the main campus and branch campuses may adopt their respective seals and colors recommended by the Administrative Council and approved by the Board. The seal configuration however, shall not deviate from the overall configuration of the University Seal which is a square with one third of one of its angles cut to form the base.



## **RULE II**

### **DECLARATION OF POLICY AND OBJECTIVES**

**Article 1. Policy Statement.** Public Office is a public trust. Public officers and employees of the University shall serve with the highest degree of performance and responsibility, integrity, loyalty, and efficiency, and shall remain accountable of their services and performance to the people.

**Article 2. Declaration of Policies.** The University shall aim to work for the furtherance of the following national development goals (Education Act 1982):

- A.) achieve and maintain an accelerated rate of economic development and social progress;
- B.) assure the maximum participation of all people in the attainment and enjoyment of the benefits of economic growth
- C.) achieve and strengthen national unity and consciousness and preserve, develop and promote desirable cultural, moral and spiritual values in a changing world.

**Article 3. Aims.** The University shall aim to:

- a. provide quality and affordable education that will assist each individual in the University, in the peculiar ecology of his own society to:
  - attain his potential as a human being
  - enhance the range and quality of individual and group participation in the basic function of the society, and
  - acquire the essential educational foundation towards the development of productive and versatile citizen
- b. train the nation's manpower in the skills required for national development;
- c. develop the professions that will provide leadership for the nation in the advancement of knowledge for improving the quality of human life



- d. respond effectively to the changing needs and conditions of the nation through a system of educational planning and evaluation

**Article 4. Declaration of Advocacy.** The University declares its main and satellite campuses to be drug-littering and nuclear free zones. In addition, it shall adopt a sustainable environment management program. The University campuses are declared sanctuary for fauna and flora. Hunting birds and animals is strictly prohibited within the campuses. Further, cutting of trees unless these interfere with a proposed infrastructure is also prohibited.

The academic community including University visitors and other clientele shall abide by this policy.

### **Article 5. Development Policies and Guidelines.**

**Section 1.** The University shall adhere to educational institution planning requirements which are: a) bottoms – up process within the academic community; b) comprehensive that shall include all the key activity areas of the University; c) designed to fulfill the mission –vision and objectives of the University; d) respond to the changes in the environment in the region and in the country including the increasing demands for global linkages; and e) in line with the national development agenda and the development agenda for higher education in the country.

**Section 2.** The CvSU development plan shall be in consonance with the requirements of the overall Regional and National development agenda and with the CHED's call for tertiary education institutions to align programs geared to academic excellence, efficiency equity and access.

**Section 3.** In physical planning, the University shall strive to maintain the balance of sustainable environment in building groupings, locations, and design.

As much as possible the building infrastructures for certain groups of programs and services should be grouped together or at least be made very accessible for common users.

Because of limited area resource, the University shall adopt policy that as much as practicable, all new buildings should be designed two storey or more.

The design of buildings should conform to the requirements of the building code and to the space for classrooms and laboratory facilities



including the requirements of swing-out doors and putting in place fire escapes and access modes for the handicapped.



### **RULE III GOVERNANCE**

**Article 1. The Board of Regents.** The governance of the University shall be vested in the Board of Regents (BOR). The composition and qualifications of the members of the Board of Regents, unless otherwise superseded by a more recent law or decree to that effect, shall follow those specified in REPUBLIC ACT 8468, "AN ACT CONVERTING THE DON SEVERINO AGRICULTURAL COLLEGE IN THE MUNICIPALITY OF INDANG, PROVINCE OF CAVITE INTO A STATE UNIVERSITY TO BE KNOWN AS THE CAVITE STATE UNIVERSITY", 22 January 1998.

**Article 2. Powers and Duties of the BOR.** The Board of Regents shall have the following powers and duties, in addition to its general powers of administration and the exercise of all the powers granted to a Board of Directors of a Corporation under Section 36 of Batas Pambansa Blg. 68, otherwise known as the *Corporation Code of the Philippines*:

- a) Enact rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the University.
- b) Receive and appropriate all sums as may be provided, for the support of the University, in its discretion, to carry out the purpose and function of the University;
- c) Receive in trust legacies, gifts, donations of real and personal properties of all kinds and to administer and dispose the same when necessary for the benefit of the University, and subject to the limitations, directions, and instructions, if any, of the donor. Such donations shall be exempt from all taxes and shall be considered as deductible items from the income tax of the donor;
- d) Fix the tuition and other necessary schools charges, such as but not limited to, matriculation fees, graduation fees and laboratory fees, as the Board may deem proper to impose, after due consultations with the involved sectors;

Such fees and charges, including government subsidies and other income generated by the University shall constitute special trust funds and shall be deposited in any authorized government depository bank, and all interest that shall accrue there from shall form part of the same fund for the use of the University, provided, that the income derived from the University hospital or clinic shall be exclusively earmarked for the operation expenses of the hospital or clinic.



Any income generated by the University from tuition and other charges, as well as from the operation of auxiliary services and land grants, shall be retained by the University, and may be disbursed by the Board for instruction, research, extension or other programs/ projects of the University, provided that all fiduciary fees shall be disbursed for the specific purpose for which these are collected.

If, for reasons beyond its control, the University shall not be able to pursue any project for which funds have been appropriated and collected under its approved program of expenditures, the Board may authorize the use of said funds for any reasonable purpose which, in its discretion, is necessary and urgent for the attainment of the objectives and goals of the University.

- e) Adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students;
- f) Authorized the construction and repair of its buildings, machineries, equipment and other facilities and the purchase and acquisition of real and personal properties, including necessary supplies, materials, and equipment. Purchase and other transactions entered into by the University through the Board shall be exempted from all taxes and duties;
- g) Appoint, upon the recommendation of the President of the University, Vice Presidents, Deans, Directors, Heads of Departments, Faculty members and other officials and employees of the University;
- h) Fix and adjust salaries of faculty members and administrative officials and employees, subject to the provision of the Revised Compensation and Position Classification System and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper; to grant them, at its discretions, leave of absence under such regulations as it may promulgate, any provisions of existing law to the contrary notwithstanding and to remove them for cause in accordance with the requirements of due process of law;
- i) Approve the curricular, institutional programs and rules of discipline drawn by the administrative and academic councils as hereinafter provided;
- j) Set policies on admission and graduation of students;



- k) Award honorary degrees upon persons in recognition of their outstanding contribution in the field of agriculture or any field of specialization within the academic competence of the University and to authorize the award of Certificate of Completion of non-degree and non-traditional courses;
- l) Establish and absorb tertiary institutions within the Province of Cavite as branches, centers, stations, etc., in coordination with CHED and in consultation with the Department of Budget and Management (DBM), and to offer therein needed programs or courses in order to promote and carry out equal access to educational opportunities mandated by the Constitution;
- m) Establish research and extension centers of the University where such will promote the development of the latter;
- n) Establish Chairpersons in the University and provide fellowships for qualified faculty members and scholarships to deserving students;
- o) Delegate any of its powers and duties provided hereinabove to the President and/or other officials of the University as it may deem appropriate, so as to expedite the administration of the affairs of the University;
- p) Authorize an external management audit of the institution, to be financed by CHED and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;
- q) Collaborate with other governing boards of State Universities and Colleges within the Province of Cavite, under the supervision of the CHED and in consultation with the DBM, the restructuring of said Colleges and Universities to become more efficient, relevant, productive and competitive;
- r) Enter into joint ventures with business and industry for the profitable development and management of the economic assets of the University, the proceeds from which shall be used for the development and strengthening of the same;
- s) Develop consortia and other forms of linkages with local government units, institutions and agencies, both public and





private, local or foreign, in furtherance of the purpose and objectives of the University;

- t) Develop academic arrangements for institution-capability building with appropriate institutions and agencies, public or private, local or foreign, and to appoint experts/specialists as consultants, or visiting or exchange professors, scholars, researchers, as the case may be;
- u) Set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual system, open learning, community laboratory, etc., for the promotion of greater access to higher education;
- v) Establish policy guidelines and procedures for participative decision-making and transparency within the University;
- w) Privatize, where most advantageous to the University, the management of non-academic services such as health, food, building or grounds or property maintenance, and similar such other activities and;
- x) Extend the term of the President of the University beyond the age of retirement but not later than the age of (70), whose performance has been unanimously rated as outstanding and upon unanimous recommendation by the Search Committee.

**Article 3. Officers and Members of the Board of Regents.** The University Board of Regents (per RA No. 8468) shall be composed of the following:

- a) Chairman of the Commission on Higher Education as Chairman;
- b) President of the University as Vice Chairman;
- c) Chairman of the Committee on Education, Arts and Culture of the Senate as member;
- d) Chairman of the Committee on Education, Arts and Culture of the House of Representatives as member;



- e) Regional Director of the National Economic Development Authority (NEDA), where the main campus of the University is located as member;
- f) President of the Federation of Faculty Associations as member;
- g) President of the Federation of Students Councils of the University as member;
- h) President of the Alumni Association of the University as member; and
- i) Two (2) prominent citizens of the Province of Cavite who have distinguished themselves in their profession or fields of specialization of the University as members.

**Article 4. Meeting of the Board of Regents.** The Board of Regents shall meet at last once every quarter. A quorum shall consist of a simple majority of all the members of the Board.

**Section 1.** Special session of the Board may be held (only) upon the call of the Chairman of the Board provided that the members of the board have been duly notified in writing of the said special session three (3) days before its holding. A board member who believes that a special session should be conducted may submit a written petition to the Chairman.

**Section 2.** No regular or special meeting of the Board shall be validly held or could legally occur without the presence of either the Chairman of the Board or the President of the University who is the Vice-Chairman thereof.

**Section 3.** The Board Chairman shall preside over all meetings of the Board. In his absence, the Vice-Chairman shall preside.

**Section 4.** Matters for referenda may be submitted to the Board of Regents any time except those affecting fiscal and policy issues.

**Section 5.** As much as possible, the meetings of the Board shall be held within the University campus. However, meetings may also be held when necessary in such other places as the Board determines.

**Section 6.** The University Board Secretary shall notify the Board of Regents of all meetings of the Board and shall send to each Regent a copy of the agenda at least seven (7) calendar days prior to the scheduled



meetings. The Board Secretary shall keep accurate records of each of the meetings of the Board.

**Article 5. Compensation of the Board of Regents.** The officers and members of the Board of Regents shall not receive any compensation as such but they shall be entitled to actual reimbursement of necessary expenses incurred during or in conjunction with their attendance in the regular meetings or special sessions of the Board or in connection with their performance of official business duly authorized by the Board through a Resolution subject to the usual accounting and auditing rules and regulations.

**Article 6. Committees of the Board.** The Board of Regents may create committees, standing or special, as it may deem necessary for the proper performance of its functions.

### **Article 7. Organization of the University**

**Section 1. Organization.** The Officers of the Administration of the University shall consist of the University President, designated Vice presidents, Administrative Officer, The University Secretary, the Deans, the Registrar, and other current members of the Administrative Council, including other officers who may be designated by the Board of Regents.

### **Article 8. Officers of the University**

**Section 1. The University President.** The overall administration and supervision of the University is vested on the President who must render full-time service.

- a) **Search Committee.** The University President shall be selected and appointed by the Board of Regents upon the recommendation of the Search Committee for the Presidency duly constituted by the Commission on Higher Education (CHED).

The composition, functions and the procedures in the selection to be conducted by the Search Committee unless otherwise specified by the Board of Regents shall conform to the provision of CHED MC. No.04, s. 1997 or any other latest legal documents on this matter.



**b) Qualification of the University President.** The minimum qualification of the University President shall be as follows:

1. Must be at least forty (40) years old on the date of his application for the position;
2. Must be a natural-born citizen of the Philippines;
3. Must be academically qualified, preferably holder of an earned doctorate degree;
4. Must have relevant administrative experience of at least five years; and
5. Must possess leadership and managerial skills within the purview of the needs, thrusts, goals and objectives of the University.

The Board of Regents may prescribe additional qualifications as it deems fit.

**c) Term of Office.** The University President shall have a term of four (4) years, the beginning and end of which must be clearly specified in the appointment issued by the Board of Regents. The University President shall be eligible for reappointment for another term only.

No search needs to be conducted if the incumbent is eligible and qualified for reappointment as deemed by the Board of Regents.

**d) Vacancy.** In case of vacancy by reason of death, resignation, removal for cause or incapacity of the incumbent President to perform the functions of his office, the Board of Regents, through the Board Chairman shall, within fifteen (15) days from the occurrence of such vacancy, designate an Officer-in-Charge (OIC) in the Office of the President.

In case a new President is appointed by the Board after a permanent vacancy occurs in the Office of the President but during the term of office of the original appointee, the new President as his successor shall hold office for the unexpired portion of the term. This service for the unexpired term shall not, however, count one (1) full-term for purpose of appointment / reappointment.



- e) **Powers of the University President.** The President shall carry out the general policies laid down by the Board of Regents and shall have the power to act within the limits of said general policies and in accordance with his specific duties and responsibilities.
- f) **Specific Duties and Responsibilities.** The specific duties and responsibilities of the University President shall be as follows:
- Direct or assign the details of executive action;
  - Act as ex-officio head of the University faculty;
  - Exercise general supervision of all business and financial operations of the University;
  - Determine the agenda of all meetings of the Board of Regents, of the Executive Council, and of the Administrative and Academic Councils; provided, however, that any member of among hereinafter Councils shall be entitled to have any matter included in the agenda;
  - Preside all commencement and other public exercises of the University and confer such degrees and honors as are granted by the Board of Regents. All diplomas and certificates issued by the University shall be signed by the President and attested by the Registrar;
  - Act as the official medium of communication between the faculty, staff, and students of the University on one hand, and the Board of Regents on the other;
  - Appoint qualified and competent persons to fill all vacancies and new positions as per approved criteria of recruitment upon recommendation of the appropriate recruitment / selection board, to make such appointments necessary to meet emergencies occurring between meetings of the Board so that the work of the University will not suffer, and to make special appointments as are permitted by the Board of Regents;
  - Grant or deny leaves of absence with pay or without pay and/or extension of such leaves or delegate the same to duly authorized officer of the University;



- Grant or deny extension of fellowships for a period not beyond one academic year if the budget permits and for reasons he may deem appropriate;
- Approve/defer retirement of members of the faculty and employees confirmed by the Board of Regents;
- Authorize renewal of appointments for not more than one year if the budget permits and the services are deemed necessary to make ad interim appointments when the need of the service so requires;
- Authorize the transfer/detail of faculty members and employees from one department or unit of the University to another or to another educational institution in accordance with their specializations with the consent of the transferee and with proper compensation;
- Appoint qualified members of the faculty as fellows of the University (full or partial) in order to enable them to pursue graduate studies locally or overseas and to fix the financial assistance to any such fellow in accordance with the rules promulgated by the Board of Regents and within the lump sum appropriated for fellowships;
- Grant or deny permission for members of the faculty to accept training grants, fellowships, scholarships, assistantships, or invitations to conferences sponsored by outside agencies or organizations without any financial obligation on the part of the University outside of the regular salary of the person concerned;
- Supervise and control through the Dean of the Student Affairs, extracurricular activities of the students; and to issue adequate rules for their organizations and qualifications of officers;
- In consultation with the head of the units concerned, initiate the necessary disciplinary action against the erring personnel before an appropriate investigating body;
- Prepare and endorse annual report to the Board of Regents on the work of the past year and the needs for the current year. He shall also present to the Board the annual budget of the University with estimates of income and expenditure;



- Execute and sign, in behalf of the University, contracts, deeds and other instruments necessary for the proper conduct of business of the University. However, in regularly recurring undertakings and transactions where his actions is virtually ministerial, conditions and terms thereof having been fixed in the existing University regulations, and general laws, direct through appropriate written instruction that approval in specified cases be made in his behalf by officers of administration or head of offices or units, subject to such safeguards he may impose. All existing regulations inconsistent herewith are abrogated.
- Enforce discipline in the University for the maintenance of satisfactory academic standards in all units; and
- Designate a ranking officer of the administration to act as Officer-in-Charge of the Office of the President, who shall carry out the management of the affairs of the University in the name of the President, subject to his instruction and the policies of the board. In this regard, the President shall initiate a policy on designation of command-succession for the University and for each of the individual major units.

## **Section 2. The Vice President for Academic Affairs**

- a) General Functions.** There shall be a Vice President for Academic Affairs to be designated by the University President whose general functions shall be as follows:
- Provide leadership and direction in all academic and related programs of the University in curriculum and instruction as well as student affairs;
  - Coordinate the academic programs, sports and recreation activities; and
  - Represent the University on matters of academic nature with appropriate agency, body or office whether in country or overseas when so designated by the University President.





**b) Specific Duties and Responsibilities.** The specific duties and responsibilities of the Vice President for Academic Affairs shall be as follows:

- Serve as Chairman of the Academic Council as well as any other council or academic advisory body when so designated by the President;
- Coordinate the sports and recreation program of the University through the College of Sports, Physical Education and Recreation (CSPEAR) with Academic Council;
- Resolve organizational conflicts on Academic Affairs;
- Recommend policies and/or revisions thereof on matters affecting curriculum and instruction and related academic matters;
- Coordinate curriculum development in all levels through the University Academic Council of Colleges;
- Review all proposed programs/projects for internal development particularly those affecting instruction and student welfare;
- Review/analyze reports on status of faculty workload;
- Act as the Chairman of the University Promotion and Selection Board pertinent to the selection and promotion of members of the University faculty regardless of the employment status;
- Provide leadership in planning and in budgetary estimates and allocations for all academic units;
- Assess all evaluations made by the deans of Graduate School and Student Affairs as well as those of the different College Deans;
- Sign vouchers and RIVs, purchase orders from within subordinate offices within levels of amounts approved by the BOR;
- Approve travel papers and leaves of academic staff of not more than 30 days; and



- Perform other duties related to his position and/or delegated by the President from time to time.

### **Section 3. The Vice President for Administrative and Support Services (VPASS).**

**a) Function.** The Administrative and Support Services Unit is directly under the office of the University President and is primarily tasked of providing assistance to the President in the general supervision and administration of administrative operations, financial matters, general maintenance and support services, medical care and security services.

**b) Offices.** The following offices shall comprise the administrative and support services unit of the University:

- Office of the Vice President for Administrative and Support Services.
- Administrative Services
- Financial Services
- Medical and Dental Services
- Physical Plant Services
- Civil Security

#### **c) Responsibility and Functions of the Different Offices**

**Office of the Vice President for Administrative and Support Services (OVPASS) –** The office shall be headed by a Vice President who is appointed or designated by the University President and confirmed by the Board shall have the following functions:

**General Functions:** Assist the University President in general supervision and administration of administrative, support, fiscal, health care and security services.

**Specific Duties and Responsibilities:** The specific duties and responsibilities of the Vice President for Administrative and Support Services shall be as follows:



- Develop, formulate and implement programs, projects and activities that are of administrative and auxiliary in nature including fiscal, health care and security matters;
- Manage and / or supervise preparation, allocation and disbursement of budgetary resources in accordance with existing laws, rules and regulations;
- Sign Obligation Request (OR) for transactions involving payroll and personal services, remittances for GSIS insurance premiums, PAG-IBIG, PHILHEALTH and other financial transactions and request under the OVPASS;
- Approve Disbursement Vouchers (DVs) including Work Orders (WOs)/Purchased Orders (POs) in the amount not exceeding One Hundred Thousand Pesos (P100,000.00) for and in behalf of the President;
- Approve payroll for and in behalf of the President regardless of the amount;
- Approve for and in behalf of the President, Disbursement Vouchers for remittance to GSIS, PHILHEALTH, PAG-IBI, BIR, other government offices and personnel remittances to other offices/claimants regardless of amount.
- Approve/countersign checks for payment of other expenditures that may be authorized for specific purpose in an amount of not more than P100,000.00 per transaction;
- In the absence of HRMO, sign certification issued by the office.
- Issue policy memorandum on Administrative matters as decided upon on Administrative Council level and/or those inherent to his general functions;
- Issue memorandum related to matters and concerns of the OVPASS.
- Supervise the affairs of the administrative, human resources, physical plant, financial, health as well as security services such that their inherent goals and objectives of the University are satisfactorily attained;



- Act as Chairman of the Promotion and Selection Board for non-academic positions within the umbrella of the administrative, support, financial, health and security services;
- Recommend appointments of non-academic personnel within administrative and support services to the University President regardless of employment status;
- Establish a continuing program for career and personnel development for non-academic personnel;
- Initiate job rotation program for non-academic personnel within the OVPASS as a means of developing and enhancing their potential by exposing them to their work climate within the University and more importantly to increase/enlarge their repertoire of knowledge and skills;
- Act on the daily time records of the heads of major offices under the VPASS;
- Act on application for leave of absence of personnel under VPASS for the period covering 30 days or less;
- Sign PHILHEALTH hospitalization form, application agreement for GSIS policy and salary loan and PAG-IBIG multi-purpose loan;
- Perform the functions of the Director for Administration in case the latter is absent or on official travel;
- Sign all requests for official travel of personnel under the OVPASS;
- Prepare proposals for Board approval on matters related to the operation of the unit; and
- Perform other duties that may be assigned by the University President from time to time.



### **Section 3.1. Director for Administrative Services**

The Director for Administrative Services shall perform the following:

- a) Supervise and direct the daily activities of the following offices:
  - Supply and Procurement
  - Internal Audit
  - Records
  - Clerical and support services assigned at the OVPASS
- b) Supervise the planning of activities of the above-mentioned offices and implement improvement in their operations;
- c) Recommend, implement and evaluate policies, plans and programs that are related to administrative service functions;
- d) Sign the following for and on behalf of the President:
  - Purchase Request(PR) – P100,000.00 and below
  - Purchase Order (PO) and Work Order (WO) – P50,000.00 and below
  - Disbursement Vouchers (DV) except for personnel services – P50,000.00 below;
  - Payroll and DV for personal services – without limit
  - PO, WO, DV and other documents that are within the discretion of the VPASS in case the latter is on official leave or official travel
  - Itinerary of travel, DTR and application for vacation/sick leave of not more than 5 days of personnel under his/her direct supervision
- e) Countersign check in the amount not more than P25,000.00 per transaction during the time VPASS is on official leave of absence or on official travel;



- f) Sign documents related to GSIS and PAGIBIG loan and claims for PHILHEALTH services;
- g) Act as member of Personnel Selection Board and Scholarship Committee of the University;
- h) Act as chair of the University Grievance Committee;
- i) Supervise and coordinate the preparation of periodic, annual and other required reports on administrative service function;
- j) Conduct in-service training for personnel under the OVPASS in coordination with the Director of CETS and FSDO; and
- k) Perform other functions as may be assigned by higher authorities.

### **Section 3.2. Director for Human Resource Development.**

The HRD Director shall head Human Resource Development Office.

The Director shall:

- a) Supervise and direct the operation of the HRD Office;
- b) Assist the VPASS and the University President in the development, formulation and execution of policies, rules and regulation in the areas of human resource management in accordance with CSC rules and regulation;
- c) Implement human resource development program of the University;
- d) Establish a sound recruitment and selection program in the University;
- e) Administer the position classification and compensation system prescribed by the DBM and other employees welfare programs such as medical and hospitalization benefits, health and safety standards, disability, retirement and other benefits;
- f) Implement performance standard evaluation system and employees recognition programs;



- g) Establish and administer a continuing employee suggestions and incentives and awards system for the improvement of employees performance and productivity;
- h) Facilitate the needed human resource training and development programs;
- i) Maintain a complete and up to date personnel information system;
- j) Act as the BILIS AKSYON PERSON in the University following CSC Memo No.3, s 1994;
- k) Act as member of the Council of Personnel Manager (CPO), actively participate in all programs and activities of the Council;
- l) Sign documents for submission to CSG;
- m) Liaise with CSC and other government agencies on matters related to human resources;
- n) Issue memorandum and guidelines within the scope of his duty;
- o) Sit as member of Personnel Selection Board in the University;
- p) Perform other functions as assigned by higher authorities.

**Section 3.3. Director for Financial Management Services.** The Director shall perform the following:

- a.) Exercise direct supervision on the following offices:
  - Cashier
  - Budget
  - Accounting
- a) Prepare, consolidate and review annual budget, supplemental and special budgets;
- b) Take action on request for funding on various requisitions of different units;
- c) Coordinate with concerned offices in connection with budget operations and guidelines;





- d) Assist the VPASS and the University President during budget hearings and review and during BOR meeting whenever necessary;
- e) Monitor disbursement of approved agency budget;
- f) Prepare financial plan for Fund 164 for BOR approval;
- g) Prepare and submit financial report to DBM and other concerned offices;
- h) Follow-up request for budget like NOSCA, NCA, SARO, etc.;
- i) Initiate and follow-up request for funding from other government agencies;
- j) Prepare periodic, annual and other required report related to the financial management function; and
- k) Perform other functions that may be assigned by higher authorities.

**Section 3.4. Director for Medical Services** – The University Director for Medical Services shall be designated by the University President and whose designation is approved by the Board of Regents.

The director for Medical Services shall:

- a) Supervise and direct the operation of the University infirmary, medical clinic and other related facilities;
- b) Plan and implement health care program of the University personnel;
- c) Attend to the health needs of the students and other members of the academic community;
- d) Prepare periodic, annual and other required report related to the health care function;
- e) Perform other functions that may assigned by higher authorities.

**Section 3.5. Director for Civil Security.**

The Director for Civil Security shall:

- a) Spearhead the planning, maintenance and up-keep of peace and order in the University;
- b) Coordinate strict enforcement of University policies, rules and regulations with all the members of the academic community;
- c) Prepare periodic, annual and other required report related to civil security function;
- d) Represent VPASS in the evaluation of bids for security services;
- e) Coordinate strict enforcement of University policies, rules and regulations with all the members of the academic community; and
- f) Perform other functions that may be assigned by higher authorities.

**Section 3.6. Director for General Services/Physical Plant Services.**

The Director shall:

- a) Exercise direct supervision on all personnel assigned to the general maintenance and services in the University;
- b) Assist the VPASS and the University President in the development, formulation and execution of policies related to the general maintenance and services in the University;
- c) Implement program for the development and improvement of physical facilities of the University;
- d) Prepare periodic, annual and other required report related to the general services function;
- e) Evaluate request for repair and maintenance projects; and
- f) Perform other functions that may be assigned by higher authorities.



### **Section 3.7. Accountant**

The Accountant shall:

- a) Prepare financial statements and other financial records;
- b) Record all official financial transactions, journal entries and accounts classification;
- c) Keep and maintain complete, accurate and update subsidiary ledgers for all accounts;
- d) Prepare payroll of regular personnel and coordinate the preparation of payroll of non-regular personnel; and
- e) Perform other functions that may be assigned from time to time.

### **Section 3.8. Cash and Disbursement Officer**

The Cash and Disbursement Officer shall:

- a) Handle collection of fees and other funds due to the University;
- b) Deposit all collections due to the University within the reglamentary period allowed by law;
- c) Prepare and submit regularly reports of collections;
- d) Prepare and supervise remittance of taxes due the government through the Bureau of Internal Revenue (BIR); insurance premiums, Medicare, loans and other mandatory contributions of personnel;
- e) Handle immediate salaries, disbursement of wages and other obligations of the University;
- f) Render periodic report of checks issued and cancelled;
- g) Record of cash advances; and
- h) Perform other functions that may be assigned from time to time.



### **Section 3.9. Property and Supply Officer**

The Property and Supply Officer shall:

- a) Supervise acquisition, storage and disposal of supplies and materials and other properties of the University;
- b) Spearhead the conduct of physical inventories of the University properties;
- c) Keep complete, accurate and updated records of all University properties;
- d) Perform other functions that may be assigned from time to time.

### **Section 3.10. Records Officer**

The Records Office shall:

- a) Keep and maintain official record and documents of the University;
- b) Authenticate documents on file;
- c) Maintain a continuing program for the preservation and disposition of permanent records; and
- d) Perform other functions that may be assigned from time to time.

## **Section 4. The Vice President for Research, Extension, Continuing Education and Training Services (RECETS).**

There shall be a Vice President for Research, Extension, Continuing Education and Training Services to be designated by the University President.

- a) **General Functions.** The General functions of the Vice President for Research, Extension, Continuing Education and Training Services (VPRECETS) shall be as follows:
  - Provide leadership and direction in planning of research, extension and training programs of the University;
  - Coordinate with other units of the University and with other governmental and non-governmental research, extension and



training institutions/organizations for effective program implementation; and

- Represent the University on matters relevant to its research, extension and training functions when so designated by the University President.

**b) Specific Duties and Responsibilities.**

- Act as Chairman of the RECETS Council;
- Recommend to the University President policies and programs concurred in by the RECETS Council;
- Review and recommend to the President programs, proposal and projects on research and extension submitted by the directors for research, extension, continuing education and training services;
- Provide leadership in formulating budgetary allocations for research, extension, continuing education and training and recommend realignment, if necessary;
- Countersign PR and purchase orders from RECETS units;
- Approve travel papers and leaves of absence of RECETS personnel not more than 30 days;
- Act as Chairman of the Selection and Promotion Board for RECETS personnel; and
- Perform other duties that may be assigned by the President from time to time.



## **Section 5. The Vice President for External and Business Affairs (VPEBA).**

There shall be a Vice President for External and Business Affairs to be designated by the University President.

**a) Functions.** The Vice President for External and Business Affairs to be designated by the University President, shall be as follows:

- Recommend policies and/or revision of existing policies pertaining to business operations, income generation, alumni affairs, public information and external linkages;
- Coordinate and promote the activities of the University Alumni Association;
- Provide adequate and relevant data and/or information to the University populace and the general public;
- Establish and maintain linkages with non-governmental and other government organizations along various concerns that are beneficial to the University.
- Head the Selection and Promotion Board for personnel of external and business affairs personnel; and
- Recommend to the University President, personnel to fill up various contractual or permanent positions to compose the main office and its three major subordinate offices upon the recommendation of a duly constituted search committee.

**Section 6. College Deans.** There shall be Deans of the main campus colleges, branch campuses and other major academic offices to be designated by the University President. The designation of Heads of Integrated non-chartered institutions shall be Campus Administrator. Only the heads of integrated non-chartered institutions who enjoyed plantilla position before the integration shall be accorded this designation. Provided, further that the Integrated non-chartered campus is on fully autonomous operation particularly on financial management and fund sourcing. Designated College and Campus Deans and Campus Administrators, should be holders of earned Ph.D. degrees or with the academic rank of at least Associate Professor I.



- a) **Functions.** The Deans and Campus Administrators shall perform the following duties and responsibilities:
- Take charge of the planning, development and supervision of the college;
  - Prepare budgetary estimates for the college in coordination with unit heads;
  - Propose a new and/or revision of policies, rules, and regulations affecting the college;
  - Coordinate all the instruction, research and extension programs of the college;
  - Establish linkage with government and non-government agencies in the effective implementation of the programs of the college;
  - Sign vouchers and RIVs up to P10,000.00; and
  - Perform such other duties and responsibilities as may be assigned by the higher authorities.

Campus Administrators may perform such other functions that have been particularly and traditionally authorized for their positions prior to the integration.

**Section 7. Dean of Student Affairs.** There shall be a Dean of Students Affairs designated by the University President and confirmed by the Board of Regents, who shall coordinate the operations of the following units of the Office of the Student Affairs (OSA): financial assistance, student housing, student organization, guidance and testing, career and placement, social and cultural affairs, student publication, and student discipline. In addition, the OSA Dean shall also exercise overall management of the student admission.

Appropriate rules, regulations and guidelines on the operation of the different units of the OSA shall be prepared and implemented by the Dean of Student Affairs as approved by the Board of Regents.

**Section 8. Directors of Centers and Non-academic Units and Divisions.** There shall be directors of centers and other major non-academic units designated by the University President. In addition to





those specified in their terms of reference and as demanded by the nature of their respective units, the major duties and responsibilities of directors are the same as those of the Deans of Colleges or major academic offices.

**Section 9. Director for Planning.** There shall be a Director for Planning designated by the University President and confirmed by the Board of Regents who shall be charged with the following functions:

- a) Prepare a development plan for the University at macro-level in accordance with the mission of the University within the general provision of its charter and in accordance with national and regional priorities;
- b) Develop, review, and synthesize micro strategies of the different Colleges/units toward the overall University master plan;
- c) Coordinate with all the colleges/units in connection with the preparation and implementation of the development plan;
- d) Establish and manage a Management Information System (MIS) that shall continuously monitor the needed data and information to top-level management and other appropriate offices, from within and without, when needed, as the case may be;
- e) Conduct periodic monitoring and evaluation of the institutional and development plans; and
- f) Perform such other duties and responsibilities as may assigned by higher authorities.

**Section 10. Department Chairpersons and Heads of Units.** It shall be the responsibility of Department Chairpersons and Heads of Units to:

- a) Take charge of planning, development and supervision of their respective units;
- b) Prepare budgetary estimates of their respective units in coordination with the College deans/Division Directors; and
- c) Propose new and appropriate rules and regulations affecting their respective units.



**Section 11. Secretary of the University Board of Regents.** The Secretary of the University Board shall be appointed by the President. He shall take charge of the communications in the University/Board including those that relate to endorsements to the Board, requests for meetings and schedules, referenda, and other University endorsements to the Board. In addition, he shall also serve as Secretary of the University Administrative Council.

**Section 12. University Registrar.** The University Registrar is charged with the responsibility of keeping up-to-date and accurate records of student enrollment, grades, delinquency lists, drop-outs and causes, graduation, and the like. More specially, the following are the functions of the University Registrar:

- a) Prepare yearly academic calendar and scholastic activities in line with the academic calendar issued by the Commission on Higher Education;
- b) Plan out effective registration routing procedures and guidelines;
- c) Record advance credits of transfer students;
- d) Establish procedures for dropping of courses, leaves of absence and change of classes. Keeping and issuing forms for these purposes;
- e) Record approved leaves of absence, change of courses, change of classes, and the like;
- f) Notify students to drop a course;
- g) Automatically convert all grades of "Inc." and "4" if not completed or removed after one year preceding registration of subject(s) with these grades per academic rules and regulations.
- h) Officially inform registration advisers of students who repeated subjects for the second time and failed;
- i) Prepare student delinquency list after each semester;
- j) Prepare list of graduating students; and
- k) Publish the general catalogues as often as changing academic and other programs of the University, which requires a more permanent publicity.



- l) Inform parents/guardians of students of the academic performance of the latter two weeks after the end of the semester/term.

To assist the University Registrar in the above functions, each College Dean shall designate a College registrar who shall serve office at the discretion of the College Dean.

**Section 13. Director for Special Projects.** The University President shall designate a Director for Special Projects. The Special Projects Office shall be directly under the Office of the President. This office shall be concerned with all the external linkages of the University particularly those covered by the Memorandum of Agreement (MOA).

The duties and responsibilities of the Director for Special Projects shall be as follows:

Review existing special projects of the University;

- a) If necessary, recommend revisions to MOA covering these projects;
- b) Keep updated records of the activities;
- c) Take charge of the review and revision of proposed special projects;
- d) Prepare and submit regular and required reports to the President;
- e) Establish linkages with other agencies; and
- f) Perform other related functions as may be assigned by higher authorities

**Section 14. Director, Presidential Management Coordinating Office**

- a) Assist the President in the General Supervision and Administration of Academic, Research and Development, Administrative and Business Affairs;
- b) Serve as Presidential Assistant on the day to day operation of the University;
- c) Facilitate the flow of information among the various units of the University in aid of Presidential decision;
- d) Liaise between the University and external linkage institutions;



- e) Monitor, evaluate and submit the performance reports of all units in the University in coordination with the Planning Office;
- f) Provide technical advice to the President on matters related to institutional and policy development; and
- g) Perform other duties the President may assign from time to time.

### **Section 15. Director, Quality Assurance and Accreditation Center**

- a) Plan, monitor and evaluate the internal assessment system of the University
- b) Plan accreditation visits in coordination with the respective Deans/Administrators of Colleges, and also with the Internal Assessment Body (IAB);
- c) Initiate the conduct of self-surveys of the different academic programs of the University in coordination with the IAB of the University, using prescribed accreditation instruments;
- d) liaise with the various campuses/colleges within the University on all accreditation matters ranging from finalizing arrangements of external visits to monitoring of compliance of the campus/college to the recommendations of AACUP; and
- e) Monitor the compliance of the colleges concerned to the recommendations of the AACUP; and
- f) Monitor the implementation and operation of the University-wide quality management system.

### **Section 16. The University Librarian**

The librarian shall:

- a) Provide efficient and effective library services to the University personnel, students and other authorized clientele;
- b) Initiate continuous enrichment of library resources; and
- c) Perform other functions that may be assigned from time to time.



**Article 9. Other Officers.** Advisers of the University may be designated or appointed by the President and approved by the Board of Regents as deemed necessary in the effective administration and management of University functions. Provided that their designations are covered by specific terms of reference or regulated by the nature of their designations.

**Article 10. Induction Training for Designated Officers** – No officer of the University, with the exception of the President and/or Campus Administrator, shall be designated to any middle level management position without having successfully undergone induction training specific to the terms of reference required by the office concerned. The University President, in his discretion, may forego this requirement as he/she deems fit.

**Article 11. Tenure of Designated Officers.** Except for the University President and the Administrator of the integrated campus, designated officers shall hold office for a period of two years renewable for another two years.

In case of vacancy, the next designated officers shall hold office only for the remaining term. The President may recommend to the Board of Regents the termination of services of any designated officer any time he deems necessary.

## **Article 12. Councils of the University.**

**Section 1. Executive Council.** There shall be a University Executive Council composed of the President as Chairman and Vice Presidents as members. It shall be the duty and responsibility of the Executive Council to review policy recommendations emanating from the middle level units before endorsement to the Board of Regents. The Council shall ensure the proper and effective implementation of programs and projects approved by the Board of Regents.

**Section 2. The Administrative Council.** There shall be an Administrative Council composed of the University President as Chairman, Vice Presidents, Deans of Colleges, and Directors. The heads of various technical and academic units and departments may be requested to join the meeting of the administrative Council to be held at least once a month.

The Administrative Council shall propose, review and recommend appropriate policies governing curriculum and instruction, administration, management, and development planning of the University.



The tenure of office of the members of the Administrative Council shall be two years renewal for another two years only.

**Section 3. The Academic Council.** There shall be a University Academic Council with the University President as Chairman and all the members of the instructional staff with the rank not lower than Assistant Professors as members. The University Librarian, the Registrar and the other officials of equal rank whose duties and responsibilities relate to the Academic Affairs of the University shall be non-voting members of the Academic Council.

The duties and responsibilities of the Academic Council shall be as follows:

- a) Determine, review and recommend for approval of the Board of Regents, the academic programs including academic rules and regulations of the University;
- b) Devise/draft, review and recommend for the approval of the Board of Regents the rules of discipline for students and faculty and employees; and
- c) Fix the requirements for the admission of students as well as their graduation and the conferment of degrees and submit the same for the approval of the Board of Regents.

The University Academic Council shall be presided by the University President and shall meet at least twice a semester on the date and venue to be agreed by the members of the Council.

**Section 4. College Academic Councils.** The colleges and/or branch campuses of the University may continue their own respective academic council with the College Deans as Chairman and faculty members with the rank of at least Assistant Professor as members. The College Registrar and the Chairperson of the department whose academic rank is lower than Assistant Professor shall be non-voting members of the College Academic Council.

The duties and responsibilities of the College Academic Council shall conform to the duties and responsibilities of the University Academic Council. All academic policies, programs, and projects including curriculum, instruction, change, revision, and other policies on academic affairs for consideration of the University Academic Council shall have the endorsement of the College Academic Council concerned.



**Section 5. Graduate Academic Council.** There shall be a Graduate Council to be constituted by the faculty with the rank not lower than Assistant Professor with the Dean of Graduate School as Chairman. The Graduate School Registrar and the Chairperson of the department offering graduate programs whose academic rank is lower than Assistant Professor shall be non-voting members of the Graduate Academic Council.

The Graduate Academic Council shall formulate and review policies governing graduate programs. All new policies/departmental requests for permission to offer advanced degrees are referred to the GS Council, OVPAA, and the Board of Regents. The Council shall also screen/recommend to the University President appointments of new graduate faculty; conduct regular/special meetings on approval of candidates for graduation; curricular innovations, introduction of new policies and the like; and create standing and ad hoc committee/work groups as the need arises.

**Section 6.** The Vice President for Academic Affairs may create core group faculty members with the rank of at least Associate Professor who are members of the University Administrative Council to formulate, review and revise academic policies, rules and procedures for approval of the Board of Regents.

**Section 7. Research, Extension, Continuing Education and Training Services Council.** There shall be a Research, Extension and Continuing Education and Training Services Council to be constituted by the Vice President for Research, Extension and Continuing Education and Training Services as Chairman. The members of the Council shall consist of specialists representing the different research commodity emphases of the University, extension and continuing education and training specialists. The members of the Council shall serve for two years renewable up to the second term. In case of vacancy in membership, a substitute may be designated by the University President and shall serve only for the remaining period of service.

The duties and responsibilities of the Research, Extension and Continuing Education and Training Services Council shall be as follows:

- a) Determine, review and recommend to the executive Council, policies, rules, and regulations, and the directions for the University research, extension, continuing education and training programs;
- b) Review and recommend research and extension proposals; and





- c) Review the findings and recommendations of faculty and Institutional Research.

The Research, Extension and Continuing Education and Training Services Council shall hold at least one meeting every quarter at the date and venue to be determined by the Council members.

**Section 8. University Textbook and Publication Board.** The University shall create a Textbook Board composed of six (6) senior faculty members representing major disciplines with the academic rank of at least Associate Professor to be designated by the University Presidents. The Editor-in-Chief of the University Gazettes shall represent the student body in this Board.

The members of the Board shall select a Chairman of the Textbook Board who shall preside over meetings of the Board and an Executive Secretary who shall serve office for two years subject to reappointment for a second term. No member of the Board shall serve office for three consecutive terms.

The functions of the University Textbook and Publications Board shall be as follows:

- a) Prepare and implement policies, regulations and guidelines on book writing, book writing process flow and remunerations to writers subject to the approval of the Board of Regents. It shall also formulate guidelines on the preparation, testing, publication, adaptation and sale of textbooks, laboratory manuals, modules, and other instructional materials prepared by the members of the University academic community;
- b) Screen and review reference materials required by the teachers particularly those that are to be purchased by the students such as manuals, textbooks, and recommend final adoption or rejection of such instructional materials;
- c) Establish linkage with the University Printing Office and outside publishers and printers for possible publication of instructional materials; and
- d) Perform other related functions as may be assigned by higher authorities.





**Section 9. Sports Council.** There shall be a Sports Council with Dean of the College of Sports, Physical Education and Recreation as Chairman. The members of the Council shall consist of the Chairpersons of Sports and Recreation Department, all Deans and selected Directors, Professors of the University.

The duties and responsibilities of the Sports Council shall be as follows:

- a) Formulate, recommend and implement policies and regulation of athletic sports;
- b) Determine the privileges and benefits of varsity athletes, coaches and trainers following the approved guidelines set by the Council;
- c) Investigate and recommend penalties for varsity athletes, coaches and officials which can adversely affect the name of the University.

The Sports Council shall hold at least one meeting every quarter at the date and venue to be determined by the council members.

**Section 10. Other Councils.** The Board of Regents upon recommendation of the University President may create other councils, as it deems necessary, for the effective and efficient management of the affairs of the University.

**Article 13. Command Succession.** The University shall adopt command succession to be agreed upon by the members of the Administrative Council. This shall be implemented immediately upon the designation of the middle level Managers and shall be co-terminus with the end of their designations.

Command succession is the designation of next in line in the command succession of taking over the responsibilities of an office once the head is absent. Once the head is absent, the next in command shall automatically and immediately take charge of all responsibilities and make all decisions except on financial matters.

In case of next in command to the University President, the taking over of responsibilities is valid for a period of ten days only beyond which, an authorization to act, as University Officer-in-Charge (OIC) shall be issued by the President.



## **RULE IV FINANCIAL MANAGEMENT**

**Article 1. University Budget.** The budget of the University is released by the Department of Budget and Management following the four phases as follows:

**Section 1. Budget Preparation.** The annual budget estimates of the University shall be prepared in accordance with the budgetary policies, guidelines and procedures of the government guided by the strategic plan of the University, thrusts and priorities.

**Section 2. Budget Legislation** Coordinative efforts are exerted by the University President and officials to justify the budget proposal during the CHED, DBM, Congressional and Senate hearings.

### **Section 3. Budget Execution**

- d) Once the budget is approved, the General Appropriations Act is released which becomes the basis for the preparation of Agency Budget matrix. Accordingly, the University shall submit request for allocation of funds and cash allocation.
- e) All funds appropriated for programs, projects and activities shall be available solely for the specific purpose for which these are appropriated
- f) Creation of new positions or increase in salaries, however, shall be available solely for the specific purpose for which these are appropriated.
- g) There are some expenditure items which are not provided in the agency but which are authorized to be paid chargeable against available savings, pursuant to existing regulations. These expenditure items include but not limited to retirement gratuity, overtime, monetization of leave credits, and loyalty pay.
- h) Authority is hereby granted to agencies to augment non – existing expenditure items, the payment of which has been authorized to be charged against savings, as an exception to Section 54 of the General Provisions of R.A. No. 9162 (DBM Circular Letter 2002-10 dated 7 May 2002.



**Article 2. University Income.** This refers to receipts or revenues collected by the University

**Section 1.** Tuition, other necessary school charges, such as but not limited to matriculation fees, graduation fees, income from agricultural operation and auxiliary services shall form part of the University income.

**Section 2.** The University authorized to retain Revolving Fund its income from food production, and auxiliary services shall form part of the University income.

**Section 3.** Under the provisions of RA 8292, Higher Education Modernization Act of 1997, the University is authorized to deposit in any Authorized Government Depository Bank (AGDB) and treated as Special Trust Fund, income from tuition, and necessary school charges such as but not limited to matriculation fees, graduation fees and laboratory fees. All interest that shall accrue from there shall form part of the same fund for the use of the University. The law further authorizes the Board of Regents of the University to disburse such income and other charges, as well as those generated from the operations of auxiliary services and land grants, for instruction, research, extension or other programs /projects of the University. Such disbursements require a special budget duly approved only by the BOR which is now empowered by RA No. 8292 to appropriate the income of the University and allocate funds with flexibility. Provided that all fiduciary fees shall be disbursed for the specific purpose for which these are collected.

**Article 3. Financial Management Services (FMS).** The Financial Management Services Unit shall be established in the University. The unit comprises the consolidated functions of the Budget Section, Accounting Section and Cashier. The unit shall safeguard assets, check the accuracy and reliability of the financial data, promote the effectiveness of policies in the utilization of funds and encourage adherence to University policies thrusts and priorities.

- a.) The Financial Management Services Unit shall be under the direct supervision of the Director for Financial Management
- b) The Financial Management Services Unit shall monitor and see to it that the financial management and plans of the University are carried out effectively and economically and make recommendations to improve and strengthen the system.



**Article 4. Accounting and Auditing of Accounts.** In line with the COA Circular No. 2001-004 dated 30 October 2001, the University shall adhere to the prescribed New Government Accounting System (NGAS) in ensuring proper accounting and auditing of all financial transactions of the University.

**Article 5. Internal Management Control (IMC).** An Internal Management Control System shall be established in the University that shall safeguard assets, check the accuracy and reliability of its financial data, promote operational efficiency, determine the effectiveness of policies in the utilization of funds, and encourage adherence to prescribed managerial policies.

- a) The Internal Management Control System shall be under the direct supervision of the Director for Administration / Administrative officer and independent from other service functions as it reviews the operations of other system.
- b) The Internal Management Control shall regularly monitor and see to it that the adopted plans are carried out effectively and economically; make recommendations to improve and strengthen the system.



## **RULE V**

### **TERMS AND CONDITIONS OF EMPLOYMENT**

**Article 1. Composition of Academic Staff.** The academic staff of the University shall be composed of the teaching staff and the non-teaching staff, as defined hereunder:

- a) The members of the academic staff shall be classified as regular and non- regular members of the faculty.
- b) The regular members of the faculty who may serve full or part-time shall include the following categories each consisting of several defined steps: Professor, Associate Professor, Assistant Professor and Instructor.
- c) The non-regular members of the faculty shall include the following categories, who shall serve in accordance with the terms and conditions of their appointment: Visiting faculty, Exchange faculty, Lecturers, part time faculty and others whose designation shall be determined at the time of their appointment.
- d) Repeated reappointment to any non-regular position shall not provide a right for another reappointment or tenure.
- e) The members of the academic non-teaching staff who possess academic items shall include the following categories: Research personnel such as researchers, research aides, research assistants and research associates; and University field extension workers.
- f) Other members of the academic non-teaching staff who do not have academic position items shall include Guidance Counselors, Professional librarians and University Registrar.
- g) Technical specialists such as training specialists, information specialists, labor education officers, legal education officers and related positions and other academic and non-teaching employees, with appointments under the foregoing and related categories are also members of the academic non-teaching staff.



**Article 2. Qualifications.** All appointments to the academic staff shall be made strictly on the basis of merit. No religious test shall be applied, nor shall the religious opinions or political affiliations of the academic staff of the University be a matter of examination or inquiry. In addition, no gender discrimination shall be applied.

- a) Members of the regular faculty shall be exempted from the requirements of civil service eligibility as a prerequisite for appointment.
- b) Appointment and promotions in the academic staff shall be made in accordance with such criteria, rules, procedures, and other guidelines, including a standardized schedule of academic staff positions and salaries as may be prescribed in the latest National Budget Circular (NBC) or the National Compensation Commission (NCC) issued from time to time.

However, those teaching in programs whose graduates are required to pass professional examinations should be holders of appropriate licenses to practice their profession.

- c) All appointments to part-time positions in the academic staff of those who have full-time appointments in other agencies of the government shall be made only upon written permission from the agency concerned; provided, that if they are also teaching in other schools, the total teaching load shall be within the maximum allowable limit provided by law.
- d) The University shall discourage nepotism in appointments to the academic staff of the University except in the case where the interest of the University requires otherwise and the Board of Regents so decides.
- e) No person shall be eligible for appointment or reinstatement as a regular member of the faculty of the University during the term of which he had been elected to any political office.
- f) No person who filed and withdrew his candidacy or has been defeated as a candidate for any political office in election shall be eligible for appointment or reinstatement as a regular member of the faculty within a year after the date of election.
- h) No person shall be appointed to the faculty on a full-time basis if said person is employed in another school except under consortium arrangements; provided, that when immediate requirements of University justify the appointment and no other applicant approximates the needed high professional and scholastic



competence, such person may be appointed on a year to year basis until another, who possesses the desired competence, is available for regular appointment.

- i) All members of the faculty shall be appointed by the President subject to the confirmation by the Board of Regent.
- j) The President of the University shall appoint any faculty member to the rank of University or College Professor from among the full professors of the University, subject to the rules and conditions as provided for in the National Budget or National Compensation Commission Circular and confirmed by the Board of Regents. A University or College professor must be an outstanding scholar, scientist or artist, must have expert knowledge in at least one field and a broad understanding of other branches of knowledge, and must be nationally / or internationally recognized in his field.
- j) No teaching or non-teaching employee who resigned or separated from the service whose age is beyond 57 years old shall be re-appointed, re-employed or reinstated without authorization from the Civil Service Commission.

**Article 3. Terms and Conditions of Appointments.** The precise terms and conditions of every appointment shall be stated in writing. In case of non-renewal of a temporary appointment, the person concerned shall be informed in writing at least sixty days before the termination date. An appointment with tenure may be terminated only by resignation, death or removal for cause after due process.

Appointees under temporary status do not have security of tenure and may be separated from the service, with or without cause. As such, they shall not be considered illegally terminated and hence, not entitled to claim back wages and/or salaries and ask for reinstatement to their positions (MC No. 20, s 2002).

**Article 4. Compensation.** Full time and part-time members of the faculty shall receive compensation on the basis of a fair and systematic schedule as approved by the Board of Regents as recommended by the President of the University and after due consultation with the faculty or its representative organization. Lecturers shall be paid for each hour of actual service and for each final examination in accordance with the schedules approved by the Board of Regents.



**Article 5. Promotions.** In determining promotions in the faculty, careful consideration shall be given to the following factors:

- a) the teaching ability of a candidate;
- b) his research competence and productivity;
- c) scholarly performance;
- d) dedication to service;
- e) evidence of educational interest and marked academic growth;
- f) community extension service;
- g) moral integrity, and
- h) meet the required number of points required for the position per latest NBC on faculty reclassification.

In addition to the foregoing criteria, no person may be appointed or promoted to professorship unless his record shows outstanding achievement.

**Article 6. Academic Freedom of Teachers.** Members of the teaching staff shall enjoy academic freedom. Academic freedom is the right of the teacher to teach the subject of his specialization according to his best lights; such ideas as he believes sincerely to be right; and to express his opinions on public question in a manner that shall not interfere with his duties as a member of the faculty or jeopardize his loyalty to the University. Within this specific framework, the following principles are hereby declared:

- a) The University shall not impose any limitation upon a teacher's freedom in the exposition of his own subject in the classroom, in addresses or in publications.
- b) The University shall not place any restraint upon the teacher's freedom in the choice of subjects for research and investigation undertaken on his own initiative.
- c) Furthermore, the University shall recognize that the teacher, in speaking or writing outside of the University upon subjects beyond the scope of his own field of study, is entitled to the same freedom





as all other citizens and is subject to the same responsibilities as well.

- d) No teaching personnel in the University shall inculcate certain tenets in any of his teaching, nor use his position directly or indirectly to influence students or attendance at the University for or against any particular church or religious sect, ideology, or political party under penalty of dismissal by the Board of Regents.
- e) If the conduct of a teacher in his classroom or elsewhere should give rise to doubts concerning his fitness for his position, the question shall in all cases be submitted first to an Investigation Committee of the faculty appointed by the President of the University and in no case shall any member of the teaching staff be dismissed before the normal termination of his period of appointment without full and open hearing by the Board of Regents should he desire it, and only upon sufficient notice.
- f) The University shall assume no responsibility for views expressed by members of its staff; that the faculty members themselves shall make clear that they are expressing their personal opinion.

**Article 7. Resignation and Transfer.** No resignation by a faculty or employee shall take sooner than 30 days after the same shall have been filed, submitted in writing to the President through channels, unless sooner approved by the President.

The Acceptance of Resignation in writing by the University President which should indicate the date of effectivity of resignation shall be submitted to the CSC office concerned for record purposes.

A faculty or employee under administrative investigation may be allowed to resign pending decision of his/her case but it shall be without prejudice to the filing of any administrative/ criminal case against him / her for any act committed while still in the service.

**Article 8. Fellowships.** The University shall formulate policies and guidelines for faculty and staff fellowships, which may be revised from time to time as the need arises. The full text of the current guidelines for faculty and staff development in this manual.



**Article 9. Exchange Professorship.** Exchange arrangements and guidelines and consortia may be made with a school of recognized standing, both in the country and overseas. The President of the University upon approval of the Board of Regents may allow exchange professorship with accredited schools of higher education for a period of one year, renewable for another year. In addition to his regular salary, an exchange professor assigned abroad or elsewhere may be given such

assistance that will enable him to maintain the dignity of his position in his place of assignment.

**Article 10. Visiting Professorship.** The President of the University, upon approval by The Board of Regents, may appoint visiting professors who shall serve in the University for some special purpose for a period of one year renewable for another year. The University President may also appoint visiting professors from the University to other institutions of recognized standing by special arrangements and conditions mutually acceptable to both institutions. The University shall make adequate provision in its yearly budget to ensure the implementation of this program.

**Article 11. Professorial Chair.** The President of the University upon approval by the BOR shall award Professorial Chair to a faculty member who has shown exemplary performance in his field of specialization. The awardee shall be required to conduct professional chair lectures within the duration of the award. The University shall link with non-government organizations to support this program.

**Article 12. Specific Policies and Guidelines on Faculty Workload.** The workload system shall be implemented by the University in line with the guidelines on faculty workload policies and regulations by CHED. The current faculty workload system may be revised or totally replaced upon approval of the Board.

The workload system concerns only the instruction function and related activities of the academic teaching staff of Cavite State University. This was finalized on 14 July 2000 incorporating the comments/suggestions of the University Administrative Council during its 03 July 2000 meeting. Amendments and revisions were again made in December 2002 and May 2007 for the following purposes, among others: define credit units for other activities left to the discretion of the College/Campus Dean, specify the mode of payment for overload teaching and overtime teaching; and suggest source of funds for such payment.



**Section 1. Coverage.** This set of guidelines covers all CvSU faculty members, whether permanent, temporary, or contractual teachers reporting on full time.

- a) At the beginning of each school year, before the start of regular classes, the college/campus deans shall require the members of their faculty to decide whether to be on full-time teaching, research or extension, provided that the needs of instruction are satisfied first and does not lead to extra hiring of personnel.

It should be noted, however, that although faculty members are classified as full-time teachers, they are still required to conduct either research or extension activities on top of their teaching loads. The list of those on full-time teaching shall be submitted immediately to the office of the Vice President for Academic Affairs (OVPA) while those on full-time research or extension shall be endorsed by OVPA to the Office of the Vice President for Research and Development. For efficient allocation of funds, tentative computation of faculty workload for instruction shall be submitted to OVPA one week, at the latest, before the start of classes in each semester.

- b) Faculty members with academic ranks who opt for full-time research or extension shall be required to teach minimum of (9) contact hours per week.
- c) Credit unit load of faculty members on full-time research or extension shall be covered by a separate research and extension workload system of the University.

## **Section 2. Maximum Workload and Overload Compensation**

The maximum regular teaching load of an academic full – time teaching staff without administrative and supervisory assignment in any given semester shall be 18 teaching hours (TCH) per week. (TCH) and equivalent WL units shall be reduced to 18 and 25, respectively effective First Semester, AY 2004 – 2005 depending on availability of funds). For purposes of overload pay, this is equivalent to the maximum of 25 instruction workload (WL) credit units

- a) The regular workload of full-time teaching staff in a given semester shall include only those related to instruction, administrative assignments and other services duly supported by designations issued by the Office of the President of the University (OUP) as recommended by the vice president concerned.



- b) Faculty members who opt to be on full-time teaching but who conduct important projects under the priority commodity thrusts of the University shall earn credit units for those projects based on the guidelines for research and extension workload. This credit unit shall be added to instruction workload provided that these credit units are not credited on full-time research.
- c) The final report on faculty workload, including the summary thereof, shall be submitted to the office of the Vice President for Academic Affairs for consolidation within the final examination period of every semester.
- d) An academic staff who is unable to reach the maximum teaching load per week shall be required to teach other courses in other units of the University and/or render other services deemed necessary as recommended by the Vice President for Academic Affairs and approved by the University President in order to reach the mandatory 40-hour service per week required of all government personnel. In no case, however, shall the conduct of other services lead to hiring of additional part-time or full-time faculty member. Hiring will only be done when all faculty members are fully loaded at 18 TCH each per week. Exemptions to the required 18 TCH, are faculty members with management and supervisory designations specified. The assigning of such other services shall be endorsed by the Vice President of Academic Affairs for approval by the University President.
- e) In case faculty members carrying the full load of 18 TCH are given extra teaching assignment scheduled outside the official time, such assignment shall be covered by a job order in order for the faculty member to receive equitable remuneration.
- f) The detailed guidelines for faculty workload system shall be prepared, reviewed and revised periodically by the Academic Council taking into account the policies listed above.



**Article 13. Assignment of Affiliate Faculty Members.** An **affiliate faculty member** is one who has his/her mother college but is also teaching in other college(s)/campus because of his/her diversity of specialization or full knowledge of the subject(s) (BOR Res. No. 64, s, 2003, December 3, 2003).

A faculty member can get teaching load in another college(s)/ campus as long as he/she is competent to teach the proposed subject(s) because these are either in line with his/her minor field(s) or he/she has undergone retooling through intensive training.

The guidelines on assigning of affiliate faculty members to other college(s)/ campus of the University shall be as follows:

- a) Arrangements on the possible teaching load shall be made between the Department Chairs/Unit Heads of the mother college/project and college/campus where a faculty member intends to teach. This is on the assumption that the faculty member has pre – determined the subjects he/she can possibly teach in other college(s). Once the arrangement has been made, an appointment of the faculty member as an affiliate of another college(s) or its equivalent shall be prepared for confirmation of the faculty member and for approval of the Deans/Directors concerned.
- b) The Department Chair(s), where the affiliate faculty member is assigned, shall be informed of the room assignment(s) to insure that he will be subjected to student evaluation in that particular semester.
- c) An affiliate faculty member shall not be given lateral or non – teaching assignments by the Heads of the College where he/she is given teaching load. He/She shall only report to the college/campus during his/her scheduled classes.
- d) All the needed office and laboratory supplies required by the subject(s) being taught by the affiliate faculty member shall be secured from the college/campus where the subject (s) is being offered.
- e) An affiliate faculty member of a branch campus shall be provided traveling allowance and per diem in the amount of P200.00 by the campus where he is given teaching load, provided that the faculty member concerned leaves his office before 12 noon.
- f) An affiliate faculty member shall log in and out in the department(s) where she/he is assigned to teach. This will serve as a basis in the giving of travel allowance if assigned in the branch campus.



g) The approved class schedule shall be attached to the work load form.

h) The grading sheet shall be noted and approved by the Department Chairs(s) and the Dean(s), respectively of the college / campus where subjects are being offered.

**Article 14. Merit System.** The University shall adopt a merit system for the recruitment, selection, promotion, ranks, awards and resolution of grievances for the members of the faculty consistent with the guidelines on merit system set forth by the Civil Service Commission. The full text of the current merit system of the University is in **Volume 2 RULE XIII** of this Manual.

**Article 15. Leave Privileges.** Officers and employees of the University, whether permanent or temporary, casual, contractual or emergency, who render service during the prescribed office hours shall, after six (6) months of continuous, faithful and satisfactory services, be entitled to certain leave privileges and sanctions more or less described below:

**Section 1. Vacant and Sick Leave.** Employees appointed on permanent, temporary, a casual or emergency status shall be entitled to vacation and sick leave after having rendered a total of at least six (6) months service in the aggregate, provided such six month period does not involve a single break of more than one week and/ or several breaks of from one (1) to three (3) days, the total of which should not exceed fifteen (15) days.

- a) Employees rendering services on part-time basis are not entitled to vacation and sick leave. However, if an employee works part-time in two (2) or more different offices and renders the required office hours, he shall be entitled to leave benefits.
- b) Employees hired on a contractual basis are not entitled to vacation and sick leave benefits. Employment contract shall not provide for such leave benefits.
- c) Employees on rotation basis shall be entitled to vacation and sick leave corresponding to the period of service rendered by them, the total of which should not be less than six (6) months. If an employee has been allowed in two or more shifts or rotations, the period of actual service covered by each shift or rotation should be added together to



determine the number of years, months, and days during which leave is earned.

- d) Vacation and sick leave shall be cumulative and any part thereof which may not be taken within the calendar year in which earned leave maybe carried over the succeeding years. Whenever any officer or employee retires from the service through no fault of his own, he shall be entitled to the commutation of all the accumulated vacation and/ or sick leave to his credit, provided his leave benefits are not covered by special law.
- e) The University President, in his discretion, shall authorized the commutation of the salary that would be received during the period of vacation and sick leave of any appointive officer and employee and direct its payment on or before the beginning of such leave from the fund out of which the salary would have been paid.
- f) When a person whose leave has been commuted following his separation is re-appointed in the government before the expiration of the leave commuted, he is given two options, as follows:
  - Refund the money value of the unexpired portion of the leave commuted
  - May not refund the money value of the unexpired portion of the leave commuted, but in so far as his leave credits is concerned, he shall start from zero balance.
- g) When an officer or employee transfers from one government agency to another, he can choose either of the following modes relative to his unused vacation and or sick leave credit: to have it commuted or have it transferred to his new agency.
- h) All officials and employees shall be required to go on mandatory vacation leave for a minimum of five (5) working days annually, which need not be successive.
- i) The University President, through the Vice President for Administrative and Support Services, shall prepare a staggered schedule of the mandatory annual five – day vacation leave of officials and employees, provided that he





- may, in the exigency of the service cancel any previously scheduled leave.
- j) The mandatory annual five – day vacation leave shall be forfeited if not taken during the year. However in cases where the scheduled leave has been cancelled in the exigency of the service by the University President, the scheduled leave not enjoyed shall no longer be deducted from the total accumulated vacation leave.
  - K) Married women faculty and staff of the University who have rendered two (2) years or more of continuous service shall, in addition to the vacation and sick leave granted to them, be entitled to maternity leave of sixty (60) days with full pay. Maternity leave shall be granted to female married employees in every instance of pregnancy irrespective of its frequency.
  - l) For those who have rendered less than two (2) years of government service at the time of the enjoyment of maternity leave, the computation of their maternity leave pay shall be proportionate to their length of service.
  - m) When an employee wants to report back to duty before the expiration of her maternity leave, she may be allowed to do so without refunding the commuted money value of the unexpired portion of her maternity leave and she shall be paid the corresponding salary for the rendered services. This provision shall be subject to a certification of a physician that the subject employee is physically fit to work.
  - n) Applications for vacation leave of absence for one full day or more shall be submitted in advance using the prescribed form, whenever possible and acted upon by authorized University officials, on the effective date of such leave.
  - o) The Deans or Directors shall be authorized to act on requests for vacation leaves not exceeding 15 days. The Vice Presidents shall act on vacation leave request for 16-30 days.
  - p) All applications for sick leave of absence for one full day or more shall be on the prescribed form and shall be filed immediately upon the employee's return from such leave.





Notice of absence, however, should be submitted to the immediate Vice President concerned. A proper medical certificate shall accompany application for sick leave in excess of five days.

- q) Sick leave shall be granted only on account of sickness or disability on the part of the employee concerned or of any member of his immediate family.
- r) Sick leave may be applied for in advance in cases where the official or employee will undergo medical examination or operation or advised to rest in view of ill health duly supported by a medical certificate.
- s) In case of sick leave already taken not exceeding five (5) days, the Head of Department or unit concerned may determine whether or not granting of additional sick leave is proper under the circumstances. In case of doubt, a medical certificate shall be required.
- t) Applications of faculty and employees for leave of absence on account of wounds or injuries incurred in the performance of duty extending beyond the available leave credits of the employee concerned must be made on the prescribed form, supported by proper medical certificate and evidence showing that the wounds or injuries were incurred in the performance of duty. The University President may direct that absence during any period of disability thus occasioned shall be on full pay, but not to exceed six months. He may, in his discretion, also authorize the payment of medical attendance, necessary transportation, and subsistence and hospital fees of the injured persons subject to availability of funds for the purpose.
- u) Leave of absence for any reason other than illness of a faculty or employee or of any member of his immediate family must be contingent upon the needs of the service. Hence, the final granting of vacation leave shall be at the discretion of the University President.
- v) Any violation of the leave laws, rules and regulation, or any misrepresentation or deception in connection with an application for leave, shall be ground for disciplinary action.



- w) Computation of vacation and sick leave shall be made on the basis of 1.25 days vacation leave and 1.25 days sick leave for every month of actual service.
- x) A vacation or sick leave of one fourth ( $1/4$ ) or more but less than three – fourths ( $3/4$ ) of a day shall be considered as one – half day, and leave of three – fourths ( $3/4$ ) of a day shall be counted as one full day for purposes of granting leave of absence.
- y) When an employee fails to report for work on a regular day, which a holiday is declared, he shall be considered absent for that day.
- z) An employee paid on daily basis is not entitled to compensation for a Saturday, Sunday or public holiday unless the service is especially required and rendered on that day. Accordingly, Saturdays, Sundays, or public holidays occurring within the period of leave shall not be charged against his vacation or sick leave.
- aa) Tardiness and under time are deducted from vacation leave credits and shall not be charged against sick leave credits, unless the under time is for health reasons supported by medical certificate and application for leave.
- bb) Any faculty or employee of the University who retires, voluntarily resigns or is separated from the service through no fault of his own, and who is not otherwise covered by special law, shall be entitled to the commutation of all his leave credits exclusive of Saturdays, Sundays and holidays without limitation and regardless of the period when the credits were earned; provided, that the unlimited leave privileges may be availed of only by concerned faculty or employee of the University who are in the service as of 09 January 1986, the date of the effectivity of EO 1077 or thereafter.
- cc) An officer or employee in the government who is separated from the service for cause shall forfeit all his leave credits.
- dd) An officer or employee who applies for vacation or sick leave shall be granted leave with pay at the salary he is currently receiving.



- ee) Applications for commutation of vacation / or sick leave in connection with separation through no fault of the University faculty or employee shall be sent to the University President for approval.
- ff) Vacation and/or sick leave requested by any regular faculty or employee of the University during the first six months of service from the date of the original appointment ( Probationary Period ) shall be without pay. Any absence during the first six (6) months of service shall extend the completion of the probationary period for the same number of days that an officer or employee was absent.
- gg) All absences of faculty or employee in excess of the vacation or sick leave earned shall be without pay.
- hh) Leave without pay not exceeding one (1) year may be granted in addition to the vacation and/or sick leave earned. Leave without pay in excess of one month shall require the clearance of the University President.
- ii) Leave without pay shall not be granted whenever a faculty or employee has leave with pay to his credit, except in the case of secondment to another government agency.
- jj) When a faculty or employee of the University has pending formal administrative charges against him, no vacation leave with pay shall be granted the respondent pending the resolution of the case.
- kk) If the number of unauthorized absences incurred is less than 30 calendar days, a written Return-to-Work order shall be served on the faculty or employee at the last known address on record. Failure to report for work within the period stated in the order shall be a valid ground to drop him from rolls.
- ll) A faculty or employee who is continuously absent for more than one (1) year by reason of illness may be declared physically unfit to perform his duties, and the University President, in the exercise of his own judgment, may consequently drop him from the rolls.
- mm) A faculty or employee who is intermittently absent by reason of illness for at least 260 days during 24-month



period may also be declared physically unfit to perform his duties and responsibilities by the University President.

**Section 2. Sabbatical Leave** of not more than (1) year with full payment of salary may be granted to a member of the faculty with the rank of at least Assistant Professor for the purpose of conducting special research, writing a book, or such other special project of the University. Provided, however, that the said faculty has rendered continuous five (5) year – service to the University and whose work performance is rated “ Very Satisfactory”.

**Section 3. Teacher’s Leave** shall consist of vacation and sick leaves. Teacher’s leave shall be granted to full-time and part-time members of the faculty who do not normally perform administrative and research functions and who do not handle agri- business/ production projects. A faculty member shall automatically be on vacation leave with pay during the school vacations, unless he expressly opts to teach and his services are needed during the summer, for which he shall be entitled to an honorarium and/ or service credits in addition to his vacation pay.

In addition to the foregoing vacation and sick leaves with pay as provided for in articles relative thereto above, faculty members shall enjoy vacation leave with pay during the Christmas break.

**Section 4. Cumulative Leave** shall be granted to regular members of the faculty and staff who regularly perform administrative functions which shall be construed to mean those functions that are necessary in the management of the University or any of its units or in its incoming generating projects. Faculty members who are engaged in such work as research or other assignments which involve work beyond their normal work load and which prevent them from taking advantage of the teacher’s vacation leave, both conditions being certified by the Unit Head may enjoy cumulative leave status instead of teacher’s leave as recommended by the Director/Dean. This privilege may be granted only when assignment is covered by an appointment approved by the President of the University for at least one academic year. Faculty members given college designations by College Deans shall also enjoy cumulative leave status; provided that their terms of reference during regular vacation time are certified as urgent by College Deans.



**Section 5. Military Service Leave** shall be granted to members of the faculty, as necessary. Any person mentioned in Art.12.6 who may be called in accordance with the National Defense Act or any other law for trainee instruction, or for regular active duty training shall be paid his salary during his absence for such purpose.

Any person above-mentioned, who goes for training with the Armed Forces of the Philippines (AFP) without being obliged to go, shall apply for leave of absence. In case the leave application is approved, he shall draw no compensation from the University during his absence; provided that such absence shall not curtail his vacation and sick leave privileges in the University.

**Section 6. Special Service Leave** not exceeding four years maybe granted to Members of the faculty who accept, on a temporary basis, the United Nations International agency position which are primarily confidential, policy-determining, or highly technical in nature which is usually terminable at the pleasure of the appointing power. Provided, however, that faculty members appointed to the said positions shall be entitled to leave without pay for the University co-terminus.(but not exceeding four (4) years) of such assignment.

Nothing in the foregoing rule shall preclude a professor on special service leave to continue serving the University as professional lecturer or consultant in any unit that requires his services.

**Section 7. Special Leave Privileges** - Reproduced below are pertinent provisions of Resolution No. 990595 of the Civil Service Commission, dated 08 March 1999 Amending Section 21, CSC MC 41, s. 1998.

“In addition to the vacation, sick, maternity and paternity leave, officials and employees except teachers and those covered by special leave laws, are granted the following special leave privileges subject to the corresponding hereunder stated:

- a) Personal milestones such as birthdays/weddings/wedding celebrations and other similar milestones including death anniversaries.
- b) Parental obligations such as attendance in school programs, PTA meetings, graduations, first communion, medical needs, among others, where a child of the government employee is involved.



- c) Filial obligations to cover the employee's moral obligation towards his parents and siblings for their medical and social needs.
- d) Domestic emergencies such as sudden urgent repairs needed at home, sudden absence of "yaya" or maid and the like.
- e) Personal transactions to cover the entire range of transactions an individual does with government and private offices such as paying taxes, court appearance, arranging a house loan, etc.
- f) Calamity, accident, hospitalization leave pertains to force majeure events that affect the life, limb and property of the employee or his immediate family.
- g) An employee can still avail of his birthday or wedding anniversary leaves if such occasion falls on either a Saturday, Sunday or holiday either before or after the occasion.
- h) Employees applying for special leave privileges shall no longer be required to present proof that they are entitled to avail of such leaves.
- i) Three- day limit for a given year shall be strictly observed; an employee can avail of one special privilege leave for three days in a given year. Special privileges are non-cumulative and strictly non-convertible to cash.
- j) Immediate family refers to spouse, children, parents, unmarried brothers and sisters or any relative living under the same roof or dependent upon the employee for support.

**Article 16. Study Privileges.** Members of the faculty, officers and employees shall have the privilege of enrolling in the University for not more than nine (9) units a semester on undergraduate courses, or six (6) units for graduate courses, shall be exempted from tuition and other fees; provided, that the courses in which they are enrolled shall redound to the benefit of their regular work in the University.

Children, wife or husband of permanent full-time faculty and personnel including those on daily wage basis, who have served continuously for a period of one (1) year in the University shall be exempted from the payment of tuition and other fees, upon enrollment, subject to renewal from semester to semester if they pass at least 12 units or three-fourth of the total units enrolled in the last semester attended; provided, that corresponding tuition and other fees for failed



subjects shall be paid for. In the case of the high school student, he/she must have passed in order to renew the privilege of tuition and other fee exemptions.

**Article 17. Special Detail.** A member of the academic staff or an administrative staff may be assigned by the President of the University on special detail elsewhere in the Philippines or abroad for the benefit of the University or any of its units and under certain conditions to be fixed by him in each case, provided, that a faculty member who is married at the time of the detail shall be granted an additional monthly family allowance to commence on the date of departure up to date of return to the University.

The following specific rules on special detail shall be followed by the University:

- a) Upon the request of another agency or entity of the government and when the resources of the University so permit, University personnel may be authorized to go on special detail with the requesting agency, subject to the following conditions:
- b) No special detail shall be authorized for a period of more than one year at a time. Special detail leave for one (1) year may be renewed only once to members of the faculty and non-academic personnel who accept career positions in the Government or Government-owned or controlled corporations;
- c) Renewal shall be granted only in exceptional cases as determined by the President of the University;
- d) No special details shall be granted to faculty and employees who are enjoying fellowships and similar arrangements;
- e) Persons granted special detail shall submit a complete and detailed report of their work within 45 days after their return to duty;
- f) Special detail of any personnel of the University shall be for the good of the service and with the consent of the person concerned;





**Article 18. Insurance and Retirement.** The University shall participate in the Government Service Insurance System (GSIS). However, the University may augment funds for its faculty and employees by means of an equitable schedule in the renewals and benefits available under the Government Service Insurance System.

The following shall be followed for the insurance and retirement of faculty and employees of the Universities:

- a) In case of leave of absence without pay of members of the faculty and other personnel of the University, the University shall pay the government share in the life insurance premium corresponding to the first year of leave. There-after, the person concerned except in meritorious cases shall pay both the personnel and the government share;
- b) Retired members of the academic and non-academic staff shall enjoy library privileges and shall receive free of charge publications of the University. They may also be entitled to such other privileges, which the University is in a position to grant in accordance with the law and they shall be invited to participate in major University programs and activities;
- c) A retired faculty member with the rank of full professor may be appointed Professor Emeritus subject to the following conditions:
  - 1. He must have rendered at least 20 years of active and faithful service to the University.
  - 2. He must achieve marked distinction as a productive scholar, scientist, and artist or is widely acknowledged as an effective and dedicated professor.

A special committee constituted by the President of the University, among members of the faculty in active duty shall be responsible for evaluating nominations of retired professors for emeritus appointment. The committee shall submit its recommendation (s) through the President to the Board of Regents for approval.





**Article 19. Service Credit.** In cases where the exigency of the services so requires, appropriate service credit for services instead of “over teaching” pay may be authorized provided that prior permit for such services is approved by the Office of the President.

**Article 20. Conversion of Service Credits to Vacation and Sick Leave**

Civil Service Commission Memorandum Circular No.9. s.1988, entitled “Guidelines on Leave Credit Computation for School Teachers on Vacation Leave Credit”, provides in part that:

- a) Unused service credits shall be converted to vacation and sick leave
- b) Commutation of teachers’ accumulated leave service credits converted to vacation and sick leave shall be allowed only to those who resign, retire or are separated from the service through no fault of their own or after 16 January 1986....”

The said leave credit shall be computed as follows:

“Service credits shall be converted to vacation and sick leave using the following formula:

If x is the number of unused service credit in work days:

$$\frac{30 \times 69}{2} = \text{No. Of Vacation and Sick Leave each}$$

**Article 21. Housing** .The University shall, as much as possible, provide adequate and convenient housing for its students, academic personnel as well as guests and visitors, respectively by reserving and developing a portion of its campus and/or off-campus sites and buildings for the purpose. The administration shall implement the program by tapping both public and private sources of funding.

The use of housing facilities shall be in accordance with the rules and regulation of the University as approved by the Board of Regents.

**Article 22. Official Communications.** Official Communications shall follow the regular channels by securing the official notation, recommendation, or endorsement of the immediate superior or the immediate official. If the immediate officials will not give the communication due course within 72 hours, the faculty member or employee who is the author of the official’s communication may send the document directly to the official concerned.



**Article 23. Suspension and Removal.** No member of the faculty, officer or employee shall be suspended or removed except for cause and after due process. However, the President of the University may preventively suspend any member of the faculty, officer, or employee of the University pending the resolution of administrative charges against such officer or employee but in no case shall exceed 90 days after which such faculty, officer or employee shall be automatically reinstated if exonerated, and dismissed from service if found guilty.

The Board of Regents, upon the recommendation of the President may suspend or remove after due hearing, members of the faculty, administrative officers and employees. In all cases where the decision of the Board is for the removal of the employee concerned, it shall automatically be forwarded to the Civil Service Commission for review without prejudice to further judicial remedies; provided, that adverse decisions affecting academic and non-academic personnel shall be appealable to courts.

**Article 24. Administrative Discipline.** Every faculty member shall abide by the rules and regulations stipulated in the “Magna Carta for Teachers” to encourage good relationship. He/she should be loyal to the established policies of the University.

The officers, members of the faculty, and employees of the University shall be guided by the following principles of administrative discipline:

- a) University officials should show responsible leadership and set the direction for the University. They should, at all times, show professional courtesy, helpfulness and compassion towards their subordinates.
- b) Free discussion and constructive criticism shall be allowed before any policy is introduced or important changes are made in the existing policies or system.
- c) No member of the faculty or employees shall make false accusation or charge against superiors especially under an anonymous or fictitious name.
- d) Faculty members and employees have the right to air their grievances against any injustice and/or discrimination.



**Article 25. University-Community Relations.** The University exists to render service to the public. Parents should be welcomed at the University and treated with every consideration. Officials, faculty members and employees should establish and maintain cordial relations with the parents of the students. The conduct of the officials, faculty members, and employees should be as such as to merit the confidence and respect of the community.

In communicating with parents, especially concerning their children's misdeeds and shortcomings, an official or a faculty member should exercise utmost candor and tact. It is his duty to point out the students' deficiencies hitherto unknown to their parents and to seek their cooperation for their proper guidance and improvement of their children.

All officials, faculty members, and employees should maintain a good reputation with respect to financial matters. They should pay their debts promptly or make satisfactory arrangements for the payments of their obligations with their creditors.

**Article 26. Faculty / Employee Organization.** The faculty and employees of the University shall establish its own federated organization or association that will promote and protect their welfare. The President of the federated organization shall be a member of the BOR and shall represent the interests of the faculty and employees in its deliberations.

**Article 27. Rights and Privileges of the University Personnel.** In addition to the rights provided for by law, the following shall be enjoyed by the University personnel (Education Act 1982):

- a) The right of the faculty / employee to participate in decision making at all levels of the University shall be recognized and assured;
- b) The right to free expression of opinion and suggestions and effective channels of communication with appropriate academic and administrative bodies of the University;
- c) The right to be provided with free legal service by the appropriate government office when charged in an administrative, civil and/or criminal proceedings by parties other than the University or regulatory authorities concerned for actions committed directly in the lawful discharge of professional duties and /or defense of school policies;



- d) The right to establish, join and maintain labor organizations and/or professional and self-regulating organizations of their choice to promote their welfare and defend their interests;
- e) The right to be free from involuntary contributions except those imposed by their own organizations;
- f) The right to be free from compulsory assignments not related to their duties as defined by their appointments or employment contracts, unless compensated therefore, conformable to existing law;
- g) The right to intellectual property consistent with applicable laws;
- h) The faculty shall be deemed persons in authority when in the discharge of lawful duties and responsibilities and shall therefore be accorded due respect and protection;
- i) The right to be accorded the opportunity to choose alternative career lines either in school administration, in classroom teaching or others for purposes of career advancement.

**Article 28. Duties and Obligations of University Personnel.** In addition to those provided for by law, all University personnel shall have the following duties and obligations:

- a) Perform duties to the University by discharging his responsibilities in accordance with the philosophy, goals and objectives of the University;
- b) Be accountable for the efficient and effective attainment of specified learning objectives in pursuance of national development goals within the limits of available University resources;
- c) Render regular reports on performance of each student and to the latter's parent or guardians with specific suggestions for improvement;
- d) Assume the responsibility to maintain professionalism in his behavior at all times;
- e) Refrain from making deductions on student's scholastic ratings for acts that are clearly not manifestations of poor scholarship;
- f) Participate as an agent of constructive social, economic, moral, intellectual, cultural and political change in his school and the community within the context of national policies.



**Article 29. Faculty and Employees Directory.** Members of the faculty and employees shall fill out every two years or as often as the need arises, a prescribed form to be kept in Personnel Office. Whenever possible, such directory shall be published and distributed to the major units of the University.

**Article 30. Physical/Medical Examination.** There shall be at least one annual: Free physical/ medical examination of each member of the faculty, officers and employees under the supervision of the Director for Health Services of the University. Cost sharing between the University and the faculty and employees on proportional basis may be adopted upon approval by the BOR.

- a) The medical assistance is open to all faculty members and employees with temporary and permanent status and when hospitalized due to any kind of illness.
- b) The medical assistance shall be in the form of medicine which may be injected or taken orally and are duly prescribed by the attending physician.
- c) The support shall be extended to the patient from the time he is released from the hospital and shall continuously be given when the illness or the injury caused temporary disability, permanent partial disability or while they are on sick leave.
- d) The faculty member/employee or authorized representative shall notify his immediate superior and clinic staff within five days from the occurrence of the contingency.
- e) The clinic staff shall keep the log book to record chronologically every incidence of injury or sickness of the personnel. The logbook contains the name of the patient, date, place and nature of sickness and the absences incurred due to sickness.

The faculty member / employee or his authorized representative shall submit the following documents to the clinic within three days after discharge from hospital before the medical assistance could be extended:

1. discharge summary/medical report from the hospital;
2. prescribed medicines which include the date, name of patient and signature of the attending physician; and
3. medical certificate from the attending physician.



- f) The patient's authorized representative should have an authorization letter from the patient; together with the patient's I.D. in case the patient could not personally present the required documents.
- g) The clinic shall keep the submitted documents as part of the personnel medical record.
- h) The clinic shall provide the patient with a medicine prescription ledger, which has the name and number of the prescribed medicine and the name of the attending physician.
- i) The ledger shall be kept by the patient and presented to the clinic each time a new prescription is given by the attending physician.
- j) The requested medicine shall be given on a weekly basis.
- k) When the prescribed medicine is not available in the clinic, the University shall immediately purchase the medicine within three days from the time the request is submitted to the clinic. A monthly budget of P10, 000 should be allocated for the purpose.
- l) The University Medical Officer shall issue a medical clearance to the patient upon reporting back to duty and the medical support shall automatically be discontinued.
- m) The University shall come up with a health program for its faculty and employees.

**Article 31. Other Activities of University Personnel.** Other activities of University personnel shall include limited practice of profession in outside consultancy, special detail to government and other agencies, teaching in other educational or training Universities and other activities and projects, which are not considered integral functions of the University.

Outside activities that are over and above the regular workload in the University shall not exceed 16 hours a week.

Permission to engage in outside activities shall be for a period not exceeding one year, subject to yearly renewals at the discretion of the President of the University upon recommendation of the Director or Head of Office concerned.



### **Article 32. General Restrictions and other Regulations.**

- a) No member of the faculty, officer or employee of the University shall publish or discuss publicly the proceedings of the Board of Regents or its decisions not yet released for publication without the written permission of the President of the University.
- b) No member of the faculty, officer or employee of the University shall publish or discuss publicly any information concerning a particular University unit not released for publication, without the written permission of its Head and President of the University.
- c) No member of the faculty, officer or employee shall publish or discuss publicly, charges or complaints against any member of the faculty, officer or employee concerning his official duties or his private life or conduct. Any such complaint or charge shall be addressed to the proper authorities of the University for action before resorting to any other remedy available to the complaining party.
- d) No member of the faculty or employee shall enter into deals with any student of the University involving money, property, or other valuable consideration, which may influence the scholastic standing of the student.
- e) No learning materials whether printed or duplicated, shall be required as basic teaching materials in any class unless approved by the University Textbook Board.
- f) University personnel who are members of professional organizations may attend regular meetings of their organization on official time only except in cases where their attendance is so ordered by the President. Travel funds for the faculty member requested to present papers or act as resource persons or facilitator of these meetings should be provided by the organization concerned and the University shall not be obligated to provide funds for travel and accommodations.
- g) Members of the faculty of the University shall be encouraged to accept invitations to speak at graduation exercises, special convocations, seminars, workshops, conferences, and similar activities for professional growth and community service and the time spent in going to and returning from the same shall be counted as official business. Unless other arrangements are made, transportation to and from the place shall be provided by the University.





- h) A faculty member may undertake research work under the auspices of an organization outside of the University with the consent of his Department Chairman, Dean or Director, and the President of the University provided that in the publication of such research the University shall be credited side by side with the outside sponsoring organization.

### **Article 33. Administrative Staff**

**Section 1. Appointment.** The existing Civil Service Law, as well as the rules and regulations, issued pursuant therefore, including whatever measures the Board of Regents may adopt within the context of these laws and regulation, shall govern appointments of the administrative staff. All administrative officers, clerks, and other employees of the University shall be appointed by the President subject to the confirmation of the Board of Regents. Workers and other helpers in the maintenance of grounds and buildings of the University and who are on daily wage basis shall be hired by the President of the University.

**Section 2. Compensation.** All administrative officers, clerks, and other employees of the University shall be paid such salaries or wages fixed by the Board of Trustees within the limits prescribed by the existing laws and rules. Whenever a faculty member receiving additional compensation for administrative services rendered in addition to his teaching duties is absent for more than (30) days, another faculty member duly appointed to perform such administrative duties, over and above his regular teaching load shall be entitled to the same honoraria and other benefits authorized by the Board of Regents in accordance with existing laws.

**Section 3. Promotion, Transfer etc.** The promotion, transfer, detail, re-assignment, reinstatement, re-employment, layoff, reduction in force, separation or demotion and all other personnel actions affecting administrative personnel shall be governed by the rules and regulations promulgated by the Board of Regents in accordance with Civil Service rules and regulations

**Section 4. Disciplinary Action.** Disciplinary action against administrative personnel shall be governed by the rules and regulations promulgated by the Board of Regents in accordance with the Civil Service rules and regulations.





**Section 5. Appeals** from the decision of the proper authorities affecting administrative staff shall likewise be in accordance with the rules and regulations promulgated by the Board of Regents within the limits prescribed by the existing Civil Service rules and regulation.

**Article 34. Benefits under the GSIS Act of 1997 (8291).** Republic Act (RA) 8291 revised the 20-year old charter of the GSIS, P.D. 1146 to expand and increase the coverage and benefits of the GSIS; and introduce institutional reforms for the GSIS to have more flexibility and thus perform its mission of providing social security protection more effectively. This RA took effect on 24 June 1997.

**Section 1.** All laws or parts of laws specifically inconsistent with RA 8291 were repealed or modified accordingly, provided that the rights under existing laws, rules and regulations vested upon or acquired by an employee who is already in the service as of the effectivity of this Act shall remain in force and effect. The affected laws include: 1) P.D 1146; 2) R.A 660; and 3) R.A. 1616.

**Section 2.** Membership to the GSIS shall be compulsory for all receiving compensation, irrespective of employment status, which has not reached the compulsory retirement age at the time of election or appointment.

All members of the GSIS shall be covered with life insurance and social security protection including retirement, disability, survivorship, separation and unemployment benefits, and such other benefits and protection as may be extended to them by the GSIS, subject to the limitations provided by law.

**Section 3.** The benefits under RA 8291 can be availed of by an eligible member in the event of the following contingency occurring on or after 24 June 1997:

- a) Retirement
- b) Unemployment
- c) Separation
- d) Disability
  - Permanent total
  - Permanent Partial
  - Temporary total-
- e) Survivorship



- f) Death (Life Insurance and Funeral)
- g) Unemployment benefit will be payable to eligible members who will be voluntarily separated from the service due to reorganization, merger or privatization.
- h) The separation benefit consisting of cash payment of 18 times the BMP at time of separation and a life pension to start at age 60 will be given to those who separate from the service with at least 15 years service and are below 60 years of age. Under PD No.1146, the old law, the separated member will have to wait until he is 60 years of age to receive any separation benefit.
- i) A member who has rendered at least three years but less than 15 years of service is eligible for separation benefit in the form of a cash payment equivalent to 100 percent of the Average Monthly Compensation for every year of service payable upon reaching age 60 or upon separation, whichever comes later, if he is not receiving a monthly pension benefit from total disability.
- j) A member who has rendered at least 15 years service and who is below 60 years of age at time of resignation or separation is eligible for separation benefit in the form of cash payment equivalent to 18 times Basic Monthly Pension payable at time of separation plus the basic monthly pension for life starting at age 60.

**Section 4.** The following are the benefits paid to GSIS member:

- |   |                        |               |
|---|------------------------|---------------|
| - Maturity                                      | - Burial               | - Death Claim |
| - Dividends                                     | - Cash Surrender Value | - Retirement  |
| - Accidental Death                              | - Unemployment *       | - Separation* |
| - Disability (permanent, partial and temporary) |                        |               |

**Section 5.** Loans that may be availed of by a GSIS member:

- |               |                    |                |
|---------------|--------------------|----------------|
| - Salary Loan | - Educational Loan | - Housing Loan |
| - Policy Loan | - Calamity Loan    |                |

**Section 6.** Retirement benefits of government employees are covered by Republic Acts (RA) as follows:

**a) RA 1616**

The members have completed at least 20 years of government service irrespective of age and status of appointment.



- The last 3 years of service must be continuous
- Leave of absence without pay should not exceed one year during the last three years of service
- The member must be in the service as of 31 May 1977

Benefits payable by GSIS under RA 1616: Refund of retirement contributions, personal share with 3 percent interest and government share without interest which shall be processed by the GSIS including the maturity of policy contract or cash surrender value of the policy.

- b) RA 8291** - otherwise known as the GSIS Act of 1997 was enacted last 30 May 1997 and took effect on 24 June 1997.

Eligibility:

- He /She has rendered at least 15 years of service
- He/She is at least 60 years of age at time of retirement.
- He/She is not receiving a monthly pension benefit from permanent
- total disability

Under this law, a retiree may choose any of the two options:

- 1) The 5- year lump sum (60 x basic monthly pension) for life starting at the end of the 5-year guaranteed period; or
- 2) The cash payment (18 x basic monthly pension) plus the basic monthly pension for life starting immediately upon retirement.

**c) RA 660**

He /She must pass the “Magic 87” criteria, that is, when the length of service and age of retirement are summed up, the total is at least “87”. These last three years of service must be continuous.

**Options:**

- a) For those who come into service before 01 June 1997
  - a.1. RA 8291 and PD 1146 may be availed of if an employee has rendered at least (60) years of age upon retirement
  - a. 2. RA 1616 may be available of if he / she has rendered service for at least (20) years
  - a. 3. RA 660 – If he/she has passed the” Magic 87” criteria that is, when the length of service and age of retirement are summed up, the total is at least “87”
- b) For those who come into service after 31May 1997, the two options available to them are RA 8291 and PD1146.
- c) For those who come into service on or before 24 June 1977 the only option open to them is RA 8291.



## RULE VI ACADEMIC AFFAIRS POLICIES AND GUIDELINES

**Article 1. General Academic Rules and Regulations.** These general rules and regulations unless otherwise specified, apply to all levels of study in the University.

**Section 1. Student Classification** -University students are those who are enrolled in and who are regularly attending graduate, degree, non-degree, high school or any other program level of the University. University students also include those enrolled at the University distance education program.

- a) **A full-time student** is one who is registered for formal academic credit units and who carries the full load for a given semester under the curriculum in which he is enrolled including graduating students who may carry less than the full load for purpose of completing the requirements of the current semester.
- b) **A part-time student** is one who is registered for formal credits but who carries less than the full load for a given semester under the curriculum in which he is enrolled.
- c) **A transfer student** is one who comes from another college/university where he started studying for a course and who is now registered in the University after fulfilling all requirements as transfer student. Transfers during the last semester of the last year of a given curriculum shall be discouraged.
- d) **A student assistant** is one who is employed on a full-time basis at the University rendering service of at least 100 hours a month. A student assistant is advised to carry reduced load of at most 18 units academic load.
- e) **A foreign student** is a University student who is not a citizen of the Philippines. In case there are more than five (5) foreign students an adviser shall be designated to look after their welfare. If the number of foreign students is five (5) or less, the Dean of Student Affairs shall handle advisorship to these students.

**F Curricular classification** shall be on the actual number of academic units completed as required for a curricular year. For this purpose, a student shall be classified as Freshman, Sophomore, Junior, and Senior depending on the total required academic units he



earned The official curricular classification of students shall be the responsibility of the University Registrar. .

**Section 2. University Scholarship.** Scholarship in the University shall be classified into: entrance scholarship; university or full scholarship, and college or partial scholarship. These scholarships are defined as follows:

- a) An **entrance scholarship** shall consist of free tuition or, in units where no tuition is charged; free laboratory fee shall be enjoyed for one semester only by the following students upon admission to the University:

Valedictorians, salutatorians and honor students\* from recognized public/private high schools shall be awarded entrance scholarships. In order to avail of this scholarship, valedictorians and salutatorians should come from graduating classes with at least 30 students to be certified by the head of the school concerned; provided further that valedictorians and salutatorians from high school units of the University shall be extended the privileges of entrance scholarship regardless of the number of graduating students.

Valedictorians, salutatorians and honor students\* who qualify as entrance scholars shall be exempted from taking the University entrance examination and from payment of regular University fees including tuition, except the miscellaneous fees.

Entrance scholarship shall be for the first semester only. The renewal to full or partial scholarship shall be subject to terms and conditions of **Sections b and c** below.

- b) **A university or full scholarship** which consists of free tuition shall be enjoyed by any undergraduate student who obtains at the end of the semester a GPA of 1.5 or better or by any graduate student enrolled in graduate school who obtains at the end of the semester a GPA of 1.25 or better.
- c) A college or partial scholarship which consists of a 50 percent reduction in tuition shall be enjoyed by any undergraduate student who obtains at the end of the three semester a GPA of 1.75 or better, or by any graduate student enrolled in the graduate program of the University who obtains at the end of the semester a GPA or better.



Provided, however, that full or partial scholarships are granted to those not being supported by another agency or institution.

A University (or full) and a College (or partial) scholarships shall be valid only for one semester, but shall be renewable for the succeeding semester if the student meets the conditions prescribed.

Scholarships in the high school shall be governed by separate rules and regulations promulgated by the University subject to the approval by the Board of Regents

### **Section 3. Suspension of Classes**

- a) Authority to Suspend Classes.** The University President has the final authority to suspend classes throughout the University including all units or branches, or he may suspend classes in specific units or campuses for specified periods of time. Suspension of classes does not mean that faculty and employees will not report for duty.

The suspension, dismissal or postponement of classes in any academic unit by the dean concerned should have previous authority from the President except in emergency cases when the dean or campus administrator immediately issue an order for the suspension of classes after which he shall make a report to the President on the circumstances which compelled such action.

- b) Bases of Suspension of Classes.** Classes are suspended primarily to assure the safety of students upon the advent, usually unexpected calamities, and forces of nature such as typhoons, earthquakes and tsunamis.

With respect to typhoons, classes will be suspended upon advice of the Philippine Atmospheric Geophysical and Astronomical Services Authority (PAG-ASA) whenever the typhoon is of sufficient intensity to make it advisable to suspend classes in the elementary grade and moreover when the approach of the typhoon becomes more definitely pronounced as to require suspension of classes in the high school and collegiate levels as well. Aside from such official announcements to be made, classes may be considered automatically suspended in the elementary grades when reports throughout the mass media confirm the raising of Typhoon Signal No.2, the suspension to apply furthermore to all high school and collegiate levels if typhoon signal is raised to Typhoon Signal No. 3.



The University President may likewise automatically suspend classes even if the Typhoon Signal is below 3 but is accompanied by unabated torrential rains resulting to heavy floods and/or landslides.

With respect to earthquakes, those of serious intensity require immediate suspension of classes to enable an inspection of the building and premises where classes are being held. A general rule to follow upon announcement of PAG-ASA is that the intensity of the tremor is at least Intensity V to allow a 24-hour period from time of the earthquake as the duration of the suspension of classes.

Other *force majeure* and fortuitous events or circumstances which may compel immediate suspension of classes are fires, epidemics and bomb threats which will be dealt with accordingly as the occasion arise.

Classes are also suspended for short periods of time to enable students to attend University convocations or special gathering. However, these are pre-scheduled events for which announcements are circulated in advance.

In the absence of the University President, the person next in rank in the hierarchy of command succession adopted by the University shall decide on the suspension of classes.

**Section 4. New and Revised Curricula.** Introduction of new curricula and revision of the existing ones should follow the requirements and guidelines by the Commission on Higher Education (CHED) per Memorandum Letter dated 23 May 2001 as follows:

- a) **Minor Revisions.** The following documents and standard processes shall be included in agenda folder during the Board meeting:
  - Resolution of the Academic Council recommending approval of the proposed revision duly certified by the Board Secretary and attested by the President, attaching the approved curriculum
  - The rationale, objectives and strategies and processes pursued
  - Implementation Scheme issued by the President notifying all concerned regarding the action of the Board
  - Other requirements which the Board may prescribe.
- b) **Major Revisions.** The guidelines for minor revisions shall likewise apply in case of major revisions.





In addition, a Feasibility Study or End-User Survey shall be prepared by the College/Campus proposing the revision.

Furthermore, a copy of the revised curriculum approved by the Board shall be furnished to the CHED Regional Office for information and reference purposes.

**c) Offering of New Programs.** The same guidelines for major and minor revisions shall apply in considering the offering of new programs.

In addition, the following requirements shall be submitted to the Board during its deliberation:

- Proposed curriculum must be in accordance with the Policies and Standards of the program and the CHED Memo Order No. 59, s 1996, The New General Education Curriculum (GEC)
- A Feasibility Study should be conducted based on the assessment of community needs and viability of the program in terms of: demand for the program, prospective students; existing schools offering the same course within the Province of Cavite
- Faculty profile for the program applied for, their educational qualifications, area of specialization, subject assignment in accordance with their qualifications; employment status; and teaching experience
- List of University Administrators from the University President down to the Department Heads of the College proposing the course. This shall include the educational qualifications, administrative experience, employment status, etc
- List of academic non-teaching personnel such as Registrar, Librarian, Guidance Counselor, Researcher, etc and their educational qualifications, employment status and work experience
- Pictures of all Physical Facilities, including site and buildings, classrooms, laboratories, library, medical and dental health, canteens, etc.
- List of Library Holdings (to be certified by the President). These holdings should at least be 3,000 non-fiction accessional titles, and at least 300 professional titles for each major program
- List of laboratory facilities, equipment, furniture, supplies and materials classified by subject area



- d) **Submission.** The Board Resolution approving the offering of the new program(s) together with the above requirements shall be submitted to the CHED Central Office for MIS purposes and to the CHED Regional Office for information and reference purposes.
- e) **Forms.** The documents and other requirements should conform to the forms provided by CHED in the above cited Memorandum Letter.
- f) **Course Number System.** In addition to the CHED requirements, the number of courses in revised or proposed program should conform to the course numbering system being adopted by the University.
- g) **Phase Out Program.** A phase-out program should be anticipated in the implementation of new or revised programs

If the new program is designed to replace an existing curriculum, the implementation should start from the incoming freshmen only and the old curriculum should end with the graduation of the current students taking it.

In the revised courses, the compulsory requirement for students for the introduced/revised courses should start only in the current year they are supposed to take the course. In no case shall the introduced/revised courses be required as back subjects for students.

**h) Schedule of Revision/Introduction of New Courses.**

Unless the revision or introduction of new required course is a mandatory requirement by CHED, no revision on any curriculum of the University shall be made within five (5) years of its implementation.

**Section 5. Program Accreditation.** The University shall as much as possible, submit all programs for accreditation particularly by the Accrediting of Chartered Colleges and Universities in the Philippines (AACCUP) or any accrediting agency prescribed by CHED and the Philippine Association of State Universities and Colleges (PASUC).

Relevant to this, the University President shall form a local University-wide accrediting body to be headed by the Director for **Quality Assurance and Accreditation**. It is the duty of this body to prepare for the accreditation of programs, including review and inspection of documents (local accreditation) and schedule accreditation visits.



The University may tap the services of other accrediting institutions or other outside agencies.

## **Section 6. Scheduling and Conduct of Classes.**

- a) **Course Scheduling.** These guidelines pertain to tertiary level in the University. SELSHS follows a different set schedule.

The Office of the University Registrar is tasked to policy and oversight to course scheduling. The College/Department is furnished a tentative schedule of courses two months before each term, which will be used to decide faculty assignment. The Department Head, through the Dean/Director, coordinates with the Office of the University Registrar on matters concerning the final scheduling of courses as well as room assignment. Faculty schedules are prepared by the Department Head after due consultations with the faculty members. The assignment of loads should be based on the existing policies of the institution governing faculty loads. A tentative schedule is usually given to faculty members at least two (2) weeks before the opening of the semester to give them enough time to prepare. Loads are considered final once approved by the Dean and submitted to the Office of the Vice President for Academic Affairs. The Department Head and Dean of the College sign the official Report on Load of the faculty before it is forwarded to the Office of the University President.

- b) **Change of Class Schedule.** The regular schedule of classes, as approved by the Department Head and the Dean, should be observed strictly. Faculty members should conduct their classes for instruction or consultation purposes on schedule. Faculty members should first inform, consult and get the approval of their department head and dean should there be changes in the schedule. Internal arrangements between faculty members and students are not allowed. Any deviation from the approved schedule should be communicated to the Office of the University Registrar.

- c.) **Class Size.** A minimum number of students are required to open a class:

- Undergraduate — forty (40) students
- Specialization/Majorship — fifteen (15) students
- Masters — ten (10) students
- Doctoral — eight (8) students



- Special class- below -- ten (10) students;

Should the class size fall below the minimum number, the Department Head should be informed immediately to decide whether to dissolve the class or to maintain it as a special class approved by the Dean of the College. Should the class be dissolved, faculty members should advise the student to transfer to other classes.

- d) First Day of Classes.** During the first day of classes, faculty members should sign the registration forms of their students and collect their class cards or registration forms. The class cards serve as evidence that the students are officially enrolled in the class.

A student is considered officially enrolled only after the following steps are satisfied:

- University Registrar has duly certified the enrollment on the registration cards.
- University Cashier has stamped on the required forms an acknowledgement of payment of fees, and
- Professors/instructors have placed their initials or signatures on the registration cards.

The class list, issued by the Office of the University Registrar, provides the name of the students, regular or irregular, officially enrolled in a course. Faculty members should get their class lists from their Department Head on the first day of classes.

Moreover, faculty members should orient the students about the objectives, contents and requirements of the course, and explain the bases for evaluating students' performance. It is recommended that the students be provided with a copy of the course syllabus.

- e) Class Meetings and Dismissal of Classes.** Punctuality should be observed at all times in the conduct of classes. If the class should start at 7 a.m., the faculty should be in the classroom at exactly

7 a.m. Classes should be dismissed at least five (5) minutes before the end of each period to allow students to move and transfer to their next class.

- f) Make-Up Classes.** Faculty members who miss their classes due to official functions should conduct make-up activities/classes. Make-up activities/classes should be for both extra and regular teaching assignments. Request forms for make-up classes are available at the Dean's Office.



## **Section 7. Examinations and Quizzes**

- a) **Schedule of Examinations.** The schedule for the mid-term and final examination is prepared by the Office of the University Registrar and approved by the Office of the Vice- President for Academic Affairs. Faculty members should administer their midterm and final examinations following this schedule. Any deviation should be communicated to the Department Head.
- b.) **Reporting Cases of Cheating and Other Forms of Dishonesty.** Any form of dishonesty and/or deceit, especially cheating during recitation, examination or any class work, shall be subject to penalty ranging from reprimand to suspension for a year or the remainder of the school year. Faculty members should report suspected cheaters to the department head who coordinates with the Dean of the Office of Student Affairs (OSA) through the College Dean for an investigation and the corresponding appropriate sanction.

**Section 8. Submission of Grades and Class Records.** Grading sheets should be submitted to the Office of the Department Head during the designated dates and forwarded to the Office of the University Registrar within ten (10) days after the last day of the final examinations for the regular non-graduating students. For graduating students, however, their grading sheets should be submitted ahead of the schedule for the non-graduating students. The dates for submission of grading sheets are posted on the school calendar.

A clear copy of the class records and the report on ratings should also be submitted and filed at the Department for reference in cases of inquiries regarding computations and incomplete grades.

**Section 9. Changes in Grades.** A change of grade is valid only if the faculty member has erroneously entered a grade on the grading sheet or made an error in the computation. The request is officially made by the concerned faculty and noted by the Department Head and the Dean before it is forwarded to the Registrar.

Errors on the Report on Ratings should be corrected clearly and legibly. Rectification of an erroneous grade should be done within one year following the semester when the student takes the subject. In addition, faculty members should affix their signature for any erasures or correction done on the Report of Ratings.



**Section 10. Penalty for Late Submission of Grades.** In case a faculty member fails to submit the grading sheets on time, the faculty member will be fined P100 per subject per day of delay in the submission of grading sheets. The University Registrar furnishes the Cashier's Office of the names of the faculty members who failed to submit the grading sheets on time.

### **Section 11. Advising**

a) **Academic Advising.** The Dean of the College assigns an academic adviser to each class or group of majors. The assigned faculty should monitor students' academic progress and ensure that they live up to the University/ College's standard of excellence. Specifically, academic advisers are expected to:

- Keep a Cumulative Academic Folder (CAF) for each student, Update the CAF every semester by asking the students to enter the grades obtained during the previous semester
- Post a schedule for consultation at the department cubicles
- Advise and sign the registration cards of students during enrollment
- Refer to OSA students who need professional guidance and counseling
- Meet the advisory class on a regular basis.

b) **Guidance and Counseling Services.** While in college/campus, many students experience personal difficulties that can be exacerbated by the challenges of maturation, an unfamiliar environment, and academic pressure or stiff competition. Some students resolve their difficulties over time on their own, a few, however, are able to do so only with professional help.

Guidance and counseling services are available for all students at the OSA. Such services can involve the assessment of students' difficulties in their studies, through appropriate testing and assessment mechanisms, for the individual student to realize his /her full potential.

Faculty members are, therefore, encouraged to refer students who have problems to the Office of Student Affairs (OSA). Faculty members should have at hand the phone number and hours of operation of the services available for the students. Above all, they should listen and be sympathetic to students, express



concern, and make referrals, but not to take on the role of a trained counselor.

**Article 2. Specific Policies and Guidelines on Recruitment, Appointment and Promotion of Faculty.** A faculty is a member of an academic personnel engaged in actual teaching, research and extension assignment either on full-time or part-time.

### **Section 1. Faculty Responsibilities**

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

Every faculty member is expected to:

- Identify learner needs
- Prepare and follow a course syllabus based on the needs identified;
- Facilitate the learning process through active engagement in classroom tasks and activities
- Develop students' analytical and creative thinking skills through purposive activities with focus on higher order thinking skills
- Design alternative and innovative models of teaching for all types of students: regular, gifted, and those with special needs
- Make oneself available for consultation, academic advising and other relevant functions that can help improve the students' well being
- Manifest a strong commitment to development of highly competent and qualified graduates by constantly improving one's craft
- Vary teaching methodologies and techniques in the pursuit of effective teaching and learning process
- Attend University affairs such as academic council's meetings if applicable, commencements rites, foundation and University week activities and faculty development programs.

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





- participate in formulating research agenda for the University
- conduct researches to enhance instruction in their field of specialization
- encourage students to become creative, innovative and productive researchers
- study recently published papers on basic and applied researches, materials development, feasibility studies, and others
- participate actively in local and international conference; and
- publish articles/monographs in recognized and refereed journals and magazines.

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

To strengthen the University's/College's institutional linkages, collaboration and networking, faculty members are encouraged to:

- conduct in-service training programs to teachers, school administrators and other educators in both public and private sectors
- contribute on strengthening institutional ties and network with other national and international educational institutions
- be involved in developing and implementing activities on literacy, political education, environment education, business entrepreneurship, multicultural and value education; and online education
- participate in extension programs aimed at developing and implementing projects that help preserve indigenous cultures.

**d) Production/IGP.** Faculty members at the tertiary level are encouraged to produce scholarly outputs that showcase their expertise and scholarship. These knowledge-based





projects can help generate additional income for the institution. Faculty members are expected to:

- 1) publish and develop scholarly works like books, magazines, journals research articles, and monographs, lectures, modules, instructional materials
- 2) design, develop and share multimedia courseware and resources such as tapes, videotapes, PowerPoint presentation and other courseware packages

## **Section 2. Levels of Appointment for Faculty Member**

- a) **Contractual.** These are faculty members hired either on a full time or part-time, monthly basis to conduct special instruction and or research services to the University/College.
- b) **Temporary Status.** Specific guidelines on temporary and permanent appointment status of faculty members are in **Rule XII** of this manual.

## **Section 3. Types of Faculty Appointments**

- a) **Regular (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 University/College.
- b) **Non-Regular** faculty members are classified as follows:
  - **Part-Time Faculty.** These are faculty members employed to teach on a term basis (semester or summer). They receive remuneration on an hourly rate. Though their presence is required during class hours only, they are expected to undertake assigned tasks and spend time to conduct research, improve and augment productivity, and promote/develop extension services in pursuance of the vision-mission of the University/College.
  - **Adjunct Faculty.** These are cooperating teachers who are directly involved in the supervision of students performing their off-campus practice teaching. The University/College can provide incentives to the adjunct faculty and to the cooperating institution, which can be in the form of



staff development, instruction materials or financial assistance.

- **Professor Emeritus.** This is a retired faculty member or administrator who holds the rank of at least Full Professor at the University/College upon his/her retirement and is given the title in recognition of exceptional competence in his/her field of specialization. He/she is likewise invited to render instructional or research services.

## **Section 4. Appointment of Part-Time Faculty**

### **a) General Guidelines**

Part-time faculty members are those employed to teach an assigned number of loads based on the needs of a department. They must hold Master's Degree or must have finished at least the academic requirements for a Master's Degree in accordance with the existing policies on Faculty Recruitment and Appointment. They are obliged to submit a permission to teach from their mother agency or school, if applicable. The regular number of loads for a part-time faculty member is three (3) units. This number may be increased if the faculty member meets the following criteria:

- Obtains a very satisfactory teaching performance as determined from the evaluation of students, peers, Department Head, and whenever applicable, the Dean.
- Complies reasonably with school regulations and administrative requirements for attendance, punctuality, and deadline of grades, among other factors.
- Participates actively in the activities of the department, college, and the University.

The maximum teaching loads of a part-time faculty member shall be twelve (12) units. Part-time faculty members should be informed of their tentative teaching loads at least two (2) weeks before the start of classes. If there are changes in the schedule, these shall be communicated to the faculty member concerned at least twenty-four (24) hours before the start of classes.

Contracts of part-time faculty members expire at the end of every term (semester or summer). The Department Head shall recommend renewal after consultation with the Department Faculty and if the part-time faculty member has passed all the criteria set for evaluating faculty performance.



Part-time faculty members are expected to serve the entire term of their employment. Any violation of the contract will result to non-renewal of contract.

**b) Specific Guidelines on Appointment as Part-time Faculty**

- **Lecturer.** Appointment to the rank of Lecturer requires a Bachelor's Degree and at least one (1) year of teaching experience. Those with additional teaching and/or other professional experience may be accorded a higher hiring rate.
- **Assistant Professorial Lecturer.** Appointment to this rank requires the completion of a Master's Degree and a minimum of two (2) years of competent teaching experience on the tertiary level. Additional teaching and/or professional experience may be counted for determining the hiring rate. Completion of a specialized degree (LIB, MD) may be considered equivalent to a master's degree when applicable to the area to which the faculty member belongs.
- Managerial or research experience directly relevant and related to the Department to which the applicant belongs shall carry the same weight as teaching experience in determining faculty rank.
- **Associate Professorial Lecturer.** Appointment to this rank requires a Master's Degree in the required field of specialization.

The following may be considered for determining a higher hiring rate:

1. Completion of at least seventy-five percent (75%) of academic units, inclusive of dissertation units, in a doctoral program
2. Significant research evidenced by the publication of one's output in a reputable journal or venue or recognition by a reputable organization of the faculty member's contribution to the field of specialization;
3. At least five (5) years of competent teaching on the tertiary level and/or seven (7) years of outstanding managerial and professional experience as an equivalent of the minimum teaching experience; and



4. Membership and leadership in professional, community, and government or non-government organizations.
5. Professorial Lecturer. Appointment to this rank requires a Doctorate Degree. In the absence of a Doctorate Degree, all of the following must be considered as a substitute for the doctoral requirements, except for those where the terminal degree is a master's degree.
6. Recognition in the form of an award, grant, or fellowship by a reputable and recognized national/international organization for one's outstanding contribution to the field of specialization;
7. Consistent involvement in a major research project either as proponent or as major consultant;
8. Significant service to the academic community and/or active membership and involvement in University/College, professional, national, or international organization.

**c) Termination of Appointment.** The precise terms and conditions of every appointment shall be stated in writing. In case of non- renewal of a temporary appointment, the person concerned shall be informed in writing at least thirty (30) days before the termination date. An appointment with tenure may be terminated only by resignation, death or removal for cause after due process.

Appointees under temporary status do not have security of tenure and may be separated from the service, with or without cause. As such, they shall not be considered illegally terminated and hence, not entitled to claim back wage and/or salaries and task for reinstatement to their positions (MC No. 20, s. 2002).

**Section 5. Definition of Terms** for purposes of implementation of the NBC 461.

- **Advancement** refers to the upgrading of the academic rank of a faculty from one sub-rank to a higher sub-rank within a rank and accompanied by an increase in salary in accordance with the provision of the Salary Standardization Act. The Board of Regents approves advancement and



subsequently issues a Notice of Salary Adjustment to the faculty.

- **Promotion** refers to the upgrading of the academic rank of a faculty from a lower rank to a higher rank, for example, from Instructor to Assistant Professor, Associate Professor to Professor, etc. and accompanied by an increase in salary in accordance with the provisions of the Salary Standardization Act. A promotion is approved by the Board of Regents and Commission on Civil Service and an Appointment and Notice of Salary Adjustment is subsequently issued to the faculty.
- **Merit promotion** refers to the movement of a faculty from one rank/sub-rank to another on the basis of meritorious performance and despite the absence of the required educational qualification for the rank/sub-rank.
- **Presidential discretion** refers to the authority of the president to advance/promote a faculty on the basis of meritorious performance despite the absence of the educational qualification required for the position, rank or sub-rank to which the faculty shall be finally promoted/advanced on the basis of qualitative factors other than those herein specified.
- **Rank** refers to the academic positions of faculty, namely: Instructor, Assistant Professor, Associate Professor, Professor, College Professor, and University Professor.
- **Sub-rank** refers to the academic position within a rank. The sub-ranks for the Instructor rank are Instructor I, II and III; for the Assistant Professor rank — Assistant Professor I, II, III and IV; for the Associate Professor rank — Associate Professor I, II, III, IV and V; for the Professor rank—Professor I, II, III, IV, V, VI.

**Section 6. Performance Appraisal for SUCs.** There shall be a Personal Appraisal System which shall be used to assess the instructional competencies of every faculty. Performance appraisal shall be conducted at the end of each term that is semester and summer.

### **Section 7. Promotion and Advancement Cycle.**

Promotion and advancement shall be done every two years without prejudice to interim promotions/advancement on account of degree(s) earned during the period. In no instance, however, should a faculty be promoted/advanced within a period of two terms after the latest promotion. Advancement/upgrading shall be done every odd year.



## **Section 8. Accreditation Committee**

All candidates for the rank of Professor shall undergo screening by a Regional Accreditation Committee and shall be confirmed by a National Accreditation Committee.

The PASUC Common Criteria for Evaluation (CCE) and the pertinent guidelines, rules and procedures relative thereto will be used by the University to supplement policies and guidelines on the recruitment and appointment of faculty and academic staff as established in this Merit System.

## **Section 9. Criteria for Filling Up of Faculty Items (Per BOR Resolution # 29, s. 2005)**

### **a) Temporary**

- BS/AB degree holder or its equivalent in an appropriate area of specialization authorized/recognized by the University. The BS/AB degree must have been obtained from an educational institution with accredited programs on the area of specialization
- At least two (2) years experience in teaching/research work and/or in profession related to teaching
- At least “Very Satisfactory” performance rating in the last two semesters (for CVSU staff) or in the preceding year as certified by the previous employer (for non-CvSU staff)
- Pass the battery of psychological tests administered by the University
- Submit a written notarized commitment to finish within two years after appointment. MS /MA degree in a field prescribed /authorized by the Universities.
- Physically fit to work as certified by the University Medical Officer
- Recommended by the college campus dean concerned (for CvSU staff) to the Promotion and Selection Board.
- Good moral character as certified by the immediate supervisor of the previous employment (for non-CvSU Staff)

**b) Permanent**

- MS/ MA degree holder or its equivalent in an appropriate area of specialization authorized/recognized by the University. The master's degree must have been obtained from an educational institution with accredited program on the area of specialization
- Served CvSU as faculty member and/or achieved eminence in the profession for at least three (3) years
- Physically fit to work as certified by the University Medical Officer
- Recommended by the college/campus dean concerned (for CvSU staff) to the Promotion and Selection Board
- Good moral character as certified by the immediate supervisor of the previous employment (for non-CvSU staff)

**A. Specific Guidelines****▪ Filling up of Positions**

Available plantilla positions shall be open to all qualified faculty members with priority on: (1) doctorate holders who are most qualified based on the vacated field of specialization; and (2) faculty members who are automatically promoted upon completion of their graduate studies.

All qualified applicants for available plantilla items shall be given appropriate academic rank in accordance with the level achieved per NBC 461 evaluation.

No items shall be made available to those who have not finished their graduate degrees.

The lowest academic plantilla item to be awarded is at least, Assistant Professor I for those who have completed their MS/MA degrees. Exceptional cases are: equivalency of the degree earned to graduates of the MS level as in the case of Veterinary Science; and the none possibility of pursuing the graduate degree since this is not available in the Philippines or that there is no educational institution offering the required graduate degree program; and

Recommendations for renewal of temporary items shall be forwarded to the Office of the President at least one month before the end of the contract period.

The possible sources of vacancy of plantilla items are the following: (1) existing unfilled-up vacant positions; (2) result of collapsing existing vacant items; (3) created internally based on





available income of the University subject to the approval of the DBM; and (4) additional items requested from DBM.

- **Automatic Promotion**

Masters degree graduates shall be automatically promoted to Assistant Professor I (cf. Section 1.d.). Doctorate degree graduates shall be promoted to rank based on the obtained NBC 461 points but not lower than his/her entry level rank. Priority is given those who obtained their degrees from educational institutions with accredited program on the area of specialization, and whose specialization areas are authorized by the University.

Upon completion of the graduate program, the faculty member shall request for reinstatement and apply for this privilege. All faculty members who have completed their graduate programs after the last round of NBC 461 evaluation are qualified for this privilege.

Automatic promotion is subject to the availability of plantilla items equivalent to the level for automatic promotion and shall be given top priority

Salaries of those qualified for automatic promotion shall be elevated to their qualified rank but shall be required to sign a memorandum of agreement with the University to repay the excess amount received in case the requested plantilla items and appropriated to them are not granted by the DBM.

- **Point of Allocation and Salary Grade**

The point allocation for each academic sub-rank and the salary grade thereof shall be as follows:





FACULTY	MINIMUM EDUCATIONAL QUALIFICATION	SUB- RANK	SALARY GRADE	POINT BRACKET
Instructor	Bachelor's Degree	I	12	65 and below
		II	13	66-76
		III	14	77-87
Asst. Professor	Master's Degree	I	15	88-96
		II	16	97-105
		III	17	106-114
		IV	18	115-123
Asso. Professor	Master's Degree	I	19	124-130
		II	20	131-137
		III	21	
		IV	22	
		V	23	

### Article 3. Policies and Guidelines on Administrative Matters

#### a) Conduct of Official Business

**Travels.** When faculty members deem it necessary to travel domestically or internationally for research purposes, observation or study, the President, in his discretion, may authorize the college to allot from its appropriation for Traveling Expenses of Personnel, such amount as may be necessary for travel. Faculty members should inform the President in writing the details **at least two weeks** before the planned travel to obtain the approval and confirmation of support from the University.

Travels may be official, religious, social or personal in nature contingent on the needs of the service; hence, approval for authority to travel is needed when a faculty represents University functions, as the trip is sponsored by the University or a sponsoring inviting agency.

**Field Trips.** Faculty members are encouraged to plan field trips for ocular or on-the-spot education of students. It is expected that these field trips be carefully correlated with the subject matter of the course. Before finalizing



any official field trip, however, the faculty adviser/in-charge should submit in writing its details to secure the permission of the department head and the dean **at least** two weeks before the planned activity. Before undertaking the trip, the department head may require that a written consent or waiver of parents be submitted and accomplished by the students **at least three days** in advance and countersigned by the Dean of Student Affairs.

If a school transport facility is desired, the faculty member should accomplish and submit an application form for this purpose available at the office of the Vice President for Administrative and Support Services for approval and confirmation.

- b) **Dress Code.** Faculty members should dress themselves in appropriate business attire. Long or short polo/Barong Tagalog is preferred for male faculty. The University/College is a reputable education institution and therefore the faculty is encouraged to act as a model of appropriate dress code. Ostentatious display of jewelry and wearing of heavy or theatrical make-up and tattoos are prohibited.
- c) **Convocations.** From time to time, the University/College invites distinguished guests and individuals to speak before the student body on some topics of current interest. If a faculty member receives a notice from the department head to attend the convocation, he or she may opt to dismiss the class or if the attendance of the class is required, the faculty member may bring the whole class to the program. If the faculty member attends the convocation, then the credit is the same as having conducted the class. Notably, however, that not all classes suspended during convocations may be admitted, in view of the limited capacities of the assembly rooms. Only those classes having a more direct bearing upon the topic of the speaker may attend. If the faculty member does not receive the notice, he/she should first consult the Department Head whether to dismiss or bring the class to the convocation.

In addition, all faculty members are required to attend and participate in the activities such as University Foundation Day, Recognition Day and Commencement Exercises and other important activities as may be decided by the Administrative Council.



- d) **Collection of Monies.** No solicitation for funds, canvassing for the sale of merchandise, subscriptions for securities, insurance, publications, sale of tickets, and any other promotional or charity schemes shall be conducted within the University without a previously written approval of the President.

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

- e) **Tutorial and Remedial.** Services for a Fee. Faculty members are not allowed to conduct personal tutorial service of any kind for a fee within the area of the University. They should not require their students to attend other tutorial services elsewhere, if fee is required.
- f) **Study without Permission.** No faculty member shall enroll as a student in the University or in an outside institution without the permission of the President.

Permission may be granted only when, considering the teaching load of the faculty member, the nature and scope of the course he/she intends to take and the time the course requires, such study will not impair his/her efficiency as a member of the faculty.

- g) **Teaching in Other Institutions without Permission.**  
Faculty members who wish to teach outside CvSU must secure the approval of the President. Those found guilty of working in other institutions without permission, will be dismissed from service after due process.
- h) **Use of University Names and Insignia.** University names, insignias and similar materials that are used to announce, advertise or publicize events, products, or the like shall be used or posted only after a written permission from the President is obtained.
- i) **Smoking on Campus.** Faculty members are not allowed to smoke inside the Campus (classrooms, cafeteria, shops, laboratories, libraries, hallways or corridors). The University is a smoke-free zone.
- j) **Taking Prohibited Drugs and Gambling.** Faculty members are strictly prohibited from gambling, drinking alcoholic beverages, smoking marijuana or taking prohibited drugs. Equally, under no circumstances shall



a faculty enter the University premises be under the influence of alcohol or of prohibited drugs. Penalty for the violation of this rule ranges from suspension to dismissal from service.

**k) Carrying Firearms and Dangerous Weapons.**

Carrying of firearms and other deadly weapons such as long-bladed knives, ice picks, blunt and sharp instruments and others is absolutely prohibited inside the University. Penalty ranges from suspension to dismissal from service.

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

**Article 4. Specific Policies and Guidelines on Admission, Transfers, Changing of Subjects, Leaves, Dropping, Grades and Grading System, Academic Delinquency and Graduation**

**Section 1. Policies and Guidelines for the Secondary Education Laboratory - Science High School Curriculum (SELSHS).**

Unless otherwise changed in accordance with the Board of Regent's action, the Laboratory High School shall offer a Science Curriculum with the rules and regulations discussed below. Any portion or all of these rules and regulations may be changed any time as deemed necessary by the Board of Regents upon endorsement of the University Academic Council.

- a) Admission Requirements.** Graduates of any private and public elementary school may be admitted in the Science Curriculum upon presentation and/or fulfillment of the following requirements:

1. Submission of Form 138 (Report Card)
2. Certification of good moral character signed by the Principal or Guidance Counselor



3. Certification of physical and mental fitness from the University Physician
4. Payment of P100.00 (may be changed without prior notice) entrance examination fee
5. Passing the following tests:
  - 5.1 Mental Ability Test (MAT)
  - 5.2 Science and Math Aptitude Test (SMAT)
  - 5.3 Essay Communication Test

**b) General Retention Standards and Grade Requirements.**

Students other than those who received full or partial scholarship must maintain academic standards as follows:

1. GPA of not lower than 78 percent
2. Weighted average in Mathematics, Science and Scientific Research of not lower than 78 percent
3. No failing grades in any subject.

Students who failed to maintain the academic standards shall be denied readmission.

**c) Transfer Students.** Transfer to SELSHS from other school is not allowed unless the curriculum of the high school where the student comes from is exactly the same as that of the ELSHS. If the Student meets this requirement, a screening committee shall be created by the SELSHS Principal for the purpose of determining the possibility and appropriateness of transfer.

**d) Types of Scholarships.** Starting in the second year, students may be entitled to scholarships. There shall be two types of scholarship:

- Full Scholarship — GPA of 90 percent or better in all academic subjects at the end of the school year; and weighted average grade of 90 percent or better in Science, Mathematics and Scientific Research.
- Partial Scholarship - GPA of 88 percent to 88.99 percent in all academic subjects at the end of the school year; and GPA of 88 percent to 89.99 percent in Science, Mathematics and Scientific Research.



A scholar, whether full or partial must:

- Not have a grade lower than 85 percent in any of the subjects taken
- Abide by the provisions of the University Norms of Conduct for Students. (A scholarship is forfeited if the student is involved in any form of misdemeanor)
- Submit notice or any change of legal guardian and residence while studying in the University SELSHS.

**e) Scholarship Privileges.** The scholar shall receive the privileges listed below. These privileges may be changed at any time as deemed necessary by the Board of Regents:

**Full Scholarship**

- P500.00 monthly stipend
- P500.00 yearly book allowance

**Partial Scholarship**

- P300.00 monthly stipend
- P500.00 yearly book allowance

**f) Student Conduct and Discipline.** Students of SELSHS shall be covered by the University Students' Norm of Conduct as stipulated in **Rule VIII** of this manual.

**g) Granting of Awards and Honors**

**For Non-Graduating Students (First to Third Year)**

- Awards and honors shall be open to students who are officially listed as scholars and to all those who obtained a GPA of not lower than 85 percent during the year;
- He/she must not obtain a grade lower than 80 percent in any subject in any grading period;
- He/she must be an active member of at least three (3) recognized student organizations;
- There shall be three categories of honors that shall be awarded to deserving students such as first honors, second honors, and third honors;
- Placements of the candidates in the honor roll shall be based on the composite academic performance and



co/extra-curricular activities. The weight of academic performance and co/extra-curricular activities are 85 percent and 15 percent, respectively;

- Candidates who qualify for honors shall receive Certificates of Recognition to be given during appropriate occasion.

**h) For Graduating Students.** Any member of the graduating class can be candidate for awards or honors if he/she possesses the following qualifications:

- He/she must have completed the curriculum within four years.
- His/her GPA from first to fourth year must not be lower than 85 percent.
- He/she must be an active member of at least three recognized school organizations per school year.
- He/she must have conducted himself in conformity with the Students' Norm of Conduct.

There shall be two (2) highest awards and three (3) Titles with Honors to be awarded to five (5) deserving students categorized as Valedictorian, Salutatorian, First Honorable Mention, Second Honorable Mention, and Third Honorable Mention. The ranking system will be applied in the selection of candidates for awards or honors.

Selection of candidates for awards/honors shall be based on the composite academic performance and co/extra curricular activities from first year to fourth year.

The weights for academic performance and co/extra - curricular activities are 85 percent and 15 percent, respectively.

## **Section 2. Policies and Guidelines for the Degree and Non- Degree**

**Programs.** Unless otherwise specified, the policies and guidelines below apply only to both the degree and the non-degree programs of the University.

### **a) Admission and Registration**

**aa) Admission of New Students.** All applicants for the degree programs shall pay a P100.00 testing fee (may be changed without prior notice) entrance examination fee; pass the entrance examination given by the University and meet the following qualifications:





- Graduate of any public or DECS recognized private high school
- Physically and mentally fit to study
- Possesses good moral character as certified by the High School Principal.

Individual colleges and campuses may institute their own requirements specific to their programs provided these requirements are endorsed by the University Administrative Council and approved by the Board of Regents.

**ab) Admission of Foreign Students.** Foreign students are required to:

- Submit an approved permit to study from the concerned embassy
- b) Pay a non-refundable foreign student fee of \$30.00 (may be changed without prior notice)
- Submit a Certificate of English Proficiency from the Department of Languages and Humanities
- Police Clearance from country of origin.

**ac) Admission of Transfer Students.** Transfer students from other schools and Colleges/Universities are required to comply with the following requirements:

- Certified true copy of transcript of records;
- GPA should be 2.00 or better (approved per BOR Res. #51 S. 2005)
- honorable dismissal;
- two (2) copies of 1" x 1" ID picture;
- Certification of good moral character certified by the guidance counselor/dean from the last school attended;
- NBI Clearance;
- Passing the required entrance examination (approved per BOR Res. No. 51 S 2005)
- Must have passed the interview conducted by the Screening Committee of the College where the student intends to enroll the course.





In addition, respective colleges may require a background (inquiry) check on the student who requests for transfer to the University.

Students who qualify for transfer may apply with their respective College Registrars for advanced credit for equivalent courses upon presentation of transcript of records and authenticated proof of equivalency of courses.

- b) **Shifting to Other Programs.** Students who intend to shift to another University program must accomplish a prescribed form for the purpose to be approved by the Dean of the College where they want to shift to, not later than ten (10) working days before the start of the regular registration period. A copy of the approved application for shifting should be forwarded by the Dean concerned to the University Registrar's Office.

Students pursuing degree programs may be allowed to shift to non-degree programs upon approval of their application for shifting.

Students pursuing non-degree program may be allowed to shift to degree programs offered by the College after satisfying the following requirements except for ladderized programs:

- GPA of 2.0 or better
  - Submission of approved application form and other supporting documents
  - Passing the required entrance examination.
- c) **Cross Registration.** Cross-registrants from other educational institutions should have a written permission from their school registrar to be presented to the CvSU Registrar. The permit shall state the subject(s) and the total number of units the student is allowed to cross-register and that the University shall be the venue for the course to be registered.

For courses with prerequisites, the cross-registrant shall be required to present an authenticated proof of equivalency of course and description of the required course.

- CvSU students who are planning to cross-register courses with other institutions should have a written permit from their College and University Registrars. Students planning to cross-register in



other University/College or Campus shall be allowed only under the following conditions:

- The course(s) to be cross-registered should have exactly the same description as the one being offered in another college or campus where the student plans to cross register;
- Must have written permit from their respective College Registrars and finally the University Registrar; and
- Students are allowed to cross-enroll a maximum of six (6) units only for the entire program.

**d) Late Registration.** The period for the late registration shall be seven school days after the regular registration schedule. No late registrants will be entertained after this period.

Undergraduate degree and non-degree students who register during the authorized period for late registration shall be charged a fine of P100.00 (which may be changed without prior notice), regardless of the number of days their registration is delayed and the number of units that a student is carrying during a particular term.

Any student whose registration has been approved by the Registrar during the registration period but has not settled at least the first installment of his/her fees shall also be charged fine for late registration. The Cashier's Office indicates the fine in the registration form of the student upon payment of fees.

No late registration shall be entertained for the summer program.

Individual colleges and campuses may propose and implement other academic policies consistent with the general guidelines on academic rules and regulations and approved by the Board of Regents.

**e) General Enrollment Guidelines and Procedures.** Three months prior to each registration period, the University Registrar's Office shall outline the general enrollment guidelines and procedure or any revision thereof and present these to the University Academic Council for approval. No modification of the approved guidelines and procedures shall be implemented unless approved by the Office of the Vice President for Academic Affairs.



**f) Schedule of Payment.** All fees may be paid in cash or installment.

The schedule of payment for installment is as follows:

- 50 percent upon registration
- 25 percent two weeks before the midterm examination
- 25 percent two weeks before the final examination

**g) Refund of Fees.** Students who withdraw their registration from the University after a period of not more than three weeks or fifteen days of regular classes shall be refunded in full except the medical and dental fees. No refund shall be given to those who withdraw after this period.

**Implementing Guidelines** (BOR Res. No. 68, s. 2002 November 25, 2002)

**1. Nature of Refundable and Non-refundable Fees.** Student fees that are considered refundable are those that accrue and/or deposited to the trust accounts of the University both in Fund 101 and Fund 164 shall be limited to the following:

- Tuition
- Laboratory Fee
- Student Resources Fund
- Student Facilities Development Fund
- Library
- College Publication
- Guidance Fee
- SCUAA/Athletic Fee

In addition, miscellaneous fees that are payable and maintained in the deposit accounts of the Office of the Student Affairs shall also be considered refundable such as student handbook, cultural fee, and student publication.

Other fees not specifically provided above shall be deemed non-refundable. These include payments made for the following:

- Identification Card
- Medical and Dental
- Registration Insurance
- Mutual Aid



The deposit paid by the student during his initial enrollment in the University is likewise refundable. However, a student/group of students may opt to donate the same to the University through the Office of Alumni Affairs.

2. **Amount Refundable.** The amount of refundable fees that can be availed of by the students shall correspond to the total amount actually paid in cash during enrollment, limited to specific fees such as tuition, laboratory fee, SRF and SFDF.
3. **Reason for Refund.** The reasons for which refund of school fees other than deposit are allowed shall include any of the following:
  - Withdrawal of registration
  - Dropping of enrolled subject
  - Scholarship
  - Overpayment

For reason of “overpayment”, refund of the excess amount shall be considered only if the total fees for the semester is paid in “cash” or “in full” during registration. If “in installment”, the excess amount shall be credited to the students for the next payment period.

Withdrawal/refund of deposit shall be allowed only for reasons of graduation from the University or transfer to another school, as the case maybe.

4. **Period of Refund.** The period within which refund of school fees as those enumerated under 9.1.1, except “deposit”, shall be on a semester basis and to be made within three (3) weeks or 15 school days from the start of regular classes as indicated in the approved school calendar.

In the event that the opening or first day of regular classes is postponed to a later date than what is explicitly provided in the school calendar as agreed/approved by the University Administrative Council, the inclusive period mentioned in No. 9.4.1 shall likewise be observed.

If the student(s) opts to refund his paid “deposit”, the same shall be allowed within 15 working days from the date of graduation or from the date the honorable dismissal is issued by the University Registrar.



**aa.) Procedure for Refund**

Students who intend to refund the school fees paid during enrollment shall accomplish the prescribed application form.

The accomplished application form must be filed/received at the Accounting Section within the period stated under No. 9.4.1 above. In no case shall application for refund be entertained after said period.

Application for refund must be supported with authenticated photocopy of "Certificate of Registration" and other documents depending upon the reason stated in the application as the following:

<b>Reason for Refund</b>	<b>Supporting Documents Required</b>
Withdrawal of Registration	Certificate of withdrawal of Registration to be issued by the Registrar's Office
Dropping of Enrolled Subjects	Dropping Form duly signed by the Instructor/s concerned and approved by the Dean of the College that offers the subject
Scholarship	Certification of Scholarship to be issued by the Dean of Student Affairs
Overpayment	Fee Assessment Form issued by the Registrar's Office Photocopy (ies) of Official Receipts issued by the Cash & Disbursement Section, duly authenticated by the Records officer.

Claim for refund of paid deposit must be supported with authenticated copy of graduation clearance, if the reason is graduating in the University and/or authenticated copy of "Honorable Dismissal" if the reason is transfer to another school.

The Accounting Section shall evaluate the application filed by the students. If found in order, approval shall be made by the Accountant. Otherwise, the application should be returned to the student, through the Office of the Student Affairs, with notation as to the reason for disapproval.



Upon approval, the Accounting Section shall prepare the corresponding disbursement voucher for processing. As much as possible, refund of student fees should be in payroll form and to be paid in cash.

A student / group of students intending to donate their paid deposit to the University shall execute a “waiver” or “Deed of Donation” specifying the purpose for which the donated amount shall be utilized.

Complete/updated records of refund made every semester shall be maintained in the Accounting Section for reference and other purposes.

Refund of fees paid directly to the Office of Student Affairs shall be governed by a set of separate rules to be prepared by the same office.

**h. Issuing of Grades to Students without Examination Permit\***  
(BOR Res. No. 73, s 2003 December 03, 2003)

- Faculty members shall sign the examination permits of the students during the final examination. Students who have no permits shall be allowed to take the examination but the faculty member should see to it that he/she has properly recorded the names of these students.
- The names of students without examination permits shall be printed/written below the grading sheet and shall be labeled “GRADES WITHHELD” written in red ink with no credit units equivalent under the column “Credit” until such time that the students are able to present their examination permits shall the word “no exam permit” be replaced stating therein the OR # presented by the students. The class cards shall be kept by the concerned faculty member while the students are not yet cleared.
- The University Registrar’s Office shall then issue a Certification of Grades upon clearing. The students should present the Certificate to the faculty member(s) concerned before issuing their class cards and to their Registration Adviser(s) for posting of grades. The University Registrar’s Office shall also provide the College Registrar(s) concerned with the list of students who were cleared from their obligations for consistency in recording.
- If the faculty member concerned is (not anymore) no longer connected with the University, he/she shall entrust the undistributed class cards to the College Registrar.



- The Accounting Office shall post the names of students who have not been cleared of accountabilities before the start of the succeeding registration period.
  - The students should present their clearance before they can enroll in the succeeding semester.
- i) **Academic Load.** No student shall be allowed to take more than the maximum credit units per semester. A graduating student may be allowed to enroll more than the maximum allowable credit units not to exceed 26 units during the last two semesters of his course provided that he has a GPA of 2.5 or better in the previous two semesters as certified by the University Registrar. A graduating student petitioning for registering up to maximum allowable academic load must secure a certification from the University Registrar that he is a graduating student.

During summer program, a student may be allowed a maximum of three (3) lecture courses or one with laboratory and one lecture course. No student will be allowed to register with two (2) laboratory courses except when one is a co-prerequisite of the other.

- j) **Class Attendance.** A student who has been absent from classes for at least two (2) consecutive meetings must obtain an excuse slip from the Office of Student Affairs and present this to the instructor concerned on the day when (the student) he returns to class.

Excuses are for time missed only. Work covered by the class during the absence shall be made up within a reasonable time to the satisfaction of the instructor.

If a student has been absent in 20 percent of the time schedule devoted to the class without justifiable reasons, he/she shall be dropped from the rolls. If the majority of these absences are not excused and the student's performance is poor, he/she will receive a grade of "5.0".

- k) **Changing/Adding/Dropping of Course/s.** Transfer to other sections must be made for valid reasons only such as conflict in schedule.

No change in matriculation will be allowed after three (3) weeks of regular classes. Change in subject can be accomplished by filling out a changing/dropping form duly noted by the registration adviser and the instructor concerned and approved by the College Dean concerned.

A student, with the consent of the instructor concerned and the Dean of the college where he is enrolled, may drop a subject by filling out a prescribed form for the purpose. No dropping of subjects is





allowed after the midterm examination has elapsed except due to illness and other justifiable reasons.

Dropping of courses/subjects shall only be made for valid reasons, only in such cases as the course is not needed, ill-advised, conflict in schedule, registered higher course without passing the prerequisite course(s) and registered major course without passing all the required basic courses except in cases where the basic courses are offered in a semester concurrent with the major course.

Dropping of course(s) shall be made official by filling out a prescribed form at the Office of the College Registrar.

Dropping of courses shall be made within six weeks alter the start of regular classes. Dropping of courses beyond this period shall not be allowed except due to illness or change of residence.

A student shall maintain the minimum 12-unit load even after dropping certain courses.

Refund for dropped courses shall be made within three weeks or 15 days after the start of regular classes.

Students who fail to drop within the prescribed period are considered officially enrolled and are therefore covered by all the provisions applicable to enrolled students.

A student shall be notified by the University Registrar to drop a course subject to the following circumstances:

1. Registered higher course without passing the prerequisite course(s)
2. Registered major course without passing all the required basic courses except in cases where the basic courses are offered in a semester concurrent with the major course.

If a student officially drops the course before 75 percent of the hours prescribed for the course had elapsed, the instructor concerned may not give the student a corresponding grade and the word "Dropped" shall be reflected in the instructor's class record. If a student drops the course alter 75 percent of the required hours has elapsed, a corresponding grade on his performance shall be reflected in the grading sheet and recorded in the students Permanent record for that particular semester/term.

A student is considered dropped if the last day of his three-week consecutive absences occurs on the scheduled last day of dropping of courses.





- l) Reenrollment of Subjects.** No student shall be allowed to repeat or re-enroll a subject for more than three (3) times. A student who fails a subject for the third time shall be permanently disqualified from further registration in the University.

After the student has taken the subject for the second time and fails, the registration adviser shall be informed by the Registrar regarding the status of the student.

- m) Prerequisite Subjects.** A student shall not be allowed to register an advanced subject without passing/satisfying the requirements of the prerequisite subject(s) specified in the curriculum. Passing grades obtained in the advanced courses without first satisfying the prerequisites shall be considered null and void by the University Registrar.

Concurrent registration of the prerequisite and an advanced subject is not allowed. However, registration of two (2) major courses determined to be co-requisites by the college/department concerned may be allowed.

- n) Leave of Absence.** A student who is granted leave of absence (LOA) within 75 percent of the time devoted to a semester term shall be given a corresponding grade by the instructor concerned for record purposes only but this will not be reflected in his Permanent Record. A student granted leave of absence due to illness or other justifiable reasons after 75 percent of the time has elapsed shall be given numerical grade depending on his/her class performance.
- o) Honorable Dismissal.** Honorable dismissal shall be issued by the University Registrar to a student who stopped schooling in the University provided that he was not found guilty of misdemeanor defined under the University Students' Norm of Conduct. If a student left the University for reasons of misdemeanor and or academically delinquent, no certification of honorable dismissal shall be issued.
- p) Grades and Grading System.** The University shall adopt the numerical grading system of "1.0" to "5.0" where "1.0" is the highest grade and "5.0" is a failing grade. The system of grading is as follows:



- 1.0 - - - - Excellent (Highest Grade)  
1.25  
1.50 - - - - Very Good  
1.75  
2.00 - - - - Good  
2.25  
2.50 - - - - Satisfactory  
2.75  
3.00 - - - - Passing Grade  
4.00 - - - - Conditional Grade.(has to be removed by taking a removal examination either to obtain a grade of “3.00”or slide to “5.00”)  
“Inc. - - - - Grade of Incomplete. The student is passing but has not completed other requirements of the course  
5.0 - - - - The student failed the course. The numerical grade of “5.00”must be written in red ink by the teacher

Each College shall endeavor to formulate and adopt a uniform method or system of assigning grades to scores and the assignment of weights to different types of test, requirements, laboratory exercises, and the like. This should be forwarded to the Vice President for Academic Affairs for his review and corrections before final adoption of the College concerned.

College Deans shall include the grading system in their orientation of new teachers and each teacher should explain the grading system to his students at the start of the classes each semester/term.

No teacher shall be allowed to adopt a grading system different from the one being implemented by his College where he belongs.

- q) Honor Students.** Students who obtain a GPA of “1.75” to “1.51” in a semester shall be listed in the Vice President for Academic Affairs’ Honor Students List while those who obtain GPA of “1.5” to “1.00” shall be included in the Presidents’ List of Honor Students.
- r) Removal/Completion of Grades of “4.0” and “Inc.”** The grades of “4.00” and “Inc.” may be removed through any of the following:



1. **Without Paying the Special Examination Fee.** A grade of “4.0” may be removed within one (1) year by taking the examination during the regular schedule for removal examinations.

An “Inc.” grade may be removed by completing the requirements for the subject any time within one (1) year provided that he /she is currently enrolled.

2. **Paying the Special Examination Fee.** A grade of “4.0” may be removed by a special removal examination administered any time upon payment of special examination fee of P10.00 per unit (may be changed without prior notice) and upon presentation of duly approved permit to the instructor concerned.

- s) **Obtaining Permit for Special Removal Examination.** A student fills out a request form available at the University Registrar’s Office to take special examination addressed to the College Dean concerned stating among others, the reason(s) why he was not able to take the examination during the scheduled examination period. The request should be duly endorsed by his registration adviser and approved by the College Dean concerned. The Dean approves the request and the student presents this for payment to the University Cashier. Upon payment of fees, the student reports to the Instructor/Professor concerned and presents his permit with the receipt of payment to arrange for the date of the removal examination.

After a student has taken the removal examination or has completed all the requirements, his final grade shall be recorded by the teacher concerned in the prescribed completion report form accomplished in quadruplicate. The report form shall be forwarded to the Department Chairperson for recommendation, then to the Dean for approval, and finally to the Registrar. The report for removal examination should be forwarded to the Registrar within ten (10) days after the examination.

The removal examination for Grades of “4” obtained in the current semester shall not be scheduled during the regular final examination period of that semester. The final Grade of “4” shall be reflected first in the student’s record before this can be removed.



- 1) Automatic Grade of “5.00” from Grades of “4.00” and “Inc.”** If a student is unable to remove his grade of “4.00” through a removal examination or has not completed the requirements to remove his grade of “Inc.”, within one year from the last semester/term when these grades were obtained, these grades shall be automatically converted to grade of “5.00” by the University Registrar.
- t) Rules on Scholastic Delinquency.** CvSU shall promulgate suitable and effective guidelines on academic deficiencies. Any student whose scholastic performance in subjects enrolled for the semester is “Incomplete (Inc.)” or below the passing mark of “3” and/or who dropped the subjects for unjustifiable reasons shall be subjected to the rules on academic deficiencies below.

### **Types of Academic Delinquency**

- **Warning.** Any student who, at the end of the semester is found to have dropped the course or obtain incomplete, conditional or failing grades or a combination thereof in 30 percent – 50 percent of the enrolled subjects enrolled shall fall under this category. The student shall be warned by the Office of the College University Registrar to improve his/her academic performance.  
Warning status for two consecutive semesters place the student on the probationary status in the succeeding semester.
- **Probation.** Any student who at the end of the semester is found to have dropped the course or obtain incomplete, or grades below “3” or a combination thereof in 51 percent or more of the enrolled subjects shall be placed under probationary status. Academic load of students under this category for the succeeding semester shall be limited to 15 units only.  
If he/she incurs probationary status for two consecutive semesters, he/she shall be classified under the disqualification status in the next semester.  
Probationary status may be removed by obtaining a grade of “3” in 75 percent of the enrolled subjects.
- **Disqualification.** Any student who, at the end of the semester fails in 75 percent or more of the enrolled subjects shall be rendered ineligible to enroll for one semester. He/She shall be allowed to carry an academic load of not more than 15 units when he/she enrolls in the succeeding semester.



A student who re-enrolls in the University after a disqualification for a semester (may) shall not incur failure in 50 percent of the enrolled subjects upon return. A disqualification of another semester will be meted out for obtaining the failing grades.

A student shall only be allowed two-disqualification status after which he shall no longer be eligible to continue his studies in the University.

A student who obtains grades of “Inc” or “4” or a combination in 100 percent of subjects registered shall not be allowed to enroll in any subjects in the succeeding semester but shall be advised to enroll on residency to complete all the grades.

Student of 4 Or “Inc” who has 21 units or fewer academic units remaining in their curriculum will be allowed to re-enroll despite reaching the academic delinquency limits.

No readmission of disqualified students shall be considered by the Office of the University Registrar without favorable recommendation of the Readmission Committee composed of the College Registrar as Chairman, the Guidance Counselor, the Chairman of the Department where they are enrolled and one faculty member designated by the College Dean concerned as members.

The Office of the University Registrar shall notify the student of his academic delinquency status every end of the semester or before enrollment.

**u) Honorable Dismissal.**

- Honorable dismissal is voluntary withdrawal from the University.
- The statement indicates that the student withdraws in good standing as far as character and conduct are concerned.
- All indebtedness must be settled before a statement of honorable dismissal shall be issued.
- Any student who leaves the University by reason of expulsion due to disciplinary action shall not be entitled to honorable dismissal.
- If the student has been dropped from the rolls of the University on the account of poor academic performance, a statement to this effect shall be included in the honorable dismissal.



- v) **Graduation.** Student shall be recommended for graduation upon satisfaction of all academic and other requirements prescribed for graduation.

Two weeks after the registration for the second semester, the College Deans shall submit to the University Registrar a list of tentative candidates for graduation. The University Registrar, in consultation with the Deans concerned, shall review the academic record of each candidate to ascertain whether any candidate in the said list has any deficiency that may disqualify him from the list.

If there is any question regarding a candidate, his name shall not be deleted from the list of candidates but a list of tenable deficiencies shall be written below his name.

Ten weeks before the end of the semester, the Registrar shall publish a complete list of duly qualified candidates for graduation.

All candidates for graduation shall have their deficiencies cleared and their records completed on or before the midterm examination except in those subjects in which they are currently enrolled.

Submission of the final grades of graduating students shall be within ten working days after the final examination.

A month before the scheduled date of graduation, the respective Academic Councils of each College/campus or their Committees on Curriculum and Instruction shall act on the status of graduating students and endorse to the University Academic Council the names of students who are sure to graduate and indicating the deficiencies that can be corrected by graduating students within reasonable time to be set by the University Academic Council.

Student shall be allowed to graduate from the University upon completion of at least one year of residence prior to graduation.

A student who does not pay the required graduation fee shall not be issued a diploma, certificate or transcript.

A graduating student shall not be declared graduate from the University unless he attends the Commencement Exercises. A graduating student may graduate in absentia only upon prior request for valid reason (s) addressed to the dean of the College where the student will earn his degree.



A graduating student who is unable to attend the commencement exercises but who failed to file a request for graduation with absentia shall not be declared graduate and shall be required to attend the next commencement exercises.

**w) Graduation with Honors.** Students graduating with honors shall be classified as follows:

- **Cum Laude (with Honors)** - A student who obtains a GPA of “1.75” or better but not higher than “1.51” in all academic subjects shall be awarded this honor. Residence of at least four (4) semester’s immediately preceding graduation is a requisite.
- **Magna cum Laude (with High Honors)** - A student who obtains a GPA of “1.50” or better but not higher than “1.26” in all academic subjects, shall be awarded this honor. Residence of at least six (6) semester’s immediately preceding graduation is a requisite.
- **Summa cum Laude (With Highest Honors)** - A student who obtains a GPA of “1.25” or better in all academic subjects, shall be awarded this honor. All units required for graduation must have been earned from the University.

The foregoing specifications are subject to the following conditions:

- GPA shall mean grade point average i.e. the sum of grades multiplied by required number of units divided by the total number of academic units required.
- All units earned in other colleges or universities shall be evaluated on the basis of the following **table of conversion**.

Grade	Grade	Equivalent
1.00	95%	1+ or A+
1.25	93%	1 or A
1.50	90%	1- or A-
1.75	89%	2 + or B+
2.00	85%	2 or B
2.25	83%	2 – or B-
2.50	80%	3 or C+
2.75	78%	3 or C
3.00	75%	3- or C-





A student should not have failing grades in any of the academic subjects whether earned in or outside the University.

In all cases, the normal character, conduct, integrity and reputation of the candidate must be beyond reproach.

In the computation of GPA for graduating students with honors, only two decimal places shall be used.

Non-degree students graduating with GPA of “1.75” and above shall be accorded **With Distinction**.

- x) **Enrollment for Residency.** A student who registered the required six (6) units for thesis or its equivalent shall enroll another one unit, if he fails to defend his research. However, he shall only be required to enroll residence status if he has successfully defended his research but failed to submit the bound manuscript and other requirements for graduation. Enrollment for residency shall be made during the scheduled registration period.
- y) **Time Limit Rule.** Degree students shall be required to finish their studies within, at most, two years beyond the prescribed number of years in their respective curricular while non-degree students shall be required to finish their certificate/diplomas within, at most, one year.

A student who is unable to finish his degree/diploma/certificate within the time limit period shall be advised to transfer to the jurisdiction of the University Open Learning College offering similar program.

Students returning to re-enroll in CvSU after a prolonged period and whose prolonged absence was not due to poor scholarship should seek the endorsement to the University Registrar by the Readmission Committee.

**z) Evening and Saturday Classes**

**Coverage.** Evening and Saturday classes will be offered to non-degree programs. Likewise, petitioned and/or requested courses of graduating and/or irregular students in the degree programs may also be offered if teachers concerned are not available during the regular time.

**Enrollment.** Students in evening and Saturday classes are also considered regular students. They shall follow regular enrollment procedures the same time, place as scheduled by the Office of the Registrar.





**Schedule of Classes.** Evening classes will start at four o'clock in the afternoon and end at nine o'clock in the evening during weekdays. Saturday classes however, will start at seven o'clock in the morning and end at nine o'clock in the evening. A separate Bundy card will be used for the purpose.

**Assignment of Faculty.** All faculty members assigned to teach evening and Saturday classes will be paid corresponding honoraria. Honoraria will be given to faculty members with at least full teaching loads (normal teaching hours required as defined in the University).

**Workload System) during the regular hour of work.** Faculty members who do not satisfy the regular teaching load requirements may also be given teaching load without honoraria. A faculty member may only be allowed to handle at most two lecture classes and one laboratory class everyday.

Non-academic personnel may also be given teaching load if their services are needed. They will be paid corresponding honoraria at the same rate as the faculty if their teaching loads are beyond office hours or during Saturdays.

**Rate of Honoraria.** All teaching personnel regardless of rank, designation and class size shall be entitled to an hourly rate prescribed by the BOR subject to the availability of honoraria fund.

### **Section 3. Policies and Guidelines for the Graduate Programs under the Graduate School**

The following policies apply to both the master's and doctorate degree programs and post baccalaureate courses offered by the Graduate School.

- a) Admission.** Prospective graduate students shall apply for admission to the Graduate School (GS) not later than the end of May for the first semester enrollment (June) and the end of October for the second semester enrollment (November).

Applicants seeking admission to the master's degree programs must be holders of bachelor's degree and with a GPA of at least 2.5. Those seeking admission to the doctorate degree programs must be holders of master's degree and with a GPA of at least 1.5. An applicant for a degree program different from his previous field of specialization shall be required by the Screening Committee to take the recommended preparatory courses during the first semester of residence.



The admission of an applicant shall be determined upon submission of the following:

1. Duly accomplished application form for admission and three (3) copies of passport size picture;
2. Original or authenticated official transcript of records bearing the official seal(s) of the school(s) attended;
3. Two sealed letters of recommendation from a former professor and the immediate supervisor. These may be personally delivered or mailed to the GS;
4. Non-refundable application fee of P100.00 for Filipino citizens or US\$50.00 for foreign nationals. (Figures may be changed without prior notice.);
5. Approved permit to study (for employed teachers under DepEd and for CvSU faculty/staff only);
6. Photocopies of student's visa and passport (for foreign nationals only); and
7. Certificate of English Proficiency from the Department of Languages and Mass Communication (DLMC), College of Arts and Sciences (CAS). In addition, students coming from countries where English is not the medium of instruction must submit a certification of having obtained a passing score of at least 500 in TOEFL.

The applicant shall personally submit the aforementioned requirements (1, 2, 4-6) to GS-OLC to enable him to immediately take the written examination needed to satisfy the requirements in Number 7 above.

The GS and the department concerned reserve the right to require additional documents/information from an applicant when deemed necessary. All documents shall become part of the permanent records of CvSU GS and shall not be returned to the applicants.

**1. Admission Status.** An applicant to a graduate program may be admitted on either **regular** or **probationary status**. Regular status is given to an applicant whose academic records and supporting documents indicate that he is qualified to undertake graduate study in his chosen field. Probationary status is given



to an applicant whose academic records and supporting documents indicate deficiencies but show potential for success in graduate studies.

- 2. Screening Committee.** A Screening Committee created by the Department Chairperson shall be composed of three (3) graduate faculty members from the respective department offering the graduate program. The Department Chairperson shall act as the Chairman of the Committee. The Department concerned shall formulate its own screening procedure and criteria. All documents pertaining to request for admission shall be forwarded to the Committee for evaluation and recommendation. The decision of the Committee shall be forwarded to the Dean, GS-OLC, who, in turn, informs the applicant of the status of his admission.
- 3. Notice of Admission.** Notice of admission shall be issued by the GS to qualified applicants beginning the first week of March for the first semester enrollment and first week of August for the second semester enrollment. Qualified applicants are required to undergo medical and dental examinations administered in the University Infirmary before registration. Students from the Learning Centers (LC) may have their medical/dental examinations by government-accredited physicians.
- 4. Deferment of Registration.** Deferment of registration shall be granted upon written request to the Dean of GS for a maximum of one (1) school year only. Students unable to register after a year shall apply for readmission following the same admission procedures specified in Section 3a above.
- 5. Change of Status.** A student with *probationary* status may be granted *regular* status upon completion of at least six (6) units credited towards a master's/diploma program and nine (9) units for doctorate program with a GPA of 2.00 or better. The change of status must be recommended by the GS Registrar and approved by the Dean of the GS.

The Secretary of GS shall notify the graduate student of his academic status immediately after completing the required number of units. A student who fails to comply with the above requirement shall be informed that he is disqualified from the intended program of study.



**6. Readmission.** All former students who failed to register for more than a year without approved leave of absence shall be required to apply for readmission to the GS.

**b) Registration.** Before a student can register, he must first present the Notice of Admission and the Medical Certificate to the GS. Registrar. Likewise, a student shall confer with his Registration Adviser concerning the subjects to be registered.

1. Before registration, a faculty member, officially recommended by the Department Chair and approved by the GS Dean, shall serve as the *ad interim* registration adviser until the student's Advisory Committee shall have been officially formed.

**c) Cross Registration.** A CvSU graduate student planning to cross-register courses with other institutions should secure a written permit from the GS Registrar. Permit may be granted provided the subjects to be cross-enrolled are not offered by GS during the term. Cross-registered subjects shall be subject to validation of the department concerned. Students shall be allowed to cross-register a maximum of six (6) units.

A cross registrant from another educational institution should present a written permission from his school registrar to the GS-Registrar. The permit should state the subject(s) and the total number of units the student is allowed to cross-enroll and that the University shall be the venue for the course(s) to be registered.

For courses with pre-requisites, the cross registrant shall be required to present an authenticated proof of equivalency of course(s) and the description(s) of the required course(s).

**d) Advisory Committee.** A graduate student, in consultation with his *ad interim* Adviser and/or the Chairperson of the department where he intends to pursue the graduate program, selects his Adviser who shall serve as Chairman of the Advisory Committee.

The graduate student shall nominate the Advisory Committee not later than two months after his first registration. The Committee shall be composed of three (3) members for the master's degree/diploma course and four (4) for the doctorate degree.

1. For master's degree students, two (2) members of the Advisory Committee must come from the department of the student's



major field and one (1) from the cognate field. In the case of post baccalaureate diploma, three (3) faculty members from the selected major field/department shall compose the Advisory Committee.

2. For doctorate degree students, three (3) of the committee members should come from his major department and one (1) from his cognate field.
3. Membership in the Advisory Committee for doctorate degree programs shall be limited to graduate faculty members who are doctorate degree holders. Advisory Committee for MS/MA/MAgr/MPS/Diploma shall be holders of at least master's degree. Affiliate professors in the Learning Centers may serve as members of the Advisory Committee.
4. The Dean of the GS shall approve changes in the composition of the Advisory Committee upon the recommendation of the Department Chairperson with the concurrence of the old and the new member(s) of the committee.

**e) Plan of Course Work.** Before the end of the first semester, a **regular** graduate student in a master's degree program or in a post baccalaureate diploma course shall prepare a plan of course work in consultation with his Advisory Committee and in accordance with the requirements of the selected degree program and the GS. A student on **probationary** status shall prepare and work for the approval of his plan of course work immediately after the change of status from probationary to regular.

In the case of doctorate degree students, the plan of course work shall be prepared after passing the qualifying examination.

An approved composition of the Advisory Committee and the Plan of Course Work shall be the requirements for a regular student's registration for the succeeding semester.

Any change in the plan of course work must be recommended by the members of the Advisory Committee, the Department Chair and approved by the Dean.

**f) Course Work Requirements.** For a master's degree with thesis, a minimum of 36 units of course work and six (6) units of thesis are required, while for non-thesis a minimum of 42 units of course



work are required. For a doctorate degree, a minimum of 48 units of course work and 12 units of dissertation are required.

Students enrolled in a post baccalaureate diploma course are required to take a minimum of 45 units of course work.

Graduate students are also required to take six (6) units of non-credit computer courses except those who have already taken the prescribed computer courses prior to their admission to GS, subject to validation of the Department of Computer Studies, College of Engineering and Information Technology.

A graduate student registered for a non-credit course must complete all the requirements of the course as if this were taken for credit for which he must receive a passing grade of 2.0 or better. The non-credit courses are assessed on a full-fee basis.

**g) Unit Load.** A non-working student may enroll a maximum load of 12 credit units if classes are conducted during regular days. However, for Saturday/summer classes, a graduate student may enroll a maximum load of nine (9) units for non-laboratory subjects and six (6) units for subjects with laboratory.

CvSU full-time faculty members and staff who are admitted in the GS shall be allowed to enroll a maximum of six (6) units per semester.

**h) Advanced or Transfer Credits.** A student may apply to the GS for transfer credits of academic work done in another institution only upon the recommendation of the department where he is planning to specialize, subject to the following conditions:

1. presentation of credentials showing that he passed the courses registered in another institution equivalent to those offered in the College or Department from which credit is sought;
2. subjects for consideration have not been credited for another degree; and
3. passing the validating examination administered by the Department concerned.

Validating examinations shall be administered by the Department concerned during the first year of the student's residence. Results of the validating examination shall be



submitted to GS not later than one week after the date of examination.

A maximum of nine (9) advanced or transfer credit units may be granted to a graduate student towards a graduate degree.

- i) Admission in Fields of Specialization.** For students to be admitted in a particular major field, a minimum of five (5) enrollees is required. Otherwise, they shall be encouraged to select a more popular area of specialization.
- j) Changing and/or Adding of Subjects.** A graduate student may apply for changing/adding of courses(s) within one week after the opening of classes. Changing and/or adding of subject(s) shall be done for valid reasons only, with the consent of his professor(s), recommended by the Adviser, and approved by the Dean of the GS.
- k) Dropping of Subjects.** Dropping of subjects is not allowed after three-fourths of the number of hours prescribed for the term has elapsed except for illness and other justifiable reasons such as transfer of residence elsewhere, locally or abroad. Beyond this period, a student shall be given a failing mark if his performance is below average or a numerical passing grade if the performance is satisfactory.

A student who intends to drop a course should accomplish an official dropping form to be noted by the Professor concerned, the Adviser, the Department Chair, and approved by the Dean of the GS. Dropping of courses shall be considered official only upon approval of the Dean of the GS.
- l) Attendance.** A graduate student shall be automatically dropped from the course when his absences reached 20 per cent of the total number of hours required for the course. If majority of these absences are not excused and the student's performance is unsatisfactory, he shall be given a grade of 5.0 in the course. The professor shall report the case officially in writing to the Dean of the GS. Time lost due to late enrollment shall be considered as absence from classes.
- m) Residence Requirement and Time-Limit Rule.** A minimum of four (4) semesters and one (1) summer of residence is required for a master's degree or a post baccalaureate diploma course. For a doctorate degree, a minimum of six (6) semesters and one summer





is required. A student is **in residence** when he is registered for a course work with the approval of his Advisory Committee.

Work *in absentia* may be granted if a student will be conducting and/or writing the manuscript of his thesis/dissertation with the approval of his Advisory Committee. In such a case, the student must be duly registered in thesis/dissertation. A graduate student who works *in absentia* must submit periodic progress reports to the Chairman of his Advisory Committee.

The maximum period for completing a master's degree or a post baccalaureate diploma course shall be five (5) years, and seven (7) years for the doctorate degree. The counting of years starts from the time of initial enrollment in the program, inclusive of the Leave of Absence. A graduate student who fails to complete the requirements for the program that he is pursuing within the time limit will be disqualified from the program but may apply for readmission to the Graduate School or Open Learning College in another program (degree program or major field).

- n) Leave of Absence.** A student's request for leave of absence must be approved by the Dean of the GS upon endorsement by the Chairman of the Advisory Committee and noted by the Department Chairperson. The request should state the reason(s) for which the leave is requested. An approved leave of absence shall be counted toward the time limit.

A graduate student with leave of absence exceeding two (2) years or stops attending classes for two years or more without an approved leave of absence but within the time limit rule shall be readmitted in the same program only after passing the validating examinations in all subjects taken.

- o) Honorable Dismissal.** A graduate student who desires to sever connection with the University shall submit a written petition to the University Registrar, noted by the Dean of the GS. If the request is granted, the student shall be given "Honorable Dismissal" by the University Registrar

A clearance from the University must be secured before a certificate of honorable dismissal is issued. No certification of "Honorable Dismissal" shall be granted to a graduate student with pending case(s) of violation of University rules and regulations.





Honorably dismissed students may get a certification of grades for all the courses taken from the GS Registrar and noted by the Dean of GS.

- p) Grade Requirements and Retention.** In order to qualify for the general comprehensive examination, a student must obtain a GPA of 2.00 or better for all the courses taken. Courses listed under “others” shall be excluded from the computation but grades in these subjects must be passing.

Failure to pass a subject twice shall disqualify the student from the graduate program.

Similarly, a graduate student must maintain a GPA of 2.00 or better every term in order to qualify to continue with his program.

- q) Grades and Grading System.** The University shall adopt the numerical grading system of “1.00” to “5.00”, where “1.00” is the highest grade and “5.00” is a failing grade. The system of grading is as follows:

1.00	-----	----	Excellent
1.25			
1.50	-----		Very Good
1.75			
2.00	-----		Good
2.25			
2.50			
2.75			
3.00	-----		Passed
4.00	-----		Conditioned
5.00	-----		Failed
Inc.	-----		Incomplete
S	-----		Satisfactory, meets the expected outputs for thesis/dissertation
U	-----		Unsatisfactory, does not meet the expected outputs for thesis/dissertation

A grade of “Inc.” is given to a student with passing class standing but fails to complete other course requirements. Removal of “Inc.” grade must be done by meeting all the requirements for the course within one year immediately following the term in which the grade “Inc.” was incurred. If a student fails to remove the



“Inc.” grade within one (1) year, he shall automatically be given a grade of “5.00” in the subject.

A student, who incurred an incomplete grade under a professor who has gone abroad for more than six (6) months or who has transferred or resigned, may complete his “Inc.” grade under another professor of the same subject.

- r) Changing of Degree Program/Major and Minor Fields.** A student who plans to change his graduate program should apply to the GS. Credentials of the applicant shall be forwarded to the Screening Committee of the department where he is planning to take his new graduate program. A change in a student’s major/minor/cognate fields must be endorsed by his Adviser and the Chair of the Department where the student plans to take his new major/minor/cognate field, and approved by the Dean.
- s) Qualifying Examination.** Only regular doctorate degree students shall be allowed to take the written qualifying examination after earning nine units of the required courses. The examination shall be administered by the Advisory Committee. The result of the examination shall be the basis for evaluating the student’s ability to pursue the doctorate degree and for determining a suitable program of course work for him.

The student shall submit his application for the qualifying examination to the Dean, GS not later than one (1) month before the date of the examination. The application must be duly recommended by the Advisory Committee and noted by the Chair of the student’s major Department. Details of the qualifying examination shall be left to the discretion of the Advisory Committee.

To pass the examination, the student must obtain a unanimous “passing” vote from the members of the Committee.

The Chairman of the Advisory Committee shall submit to the Dean a report on the result of the examination within one (1) week after the examination.

If the student fails the qualifying examination, an oral examination within one (1) week after the first examination may be allowed subject to the unanimous approval of the Advisory Committee. If the student fails in the re-examination, he shall be permanently disqualified from the program.



**t) General Comprehensive Examination.** A graduate student who has completed all the academic requirements prescribed in his approved plan of course work shall apply for a written departmental comprehensive examination. Application for comprehensive examination shall be submitted for approval to the Dean of GS, not later than one month before the date of examination. This shall be endorsed by the Advisory Committee and recommended by the Department Chairperson.

The respective Department shall administer written and oral comprehensive examinations. A written examination shall be given for each area (Core, Major, Cognate courses) indicated in the graduate student's plan of course work. A student must pass the examination in each of the three areas.

The Chairperson of the Department shall submit to the Dean of the GS-OLC a report on the result of the written examination two (2) weeks after the examination.

A student shall be allowed to take the written comprehensive examination in all or any of the three (3) areas only twice. The second examination must be taken and passed within one (1) year after the first examination.

Oral examination shall be given after passing the written examination. The details of the examination shall be left to the discretion of the Advisory Committee and an external expert. A unanimous "passing" vote of the members of the Committee is required in order to pass the oral examination.

**u) Thesis/Dissertation.** A graduate student is ready to conduct his thesis/ dissertation if the following requirements are satisfied:

1. Passed the general comprehensive examinations; and
2. A thesis/dissertation outline following the University prescribed format is approved and recommended by the Advisory Committee after oral deliberations. The outline shall be endorsed by the Department Chair, noted by the Director for Research, and submitted to the Dean of the GS. Copies of the approved outline shall be distributed to the members of the Advisory Committee and the Dean of the GS.

Graduate students enrolled in doctorate degree or master's degree dissertations/theses are expected to produce



the following output in accordance with the number of units enrolled:

<u>Units Enrolled</u>		<u>Expected Output</u>	
<u>Master's</u>	<u>Doctorate</u>		
1	1-2	-	Approved thesis/dissertation outline
2	3-5	-	Gathered data/conducted experiment
3	6-8	-	Analyzed and interpreted data
4	9-10	-	Prepared 1 <sup>st</sup> draft of the manuscript
5-6	11-12	-	Passed final examination/ reproduced final manuscript

A graduate student who complies with the expected output shall be given a grade of **S (Satisfactory)** while one who fails to accomplish the expected output shall be given a grade of **U (Unsatisfactory)**. The Chairman of the Advisory Committee, in consultation with the other members, shall give the final numerical grade for the thesis/dissertation upon approval of the manuscript.

- v) Final Examination.** A Panel of Examiners shall administer the final oral examination on a graduate student's thesis/dissertation. The student's application for final examination, duly recommended by the Advisory Committee and noted by the Department Chair, shall be submitted for approval to the Dean of the GS not later than two (2) weeks before the actual date of the examination. The student must be enrolled in his thesis/dissertation during the term at which the final examination takes place. Final examinations shall be conducted at the main campus.

The candidate must provide a copy of the final draft of the thesis/dissertation manuscript to each of the members of the Panel of Examiners at least two (2) weeks before the date of the final examination.

The Chairman of the Panel of Examiners shall submit on a prescribed form a report on the result of the examination to the GS-OLC within three (3) days after the final examination.

A student who fails the examination may be given a re-examination within one month after the first examination upon re-application to the GS, as recommended by the Advisory Committee, noted by the Department Chair and approved by the



GS. Failure to pass the second examination disqualifies the student from earning the degree.

**Panel of Examiners.** The Chairman and the Members of the Panel of Examiners shall be chosen on the basis of their expertise and area of specialization. The Department Chairperson shall appoint the Chairman and the members of the panel.

The Panel shall include one external expert as member and two graduate faculty members.

The GS Research Coordinator and the Chairman of the Advisory Committee shall sit in the oral defense but will not give grades to the student.

The external expert, whose area of expertise is on the major field of study of the graduate student, shall come from firms and other institutions outside of the University.

**w) Fees and Financial Assistance.** The charges to be borne by the CvSU GS students include tuition and other fees. These may be reduced through financial assistance programs in the form of fellowships, scholarships and other grants.

### 1. Charges for Graduate School-Open Learning College\*

Tuition	P275.00/unit
Laboratory Fee	
Science	200.00/subject
Computer	400.00/subject
SFDF	1,500.00
SRF	1,850.00
Thesis / Dissertation Fee	670.00/unit
Miscellaneous Fees	
Service Fees:	
Library	250.00
Medical	50.00
Dental	50.00
Registration	50.00
Application	100.00/\$50.00
College Publication	60.00
Other Fees:	
Deferment	
Filipino student	100.00
Foreign student	\$10.00
Late Registration (fine)	100.00



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Change of Program	50.00
Dropping of Course	20.00/unit
Leave of Absence	100.00
Validation	100.00/subject
ID Card	50.00
True Copy of Grades	50.00
Residence	275.00/semester
Qualifying Examination Fee	100.00

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\*These charges may be changed by the Administrative Council without prior notice.



Comprehensive Examination Fee	
Oral	2,700.00 (for master's/diploma) 3,400.00 (for doctorate)
Written	2,700.00(for master's/diploma) 3,400.00 (for doctorate)
Final Defense Fee	2,000.00 (for master's) (30% for adviser, 30% for panel chair, 20% for panel member, 20% for Research Coordinator) 2,600.00 (for doctorate) (26% for adviser, 26% for panel chair, 16% for each panel member, 16% for Research Coordinator)
Extramural Study Program Fee	1,500.00 (This will be managed and disbursed by GS)

All fees (except those under "Other Fees") shall be paid upon enrollment. In case of partial payment, only the Students Facilities Development Fund (SFDF) should be the remaining balance to be paid before the mid-term examination.

**Thesis/Dissertation Fees.** The thesis/dissertation fees shall be managed and disbursed by the Administration. These fees shall be given to the Advisory Committee during every term the thesis/dissertation is enrolled by a student provided a grade is submitted.

**2. Refund of Fees.** A student who withdraws within one month after the date of registration shall be refunded 50% of the total amount paid. No refund shall be made if a graduate student withdraws after the start of regular classes.

**3. Financial Assistance.** A graduate student may avail of the following financial assistance:

**3.1 Study Privileges for CvSU Personnel.** All full-time University personnel shall be entitled to 100% waiver of tuition and service fees. This applies to full-time personnel --- permanent, temporary or casual (with at least one year of continuous service in the University) provided that their



appointments issued by the University are at least within the semester or term, provided further that permit to enroll the chosen course has been granted by the office of the University President.

**3.2 Graduate Fellowship/Scholarship.** The CvSU Graduate Fellowship/Scholarship shall be open to faculty members and employees of CvSU, ACAP, PASUC member institutions and other government agencies.

A graduate fellow/scholar shall register on a full-time basis and take a maximum load of twelve (12) units per semester and nine (9) units during summer. He shall maintain a GPA of 1.50 or better every term. Fellowship/scholarship grantees shall enjoy free tuition, monthly stipend, book allowance and thesis/dissertation support. A graduate fellow shall be required to work as teacher or researcher in the University 20 hours a week during the time of his scholarship.

The number of fellows/scholars shall be determined on the basis of the needs of the University and the availability of funds.

#### **x) Graduate Faculty**

**1) Qualifications.** Qualification criteria for regular and affiliate faculty include:

- 1.1 A regular graduate faculty member must have a master's degree or its equivalent to qualify to teach in the master's degree program, and a doctorate degree or its equivalent for the doctorate degree program. His degree must have been earned from a reputable institution recognized in that discipline.
- 1.2 Non-academic personnel with master's/doctorate degree and have work experience in the required fields of specialization may be included in the pool of Graduate Faculty as affiliates.
- 1.3 A thesis Adviser must have at least a master's degree or its equivalent obtained from a reputable institution recognized in that discipline. He must be the author of at least two technical articles other than his master's thesis published in a scientific journal.





- 1.4 A dissertation Adviser must have a doctorate degree or its equivalent obtained from a reputable institution recognized in that discipline. He must have been a thesis adviser of at least one MS/MA graduate. He must be the author of at least two technical articles other than his doctorate dissertation published in a scientific journal.
- 1.5 A graduate faculty member can act as thesis/dissertation Adviser to a maximum of five (5) graduate students at any one time except in cases where there is limited number of available/qualified graduate faculty.

**2. Faculty Workload.** A faculty member shall be given academic load(s) based on his field of specialization. At least three (3) professors for each subject shall be identified and prioritized to teach a particular subject.

During Saturdays, a graduate faculty member shall handle a maximum load of six (6) units of non-laboratory courses or three (3) units of laboratory courses [equivalent to five (5) hours teaching load].

#### **y) Extramural Study Program (ESP)**

**1. Learning Centers.** A Learning Center (LC) for the GS Extramural Study Program shall be established and implemented following these guidelines:

- 1.1 An ESP Learning Center must be at least 20-kilometer radius away from the main campus and its operation shall be covered by a Memorandum of Agreement between the University and the Learning Center, except for LC's located at the branch/satellite campuses of the University;
- 1.2 Facilities and other resources needed in the conduct of ESP must be available in the Learning Center;
- 1.3 An LC Coordinator shall be selected for each Learning Center. In the case of the satellite and branch campuses, the Campus Deans shall act as the LC Coordinator;
- 1.4 The ESP Learning Center must show potential for a sustainable program in terms of the number of possible clients;



1.5 ESP courses shall be offered only upon request of at least 15 prospective students. New enrollees shall be accommodated only during the first semester.

1.6 Only master's and diploma programs shall be offered under the ESP at the Learning Centers;

1.7 ESP classes in the Learning Centers shall be conducted on Saturdays during regular semesters and on weekdays during summer; and

1.8 Students in the LC must take at least 25 per cent of their academic courses in the Main campus.

**2. Supervision of ESP.** The Extramural Study Program shall be supervised by designated Program Director.

**z) Graduation.** A graduate student who is a candidate for graduation shall furnish the GS an abstract of his thesis/dissertation at least one week before the University Academic Council meeting to decide graduation of students.

Nine (9) properly bound copies of the manuscript must be submitted to the GS not later than the following deadlines:

**1. For Summer Graduates** - the day before the first day of regular registration for the succeeding first semester

**2. For First Semester Graduates** - the day before the first day of regular registration for the succeeding second semester

**3. For Second Semester Graduates** - the day before the Academic Council meeting to decide graduation of students

A student who has completed all the academic requirements for a degree and other requirements including clearance forms and graduation fees shall be included in the list of graduating students. Candidates for graduation are required to attend the commencement exercises. Those who can not attend because of valid reasons such as illness or a scheduled travel abroad must submit a request for graduation *in absentia* to the Dean of GS.



The following awards shall be given to deserving graduates:

- 1. University State Award.** This shall be awarded to a graduate with GPA of 1.25 or better;
- 2. College State Award.** This shall be given to a graduate with GPA of 1.50 to 1.26; and
- 3. Best Thesis/Dissertation Award.** Recipient(s) of this award shall be determined by a Search Committee headed by the Research Director.

Transcripts of records can only be issued upon presentation of valid clearance.

#### **Section 4. Policies and Guidelines for the offering of Courses Under the Open Learning College**

### **I. GRADUATE AND UNDERGRADUATE PROGRAMS AND DIPLOMA COURSES THROUGH DISTANCE EDUCATION**

#### **A. GRADUATE STUDENTS**

##### **1. Admission**

Prospective graduate students shall apply for admission to the OLC anytime regardless of the academic term personally or via internet, or through the designated learning center coordinator or through any method applicable to them.

Applicants seeking admission to the master's degree programs must be holders of bachelor's degree and with a GPA of at least 2.5. Those seeking admission to the doctorate degree programs must be holders of master's degree and with a GPA of at least 1.5. An applicant for a degree program different from his previous field of specialization shall be required by the Screening Committee to take the recommended preparatory courses during the first semester of residence.

The admission of an applicant shall be determined upon submission of the following to the OLC.

- a. Duly accomplished application form for admission and three (3) copies of passport size picture;



- b. Original or authenticated official transcript of records bearing the official seal(s) of the school(s) attended;
- c. Two sealed letters of recommendation from former professor(s) and/or immediate supervisor(s). These may be personally delivered or mailed to the OLC;
- d. Non-refundable application fee of P150.00 for Filipino citizens or US\$50.00 for foreign nationals. (Figures may be changed without prior notice.);
- e. Approved permit to study (for CvSU faculty/staff only);
- f. Photocopies of student's visa and passport (for foreign nationals who will stay in the Philippines ); and
- g. Students coming from countries where English is not the medium of instruction must submit a certification of having obtained a passing score of at least 500 in TOEFL.

The applicant shall submit the aforementioned requirements to OLC personally or through internet or any method applicable to him/her.

The OLC reserves the right to require additional documents/information from an applicant when deemed necessary. All documents shall become part of the permanent records of OLC and shall not be returned to the applicants.

**Admission Status.** An applicant to a graduate program may be admitted on either **regular** or **probationary status**. Regular status is given to an applicant whose academic records and supporting documents indicate that he is qualified to undertake graduate study in his chosen field. Probationary status is given to an applicant whose academic records and supporting documents indicate deficiencies but show potential for success in graduate studies.

**Screening Committee.** A Screening Committee created by the OLC shall be composed of two (2) faculty members from the OLC and one (1) from the respective department offering the graduate program. The concerned Department Chairperson of



the OLC shall act as the Chairman of the Committee. The Screening Committee concerned shall formulate its own screening procedure and criteria. All documents pertaining to request for admission shall be forwarded to the Screening Committee for evaluation and recommendation. The decision of the Screening Committee shall be forwarded to the Dean of OLC who, in turn, informs the applicant of the status of his admission.

**Notice of Admission.** Notice of admission shall be issued by the Dean of OLC to qualified applicants .

**Deferment of Registration.** Deferment of registration shall be granted upon written request to the Dean of OLC for a maximum of one (1) school year only. Students unable to register after a year shall apply for readmission following the same procedures for admission.

**Change of Status.** A student with probationary status may be granted regular status upon completion of at least six (6) units credited towards a master's/diploma program and nine (9) units for doctorate program with a GPA of 2.00 or better. The change of status must be recommended by the OLC Registrar and approved by the Dean of OLC.

The Secretary of OLC shall notify the graduate student of his academic status immediately after completing the required number of units. A student who fails to comply with the above requirement shall be informed that he is disqualified from the intended program of study.

## **2. Registration**

Before a student can register, he must first present the Notice of Admission to the OLC Registrar or any assigned representative if the registration will be done in the designated learning center(s).

Registration of OLC students shall be done in their respective learning centers in the main campus or via internet during the registration period set by the College.

The OLC Registrar shall serve as the ad interim adviser of a student during his first registration until his Advisory Committee shall have been officially formed.



When enrolling via internet, the student must send the payment to the CvSU by depositing the amount to the account of the University or through any method applicable to him.

A student shall be given one and a half (1½) years to complete a subject. After such time, he/she shall be advised to reenroll the said subject.

When a student opts to complete the previously enrolled subjects in the succeeding semester without enrolling new subjects, he/she shall be advised to enroll for residency and pay the necessary fees for the purpose.

### **3. Advisory Committee**

A graduate student, in consultation with the OLC Registrar or the Chairperson of the OLC department where he/she intends to pursue the graduate program, selects his Adviser who shall serve as Chairman of the Advisory Committee.

A graduate student through the help of the OLC Registrar shall nominate the Advisory Committee not later than two months after his first registration. The Committee shall be composed of three (3) members for the master's degree/diploma course and four (4) for the doctorate degree.

- a. For master's degree students, two (2) members of the Advisory Committee must come from the department of the student's major field and one (1) from the cognate field. In the case of post baccalaureate diploma, three (3) faculty members from the selected major field/department shall compose the Advisory Committee.
- b. For doctorate degree students, three (3) of the committee members should come from his major department and one (1) from his cognate field.
- c. Membership in the Advisory Committee for doctorate degree programs shall be limited to graduate faculty members who are doctorate degree holders. Members of the Advisory Committee for master's degree programs/diploma courses shall be holders of at least master's degree. Affiliate professors in the Learning



Centers may serve as members of the Advisory Committee.

- d. The Dean of the OLC shall approve changes in the composition of the Advisory Committee upon the recommendation of the OLC Department Chairperson concerned with the concurrence of the old and the new member(s) of the committee.

#### **4. Plan of Course Work**

After passing 6 units, a **regular** graduate student in a master's degree program or in a post baccalaureate diploma course shall prepare a plan of course work in consultation with his Advisory Committee and/or the registrar of OLC. A student on **probationary** status shall prepare and work for the approval of his plan of course work immediately after the change of status from probationary to regular.

In the case of doctorate degree student, his plan of course work shall be prepared after earning 9 units of courses and passing the qualifying examination.

Any change in the plan of course work must be recommended by the members of the Advisory Committee and the OLC Department Chairperson concerned, and must be approved by the OLC Dean.

#### **5. Unit Load**

A student may enroll a maximum load of 12 credit units per registration.

#### **6. Advanced or Transfer Credits**

A student may apply to the OLC for transfer credits of academic work done in another institution only upon the recommendation of the OLC Department Chairperson concerned, subject to the following conditions:



- a. Presentation of credentials showing that he passed the courses registered in another institution equivalent to those offered in the College or Department from which credit is sought;
- b. Subjects for consideration have not been credited for another degree; and
- c. Passing the validating examination administered by the Department concerned.

Validating examination(s) shall be administered by the professor(s) handling the course(s). Results of the validating examination shall be submitted to the OLC registrar not later than one week after the date of examination.

A maximum of nine (9) advanced or transfer credit units may be granted to a graduate student towards a graduate degree if the courses were taken from other institutions.

If a CvSU student just applies for a change of his/her program or field of specialization, all the courses taken from CvSU shall be credited if considered part of the chosen curriculum.

## **7. Changing and/or Adding of Subjects**

A graduate student may apply for changing/adding of course(s) within one week after his/her registration. Changing and/or adding of subject(s) shall be done for valid reasons only, with the consent of his professor(s), recommended by the Adviser, and approved by the Dean of OLC.





## **8. Residence Requirement and Time-Limit Rule.**

***A student should be able to finish all courses in the:***

- a. Master's level/post baccalaureate diploma in not more than seven (7) years; or
- b. Doctorate level in not more than nine (9) years.

A graduate student who fails to complete the requirements for the program that he is pursuing within the time limit will be disqualified from the program but may apply for readmission in another program (degree program or major field) offered by the OLC.

## **9. Leave of Absence**

A student's request for leave of absence must be approved by the Dean of OLC upon endorsement by the Chairman of the Advisory Committee and noted by the OLC Department Chairperson concerned. The request should state the reason(s) for which the leave is requested. An approved leave of absence shall be counted toward the time limit.

A graduate student with leave of absence exceeding two (2) years or stops attending classes for two years or more without an approved leave of absence but within the time limit rule shall be readmitted in the same program only after passing the validating examinations in all subjects taken.

## **10. Honorable Dismissal**

A graduate student who desires to sever connection with the University shall submit a written petition to the University Registrar, noted by the Dean of OLC. If the request is granted, the student shall be given "Honorable Dismissal" by the University Registrar.

A clearance from the University must be secured before a certificate of honorable dismissal is issued. No certification of "Honorable Dismissal" shall be granted to a graduate student with pending case(s) of violation of University rules and regulations.



Honorably dismissed students may get a certification of grades for all the courses taken from the OLC Registrar and noted by the Dean of OLC.

### 11. Grade Requirements and Retention

In order to qualify for the comprehensive examination a graduate student must obtain a GPA of 2.00 or better for all the courses taken. Courses listed under “others” shall be excluded from the computation but grades in these subjects must be passing.

Failure to pass a subject twice shall disqualify the student from the graduate program.

Similarly, a graduate student must maintain a GPA of 2.00 or better every term in order to qualify to continue with his program.

### 12. Grades and Grading System

The University shall adopt the numerical grading system of “1.00” to “5.00”, where “1.00” is the highest grade and “5.00” is a failing grade. The system of grading is as follows:

1.00	---	Excellent
1.25		
1.51	----	Very Good
1.75		
2.00	----	Good
2.25		
2.50		
2.75		
3.00	----	Passed
4.00	----	Conditioned
5.00	----	Failed
Inc.	----	Incomplete



S	----	Satisfactory, meets the expected outputs for thesis/dissertation
U	----	Unsatisfactory, does not meet the expected outputs for thesis/dissertation

A student shall be given grade only after satisfying all the requirements of the course(s) at a maximum of 1 ½ years. After such time a student will be advised to reenroll the said subject.

### **13. Changing of Degree Program/Major and Minor Fields**

A student who plans to change his graduate program should apply to the OLC. Credentials of the applicant shall be forwarded to the Screening Committee of the OLC. A change in a student's major/minor/cognate fields must be endorsed by his Adviser and the OLC Department Chairperson concerned and approved by the OLC Dean.

### **14. Qualifying Examination**

Only regular doctorate degree students shall be allowed to take the written qualifying examination after earning nine units of the required courses. The examination shall be administered by the Advisory Committee using the method applicable to all concerned. The result of the examination shall be the basis for evaluating the student's ability to pursue the doctorate degree and for determining a suitable program of course work for him.

The student shall submit his application for the qualifying examination to the Dean of OLC, not later than one (1) month before the date of the examination. The application must be duly recommended by the Advisory Committee and noted by the OLC Department Chairperson concerned. Details of the qualifying examination shall be left to the discretion of the Advisory Committee.

To pass the examination, the student must obtain a unanimous "passing" vote from the members of the Committee.



The Chairman of the Advisory Committee shall submit to the Dean of OLC a report on the result of the examination within one (1) week after the examination.

If the student fails the qualifying examination, an oral examination within one (1) week after the first examination may be allowed subject to the unanimous approval of the Advisory Committee. If the student fails in the re-examination, he shall be permanently disqualified from the program.

### **15. Comprehensive Examination**

A graduate student taking courses with thesis/dissertation who has completed all the academic requirements prescribed in his approved plan of course work shall apply for a written comprehensive examination. Application for comprehensive examination shall be submitted for approval to the Dean of OLC not later than one month before the date of examination. This shall be endorsed by the Advisory Committee and recommended by the OLC Department Chairperson concerned.

The OLC Department chairperson concerned shall consolidate all the questions taken from the professors of the student. His department shall administer the written comprehensive examinations. A written examination shall be given for each area (Core, Major, Cognate courses) indicated in the graduate student's plan of course work. A student must pass the examination in each of the three areas.

The OLC Department Chairperson concerned shall submit to the Dean of OLC a report on the result of the written examination two (2) weeks after the examination.

A student shall be allowed to take the written comprehensive examination in all or any of the three (3) areas only twice. The second examination must be taken and passed within one (1) year after the first examination.

Oral examination shall be given after passing the written examination. The details of the examination shall be left to the discretion of the Advisory Committee. A unanimous "passing" vote of the members of the Committee is required in order to pass the oral examination.



## **16. General Examination**

General Examination shall be given to graduate students taking masters degree without thesis. The examination shall be given by the Advisory Committee to a graduate student who has completed all the academic requirements prescribed in his approved plan of course work. Application for general examination shall be submitted for approval to the Dean of OLC, not later than one month before the date of examination. This shall be endorsed by the Advisory Committee and recommended by the OLC Department Chairperson concerned.

The details of the examination shall be left to the discretion of the Advisory Committee. A unanimous “passing” vote of the members of the Committee is required in order to pass the general examination.

## **17. Thesis/Dissertation**

A graduate student is ready to conduct his thesis/ dissertation if the following requirements are satisfied:

- a. Passed the comprehensive examinations; and
- b. A thesis/dissertation outline, following the University prescribed format, is approved and recommended by the Advisory Committee after oral deliberations. The outline shall be endorsed by the OLC Department Chairperson concerned, noted by the Director for Research, and submitted to the Dean of OLC for approval. Copies of the approved outline shall be distributed to the members of the Advisory Committee and the Dean of OLC.

Graduate students enrolled in dissertations/theses are expected to produce the following output in accordance with the number of units enrolled:



<u>Units Enrolled</u>		<u>Expected Output</u>	
<u>Master's</u>	<u>Doctorate</u>		
1	1-2	-	Approved thesis/dissertation outline
2	3-5	-	Gathered data/conducted experiment
3	6-8	-	Analyzed and interpreted data
4	9-10	-	Prepared 1 <sup>st</sup> draft of the manuscript
5-6	11-12	-	Passed final examination/ reproduced final manuscript

A graduate student who complies with the expected output shall be given a grade of **S (Satisfactory)** while one who fails to accomplish the expected output shall be given a grade of **U (Unsatisfactory)**. The Chairman of the Advisory Committee, in consultation with the other members, shall give the final numerical grade for the thesis/dissertation upon approval of the manuscript.

### 18. Final Oral Examination

A Panel of Examiners shall administer the final oral examination on a graduate student's thesis/dissertation. The student's application for final examination, duly recommended by the Advisory Committee and noted by the OLC Department Chairperson concerned, shall be submitted for approval to the Dean of OLC not later than two (2) weeks before the actual date of the examination. The student must be enrolled in his thesis/dissertation during the term at which the final oral examination takes place.

The candidate must provide a copy of the final draft of the thesis/dissertation manuscript to each of the members of the Panel of Examiners at least two (2) weeks before the date of the final examination.

The Chairman of the Panel of Examiners shall submit on a prescribed form a report on the result of the examination to the OLC within three (3) days after the final examination.

A student who fails the examination may be given a re-examination within one month after the first examination upon



re-application to the OLC, as recommended by the Advisory Committee, noted by the OLC Department Chair concerned and approved by the Dean of OLC. Failure to pass the second examination disqualifies the student from earning the degree.

- a. **Panel of Examiners.** The Chairman and the Members of the Panel of Examiners shall be chosen on the basis of their expertise and area of specialization. The OLC Department Chairperson concerned shall appoint the Chairman and the members of the panel.

The Panel shall include one external expert as member and two graduate faculty members.

The external expert, whose area of expertise is on the major field of study of the graduate student, shall come from firms and other institutions outside of the University

- b. The OLC Research Coordinator and the Chairman of the Advisory Committee shall sit in the oral defense but will not give grades to the student.

## 19. Fees and Financial Assistance

The charges to be borne by the CvSU-OLC students include tuition and other fees. These may be reduced through financial assistance programs in the form of fellowships, scholarships and other grants.

- a. The fees to be paid by the students:

Tuition	Php 275.00/unit
Laboratory Fee	
Science	200.00/subject
Computer	400.00/subject
SFDF	1,500.00
SRF	1,850.00
Miscellaneous Fees	
Service Fees:	
Library	250.00
Medical	50.00
Dental	50.00
Registration	50.00
Application	150.00 (\$50.00)



College Publication	60.00
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Other Fees:

Deferment

Filipino student	100.00
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Foreign student	\$30.00/sem
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Change of Program	50.00
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Dropping of Course	20.00/unit
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Leave of Absence	100.00
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Validation	100.00/subject
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ID Card	50.00
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True Copy of Grades	50.00
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Residence	275.00/semester
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Comprehensive Examination Fee

Written	1,500.00
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Oral	1,600.00 (for master's/diploma) (P600 for the chair and 500 each for the 2 members)
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	2,100.00 (for doctorate) (P600 for the chair and 500 each for 3 members)
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General Examination Fee

Oral	2,600.00 (for master's/diploma) (P1000 for the chair and 800 each for the 2 members)
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Thesis/Dissertation

defense fees	2,600.00 (for master's/diploma)
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*(P 1, 000 for the adviser  
and P800 each for the 2  
members)*

3,400.00  
*(for doctorate)  
(P 1,000 for the adviser  
and P800 each for the 2  
members)*

Panel of Examiners' Fees 3,200. 00  
*(80% for the panel of  
examiner,  
10% for the adviser and  
10% for the research  
coordinator)*

Distance Education Fee 1, 500  
*(This will be managed and  
disbursed by OLC)*

Module fee P 500. 00/module

All fees (except those under "Other Fees") shall be paid upon enrollment. In case of partial payment, only the Students Facilities Development Fund (SFDF) should be the remaining balance to be paid before the mid-term examination.

**b. Financial Assistance.** A graduate student may avail of the following financial assistance:

- **Study Privileges for CvSU Personnel.** All full-time University personnel shall be entitled to 100 percent waiver of tuition and service fees. This applies to full-time personnel --- permanent, temporary or casual (with at least one year of continuous service in the University) provided that their appointments issued by the University are at least within the semester or term, provided further that permit to enroll the chosen course has been granted by the Office of the University President.



## 20. Graduate Faculty

The qualification criteria for regular and affiliate faculty include:

- a. A regular graduate faculty member must have a master's degree or its equivalent to qualify to teach in the master's degree program, and a doctorate degree or its equivalent for the doctorate degree program. His degree must have been earned from a reputable institution recognized in that discipline.
- b. Non-academic personnel with master's/doctorate degree and have work experience in the required fields of specialization may be included in the pool of Graduate Faculty as affiliates.
- c. Individuals from other agencies and institutions, who are qualified to teach in the OLC programs, may be hired on a part-time basis.

The OLC Dean and the Registrar shall determine the number and specialization of part-time instructors that will be hired. The OLC Dean will make a written request (thru channel) to the University President to hire the needed instructors for approval.

The part time instructor/professor shall be paid in a package deal depending on the number of students and hours allotted per course as approved by the BOR subject to availability of funds. His remuneration per subject will be computed based on the following formula:

$$\text{Remuneration per subject} = \text{RPH} \times \text{NH}$$

where:

RPH is the rate per hour of faculty member. It will be based on the number of students per subject and whether the subject has laboratory or not.



The following rates per hour will be applied:

<u>Condition</u>	<u>Rate Per Hour</u> <u>(pesos)</u>
• Subject without laboratory Less than or equal to 15 students	300.00
• Subject without laboratory More than 15 students	350.00
• Subject with laboratory Less than or equal to 15 students	400.00
• Subject with laboratory More than 15 students	425.00.

NH is the number of hours per subject. Handling an OLC subject requires indefinite number of hours. However, a faculty member is assumed to spend hours not less than the requirement of a subject offered by other colleges of the University. As such, as part of the package deal, NH shall be 54 hours regardless of whether the subject has laboratory or not.

- d. A thesis adviser must have at least a master's degree or its equivalent obtained from a reputable institution recognized in that discipline.
- e. A dissertation adviser must have a doctorate degree or its equivalent obtained from a reputable institution recognized in that discipline. He must have been a thesis adviser of at least one MS/MA graduate.
- f. A graduate faculty member can act as thesis/dissertation adviser to a maximum of five (5) graduate students at any



one time except in cases where there is limited number of available/qualified graduate faculty.

## 22. Faculty Workload

A faculty member shall be given academic load(s) based on his field of specialization, availability of time and presence of modules. At least three (3) professors for each subject shall be identified and prioritized to teach a particular subject.

## 23. Modes of teaching

Graduate programs maybe offered fully by distance mode. OLC shall offer programs using the blended methods of teaching including but not limited to the following:

### a. Synchronous Physical/ Face to Face Components

- Face to face tutoring
- Coaching or mentoring sessions
- Classroom activities
- Meetings
- Conduct of laboratory classes

### b. Synchronous Electronic Components

- Internet conferencing
- Audio conferencing
- Virtual online classroom
- Instant messaging

### c. Asynchronous Components

- On-line self-paced learning content (modules)
- E-mail, discussion forums
- Web/computer-based instruction
- Books
- Articles
- CD-ROM
- Audio clips
- Video clips



- Video conferencing
- Chatting

## **24. Graduation**

A student who has completed all the academic requirements for a degree and other requirements for graduation including clearance forms and graduation fees shall be included in the list of graduating students. Candidates for graduation are required to attend the commencement exercises. Those who can not attend because of valid reasons such as illness or a scheduled travel abroad must submit a request for graduation *in absentia* to the Dean of OLC.

Transcripts of records can only be issued upon presentation of valid clearance.

## **B. UNDERGRADUATE STUDENTS**

1. OLC shall offer undergraduate courses via distance mode depending on the number of students and availability of teachers and facilities. However, degree programs shall not be offered fully by distance mode. There must be face-to-face interaction of the students with mentors and peers as part of the academic environment for optimal learning. OLC shall identify the subjects/ courses in each degree program, which may be offered by distance education.
2. OLC shall offer programs using the blended methods of teaching including but not limited to the following:
  - a. Synchronous Physical/ Face to Face Components
    - Face to face tutoring
    - Coaching or mentoring sessions
    - Classroom activities
    - Meetings
    - Conduct of laboratory classes
  - b. Synchronous Electronic Components
    - Internet conferencing



- Audio conferencing
  - Virtual online classroom
  - Instant messaging
- c. Asynchronous Components
- On-line self-paced learning content (modules)
  - E-mail, discussion forums
  - Web/computer-based instruction
  - Books
  - Articles
  - CD-ROM
  - Audio clips
  - Video clips
  - Video conferencing
  - Chatting
3. OLC shall also offer courses to students who are unable to finish his degree/ diploma/certificate from CvSU within the time limit period set by the University.
4. OLC shall follow the same policies and guidelines and other provisions of the University on the offering of degree and non-degree programs applicable for distance education programs. OLC shall also follow the following provisions:
- a. Prospective undergraduate students shall apply for admission to the OLC anytime, regardless of academic term personally or via internet or in the learning centers identified by the University or through any method applicable to them.
  - b. OLC shall coordinate with the Office of Student Affairs (OSA) regarding the administration of placement examination, submission of other requirements and admission of students.
- c. A student should be able to finish all courses in not more than 10 years.**
5. If needed, OLC may hire qualified part-time instructors to handle the undergraduate courses offered in the main campus and learning centers.



The part time instructor/professor shall be paid in a package deal, similar to the computation mentioned in Section 4.I.A.20, depending on the number of students and hours allotted per course as approved by the BOR subject to availability of funds.

## **II. GRADUATE AND UNDERGRADUATE PROGRAMS AND DIPLOMA COURSES IN THE LEARNING CENTERS**

### **A. Establishment of Learning Centers**

A Learning Center (LC) for the OLC Distance Education Program (DEP) shall be established and implemented following these guidelines:

1. The Learning Center for the Distance Education Program must be at least 20-kilometers away from the main campus and its operation shall be covered by a Memorandum of Agreement between the University and the Learning Center.
2. Facilities and other resources needed in the conduct of DEP must be available in the Learning Center.
3. An LC Coordinator shall be selected for each Learning Center.
4. The Learning Center must show potential for a sustainable program in terms of the number of possible clients.
6. Courses in the LC shall be offered only upon request of at least 15 prospective students. For DEP courses, students may enroll anytime regardless of the academic term.
7. A maximum of 18 units or six subjects for undergraduate courses, and 12 units for graduate courses may be enrolled by a student during a regular semester, and 9 units or 3 subjects for courses in any level during summer.
8. Professors teaching in the Learning Centers shall use the blended methods of teaching.
9. The part time instructor/professor shall be paid in a package deal, similar to the computation mentioned in Section 4.I.A.20,





depending on the number of students and hours allotted per course as approved by the BOR, subject to availability of funds.

## **B. Policies and Guidelines**

All the existing policies and guidelines of the University regarding the offering of the graduate and undergraduate programs shall be followed in the Learning Centers.

## **III. PROGRAMS UNDER THE EXPANDED TERTIARY EDUCATION EQUIVALENCY AND ACCREDITATION PROGRAM (ETEEAP)**

The Expanded Tertiary Education Equivalency and Accreditation Program is an educational assessment scheme which recognizes knowledge, skills and prior learning obtained by individuals from non-formal and informal education experiences. By establishing equivalency competence standards and a comprehensive assessment system, employing the written test, interview, skills demonstration and other creative assessment methodologies, higher education institutions (HEIs) may administer competency-based evaluations. A Panel of Assessors is convened to determine the candidate's knowledge, skills and attitudes relevant to a particular discipline, and consequently, equivalent credits and appropriate certificates and degrees are awarded by the administering HEIs (Executive Order 330 s.1996).

OLC offers the following undergraduate courses through ETEEAP:

- Bachelor of Science in Agriculture
- Bachelor of Science in Business Management
- Bachelor of Science in Agricultural Engineering,
- AB Mass Communication
- Bachelor of Elementary Education,
- Bachelor of Secondary Education and
- Bachelor of Science in Hotel and Restaurant Management

The policies and guidelines for the offering of the above courses are the following:



## A. Organizational Structure

The accrediting authority rests on the President of the University. However, the operation and implementation of accreditation shall be the responsibility of the Dean of the OLC in coordination with the different College Deans whose programs are authorized by CHED for accreditation. The Dean of the OLC in coordination with the College Dean concerned shall in turn form the Assessment Team for every program.

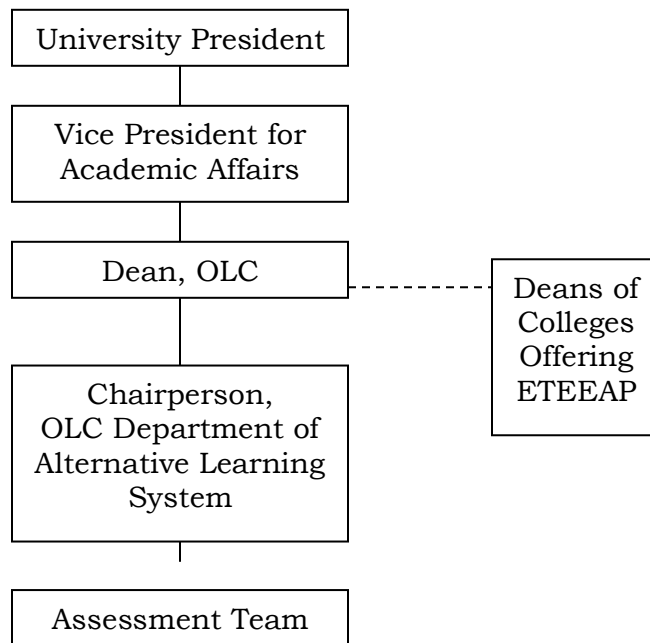


Figure 1. The organizational structure for ETEEAP in CvSU

## B. Terms of Reference

The **Assessment Team** shall be composed of five members to be headed by the Chairperson of the OLC Department of Alternative Learning Systems. The other members to compose the team are: one faculty member from OLC, and three members from every department offering the program, specifically, the registrar, chairperson of the department and one senior faculty member. The Assessment Team per program shall:

1. initially evaluate the documents submitted by the applicant and assist in building a portfolio in order to provide



guidance and counseling services, as well as orientation on career choices and job markets. The team shall also help the individual identify the knowledge, expertise, skills, attitudes and values (competence) he/she has acquired from his/her experiences.

2. determine, evaluate and certify the equivalency of courses taken by the individual desiring accreditation. If the course taken has the same course description and the credit unit is the same or more than what is specified in the curriculum, the course is given full accreditation. On the other hand, if the credit unit is less than what is offered at CvSU, the individual shall be required to undergo an accreditation assessment.
3. administer skills tests to individuals desiring accreditation for skills they have acquired, either through non-formal or informal means. The Assessment Team may invite a representative from the industry, whenever necessary. In this connection, the list of required minimum practical, technical and scientific skills required of the different academic programs, to be prepared by the different departments will be a major reference in the performance of this function.
4. develop in-house non-school based competency standards for the program, based on the curricula.. The Academic Assessment Team may also conduct oral examination and any other means of determining knowledge, whenever necessary. It shall also be the duty of the Academic Assessment Team to invite professionals to assist in the evaluation of credentials and the preparation of examination for those desiring accreditation.

### **C. Mechanics of Implementation**

Figure 2 shows the CvSU-ETEEAP Assessment Procedures. The details of the procedures are as follows:

1. An individual may apply to any program through ETEEAP any time. He/she must completely fill out an application form, which may be obtained from CvSU-OLC or CHED offices, or maybe downloaded from their websites.



The qualifications for admission to the program are the following:

- a. The candidate must possess a high school diploma or the Philippine Education Placement Test (PEPT) placement equivalent to first year college.
  - b. The candidate must have been employed for an aggregate of five (5) years in the industry related to the academic degree program or discipline he/she is vying for.
  - c. The candidate must be at least 22 years old. He/she must present a birth certificate to support the claim.
  - d. The candidate must be proficient in a branch of the discipline applied for.
2. The qualified individual shall submit two copies of the following documents together with the application forms to OLC:
    - a. Birth certificate certified by the NSO
    - b. Certification of individual proficiency in the discipline or field of interest issued by either the government regulatory body, the employer or by a licensed practitioner in the field
    - c. Most recent academic record (i.e. Form 137; high school diploma; post secondary degree certificate; transcript of records)
  3. OLC will verify all the claims of the individual, including the authenticity of documents submitted.
  4. If the individual has qualified for admission, OLC shall advise the applicant to enroll in the University for residency, for him/her to be considered its student. Then he/she will be advised to report to the Assessment Team concerned for assessment and accreditation.
  5. The applicant will be accredited by the Assessment Team concerned according to the following criteria:
    - a. *For formal learning*—transferability of credits



- b. *For non-formal education (sponsored trainings, workshops, etc.) through case to case evaluation of training design and evaluation—credit recommendations for each validated training program.*
- c. *For informal learning/ knowledge obtained through self-study—an assessment process which may include any of the following: written and oral examinations, product presentation, skill demonstration or portfolio assessment.*

For portfolio assessment, the candidate is required to organize the claims of learning according to the areas of standard competencies laid out by the institution. The teams concerned will evaluate the portfolio and recommend the credits to be given.

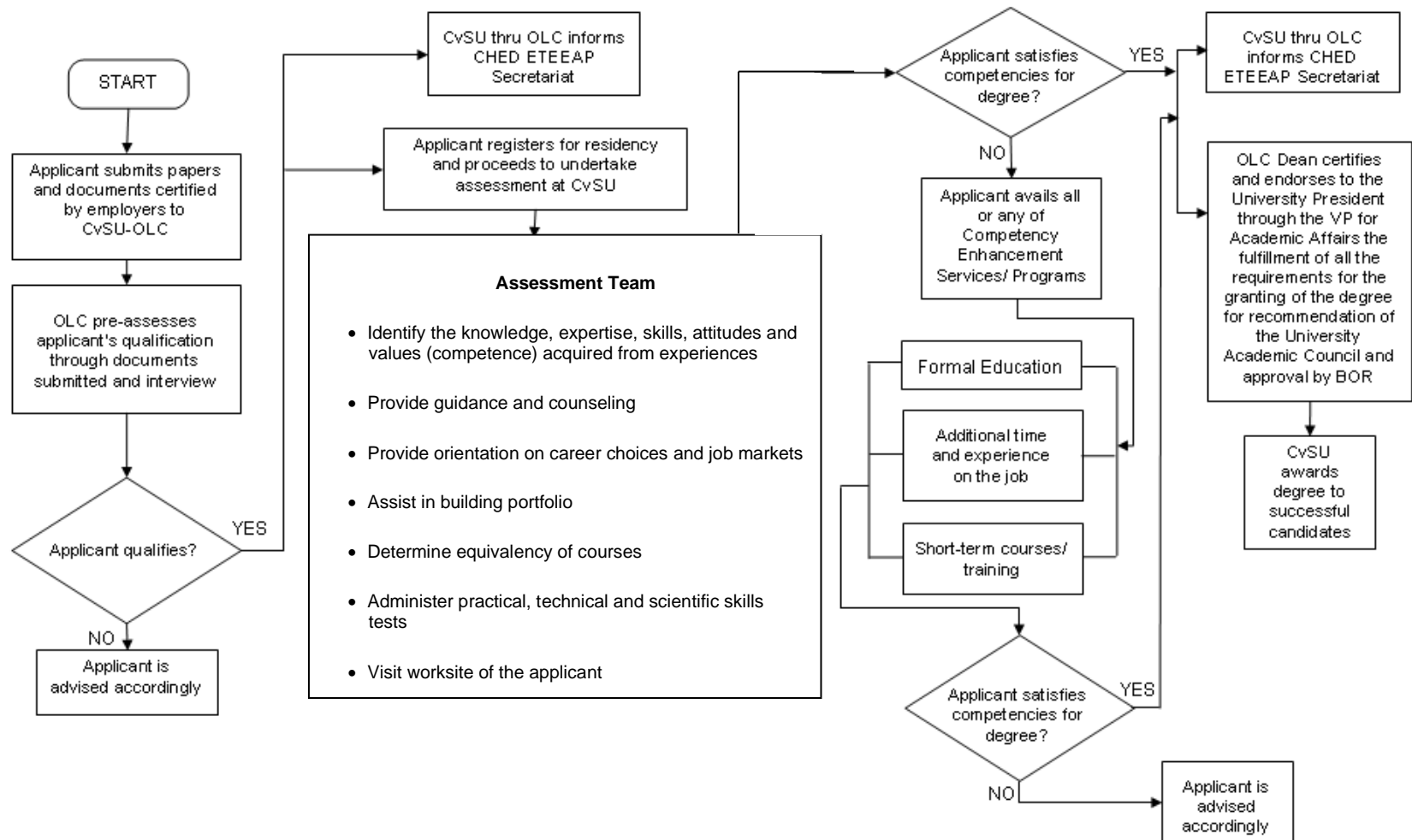


Figure2. CvSU ETEEAP Assessment Procedures



6. The Assessment Team concerned shall submit to OLC the numerical grades of the student as results of their assessments and evaluations, using the grading sheets prepared for the purpose. The grading sheets shall then be forwarded to the OLC Registrar for consolidation of all the units earned for the degree and then to the OLC Dean for approval.
7. The University shall pay reasonable remunerations to the Panel of Assessors and others involved in the program, based on the approved guidelines for the purpose.
8. In cases where the student needs further knowledge and/or skills, the OLC shall advise him/her to participate in appropriate and convenient competency enhancement service programs in order to acquire the knowledge and/or skills needed. Competency enhancement programs may be any or all of the following:
  - a. Formal education
  - b. Additional time and experience on the job
  - c. Short-term courses/ training

In this case, the student earns credits progressively until he/she has satisfactorily earned the necessary credits based on the competency standards to merit the degree or certificate.
9. In case the student opts to finish the degree in CvSU through formal education, either through conventional or online systems, he/she shall be treated as a regular student of the University and shall be asked to pay all the fees required of a student.
10. In case the student opts to finish the degree through other methods aside from formal education, he/she shall go back to the University after completing the appropriate competency enhancement programs for assessment. The student shall be required to enroll for residency every semester that he/she is undergoing assessment and evaluation.
11. OLC shall submit the evaluation results of the successful



student(s) to CHED- ETEEAP Secretariat, Region IV.

12. OLC shall recommend to the Board of Regents, thru the University President, the graduation of the successful student(s).
13. CvSU shall award the appropriate degree to the successful candidate(s).

#### **D. Funds and Other Fees Requirements**

1. An applicant shall pay Php3,000.00 as application fee upon submission of the required documents. This fee is non-refundable.
2. If all the documents are complete and the applicant is qualified for admission, he/she shall be required to register for residency and shall pay the residence fee of Php275.00.
3. The student shall be required to pay Php100.00 per unit earned during the assessment conducted by the different teams.
4. In case the student has finished all the courses through assessment, he/she shall be required to pay the Student Resource Fund (SRF) and Student Facility Development Fund (SFDF).
5. In cases where the student needs further knowledge or skills and he/she opts to attend formal education to complete the requirements, he/she shall become a regular student of the University. As such, he/she shall pay all the fees required of the course being applied for.
6. The student who will be assessed to qualify for graduation shall pay all the fees required of a candidate for graduation.
7. The income of CvSU and benefits of the personnel involved in the assessment are as follows:

Assessment Teams	50% of the total fees earned for the assessment of courses
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Administrative cost	20 percent of the total collection
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Other Professionals/Experts      25 percent of the assessment fees earned thru them

Income of CvSU      5 percent of the assessment fees, 100 percent of the application fees and 80 percent of other fees that will be paid by the student(s)

8. All the fees to be paid by the students shall be deposited in a separate trust fund of the University to be used in the implementation of the programs under ETEEAP.



## **Article 5. Implementing Guidelines for the Cavite State University National Service Training Program\***

### **Section 1. Organization.**

- a) The CvSU NSTP shall be implemented by the Office of Student Affairs (OSA) Main Campus in coordination with the University, College, and Campus Registrars. While the Dean for Student Affairs is the over all Program Coordinator, all NSTP student records shall be handled by the University Registrar's Office for the main campus and the campus registrars, in the case of students in the branch campuses.
- b) College Registrar's in the main campus shall assist the University registrar in keeping tract of records of students taking the CvSU NSTP in their respective colleges.
- c) College and campus registrars shall submit the list of students in CvSU NSTP to the Dean for Student Affairs for purposes of monitoring and evaluation.
- d) The NSTP to be conducted in branch campuses shall be coordinated with the OSA. They may designate their own respective NSTP component coordinators.
- e) The conduct of the ROTC component shall be taken care of by the DND under their own guidelines. In addition to the ROTC, the University main campus shall also offer the Civic Welfare Training Services.(CWTS) and Literacy Training Services (LTS) components. The branch campuses may opt for any of the three components. In cases where the component selected by students is not being offered, he/she may cross register in other campuses with the written permission from their respective campus registrars. Students taking the NSTP component in another campus shall be governed by the CvSU NSTP guidelines.



f) In the main campus, students taking the Civic Welfare Training Services (CWTS) Component shall be under the responsibility of the college deans who shall create a pool of teachers or trainers for their respective students. The fielding or practicum of students in connection with CWTS shall be, as much as possible, within the requirements of the extension services component of the main campus University **Project UGNAYAN: A Unified Research and Extension of the Academic Affairs Unit of the University.**

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Prepared by the Office of the Vice President for Academic Affairs. With inputs from OVPASS the Dean Office of Student Affairs and University and Campus Registrars, June 25,2002, Final Revised July 22,2002



Any CWS in the main campus that is outside the domain of or not related to the conduct of Project UGNAYAN shall require the approval of the Vice President for Academic Affairs

- g) The LTS shall be implemented by the College of Education which has the expertise in the suggested curriculum content of the said component.
- h) The practicum of students in the CvSU NSTP shall not be credited toward another course.

### **Who are Required/ Not Required To Undergo the NSTP?**

- a) All incoming freshmen students of the University, male or female, under the degree programs and at least 2 year non degree programs shall be required to undergo any of the three components of the NSTP for two semesters. The NSTP shall be credited for three 3 units per semester to be conducted for at least 54 hours, but not exceeding 90 hours. A total of six credit units NSTP shall be required for graduation.
- b) All male students of the University regardless of their year level, who have not taken the ROTC shall be required to complete any of the components of the NSTP.
- c) It is understood from the intent of the RA 9163 that female students may also opt to take the ROTC NSTP component.
- d) Male students who have not taken the ROTC shall be required to complete any component of the NSTP as requirement for graduation.
- e) Male students who have completed the Expanded ROTC (E-ROTC) / National Service Program (NSP) are deemed to have complied with NSTP requirement.
- f) The ROTC Training Service in the main campus shall be offered for at least 350 students opting for this component. Students in branch campuses desiring to take the ROTC Training Service may take the ROTC in the main campus offered every Saturday or they may take the ROTC in the nearby public or private University offering the ROTC component, provided they first secure written permission from the university/campus registrar. Branch campuses may offer the ROTC component if the number of students satisfy the 350 requirement.
- g) The existing arrangement between the CvSU and the DND shall be continued in the implementation of the ROTC. The existing



Department of Military Science and Tactics Office in the main campus shall continue in operation.

## **Section 2. Budget**

- a) CvSU students taking the CvSU NSTP shall be charged uniform basic tuition equivalent to 50 percent of what is currently being charged per unit in the main campus. This is equivalent to PhP 68.50 per semester or 50 percent of PhP 137.00 per unit. The total NSTP cost per student per semester is equivalent to PhP 205.50. The amount shall be collected by the respective cashiers in the main campus and in the branch campuses. The collection shall be deposited on special NSTP trust funds. Such funds shall be used for the maintenance and operation of the NSTP and also for honoraria of university faculty and employees involved in the CvSU NSTP.
- b) The honoraria rates for faculty involved in the CvSU NSTP shall follow the provisions of NCC 75, "Prescribing the Guidelines and Procedures for Granting of Honoraria to Government Officials and Employees". For this purpose, Section 6.2 of NCC 75 shall be followed as follows:

Team Leader / Coordinator	– P 1,600.00 per month
Technical Staff / Team Member	- 1,200.00 per month
Administrative Staff	- 800.00 per month

The granting of honoraria shall be performance – based. The CvSU NSTP personnel to receive honoraria should have prior authority or designation from the University President.

- c) The Dean for Student Affairs shall prepare the financial plan for the CvSU NSTP.

## **Section 3. Curriculum**

- a) The curriculum for the ROTC component shall follow the regular curriculum designed by the DND for the purpose.
- b) The suggested curriculum content for the CWS and the LTS per CHED Memo to CHEDRO Redirectors dated 25 April 2002 shall form the basis for the conduct of CWTS/LTS components of the CvSU NSTP.



### 3.1 Guidelines in the Conduct of CWTS/LTS Components

a) **There shall be one common curriculum content for NSTP-CWTS /LTS for all campuses.**

b) **Pool of trainers for specific area shall be:**

Area	Trainer
•	Orientation (RA 9163) - c/o
•	OSA
•	Self- Awareness and Values Development -c /o
•	OSA
•	Basic Leadership Training - c/o CEMDS
•	Disaster Preparedness - Red
•	Cross /ARESCOM
•	Environment Resource Management - c/o
•	CAFENR
•	Education, Moral of the Citizenry -c/o CEd
•	Recreation and Safety - c/o
•	CSPEAR
•	Safety and Health -c/o
•	CSPEAR
•	Community Need Assessment - c/o
•	CEMDS

c) **Grading System/ Submission of Grades**

Trainers shall give numerical grades for each student at the end of their training session following the grading system of the University. The grading sheet shall be submitted to the college registrar concerned not later than one week after the session.

Grade of students shall be computed based on the average grade given by the trainers in proportion to the number of hours the topic is handled. To wit:

Trainer	Total Contact Hours	Grade	Weighted Grade
1	9	1.0	9.0
2	9	1.25	16.07
3	6	1.0	6.0
4	9	2.0	18.0
5	9	2.0	18.0
6	9	1.0	9.0



7	12	3.0	36.0
8	9	1.0	9.0
9	9	2.0	24.0
TOTAL	84		135.07

$$\text{FINAL GRADE} = \frac{\text{WG}}{\text{TCH}} = \frac{135.07}{84} = 1.607$$

**FINAL GRADE =1.50**

The College or Campus Registrar shall submit the grading sheet to the Office of the University Registrar.

**d Community Immersion:**

- After identifying the needs of the community, the college shall:
- Identify the project
- Identify the barangay where to conduct the project
- Identify the faculty members to be designated as project coordinators

**e) Term of reference of project coordinators:**

- plan and implement the project /program
- coordinate with the barangay /GOs/NGOs
- supervise students at work
- give grades to students
- submit project report to the NSTP coordinator through the dean

**f) NSTP as required course for graduation:**

- Students shall enroll the course during their first and second year in college
- No students shall be allowed to enroll in third year without passing / completing the NSTP.

**Section 4. Effectivity**

The implementation of the CvSU NSTP per R.A. 9163 started the First Semester of the School Year 2002-2003.

The Office of Student Affairs shall issue an immediate announcement for students to enlist in any NSTP option. They will be charged Php 205.50 to



be paid at the Cashier's Office in the main and branch campuses. Students who were unable to pay the required tuition fee shall not be allowed to take the CvSU NSTP.

### **Section 5. Schedule of Implementation**

- a) Announcement of implementation and orientation-----June 30-July 15
- b) Collection of fees-----July 15 to 29
- c) Designation of personnel for CvSU NSTP -----July 15
- d) Finalization of CvSU NSTP curricula and syllabi-----July 26
- e) Start of NSTP classes -----August 1





**Article 6. Admission and Retention Standards for Courses with  
Licensure / Board Examination**





## ADMISSION AND RETENTION STANDARDS FOR COURSES WITH LICENSURE / BOARD EXAMINATIONS

### FOR ENTERING FRESHMEN

PROGRAM	ENTRANCE	HIGH	GPA Before	QUALIFYING	GPA Before	GPA Before Major	Pre Board
	TEST RATING	SCHOOL	Second Year	Examination Rating	Third Year*	Field /Other	Examination
	beginning AY	GRADE/		Before		Requirements*	Rating after
	2006-2007)1	AVERAGE		Second Year*			first/second
							Semester of
							Senior Year**
BSE /BEE/BPE			2.5 or better	60% or better	2.25 or better		at least 75%
BSIE			including NSTP grade		w/o failing grades		
			w/o failing grades		subjects		
					included in the		
					licensure		
					examinations		
BS Chem/BS Crim			2.5 or better	60% or better	2.25 or better		at least 75%
BS Acc/			including NSTP grade		w/o failing grades		
Other Courses			w/o failing grades		subjects		
					included in the		
					licensure		
					examinations		
BSA						Passing AMAT***	at least 75%
DVM						Passing NVAT***	at least 75%



BS Nursing			2.5 or better	60% at the end of			at least 75%
			including NSTP grade	every semester			
			w/o failing grades				
Engineering Courses		}Mat	2.5 or better			2.25 or better	at least 75%
		85}Physics	including NSTP grade			w/o failing grades	
		}English	w/o failing grades			subjects	
						included in the	
						licensure	
						examinations	
All Courses		2.0 or better	Same as In letter A	Same as In letter A	Same as In letter A	Same as In letter A	Same as In letter A
		w/o	above	above	above	above	above
		failing grades					

\*Period of Implementation -  
immediately

\*\* Pre - board examination shall be part of the requirement in the Seminar subject

\*\*\* Provided that at least 50 % of the graduates will pass the board examination . Otherwise, the next batch of students will be required to obtain a GPA of 2.25 or better and without failing grades in subjects included in the licensure examination before they will be allowed to enroll in major subjets,

1 High School honor graduates are exempted from taking the entrance according to the provisions specified in the "Policy Guidelines for Entrance

Valedictorians, Salututorians , Honor Graduates"

2 Additional provisions for transferees and shiftees :

a. no transferee or shiftee shall be admitted after the second year level

3 For transferees from other universities /colleges

**Approved by the BOR per Res No.51 s.2005**

**Oct 18,2005**





## **Article 7. Students' Official Record**

1. Official records of students include but limited to Grading Sheets, Report of Removal/Completion of Grades, Letter of Intent and Dropping/Adding and Changing of Courses.
2. All official records of students shall be transacted to the Office of the Registrar by the College Registrar concerned only.

Grading sheets should be forwarded to the Office of the Registrar within ten (10) working days after the scheduled final examination.

Report of Removal/Completion of Grades should be forwarded to the Office of the Registrar within 10 days after the examination

Letter of Intent should be approved by the Dean of the College where they want to shift not later than 10 working days before the start of the regular registration period and a copy are forwarded to the Office of the Registrar.

The approved form for Dropping/Adding and Changing of Courses must be forwarded to the Office of the Registrar on or before the last day of late registration.

3. All records forwarded by the College Registrar to the Office of the Registrar must be properly received before distribution of other copies.
4. Students will have access to their records from the Office of the Registrar only upon request of the concerned students his/her representative and upon completion of the requirements for the purpose. Request slip is provided in the office. These records include Transcript of Records, Copy of Grades, Evaluation of Grades, Diploma and Registration Forms.
5. Honourable Dismissal and any certification will be issued by the Office upon request and submission of requirements.
6. In cases when Transcript of Records from the school last attended is not available at the time of enrolment, Certificate of grades or True Copy of Grades can be accepted by the College Registrar under temporary status.
7. All grades of "4.0" and "INC" due during the semester will automatically become "5.0" on the last day of submission of grades specified in the school calendar.



8. The following student records are valid only upon payment of corresponding amount to the Cashier's Office as follows:
- |   |                |
|---|----------------|
| 8.1 Report of Completion/Removal of Grades  | Ph5.00/unit    |
| 8.2 Dropping/Adding/Changing of Courses     | 10.00/ subject |
| 8.3 Certification                           | 15.00 each     |
| 8.4 Transcript of Records (without photo)   | 20.00/page     |
| 8.5 Transcript of Record with Scanned Photo | 50.00/page     |
9. For purpose of uniformity the following forms will be used for specific purpose.



## **RULE VII STUDENT AFFAIRS**

**Article 1. Student Privileges and Responsibilities.** Unless, otherwise superseded by a more recent basis, the rights, privileges granted to students and their responsibilities while in school shall conform to those promulgated in the Education Act of 1982. These are:

- a) The right to receive, primarily through competent instruction, relevant quality education in line with national goals and conducive to their full development as persons with human dignity
- b) The right to freely choose their fields of study subject to existing curricula and to continue their course therein up to graduation, except in cases of academic deficiency, or violation of disciplinary regulations
- c) The right to University guidance and counseling services for making decisions and selecting the alternatives in fields of work suited to their potentialities
- d) The right to access to their own records, the confidentiality of which the University shall maintain and preserve
- e) The right to the issuance of official certificates, diplomas, transcript of records, grades, transfer credentials, and other similar documents within thirty (30) days from request
- f) The right to publish a student newspaper and similar publications, as well as the right to invite resource persons during assemblies, symposiums and other activities of similar nature;
- g) The right to free expression of opinions and suggestions, and to effective channels of communication with appropriate academic and administrative bodies of the University
- h) The right to form, establish, join and participate in organizations and societies recognized by the University to foster their intellectual, cultural, spiritual and physical growth and development, or to form, establish, join and maintain organizations and societies for purposes not contrary to law





- i) The right to be free from involuntary contributions, except those approved by their own organizations or societies
- j) The right to participate in the formulation and development of policies affecting the University in relation to the locality/region, and nation through representation in the Academic Council to be determined by the Governing Board
- k) The right to receive reasonable protection within the University premises
- l) The right to be informed of the rules and regulations affecting them
- m) The right to participate in curricular and co-curricular activities
- n) The right to due process of law
- o) The right to be assisted by his University through current and adequate information on work opportunities
- p) The right to receive medical and dental services as well as first-aid services. Every student shall be provided limited medical supplies for simple medication and have to provide for them medicine in case of major illness.

Every student, regardless of circumstances of his birth, sex, religion, social, and economic status shall have the following duties and responsibilities:

- a) Exert his outmost effort to develop potentialities for service, particularly, by undergoing an education suited to his abilities, in order that he may become an asset to his family and to society;
- b) Uphold the academic integrity of the University and endeavor to achieve academic excellence and abide by the rules and regulations governing his academic responsibilities and moral integrity;
- c) Promote and maintain the peace and tranquility of the University by observing the rules and discipline, and by exerting efforts to attain harmonious relationships with fellow students, the teaching and non-teaching staff and other University personnel;
- d) Participate actively in civic affairs and in the promotion of the general welfare, particularly in the social, economic and cultural



development of his community and in attainment of a just, compassionate and orderly society;

- e) Exercise his rights and in the knowledge that he is answerable for any infringement or violation of the welfare and of the rights of others
- f) Strive to lead an upright, virtuous and useful life
- g) Love, respect, and obey his parents, and cooperate with them to maintain the family solidarity
- h) Respect the customs and traditions of our people, the duly constituted authorities, the laws of the country and the principles of democracy
- i) Help in the observance and exercise of individual and social rights, the strengthening of freedom everywhere, the fostering of cooperation among nations in the pursuit of progress, prosperity and world peace
- j) Respect and cooperate with teachers, fellow students and university authorities in the attainment and preservation of order in university and in the society.

**Article 2. Freedom of Expression and Advocacy.** Students have the right or freedom of speech, petition and assembly, so long as the exercise thereof is peaceful and does not interfere with, obstruct or disrupt the normal operation of the University and does not violate the rights of others.

The time, place and manner of exercising speech and advocacy on the campus shall be subject to regulations adopted by the University to minimize any conflict between the exercise and use of University facilities, as well as the possible interference with the responsibilities of the University as an educational institution.

Registered student organizations may invite speakers who do not come from the University academic community to address meetings or convocations sponsored by them on campus with the permission of the Dean of Student Affairs. Approval of the invitations does not necessarily mean that the University endorses the views expressed by the resource speaker.



### **Article 3. Central Student Government (CSG)**

There shall be a university student government with the following duties:

- a) To develop school spirit among students and promote their general welfare
- b) To organize and direct student activities of the nature described
- c) To inform the University President through the Office of Student Affairs (OSA) of planned activities and those being undertaken
- d) To exercise such powers and perform such other functions in accordance with its constitution and by-laws

The composition of the Central Student Government, its officers, and the manner of electing its members and officers shall be in accordance with the rules and regulations embodied in its constitution and by-laws

### **Article 4. Student Organizations**

- Student organization shall refer to association, club, or any other organized groups of cultural and/or civic organization whose members are students of the University. Those of provincial, sectional, or regional in character or orientation (e.g. Ilocano, Bicolano, Batangueño) are discouraged. Greek letter organizations such as fraternities and sororities are not allowed.
- A University-wide student organization shall be one whose members belong to two or more units. A unit organization shall be one whose members belong exclusively to only one unit of the University and a class organization shall be composed of members of any class of the University.
- All University organizations shall be directly under the supervision of the Socio-Cultural Organization unit of the Office of Student Affairs.
- Every student organization shall have one or more faculty advisers recommended by such organizations and approved



by the Dean of Student Affairs. No student organization may hold any meeting or undertake any activity for any purpose whatsoever, except that of adopting a constitution, before its adviser or advisers are appointed and have assumed office as such.

- No student organization shall be allowed to operate without a constitution and by-laws approved by the Dean of Student Affairs.
- No student organization that advocates physical contact as a form of initiation or trial for membership shall be recognized by the University and is, therefore, not allowed to operate on campus or any other campuses of the University.

### **Section 1. Classification of Student Organization**

#### **a) College/High School Organizations**

**Central Student Government and Student Body Organization** shall be composed of students enrolled in the collegiate and high school levels, respectively.

**Unit organization** shall be one whose members belong exclusively to one unit of the College and high school.

**Class organization** shall be composed of any class or section in the college and high school.

- #### **b) Non-Class Organization**
- shall be made up of students who may want to join such organizations without compulsion provided said students are not included in the delinquency list. These organizations are social, cultural, arts and others of special concerns in nature.

### **Section 2. Formation of Student Organizations**

- #### **a) Only bonafide students of CvSU may organize.**
- Any direct or indirect involvement of an individual not connected with the University in organizing or running the student organization is absolutely prohibited. However, DepEd endorsed organizations like YCSC and BSP are exempted.



b) A letter of request to organize must be submitted to the Dean of Student Affairs, with the following requirements:

- Objectives of the organization
- List of prospective members with their signatures, course and year, home and campus address and name of parents/guardian
- Name of at least two (2) prospective advisers who are regular faculty members of CvSU with their signatures and letters of acceptance
- Program/Calendar of Activities.

### **Section 3. Recognition**

a) **For Newly Formed Organizations.** A newly formed organization shall be recognized on probation basis for at least one (1) semester.

A duly accomplished application for recognition must be submitted along with the following requirements:

- Proposed organization's Constitution and By-Laws signed by its officers;
- List of members and their signatures;
- List of officers with their signatures, complete home and campus addresses, year and section and the college to which they belong;
- Bio-data and two (2) passport size picture (2x2) of the head of the organization;
- Work plan/Calendar of Activities for the school year with their corresponding dates. This should include:
  - Proposed date of activity



- Title of activity
- Objectives of the activity
- Type of activity
- Strategies
- Target clientele
- Resource/budgetary requirements
- Expected output

**b.) For Existing Organization.** Existing organizations and those which were on probation in the previous semester/year that wish to continue must submit the following:

- Constitution and By-Laws
- Updated list of members and their signatures;
- Bio-data and two (2) passport size photos of the head of the organization;
- Work plan/calendar of activities for the year;
- Letter of acceptance by at least two regular faculty and staff members of CvSU with their signatures;
- Accomplishment report during the previous year; and
- Financial Statement

**c) Procedure for Recognition**

- Upon submission of the complete copy of the needed requirements for newly formed organizations, the president, secretary and treasurer/representative of the organization may confer with the Head of SOSCA;
- Organization shall secure and process recognition permit with the necessary



signatures (Chairman/President, Secretary, Treasurer, Coordinators, Head of SOSCA, etc.) at the OSA;

- After securing the approval of the head of SOSCA, obtain the approval of the Dean of Student Affairs (OSA);
- Return to the head of SOSCA and submit the approved copy of the permit; and
- Secure the certificate of recognition from OSA after the induction ceremonies.

New and existing socio-cultural organizations including class organizations and the Central Student Government shall be required to submit their schedule of activities for the current school year not later than one and a half (1 ½) months after the opening of classes for the first semester. Failure of socio-cultural organizations to submit their schedule of activities within this period would forfeit their chance of being recognized by OSA and are therefore not allowed to operate in the University.

OSA shall design and implement an accreditation system for the recognition and operation of socio-cultural organizations. The system shall be from Level I to Level III, Level III being the highest. Such an accreditation system shall include but not limited to: I) honors and awards received by members individually or as a group; ii) improved GPA of members; iii) representation of the University in different contests/training/workshops/domestic travels or overseas, etc sponsored by outside agencies; iv) records of misdemeanor of members; v) rate of attrition of members; and achievements of scheduled activities.

OSA shall monitor all socio-cultural organizations and be subjected to accreditation by the middle of February of each academic year. These organizations shall be required to submit for review all pertinent documents required for accreditation. The accreditation performance of student organizations and the recommendations for their recognition or non-recognition shall be reported to the University President through the OVPA.

A new socio-cultural organization shall be allowed to operate for one year on probationary (Level I) status. It shall no longer



be recognized the succeeding year if it is unable to reach Level II Accreditation.

An existing socio-cultural organization that is unable to reach Level II status shall be subjected to probationary period of at least one school year. If the same organization is unable to reach Level II status the succeeding year, it shall no longer be recognized and allowed to operate in the University.

An existing socio-cultural organization that is unable to reach Level II status may appeal to the OSA for recognition in cases when calamities prevented their performance or completion of scheduled activities and other unforeseen factors such as leadership crisis and changes in activity priorities as demanded by the academic and social atmosphere in the University.

The accreditation system shall not apply to class organizations and the Central Student Government and the federation of student governments. However, these organizations shall also be required to submit to OSA a comprehensive list of activities to be undertaken the whole school year.

#### **Section 4. Officers**

##### **a) Qualifications:**

- Must have no failing grades in any subject in the previous semester and while in office.
- Must not have been involved in any disciplinary case.
- A student may serve as an officer of not more than two organizations; a major position in one (i.e. President or Vice President), and minor position in another (i.e. Treasurer or Secretary).

##### **b) Responsibilities of Officers**

- The main duties and responsibilities of officers shall be those specified in their respective organization's constitution and by-laws;





- Consult with SOSCA/OSA on matters concerning advisers.
- Must exercise vigilance at all times in the conduct of their affairs and shall be accountable for their actions as well as those of their members; and
- Attend meetings as per invitation by SOSCA/OSA on organization matters.

### **Section 5. Central Student Government and Student Body Organization**

The Central Student Government (CSG) and the Student Body Organization (SBO) shall have the following duties:

- To develop school spirit and promote general welfare among the ranks of students;
- To organize and direct student activities;
- To inform the President through the Dean of Student Affairs of all the activities of the organization; and
- To exercise such powers and perform other such functions in accordance with University rules and regulations.

All matters pertaining to the election of its members and officers shall be in accordance with the rules and regulations promulgated by the Committee on Election.

After the federation of all main and branch campuses, the Student Government Chairman or President of such federation shall represent the students in the Administrative and the Academic Council of the University and shall automatically become the student representative in the Board of Regents.



## **Section 6. Student Organization Advisers**

Advisers of Student Organizations are elected by the members of the organization and nominated to the SOSCA and then appointed by the University President upon recommendation of OSA. Appointment is issued upon taking the oath. He/she shall serve a term of one academic year.

### **a) Qualifications**

- Must be a regular member of the University faculty and staff;
- A faculty or staff may serve as Coordinator of not more than two (2) organizations, a Senior Adviser of one (1) and Junior of the other; and
- Must not have been involved in any disciplinary/administrative case.

### **b) Responsibilities**

- Must be actively involved in the preparation of the work plan/program of activities of the organization;
- Must be present in all approved activity of the organization;
- Shall be a signatory in any certified accomplished activity of the organization;
- Must take responsibility for any violations committed by the organization;
- Are expected to refer to the Head of SOSCA and Dean of Student Affairs on any problem; and
- Shall perform other tasks as may be required by the Dean of Student Affairs and President of the University.



c) Duties/Functions

- Assist/supervise organizational unit in the programming of calendar of activities;
- Coordinate and monitor activities of the organization in the execution/implementation
- Monitor/evaluate program of activities;
- Conduct/act as chaperon in seminars, symposia, convocation, contest, field trips and the like;
- Act as guide in the policy revisions of the Constitution and By-Laws;
- Act as member of the board of canvassers during election;
- Coordinate with the Board of Student Discipline in cases of student misconduct in consonance with the student norm of conduct
- Review and/or edit reports of the organization
- Submit to the SOSCA, semester and annual accomplishments of the organization
- Encourage/moral support to students to participate in campus activities
- Coordinate with SOSCA from time to time.

**Section 7. Conduct of Activities**

a) Activities of all student organizations shall require prior approval from the Dean of Student Affairs. However, activities to be conducted outside the University and those that will last beyond 5pm in the afternoon would need the approval of the OVPAA. Approval of said activities shall be based on the submitted list and schedule of activities of organizations. Only in very exceptional cases where an activity is not listed that an activity could be approved.



b.) Except for the Central Student Government - sponsored convocations, social activities that would tend to disrupt the normal schedule of classes shall no longer be allowed. University sponsored programs are exempted from this provision. Any activity shall be approved at least a week before its implementation.

c.) Evening activities during regular class days from Monday to Thursday and on Sunday shall be up to 9pm only. Those to be conducted on Fridays and Saturdays may be allowed up to 11pm and the proposed activity should include a security plan. Such security plan requires prior coordination and approval of the Office of the Director for Civil Security Services. Evening activities shall require parent's permits using the prescribed OSA form. Branch campuses may adopt this form.

d.) Off-campus activities shall be discouraged with the exception provided in Section 7f.

e.) Fund raising activities such as raffle, bingo socials and other games which will incur contribution or solicitation shall no longer be allowed. Sale of tickets and promotions from students, faculty members and staff shall be minimized.

f.) Activities including educational field trips that would require contribution from members exceeding Php 500.00 shall not be allowed. The OSA shall set the limit for such contribution. Exceptions to this are HRM and other skills-oriented courses. However, departments concerned shall be required to submit to OVPAA the schedule of student activities and the corresponding estimates of expenditures. Provided however, that the proposed educational field trip has been specified in the course analysis of the teacher concerned. Educational field trips of students in the HRM and other skills-oriented courses shall require approval from OVPAA and not the OSA but the same permit form shall be used. In the case of branch campuses, their respective deans shall approve the HRM activities.



Any student activity shall be held with an approved activity proposal and activity permit. These include the following:

1. Fund raising
2. Socials
3. Services
4. Field trips
5. Initiation/Induction Rites
6. Recruitment, recognition, and orientation of new members
7. Convocation, seminar, workshop and symposium
8. Organization meeting

g) No student activity shall be allowed:

- During class hours (7am-12noon; 1pm-5pm)
- A week before the midterm and final examinations

h) Preparing activity proposal

i) Processing Activity Permit

- The organization shall prepare and process its own activity permits;
- Secure the necessary signatures (President, Advisers/Coordinators, Department Chairman, Dean, In charge of the building, etc.);
- Submit the activity permit to the head of SOSCA at least three (3) days before the date of the proposed activity;



- After securing the approval of OSA, submit the approved Activity Permit to :
  - Security Office
  - Person In-charge of the building
  - Secretary of the organization
  - Person In-charge of the Hall
  - Submit a file copy to SOSCA Head.

j.) Permit may be denied or withdrawn whenever the circumstances so warrant.

k) Certification of Activity Accomplishments/Financial Report must be submitted to SOSCA Head within one week after the activity. Said certification/report shall be prerequisite for the approval of succeeding activity/withdrawal permit.

## **Section 8. Organization Funds**

**a.) Membership Fees.** As provided for in the approved Constitution and By-laws, each student organization may collect a reasonable amount of semestral/annual membership fee from its members, provided however, that every collection shall be correspondingly covered by receipts issued by the treasurer of the organization, and provided further that any amount as may accrue to the organization, whether from voluntary contribution of the members or otherwise, be properly accounted for.

**b.) Disbursements.** Any disbursements from the funds of the organization shall be effected only upon the approval of its governing board, through a resolution/permit and upon concurrence of the coordinators, provided however that the actual withdrawal from the depository of such amount, as may be necessary each time, shall be made by the head of the organization or by its representative, upon his written authorization.

**c) Depository.** Funds of the organization must be deposited in the University Cooperative or at the bank designated by OSA. Any amount from such funds shall be released upon presentation of a resolution/permit.

**d.) Procedure for Withdrawal**

1. Accomplish the form for Permit to Withdraw that includes the following:
  - Name of organization
  - Purpose
  - Amount involved
  - Nature of Expenses
2. Have it duly signed by the treasurer, chairman/president, and adviser/coordinator, SOSCA and Dean of OSA;
3. Have the withdrawal slip signed by the Head of SOSCA, Dean of OSA and student representative. Withdrawal of funds can be allowed only if proper voucher record is properly accomplished and audited;

Liquidation of previously withdrawn fund shall be made before another withdrawal shall be granted.

Book of Accounts shall be maintained by each student organization, which shall indicate all collections, disbursements of the organization. The book of accounts shall be open for inspection during regular office hours by any member of the organization, by the advisers/coordinators and by OSA whenever such is warranted.

**e) On expenditures and Audit**

- All treasurers of the organizations recognized by the Office of Student Affairs should submit themselves to auditing.
- Auditing shall be done not later than one week after an organization has sponsored an affair, incurred expenses and/or solicited contributions.
- Auditing shall be administered by appointment of the treasurers with the members of the Board of Auditors.



- The OSA Board of Auditors shall consist of two regular staff members of CvSU and one bona fide student of the University who shall be selected by the Dean of OSA.
- The treasurer should submit to the members of the Board of Auditors quadruplicate copies of the detailed expenses incurred and/or contributions solicited on written or voucher records. In case of contributions, name of contributors together with the name of the recipient should be presented.
- Each expense should be supported by sales invoice properly signed by the dealer of the commodity bought. The sales invoice number should be correctly written in the voucher's record. Expenses without any supporting documents will be disallowed.
- Receipts of incidental expenses should be duly signed by the one who spent the amount, properly authenticated and approved by the treasurer, the auditor and the advisers/coordinators of the organization.
- All voucher records should be signed by the treasurer and approved by all members of the Board of Auditors, and Head of SOSCA.
- Every financial accountability should be settled one week before the semester ends.

**Section 9. Guidelines for the Management of Funds of All Recognized Students Organizations**

- a) All recognized student organization with funds exceeding one thousand pesos (P 1,000.00) are required to open a bank account at CvSU
- b) Cooperative Bank, Inc. under the name of the organization.
- c) The treasurer of the organization shall be responsible for the safe keeping of the bankbook of the organization during regular school days. However, all treasurers are





required to deposit the PASSBOOK at OSA during semestral breaks and/or vacation or in cases where the treasurer stops schooling or take a leave of absence of more than one (1) week (this is aside from the financial reports required from each organization at the end of each semester).

- d) All forms of deposits or withdrawals from the bank accounts of the organization shall be made by the Chairman or Treasurer of the organization who shall sign the deposit or withdrawal slips with the head of SOSCA and the Dean of OSA. For this purpose, the Chairman and Treasurer of each organization shall submit to the bank the name of the President/Chairman and Treasurer with his/her signature (3 specimen signatures) at the beginning of the school year or immediately after the new set of officers are elected by the organization.
- e) The Treasurer of each organization shall keep an updated record of all deposits/withdrawals, income/expenditure of the organization. OSA has the right to conduct auditing procedures anytime it feels necessary in which case the Treasurer shall surrender to the OSA Board of Auditors including the passbook upon receipt of a written notice from them.
- f) The organization has the sole right to spend its funds in whatever manner it feels necessary. However, each organization is required to retain or leave behind at least twenty five percent (25%) of its total funds in their Bank Accounts for use as seed money for the next set of officers and members.

## **Section 10. Information Bulletins and Announcements**

All campus bulletins and announcements must be:

- a) Written in Filipino/English with no indecent vulgar word(s).
- b) Printed on a writing material not smaller than the standard bond paper.



- c) Noted by the SOSCA Head before posting, otherwise they shall be removed by authorized persons without prior notice to the organization concerned.
- d) Posted on campus bulletin board.
- e) Removed right after the activity to allow other groups to post their bills.

### **Section 11. Recognition and Suspension of Organization/Activities**

- a) Grounds for non-recognition/or suspension:
  - Non-compliance of requirements
  - Lack of worthwhile projects based on point system
  - Failure to submit required reports (Financial/Accomplishments)
  - Violations of any policies of organization or other college rules and regulations
  - Preventive suspension may be imposed pending decision of the investigating body.
- b) In case of violation of any policies on organization of other college rules, the following procedures shall be affected:
  - Upon receipt of the violation report, the Dean of OSA shall call the officers and other concerned members of the said organization for a fact finding meeting.
  - If the case warrants punishments beyond admonition or reprimand, the Dean of

OSA shall forward his findings to the Preliminary Investigating Committee.



## Section 12. Privileges

a) Only fully recognized organization may:

1. Use the facilities of the University such as classrooms, grounds, lights, etc. with approval from proper authority;

**Charges.** Certain charges are imposed on the use of some college facilities and equipment.

**Property responsibility.** The officers of the student organization concerned shall be jointly and severally responsible for any damage to property.

2. Participate in inter-organizational activities/competitions;
3. Compete for awards;
4. Officially bear the name of the University when engaging in off-campus activities;
5. Have their organizational activities publicized in any credited student publication;

b) Organizations on Probation

Organizations on probation are two categories:

- Newly formed organizations applying for full-fledged status.
- Those on probation because of violations of the guidelines on student organizations and activities.

Organizations on probation can only avail of certain privileges as specified below:

- Shall avail only of privileges 1 and 2
- Shall avail only privileges 1, 2 and 5

c) Incentives/Awards

1. Five (5) best student organizations shall be selected at the end of the school year. The Accreditation



criteria shall be used in the selection. Trophies shall be awarded to the winners.

2. An outstanding student leader shall likewise be chosen. A committee for this purpose shall be formed by OSA to draft selection criteria and select the recipient. The winner shall receive a plaque of recognition.

### **Section 13. Prohibited Activities**

Any student activity that is subversive in nature and one which incites insurgency including those against the existing University Rules and regulations is strictly prohibited and disallowed. Hazing and inflicting any form of physical injury are strictly prohibited.

The violator/s as well as the officers of the student organization including the faculty coordinator if warranted by the circumstances of each case shall be held administratively liable for the illegal activity of the organization without prejudices to criminal prosecution.

**Section 14. Penalty for Violations** - In addition to the revocation of the authority to operate, the student organization may be reprimanded, suspended or dropped from the roll of the school or expelled from the University depending on the seriousness of the offense committed.

**Section 15. Convocations, Fora and Concerts.** Any recognized organization of the University may sponsor convocations, fora and concerts provided that a written proposal to this effect is approved by the Dean of Student Affairs.

Any person from within the University or outside the University may speak before student groups or University Organizations subject to provision of Par. 3, Section 2 above.

**Article 5. Student's Participation in Co-curricular Activities.** Freedom of expression which subsumes free speech, press, and assembly is an inalienable and cherished right that is enshrined and guaranteed by the Philippine Constitution and existing laws as well as national policies and democratic traditions. Students of the University are free to participate in



co-curricular activities and to express their views and sympathy on any public question/issue.

Freedom of expression is the mother of all human rights and for as long as this freedom subsists; violation or vitiation of rights can be protested and denounced and thus rights are protected and preserved. Freedom of expression like other human rights, however, is not absolute or unbounded; the right imposes the correlative duty to exercise it responsibly with due regard for the rights of others in the larger interest of harmony and welfare of society, and to preclude mob rule.

#### **Article 6. Student Publication**

- There shall be a student publication which shall be the official organ of the students of the University anchored on the principle of freedom of the press.
- The mission orientation, goals and objectives of the student publication should aim to support the University in its quest for educational excellence particularly in the improvement of instruction, promotion of research and involvement in meaningful activities of the community.
- Aims and Purposes of Student Publication (please refer to the Implementing Rules and Regulations of RA 7079 otherwise known as the “Campus Journalism Act”).
- Furthermore, the student publication should exercise its leadership and influence to foster and enhance the attainment of the goals for national development.
- The editor-in-chief, associate editor, section editors and business/circulation manager are the senior staff members of the student publication.
- The reporters, art/layout staff, typists, among others, composed the support personnel of the publication who shall assist the senior staff members in the performance of their official functions.
- The Editor-in-Chief shall be selected during the first two months after the beginning of classes for the first semester/term through a written examination and evaluation by the selection committee.



- The selection of Editor-in-Chief and other members of the staff of tertiary student publication shall be through competitive examinations prepared, conducted and supervised by the selection committee composed of a representative of the school administration, one faculty member, one mass media practitioner who is acceptable to both (School Administration and Editorial Board) and two past editors to be chosen by the outgoing editorial board. Secondary and Elementary student publication staffers should pass a qualifying examination conducted by a committee composed of the student publication adviser, who shall act as chairperson, the past student-editor as vice-chairman, one (1) faculty member and two (2) former student-editors. (Adopted from Campus Journalism Act RA 7079 Rule 7)
- In the event of vacancy in the position of Editor-in-Chief by reasons of illness, transfer, removal from office, resignation and/or similar causes, the same shall be filled immediately according to the next-in-rank rule. The new Editor-in-Chief shall serve the remaining term within the school year.
- Student writers are required to maintain a grade point average of 2.25 or better with no dropped subjects or failing grades (BOR Res. No. 84 s. 2006 dated Sept. 14, 2006).
- The members of the editorial board and staff receive honoraria every semester. Senior staff members are also given Service Scholarships.

#### **Article 7. Information Materials**

- The privilege of posting, exhibiting or distributing non-commercial literature within University premises is limited to University students and registered student organizations.
- Any material posted or distributed shall clearly indicate the name of the person or student organization on whose behalf the announcement is posted and shall bear the approval of the Office of Student Affairs.
- Anonymous materials or announcements are strictly prohibited and the University shall exercise sanctions on the author whether student or University employee, if positively identified.



- Printed materials should not be placed on vehicles parked on campus or inside the classrooms. They may be distributed only with the consent of the Instructor or teacher of the class at the time.
- Literature materials may be distributed within the college premises only after prior authorization.
- Materials in the form of protest, expressing certain views or espousing ideas not contrary to prudent taste may be posted on the structure or bulletin board provided by the University.
- The college/department official bulletin boards are exclusively for announcements, notices or programs and activities sponsored by the said college/department. Their use by any student groups may be allowed upon previous approval by the college dean/department chairman concerned. Walls shall not be used for posting announcements.

#### **Article 8. Student's Code of Conduct**

- The University, in consultation with the students, shall promulgate and implement a student's code of conduct as a general guide on the actions and activities of students while in campus. The rules and guidelines shall include wearing of identification cards and uniforms; abusive language, assault against others and persons in authority; smoking; alcoholic drinks and prohibited drugs; and others that shall contribute a peaceful, harmonious and orderly academic atmosphere. The full text of Student's Code of Conduct is in **Rule VIII** of this Manual.

#### **Article 9. Student Financial Assistance**

- Included in this portion is the overall student financial assistance program of the University. Any revision thereof shall be approved by the Board of Regents.
- The Financial Assistance Services Unit of the Office of Student Affairs shall be responsible for the implementation of the University Student Financial Assistance Program.
- Listed too are the current types of scholarship/financial assistance offered by the University. Other types of financial



assistance may be implemented later upon approval by the Board of Regents.

- a.) CvSU State Scholarship.** This scholarship is awarded to financially deserving students who excel in academic performance. The grant is classified as full and partial. In order to avail the full and partial grant, the students shall have a Grade Point Average (GPA) of 1.50 or better, and 1.51 to 1.75, respectively.
- b.) Honorific or Academic Scholarship.** This scholarship is awarded to students whose Grade Point Average (GPA) is not lower than 1.75 and with no failing or incomplete grade(s) in the preceding semester. The grant is classified as full scholars with GPA of 1.50 or better and partial scholars with GPA of 1.75 to 1.51. Valedictorians and salutatorians are considered entrance scholars and are entitled full scholarship. Honor graduates maybe considered partial scholars depending on the class size of graduating class.
- c.) Private Scholarship.** This is granted to students who are selected and sponsored by private individuals and organizations. The continuance or the default of scholarship is at the discretion of the sponsor.
- d.) Endowed Scholarship.** This is a scholarship set up when donors provide grant money or raise a
  - e.)** certain amount, which will be the principal of a scholarship fund. The earnings of the endowment be utilized to support scholarship grants. The fund is managed by the office in charge of the University Development Fund/Office of Student Affairs.
- f.) Student Assistantship.** This is a grant available to students who desire to render service to the
- g.)** University and receive remuneration for services while studying. The allowable number of hours of work service shall be maximum of 100.





**h.) Service scholarship.** This is a program which provides free tuition or tuition discount to students who have rendered service to the University as members of the varsity teams, CvSU band and socio-cultural, senior staff of student publication, officers of the University Central Student Government and first class ROTC Cadet Officers.

**i.) Job Experience Program (formerly known as Work for Tuition).** This is a form of student assistance extended to financially handicapped students so they can enroll in a particular course and pay the corresponding school fees incurred for the semester through work services rendered to the University. The number of work service depends on the amount of fees discounted.

**j.) Government Scholarship.** This is a scholarship given to any student under the Philippine Veterans Affairs (PVA), R.A. 7160, PD 577, DND-CHED-PASUC, AFP-Educational Benefit System and other similar recognized government scholarship honored by the University upon presentation of the necessary credentials.

**k.) CvSU Scholarship Privilege.** This scholarship is awarded to employees of the University and their dependents provided that such employees have rendered at least one year of continuous service to the University, irrespective of their employment status.

- In general, the criteria in the selection of financial awardees include: good moral character; economic background of parents or guardians; willingness to work; and academic performance. The University shall promulgate the details of selection criteria and the mechanics of implementation and revise the same accordingly, as the need arises.
- The benefits to the awardees of the financial assistance program include: either free tuition or discounts in tuition;
- monthly stipend; allowance per semester; book allowance and others. In addition, some types of financial assistance include priority booking in the University Dormitory. The



- responsibilities of the recipients include maintaining high academic standards; and also rendering some types of service work to the University. The University shall issue from time to time, update guidelines on these aspects of the program.
- The financial assistance is automatically terminated if a student recipient is involved in any misdemeanor in contravention of the University Student's Norm of Conduct or any other University policies, rules and regulations. In addition, student recipients whose grades fall below the required academic requirements by the type of financial assistance shall also forfeit the benefits and/or allowances.

#### **Article 10. Residence Halls/Dormitories.**

- The University shall, as much as possible, maintain residence halls/dormitories for students where they are expected to reside. Students not living in the University residence halls/dormitories shall reside in the homes or dormitories accredited by the Office of the Student Affairs.

The residence halls/dormitories shall be administered in accordance with the following rules:

- a) Each residence hall/dormitory shall have a full-time Resident Adviser who shall be responsible for the maintenance of order and discipline of the resident students and the improvement of their personal behavior and academic work. The Resident Adviser shall serve in accordance with the rules and
- b) regulations as may be prescribed by the President of the University. They shall be under the supervision of the Director of Business Affairs to whom all breaches of discipline and misconduct shall be reported;
- c) The financial operation and administrative direction of the residence halls shall be the responsibility of the resident adviser, who shall be under the supervision of the Director of Business Affairs. All income and



- d) expenditures of residence halls shall be under the direct supervision of the Director for Business Affairs Office.
- c) The Resident Adviser shall be responsible for the assignment of students to the different residence halls and shall see to it that only students with proper character certification are admitted; and
- d) The Director of Business Affairs shall coordinate with the University Infirmary relative to the health and welfare of the students.



## **RULE VIII STUDENTS' CODE OF CONDUCT**

### **Article 1. General Provisions.**

- a) The Code shall apply to all bona fide pupils/students in the elementary, secondary, tertiary and graduate levels of the University. A pupil/student is considered "bona fide" if being officially enrolled, he attends his classes or performs any school activity inside or out of the school campus during school days or when required to perform special school related activity or authorized to do so on non-school days. He is considered "on vacation" or "on leave" during break of school terms or during holidays or vacation including Saturdays and Sundays, when his school-student relationship is temporary severed.
- b) Every bona fide student shall obey the laws of the land, the rules and regulations of the University and standards of good society.
- c) A bona fide pupil/student enrolled in the University assumes an obligation to conduct himself in a manner which befits a member of the academic community and which does not hamper the university from the discharge of its educational functions. He thus accepts the rules and regulations which the University prescribed for its members to enforce its effective role as an educational institution.
- d) The right of the University to impose sanctions against pupil's/student's improper conduct is derived from and inherent in its obligations to:
  - Preserve its standard for academic performance and achievements
  - Protect its property and the property of the members of its community
  - Secure the health and safety of persons in the University community
  - Preserve peace, insure orderly procedures and maintain student morale
  - Protect its name as an educational institution.
- e) The definition or specification of certain offenses or breaches of



discipline, in separate resolution of the Academic Council approved by the Board of Regents, shall not be construed to exclude other offenses or breaches, against the rules of discipline promulgated by the President of the University, directors, and teachers in those cases not provided by said bodies.

### **Article 2. Class Attendance**

- a) Pupils/Students are required to attend their classes promptly and regularly. If a university student is absent without excusable reason in 20 percent or more of the number of hours devoted to lecture, recitation, laboratory or a combination of them, he shall be dropped from the roll. If his performance is poor he shall be given a grade of "5.0". A high school student who is absent for 10 consecutive days shall be automatically dropped from the roll on the 11<sup>th</sup> day. The said pupil/student may be readmitted upon presentation of a written application for readmission approved by the Administrator/Principal of the Science High School upon recommendation of the guidance counselor or the Dean of OSA, in the case of college or graduate students.
- b) In all cases of excused absences not to exceed 10 lecture hours or 9 laboratory hours, a student may only be readmitted to his class upon presentation of an admission slip duly issued by the guidance counselor and copy furnished to the Dean of Student Affairs. An excused absence, however, does not exempt the student from satisfactorily complying with the assignment done by the class during his absence.
- c) In cases of leave of absence (LOA) of student, he shall be governed by the pertinent previous provisions in this manual.

### **Article 3. Display of ID**

- a) Identification cards shall be required of every pupil/student. This card shall be worn by the pupils/students upon entry and whenever they are within the premises of the University. The students shall not be allowed to enter and use any facilities and services without this ID card.

### **Article 4. Dress Code**

- a) All bona fide pupils/ students of the University are required to wear the prescribed school uniform during school days except on



designated "wash day" or declared field days/special days. Laboratory/P.E. uniforms shall be worn only during the prescribed time/period.

Prescribed uniform for other programs i.e. Vet. Med. and Nursing shall be required of their students after the students have passed the qualifying examination for the said program.

- b) A pupil/student may come to school in appropriate civilian attire only during "wash day" or declared field/special days. Appropriate attire means that it must not be scandalous, e.g., any kind of shorts, leggings, blouses with plunging neckline or bare midriff. Simplicity, modesty and neatness shall be emphasized.
- c) Male pupils/students shall maintain a neat and decent haircut. Haircut shall be maintained above the ear with no plunging hair at the back.
- d) Improper dress ornaments and accessories are not allowed within the University premises.

#### **Article 5. Student Conduct and Discipline**

- a) The provision of this Code shall apply to all bona fide pupils/students of the University for Offenses committed within the University jurisdiction. The provisions of this Code shall apply whenever applicable; otherwise, the laws of the land shall prevail.
- b) For purposes of keeping order and promoting decorum in the class, a teacher is empowered to exclude a student for ungentlemanly conduct from class and immediately thereafter to make a report of such action to the Dean through their respective Chairman. In case the student is registered in another unit of the University, the dean shall transmit the case to the dean of the other unit for disciplinary action.

For purposes of implementing the rules and regulations on discipline of students, the Bancod road traversing the campus, while not officially part of the University campus, shall be considered within the jurisdiction of the University.

- c) Any student who makes unnecessary noise that disturbs and disrupts classroom activities or other similar proceedings in the University premises, shall be immediately reported to the Office of Student Affairs (OSA) for appropriate action.



- d) No student shall be allowed to smoke anytime in any place in the University campuses. Loitering or staying in corridors and staircases while classes are going on is strictly prohibited.
- e) The University should not take any action on complaints regarding ordinary debts of students to private parties. However, if the case clearly involves the moral character of the student, OSA may take disciplinary action. If it is the case of indebtedness to the University, the existing rules such as withholding of grades shall be applied without prejudice to the authorities taking further action as the circumstances warrant.
- f) A student is imbued with moral character if among other qualities:
- He has learned to act, live and think as a person whose values, attitudes and convictions are in accord with the Universal Ethical Norms of Right Reason and the accepted values and approved levels of conduct in the society where he lives;
  - He is honest to himself, accepting his shortcomings, striving to improve and change;
  - He is fair and just in his dealing with his fellowmen;
  - He lives by the precepts of love, justice, compassion and concern for others; and
  - He respects the rights of others, as he would want his own rights to be respected.
- g) A student imbued with personal discipline, if among other qualities.
- He devotes himself to the fulfillment of his obligations and consider rights as means to or rewards for the same;
  - He learns to forego the enjoyment of certain rights and privileges that others may need to be benefited and for the greater good of society;
  - He resolves his problem and conflicts without prejudicing others;



- He is tolerant of others, humble to accept what is better than his;
  - He has developed temperance and propriety in words and in actions. especially against vices e.g., gambling, drugs, drinking, sexual excesses and aberrations, etc; and
  - Right reason guides and controls his life, actions and emotions.
- h) A student is imbued with civic conscience and patriotism, if among other qualities.
- He devotes himself to the growth and development of the Philippines;
  - He puts the welfare of the entire country above his personal family and regionalistic interest;
  - He respects and obeys all duly constituted authorities and laws, rules and regulations;
  - He settles all disputes, problems and conflicts through the channels provided law and society; and
  - He strives to bring about necessary changes through peaceful means.

#### **Article 6. Administrative Offenses and Penalties**

- Note: Students sanctioned with exclusion for any number of days/months are not excused from their classes/school requirements and are considered absent.
- a) A student shall be subject to Administrative Disciplinary Action for any or the following offenses with the corresponding penalties:

**1. Non-wearing of official identification card (ID) and/or prescribed uniform in the campus:**

First offense	-Disciplinary Sanction
Subsequent Offenses	-Exclusion for not less than one (1) week to not more than one semester





**2. Use of another student's ID or allowing the use of ID by another student:**

First offense - Disciplinary Sanction

Subsequent offenses - Exclusion for not less than one (1) week to not more than one (1) semester

- The apprehending Person-in-Authority shall immediately take custody of the subject article of the offense and turn this over to the Office of Student Affairs for safekeeping until the case is finally decided.
- Penalties imposed under this Section shall include confiscation of the articles to be turned over to the government authorities concerned.

**3. Male students wearing earrings and inappropriate accessories within the campus:**

First Offense - Disciplinary Sanction

Subsequent Offenses - Exclusion for not less than one (1) week to not more than one (1) semester

- The apprehending Person-In-Authority shall immediately take custody of the subject articles of the offense and turn them over to the Office of Student Affairs for safekeeping until the case is finally decided.
- Penalties imposed under this Section shall include confiscation of the subject articles of the offense to be turned over to the government authorities concerned.

**4. Unauthorized use of cell phones and text messaging during classes:**

First Offense - Reprimand

Second Offense - Exclusion for at least one week but not more than one month



Third Offense - Exclusion for at least one month but not more than one semester

### **5. Using Fictitious Name**

First Offense - Disciplinary Sanction

Subsequent Offenses - Exclusion for not less than one week to not more than one semester

### **6. Smoking within the campus:**

First Offense - Disciplinary Sanction

Subsequent Offenses - Exclusion for not less than one (1) week to not more than one (1) semester

**6.1** The apprehending Person-In-Authority shall immediately take custody of the subject articles of the offense and turn them over to the Office of Student Affairs for safekeeping until the case is finally decided.

**6.2** Penalties imposed under this Section shall include confiscation of the subject articles of the offense to be turned over to the government authorities concerned.

### **7. Cursing, uttering derogatory remarks, or using foul language:**

- Directed against a person-in-authority or a visitor:

First Offense - Disciplinary action and submission of letter of apology

Second Offense - Exclusion of not less than one week to not more than one month

Subsequent Offenses - Exclusion for not less than one (1) month to exclusion from the University

- Directed against another student/s:



First Offense	-	Disciplinary Sanction and submission of letter of apology
Second Offense	-	Exclusion for not less than one (1) month

- Directed against no one in particular:

First Offense	-	Disciplinary Sanction
Subsequent Offenses	-	Exclusion for not less than one (1) week to not more than one (1) semester

Subsequent Offenses under this Section need not be directed against the same offended party.

**8. Indecent acts such as necking, petting, torrid kissing, regardless of the gender of the other party, indecent exposure of body and other similar acts:**

First Offense	-	Disciplinary Sanction
Subsequent Offenses	-	Exclusion for not more than one (1) week to not more than one (1) semester

In all offenses under this Section, the parents of both parties will be officially informed by the Office of Student Affairs and the prescribed penalty will be imposed on each of the participating parties.

**9. Physical imposition of sexual desire upon another person, regardless of gender, against the will of said person committed within or outside the University campus:**

First and Subsequent Offenses	-	Disciplinary Sanction and exclusion for not less than one semester to one year
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**10. Attempting or having sexual intercourse with another person, regardless of gender, by using force or intimidation, or when the other person is deprived of reason or is unconscious, or is below 12 years old,**



**committed within or outside the University campus:**

- Exclusion from the University

**11. Possession, consumption, offering, or selling intoxicating beverages within the University campus:**

- |                      |   |  |
|----------------------|---|--|
| First Offense        | - | Exclusion for not more than one (1) month                                    |
| Subsequent Offenses- |   | Exclusion for not less than one (1) month to not more than one (1) semester. |

- The apprehending Person-In-Authority shall immediately take custody of the subject articles of the offense and turn them over to the Office of Student Affairs for safekeeping until the case is finally decided.
- Penalties imposed under this Section shall include confiscation of the subject articles of the offense to be turned over to the government authorities concerned.

**12. Fighting, rioting, resorting to physical force or violence, or challenging another person/s to fight:**

- |                     |   |   |
|---------------------|---|---|
| First Offense       | - | Exclusion for not less than one (1) month to not more than one (1) semester |
| Subsequent Offenses | - | Exclusion for not less than one (1) semester                                |

The degree of penalty imposed under this Section depends on the extent of injuries and damages caused and include payment of damages.

**13. Directly or indirectly taking part in any game or scheme the result of which depends wholly or chiefly upon chance or hazard, whether money, articles of value, or representative value is at stake:**

- |               |   |   |
|---------------|---|---|
| First Offense | - | Disciplinary Sanction and exclusion for not less than one |
|---------------|---|---|



(1) month to not more than one  
(1) semester.

- The apprehending Person-In-Authority shall immediately take custody of the subject articles of the offense and turn them over to the Office of Student Affairs for safekeeping until the case is finally decided.
- Penalties imposed under this Section shall include confiscation of the subject articles of the offense to be turned over to the OSA concerned.

**14. Taking the property of another person without his/her consent, or having found the property of another and fails to return the same to the lawful owner or to the University authorities, or dealing in stolen properties.**

First Offense                      -Exclusion for not more than one  
(1) month

Subsequent Offenses        -Exclusion for not less than one  
(1) month to not more than one  
(1) semester

Should the property be taken by means of violence or by intimidation of any person, the penalty shall be exclusion for not less than one (1) semester to total exclusion from the University.

**15. Simulating/forging the signature of another person, or erasing, substituting or altering by any means, the figures, letters, words or signs, contained therein:**

- When done on any official document or document issued by a person in authority:

First Offense                      -                      Exclusion for not more than  
one (1) semester

Subsequent  
Offenses                              -                      Exclusion for not less than one  
(1) semester to exclusion from  
the University

- When done on any private or other document:



First Offense	-	Exclusion for not more than (1) month
Subsequent Offenses	-	Exclusion for not less than one (1) month to not more than one (1) semester

**16. Cheating in any test or examination:**

First Offense	-	Disciplinary Sanction and a grade of "0" or no grade in the subject
Subsequent Offenses	-	Exclusion for not more than one (1) semester and a grade of "5" in the subject

**17. Disturbance of peace and order in the University campus, or inciting others to disturb the peace and order in the campus:****▪ During programs and ceremonies**

First Offense	-	Exclusion for not less than one semester
Second Offense	-	Exclusion from the University

**▪ Within classes (inside school buildings)**

First Offense	-	Reprimand
Second Offense	-	Exclusion for one week
Third Offense	-	Exclusion for not less than one week but not more than one month

**▪ Other activities not covered by 17.1 and 17.2**

First Offense	-	Exclusion for not more than one month
Subsequent Offenses	-	Exclusion for not less than one (1) month to not more than one (1) semester



University campus is the entire area of land holdings owned by and in possession of the University.

**18. Unauthorized connecting or disconnecting electric wires or plumbing devices within the campus, or climbing or jumping over or creating a passage in any portion of the University wall or fence:**

First Offense - Disciplinary Sanction

Subsequent Offenses - Exclusion for not less than one  
(1) month to not more than one  
(1) semester

**19. Urinating or defecating in any place other than comfort rooms, or creating noise or disturbance in any room or facility of, or any gathering in the campus:**

First Offense - Disciplinary Sanction

Subsequent Offenses - Exclusion for not less than  
one (1) month to not more than  
one (1) semester

**20. Giving or attempting to give money, gifts or other representative of value, to a person-in-authority, or another student/s, in consideration of doing, or preventing, the performance of an act required by law, this Code, duty or rules and regulations:**

First Offense - Exclusion for not more than one  
(1) month

Subsequent Offenses - Exclusion for not less than one  
(1) month to not more than one  
(1) semester

- The apprehending Person-in-Authority shall immediately take custody of the subject articles of the offense and turn them over to the Office of Student Affairs for safekeeping until the case is finally decided.



- Penalties imposed under this Section shall include confiscation of the subject articles of the offense to be turned over to the government authorities concerned.

**21. Destruction or damage to property within the campus, by any means whether willful or not:**

- Belonging to the University or the public:

First Offense - Exclusion for not less than one (1) month

Subsequent Offenses - Exclusion for more than one (1) month to Exclusion from the University

- Belonging to other parties:

First Offense - Exclusion for not less than one (1) week

Subsequent Offenses - Exclusion for more than one (1) week to not more than one (1) semester

Penalties under this Section shall include payment or replacement of damages caused.

**22. Littering or scattering trash within the campus**

First Offense - Disciplinary Sanction

Subsequent Offenses - Exclusion for not less than one (1) week to not more than one (1) semester

The Disciplinary Sanction or penalties imposed under this Section shall include cleaning by the offender of the area littered.

**23. Violation of traffic and other posted signs and/or rules and regulations:**

First Offense - Disciplinary Sanction





Subsequent Offenses - Exclusion for not less than one (1) week to not more than one (1) semester

**24. Possession, Consumption of regulated drugs and/or paraphernalia:**

First Offense - Exclusion for not less than one (1) semester

Subsequent Offenses - Exclusion for more than one (1) semester to exclusion from the University

- The Apprehending Person-in-Authority shall immediately take custody of the subject articles of the offense and turn them over to the Office of Student Affairs for safekeeping until the case is finally decided.
- Penalties imposed under this Section shall include confiscation of the subject articles of the offense to be turned over to the government authorities concerned.

**25. Offering or selling of regulated drugs and/or paraphernalia.**

- Exclusion from the University

**26. Unauthorized possession of firearms, bolo, *balisong*, bowie knife, dirk, dagger, *kris*, ice-pick, deadly arrow or *pana*, or other deadly weapons within the campus:**

First Offense - Exclusion for not less than one (1) week but not more than one (1) month

Subsequent Offenses - Exclusion for not less than one (1) month to not more than one (1) semester

- The apprehending Person-in-Authority shall immediately take custody of the subject articles of the offense and turn them over to the Office of Student Affairs for safekeeping until the case is finally decided.
- Penalties imposed under this Section shall include confiscation of the subject articles of the offense to be turned over to the government authorities concerned



**27. Unauthorized use or display of firearms, bolo, balisong, Bowie knife, dirk, dagger, kris, ice-pick, deadly arrow or pana, or other deadly weapons in a fight, argument with, or threatening other persons within the campus:**

- When directed against a Person-in-Authority, or guests
  - Exclusion from the University
- When directed to a student/s or other persons
  - Exclusion for not less than one (1) semester
- Should the use of the deadly weapon result in death or physical injuries
  - Exclusion from the University

The Apprehending Person-in-Authority shall immediately take custody of the subject articles of the offense and turn them over to the Office of Student Affairs for safekeeping until the case is finally decided.

Penalties imposed under this Section shall include confiscation of the subject articles of the offense to be turned over to the government authorities concerned.

**28. Unauthorized raising of pets, livestock, fowls, fishes and other animals within the University campus:**

- |                     |   |
|---------------------|---|
| First Offense       | - Disciplinary Sanction   |
| Subsequent Offenses | - Exclusion for not less than one (1) month to not more than one (1) semester |

Penalties imposed under this Section shall include the immediate removal of the animals from the University campus, or confiscation thereof and payment of damages caused.

**29. Hacking and any related offense which result to destruction of computer files, programs or system**

- |                     |  |
|---------------------|--|
| First Offense       | - Exclusion for not more than one (1) semester |
| Subsequent Offenses | - Exclusion from the University                |



**30. Failure to abide by the terms of an “Amicable Settlement”.**

- Indefinite Exclusion until the Amicable Settlement/Agreement is fully complied with

**31. Being an accused in a criminal case filed in a court of justice:**

- Automatic Indefinite Exclusion while the case is pending
- Automatic Exclusion from the University upon conviction by final judgment

**32. Unauthorized assembly with a minimum of five (5) members/ students (without permission from the Office of Student Affairs/ other units/ higher authority)**

- |                      |   |  |
|----------------------|---|--|
| First Offense        | - | Exclusion for not less than one month but not more than one Semester |
| Subsequent Offenses- | - | Exclusion from the University  |

**Note:** The University allows assemblies at specified time and venue, provided that the right of other concerned students/people will not be affected.

**33. Violation of Curfew Hours (9 p.m. to 5 a.m. of the following day)**

- |                |   |  |
|----------------|---|--|
| First Offense  | - | Reprimand  |
| Second Offense | - | Exclusion for not less than one week but not more than one month     |
| Third Offense  | - | Exclusion for not less than one month but not more than one semester |

**34. Trespassing through school premises**

- Trespassing through school premises means unauthorized entrance in the University premises at anytime of the day and night. School property includes, but not limited to the following:



**36. Less Serious Physical Injury**

- When the injured student becomes ill, incapacitated or unable to attend his/her regular classes for 10 days or more but not more than 30 days, or need medical attention for the same period of time.
- When the physical injuries sustained by the injured student do not fall in any of the instances of serious physical injuries.

First Offense	-	Exclusion for not less than one month but not more than one semester
Second Offense	-	Exclusion for one semester
Third Offense	-	Exclusion from the University

**37. Slight Physical Injury**

- 
- When the injured student becomes ill, incapacitated or unable to attend his/her regular class from one to nine days, or required medical attention during the same period.

First Offense		Exclusion for not less than one week but not more than one month
Second Offense	-	Exclusion for not less than one month but not more than one semester
Third Offense	-	Exclusion from the University

**38. Production, distribution and safekeeping of seditious, subversive or libelous flyers, and unauthorized distribution of hand-outs, newsletters and non-print materials (through internet) and/or announcements within and outside the University premises (Art. 139 of the revised Penal Code, PD No. 885, Art.335 of RA 4200)****Seditious (adjective)**

- Involving sedition: involving in or encouraging rebellion against a government or other authority

**Subversive (adjective)**

- Designed to overthrow government: intended or likely to undermine or overthrow a government or other institution

**Libelous (adjective)**

- False and malicious statement that damages somebody's reputation

First Offense	-	Reprimand
Second Offense	-	Exclusion for not less than one month
Third Offense	-	Exclusion from the University

**39. Plagiarism (copying, lifting, stealing, illegal use, breach of copyright)**

- Graduating student of the University  
The student will not be allowed to graduate
- Graduates of the University  
(Items/ sections/ chapters copied from other materials without proper literature citation contained in the submitted manuscript before graduation but were found only after graduation and offense was proven by proper authority)

Sanction to be determined by the Office of Alumni Affairs

**40. Fabrication of data**

- For thesis/ case study/field study/entrepreneurial report/ narrative report/ dissertation

First Offense - Reprimand and will be required to perform the study/ experiment again; and the authenticity of data collected will be reviewed.

Subsequent Offense- Exclusion for not less than one Semester

- When done on any official document or document issued by a Person in Authority

First Offense -Exclusion for not more than one semester

Subsequent Offenses - Exclusion for not less than one semester to exclusion from the University



#### **41. Committing administrative offenses while attending the graduation ceremonies**

- Persons who are participating in the graduation ceremonies as candidates shall be considered as students and therefore are covered by the provisions of the Student's Code of Conduct until the end of the graduation ceremonies (recessional).
- Such persons committing administrative offenses shall be subjected to investigation after the graduation ceremonies, in which case, credentials (like Transcript of Records, University Clearance, Certificate of Good Moral Character) requested by these persons will not be released until sanction has been determined by the investigating committee and approved by proper authority.
- The provisions of this Code shall not be construed to exclude other offenses and breaches of discipline prescribed and punished in Resolutions of the Academic Council, or in rules of discipline promulgated by the President of the University.
- The University reserves the right not to take action under this Code on complaints filed against a student/s for purely private transactions or relationships where the moral character of the student/s charged is not involved, as determined by the University authorities. In all such cases, the complaint shall be returned to the complainant with this determination.
- Any disciplinary action taken under this Code shall have no bearing whatsoever on any civil and/or criminal action that the offended party may commence in a court of justice.

#### **Article 7. Persons in Authority**

- a) For purpose of this Code, the following are Persons in Authority:
  - The President, Vice-Presidents, Deans, Directors, Department Chairpersons and Unit Heads;
  - Members of the Faculty and Staff;
  - Members of the Security Force; and
  - Other persons deputized by the President to perform specific assignments.



## **Article 8. Disciplinary Sanctions**

a) Disciplinary sanctions include:

- Not allowing the offender to enter, or ordering the offender to immediately leave the campus;
- Not allowing the offender to enter, or ordering the offender to immediately leave classrooms or other University facilities;
- Reprimand/Warning that repetition of the same offense will be dealt with severely;
- Officially informing the parents or guardians of the offense/s committed; and
- Requiring the offender to submit a written apology and/or a written promise not to commit the same offense and/or a written promise of the parents or guardians that the offender will be placed under closer supervision.

b) Disciplinary sanctions are summary in nature and may be applied by any Persons in Authority when so provided by this Code for :

First Offenses. They are not penalties, immediately executory and not appealable.

c) A Person in Authority applying a Disciplinary Sanction shall, within twenty-four (24) hours, submit a written report to the Office of Student Affairs stating the name/s of the student/s involved, the offense/s committed, the date, time and place where the offense/s was committed, the names of witnesses, if any, and the Disciplinary Sanction applied. Said reports shall form part of the student/s record/s in the Office of Student Affairs and shall be the basis for the imposition of penalties in subsequent offenses.





## Article 9. Disciplining Authorities

- a) **Committee on Student Misdemeanor.** The Committee on Student Misdemeanor shall be composed of the Dean of Student Affairs as Chairperson, and two (2) other members of the Faculty designated by the President for a term of one (1) School Year, as Member.
- b) **Board of Student Discipline.** The Board of Student Discipline shall be composed of the Vice President for Administrative and Support Services as Chair, the Dean of the College where the offender is enrolled as Member, and one (1) member of the Faculty designated by the President for a term of one (1) School Year, as Member.
- c) Upon request, at any stage of the proceedings, the Committee on Student Misdemeanor, or the Board of Student Discipline, may allow the heads of not more than two (2) student organizations accredited by the University to sit during its deliberations as observers and with the right to vote for the Committee on Student Misdemeanor and without the right to vote on the Board of Student Discipline.
- d) Meetings of either of the Disciplining Authorities shall be convened at the call of the Chairperson or any two (2) Members thereof.
- e) The presence of at least two (2) Members shall constitute a quorum of either of the Disciplining Authorities. The vote of at least two (2) Members shall be required for a decision of either of the Disciplining Authorities.
- f) All deliberations of the Disciplining Authorities shall be recorded in writing.
- g) The Office of Student Affairs shall serve as the Secretariat of the Disciplining Authorities and shall be the custodian of all records.



## **Article 10. Jurisdiction**

- a) The Committee on Student Misdemeanor shall have original and exclusive jurisdiction over all offenses where the penalty prescribed under this Code is EXCLUSION for not more than one (1) semester.
- b) The Board of Student Discipline shall have original and exclusive jurisdiction over all offenses where the penalty prescribed under this Code is EXCLUSION for not less than one (1) semester, and appellate jurisdiction over all appeals taken from decisions of the Committee on Student Misdemeanor, where the penalty imposed is EXCLUSION for more than two (2) months.

## **Article 11. Procedure**

### **a) Complaints:**

- 1. Complaints against pupils/students for any violation/s of this Code shall be filed by any Person in Authority and/or any party who is an alleged victim of the offense/s charged with the Office of Student Affairs.
- 2. The complaint must be in writing and shall state the name/s of the student/s charged, the offense/s committed citing the pertinent provisions of this Code, the date, time, and place where the offense/s was committed, the name/s of witnesses, and other proof that the offense was committed.
- 3. The Office of Student Affairs shall stamp the Complaint with the date and time it was filed and shall assign number in the order that complaints are received as “ADMINISTRATIVE CASE NO. \_\_\_\_\_” followed by the last two (2) digits of the current year.
- 4. An immediate determination shall be made as to whether the offense charged and the penalty prescribed fall within the jurisdiction of the Committee on Student Misdemeanor or the Board of Student Discipline.
- 5. The Office of Student Affairs shall then endorse the complaint to the proper Disciplining Authority.

### **b) Answer:**

The Disciplining Authority shall furnish each student charged with a copy of the Complaint together with a notice to file an Answer within seventy-two (72) hours from receipt thereof.

**c) Preliminary Inquiry:**

1. Upon receipt of the answer or expiration of the period given for filing the same, the Disciplining Authority concerned shall convene for the purpose of making a Preliminary Inquiry to determine if on the basis of the Complaint and the answer filed, if any, there is sufficient basis to warrant a hearing. For this purpose, the Disciplining Authority may invite the complainant and/or the student/s charged, to provide more information, or further proof, to assist in its determination.
2. The Disciplining Authority may likewise call the parties for the purpose of exploring the possibility of an “Amicable Settlement”, or executing an “Agreed Stipulation of Facts and Simplification of the Issues”. An “Amicable Settlement” agreed by the parties shall be reduced to writing, shall state the terms and conditions thereof, the period/s for
3. compliance therewith, and shall be signed by the parties and attested by the Chair of the Disciplining Authority.
4. An “Agreed Statement of Facts and Simplification of the Issues” shall likewise be reduced to writing, shall state the facts and the simplified issues agreed to by the parties, and shall likewise be signed by the parties and attested by the Chair of the Disciplining Authority.
5. No further proof shall be required and no other issues shall be considered in the hearing of the case, other than those agreed upon in the “Agreed Statement of Facts and Simplification of Issues”.

**d) Notice of Hearing:**

1. A written “Notice of Hearing” shall be served on all the parties, stating the date, time and place where the initial hearing of the case will be held.
2. The date set for the initial hearing shall not be less than five (5) days, nor more than ten (10) days from receipt of the “Notice of Hearing” by the parties.
3. Continuance or subsequent hearings shall be set by the Disciplining Authority upon the termination of each hearing, which shall be acknowledged by the signature of the parties and/or their respective counsel or representatives.



4. A “Notice of Hearing”, and other pleadings served on a counsel or other representative of record in the case shall be sufficient notice to the parties concerned.

## **Article 12. Hearing**

a) The initial hearing shall commence on the date, time and place stated in the “Notice of Hearing”. Only one “Motion for Postponement” shall be entertained in any hearing if it is for good and sufficient cause.

b) Failure of any party to attend two (2) consecutive hearings where notice was properly received shall be construed as a waiver of the right of said party to attend said hearing and shall

not prevent the Disciplining Authority from continuing with the hearing of the case.

c) Conduct of Hearing:

1. At the start of the hearing, the entire complaint will be read to the student/s charged. Each one of them will be asked if they wish to be represented by a counsel or representative, who need not be a lawyer or a member of the Philippine Bar, or they may elect to personally undertake their defense by themselves. The choice made by the student/s charged shall be recorded, together with the name/s and address/es of the counsel or representative named.
2. Where the student/s charged do not admit the allegations in the complaint, the Disciplining Authority shall set the case for hearing for three (3) consecutive school days which shall not be earlier than five (5) days from the date of the initial hearing nor more than ten (10) days thereafter.
3. The Disciplining Authority shall endeavor to complete the hearings within a period of three (3) consecutive school days.



### **Article 13. Order of Hearing**

- a) The complainant shall first present documentary evidence and/or the testimony of witnesses to establish the allegations in the complaint. After said party has completed the presentation of the evidence, the case of the complainant shall be deemed submitted for resolution.
- b) The student/s charged shall then proceed to submit documents and/or witnesses in their defense. After said party has completed the presentation of evidence, the case for the defense shall be deemed submitted for resolution.
- c) Where an “Agreed Statement of Facts and Simplification of the Issues” has been executed, only such evidence, documentary or testimonial, as are pertinent to the issues agreed upon shall be admitted in the hearings; provided, that additional facts and/or issues may be considered by the Disciplining Authority if the same will be considered indispensable for arriving at a just and equitable resolution of the case.

### **Article 14. Evidence**

- a) The Disciplining Authority may admit and give probative value to evidence commonly accepted by reasonably prudent men in the conduct of their affairs.
- b) Documentary evidence may be received in the form of copies or excerpts, if the original is not readily available. Upon request, the parties shall be given the opportunity to compare the copy with the original. If the original is in the official custody of a public officer, a certified copy thereof may be accepted.
- c.) Every party shall have the right to cross-examine witnesses presented against them and to submit evidence to rebut their testimony.
- d) The Disciplining Authority may take notice of judicially cognizable technical or scientific facts within its specialized knowledge. The parties shall be notified and afforded the opportunity to contest said facts.

**Article 15. Decision**

- a) Every decision rendered by the Disciplining Authority shall be in writing and shall state clearly and distinctly the facts and the provisions of this code and the law on which it is based. The Disciplining Authority shall decide each case within ten (10) days after the parties have submitted the same for resolutions.
- b) The decision of the Committee on Student Misdemeanor where the penalty imposed is EXCLUSION for not more than two (2) months shall be final and executory. Decisions where the penalty imposed is EXCLUSION for more than two (2) months shall be final and executory if within ten (10) days from receipt of the decision, no appeal is submitted to the Board of Student Discipline.
- c) The decisions of the Board of Student Discipline on cases appealed from the Committee on Student Misdemeanor shall be final and executory. Other decisions of the Board of Student Discipline shall be final and executory except where the penalty imposed is EXCLUSION for more than one (1) semester, or  
  
EXPULSION, in which cases; the Disciplining Authority shall elevate the case, together with the entire records, to the President for review.
- d) The decision on review of the President shall be final and executory fifteen (15) days after receipt thereof by the party adversely affected, unless within that period, an administrative appeal to higher authorities or a petition for judicial review, if proper, has been perfected.

**Article 16. Implementation/Execution of Decisions**

- a) Decisions rendered by the Disciplining Authorities shall be provisionally implemented upon receipt thereof by the party adversely affected; provided, that when the minimum period of the penalty prescribed for the offense charged under this code has elapsed, and the delay is not attributable to the student/s charged, the implementation of the penalty shall be suspended until after final judgment.
- b.) Final decisions shall be executed as provided for in this Code; provided, that the period during which the decision was



provisionally implemented as provided for in the preceding section shall deducted in the imposition of the penalty.

### **Article 17. Separability and Repealing Clause**

- If any provisions or sections of this Code or the application thereof to any student are held invalid, the other provisions or sections of this Code and their application to other student/s concerned shall not be affected. Pertinent provisions in the previous “STUDENTS’ NORM OF CONDUCT” inconsistent with the provisions herein are hereby repealed or modified accordingly.

### **Article 18: Use of Cell Phones and Text Messaging Equipment**

- The University as a matter of policy shall discourage the bringing into classrooms of cell phones and text equipment in order not to disturb the classroom atmosphere and to minimize sending of text and other secret messages that would encourage cheating in examinations.

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**Note:** Excerpt from the CvSU University Code approved by the Board of Regents (BOR) on April 5, 2005 per Resolution No. 12, s. 2005 and the revisions approved by the BOR per Res. No. 84 s. 2006 dated September 14, 2006 are incorporated in this Code.



## **RULE IX**

### **RESEARCH MANAGEMENT AND OPERATION SECTION**

#### **HISTORICAL PROFILE**

The University had its humble beginnings in 1906 as Indang Intermediate School with the American Thomasites as first teachers. From 1918 to 1958, there were several transformations in the name of the school from Indang Farm School to Indang Rural High School and then to Don Severino National Agricultural School. The name Don Severino was in honor of the late Don Severino de las Alas who was then the Interior Secretary of the Aguinaldo Revolutionary Government. In 1964, the school was converted into a State College by virtue of the Republic Act No. 3917 and became known as the Don Severino Agricultural College.

The conversion of the school into a college paved the way for expansion of its academic offerings. In response to the challenges of Project CALABARZON, schools such as School of Arts and Sciences, School of Education and School of Engineering were created in addition to the school of Agriculture in 1992.

In 1993, in recognition of its potentials and achievements, the college was designated by the Department of Education, Culture and Sports (DECS) as the Regional College of Agriculture (RCA) for the Southern Tagalog Region. Being the RCA, DSAC was mandated to assist seven (7) Provincial Technical Institutes of Agriculture (PTIAs) of the region in the improvement of their curriculum and instructional programs, practical and applied researchers, and training of PTIA staff and to lead in the production of instructional materials. The year 1998 stands out as the most important historical milestones of the school. DSAC was converted into the present Cavite State University (CvSU) upon passage of Republic Act No. 8468 on January 22, 1998. In the year 2000, the University was designated by the Commission on Higher Education (CHED) as the Center of Development for Agriculture and Agricultural Engineering. CHED also authorized CvSU to be a CHED accreditor in accordance with the Policies and Guidelines on the Implementation of the Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP).

Presently, the University is an active host and/or sponsor of various regional and national research and extension programs that cater to the needs of farmers, mentors, entrepreneurs and private as well as





government personnel. The University also exerts serious efforts towards streamlining its Research, Development and Extension (RD&E) Program. The two major research and extension thrusts are: Coffee RD & E and Urban Agriculture RD&E

## **INTRODUCTION**

Research at the Cavite State University began with the conversion of Indang Rural High School into Don Severino Agricultural College in 1964. Since then The Research Center has evolved to function as one of the trilogy roles of the University. To date, the University is the seat of the national research, development and extension for coffee—a status bestowed by the Department of Agriculture Bureau of Agricultural Research.

The Research Center (RC) exerted serious efforts towards streamlining the Research, Development and Extension Program by establishing a strong and effective research program aimed to generate innovative and viable technologies useful to farmers and other clientele. This is done with the goal of improving their standard of living. The University's research program focused on coffee research, development and extension. However, to accommodate the ever increasing need for RD&E activities brought about by the development of the university into a comprehensive one, these thrusts have become more elaborated through the "Faculty and Students Research Capability Enhancement Program" that has been approved by the University Board of Regents in 2004.

The university has maintained ties and established collaborative projects with international and local agencies with emphasis on plantation crops, high value fruits and vegetables, ornamentals, herbs and spices and poultry and livestock among others.



## **Article 1. VISION, MISSION, OBJECTIVES AND PROGRAMS**

### **Vision**

CvSU shall be a premier research center equipped with complete laboratory facilities and well-managed central experimental stations where the most qualified researchers shall develop new knowledge, verify, and improve the technologies on current commodity thrusts and disciplines that can be packaged into usable materials by its target clienteles.

### **Mission**

Generate, verify, package, patent, disseminate information/ technologies in agriculture, with emphasis on coffee, urban agriculture and high value fruits and vegetables along with other important commodities for sustainable agro-industrial development, and other disciplines through research and development activities.

### **General Objective**

The University aims to generate, verify and disseminate appropriate and updated technologies along with its current research commodity thrusts in various disciplines in the University, especially agriculture.

### **Specific Objectives**

Specifically the university aims to:

1. generate technologies in various disciplines in the University with emphasis on its major thrusts;
2. establish strong external linkages through formation of collaborative projects;
3. strengthen the capability of faculty, researchers, students and stakeholders in performing research activities;
4. recognize outstanding achievements of researchers; and
5. publish research results.



## Programs

The University shall pursue research programs which are responsive to the emerging needs and environmental changes and development depending on research competencies available, appropriateness to the local needs and availability of resources. Guided by the local and national development thrusts, the University research programs shall be focused but not limited on the following:

- Poverty alleviation
- Food security
- Primary health care and public health
- Alternative medicine
- Cultural heritage preservation
- Ecosystem management
- Energy conservation and utilization
- Institutional capability building
- Information and communication technology
- Infrastructure planning and design
- Biotechnology
- Industrial technology
- Pedagogy/andragogy
- Gender and development

Any research program can cover a wide range of basic and applied research on its different components (Appendix 17)

Research programs / projects / studies observe the interdisciplinary, inter-departmental and inter-agency resource utilization and relationship. The researchers shall collaborate with research partners within the University, from member agencies of STARRDEC, from local and national government agencies and the private sectors to source out research funds, share resources and to facilitate transfer of research findings to end users.



## **Article 2. Organization and Management**

### **Director for Research**

The Director for Research shall perform the following functions:

- a. Implement existing policies of the University;
- b. Lead in the overall supervision of the affairs of the research center;
- c. Lead in planning and implementation of the university research and development activities;
- d. Lead in improving and implementing the research, extension, continuing education and training services (RDE) manual of operation;
- e. Facilitate the development and/or revision/improvement and implementation of the RDE Agenda and Programs of the colleges in the main campus and the other satellite and integrated campuses;
- f. Supervise and coordinate the operation of the different divisions;
- g. Lead in the formulation of proposals for the additional R & D Divisions of the University (Agriculture and Life Sciences Division, Humanities and Social Sciences Division, Biomedical and Life Sciences Division, Engineering and Nanotechnology Division, International Development and Cooperation Division);
- h. Facilitate the refereeing of the CVSU Research Journal;
- i. Lead in the publication of results from researches conducted in the university by the university faculty and staff;
- j. Supervise and manage the R & D;
- k. Enhance implementation of the "Faculty and Students Research Capability Enhancement Program";
- l. Follow-up proposals submitted to research funding agencies;
- m. Lead in the monitoring and evaluating on-going R & D Projects with local (GAA) and externally funded projects;
- n. Strengthen resource generation and link aging with the international, national and local research firms;
- o. Coordinate with the Deans of academic units and other Project Directors on matters related to the university R & D management;
- p. Prepare and submit required reports about research operation;
- q. Perform other related functions that may be assigned from time to time by the higher authorities.



### **Head, Applied Communication Section**

- a. Develop and produce IEC materials (brochures, leaflets, techno guides);
- b. Conceptualize and prepare posters for research, production and extension projects;
- c. Perform other duties that may be assigned from time to time by higher authorities.

### **Head, Monitoring and Evaluation Section**

- a. Plan and implement policies and procedures for the effective monitoring and evaluation of university R&D activities;
- b. Keep an updated record of on-going and completed studies in the University;
- c. Lead the Research Center in the preparation and submission of important documents for the consumption of the university and other agencies provided that for other agencies, permission has been granted;
- d. Lead the Research Center in holding the annual in-house review from planning, staging and post in-house activities (e.g. proceedings and documentations);
- e. Require researchers to submit quarterly report for the purpose of recommending the continuance or termination of the researches;
- f. Conduct assessment of the central lab and formulate plans to make it functional;
- g. Prepare policy guidelines on the use of all the laboratory equipments/facilities of the research center;
- h. Determine problems and recommend solutions to solve or ease out problems in the implementation of the research projects;
- i. Evaluate workloads of faculty in research and extension;
- j. Prepare and submit documents for budget allocation;
- k. Recommend revisions on the implementing guidelines on faculty workload whenever necessary;
- l. Perform other duties that may be assigned from time to time by the higher authorities.



## **Research Management & Operations Section**

### **Division Chiefs**

- a. Lead the operation of their respective Division;
- b. Organize a research team in their respective disciplines/field/unit;
- c. Prepare Research / Development / Extension Agenda and Program (RDEAP) for the center;
- d. Identify research thrusts and possible research direction for the center;
- e. Facilitate preparation of research proposals (capsule and detailed) in their respective centers;
- f. Screen/evaluate proposals submitted to the Center of assignment;
- g. Present and defend to the Research Council the proposals to be endorsed to the Research Center for funding
- h. Designate study leaders who will take charge of the research until its completion;
- i. Facilitate preparation and submission of reports (quarterly for on-going studies and terminal for completed researches);
- j. Lead in the local and international publications of completed studies in the center.

### **OTHER DESIGNATIONS**

#### **In-charge, Orchid Production / Central Laboratories**

- a. Formulate plans and policies for the improvement of the orchid and ornamental development project of the Research Center;
- b. Help the University Research Center in generating income through the sales of orchids and ornamentals produced in the laboratory and in the field;
- c. Lead in the maintenance of the cleanliness and orderliness of the project area and laboratory;
- d. Lead in the upgrading and maintenance of the University Research Center Tissue Culture Laboratory;
- e. Formulate plans and policies on the efficient management of the Research Center laboratory;
- f. Link with other agencies involved in tissue culture activities;
- g. Help the university in generating income through the tissue culture production project;
- h. Maintain the laboratory as income-generating project of the center;
- i. Keep an updated inventory of the laboratory glassware and equipment;



- j. Perform other duties that may be assigned from time to time by higher authorities.

### **In-charge, Central Experiment Station**

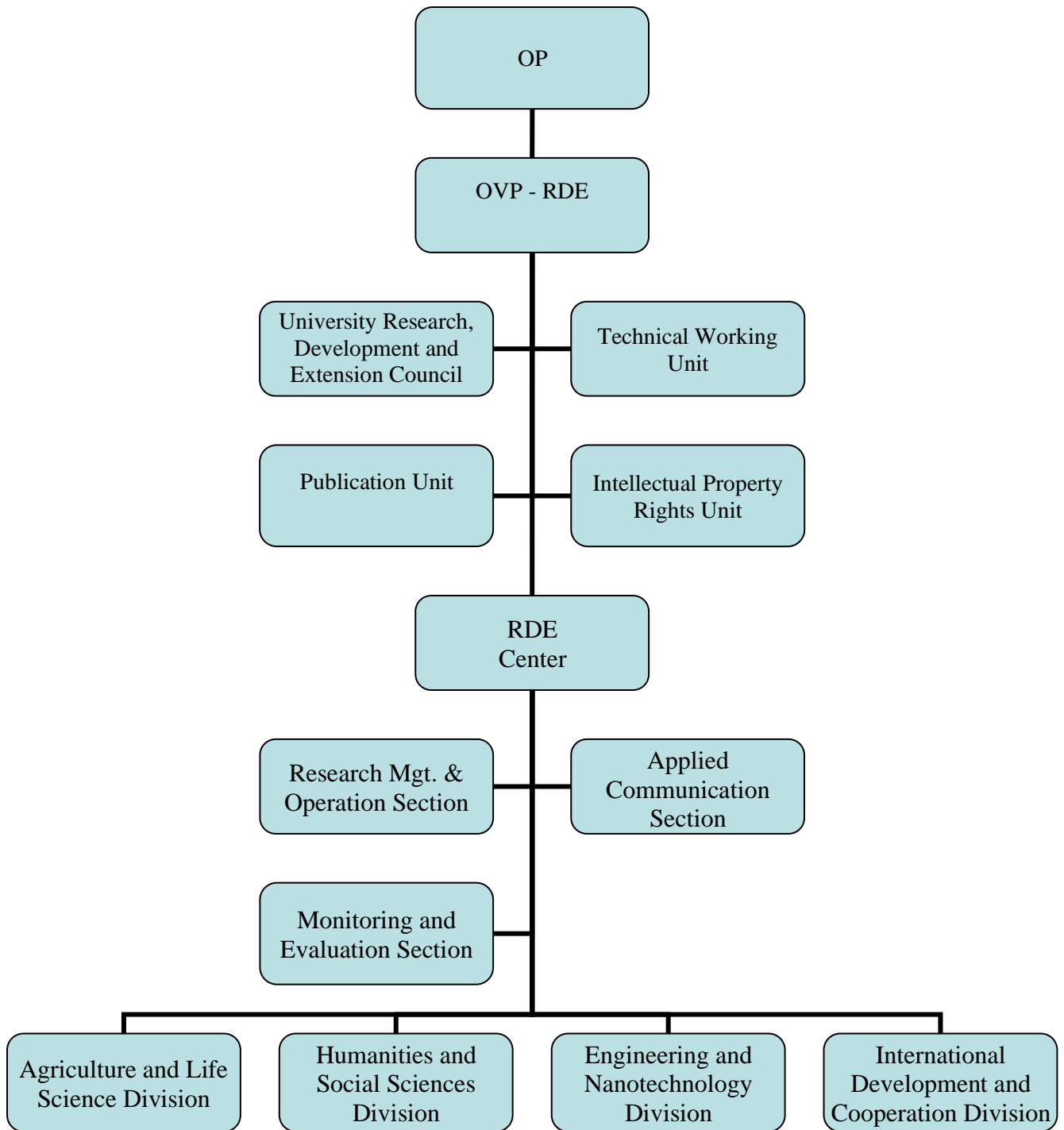
- a. Prepare short term and long term plans for the CES;
- b. Prepare policy guidelines on the use of the CES for research purposes and production projects by students and faculty members;
- c. Prepare a comprehensive work schedule for the field laborers;
- d. Supervise the field laborers and accommodate university visitors in the CES;
- e. Submit daily/weekly/monthly accomplishment reports;
- f. Lead in the maintenance of all projects in the CES;
- g. Assist in the conduct of researches on the thrusts of the university;

### **In-charge, Facility Maintenance and Security**

- a. Identify and request for facility repairs and/or improvements on a regular basis (quarterly or annually) and as the need arises;
- b. Maintain close coordination with researchers in terms of facilities and equipments being used at the Research Center;
- c. Perform other duties that may be assigned from time to time by higher authorities.

### **Researchers**

- a. Prepare and submit research proposals for local and external funding;
- b. Conduct approved researches and submit progress reports;
- c. Submit final/terminal report for completed projects/studies;
- d. Present paper/research results in symposia, conferences, convention/in-house review and in other for a;
- e. Conduct collaborative research projects with private agencies, GOs and NGOs;
- f. Prepare and publish research results in local, national, international refereed journals.







## **Article 3. Research Center Resources**

### **Section 1. Manpower Resources**

#### **a. Research Director**

The Research Center shall be headed by a Doctorate degree holder having either technical or social research background. He/She shall likewise be a prominent researcher of the University and should have conducted at least one research program and have presented the results of his/her research to at least one regional/national convention/symposium.

#### **b. Research Staff**

The staff comprising the center should be of different disciplines related to the thrusts of the university. They will be selected using the evaluation system stated in Sections 1 to 5 of Rule VIII (Terms and Conditions of Employment) of the University Code.

Faculty Researchers housed on the center shall be selected based on the fields required by the center. Minimum requirements would be Bachelor's degree in a specific field of study. They will be required to have a maximum of 6 units of teaching load, comprising 25% of their workload. Majority or 75% of their workload should, thus, be devoted to research-related activities.

Research Assistants shall be selected based on the qualifications required by faculty researchers. Laboratory technicians/aides should have at least two years of laboratory work experience.

A list of faculty researchers and their respective fields of specialization is shown in Appendix A1.

### **Section 2. Facilities**

The Center provides support for the faculty researchers in terms of its major research facilities and laboratories. The Central Experiment Station is the biggest facility of the Research Center which comprised of four (4) ha. It houses the coffee germplasm collection, coffee processing unit, coffee nursery, automated greenhouses, and net houses. It also serves as an experimental site



for various research projects and field laboratories. Other facility of the Center includes the Central Analytical and Service Laboratory, Tissue Culture Laboratory for banana, coffee and orchids, Orchid Production, Coffee Genetic and Resource Unit, and Coffee Post harvest and Processing Unit.

### **Section 3. Finance**

#### **1. Sources of Funds**

Financial resources are generated through international and local grants, donations, bilateral agreements and collaborations with government agencies, local and foreign funding institutions and other research agencies and councils.

There are two major classifications of fund sources: the internal and external funds. The internal funds come from the general appropriation allocation (GAA) of the Philippine government. The Center also generates funds from the Income Generating Project of its various units. On the other hand, the external funds come from government agencies such as DA-BAR, PCARRD, INIBAP, and STIARC as well as foreign agencies, private organizations and industry partners.

#### **2. Handling of Research Funds**

All research funds are handled by the Finance Management Office in coordination with the Office of the Director of Research. Books of accounts are kept by the Accounting Department which is also under the supervision of the Director of Administrative and Support Services.

Research funds that are externally funded are pooled and treated as trust funds. The Director of Research exercises general control over all these research grants. These are deposited in the bank as trust fund lumped together to earn interest. Funds are released to the Accounting Office by project allotments. The project/study leaders handle all the processing of papers to release the fund meant for their research projects/studies. Fund from income generating projects are also being handle by the Accounting Division with full control of the Research Director.



### 3. Control of Research Fund

Research funds will be reported in terms of obligation or liquidation. The Accounting Department controls expenditures in accordance with the items in the budget and sub-allotment. Payrolls, vouchers, request for supplies and materials and other obligation of the projects will be paid through the Accounting Department with approval from the Director of Support Services/President depending upon the amount.

Reporting of financial statement is done by the Accounting Department of the Office of the Administrative and Support Services following the accounting and auditing rules and regulations.

As in any government agency, expenditure incurred in the implementation of research and development program in SUCs will be subjected to pre-auditing and post auditing procedure prescribed by the Commission on Audit (COA). The internal audit which is under the supervision of the Director of Administrative and Support Services pre-audits expenditures. While a representative of COA does the post auditing.

### **Article 4. System of Making Research and Development Plans**

The R and E planning process may involve the following:

**Assessment of environment.** Program planning which is done by R and E management in coordination with the RECETS starts with the analysis of the factors in the environment relevant to the R and E programs. Environment factors refer to the set of forces both inside and outside the organization that affects organization's performance (Certo, 1994). The internal environmental factors that can be considered are institutional capacity, structure, support system (financial and administrative) and organizational management.

Major consideration of the external factors can be focused on the political and national policies, laws and procedures of the government as well as the development programs of National Development Authority (NEDA), Department of Agriculture (DA), Department of Science and Technology (DOST), Department of Environment and Natural Resources (DENR) and Commission on Higher Education (CHED).



Setting of priorities. In setting the R and E priorities and agenda the institution should consider its national and regional thrusts and mandates. It should also consider the information and feedback from various agencies and source such as:

- **National Agencies.** The national priorities set by the various agencies are usually referred to and serve as basis for setting R and E priorities and agenda of an institution of higher learning. These include the DOST, Science and Technology Agenda for National Development (STAND), the Philippine Council for Agriculture, Forestry and Natural Resources Research and Development's (PCARRD), Medium Term Research and Development Plan for Philippine Agriculture and Natural Resources; CHED, National Higher Education Research Agenda 1998-2007, DA, National Agricultural Research and Extension Agenda (NAREA), and DENR Medium Term R and D plan.
- **Regional Agencies.** Regional priorities in agriculture and natural resources of the various agencies in the region are also important bases in setting priorities in R and E.
- **Local Government Units.** Aside from the above, the institution should be sensitive to the priorities set by various local government units in the province and the region, in particular, and the nation in general.
- **Other Funding Agencies.** The institution should also maintain close collaboration with various national and international funding agencies. Through their R and E grants, the facilities of the College/University and the competence of its manpower can improved.

## Section 1. Preparation of Research Proposal

The making of the research and development plans starts when the Director of Research calls for an annual research proposal review. Interested faculty researchers create capsule proposals in line with the University's current research thrust/s and other fields of interest. Faculty researchers having the same field of interest may form a research program consisting of various projects and studies. Otherwise, a researcher may prepare his/her own project/study proposal in accordance with the University's current thrust or with their respective fields of interest. The proponent submits the capsule research proposal thru proper endorsement to the Research Director. Appendix 1



shows the sample of standard research proposal format used by all researchers for external funding. See Figure 2- page \_\_\_\_ for the Flowchart of R & D Proposals.

## **Section 2. Evaluation of Research Proposal**

The submitted capsule research proposals will be presented by the researcher in a Technical Review of Proposal (TRP) attended by the University Research and Extension Council (URDE serving as panel of evaluators. The Council is chaired by the Vice President for Research and Extension and co-chaired by the Director for Research.

Once the proposals are presented, the committee reviews the title, rationale, objectives, expected output, methodology, and budget of the research proposals. The evaluators must provide relevant comments and suggestions on how to further improve the contents of the proposals. Appendix 2 shows the Research Proposal Evaluation Sheet Form 1.

The criteria for the evaluation of the research proposal shall be based on the following:

- clarity of the rationale
- rationality and attainability of set objectives
- appropriateness of the methodology
- feasibility in terms of time
- area requirement and cost
- training and personal application of the proponents
- potential impact of the expected research results
- budget proposed for the research

Once the capsule proposal is approved by the URDE, the researcher shall prepare a detailed proposal. On the other hand, disapproved proposals will have to be revised and be subjected to another review.

## **Section 3. Budget Allocation**

For institutionalized researches, the Research Director endorses the proposal to the University President for final approval and budget allocation. Research proposals that require funding from external agencies/sources also pass through the usual system of evaluation. Once approved by the Council, the University President forwards the proposals to the funding agency. Researches seeking external fund must conform



to the requirements and procedures of the funding agency like PCIERD, PCARRD, DOST, DA, CHED, DENR, DOE etc.

#### **Section 4. Approval of Research Proposal**

For institutionalized researches, the researcher will receive a “Notice to Proceed” from the VPRDE with the Director for Research and Division Chief copy furnished signaling the conduct of research. For externally funded researches, once approved by the Council, the University President forwards the research proposal to the funding agency and the proponent will wait for the release of fund for conduct of research.

#### **Section 5. Technology Development Process**

In accordance to DOST-PCARRD, the technology development process is composed of five major phases: technology generation, verification, adaptation, dissemination and commercialization (PCARRD Highlights 2001, 1997 and 1995).

**Technology Generation (TG)** This is the scientific and experimental stage wherein a R and D center utilizes all its resources human/technical, financial, material, physical and other resources to generate a component technology or a package of technology. The technology generated shall vary in accordance to the mandates of each of the R and D Center.

**Technology Verification (TV)** A technology is classified for verification if it can be incorporated in a package of technology that has potential for improving existing farmers’ practices. Specifically, it should satisfy the following:

- It is an integrated technology conducted in the farmers’ fields
- It has been tested for two seasons in TG trials
- It has shown economic and technical feasibility in TG trials. Its computed return based on TG trial is better than that of farmers’ practices as shown by marginal rate of return (MRR)
- It is perceived to be socially acceptable and environmentally safe.

**Technology Adaptation (TA)** A technology is classified as technology for adaptation if it meets the following criteria:



- It is conducted in the station or the farmers' field and is only a component of technology
- It has been tested for TG research for at least one season
- It has shown good potential for economic feasibility as based on TG research
- It has good potential for acceptance by intended end users

**Technology Dissemination (TD)** This is the stage when promoters of technologies can use varied approaches and methods in bringing technologies to end users. Technologies are ready for dissemination if these have met the following criteria (PCARRD Highlights 2001):

- General adaptability – these are replicable under field conditions
- Economic profitability – their percent of profitability is equal to the prevailing rate of interest on loans of formal financial institutions. Profitability also considers social costs and benefits
- Social acceptability – these do not contradict social norms and values prevailing in the community; and
- Potential availability of support services – users have access to market, credit facilities, material inputs and others.

**Information for Dissemination (ID)** The Center may develop not only technology but also information that is useful in the agricultural and rural development. Information to be disseminated shall possess the following criteria:

- Possess significant social and economic implications associated with technology adoption
- Contribute to a better understanding of research problems
- Offer information gaps in basic knowledge of agriculture, forestry and natural resources
- Help policy makers formulate policies in food, agriculture and natural resources.

**Technology Commercialization (TC)** Technologies that have successfully passed the piloting stage or those which have not passed yet but have passed the criteria for piloting and have high potential are considered priority technologies for commercialization.





Technologies are selected based on the following criteria:

- Provide the means for improving income and productivity of a greater majority of people;
- Provide immediate solutions to self-sufficiency problems, environmental sustainability, import substitution, export generation and promotion of alternative sources of food.

### **The Technology Assessment Protocol (TAP)**

Technology assessment is an important aspect of the whole technology development process. It requires the process of anticipation and analysis of a broad range of socio-cultural, technical, economic, environmental and political/legal impact prior to the introduction of a given technology or even while a specific technology is being promoted. The success of the technology assessment depends on the efficient gathering and synthesis of adequate information. The TAP, which was developed by PCARRD in 2000, embodies some recent innovations in technology assessment procedures and processes. The processes are facilitated by the use of a gap identification tool called Quick Resources Appraisal (QRA), and an intervention identification tool - the Risk Management Process (RMP). The TAP aims to increase the level of confidence of the R & D community on the technologies it will promote and transfer.

A pre-requisite to the application of TAP is the organization of an interdisciplinary team composed of at least five (5) members with two basic expertise that are critically needed: a technically competent expert who knows the technology and the commodity being assessed and an economist with capabilities in financial analysis.

### **Working Principles of Technology Assessment**

- Participatory approach
- Team delivery
- No role playing
- Consensus decision making
- Iterative and time bound
- Procedures in Technology Assessment
- Technology Identification/Pre-Screening (Technical Feasibility Test)
- Technology Classification
- Technology Characterization

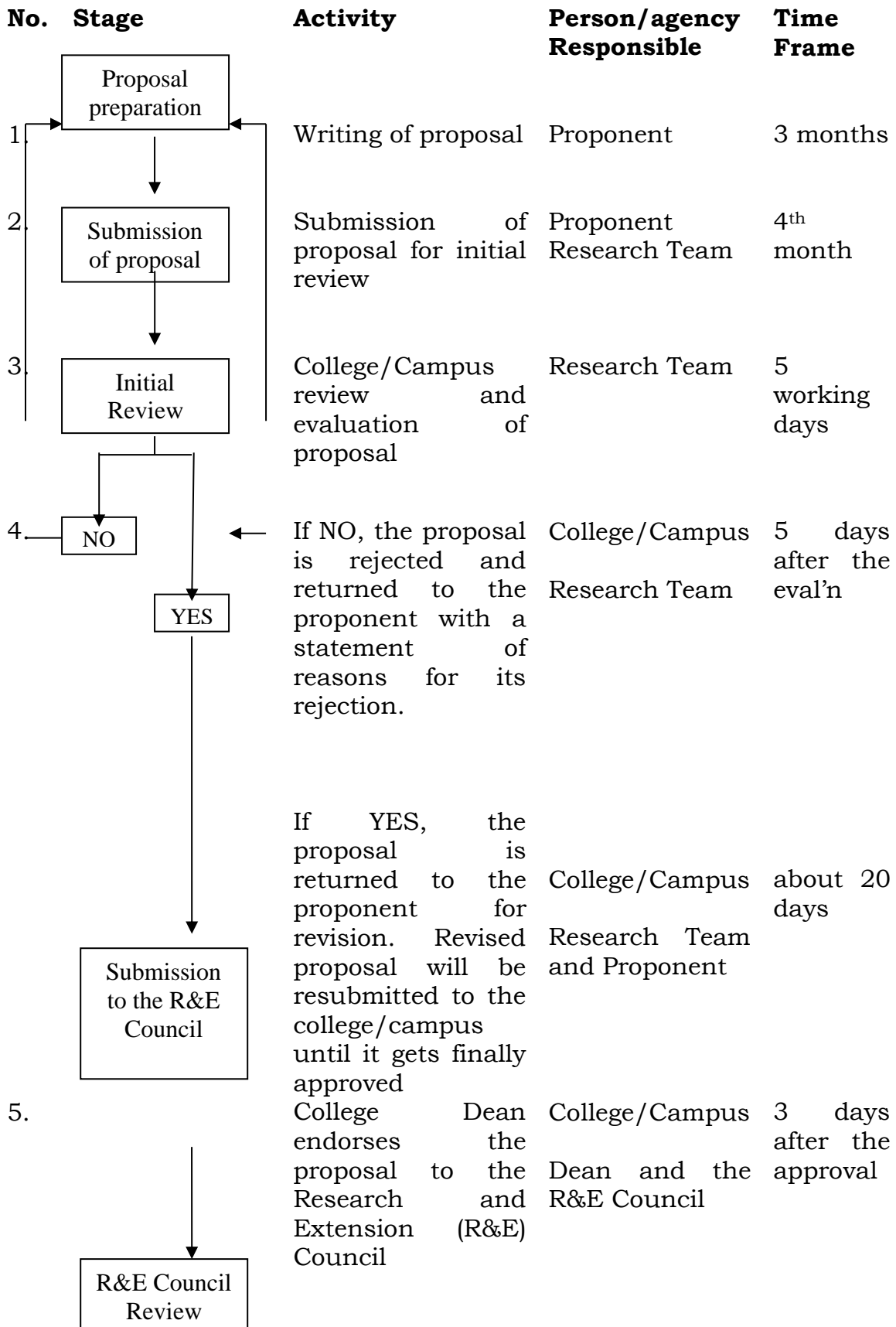


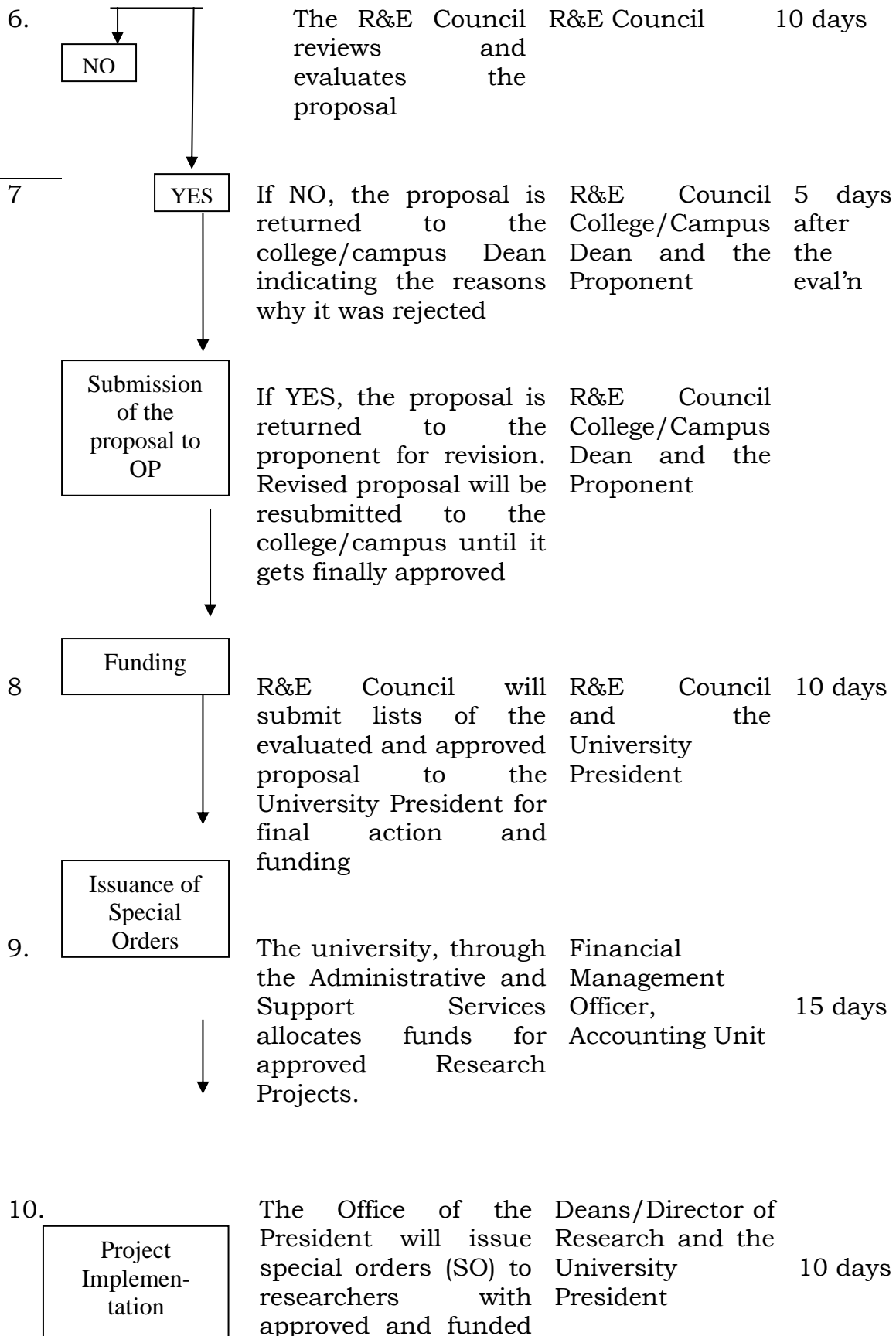


- Technical Feasibility Test
- Technology scanning to determine if the technology has the following attributes:
  - Socially acceptable
  - Technologically sound
  - Economically viable
  - Environmentally sound
  - Politically supported
- Technology Validation

### **Research Policies and Procedures**

1. All university researches (student and faculty) have to be coordinated with the Research Center.
2. There should be an approved proposal before a research program/project/study can be conducted,
3. Student researches can be hooked up with the approved research program/project/study of a faculty member/research leader.
4. The researcher shall prepare progress reports for on-going researches and terminal report for completed ones and present them during the in-house review. Failure to do so would prompt the Research Director to evaluate the research program/project/study and evaluate continuation or termination of the research, as the case may be.
5. The RDE Council, which has to be organized/constituted and with all the members getting functionally involved, shall serve as a clearing house of all major activities of the Research Center.
6. Techno guides have to be appropriately generated through research.
7. The University Techno guides have to be prepared and published.
8. The research leaders have to supervise and manage the funds allocated for their approved research proposal.
9. The procurement of supplies, materials and equipment shall be coordinated with the Property Custodian and Supply Officer of the center.
10. Full time faculty researchers should hold office in the Research Center. In cases, where the faculty researchers have teaching load, they may stay in their mother units, provided that their activities as researchers are duly coordinated with the research monitoring and evaluation unit.

**R & D ACTIVITY FLOWCHART**





project.

- |     |  |   |  |
|-----|--|---|--|
| 11. | ↓  | <p>The proponent will implement the funded project.</p> | <p>Financial Management Officer, Accounting Unit</p> <p>ASAP</p> |
| 12. | <div style="border: 1px solid black; padding: 5px; display: inline-block;">Monitoring and Evaluation</div> | <p>R &amp; D monitoring and evaluation</p>              | <p>M &amp; E Group, 2 x Project/Study /year<br/>Leader</p>       |

A researcher shall be given credit for his exemplary work and contributions on research by giving adequate incentives in a form of workload credits, honoraria, awards, grants, and credits for promotion.

### Awards

Awards shall be given to researchers to recognize and appreciate their exemplary work on their various research activities. It may be in the form of plaques of recognition, trophies, research grants and cash prizes which are given by the University, private and government agencies and other professional organizations.

#### 1. For every research paper

Serial .....P 1,000.00

National-----P 5,000.00

International----- P 20,000.00

#### 2. Refereed journal

Editor in Chief-----P3, 000.00/issue

Associate and Managing Editors-----P2, 000.00/issue



Editorial Assistant -----P1.500.00/issue

For every RD&E-related award or recognition received outside of the University and for every patented material -- Certificate of Recognition

### **Workload Credits**

The workload credits that shall be given to the faculty researchers differ depending on the responsibility of researcher by scope of research whether it is a program, project or study. Credits are also given for researchers that are in-charge of laboratories, research management operation units, non-degree training activities and other tasks.

### **Research and Extension (R&E) Workload System for Faculty Members**

This set of guidelines coheres with the Faculty Teaching Workload System of the University and applies to R&E workloads of the faculty members.

#### **Definition of Terms:**

- Program is composed of at least two interrelated or complementing projects aimed to accomplish predetermined goals within a specific time frame.
- Project is composed of at least two interrelated studies/activities/components aimed to accomplish predetermined objectives within a specific timeframe.
- Study is the basic or applied experiments or survey designed to provide solutions/answers to research problems/topics that are within the University thrusts.
- Activity is a specific extension activity conducted within a specific period that is within the thrusts of the University.
- R & D Activities and their Corresponding Credit Units

**A. Research /Extension Activity Program**

Nature of Activity	Proposal Endorsed/ Submitted	Proposal Approved	On-going (Institutionally funded)	Completed
Program leader	7	10	12	20
Project Leader	5	8	10	10
Study Leader	3	6	8	6

\*Training activity shall not be part of the program/ project and study activity for which workload is claimed. The training lasts for at least three days, otherwise, the credit unit earned shall be prorated.

**B. Conduct of Non-Degree short Term Training Coordinator/Chair, Training**

Management Group (TMG) – -----three (3) credit units per training

Member, TMG ----- two (2) credit units/training

Resource speaker ----- Local = 2 credit units  
National/regional = 3 credit units  
International = 5 credit units

Facilitator/moderator/discussant ----- one (1) credit unit/training

**C. Publications**

Section coordinator (with function under the Office of the Director) –  
---fifteen (15) credit units

**For College Research Journal**

Editor-in-chief ----- eight (8) credit units/issue

Associate and Managing Editor ----- six (6) credit units

Editorial staff -----three (3) credit units/issue

Writer/contributor -----two (2) credit units/paper

Subject Matter Specialist/Reader-----three [3] credit units/issue

**For Ugnayan**

Editor in chief-----six (6) points / issue

Associate and Managing Editors-----four (4) credit units/ issue

Member/contributors -----two (2) points / issue

**Newsletter**

Editor-----two (2) points but not to exceed 6 points

Associate Editor-----1.5 points per issue but not to exceed 5 points

Contributors-----1 point but not to exceed 2 points

**D. Paper presentation****1. Oral Presentation**

- a. National and International (in the Philippines) -- 3 credit units
- b. International (outside of the Philippines) -----5 credit units

**2. Poster presentation**

- a. National and International (in the Philippines) --- 1 credit unit
- b. International (outside of the Philippines) -----2.5 credit units

**E. Other Tasks**

- 1. Unit In-charge ----- ten (10) credit units
- 2. RDE Research Council -----two credit units per meeting
- 3. Regional Consortium Director (STARRDEC) ----- twenty (20) credit units
- 4. Representative to STARRDEC/ Similar organization ----- five (5)



- credit units
5. Division Chiefs ----- fifteen (15)
6. Leader/Chair, National/Regional R&E Network Team - four (4)  
credit units per semester

### III. Mechanics of Implementation

1. The workload system applies to all faculty members who are involved in R & E activities either full-time or part-time.
2. For purposes of workload credit, the assigned task external to the university shall be covered by a Memorandum of Agreement between the University and the partner Agency or a Special Order from the office of the University President.
3. A faculty member shall have a minimum of 18 credit units in R & E to be classified full-time researcher/extensions.
4. A full-time faculty member shall be entitled to workload credit in R & E only if he/she has satisfied the minimum workload of 18 credit units in teaching and R & E work.
5. A program leader who is a project leader and a study leader in the same program shall only be credited once whichever has the higher credit units.
6. Overload pay shall be given to faculty researchers whose total credit units is beyond 25 units
7. Faculty member with external activity to R&E and has received honorarium for such activity shall not be given credit units
8. All claims for credit units shall be supported by proper documents.
9. Credit units as researcher/extensions shall only be claimed for the period specified in the program/project study activity as approved.
10. Workload accreditation of other R&E activities not covered by these guidelines shall be referred to the Office of the Vice President for Research & Extension for consideration upon the approval of the President.
11. The rate of overload pay or honorarium is similar to those on full time teaching.





12. The funds for the overload shall come from the R & E allocation or from other sources which the University deems appropriate.

### **Honorarium**

Honorarium is a form of remuneration granted to researchers for services rendered beyond the minimum/regular workload. It is a form of incentive granted for the services of officials/employees on special assignment. For this purpose, a special assignment is an undertaking by an individual or a composite group of officials/employees, which is beyond their regular and primary functions.

### **Types of Honoraria**

Those paid to a government official or employee or private individual who is requested to speak, lecture, or act as a resource person in seminars, workshops, conferences, symposia, trainings, or classroom sessions (AMMRO, Book I as cited by UPLB Research Manual, 2002)

Those paid to a government official or employee by another office in which he/she is on detail or special assignment provided that if he/she is already collecting similar compensation or allowance for the same service or period for which payment is being claimed he/she may only choose to collect whichever is higher but in no case shall he/she receive both (UPLB Research Manual, 2002)

Those paid to a government official/employee or private individual for his membership in or special assignment to committees or special projects.

Those paid to a government official or employee or private individual who is involved in the conceptualization of projects/programs; implementation of research and development activities; coordination of R & D activities; or rendition of advisory; administrative, and/or management functions in the implementation of R & D ( UPLB Research Manual, 2002).



## **Monitoring and evaluation**

### **Research Projects**

The research projects are monitored in two ways: (1) the financial and (2) the technical aspects.

The accounting department of the University monitors and audits the financial status of the research funds. However, the Special Budget Officer of the Research Center records every disbursement for each research project/unit and annotates the Purchase Request Forms to indicate availability of funds and from which funds the purchases are to be credited.

The Office of the Director of Research serves as the monitoring and coordinating arm for all researches in the University. Although research activities are independently undertaken by the different colleges, faculty researchers are still required to submit quarterly progress reports on their research projects/studies. The researchers submit their progress reports to their respective Deans concerned, which in turn endorses the progress reports to the Office of the Director. This enables the Research Center to keep track of ongoing projects for monitoring and evaluation as well as workload compensation purposes.

The technical reports are submitted by the project proponent to the Monitoring and Evaluation Unit of the Research Center. The numbers of copies are stated below:

- Copies of Progress Report to be forwarded to the funding agency
- Copies of the Annual Report to be used in annual agency in-house review
- Copies of the Terminal Report to be submitted two months after the termination or completion of the project.

### **Annual Local Agency In-House Review**

One major activity to facilitate the monitoring and evaluation purposes is the holding of the Annual Local Agency In-house Review. It involves the evaluation of all researches that are either completed or ongoing during the particular year under review. During these reviews, researchers present the progress/highlights of their researches. The panel of reviewers consists of members from STARRDEC, SUC's and PCARRD. The guidelines for the conduct of Annual Local Agency In-House Review of the Research Center are



based from the implementing guidelines set by PCARRD for all SUC's conducting the review.

The major criteria that shall be used in evaluation the ongoing projects are:

- Attainment of the objectives.
- Adherence to the approved methodology.
- Adherence to the approved budget.
- Accomplishments, including status of technology generated/verified.
- Actions taken in response to previous year's comments.

**1. Scope and Scheme of Agency In-House Reviews (AIHR's)**

- a. Completed, ongoing and new (those initiated within the year) R&D projects (i.e. TG, TA, and extension projects) regardless of sources of funds will be presented. All completed researches of faculty scholars and theses/dissertations funded by the University shall likewise be reported during the in-house reviews.
- b. Sessions shall be conducted by sector (i.e., crops, environment, livestock, farm resources, forestry, and socio-economics) or integrated, if feasible.
- c. Reports shall be by program/project/study basis, but related projects shall be reported in the same session.
- d. Agriculture and natural resources (ANR) programs/projects/studies should be presented separately.

**2. Objectives**

- a. To evaluate completed and ongoing R&D projects particularly with regards to the attainment of objectives and adherence to the approved program of activities.
- b. To review initial activities of new projects giving emphasis on the research methods/procedures to check/verify if the objectives were attained.
- c. To identify problems met during project implementation and recommend specific courses of



action, i.e. continuation, extension, modification of planned activities and methodology, suspension, termination, etc., in accordance with the recommendation of the evaluation panel.

- d. To identify technologies generated requiring field testing, verification and piloting.
- e. To identify research results/technologies for presentation during the Regional Symposium on R&D Highlights (RSRDH), and potential technologies for technology assessment.
- f. To identify significant results/information for policy formulation and development planning of the University, Consortium and PCARRD.
- g. To classify status of technologies.
- h. To identify new researchable areas.

### **3. Schedule**

- a. The reviews shall be conducted between July to September to select papers in time for the regional reviews.

### **4. Evaluation Panel**

The University shall notify the STARRDEC and PCARRD regarding the upcoming agency in-house review to identify external evaluators of the projects. The following shall comprise the panel of evaluators:

- a. Experts within and nearby regions shall be tapped as evaluators.
- b. Members of the National/regional Commodity R&D Teams/Experts' Pool.
- c. Farmer cooperators (Magsasaka Siyentista).
- d. PCARRD, DA-BAR and DENR-ERDB senior technical staff
- e. Participants: Researchers, extensions



- f. Duties and Responsibilities Agency Conducting the In-House Review
- a) Facilitate the smooth conduct of the review by:
- Creating committees to work on the different aspects of the review;
  - Making arrangements for necessary logistics;
  - Providing the researchers about the mechanics of the paper presentation;
  - Providing the list of programs/projects for review to the consortium at least one month before the review schedule. All R&D programs/projects implemented regardless of funding source shall be included for evaluation;
  - Inviting evaluators to assist the consortium evaluators not later one month before the review schedule;
  - Notifying the concerned researchers at least two months before the review schedule;
  - Inviting Budget/Finance Officer and COA;
  - Notifying the concerned researchers at least two months before the review schedule;
  - Reproducing the necessary forms (NARRDS Form No. 1/No.2) for use of researchers and for preparing outputs of the review (NARRDS Form Nos. 5 and 6). (Appendix 4, 5, 6 and 7 respectively);
  - Accomplishing NARRDS Form No. 4 (Items A-I) for distribution to evaluators; (Appendix 8)
  - Convening the evaluation panel and secretariat before the review to discuss the evaluation policies/guidelines, and after the review to discuss the final action/recommendation (e.g. to continue, terminate, etc.)/ synthesize the output; and
  - Preparing/consolidating the output for submission to the consortium (AIHR Form Nos. 1 and 2) (Appendix 9 and 10, respectively);



b. Ensures the utility of the review by:

- Informing the concerned researchers of the comments and recommendations to be complied within their respective projects; and
- Monitoring compliance of the researchers to the evaluators' recommendations.

7. Expected Outputs

- Specific courses of action for each project, i.e. for continuation, extension, expansion, modification of plan of activities and methodology, suspension, termination, etc.;
- Technologies requiring field testing, verification and piloting;
- Best paper and posters;
- Papers for possible presentation during the RSRDH;
- Potential technologies and information for dissemination;
- Significant research results/information for the PCARRD publication "R&D Highlights";
- New researchable areas;
- Suggested solutions/recommendation to problems met.

8. Research Reports

Research reports are to be submitted on a quarterly basis.

**Awards and Recognition**

Awards, in line with the University Merit System, are available for Faculty Researchers and other Research personnel. These are:

a. Monetary Award

Cash award in accordance with scales decided by the University may be granted for accomplishments that result in monetary savings and tangible benefits. The amount of cash award shall be determined on the basis of its estimated or total value or benefits and in accordance with the scales established by the University.



## **Undergraduate and Graduate Thesis Support**

### **Objective:**

To strengthen students' research capabilities by providing Graduate and undergraduate theses financial assistance

### **Criteria for Application**

Graduate and undergraduate students of the university with approved thesis/dissertation outline can apply for thesis support.

### **Guidelines for Availment**

The thesis should be in line with the existing research thrusts/priorities of R and E.

In case the thesis is not in line with the existing research thrusts of R and E, the following criteria will be considered:

- Importance to national development considering its social, economic and environmental impact
- Originality (done by the students themselves)
- Urgency in terms of the college' needs.

### **Faculty and Students Research Capability Enhancement Program (FSRCEP)**

A program designed to support the conduct of research undergone by faculty members of the University and senior students presently enrolled in the University.

Students can be junior researchers and can be involved as part of an approved R and E programs/ projects. A copy of the approved proposal must be on file with the In Charge of the Faculty and Students Research Capability Enhancement Program (FSRCEP) Financial or material support is granted if funds are available.

#### **a.1 Requirements:**

- Proposed research should be in conformity with the research thrusts/agenda of the University;
- Properly endorsed by the College Deans;



- Should be included in the list of research titles approved by their respective College;
- In accordance with the prescribed format of the University and the DA-BAR for students and faculty, respectively;
- Defined budgetary requirement of the proposed study;

Maximum allowable fund to be allocated to approved programs/ projects/studies would be P25,000.00 for studies having budgetary requirements of P50,000.00. On the other hand, 50% of the total cost shall be allocated to studies with budgetary requirements lower than P50,000.00

#### a.2. Publication

- Research results shall be submitted to the CvSU Research Journal's Editorial Committee as technical paper for publication.
- Students' thesis shall have the student as the main author

#### a.3. Intellectual Property Rights

- Patented product shall be treated as a joint ownership of the author and the University.
- If commercialized, student and the faculty adviser are eligible to acquire an equal share from 70% of the royalties and the remaining 30% to the University.

#### a.4. Workload Credit

- A faculty researcher who exceeds the minimum requirement for teaching shall be entitled to a research overload pay with the corresponding credit points earned for the semester.

The College Research, Development and Extension (RDE) Coordinator in consultation with the department chairpersons selects the entries for their corresponding colleges.

The thesis proposals are then submitted to the Research Center on or before the following schedules:

- September to November – Theses to be conducted during the second semester
- June to August - Theses to be conducted during the first semester





- Submitted proposals are then referred to minimum of 3 members of the RDE Council.
- The members of the RDE Council finally review and recommend to the University President, approval of the theses to be funded.
- With an initial budget of Php 1M in one year, at least 20 per cent shall be allocated for graduate theses and 80 per cent shall be allocated for undergraduate theses.
- A total of 5 graduate students and 34 undergraduate students which are on the stage of conducting their theses could avail of the financial support. In case where not all the budget allotted to graduate students was awarded, the remaining balance shall be allocated to undergraduate theses.
- Each undergraduate student is entitled to a theses support in the form of supplies and materials with a minimum amount of Php 25,000.00. Graduate students will be granted a thesis support with a minimum amount of Php 30,000.00.
- Upon approval, a notarized memorandum of agreement duly signed by the student, thesis adviser, Dean of the college concerned, Director for research, VP for Academic Affairs and VP for RDE.
- After the completion of the research, students are required to submit two copies of the manuscript to the Research Center, and together with the Adviser/ Senior Researcher, present the results of the study during the Annual Agency In House Review, and publish them in refutable and /or refereed journal. Likewise, the student must submit to the RDE, one copy of the financial report including the Official Receipts of materials purchased.

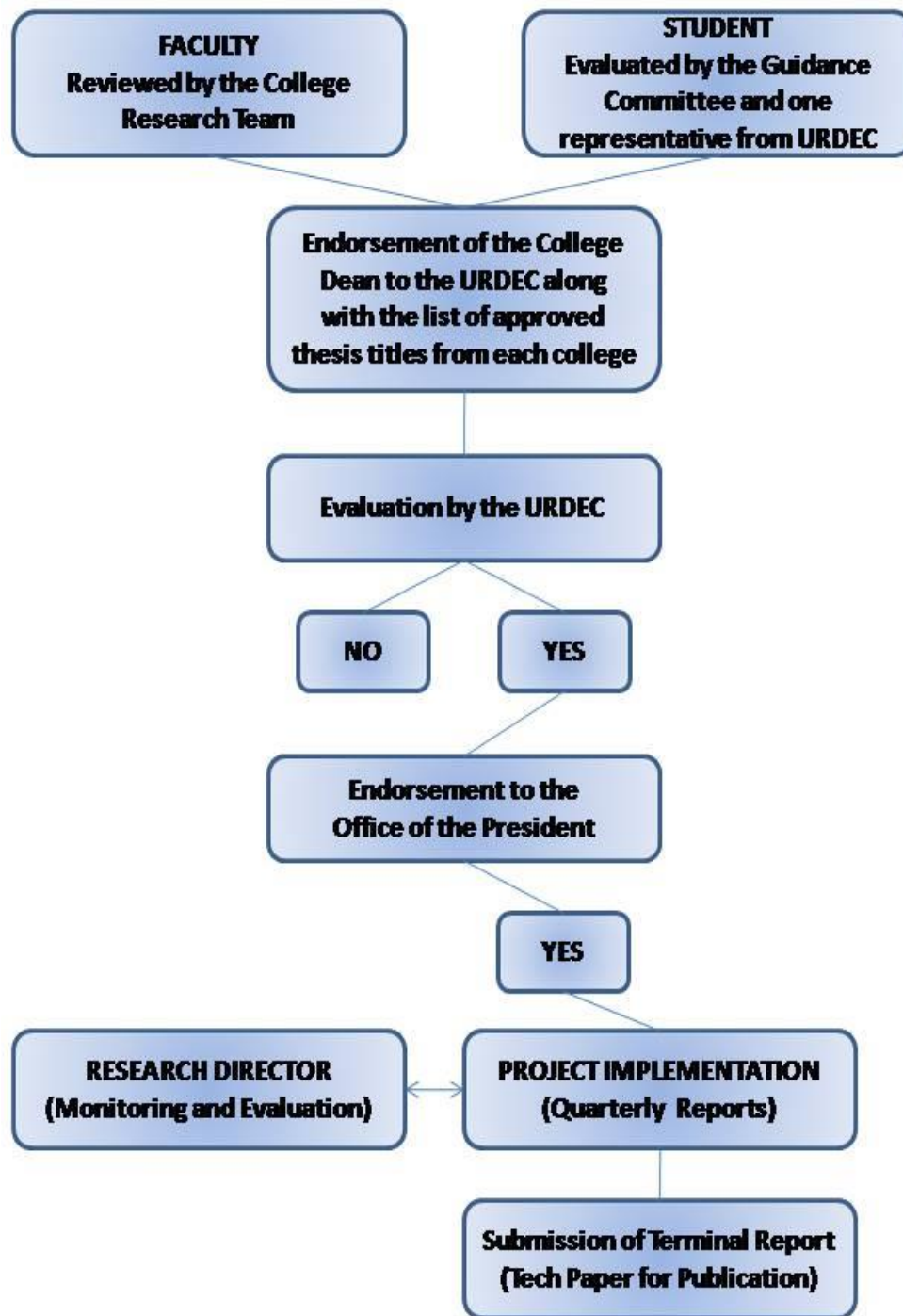


Figure 3: Flowchart for the implementation of Faculty and Students Research Capability Enhancement Program (FSRCEP)

### MEMORANDUM OF AGREEMENT



KNOW ALL MEN BY THESE PRESENTS:

This MEMORANDUM OF AGREEMENT made and executed by and between CAVITE STATE UNIVERSITY, a government educational institution created and existing pursuant to the provisions of R. A. 8468, with principal office at its represented herein by its president, DR. DIVINIA C. CHAVEZ, herein referred to as the UNIVERSITY and \_\_\_\_\_, of legal age, single, and residing at \_\_\_\_\_, hereafter referred to as the FACULTY AND STUDENTS RESEARCH CAPABILITY ENHANCEMENT PROGRAM GRANTEE,

W I T N E S S E T H

WHEREAS, the GRANTEE is a graduate/undergraduate student of the CAVITE STATE UNIVERSITY with an approved thesis/dissertation outline, has applied for and found to be qualified as grantee of the Faculty and Students Research Capability Enhancement Program (FSRCEP) this First/Second Semester, 200\_\_-20\_\_.

WHEREAS, the thesis outline of the GRANTEE has been selected by the College RDE Coordinator in consultation with the department chairpersons, and referred to the members of the RECETS Council who then recommend to the university president for its approval.

NOW, THEREFORE, for and in consideration of the foregoing premises, the Parties hereby agree as follows:

1. In consideration for the thesis/dissertation support in the amount of Php\_\_\_\_\_ granted to \_\_\_\_\_ by the UNIVERSITY, the GRANTEE hereby binds herself to comply strictly with the terms and conditions thereof.
2. After the completion of the research, that is within 5 months to a maximum of one year, two copies of the final manuscript must be submitted to the Research Center; results of the study must be presented during the Annual Agency In-House Review, and research results must be presented during the Agency In-House Review and published in refutable and or refereed journal. The GRANTEE must submit two copies of the manuscript to the Research Center and one copy of the financial report including the Official Receipt of materials purchased.



3. The PARTIES agree that the obligations of the GRANTEE, under this contract are binding, and that in any event of any violation by the GRANTEE, the UNIVERSITY may require the GRANTEE'S performance at the UNIVERSITY's discretion.

4. The PARTIES, likewise agree that any and all actions to enforce the provisions of this MOA will be filed with the court of competent jurisdiction within the province of Cavite.

IN WITNESS WHEREOF, the PARTIES have signed this Contract at the Municipality of Indang, Province of Cavite, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

CAVITE STATE UNIVERSITY

\_\_\_\_\_  
Grantee

By:

DIVINIA C. CHAVEZ

President

\_\_\_\_\_  
Adviser

\_\_\_\_\_  
RDE Coordinator

\_\_\_\_\_  
Dean

Signed in the presence of:

\_\_\_\_\_  
VP-RECETS

\_\_\_\_\_  
VP-Academic Affairs



## **Search for Best Graduate and Undergraduate Theses**

### **Objectives:**

The main objective of the search is to encourage students to develop outstanding thesis/dissertation by giving incentive to their work.

Specifically, it aims to:

Select one outstanding thesis each for science and non-science courses in the undergraduate level and one each for MS and PhD; and

Provide certificate of recognition and cash awards to students with outstanding thesis/dissertation.

### **Mechanics of Implementation**

#### **Who May Join?**

Theses of all graduating undergraduate /graduate students can be considered for the best thesis award. These include all science and non-science undergraduate theses/dissertations theses and all MS theses and PhD dissertations. However, those which are part of any ongoing government funded researches are not eligible in the search.

Selection is done sequentially in three levels, namely:

#### **Department Level**

Every department screens students' theses /dissertations during the final defense. For the undergraduate level, the selection committee, composed of the chairman and the members of the faculty, selects an outstanding thesis for the department.

For the graduate level, members of the advisory committee recommend potential candidates to the department where the student belongs. The selection committee composed of the chairman and the faculty members then selects one outstanding thesis/dissertation for the department.

Theses selected for each department in both undergraduate and graduate levels are submitted to the head of the college screening committee and Office of the Graduate School, respectively.



### **College/Graduate Level**

From all nominees in each department, the selection committee composed of the dean, department chairpersons and college research coordinator selects one outstanding undergraduate thesis for the college.

For the graduate level, the selection committee, composed of the dean, secretary and chairpersons, selects the best MS thesis and PhD dissertation for each graduate degree program.

### **Final Selection Level**

The best thesis for each college and graduate programs are then submitted to the director for research for final screening.

All nominees from each college are evaluated by a screening committee composed of the RDE Council and the college research coordinators.

### **Requirements for Participation**

The following are submitted to the chairman of the final screening committee not later than three working days before the meeting of the University Academic Council to approve the candidates for graduation:

One copy of the final manuscript, and five copies of the abstract and the summary, conclusions and recommendation

### **Criteria for Selection**

The student theses shall be divided into six divisions, namely: Agricultural Bio Resources, Humanities and Social Sciences, Biomedical and Life Sciences, Engineering and Nanotechnology, and secondary school Divisions

The following are the criteria for the selection of the best thesis award.

	Weight (%)
Originality (Student's original proposal)	30
Organization (Validity of approach and reliability of results)	30



Relevance/Significance (potential contribution to countryside development considering its social, economic and ecological impacts) 40

A cut-off point of 85 percentile for secondary and undergraduate levels and 90 percentile for graduate level for the above criteria will be maintained during the final selection. The candidates receiving the highest point which is equal or above the cut-off points are considered winners.

### **Incentives**

All nominees for the best thesis are given a certificate of recognition.

During the university recognition program, the best thesis is awarded the following:

- Certificate of Recognition
- Cash Award: Php 5,000 for doctoral

Php 4,000 for masteral

Php 3,000 for undergraduate

Php 2,000 for secondary

The cash awards can be sourced out by tapping sponsors or through the income generating unit of the university.

The abstracts of selected best theses are immediately published in the R and D Highlights. The full papers are published in the CvSU Research Journal.

### **Trainings/Seminars for Students**

Departmental or college-based research/extension paper presentation can be done for information dissemination.

### **IEC Materials Access and Library Services**

The University Research and Extension Unit shall provide scientific literature services apart from regular library services where specialized commodity collection data and popular IEC materials can be accessed by interested users, through its University FITS Center.



## **Off Campus Field Practice on Development Projects**

Apprenticeship/Field Practice can be done by graduate/undergraduate students in the barangay's covered by the University/Extension under the supervision of a faculty from the Extension Office/College (where the student come from) or DA-Cooperating agency.

## **FACILITY REQUIREMENT**

### **Research Facilities**

The Center provides support for the faculty researchers in terms of its major research facilities and laboratories. The Central Experiment Station is the biggest facility of the Research Center which comprised of 4 ha. It houses the coffee germplasm collection, coffee processing unit, coffee nursery, automated greenhouses, and net houses. It also serves as an experimental site for various research projects and field laboratories. Other facilities of the Center include the Central Analytical and Service Laboratory, Tissue Culture Laboratory for banana, coffee and orchids, Orchid Production, Coffee Genetic and Resource Unit, and Coffee Postharvest and Processing Unit.

### **Access/Use of R and E Facilities**

The R and E facilities should be under the supervision and management of faculty with plantilla item, preferably those with regular teaching loads. Students can use the facilities with minimal fees.

The R and E facilities can also be used to serve farmers' laboratory test needs and needs of private/commercial establishments with appropriate payments (e.g. soil test, feed quality tests, etc.)

## **Guidelines in the Use of Research Facilities**

Persons who can avail of the laboratory facilities:

- Research and Extension Staff
- University Faculty, Staff and Students
- Non-university Personnel/Staff including Regional Consortium Member Institutions
- Non-university Faculty and Students





A request letter signed by proper authorities shall be forwarded to the Research Center for proper action.

University faculty members, staff and students are allowed to use the laboratory facilities upon recommendation of the department chairman subject to the approval of the director for research in consultation with the laboratory in-charge.

Undergraduate and graduate laboratory works may be allowed upon request of the professor and recommendation of the department chairman subject to the approval of the director for research.

Non-university personnel including Regional Consortium Member Institutions are only allowed to use the laboratory facilities upon request of the head of the agency and approved by the University President and Vice President for Research, Extension, Continuing Education and Training Services.

Non-university faculty and students are allowed to use the laboratory facilities upon request of the head of the school and approved by the University President and Vice President for Research, Extension, Continuing Education and Training Services.

Users are required to fill out a request form (Research Lab Form Nos. 1a & 1b) and sign in the logbook before using the laboratory facilities.

Users are also required to sign in the equipment logbook re: use of any equipment in the laboratory. The use of any laboratory equipment is only allowed with the supervision of the laboratory in-charge.

Students conducting experiments for their theses/dissertations are requested to provide their own chemicals/reagents and other materials needed. Faculty members undertaking undergraduate and graduate laboratory works are also required to provide their own chemicals/reagents and other materials, if necessary.

Users are required to report to the laboratory in-charge immediately after the completion of their works. The laboratory in-charge should immediately inspect the laboratory facilities, particularly the equipment/instrument used.

Users must replace and repair any breakages of laboratory glassware's and damages done to equipment, respectively.

No users are allowed to perform laboratory works beyond office hours and during Saturdays and Sundays without the approval of the director for



research and supervision of the laboratory in-charge. A request form (Research Lab Form Nos. 2a & 2b) is provided for this purpose.

Users are required to observe cleanliness and orderliness in the laboratory facilities.

### **Laboratory Test/Analysis**

Clientele is required to fill out a form (Research Lab Form Nos. 3a & 3b) indicating specific tests/analyses requested for.

Clienteles requesting tests/analyses are charged based on the current approved cost of tests/analyses.

Clienteles are requested to pay in cash through the University Cashier's Office. Requisitioners are requested to present the original receipt and submit copy of the same to the laboratory in-charge for monitoring purposes.

**Research Lab Form No. 1a**

Request form for the use of laboratory facilities

*(For University faculty members, staff and students)*

Request Number: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Name of Faculty/Staff/Student: \_\_\_\_\_

Unit/Department-College: \_\_\_\_\_

Inclusive Dates of Use: \_\_\_\_\_

Request:

\_\_\_\_\_ Use of laboratory room    \_\_\_\_\_ Use of equipment

\_\_\_\_\_ Use of glassware/s    \_\_\_\_\_ others, please specify

\_\_\_\_\_

Details/Specifications of Request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommending Approval:

\_\_\_\_\_

Department Chairman

Approved:

\_\_\_\_\_

Director for Research

**Research Lab Form No. 1b**

Request form for the use of laboratory facilities

*(For Non-university personnel; faculty members, staff and students)*

Request Number: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Name of Faculty/Staff/Student: \_\_\_\_\_

School/Agency: \_\_\_\_\_

Inclusive Dates of Use: \_\_\_\_\_

Request:

\_\_\_\_\_ Use of laboratory room    \_\_\_\_\_ Use of equipment

\_\_\_\_\_ Use of glassware/s    \_\_\_\_\_ others, please

specify \_\_\_\_\_

Details/Specifications of Request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommending Approval:

\_\_\_\_\_

Department Chairman

\_\_\_\_\_

Director for Research

Approved:

\_\_\_\_\_

\_\_\_\_\_

VP, RECETS  
President

University

**Research Lab Form No. 2a**

Request for Laboratory Facilities during Non-working Days

*(For University faculty members, staff and students)*

Request Number: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Name of Faculty/Staff/Student: \_\_\_\_\_

Unit/Department-College: \_\_\_\_\_

Inclusive Dates of Use: \_\_\_\_\_

Request:

\_\_\_\_\_ Use of laboratory room    \_\_\_\_\_ Use of equipment

\_\_\_\_\_ Use of glassware/s    \_\_\_\_\_ others, please specify

\_\_\_\_\_

Details/Specifications of Request:

\_\_\_\_\_

\_\_\_\_\_

Recommending Approval:

\_\_\_\_\_

Department Chairman

Approved:

\_\_\_\_\_

Director for Research

**Research Lab Form No. 2b**

Request for Laboratory Facilities during Non-working Days

*(For Non-university personnel; faculty members, staff and students)*

Request Number: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Name of Faculty/Staff/Student: \_\_\_\_\_

School/Agency: \_\_\_\_\_

Inclusive Dates of Use: \_\_\_\_\_

Request:

\_\_\_\_\_ Use of laboratory room \_\_\_\_\_ Use of equipment

\_\_\_\_\_ Use of glassware/s \_\_\_\_\_ Others, please specify \_\_\_\_\_

Details/Specifications of Request:

\_\_\_\_\_

Recommending Approval:

\_\_\_\_\_

Department Chairman

\_\_\_\_\_

Director for Research

Approved:

\_\_\_\_\_

\_\_\_\_\_

VP, RECETS

University President



**Research Lab Form No. 3a**

Request form for laboratory test/analysis

*(For University faculty members, staff and students)*

Request Number: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Date Released: \_\_\_\_\_

Name of Faculty/Staff/Student: \_\_\_\_\_

Unit/Department-College: \_\_\_\_\_

Laboratory Test / Analysis: \_\_\_\_\_

Details/Specifications of Request:

\_\_\_\_\_

Recommending Approval:

\_\_\_\_\_

Department Chairman

Approved:

\_\_\_\_\_

Director for Research



**Research Lab Form No. 3b**

Request form for laboratory test/analysis

*(For Non-university personnel; faculty members, staff and students)*

Request Number: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Date Released: \_\_\_\_\_

Name of Faculty/Staff/Student \_\_\_\_\_

School/Agency: \_\_\_\_\_

Laboratory Test/Analysis: \_\_\_\_\_

Details/Specifications of Request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommending Approval:

\_\_\_\_\_

Department Chairman

Approved:

\_\_\_\_\_

VP, RECETS

\_\_\_\_\_

Director for Research

\_\_\_\_\_

University President





#### **Section 4. Miscellaneous Provision**

Users are required to sign in the logbook re-use of any equipment in the laboratory.

Users are required to report to the laboratory in-charge immediately after the completion of their work. The laboratory in-charge will in turn inspect the equipment/instrument used.

Any breakages of laboratory/glass wares and damages done to the equipment must be replaced and repaired, respectively, by the users.

No users are allowed to do their laboratory work beyond office hours and during Saturdays and Sundays without the supervision of the laboratory in-charge.

No equipment/instrument is allowed to be brought out from the laboratory.

Users are required to observe cleanliness and orderliness in the laboratory facilities.

#### **Linkages and Fund Sourcing**

Linkages with other agencies national and international have to be maintained for the R & D Projects of the University. The University shall be updated with the list of funding agencies together with their thrusts, rules and regulations in requesting for funds.

Linkages with international organizations shall likewise be established to enrich potential of the University.

**APPENDIX 1:****LIST OF FACULTY RESEARCHERS AND RESEARCH ASSISTANTS****Faculty Researchers      Qualification and Field of Specialization**

Autriz, Mariedel M.	MS units Animal Breeding
Banaag Cecilia B.	Ph.D. Psychology
Banaag, Isaias A.	Ed.D. Educational Mgnt.
Bahia, Resin	MS in Wildlife Studies
Cariaga, Cezar	PhD units
Cero, David	Ph.D. Environmental Science
Cero Leyma	Ph.D. Ag. Eng'g.
Chavez, Divinia C.	Ed.D. Educational Mgnt.
Cresino, Nelia C.	Ph.D. Economics
Crucido, Celso S.	Ph.D. Horticulture
Cubillo, Gilchor P.	Ph.D. units Economics
Cubilla, Renato	Ph.D. units (Urban Planning)
Dilidili, Jaime Q.	MSAE Farm Power and Machinery
De la Cruz, Cynthia	MS in Veterinary Microbiology
Dimero, Fe N.	MS Food Science
Du, Miriam C*.	MS Genetics
Escobar, Marilyn M.	Ph.D. Food Engineering
Feranil, Jun	PhD, Veterinary Medicine
Ferre, Alexander F.	Ph.D Horticulture
Ilagan Fatima	MS Microbiology
Ilagan, Yolanda A.	Ph.D. Microbiology
Labrador, Teresita M.	Ph.D units Animal Nutrition
Lapitan, Cecilia L.	Ph.D. Development Communication
Lapitan, Lorenzo Jr. C.	Ph.D. Forestry
Magsino, Analita A.	Ph.D. units Farming System
Manuel, Adolfo C.	Ph.D. units Horticulture
Marquez, Renato T.	Ph.D. units Horticulture
Mojica, Alejandro C.	Ph.D. Crop Science
Mojica, Danilo H.	MS Animal Husbandry
Mojica, Leonora A.	Ph.D. Ag. Education
Mojica, Marietta C.	Ph.D. Development Communication
Mojica, Ruel	Ph.D. Agricultural Engineering
Nuestro, Agnes P.	Ph.D. In Nutrition
Nosa, Regina M.	Ph.D. units Horticulture
Papa, Antonio G.	Ph.D. Agricultural Extension
Pascual, Arnulfo C.	Ph.D. Horticulture
Rint, Josefina R.	Ph.D. Entomology



Rodrin, Luzviminda A.  
Rupido, Roderick M. \*\*  
Sanchez, Amornita C.

Ph.D. Ag. Economics  
Master Business Administration  
Ph.D. Horticulture

Sangalang, Adelaida E.  
Sangalang, Ruperto S.  
Singson, Evelyn O.  
Tepora Teddy F  
Umali, Beng P.\*  
Vida, Edna dA.

Ph.D. Plant Pathology  
Ph.D. Rural Sociology  
Ph.D. Entomology  
PhD Horticulture  
Ph.D. units Forestry  
PhD Crop Science

### **Science Research Assistants**

### **Highest Degree Earned**

1. Almazar, David
2. Capupos, Camille Joy V.
3. Del Mundo, Shirley B.
4. Eugenio, Melinda B.
5. Limbo, Teresita P.
6. Marasigan, Rene R.
7. Mamposte, Myrna S.
8. Pelle, Philip B.
9. Pelle, Rosalie A.
10. Regis, Jacqueline F.
11. Rodrin, Ulyses

MS units Eng'g.  
BS Computer Eng'g.  
BS Biology  
BS BA Accounting  
Ph.D. units Technology Mngt.  
MS Agricultural Engineering  
BA Economics  
BS Agribusiness  
MS units Master of Mgnt.  
MS units Crop Production  
BS Business Management

### **Laboratory Aide**

1. Austria, Jocelyn dZ.
2. Crucido, Emma A.
3. Mojica, Danilo R.
4. Morelos, Bernadette G.

MS units Crop Protection  
AB Pol. Science  
BS Animal Science  
BSE/BSCS



## **Appendix 2**

### Research Proposal Format

CY\_\_\_\_\_

For use of Faculty Researchers and Research Assistants

#### RESEARCH PROPOSAL FORMAT

##### PART I. BASIC INFORMATION

TITLE

RESEARCHER

Name

Designation

Institution

Telephone number

E-mail address

IMPLEMENTING AGENCY

Lead Agency

Project Site

Duration

BUDGET

Total Budgetary Requirement

Total Approved Budget

##### PART II. TECHNICAL INFORMATION

RATIONALE

OBJECTIVES

EXPECTED OUTPUT

METHODOLOGY

RIVIEW OF RELATED LITERATURE

BUDGETARY REQUIREMENTS

PROGRAM OF ACTIVITIES

LITERATURE CITED



## APPENDIX 3

## Research Proposal Evaluation Form 1

# AGENCY IN-HOUSE REVIEW EVALUATION FORM

Research Title:

Researcher:

Level of Technology:

( ) Technology Generation	( ) Technology Verification
( ) Technology Adaptation	( ) Information Dissemination

COMMENTS/SUGGESTIONS ON THE FOLLOWING:

- A. Rationale/Significance
- B. Methodology (Materials and Methods)
- C. Statistical Presentation and Data Analysis
- D. Results and Discussion
- E. Others

## General Evaluation

Evaluator's Name: \_\_\_\_\_

Position: \_\_\_\_\_

Agency: \_\_\_\_\_

Signature: \_\_\_\_\_

**APPENDIX 4**

NARRDS Form No. 1

CY\_\_\_\_\_

For Use of Researcher

NATIONAL AGRICULTURE AND RESOURCES RESEARCH AND  
DEVELOPMENT SYSTEM

AGENCY IN-HOUSE REVIEW

REPORT FORMAT FOR COMPLETED PROJECTS

Basic Information

Program Title

Project Title

Researcher(s)

Implementing Agency/Station

Lead Agency

Cooperating Agency

Project Site(s)

Funding Agency(ies)

Duration (Definite Date)

Date Started

Date Ended

Financial Reports

Total Approved Budget P\_\_\_\_\_

Actual Released Budget P \_\_\_\_\_

Actual Expenditures P\_\_\_\_\_

B. Technical Report (Separate Sheet)

TITLE

ABSTRACT

I. Rationale

Review of Literature

Objectives (indicate % Accomplishment)

Procedure/Methodology



Discussion of Results

Conclusion

VII. Recommendations

VIII. Bibliography (Standard Citation)

IX. Acknowledgement

C. Summary of Yearly Comments of Evaluators and Action Taken by Researchers

D. Problems Encountered and Recommendations

Technical

Administrative



## APPENDIX 5

NARRDS Form No. 2

CY\_\_\_\_\_

For Use of Researcher

NATIONAL AGRICULTURE AND RESOURCES RESEARCH AND  
DEVELOPMENT SYSTEM

AGENCY IN-HOUSE REVIEW

REPORT FORMAT FOR ONGOING PROJECTS

Program Title

Project Title

Researcher(s)

Implementing Agency/Station

Lead Agency

Cooperating Agency

Project Site(s)

Funding Agency (ies)

Duration (Definite Date)

Date Started

Date Ended

Financial Reports

Total Approved Budget P\_\_\_\_\_

Actual Released Budget P \_\_\_\_\_

Actual Expenditures P\_\_\_\_\_

Budgetary Requirement for CY \_\_\_\_\_





Item	Current Year (Actual)	SOF	Y1 + 1 (Programmed)	SOF	Y1 + 2 (Proposed)	SOF
PS						
MOE						
Equipment/ Capital Outlay						
Total						

B. Technical Report (Separate Sheet)

Title

Rationale

Objectives (Indicate % Accomplishment)

Expected Output

Research Highlights

Procedure/Methodology

Framework of the Study

Original Procedure/methodology

Change in Procedure/Methodology (Cite Reasons)

Accomplishments

Previous Years

Year under Review

Problems met/Recommendations

Justification for Continued Implementation

C. Plan of Activities for CY\_\_\_\_ (succeeding year)



## **TECHNICAL INFORMATION**

### **A. RATIONALE**

The rationale should contain the research problem, related studies/literature, supporting statistics, the significance of the research activity, the justification for conducting such activity, and its general objective.

The problem should be clearly stated. Supporting literatures should be limited to the significant data, studies or statistics published within the last 5 years. Technical terms and acronyms should be defined.

The rationale should be written in paragraph form. It should be brief and concise.

### **B. OBJECTIVES**

The objectives should be related to the problem being addressed. The specific objectives should be written in number bullet form, if more than one.

### **C. EXPECTED OUTPUT**

Outputs should be enumerated

Outputs should be available

### **D. METHODOLOGY**

Specify the project components (if applicable)

Should contain the details of the experiment so that it can be evaluated whether the methods are feasible and will achieve the objectives of the proposal

The following are recommended to be included:

Factors in the experiment (variables)

Treatments to be used and layouts

Procedures: experimental design, replications, characteristics of experimental units (sites, number, area, etc.)

Statistical analysis



Specific management of the experiment (this include specific features about the management of the experiment that are not included in the treatments)

Cultural practices (i.e. land preparations, pest control, weed control, fertilization, etc.)

#### **E. REVIEW OF RELATED LITERATURE**

This contains a thorough review of existing literature on problems of similar nature. It provides concepts and approaches to the proposal. It also identifies gaps in existing knowledge, helps determine whether the proposed study is in the proper direction or not and eliminates the possibility of duplication.

#### **F. BUDGETARY REQUIREMENTS**

The budget requirements include the following:

Personal Services (PS) – total requirement for wages, honoraria, additional hire and other personal benefits

Maintenance and Other Operating Expenses (MOOE) – total requirements for supplies and materials, travel expenses, communication and other services.

Capital Outlay (CO) – total requirement for facilities and equipment needed by the project.

#### **G. WORKPLAN**

A tabular matching of objectives per study, expected outputs per objective, and activities per output organized in Gantt Chart. Each activity for an expected output is viewed against time for its conduct and completion (see attached form).

#### **H. LITERATURE CITED**

This includes the list of papers cited in the proposal to serve as reference for the reviewer. It must be arranged alphabetically by author and year following the standard format.

**APPENDIX 6**

NARRDS Form No. 5

CY \_\_\_\_\_

For Use of Consortia Coordinator/Agency Director of Research

NATIONAL Agriculture and resources research and development system

c/o PCARRD, Los Baños, Laguna

AGENCY IN-HOUSE REVIEW

\_\_\_\_\_  
Agency

SYNTHESIS FORMAT

Session: \_\_\_\_\_

Summary of Project Status by Sector

Status of Project	NUMBER OF PROJECTS	
	Programmed Actually Presented	for Presentation
I. Ongoing  for continuation  for suspension  for termination  others(please specify)		
II. Completed  with terminal reports  without terminal reports		



TOTAL		
-------	--	--

### Summary of Project by Development Zone

STATUS OF PROJECT	NUMBER OF PROJECTS	
	1Programmed Actually Presented  Presentation	for
I. Ongoing  for continuation  for suspension  for termination  others(please specify)		
II. Completed  with terminal reports  without terminal reports		
TOTAL		

### Summary of Technology Status

CLASSIFICATION OF TECHNOLOGY	NUMBER	
	Current Recommended Status	Status
Technology Generation (TG)		
Technology for Adaptation (TA)		
Technology for Verification (TV)		
Technology for Dissemination		



(TD)		
Information for Dissemination (ID)		

List of Technology for Adaptation, Verification, and Dissemination

Other Significant Findings

Problem Areas that Need New or Further Technology Generation Work

G. Problem Met/Recommendations

**APPENDIX 7**NARRDS/DA Form No.6  
CY \_\_\_\_\_For Use of PCARRD Program Specialist/ Regional Consortia Secretariat/  
Agency Director

NATIONAL Agriculture and resources research and development system

c/o PCARRD, Los Baños, Laguna

AGENCY IN-HOUSE REVIEW

SUMMARY OUTPUT OF REVIEW

Venue: \_\_\_\_\_

Agency: \_\_\_\_\_

DEVELOPMENT ZONE/SECTOR/COMM ODITY	PROJECT TITLE/RESEARCHE R/ DURATION	RECOMMENDATION/ REMARKS
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## APPENDIX 8

NARRDS Form No. 4

CY \_\_\_\_\_

For Use of Agency Director of Research

Consortia Secretariat/

PCARRD Program

Specialist/Evaluator

NATIONAL Agriculture and resources research and development system

c/o PCARRD, Los Baños, Laguna

AGENCY IN-HOUSE REVIEW

AGENCY:\_\_\_\_\_

COMMODITY STATUS REPORT

Research Title/Leader(s)

RDMIS Code

Implementing Agency

Cooperating Agency

Funding Agency

Duration (Definite Date)

Objectives

Status of Technology (Please encircle letter and specify the probability of success and ceiling level of adoption of technology.)

For dissemination

For adaptation

For verification





Potential technology

Information for dissemination

Recommendation(s) during the last agency in-house review and/or field evaluation/action taken

#### RECOMMENDATIONS

#### ACTION TAKEN

Plans

For previous year

\_\_\_\_\_

For succeeding year

\_\_\_\_\_

Problems Met/Recommendations

J. Remarks/Recommendation of evaluators (During the current agency in-house review/field evaluation)

Name of Evaluator: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Discussed with: \_\_\_\_\_

**APPENDIX 9****AIHR Form 1****Agency In-House Review (AIHR) Report**

Agency: \_\_\_\_\_

Regional Consortium: \_\_\_\_\_

Date of AIHR: \_\_\_\_\_ Venue: \_\_\_\_\_

Date Report is Prepared: \_\_\_\_\_

**A. Review/Evaluation Process****1. Composition of Evaluation Team**

Name	Agency	Field of Specialization

2. Scheme and Mechanics (Briefly describe the evaluation process- if sessions are conducted simultaneously, if reporting is done on a program/project/study basis, criteria and rating scheme used, how the best papers and those for presentation to the RSRDH were chosen. Please attached also a copy of the criteria and mechanics used if available).



## Continuation of APPENDIX 9

## Summary of Papers Presented/Evaluated:

Sector/Commodity	No. of Projects Presented/Evaluated					
	Ongoing		Completed		TOTAL	
Classification	R	D	R	D	R	D
Crops						
1. Rice						
2. Corn						
3. Coconut						
4. Sugarcane						
5. Fruit Crops						
6. Ornamental Horticulture & Medicinal Plants						
7. VELERO						
- Vegetables						
- Legumes						
- Rootcrops						
8. Industrial Crops						
Livestock						
1. Ruminants						
2. Swine						
3. Poultry						



Forestry and Environment						
1. National Wood Production Forest						
2. Protected areas and Wildlife						
3. Minor Forest Plants						
4. Bamboo and Rattan						
5. Agroforestry and Multi-Purpose Tree Shrubs						
6. Environmental Management						
Agricultural Resources Management						
1. Agricultural Ecosystems						
2. Agricultural Engineering						
Socio-Economics						
1. Applied Rural Sociology						
2. Agriculture and Resource Economics						
Others						
(Please Specify)						
TOTAL						

**APPENDIX 10**

## AIHR Form 2

Evaluators' Recommendations/Remarks on the papers presented.

Sector/Commodity/ Title/Researcher(s)	Classification R/D	Comments/ Recommendations	Remarks*	With hard Copy**
SECTOR 1  1. Commodity 1  Project 1  Project 2				
SECTOR 2  1. Commodity 1  Project 1  Project 2				
SECTOR 3  1. Commodity 1  Project 1  Project 2				

\* Please indicate recommended action on the project, whether for continuation, completion, termination, suspension or extension

\*\*Please indicate if hard copy of paper was provided to the Consortium Secretariat



**Appendix 11**  
Form No.1

# Purchase Request

# PURCHASE REQUEST

## CAVITE STATE UNIVERSITY

Department \_\_\_\_\_  
 Section \_\_\_\_\_

PR No.: \_\_\_\_\_  
 SAI No.: \_\_\_\_\_

Date: \_\_\_\_\_  
 Date: \_\_\_\_\_

Stock No	Unit	Item Description	Quantity	Unit Cost	Total Cost

Purpose

Requested by:

Approved by

Signature

Printed Name

Designation

RUPERTO S. SANGALANG

President

**Appendix 12****Canvass Form**

Republic of the Philippines  
CAVITE STATE UNIVERSITY  
Indang, Cavite

Ref. No. \_\_\_\_\_

**CANVASS FORM**

\_\_\_\_\_  
\_\_\_\_\_

Sir/Madame:

Please quote your lowest prices to the government on the following items:

All quotations submitted to this office are considered as offer to the items specified above of the prices opposite thereon. In the event that the offer is accepted, a purchase order for the items above will be sent to the dealer concerned advising them of such acceptance, period of delivery and the availability of funds for the purpose.

Goods/supplies are subject to inspection by the Auditor of her/his duly authorized representative subject to auditing requirements

This office hereby reserve the right to reject any or all offer or accept such offer which are considered most advantageous to the government.

Submission of price quotation should be made on or before \_\_\_\_\_ at the Supply Office.

CANVASS BY: \_\_\_\_\_

Very truly yours,

LILIOSA R. FERAER  
Incharge, Supply Office



THE SUPPLY OFFICER:

We are pleased to quote our lowest prices of the items above the foregoing conditions at forth.

\_\_\_\_\_  
Signature of Dealer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name in Print



**APPENDIX 13**

PROPOSED TITLE: FACULTY AND STUDENTS RESEARCH  
CAPABILITY ENHANCEMENT PROGRAM<sup>1</sup>

PROPONENT: RESEARCH AND EXTENSION SERVICES

IMPLEMENTING  
AGENCY: CAVITE STATE UNIVERSITY

INITIAL BUDGET: 1 Million Pesos (initial year of implementation)

INITIAL YEAR OF  
IMPLEMENTATION: FIRST SEMESTER, ACADEMIC YEAR 2004-  
2005

**RATIONALE:**

Research is one of the functions of the university and all colleges, including those of the campuses are expected to be involved in its conduct.

The AACUP guidelines in accrediting academic programs of colleges and universities also look at the kind of research outputs the colleges are producing during the time of evaluation.

Faculty members who serve as thesis advisers have no continuing research project(s) in spite their potential in proposing and implementing researches along their fields of specialization and experiences.

Thesis in the graduate and undergraduate levels as well as in the laboratory school are expensive and need some forms of financial support in pursuing student's researches with improved quality of output.

Faculty research project may also accommodate and fund thesis of students.

Students and faculty members need to expose and be more confident and in coming up with quality of outputs.

There is need for the colleges to identify workable and doable research thrust, agenda and program that will serve as guide in implementing the research activities of the university.



For these activities, the university has a starting capital of one million pesos for the research project of the colleges.

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<sup>1</sup> Prepared and submitted by SIMEON S. CRUCIDO, Vice President for Research and Extension and Professor V, Cavite State University, Indang, Cavite for discussion by the Administrative Council and approval of the University Board of Regents. April 2004.

Approved by the BOR per Resolution No. 75, S. 2004. December 9, 2004 (signed by Gloria L. Martonito, Board Secretary V)



## **OBLECTIVES**

General Objective:

To provide direction and guide for the conduct of faculty and student's research in the university.

### **Specific Objectives:**

To increase the level of participation of faculty members in conducting research in their respective colleges;

To provide some forms of assistance for the graduate, undergraduate and the laboratory school's research projects;

To increase the number of technical papers/articles for publication in the university research journal;

To satisfy the requirement of each college in AACCCUP accreditation;

To produce quality research output that could be transformed into a material that is useful to the university's various clienteles; and

To satisfy SUC leveling requirements.

## **Organization and Management**

Each College/campus shall organize a research team to be headed by the College/Campus Research Coordinator that will formulate and update Research and Development (R&D) agenda and program for their respective disciplines. All faculty members serving as advisers of thesis students have to qualify as members of the research team.

All researchers shall be directly supervised by the Dean of the College but will be regularly monitored by the Research Center, through the Director or his/her representative(s).

The college shall designate appropriate faculty members who will implement the research projects through a special job order that will be recommended by the Dean and the Research Director and approved by the University President.

Only studies to be jointly conducted by faculty members and students shall qualify for assistance under this program.



Coordinative research shall be considered among colleges/campuses provided the project falls within their thrust/agenda and program.

A Monitoring and Evaluation Committee shall be created to monitor, review and evaluate on-going and completed projects.

All R&D activities require the support from all units of the university, including the Administrative and Support Services.

A University Intellectual Property Rights Officer shall be designated by the President to work on issues pertaining to the Intellectual Property Rights (IPR) of products/process developed through research.

**Mechanics of Implementation:****Agenda/Program/Project/Study Setting and Prioritization**

The college/campus shall prepare a research agenda/program that corresponds to their academic offerings. The R&D Agenda/Program should be prepared by assessing the current problems and issues of the industry. The R&D Agenda/Program of each of the colleges/campuses shall be reviewed and evaluated by the Research Council for approval of the Administrative Council and the Board of Regents.

All approved R&D Agenda/Program will be consolidated by the Research Center and shall become the University's R&D Agenda and Program.

In the absence of a more comprehensive research agenda/program for each of the different colleges/campuses, the university recommends those that are presented in Annex "A".

Short term applied or practical researches shall be conducted as a component of a long-term project.

Only student thesis conducted in conformity with the approved research thrust/agenda of the university shall qualify for assistance under this program.

The faculty researchers who will be designated as project leaders shall prepare a research project proposal by following the format prescribed by the university (Annex "B"). For student thesis, an outline shall be prepared by the student by following the prescribed style and format for the College and/or the University.

**Screening and Evaluation of the Research Proposal**

The proposal prepared by the faculty members shall be initially reviewed and evaluated by the College/Campus Research Team (activity flow in Annex "C").

For student thesis, an outline shall be reviewed and evaluated during the thesis defense by the Guidance Committee and one representative of the Research, Extension, Continuing Educational and Training Services (RECETS) Council to be designated by its Chairman.

All proposals that have passed the review and evaluation of the Research Team shall be endorsed by the College Dean to the RECETS Council for final evaluation, through the Vice President for Research, Extension, Continuing Education and Training Services. The review and evaluation shall be



conducted to determine 1) relevance, 2) usefulness, 3) quality, 4) viability and technical feasibility, 5) impact and social acceptability and 6) global competitiveness of the proposed project(s).

Each College Campus shall submit to the RECETS Council list of students with the title of their approved thesis (by project) for endorsement to the Administrative Council and for approval of the University Board of Regents.

### **Budget Allocation**

Every year, the university shall allocate funds (1 to 3 million pesos) to fund research priorities of the colleges in the main campus. The branch campuses, through their Deans shall also allocate funds for their identified priority R & D agenda/program.

Funding shall be allocated in accordance with the number of approved programs/projects/studies for each of the disciplines, e.g. Agriculture; Engineering; Education; Economics, Management and Development Studies; Physical and Health Services, etc. The college through the research team shall schedule the allocation of funds to the projects based on priorities.

All colleges are required to avail of the funding under this proposal for student theses that will be jointly conducted by the faculty advisers and their advisees.

When approved, the research shall be funded by the university. A project can accommodate student's research with a minimum amount of Php 25,000.00, from the research fund of the university and the remaining balance shall be shouldered by the student.

If the total budgetary requirement of a student thesis is lower than Php50,000.00, only 50% of the total project shall be provided by the university.

The funds will be allocated for the maintenance and other operating expenses (MODE) of the project.

All requests for the purchase and/or use of the university funds for this purpose shall conform to the existing government and accounting and auditing rules and regulations.

**Implementation**

The proponent(s) shall start implementing the project/study soon after receiving a notice to commence and an approved special order from the Office of the President (OUP).

The proponent shall notify the Research Director with the Office of the Vice President for Research, Extension, Continuing Education and Training Services, Vice President for Administrative and Support Services, Financial Management Director, Vice President for Academic Affairs and the OUP copy furnished of the date the project officially started.

**Monitoring and Evaluation**

All on-going and completed researches shall be monitored, reviewed and evaluated quarterly while the completed projects shall be finally reviewed and evaluated by the research monitoring and evaluation committee;

The College/Campus Research Coordinator with the permission from the Dean shall schedule for and conduct an Annual Research In-House Review of all on-going and completed research.

During the review, the project/study leaders of all on-going projects/studies shall prepare a progress report using format prescribed for the purpose (Annex "D"). A terminal report and a technical paper shall be prepared and submitted by the project/study leaders on completed project (Annex "E").

The project/study leaders shall be required to present the progress of the on-going projects/studies and the final results of the completed projects/studies.

The evaluators shall make a written report about the results of the evaluation, including a recommendation for the on-going research project or study. For completed projects/studies the evaluators shall make recommendation that will help improve the manuscript.

**Publication**

Technical papers shall be written from the results of the project/study and will be submitted to the CvSU Research Journal's Editorial Committee for publication.

Articles written from the results of the student's thesis shall have the student(s) as the major author and the faculty adviser as a co-author. This holds true even if the final form of the article was written by the faculty adviser.



## Intellectual Property Rights (IPR)

Patented fabricated equipment or any form of patented product that was developed from student thesis with 50% funding from the university shall be a joint ownership of the author(s) and the university. When commercialized, the author(s) and the faculty adviser shall have an equal share from the 70% of the royalty while the remaining 30% shall go to the university.

Registration for copyright and patenting of products or equipment developed from research shall be the joint responsibility of the author and the university through the IPR Officer.

Commercialized patented equipment/product that was produced from a faculty research project shall be jointly owned by the author and the university.

The author shall be entitled to 60% of the royalty while the remaining 40% shall go the university.

The amount earned by the university in the form of royalties shall be placed in a thrust fund and shall be used to fund future faculty and student research projects.

## **Workload Credit**

The involvement of faculty members to actual operation of the colleges/campuses or the university shall be credited to a research workload with the corresponding credit points earned for the semester (Annex "D").

A faculty researcher who exceeds the minimum workload requirement in teaching shall be entitled to a research overload pay that is equivalent to the amount approved for the academics.

## **Effectivity**

This shall take effect upon the approval of the University Administrative Council and the Board of Regents.





## **APPENDIX 14**

### **PROTECTING THE INTELLECTUAL PROPERTIES OF CAVITE STATE UNIVERSITY**

#### **I. Rationale**

Republic Act No. 8293, otherwise known as the Intellectual Property Code of the Philippines, states that:

“The State recognizes that an effective intellectual and industrial property system is vital to the development of domestic and creative activity, facilitates transfers of technology, attracts foreign investments, and ensures market access for our products. It shall protect and secure the exclusive rights of scientist, inventors, artists and other gifted citizens to their intellectual property and creations, particularly when beneficial to the people.”

With the various intellectual properties (IP's) developed in the university such as the Aguinaldo Blend Coffee, processed products, design for biogas digester and innumerable research outputs being presented for public consumption, a few of them were able to acquire protection. The biogas digester was just recently granted a patent, while research outputs/publications have been presented without copyright protection, except for some that were able to acquire ISBN registration from the National Library. Therefore, the University must develop a system for protecting economically viable intellectual properties to maximize gains that could finance more researches in the future.

#### **II. Definition of Terms**

“Copyright” is the protection extended to expressions and not to ideas, procedures, and methods of operations or mathematical concepts as such. Such expressions may be in the forms of literary, scholarly, scientific and artistic works.

“Intellectual Property or IP” is an asset that possesses commercial value which can be exploited to generate revenue. IP value lies in its utilization, not existence.

“Intellectual Property Rights” or “IPR” refers to the entitlement and enjoyment of the attributes of ownership over intellectual properties. IPR consists of: a) Copyright and related rights; b) Trademarks and Service Marks; c) Geographic Indications; d) Industrial Designs; e) Patents; f) Layout-Designs (Topographies) of Integrated Circuits; and g) Protection of



Undisclosed Information.<sup>1</sup> IPR shall likewise include plant varieties and animal breeds.

“Patent” is a grant issued by the Philippine government giving an inventor the right to exclude others from making, using, setting, or importing the product of his invention within the Philippines in exchange of his patentable information or disclosure.

“Patentable inventions” means any technical solution of a problem in any field of human activity which is new, involves an inventive step and is industrially applicable, which may be, or may related to a product, or process, or an improvement of any of the foregoing.<sup>2</sup>

“Plant variety” means a plant grouping within a single botanical taxon of the lowest known rank which can be defined by the expression of the characteristics resulting from a given genotype, or combination of genotypes, distinguished from any other plant groupings by the expression of at least one characteristic and considered as a unit with regard to the suitability for being propagated unchanged. A variety may be represented by seed, transplants, plants, tubers, and tissue culture plantlets.

“Prior art” Everything made available to the public by means of a written or oral disclosure, by use, or in any other way, before the filing date or the priority date of the application claiming the invention. Prior use which is not present in the Philippines, even if widespread in a foreign country, cannot form part of the prior art if such prior use is not disclosed in printed documents or in any tangible form.

### III. Objective

To establish a system protecting the intellectual properties (IP's) or results/products generated through researches conducted in the university.

### IV. Strategy

The University shall establish an IPR Office that covers all intellectual property protection activities and provide trainings/seminars to researchers to increase awareness on IPR. The IPR Office will be divided in to two sections, each having IPR Assistants, one for patentable IP's and the other for publishable IP's.

The IPR Officer will work under the Office of the Vice-President for Research, Extension, Continuing Education and Training Services

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<sup>1</sup> Section 4, R.A. 8293 (1998); TRIPS.

<sup>2</sup> Section 21, R.A. 8293 (1998).



(RECETS), and is tasked to identify, protect and exploit commercially on the University's behalf the intellectual property rights generated by the University's researchers.

The IPR Officer will be involved in identifying and protecting the University's intellectual property rights, and in conforming to existing systems in managing, recording and tracking the progress of intellectual property applications and commercialization of the property. The IPR Officer will be required to work in close coordination with both research and academic units of the university to identify research results and intellectual property rights with commercial potential. In this capacity the IPR Assistants will be responsible for applying for and liquidating cash advances accrued during the applications and payment of other fees pertinent to the application. Where necessary the IPR Officer will work with the University's legal advisers.

The IPR Officer and IPR Assistants will be provided with appropriate external training to ensure that they can become competent in all aspects of the role.

Other responsibilities include the following:

Formulate, propose and implement governing guidelines in patenting/copyrighting research results in the University

Deal with agencies requesting for commercialization rights for patented/ copyrighted materials from the university, enter into licensing agreements and manage the payment of royalties.

Monitor violations and persecute violators for patents/copyrights issued to the university.

## V. Implementation

The CvSU-Intellectual Property Office (CvSU-IPO) shall head two units, Patentable IP Unit and Publishable IP Unit, each having IPR Assistants and will work in consultation with the legal authority of the University;

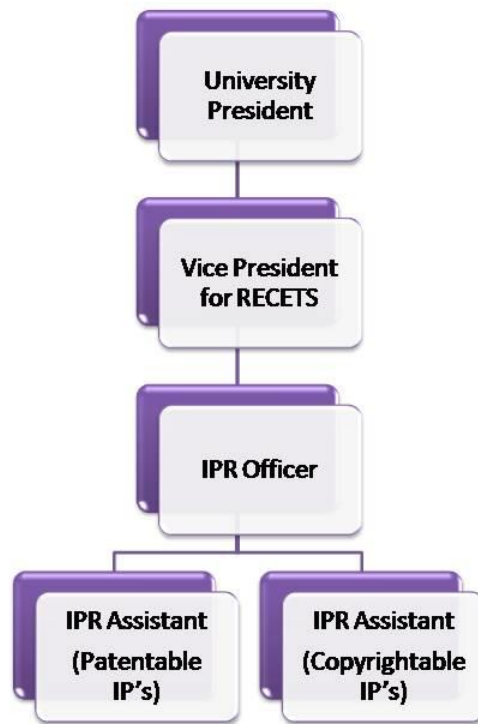


Figure 1: Proposed Organizational set-up of the IPR Office



Intellectual properties generated through the university researches shall be jointly owned by the researcher and the university. Sharing of the royalties will be at 70% for the researcher and 30% for the University

A 5% cut from the royalty share of the researcher shall be placed in a trust fund for future research projects, travels, attendance to conferences of the respective researcher

Registration/processing fees for patents/copyrights shall be shouldered by the University.

All research outputs, patentable/copyrightable or not, shall be reported to the CvSU-IPO and shall only be presented/published for public consumption if, and only if, a written permit from the CvSU-IPO has been granted to the researcher

Licensing agreements, before being entered into shall be reviewed and approved by the University President and Board of Regents.

## **VI. IPR Application Process Flow (University Level)**

A. Patents (filing fee, PhP 3,636.00, until 4 years after publication of patent, annual fees on each subsequent anniversary) \*validity: 20 years from filing date

The researcher submits the terminal report to the University Research Center.

The IPR Officer and the Research Center Director periodically submit technologies for patentability evaluation to the Vice President for RECETS.

If approved, the researcher is asked to fill up Patent Application Form and submit necessary documents to the IPR Officer.

The IPR Officer applies for Cash Advance that would cover expenses for the application including, but not limited to, filing fee, photocopying fee, transportation and travel allowances, etc.

As the cash advance is released, the application will be filed at the:

INTELLECTUAL PROPERTY PHILIPPINES  
IPO Building  
351 Sen. Gil Puyat Ave., Makati City

Other documents and fees, as the need arises, related to the application will be accomplished, submitted and paid promptly by the IPR Officer.



B. Copyrights (registration fee: PhP 150.00) \* validity: lifetime + 50 years

Register and deposit two (2) copies each to:

i. National Library Copyright Division

ii. Supreme Court Library

IP	Classification	Year	Author	Unit/College/Campus
1. Aguinaldo Blend	Patent	2002	Dr. Alejandro C. Mojica, Sr.	Coffee Center
2. Aguinaldo Blend in Filter Bags	Utility Model	2002	Dr. Alejandro C. Mojica, Sr.	Coffee Center
3. Chevron Mara,	Patent	2000	Prof. Fe N.	CAFENR

VII. Potential IP's developed in the University



Nuggets			Dimero	
4. Native Chicken Mara, reformed ham, sausage, nuggets, franks	Patent	2001	Prof. Fe N. Dimero	CAFENR
5. Laya at Diwa	Copyright	2006		
6. Softwares, computer programs, etc.	Copyright	---	Students and faculty	CEIT
7. Research results, articles, journals, theses, presentation, photographs, leaflets	Copyright	---	Students and faculty	All
8. T-shirt designs (dragonfruit and Aguinaldo blend)	Copyright	2007	Dr. Tepora / Dr. Mojica	Research Center
9.Processed dragonfruit products	Patent	2007	Dr. Teddy F. Tepora	Research Center



## Appendix 17

Research Thrusts/Agenda Program by Discipline:

### I. Agriculture

- High value vegetables
  - Fruit crops – mango, banana, pineapple, papaya, dragon fruit
  - Beverages – coffee
  - Plantation crops – coconut, yellow corn
  - Ornamental plants
2. Swine and Poultry
  3. Forestry
  4. Environmental Services
  5. Wood fuel and Bio-fuels
  6. Environment and Natural Resources
  7. Socio Economics
  8. Education
  9. Health, Food and Nutrition
  10. Information and Communications Technology
  11. Industrial Technology

The R and D programs include, but are not limited to, the following problem areas:

#### 1. Crops

- Improving production system
- Reducing post harvest losses
- Improving processing and marketing efficiencies
- Accelerating technology adoption
- Improving processing technologies

#### 2. Animals

- Enhancing competitiveness and sustainability of commercial animal production
- Building assets from sustained small livestock and poultry-based enterprise

#### Forestry

- Development of processing machine for oil extraction and its utilization for bio-ethanol





- Enhancing sustainable watershed management
- Production and marketing efficiencies
- Managing waste and pollutant for environment protection and resource recovery
- Minimizing effects of agriculture and forestry activities on climate changes
- Improving biodiversity conservation and management for sustainable ecotourism preservation and effective use of indigenous structures and system for community development and sustainable tourism for community development and sustainable tourism

### 3. Socio-Economics

- Models of development programs
- Credit and Financing schemes
- Market economics
- Consumer economics
- Production economics
- Technology Delivery System
- Monitoring and Impact Assessment
- Entrepreneurship
- Aspirations and value orientation
- Employment opportunities
- Leadership patterns and styles
- Policy analysis, formulation and implementation
- Gender and development
- Cultural traditions, customs and beliefs

### 4. Education

- Curriculum assessment, development and enhancement
- Teaching competencies and effectiveness
- Instructional materials development
- Performance evaluation
- Evaluation of student services
- Graduate tracer studies

### 5. Health and Nutrition

- Governance
- Health regulation
- Health Service Delivery
- Health Education
- Health Technology Development



## 6. Information and communication Technology

- web interfaces
- Bioinformatics
- Multimedia application
- Convergence technologies
- Data warehousing