

## **Chapter I**

### **GOVERNANCE AND ADMINISTRATION**

#### **Section 1. Organizational Structure of the Bulacan State University**

1. The Board of Regents (BOR) is the governing body of the Bulacan State University (BulSU) as constituted by law. The BOR and the President of the University, insofar as authorized by the said Board, administer the University and exercise all the powers granted to a corporation as provided for in the Corporation Code of the Philippines. (R.A 8292, Sec 4).
2. The BOR appoints upon the recommendation of the President the vice presidents, deans, directors, heads of departments, faculty members and other school officials.
3. The following organizational chart as shown in the overleaf depicts the various offices and officials of BulSU (BOR Resolution No. 59, S-2016).

#### **Section 2. Officials of the Colleges and External Campuses**

1. The Deans are appointed by the BOR upon the recommendation of the President and act as heads of the colleges/external campuses and exercise such other administrative duties which the BOR on recommendation of the President may prescribe. They are appointed for a term of office of three years without prejudice for their reappointment for a second term and re-appointment after three years of their second term, and until their successor shall have been appointed.
2. The Dean as educational leader of the college must be both a scholar and an administrator. S/he must actively engage in scholarly pursuit through research, publication of research and public presentation of his/her research. S/he must be able to exercise leadership in implementing programs that develops excellence in faculty, students, academic programs and facilities in pursuance of the University's vision. S/he must be able to marshal resources, inside and outside, of the University and must be enterprising in establishing local and overseas linkages for the development of the college and the University.
3. The Dean serves as vital link between the members of faculty and students of the college and between the members of faculty and the administration. S/he must be able to bridge the needs of the faculty and the students to the administration and that the Dean must be able to link the administration to the faculty and students. As such, it is imperative that its selection process begins with its constituents and the selection must be thoughtful, fair and open.
4. A Search Committee shall be constituted by the University three months before the end of the term of the incumbent to conduct the selection of candidates for appointment. Evaluation by the Search Committee of the performance shall be made of an incumbent Dean who will apply for a second term. Selection through search shall be conducted for new candidates.

5. The candidates for Deanship shall be screened based on the following criteria:

- a. Extension, research and scholarly works
- b. Educational qualification
- c. Performance record
- d. Integrity
- e. Administrative competence

6. A consultation with faculty members of the college concerned shall be made by way of nomination or election which shall complement the selection process. This is to gauge the acceptability of the candidate and in recognition of the college's self-determination.

7. The Search Committee shall forward the names of the top three candidates to the President who shall select his/her choice and recommend the same to the BOR for appointment.

8. The Dean, in pursuance of academic excellence and the University's goals, may recommend to the President the appointment of the Associate Dean, College Secretary, Department Chair, and other officials of the college/external campus according to the number of the college's programs faculty members, staff and students population subject to the following standards:

- a. A college secretary shall be designated for a college with less than 40 regular and or non-regular faculty members, with 2-3 academic programs, and with less than 1000 students population
- b. A college with more than 40 regular or non-regular faculty members, with 4 or more academic programs, and with more than 1000 students population shall designate an Associate Dean aside from a College Secretary.
- c. Appointment of an Associate Dean for Academic Affairs and Associate Dean for Research, Extension and Training shall be recommended by the Dean of College/External campus with 80 or more faculty members and six or more academic programs.

8. College officials recommended by the Dean and approved by the President shall serve on co-terminus basis.

9. The Dean has the prime duty of implementing the inherent University pillars of functional research, excellent instruction, responsive extension and community services, and developmental training in his/her college.

## **Chapter II**

### **ETHICAL AND PROFESSIONAL STANDARDS FOR FACULTY MEMBERS**

A professor is a teacher at a college or university who is a specialist in a field of study. S/he works for the attainment of the educational goals and standards of the University, and abides by its policies and regulations. It is in that context that the following set of ethical principles define the professional responsibilities of BuSU professors in their role as teachers.

#### **Section 1. Professional Ethics in University Teaching** (adapted from Society for Teaching and Learning in Higher Education (1996), University of British Columbia)

1. A professor maintains a high level of content competence and ensures that course content is up to date, accurate, representative, and appropriate to the requirements of the course of the students.
2. A professor improves his/her pedagogical knowledge and skills and adopts appropriate instructional methods to effectively realize learning outcomes of diverse students.
3. A professor deals with sensitive issues and controversial topics in an open, honest, and positive way.
4. A professor is responsible in designing instruction that promotes higher order thinking skills, as well as critical and independent thinking toward intellectual development of students.
5. A professor cultivates students' interest in learning, treats them with respect and affirm their scholarly contribution in class activities.
6. A professor shields himself/herself from dual relationship with students which foster close personal relationship and undue accommodation.
7. As professor upholds confidentiality of a student's academic records and private communication and are released only with student's consent or legitimate academic purpose.
8. A professor respects the dignity of her/his colleagues and shuns from making open criticism against them in the presence of students, parents, and others.
9. A professor works cooperatively with colleagues and administrators in the interest of fostering student development.

10. A professor ensures that assessment of student performance is valid, open, fair, and congruent with course objectives.
11. A professor actively pursues scholarly activities and contribute in the generation of new forms of knowledge and in advancing the frontiers of knowledge to serve the interest of the University and the nation.
12. A professor engages in partnership with stakeholders in the communities and in industries to share his/her expertise as his/her contribution in promoting development.
13. A professor advocates for high quality education and in shaping public policies that best promote the general welfare of the people.
14. A professor continually works for quality professional development to keep him/her in learning and innovation to better serve the best interest of the students and the University.
15. A professor conducts himself/herself properly at all times with the highest standard of integrity and morality.
16. A professor goes beyond names of his/her students and reach out to them not only to impart knowledge and skill but to teach life.
17. A professor adapts to changing learning environment and infuse educational technologies to his/her instructional methodologies.
18. A professor respect students' individual differences and provides different avenues of learning to create a more effective instruction.
19. A professor collaborates with his/her students and colleagues in delivering instruction that cultivates application of learning in the communities.
20. A professor is an educational leader that takes the responsibility of continual development of his own learning to effect higher quality of education to his/her students in pursuit of valuable, relevant knowledge that serves the interest of the University and the nation.
21. A professor of the University abides with the requisites of Civil Service as provided for by the Code of Conduct and Ethical Standards for Government Officials and Employees. S/he likewise upholds and adheres to the to the Code of Ethics for professional teachers.

## **Chapter III**

### **STANDARDS OF EMPLOYMENT FOR FACULTY MEMBERS**

#### **Section 1. Recruitment and Selection**

**1.** As a general rule, recruitment of faculty shall be limited to those who possess at least a master's degree or its equivalent (CSC MC No. 10, s. 2012). If there is dearth of holders of master's degree in specific fields, an appointment can be issued to the faculty member provided that there is a certification issued by the CHED (Sec. 5 (f) of Rule II of CSC MC 24, s. 2017).

However in the absence of a master's degree holder, the following may be considered:

- a. bachelor's degree holders with academic honors such as cum laude
- b. bachelor's degree holders who belong to the first ten (10) in their respective board examinations;
- c. bachelor's degree holders who passed their respective board examination with at least two years active practice of the profession.

**2.** Call for teaching application shall be made according to the faculty needs as determined according to the projected teaching loads which are prepared a year before the beginning of a new academic year. The Human Resource Management Office (HRMO) shall post Call for Teaching Application at BulSU website and leading newspapers of local and national circulation.

**3.** The Publication Law (R.A. 7041) shall govern the publication of vacant positions marked for hiring or filling. The published vacant positions shall also be posted in at least three conspicuous places in the University for at least ten calendar days and should be sent to other educational institutions within the region to inform other interested parties. Other appropriate modes of publication shall be considered (MSP March 23 2018).

**4.** Application for employment shall be addressed to the President through the HRMO. Application is open to all including non-teaching personnel who opt to shift to faculty status.

**5.** The applicant shall file his/her application letter at the HRMO, along with the following:

- a. resume
- b. certified true copy or transcript of record
- c. certified true copy of diploma
- d. photo copy of official rating of government exam (if applicable)
- e. certification of previous employment (if applicable)
- f. letters of recommendation from three (3) disinterested persons guaranteeing the moral and personal integrity of the applicant in a signed and sealed letter envelope.

**6.** Documents of applicants will be sent by the HRMO to the Dean concerned for pre-selection.

**7.** Before the interview, pre-selected applicants are required to take three (3) sets of psychological tests after which the results shall be transmitted to the HRMO for evaluation.

**8.** A demonstration teaching may be scheduled by the college concerned to test the teaching proficiency of the applicant.

**9.** The applicant shall be scheduled for interview by the Human Resource Merit Promotion and Selection Board (HRMSB) for academic positions which is tasked to assist the President in selecting applicants for recommendation to the BOR, who shall confirm the appointment of faculty members to positions or ranks. The HRMSB shall be guided by the principle of merit and fitness and is composed of the following (Sec 90, Rule IX, CSC MC No. 24, s. 2017).

- a. The Vice President for Academic Affairs as Chairman
- b. Vice President for Executive Operations as Co-chairman
- c. College Dean/Campus Dean of the academic units where the vacancy exists
- d. Area/Department Chair to which the appointee will be assigned
- e. The President of the CSC-accredited Faculty Association/Union in BulSU
- f. The Director of Human Resource Management Office

**10.** The HRMSB may delegate the conduct of interview for applicants of non-regular faculty members to the college/external campus where the teaching vacancy exists subject to the guidelines to be promulgated by the HRMSB. The college/external campus may create its own faculty selection committee to be headed by the Dean.

**11.** The HRMO shall perform secretariat and technical support function to the HRMSB, for the comparative assessment and final evaluation of applicants for teaching position and or application for promotion. It shall keep records of the proceedings of the HRMSB and maintain all records or documents, keeping them in readiness for inspection and audit by the Civil Service Commission.

**12.** The interview shall cover, among others, the applicant's mastery of his field of specialization, command of the medium of instruction, attitude towards work, and such other data and information that have significant bearing on the position being applied for. During the interview, the HRMPSB shall take into consideration the following personal attributes of the applicant:

- a. positive personality
- b. physical and mental fitness
- c. clear understanding of the of the teaching-learning process and learners' psychology

d. knowledge of, and application of the teaching principles and methods

**13.** A character investigation shall be conducted by the HRMO on those who shall be considered for hiring.

**14.** Results of the psychological tests, demonstration teaching, and interview shall be collated and ranked in the HRMO and an endorsement paper shall be forwarded to the President as signed and recommended by the HRMPSB. The President in his/her capacity as the appointing officer shall render the final decision on the application from among the top five (5) ranking candidates deemed most qualified for appointment to the vacant position (Sec 86, Rule IX, CSC MC No. 24, s. 2017).

## **Section 2. Hiring**

**1.** As a general rule, only applicants of those with good academic records and good qualifications, especially of those graduates from reputable schools, shall be considered for hiring.

**2.** The University shall observe the principle of institutional immobility by refraining from considering graduates of the University to teach, whether on full time or part-time basis, to avert academic inbreeding. Provided that graduates applying for teaching position finish a higher degree from another reputable University, or teach in another University and or they earned academic honors in the University and they have distinguished themselves in extra-curricular activities and meet the necessary qualifications.

**3.** Applicants who will be hired should contribute to the existing strengths of the University in instruction, research, and extension including research advising. S/he shall be notified by the HRMO to report, accomplish pertinent appointment papers, undergo the mandatory physical examination, and submit the following required documents in one long folder:

- a. National Bureau of Investigation (NBI) clearance
- b. 4 copies of Form 212 (Personal Data Sheet)
- c. medical certificate BuSU Medical Services
- d. statement of assets and liabilities
- e. Bureau of Internal Revenue (BIR) 1902 and 1025
- f. 2 copies of personal data form
- g. 2 documentary stamps
- h. 2 photocopies of birth certificate and of children (if any)
- i. 2 photocopies of marriage contract (if applicable)
- j. BIR W-2 from previous employer
- k. photocopy of official rating of government exam
- l. transcript of records (original and photocopy)
- m. 3 (2x2) identical pictures (colored with white background)

n. permit to teach duly approved by the head agency, if government employee

**4.** Transferees from other government agencies are also required to submit the following documents:

- a. approved transfer
- b. clearance from previous employer
- c. certificate of last day of service with pay verified by auditor
- d. service record/copy appointment papers
- e. performance ratings
- f. certificate of earned leave credits (if applicable)

**5.** Entry to faculty positions shall be at the lowest sub-rank of the appropriate faculty rank (CSC MC No. 5 s. 1987).

**6.** Transferees from other State Universities and Colleges (SUCs) may be admitted at their present faculty ranks in the absence of qualified insider.

**7.** Qualification standards for faculty recruitment, appointment, and promotion shall be those provided for under CSC MC No. 5 s. 1987, CSC MC No.24 S-2017)

**8.** The filling of vacant positions in the SUC shall be made after ten calendar days from their publication.

**9.** The publication of a particular vacant position shall be valid until filled but not beyond nine months reckoned from the date the vacant position was published.

**10.** In the issuance of appointments, the requirement for publication is deemed complied with if the process of application and screening started within six months from publication and if the vacancy is filled not later than nine months from date of publication.

**11.** Should no appointment be issued within the nine-month period, the University has to cause the re-publication and re-posting of the vacant position.

**12.** If a faculty member is appointed as SUC President, he/she loses his/her faculty rank. However, if it is a designation, he/she retains his/her faculty rank.

### **Section 3. Classification of Faculty Members**

Members of the faculty are classified according to the status of their appointment and must meet the requirements of vertical alignment and specialization (CMO No.36,s. 1998). If possible, there should be vertical articulation between the undergraduate and the graduate levels of discipline of the faculty.



**1. Regular Faculty.** The regular faculty members have plantilla positions and are hired on a full-time basis. Their main functions include instruction, research, and extension in pursuance of the vision-mission of the University. They are categorized as follows:

a. Permanent or tenured- one whose term of appointment is continuous and carries the assurance of employment until the age of retirement unless the faculty resigns or is terminated for cause. Permanent status is earned after successfully fulfilling the requirements of a master's degree and has served the University for at least two years of very satisfactory performance.

b. Temporary- one whose term of appointment is subject to certain requirements, i.e. Bachelor's degree of the field applied for, has relevant master's degree or at least in the process of writing his thesis and he/she has served the University for at least two years of very satisfactory performance.

c. Contractual- one who is appointed to a contractual position and receives the same rate, privileges and benefits as regular faculty members but does not have a plantilla position. Renewal of his/her contract is based on performance and is subject to the availability of funds of the University.

**2. Non-regular Faculty (Part-timer).** The non- regular faculty members are those who teach in the University but are neither permanent, temporary nor contractual faculty and are paid by the hour of service. Government employees who are given non-regular teaching loads are required to submit a written permit to teach outside their office of employment. Appointments of non-regular are renewed every semester depending on their performance in the previous semester and subject to the availability of teaching load.

a. Adjunct Faculty –is a faculty from other academic unit of the University who meets the qualifications to teach in the undergraduate and graduate school and or non-teaching personnel who are given teaching loads outside of their official hours.

b. Guest Lecturer-one who is invited to teach based on the specific skills and qualification as determined by the needs of an academic unit and receives remuneration as expert services (BOR Resolution No. 45, s.2008).

#### **Section 4. Academic Rank**

- 1. Regular Faculty.** The following academic rank along with relevant qualifications applies only to regular faculty with permanent or temporary appointment on full-time teaching in the University. In order to qualify to an academic rank, faculty members should reach certain National Budget Circular (NBC) 461 point requirements.

### 1.1. Main Factors and Maximum Points:

Factors	Maximum Number of Points
Educational Qualification	85
Experience and Length of Service	25
Professional Development, Achievement, and Honors	<u>90</u>
	200

### 1.2 Points Brackets for Regular Faculty Ranks and Sub-Ranks

Faculty Rank	Sub-Rank	Salary Grade	Bracket
Instructor	I	12	65 below
	II	13	66-76
	III	14	77-87
Assistant Professor	I	15	88-96
	II	16	97-105
	III	17	106-114
	IV	18	115-123
Associate Professor	I	19	124-130
	II	20	131-137
	III	21	138-144
	IV	22	145-151
Professor	V	23	152-158
	I	24	159-164
	II	25	165-170
	III	26	171-176
	IV	27	177-182
College/University Professor	V	28	183-188
	VI	29	189-194
		30	195-200

2. **Non-regular Faculty.** The following academic rank which is based on relevant qualifications applies to non-regular faculty members. The requirements set forth by NBC 461 for regular faculty members to qualify to a certain academic rank similarly applies to non-regular faculty members who may be on full time or part-time teaching in the University. Upon hiring, non-regular faculty shall undergo evaluation of their qualifications using the NBC 41 criteria. Guest Lecturers may be ranked with the corresponding per hour rate based on their pay hour rate from their mother unit. Full time non-regular faculty shall be ranked with the maximum per hour rate based on their qualification as follows:

## 2.1 Points Brackets for Non-regular Faculty Ranks and Sub-Ran

Faculty Rank	Sub-Rank	Bracket
Lecturer	I	65 below
	II	66-76
	III	77-87
Assistant Professorial Lecturer	I	88-96
	LI	97-105
	LII	106-114
	IV	115-123
Associate Professorial Lecturer	I	124-130
	LI	131-137
	LII	138-144
	IV	145-151
	V	152-158
Professorial Lecturer	I	159-164
	LI	165-170
	LII	171-176
	IV	177-182
	V	183-188
	VI	189-194

## Section 5. General Qualifications

1. All appointment of faculty members shall be made strictly on the basis of merit fitness and equality. No religious or political affiliation of the faculty shall be a matter of examination or inquiry.
2. Members of the faculty shall be exempted from the requirement of civil service eligibility as a prerequisite for appointment.
3. Appointment and promotion of faculty member shall be made in accordance with the criteria, rules, procedures, and other guidelines set forth in the Common Promotion and Merit System for Faculty of SUCs, National Compensation Circulars, and the Qualification Standards of the Civil Service Commission and promulgation of the Board of Regents.
4. The minimum qualification standards for appointment and other personal actions for faculty shall be as follows: (CSC MC No. 10, s. 2012, BuISU MSP March 2018)

### a. Instructor I to II

Education: Master's degree in the area of specialization

Experience: None required

Training: None required  
Eligibility: None required  
RA 1080 (For courses requiring BAR or BOARD eligibility)

b. Instructor III

Education: Master's degree in the area of specialization  
Experience: 1 year of relevant experience  
Training: 4 hours of relevant training  
Eligibility: None required  
RA 1080 (For courses requiring BAR or BOARD eligibility)

c. Assistant Professor I to III

Education: Master's degree in the area of specialization  
Experience: 1 year of relevant experience  
Training: 4 hours of relevant training  
Eligibility: None required

d. Assistant Professor IV

Education: Master's degree in the area of specialization  
Experience: 2 years of relevant experience  
Training: 8 hours of relevant training  
Eligibility: None required  
RA 1080 (For courses requiring BAR or BOARD eligibility)

e. Associate Professor I-III

Education: Master's degree relevant to the area of specialization  
Experience: 2 years of relevant experience  
Training: 8 hours of relevant training  
Eligibility: None required  
RA 1080 (For courses requiring BAR or BOARD eligibility)

f. Associate Professor IV to V

Education: Master's degree relevant to the area of specialization  
Experience: 3 years of relevant experience  
Training: 16 hours of relevant training  
Eligibility: None required  
RA 1080 (For courses requiring BAR or BOARD eligibility)

g. Professor I

Education: Master's degree relevant to the area of specialization

Experience: 4 years of relevant experience

Training: 24 hours of relevant training

Eligibility: None required

RA 1080 (For courses requiring BAR or BOARD eligibility)

h. Professor IV-VI

Education: Doctorate degree relevant to the area of specialization

Experience: 5 years of relevant experience

Training: 32 hours of relevant training

Eligibility: None required

RA 1080 (For courses requiring BAR or BOARD eligibility)

i. College/University Professor

Education: Doctorate degree relevant to the area of specialization

Experience: 5 years of relevant experience

Training: 32 hours of relevant training

Eligibility: None required

RA 1080 (For courses requiring BAR or BOARD eligibility)

5. The NBC 461 pertaining to compensation and position classification plan for the faculty positions in the University shall govern the compensation and position classification of faculty positions.

6. No person shall be eligible for appointment or reinstatement as a regular member of the faculty during the term of which he has been elected to any political office. If s/he loses in the election or withdraws as a candidate, s/he can only be reinstated or reappointed as member of the faculty a year after the election.

7. No person shall be appointed as faculty on a full time basis if s/he is employed in another institution except under consortium arrangements, provided that such need of the University justifies the appointment and no other applicant approximates the need for high professional and scholastic competence. Such person may be appointed on a year-to-year basis until one who possesses the desired competence is available for regular appointment.

8. All members of the faculty shall be appointed by the President subject to the confirmation by the Board of Regents and in accordance with existing Civil Service rules and regulations.

**Section 6. Appointment to Tenure or Permanency.**

1. Tenure or permanency is granted to a faculty member who satisfactorily meets the qualifications and requirements set by the University to the position to which s/he is appointed. It is a right that guarantees the continuous employment, economic security, and academic freedom of the faculty until his/her retirement, voluntary resignation or dismissal from service for cause. Tenure or permanency carries with it the responsibilities to perform very satisfactorily the functions and duties of a faculty member.

2. Non-regular faculty members who have served the University for at least a period of two years of very satisfactory performance on a full time basis of at least 18 teaching hrs/week and has obtained his/her master's degree shall be considered for permanent status.

3. A faculty of high academic qualifications and possessing the competencies that would serve the goal and the needs of the University can be hired for a permanent position with academic rank commensurate to his/her qualification upon recommendation of the President to the BOR.

4. In addition to the documents required for hiring new faculty members, the appointee to tenure or permanency shall also submit the following documents:

- a. Oath of office
- b. GSIS membership form

**Section 7. Criteria for the Entitlement to a Permanent or Tenured Position**

1. A non-regular faculty member who is qualified to be appointed to a permanent position must meet the following criteria:

Performance. ....	50%
Educational Qualification . . . . .	30%
Capability for research works . . . . .	20%

2. The performance shall be based on the efficiency rating using the approved scale in consideration of the following factors:

Personal character and integrity. . . . .	30 points
Teaching effectiveness . . . . .	50 points
Participation in various college or University activities . . .	20 points

The teaching effectiveness is based on the weighed evaluation by the Dean which is 50% and another 50% from students' evaluation

3. The educational qualification shall be based on the following:

Doctorate degree . . . . .	85 points
Master's degree . . . . .	65 points
Bachelor's degree . . . . .	45 points

4. Additional credits of 1 point for educational qualification can be received for every 3 units earned toward a higher approved degree course. The maximum number of points is 10 points.

5. Only those who submitted the necessary documents, original and a photocopy of transcript of records and diploma, at the time of evaluation shall be considered and all claims for points shall be supported by the appropriate and pertinent primary documents.

6. The computation of points for the length of service shall be based in the number of year or 2 semesters of full-time academic service in the University where one year of service is equivalent to 1 point.

7. All non-regular faculty members shall be ranked according to the total number of points earned using the aforementioned criteria. Evaluation and ranking shall be done whenever items are available. If a number of items are available, the distribution of the items shall be based on the needs of the colleges. However, if there is a limited number of item available, the top candidates from each college and campus shall be ranked and available items shall be given to the faculty members who belong to the top ranking. In case of a tie, the college or campus with the greater number of non-regular shall be given priority in the distribution of items.

## **Section 8. Academic Rank Promotion**

1. Promotion in rank of faculty members generally follows the national government promotional scheme for SUCs according to the provisions of NBC 461, s.1998.

2. Faculty members can also be promoted if there is a vacancy in a particular rank/sub rank.

3. A faculty member who has demonstrated meritorious academic, scholarly and professional achievements over a period of time is given due recognition through evaluation for promotion in academic rank in case of vacancy. It is selective as it is awarded not on the sole basis of seniority or length of service. Promotion denotes the recognition of the University for outstanding performance and achievements of a faculty member.

4. The HRMSPB shall assist the President in selecting candidates for promotion and recommendation to the governing board, who shall confirm the appointment of qualified faculty members

5. The members of HRMSPB for selection of faculty for promotion are the following:

- a. The Vice President for Academic Affairs as Chairman
- b. All other Vice Presidents
- c. The President of the CSC-accredited Faculty Association/Union in BulSU
- d. The Director of Human Resource Management Office

6. The HRMSPB shall make its activities and decisions as transparent as possible.

7. The following guidelines outline the evaluation of a faculty member for promotion to a vacant academic rank:

a. Announcement of vacant academic rank shall be made by the HRMO which shall conduct evaluation of faculty members who will be considered for promotion in which the final list of candidates shall be submitted to the President for recommendation to the BOR.

b. The promotion of the faculty members shall give consideration to the following factors:

- 1. teaching competence where performance rating is at least Very Satisfactory during the last two evaluation periods
- 2. research competence, scholarly or creative works
- 3. extension activities
- 4. evidence of professional and academic growth
- 5. dedication to and length of service
- 6. personal character and integrity

c. The rating scale for evaluation shall follow the criteria of NBC 461:



Educational Qualification- 85 points

Professional Development, Achievement and Honors – 90 points

Experience and Length of Service - 25 points

d. If two or more faculty members receive equal ratings, preference shall be given to the candidate in the department/college where the vacancy exists.

e. Faculty members against whom administrative case is filed or pending shall not be disqualified from promotion.

f. Promotion within six months prior to compulsory retirement shall not be allowed except as otherwise provided by law.

g. Faculty members who are on local or foreign scholarship/training grant or on maternity leave or on secondment may be considered for promotion where the two performance ratings to be considered shall be the rating immediately prior to the scholarship/training grant or maternity leave or secondment.

h. The effectivity of promotion shall be on the assumption to duty.

## **Section 9. Separation from Service, Suspension and Dismissal**

1. The service of a regular and or non-regular faculty member is deemed terminated upon:

### **a. Resignation**

A faculty member may terminate his/her relationship with the University through the serving of a resignation letter addressed to the President. A resignation is a termination of service by voluntary action of the faculty member subject to the following terms:

1. The faculty member should give a written notice to the President at least 30 days before the intended date of leaving the University. Failure to comply with the 30-days advanced notice may hold the faculty member liable for damages.

2. The President may approve the notice of resignation upon the recommendation of the Dean concerned.

3. The faculty member must secure a clearance for any accountability from the University before leaving.

### **b. Retirement**

A faculty member may retire under the existing rules of either mandatory or optional retirement scheme.

1. Mandatory retirement upon reaching the age of sixty-five as the law provides on civil servants
2. Optional/early retirement at the discretion of the incumbent as provided by RA 1616.

**c. Permanent physical disability**

**d. Expiration of contract**

A non-regular faculty member whose contract ends must submit himself/herself to a clearance before all applicable benefits shall be given.

**e. Suspension or Termination for Cause**

1. No faculty member shall be suspended or separated from service to the University except for cause after the observance of due process (BulSU Code 2010).
2. In addition to the grounds for dismissal/suspension as provided for by the 1987 Philippine Constitution and the Civil Service Rules and Regulations and other pertinent laws, the following shall constitute as just cause:
  - a. Acts of lasciviousness and immorality within and outside the school environment.
  - b. Evident negligence of academic responsibilities and gross inefficiency in the performance of assigned tasks.
  - c. Failure to discharge duties and responsibilities as defined in the Personal Data Sheet (PDS)
  - d. Serious insubordination, gross disrespect to superior, and grave misconduct unbecoming of a faculty member
  - e. Conviction of a criminal offense involving moral turpitude
  - f. Mental and/or physical incapacity
  - g. Membership in illegal and/or outlawed association, societies, and organizations

- h. Unauthorized transactions such as sale of tickets, supplies services, or the collection of any contributions in any form whatsoever from students and school personnel.
- i. Inflicting harm through corporal punishment on a student
- j. Tampering with or falsification of personnel records and/or negligence in keeping school or student records
- k. Absence without official leave (AWOL)
- l. Alcohol and/or drug addiction
- m. All other violations covered by Book V of EO No. 292, Ch. 7 and other applicable laws.

3. In the observance of due process, the faculty concerned shall be given a chance to appear and explain his/her side before the constituted investigating body of the University such as the Committee on Decorum and Investigation (CODI) (CSC Resolution No. 01-0940) or the University Board on Administrative Cases (UBAC) as provided for by the Uniform Rules on Administrative Cases promulgated by the Civil Service Commission (The Civil Service Laws and Rules, POAP, 2010) which shall automatically review the findings of case without prejudice to further juridical remedies (BuSU Code 2010).

#### **Section 10. Extension of Service in the University**

1. A regular faculty member who has reached the compulsory retirement age of 65 years or who opted for early retirement can still serve as guest lecturer. S/he may render a maximum of eighteen (18) teaching hours a week inclusive of the teaching load in the Graduate School and other educational institutions. Teaching loads of retired faculty member may be extended for a semester after his/her retirement according to the needs of the University.
2. Request for extension of service on permanent status by a faculty member who has reached the retirement age shall follow the provision of Omnibus Rules on Appointments and other Personnel Action as Amended (Rule XIII, SEC 12, para a and b. CSC Resolution No. 04-1458).

## **Chapter IV**

### **FACULTY RIGHTS, DUTIES AND RESPONSIBILITIES**

#### **Section 1. General Functions**

BuSU as an institution of higher education is tasked to carry out instruction, research, and extension service in pursuit of national development goals. Faculty members are thus expected to render research-based instruction, conduct research and participate actively in community and extension services. Hence, BuSU faculty members should be able to integrate their duties of teaching with productive research and engaging relevant extension activities within the purview of their respective fields of specialization.

#### **Section 2. Instructional Duties**

Teaching requires expertise and certain skills appropriate to instructional approaches and strategies. A faculty member therefore, should be one who is an expert in what s/he teaches, a master of his /her subject matter, and skillful in the art and science of teaching. In consonance with these requirements, each faculty member of the University is expected to:

1. Be punctual and regular in coming to class and submit in due time all required reports and record such as grading sheets, syllabi, etc.
2. Provide orientation to his students on class policies and requirements as well as discussion of OBE course syllabus, provisions of the student's handbook and the use and care of University facilities.
3. Be accountable for the effective and efficient attainment of specific learning outcomes in pursuance of national development goals within the limits of available University resources.
4. Provide the students clear and objective criteria for evaluating students' academic performance and by promptly returning/showing their test papers and other course requirements.
5. Effectively manage his/her class and maintain order and discipline.
6. Prescribe a textbook and such instructional materials for the subject provided these books are approved by the Committee on Textbook Development and are not required to be bought.
7. Make himself/herself available for academic consultation or thesis advising.

8. Inculcate to students positive social values in every lesson in class as every lesson must also be lesson on values.
9. Relate lessons in the context of larger society to make lessons relevant.
10. Encode and post the final grades of students at the Management Information System (MIS) office not later than two weeks after the final examination. A signed copy of the encoded grade sheets shall be submitted by the faculty member to the Registrar's Office.
11. Keep a class record and assess the academic performance of the students according to the following **Policies on Grading System**:
  - a. During the first meeting of each semester, faculty members should include in the class orientation the criteria for grading student performance. These criteria and percent allotment for each criterion for the computation of the grades should be in accordance with certain standards established by the College or Department in consultation with the faculty and in accordance with the academic requirements of the program.
  - b. Criteria for grading could include periodic examination (quizzes, unit examinations, term examinations); projects (including research works, term papers, oral reports / presentations) laboratory works, and class participation. The criteria should be reflected in the course syllabi.
  - c. Only duly registered students whose names are in the official class lists provided by the University Registrar should be given ratings based on the criteria. The rating system shall be uniform with an interval of 0.25 where 1.0 is the highest passing grade and 3.0 is the lowest passing grade. The rating of 5.0 is failure.

The detailed rating system is as follows:

Rating	Numerical Equivalent
1.0	97-100
1.25	94-96
1.5	91-93
1.75	88-90
2.0	85-87
2.25	82-84
2.5	79-81
2.75	76-78
3.0	75
4.0	Conditional Passed
5.0	Failed
Inc.	Incomplete
DRP.	Dropped - without credit

**Where:**

4.0 (Conditional Passed) indicates that there is a slight deficiency in the performance of the student to satisfy the minimum requirements of the course for him/her to earn the lowest passing grade of "3.0". The student, in consultation with the subject teacher concerned, must resolve this deficiency within two (2) weeks after s/he received the grade otherwise the grade automatically becomes "5.0". The grade of 4.0 shall not appear in the student's permanent records or transcript of records.

Inc. (Incomplete) means that a student shall receive a passing grade after s/he has satisfactorily completed his/her lack of requirements (submission of project, performance of an activity or taking of a major examination). The abbreviation "Inc." shall appear in the grade sheet. The student has a grace period of one (1) year to complete the requirements otherwise it shall automatically become "5.0." An "Inc." mark in a pre-requisite subject bars a student to take its advanced subject until its completion and after receiving a passing grade.

DRP. (Dropped) indicates that the subject is officially dropped by the student not later than one week before the midterm examination based on the school calendar.

UD (Unofficially Dropped) indicates that the subject is not officially dropped by the student. A student who incurs unexcused absences before the midterm examination which is equivalent to more than 20% of the required contact hours shall be dropped from the class roll.

**Section 3. Administrative Responsibilities**

Every faculty member is expected to support and carry out the policies of the University in whatever capacity s/he may perform and regardless of his/her personal views. S/he is expected to render his/her full measure of cooperation with the administration and such is expected to:

1. Record his/her daily attendance on the proper form as determined by the University such as by Bundy clock or biometrics scanner or by any means to register the actual arrival and departure from the University subject to verification (CSC MC 21 s. 1991).
2. Attend faculty meetings and official University functions like commencement exercises, in-service trainings, seminars, University foundation celebration, and other activities.

3. Participate actively and wholeheartedly in evaluating existing policies and regulation, to formulate new ones, to discuss proposed regulations, and help solve instructional or administrative problem.
4. Extend services to University undertakings and projects/program committees and participate in academic planning that school authorities may deem necessary.
5. Accomplish and strictly submit on time grade sheets, daily time records, examination questionnaires, clearance forms, statement of assets and liabilities, and all other documents required by law and the University.
6. Secure the approval of the Dean in changing his/her official class schedule or room assignment if necessary.
7. Give special examination to students who failed to take it on scheduled date only for acceptable reasons and upon presentation of an appropriate document duly signed and noted by the Dean or a medical certificate signed by the University physician.
8. Write a request in writing, endorsed by the Dean, to the Vice President for Academic Affairs (VPAA) regarding any change in the final grade of student if an unintentional error or omission is found to be made after the release of grades. If the error in the computation of grade is made known after a semester, the request in that regard shall be presented to the Academic Council for deliberation and approval. A copy of the class record should be attached to the letter of request for correction of grade to justify the change. The approved request is forwarded to the Registrar's Office for the correction of the academic record of the student.
9. Submit himself/herself to a periodic classroom observation by the Department Head or Dean of his/her applied teaching strategies, learner-centered instruction and integrative classroom management.
10. Render the time during semestral break to asses performance of students, prepare reports, lessons, and serve in the enrollment for the following semester.
11. Undergo a semestral performance evaluation by his/her superiors, and students based on the following percentage:

Dean - 50%  
Students - 50%

#### **Criteria for Evaluation**

- a. Teaching performance which covers his/her effectiveness in the classroom.
- b. Compliance and observance of the University policies, rules and regulation (e.g. punctuality in submission of grades, and other documentary requirements).
- c. Cooperation and participation in the college and or University activities and functions (e.g. attendance to meetings, participation in committee works, etc.)
- d. Interpersonal relations and ability to work harmoniously with peers, superior and other members of the academe.

12. Secure permit to teach outside the University under the following rules:

- a. Permit must be applied in the Office of the President through the VPAA
- b. Load limit must be 12 hours including excess in the University
- c. Teaching loads must be outside the official time
- d. Permit must be renewed every semester
- e. Must secure official letter from other employer as to his load and schedule and submit the same to the Office of the President
- f. The University reserves the right to make official inquiries with outside institution
- g. In case a conflict arises on attendance to official functions, the University must be the priority of the faculty concerned.
- h. Faculty members must attain a very satisfactory performance in the last rating period
- i. Non-compliance with the aforementioned requirements will subject the faculty members to administrative proceedings.

#### **Section 4. Rights and Privileges**

Faculty members have the following rights and privileges:

- 1. The right of the faculty members to form and establish a professional union/association in the University and submit to the President a copy of its constitution and by-laws (Art. III, Sec. 2, 1987 Philippine Constitution; CSC MC No.55, S-1990).
- 2. The right of the faculty to participate in decision-making of the University shall be recognized and ensured.



3. The right to free expression of opinion and suggestion and effective channels of communication with appropriate bodies of the University.
4. The right to be provided with free legal service by the University when charged for actions committed directly in the lawful discharge of professional duties and/or defense of school policies.
5. The right to be free from involuntary contribution except those imposed by their own organization and those sanctioned by the University administration.
6. The right to be free from compulsory assignments not related to their appointments or employment status, unless compensated in conformity with existing laws.
7. The right to intellectual property consistent with applicable laws.
8. The faculty shall be deemed persons in authority when in the discharge of official duties and responsibilities, and shall therefore be accorded due respect and protection.
9. The right to be accorded the opportunity to choose alternative career line either in school administration, classroom teaching, and others for purposes of career advancement.
10. The right to be accorded due process when accused of the crime in relation to the discharge of their functions as teachers.
11. The right to be ranked for item position and promotion in consonance with the policy set by the University on ranking and the right to be informed of the reason if denied (CSC MC No. 2 S-2017).
12. The right to be appointed to administrative and academic position according to the principle of merit and fitness and clear cut policy on selection. Appointment to administrative positions entitles appointees to Representative Allowance and Travel Allowance or Administrative Duties Credit whichever is applicable (RA 8292-BOR to allocate funds with flexibility; COA Cir 2000-002 where University granted authority to use all income accruing to it by virtue of EO 714).
13. The right to avail of general physical health examination to ensure promotion of their physical well-being.
14. The **right to academic freedom** (B.P. 232, R.A. 8292, Sec. 5 (2) of Art. XIV of the 1987 Constitution of the Republic of the Philippines, BulSU Code Art I, Sec 5).

Academic freedom is the right of the faculty to teach his/her subject in the manner s/he deems best, conduct academic and scholarly inquiry and to publish the results, and engage in community work without prior restraint or subsequent punishment from the University. However, the academic freedom of faculty is subject to the following principles:

a. Faculty academic freedom rests on the institutional academic freedom of the University to determine by itself who may teach, what shall be taught, and who may study (Garcia vs Faculty Admission, 68 SCRA 277).

b. Academic freedom gives the faculty members the right to teach in the manner they deem best to bring out the learning outcomes as required by the course or subject, and the liberty in the choice of subjects for research, and to hold and to express ideas they believe to be right, but such rights are expected to be enjoyed by faculty members within the bounds of their duties as prescribed by University rules and regulations.

16. The **right to seek redress of grievances**. A complaint or grievance is defined as any dispute between the University and a faculty, or a group of faculty as to alleged misapplication or misinterpretation of the terms of the contract, or to the University's written personnel rules, policies or practices (CSC MC No.5 s. 1987, BuSU MSP March 2018).

#### **Grievance Procedures:**

a. A grievance must be filed in writing within thirty (30) days of the occurrence giving rise to the grievance. The written grievance shall include the following information:

1. date when the grievance occurred
2. specific rules, Collective Negotiation Agreement (CNA), and or the policy violated
3. grievant(s) name and
4. nature of the grievance.

b. The written grievance must be filed to the Office of the President which shall refer it to the University Grievance Committee (UGC) constituted by the University in consultation with the Bulacan State University Faculty Union (BSUFAU). Written grievance that does not include the information outlined above will not be entertained.

c. A grievance committee meeting will be scheduled fifteen (15) calendar days upon receipt of the letter. The committee will respond in writing fifteen (15) calendar days after the meeting.

17. The **right to pay**. Regular faculty members who are paid on monthly basis are entitled to receive full pay during regular or special public holiday or on days classes are suspended. Non-regular faculty members whose income suffered diminution because of suspension of classes due to transport strike, typhoons and the like may conduct make-up classes to be paid accordingly.
18. The **right to collective bargaining or negotiation**. The right of faculty to negotiate freely better terms and conditions of employment with the University is elemental in the freedom of association (Art. IX-B Sec 2 (5), 1987 Philippine Constitution; Art V, Section b 13, EO 180; CSC MC No. 55, 1990). Collective negotiation is an open and voluntary process in which representatives of the University and faculty union agree to terms and conditions that support faculty development and welfare.
19. The **right to representation**. Faculty has the right to be represented to the following bodies where such representation renders collective voice to the faculty on matter that may impact on their rights, welfare and benefits:
  - a. Performance Management Team
  - b. Faculty Selection Board
  - c. BulSU Praise Committee
  - d. UBAC-where a faculty is a party to a case
  - e. CODI-where a faculty is a party to a case
  - f. Bids and Awards Committee
  - g. Administrative Council as observer
  - h. Other existing and future committees to be created where interest of faculty might be subject to their decisions and programs
20. The **right to legal service**. Except when the University itself is a party, the University shall provide legal service, including legal representation, to faculty who is party to a case for acts arising from performance of his/her duties and responsibilities, subject to the provision of DBM circular No. 56 dated December 15 2016. A Claims Board (CB) shall be constituted by the University to this effect which shall have the following functions and powers:
  - a. Decide all claims against the Legal Defense Fund
  - b. Create a secretariat from personnel designated by the CB
  - c. Issue internal guidelines consistent with the DBM Circular No. 56
  - d. Perform other functions as may be necessary
21. The University shall allow its faculty to attend on official time activities such as commemoration of World Teachers' Day or International Women's Day and the like

within or outside of the University with prior notice and consent of concerned authorities except when exigency of the service says otherwise. Permission to attend to the renewal of professional license and the like shall also be granted. (CSC MC No. 18, s. 2018).

## **Section 5. Faculty Working Hours, Teaching Hours and Excess**

The University adheres to the principle of equal pay for equal work and promotes equity in compensation scheme in accordance with existing laws as the following policies provide:

### **1. Weekly Working Hours**

a. Officers and employees of all departments and agencies except those covered by special laws shall render not less than eight hours of work a day for five days a week or a total of forty hours a week, exclusive of time for lunch. As a general rule, such hours shall be from eight o'clock in the morning to twelve o'clock noon and from one o'clock to five o'clock in the afternoon on all days except Saturdays, Sundays, and Holidays (Section 5 of Rule XVII of the Omnibus Civil Service Rules and Regulations).

b. Faculty members may report for work on flexible working hours subject to the approval of the President provided that the weekly working hours of 40 hours shall not be reduced and that they shall be reflected in the approved Schedule of Faculty Workload.

c. The 40 working hours required a week from regular faculty members without designation may be partially satisfied by any of the following:

1. approved graduate studies
2. scholarly and creative works, and other forms of productive scholarship
3. research and extension or community work with approved proposal
4. professional consultancy services
5. attendance to seminars conferences and workshops
6. authorized teaching related activities such as consultation hour with students, and parents, preparation of lessons, and instructional materials, checking, recording, and evaluation of students' academic performances, thesis advising and conduct of students' consultation hours

d. These faculty related functions can be done outside the University provided that these functions are communicated and approved by the Dean through the use of mechanism for proper monitoring and checking such as locator slip. Provided further that 18 hours during each week is devoted to actual teaching. (CSC Resolution No. 080096 dated Jan 28, 2009).

e. In the exigency of the service and in the interest of the University, any or all of faculty members and employees may be required to do overtime work, beyond the 8 hours of work a day, not only on workdays but also on holidays where such overtime work shall be paid based on the prime hourly rate of the faculty member or employee in accordance with pertinent law. (CSC-DBM Joint Circular No.2 s.2015 Policies and Guidelines on Overtime Services and Overtime Pay).

f. Overtime pay can only be claimed for actual teaching and or work performed within the University premises. In case funds are not available to pay the overtime work, service credits shall be granted where one-hour overtime work shall be counted as 1.25 hours to determine the service credits (CSC Resolution No. 080096 dated Jan 28, 2009).

g. The head of department or unit shall require all personnel under him to strictly observe the prescribed working hours.

## **2. Required Teaching Load**

a. Regular workload for tenured faculty is 40 hours a week of which eighteen (18) hours are devoted to actual teaching and twenty-two (22) hours to teaching related functions such as consultation research and extension, attendance to co-curricular and extra-curricular activities which may be done within or outside the University premises (CSC Resolution No. 080096, Section 13 of RA 4670 Magna Carta for Public School Teachers.).

b. Non-regular faculty members shall carry an actual teaching load of not more than thirty (30) hours a week and shall also be available for consultation with the students.

c. Faculty members with designation and not on vacation and sick leave basis shall render forty (40) working hours a week, of which eighteen (18) hours are for teaching and the rest to their specified duties and responsibilities.

d. Faculty members with designation and on vacation and sick leave basis shall render forty (40) working hours a week with the following teaching hours:

1. College/ Campus Deans-6 hours of teaching over and above their administrative and supervisory duties and functions.
2. Associate Deans/College Secretaries and Office Directors-9 hours above their specified duties and functions.
3. Teaching hours of the other members of the faculty and of the administrative council shall follow the specifications under the **Distribution of Teaching Hours and Workloads Based on Office Designation.**

e. Full time faculty members of the College of Nursing may carry a combined Related Learning Experience (RLE) and teaching load of not more than 36 units per semester which include consultation hours and other activities related to RLE instruction, research and extension services. (CMO No. 14, s-2009)

f. Qualified non-regular faculty members from other institution may be allowed to teach with a maximum of 12 hours teaching loads per week upon submission of permit to teach.

g. The 18 hours teaching load per week required of every regular faculty may be served by any of the following subject to the existing policies of the University:

1. Authorized graduate studies
2. Research, creative work, and other forms of productive scholarship
3. Community extension
4. Administrative work

Provided, that priority shall be given to teaching and that the total maximum credit for the aforementioned non-teaching workload shall not exceed 12 units per week, unless otherwise authorized by the President.

Provided further, that no member of the faculty shall teach less than six (6) units per semester.

Provided finally, that any faculty member who shall be actively engaged in research, scholarly and creative works, community or extension service, and or other authorized activities may have a reduced teaching load of not less than three (3) units per semester upon the approval of the President.

### **3. Excess Workload**

a. Teaching load over eighteen (18) hours per week shall be considered excess. In such case, no faculty member shall be entitled to overload pay in excess of twelve (12) hours per week as more than 12 hours per week excess loads may detriment teaching efficiency and effectiveness.

b. Teaching overloads or excess loads shall not be treated as overtime and should be rendered within the forty (40) working hours and official time.

b. The Position Classification and Compensation Scheme for Faculty Position in State Universities and Colleges of 2013 DBM Manual on Position Classification and Compensation provides that faculty members are entitled to payment of honoraria for additional teaching in excess of their regular teaching loads which shall be computed based on his/her prime hourly teaching rate.

c. Teaching loads in the Graduate School or approved teaching loads in other schools when served during weekends are not covered by the 12 hours per week excess loads.

d. Faculty members are expected to accept thesis and or dissertation advising. It shall not be given any teaching load credit but shall be given honorarium in accordance with University rules and regulations.

### **4. Consultation Hours**

Every member of the faculty shall be available for consultation for at least three (3) hours a week during regular office hours. The faculty member shall determine his/her consultation hours at the beginning of every semester subject to the approval of the Dean upon the recommendation of the Department/Program Chair. The time and day of consultation, as approved, shall be included in the course syllabi and posted in a conspicuous place for information and guidance of the students. Consultation hours are provided to help and guide student in their registration, assignments, the process of their academic works and other curricular problems regarding their subjects.

## 5. Outside Teaching Load

Faculty members shall be allowed to accept outside teaching load on part-time basis only. Those who wish to teach in other Universities and Colleges shall secure permission from the President. The schedule for outside teaching load should be outside of the regular official time and the time for excess load.

## 6. Supervisory Work

Vice Presidents and Deans are entitled to Supervisory load from 5:00-8:00 in the afternoon provided that their excess teaching loads and supervisory hours do not exceed fifteen (15) hours per week.

## 7. Distribution of Faculty Teaching Hours, Workloads, and Excess Loads Based on Office Designations

a. The following table summarizes the distribution of teaching hours, workloads and maximum excess teaching loads of faculty members based on their designations:

Categories	Faculty Teaching Hours and Workloads per Week					Total	Maximum Excess Hours per Week
	Administrative	Instruction	Research	Extension			
President/Vice	40	0	0	0		40	12
Presidents(Level 5)							
College and Campus Deans (Level 4)	22	6	6	6		40	12
Associate/Asst Dean/College Secretaries, Principal of Laboratory High School and Directors such as: Research, Extension and Training, Quality Assurance Unit, Project Management, Gender and Devt, Mgt Info System, Alumni Affairs, Planning and Devt, International Affairs, , Student	19	9	6	6		40	12

Welfare, Devt, and Services, Faculty and Staff Devt, Human Resource Mgt, Library Services, Community Affairs, Internal Audit Services, Monitoring and Evaluation, Communication Office (Level 3)							
Dept Heads/Program Chairs, Heads of Offices and Others:  Admission and Orientation Services, Electrical Services, Food Services and University Canteen, Inst of Local Governance and Admin, Scholarships, Socio-Community Involvement, Public Employment Services, Sentrong Wikang Pilipino, Inst of Environmental Governance, Facilities Mgt and Maintenance, Scholarship and Financial Assistance, Center for Bulacan Studies,	16	12	6	6		40	12



Sports Devt, Student Organizations, Student Publication and Information, Cultural Affairs and Performing Arts, Center for Learning and Innovation for Professionals, Dormitories and Hostel Services, Global Studies, Strat, Networks and Partnership, Safety & Security Services, Guidance and Counselling Services, Internship, National Service Training Program, Food Testing Lab, CIRPS (Level 2)							
Faculty without Designation (Level 1)	0	18	6	6		40	12

b. Regular and non-regular faculty member appointed to the following positions shall have an equivalent teaching hours per week in view of the nature and demands of their functions as follows:

1. elected officers of BSUFAU:
  - a. president- 12 hours
  - b. all other elected FAU officers-15 hours
  - c. all local colleges presidents-15 hours
2. college librarian- 9 hours
3. internship coordinator-12 hours (6 units equivalent load if non-regular faculty)
4. research coordinator-12 hours (6 units equivalent load if non-regular faculty)
5. extension coordinator-12 hours (6 units equivalent load if non-regular faculty)
6. student teaching supervisor -12 hours (6 units equivalent load if non-regular faculty)

7. Faculty assistant- 12 hours (6 units equivalent load if non-regular faculty)
8. Gender and Development coordinator-15 units for regular or non-regular faculty
9. para-counsellor-15 units for regular or non-regular faculty
10. guidance counsellor and psychometrician-9 hours
11. Faculty member of external campuses assigned as coordinators to the following positions shall have 12 units of teaching loads:
  - a. quality assurance
  - b. communication
  - c. PESO
  - d. Alumni
  - e. Gender and Development student affairs and services
  - g. Scholarship
  - h. NSTP
  - i. Student government adviser
  - j. Building supervisor
  - k. Curriculum coordinator

## **8. Service Credits**

a. A tenured faculty member may convert all or a portion of his/her regular excess teaching hours into service credits. Every year of very satisfactory service entitles a faculty member for an equivalent terminal leave credits of 15 days.

b. If in the exigency of the service, a regular faculty member takes teaching loads beyond the maximum limit such should be converted to service credits.

c. A regular faculty member who render services on weekdays but outside of his/her official time, and or during weekend holiday and summer vacation, must be compensated in terms of service credit. Eight (8) hours of services in equivalent to one (1) day of service.

1. Extension services- for the duration of service
2. Research projects- for the duration of service
3. Summer Enrollment- for the duration of scheduled dates
4. Preparation of documents before any AACUP accreditation maximum of 10 days
5. Serving as coach for regional, national, and international quiz competitions- maximum of 10 days.
6. Other services which are relevant to the faculty member's position in the University-for the duration of service

## 9. Awarded Credits for Teaching, Administrative, Co-curricular and Extra-Curricular Activities

Awarded credits are additional compensation that shall be granted to any faculty member in recognition of his/her extra efforts in the discharge of the regular duties. These credits can be earned only during regular semesters and their equivalent monetary compensation can be received at the end of every semester.

### a. Equivalent Credit Unit per Week for Teaching

1. Faculty workload will be based mainly on teaching hour per week (THW) with equivalency described as 1 THW = 1 unit.
2. Additional credits will be given according to the number of subject preparation
3. Additional credits will be given in excess of 2 subject preparations. The excess will be credited to the subject with lower units using 0.25 credits times the number of units.

Number of Preparations	No. of Units	Additional Credits
3	all 2	$(0.25)(2) = 0.5$ THW
3	all 3	$(0.25)(3) = 0.75$ THW
3	two 3 and one 2	$(0.25)(2) = 0.5$ THW
3	two 3 and one 5	$(0.25)(3) = 0.75$ THW
3	two 2 and one 3	$(0.25)(2) = 0.5$ THW
3	two 5 and one 3	$(0.25)(3) = 0.75$ THW

The maximum additional credits is 6 THW. The additional THW can only be credited for minimum class size of 35.

### b. Equivalent Credit Unit in Excess of Maximum Number of Students per Class

1. For lecture classes in the undergraduate program of maximum of 45 students per class where 1 THW = 1 unit, an additional 0.05 THW / student credit shall be given.

E.g. Subject: Math 113

No. of students: 50

Excess students: 5

Additional Credit:  $5(0.05) = 0.25$

Total = 3.025 THW

2. For lecture classes in Graduate programs of maximum of 30 students per class where 3 units = 3.50 THW, an additional 0.05 THW/student credit shall be earned.

3. For laboratory classes of maximum of 35 students per class where 1 hour lab = 1.0 THW for both undergraduate and graduate classes, an additional credit of 0.05 THW/student shall be given in excess of 35 students but not to exceed 3 THW per class

e.g. 1 unit of 3 hours lab =  $3(1.0) = 3.0$  THW

Excess students = 5;  $5(0.05) = 0.25$

Total: 2.5 THW

### c. Administrative Duties Credits

Faculty members with administrative designations are regular faculty members who are appointed to such positions for a fixed term of office. The administrative assignment is given equivalent administrative duties credits (ADC) to partially or fully compensate such assignment which form part of their teaching functions. ADC is separate from RATA and supervisory hours.

The following ADC are given for the corresponding administrative positions:

Level	No. of Teaching Hours	ETL	Office Designation	ALC
5			Vice Presidents	9,000
4	6hrs	12	Deans of Academic Units	7,000
3	9hrs	9	Associate Dean/ College Secretaries, Principal of Laboratory High School and Directors such as: Quality Assurance, Directors of Research, Training, and Extension, Project Management Office, MIS Office, Alumni Affairs, Planning and Development Office, Office of International Affairs, Student Welfare, Development, and Services, Library Services	5,500
2	12hrs	6	Heads of Offices and Others: Human Resource Management Office, Faculty and Staff Development, Admission and Orientation Services, Communication Group, Business Affairs, Community Affairs, Electrical Services, Food Services and University Canteen, Institute of Local Governance and Administration, Gender and Development, Scholarships Office, Socio-Community Office, Public Employment Services Office, Institute of Environmental Governance, Facilities Management and Maintenance Office, Center for Bulacan Studies, Sports Development, Office of Student Organizations, Student Publication and Information, Culture and Arts Affairs, Center for Learning and Innovation for Professionals, Dormitories & Hostel Services, International Program and Global Studies, Safety & Security Services and Guidance Center, Student Internship, Food Innovation Center, Analytical Testing Lab, CIRPS, National Service Training Program	3,500
2	12hrs	6	Department Chairs and Program Chairs, Quality Assurance Coordinators(ISA, ISO, AACUP, PSA, et al)	3,000

**Chapter V**  
**FACULTY BENEFITS AND OTHER PRIVILEGES**

The faculty members, permanent, temporary and contractual of the University enjoy the following benefits and other forms of emoluments:

**Section 1. Leave Benefits**

Leave of absences is defined as a right granted to officials and employees not to report for work with or without pay as may be provided by law and as the rules prescribed in Rule XVI of Omnibus Rules Implementing Book V of EO 292

**a. Teacher's Leave**

A faculty member who does not normally perform administrative functions is entitled to a teacher's leave of proportional vacation pay consisting of vacation and sick leaves neither of which is cumulative.

**b. Cumulative Leave Credits**

A faculty member on vacation and sick leave credits (VSL) who regularly performs administrative functions shall be granted cumulative leave. These functions refer to those duties that are necessary in the management of the University or any of its unit.

**c. Maternity Leave**

Maternity leave with pay shall be granted to a legally married female faculty member in addition to other leaves to which she may be entitled. The leave shall be for 60 days or 78 days in case of caesarian delivery (R.A. 7322).

**d. Paternity Leave**

A legally married male faculty member may avail of seven working days paternity leave with pay within 60 calendar days from the date his legal wife goes on maternity leave (R.A. 8187).

**e. Parental Leave**

Faculty member who is a solo parent is entitled for a parental leave of seven days with pay to enable him/her to perform parental duties and responsibilities where physical presence is required as provided under Civil Service Commission M.C No. 08, S-2004 (R.A. 8972).

**f. Emergency Leave**

A faculty member on vacation and sick leave credits may be granted leave from duty on account of an extreme emergency situation. Faculty members may avail of this leave with pay for a maximum of two working days annually on account of the following:

- a. Death of an immediate family or relative
- b. Wedding anniversary

- c. Graduation
- d. Recognition ceremony
- e. Counseling, etc.
- f. During a calamity

**g. Birthday Leave**

A faculty member may take a one day birthday leave with pay on his/her birthday or on any other working day within seven days before or after his/her birthday.

**h. Anniversary Leave**

A faculty member can avail of a one day leave with pay on the anniversary of his/her first day of service in the University or on any working day within seven days before or after the anniversary date.

**i. Leave without Pay**

A faculty member may go on leave without pay, provided however that s/he has accumulated leave to his/her credit. This leave may be granted for good reason and cause and the application for leave should be filed in advance so that the leave will not interfere with work in the University.

**j. Sabbatical Leave**

A faculty member from the rank of Associate Professor and above may avail of the sabbatical leave for a period not exceeding one year with full salary. This leave is granted to faculty members to provide them time for scholarship pursuits and encourage conduct of research and creative works.

**k. Study Leave**

A faculty member who desires to go on a study is granted study leave without pay subject to the approval of the President. A study leave is renewable every semester but in no case shall exceed two years.

**l. Wedding Leave**

A faculty member who shall marry or gets married may avail of five day leave with pay.

**m. Annual Medical check-up leave (VSL and Non-VSL faculty).**

A faculty member may go on a one day medical check-up leave with pay on any working day.

**n. Military Service Leave**

Military Service Leave shall be granted to members of the faculty who may be called in accordance with the National Defense Act, or any other law for trainee instruction or for

regular active duty training and shall be paid the salary during the absence for such purpose.

**o. Terminal Leave**

A faculty member who resigns or retires or to be terminated may apply for a terminal leave for unspent leave service or have the leave converted to cash based on existing Civil Service rules.

**p. Additional Leave**

1. In case of job-related sickness, a three (3) day additional sick leave shall be granted to a faculty which shall not be deducted to his/her regular leave credits. Provided that a certification from a physician confirms that said sickness is acquired in the performance of his/her duties and that the three day additional sick leave shall be availed only once a year.

2. A rehabilitation leave with pay shall be granted to a faculty on account of injuries incurred in the performance of duties to give ample time for recovery provided that a certification from a physician confirms that said injuries is acquired in the performance of his/her duties. The physician shall determine the duration of the rehabilitation leave but not to exceed six (6) months.

**q. Special Leave Privileges (SLP)**

Faculty members designated to perform administrative functions are entitled to three days of Special Leave Privileges (SLP). These leave privileges are noncumulative and non-commutable. Faculty members without administrative duties are not entitled to the 3-day SLP but are granted Teacher's Leave (Sec. 21, Rule XIV of the Omnibus Rules on Leave, CSC). The 3-day SLP may be any one or a combination of the leaves shown in the following table.

Type of Leave	No. of Days
Birthday	Maximum of 1
Emergency, in case of earthquake, typhoon, flood and other natural and/or manmade disasters or calamities, subject to certification from the proper authorities.	Maximum of 5
Enrollment	Maximum of 1
Graduation	Maximum of 1
Hospitalization for immediate members of the family	Maximum of 3
Wedding and Honeymoon	Maximum of 3
Wedding Anniversary	Maximum of 1
Relocation, subject to the submission of certification from the barangay captain	Maximum of 2

Burial/Mourning. In case of death of the spouse or any of the children, parents, brothers or sisters.	Maximum of 3
Government Transaction	Maximum of 3
Domestic Emergencies	Maximum of 3

## **Section 2. Special Benefits**

1. The University shall prioritize the use of savings in accordance with law, taking into account employees welfare and mandatory economic benefits. In particular, the University shall also provide the following:

- a. Anniversary Bonus
- b. Maximum Medical Benefits of one time P200,000
- c. and all other special benefits which the faculty members are already enjoying such as:
  - 1. Productivity bonus
  - 2. Clothing allowance
  - 3. Year-end benefits
  - 4. Yearly teaching materials assistance of P2,000 (subject to adjustment to inflation)

## **Section 3. Educational Benefits**

1. A faculty member who enrolls in a graduate course in the University shall enjoy free tuition fees for not more than nine units a trimester. This benefit is extended to his/her 2 to 3 children or siblings, wife or husband which is renewable every academic term provided that a grade of 2.5 or better is earned for all units enrolled in the last semester attended.

2. Enrollment of a faculty member for graduate course in other reputable Universities shall also entitle him/her for scholarship privilege subject to the conditions provided under the Faculty and Staff Development Program.

## **Section 4. Retirement Benefits**

- 1. Retired members of the faculty shall enjoy University library privileges and shall receive free publications of the University. They shall also be invited to participate in major University programs and activities and may also be entitled to such other privileges, which the University may grant in accordance with law.



2. A retired faculty member with the rank of Full Professor may be appointed Professor Emeritus subject to the following conditions:

S/he must have:

- a. Rendered at least 25 years of active and faithful service to the University
- b. Achieved marked distinction as a productive scholar or educator or is widely acknowledged as an effective and dedicated leader
- c. Recognized for exceptional competence in his/her field of specialization
- d. Excellent academic credentials, and solid experience in research and extension work supported by published materials and extension services
- e. Membership in recognized national and international professional and or academic societies and/or organizations.

A special committee appointed by the President shall be responsible for evaluating nominations of retired professors for an emeritus appointment. The committee shall submit its recommendation, to the Board of Regents through the President for approval.

## **Section. 5. Other Benefits**

1. Thirteenth and or Fourteenth Month Pay as provided for by existing law,

2. Medical and Dental Services

Faculty members are entitled to free medical and dental consultation at the University clinic. Free medicine for minor ailments as prescribed by the University Physician shall also be available.

3. Exposure on hazardous conditions

A P1, 000.00 per month allowance shall be given to faculty members who are handling clinical instruction and Laboratory subjects such as chemistry, biology, physics and the like.

4. Length of Service Incentive or Longevity Award

This is given to a faculty member who has rendered at least three (3) years of continuous very satisfactory service in a particular position. This incentive shall consist of salary step increments in accordance with the provisions of joint CSM-DBM Circular No. 1 s, 1990.

5. Travel Incentive/Grant

This incentive is received by a faculty member who is to travel in any part of the country or overseas for research purposes, observation or study, attendance to

seminars, conferences, benchmarking, and approved official business. The President may authorize the college to allot from its appropriation travelling expenses of its faculty members or allot travelling expense from the income of the University.

## 6. Research and Extension Incentives

### a. Best Paper Award

A faculty member who received grants for research or extension project may submit his/her completed scientific/technical papers for awards as follows:

Award	Category	Cash Incentive	Remarks
Most Outstanding Research/Extension	a. Local	10,000	Per Research / Extension
	b. Regional	20,000	
	c. National	30,000	
	d. International	50,000	

b. Special Award is also given to authorship of a research or extension article and or abstract in an Institute for Scientific Information (ISI) journal

### 1. National circulation

Category	Cash Incentive
a. Authorship of a research/ extension article/abstract in a refereed journal with ISI	20,000
b. Authorship of a book	10,000
c. Authorship of a chapter in a book	15,000
d. Authorship of a paper in a non-ISI journal	2,000
e. per citation in national refereed journal	3,000
f. membership in editorial board of national ISI/Scopus indexed journal and or in scientific/technical panel	5,000

### 2. International circulation

Category	Cash Incentive
a. Authorship of a research/ extension article/abstract in a refereed journal with ISI	40,000
b. Authorship of a book	30,000

c. Authorship of a chapter in a book	15,000
d. Authorship of a paper in a non-ISI refereed journal	5,000
e. per citation in international refereed journal	5,000
f. membership in editorial board of international ISI/Scopus indexed journal and or in scientific/technical panel	10, 000

## 7. Provident Fund Benefits

The Provident Fund is an employee's retirement fund created and organized to increase employee benefits and welfare. Faculty members shall contribute 1 % or higher of their salaries while the University contributes a counterpart equivalent to 2% absolute amount as decided by the BOR every year. Its objectives are:

- a. To maximize the benefits accruing to its member officials and employees of the University as a fitting reward for their loyal, faithful and dedicated service, aside from the retirement and other benefits provided for under existing laws, rules and regulations.
- b. To improve and enhance the asset accumulation and net worth build-up of its members, while at the same time preserving the soundness and growth of all its investments that would ultimately redound to the benefit of all its members, especially the retirees.

## Section 6. Computation of Vacation Service Credits and Proportional Vacation Pay

In the grant of vacation service credits to offset absences due to illness or to offset proportional deduction in vacation salary due to absences for personal reasons or late appointment, and computation of proportional vacation pay, sample computation is presented as follows (Guidelines on Service Credits within the 2018 PVP Period HRMO, September 3 2018):

### a. Service Credits within the 2018 Proportional Vacation Pay (PVP) Period

#### 1. Breakdown of the 73 Days for PVP (June 10, 2018 to August 21, 2018)

June 10-30	=	21
July	=	31
August 1-21	=	<u>21</u>
<b>TOTAL</b>		<b>73</b>

2. Number of Days for Service Credits (excluding Saturdays and Sundays)

1. August 2-3	=	2 days
2. August 6-10	=	5 days
3. August 13-17	=	5 days
4. August 20-21	=	<u>2 days</u>
<b>TOTAL</b>		<b>14 days</b>

3. Regular Faculty Members who are teaching in the College Level are entitled to these 14 days of service credits to be entered in the DTR as:

B1	=	8:00 – 12:00; 1:00-5:00
B2 to B4	=	Official Time of 8 hours

**b. Proportional Vacation Pay**

Start of Classes	August 7, 2017	
End of Classes	June 9, 2018	
Christmas Vacation	December	14
	January	<u>1</u>
		15 days

**June 10, 2018 to August 21, 2018 Summer Vacation**

	No. of days
June 10 to 30	21
July	31
August	<u>21</u>
TOTAL	73

**Computation of Actual Days Served**

Year	Month	No. of Days
2017	August	25
	September	30
	October	31
	November	30
	December	31
2018	January	31
	February	28
	March	31
	April	30
	May	31
	June	<u>9</u>

Actual days served 307

Total Number of days served from August 7, 2017 to June 9, 2018 = 307

Less: No. of Christmas vacation (December 18, 2017 to January 1, 2018)	<u>15 days</u>	
Actual days served	292	
Multiply factor	<u>0.3</u>	( days PVP per month of service)
Total PVP earned from the number of Summer and Christmas vacation days	87.6	
Total PVP earned from the number of Summer and Christmas vacation days	87.6 days	
Less: No. of Christmas vacation	<u>15 days</u>	
Number of summer vacation days	72.6	rounded to 73
Total No. of days of PVP payable during summer vacation	=	73 days

A focused and continuous faculty development program is *sine qua non* to excellent academic programs. Faculty attendance to trainings, conferences and completion of higher relevant academic degrees along their line of specialization coupled with provisions of incentives and rewards translate to quality education and high students' academic performance. The University implements an integrative development program to ensure that faculty members attain the qualifications and competencies they need to perform their vital role in delivering excellent instruction, conducting multifarious, relevant functional researches, and delivery of significant extension and community services. Faculty members whose specialization are not vertically align with any course program shall be given scholarship grant to put them in track of the University faculty development program.

As pertinent laws and directives provide that only permanent faculty members should be nominated to conferences, seminars or scholarship grants sourced from public funds, the University development goals and the present national development agenda warrant a more flexible policy that would facilitate the attainment of the University goals to serve the agenda for national development.

### **Section 1. Study Grant**

The University supports faculty members who intend to earn a graduate degree while they continue to teach with the University through study grant subject to the following guidelines:

#### **1. Objectives**

- a. To minimize inbreeding and raise the quality of faculty members with MS and PhD degrees.
- b. To increase the number of faculty members with graduate degrees from top-rate Philippine universities.
- c. To increase the percentage of MS and PhD degree graduates to 100% and 30% respectively in 5 years.

#### **2. Eligibility**

- a. Must be a permanent or temporary faculty. Non-regular faculty can be eligible for study grant if s/he satisfies the qualifications for temporary status.
- b. Must have earned a teaching performance of very satisfactory rating and at least with one year of teaching in the University for a semester of at least 18 units.
- c. Must be in good health as attested to by the University physician
- d. Must have been admitted first in the delivering institution

#### **3. Benefits**

- a. Full tuition and fee subsidy
- b. Monthly allowance of P8, 000 and P10, 000 pro-rated for MS and PhD respectively
- c. Book allowance of P5, 000 per semester
- d. Payment of regular salary

#### **4. Policies**

- a. Shall enroll in a graduate degree program identified as a priority area and vertically aligned to the educational preparation of the applicant.
- b. Qualifications and potential of the faculty member should be consistent with the development goals and thrusts of the University.
- c. The MS and PhD degree program selected for the study grant should:
  - 1. Be offered by a reputable academic institution, a Center of Excellence or Center of Development institutions which is specific to the program being applied for, and by SUCs at least of Level 4 ranking.
  - 2. Have a selective admission policy
  - 3. Have publication profile of their faculty in their field of specialization
  - 4. Have research facilities to enable graduate level research
- d. Should be on a full-time scholarship within the duration of the study grant
- e. Should not carry a teaching overload (regular or special class) any day of the week
- f. Should have no engagement in other activities like part-time teaching in other institutions and research project collaboration. Non-compliance would mean termination of the contract and reimbursement of total amount granted to him/her
- g. Should retain teaching loads of 3 units a semester within the duration of the grant.
- h. The study load shall be 9 units per term/semester
- i. The study grant shall cover a period based on the approved program of the grantee but not exceeding 3 years for MS and 5 years for PhD.
- j. Grantees who withdraw, drop subjects or incur failing grades will be made to pay for the re-enrolment of said subjects
- k. The study grant shall be temporarily suspended if the faculty member incurs two incomplete grades at any given time. It will only be reinstated after the grantee earns the completion of grades for the incomplete courses
- l. The contract will be terminated if the grantee incurs again incomplete grades
- m. Shifting to another degree program, enrollment in two graduate programs simultaneously and or enrollment in second MS or PhD are not allowed.
- n. Not covered by the study grant are additional courses enrolled that are not part of the curriculum or plan of study, refresher courses taken when the faculty has exceeded the duration of the program, and enrollment in audit subjects.

- o. Resignation or dismissal for cause from employment prior to the completion of the degree shall oblige the faculty to pay back all the total amount granted to him/her.
- p. Upon completion of the degree, faculty member shall serve the University for one year for every year of scholarship and any fraction thereof or if s/he is unable to render the required service obligation, the total amount granted to him/her shall be returned to the University.
- q. The study grant shall be covered by a contract between the faculty member and the University. The contract must be signed prior to enrolment in the graduate degree program
- r. A grantee can avail of a thesis and or dissertation writing financial assistance of Php 15,000 and Php 35,000 after the approval of his/her research proposal.
- s. A thesis grant of Php 50,000 or PhP 70,000 and a dissertation grant of Php 70,000 or Php 100,000 for non-lab and with lab respectively is given to the grantee upon submission of a copy of his/her final book bind copy of thesis or dissertation.
- t. A grantee is entitled to thesis/dissertation writing financial assistance and or thesis/dissertation grant provided that the research is in line with the research agenda of the University and that the financial assistance/grant is subject to liquidation and break-down of expenses.
- u. In case the faculty did not finish the study on time due to delayed submission of thesis/dissertation for final examination, the grantee may seek extension of the study grant to be approved by the President
- v. A supplemental contract may be executed if the grantee suffers from prolonged sickness subject to approval by the President

## **5. Procedures for Application**

- a. The faculty member initiates the process by applying first to the delivering institution. Once accepted s/he may write a formal application addressed to the President thru the Director of the Office of the Faculty and Staff Development (OFSD) duly endorsed by the Dean
- b. The application must be submitted to the OFSD at least two months prior to enrolment to the master's/doctoral program.
- c. Application should be accompanied by the following:
  - 1. application form
  - 2. certification from the Dean that the faculty applicant possesses the qualifications and potentials consistent with the goals and thrusts of the college
  - 3. certification that the chosen degree program for the study grant is a priority area
  - 4. program of the study



5. medical certificate
6. two copies of 2x2 picture

d. The faculty member shall furnish the OFSD a copy of his/her grades for courses enrolled in the preceding term prior to approval of the study grant for the current term

## **6. Grantee's Responsibilities**

1. Enroll in the program of study and in the field of specialization approved by the OFSD
2. Take the required academic load per semester/term for full time program
3. Maintain an academic record acceptable to the standards of the delivering institution
4. Follow the regular schedule of academic course offerings prescribed by the delivering institution until s/he finishes within the allotted time
5. Reimburse the University the total assistance released to the grantee, in case of willful abandonment of the scholarship, gross misconduct and non-compliance with the terms and conditions stipulated in the contract
6. Seek the University's permission before leaving the country while the scholarship contract is still in force. Failure to comply would mean termination of the contract and immediate reimbursement of the tuition and other fees granted to him/her.

## **Section. 2. Sabbatical Leave**

The University provides another avenue of professional renewal and development of faculty through sabbatical leave. It is a vital faculty development program that provides regular faculty the opportunity for self-improvement through a leave of absence with full compensation following a designated number of years of consecutive service. A faculty is entitled to a sabbatical leave if s/he intends to conduct research, extension, creative or scholarly works, and or engage in rest and recreation (R and R) subject to the applicable policies of the University. Sabbatical leave benefits both the faculty and the University. It engages the faculty for renewal and rejuvenation, reflection and cultivation of fresh perspectives in his/her duties as teachers. It provides the faculty the opportunity to build new professional relationship with scholars and make him/her current in his/her field that enhances his/her teaching. It provides also the faculty the valuable, undistracted time for research and creative works. Through sabbatical leave, the University increases faculty morale, efficiency and productivity and nurture the intellectual climate of the University. The faculty on sabbatical research, creative, and scholarly works, or extension enhances the University's academic reputation.

Faculty member who applies for sabbatical leave for rest and recreation must be 20 years in service and at least Associate Professor and can be re-applied every five years. Application for sabbatical leave must be applied before the end of a semester.

## **1. Eligibility**

- a. At least Associate Professor in rank.
- b. Holder of a doctoral degree vertically aligned to the program
- c. Has rendered at least 5 consecutive years of service to the University.
- d. Has earned a performance evaluation of at least a Very Satisfactory rating for the last 3 consecutive years immediately preceding the Sabbatical Leave

## **2. Policies**

- a. Applicants who are applying for sabbatical leave for the first time and or whose projects are not funded from other sources shall be given priority.
- b. The applicant must be nominated by the Dean and to the OFSD for screening and for approval of the President.
- c. Nomination for research, extension or creative works must be accompanied by proposed program of work and its details therein, the activities that will be undertaken within the specific time frame, and where the leave shall be spent.
- d. Upon completion of the leave, the grantee must make a paper to be presented to the academic community related to his research.
- e. The grantee must submit two weeks upon return a formal written report of his/her output and a copy of the paper he presented, copies which must be furnished the following:

- 1. President of the University
- 2. OFSD
- 3. Vice President for Academic Affairs
- 4. College Dean
- 5. Research Development Center

- f. The grantee must submit plan of work utilizing knowledge, experience gained from the sabbatical leave to the President and OFSD.
- g. In the event the grantee fails to complete his/her research work, the provision on refund shall apply
- h. The grant is covered by a Memorandum of Agreement (MOA) that shall stipulate, among others, that:

- 1. The grantee shall submit to the President through the OFSD within one month upon his/her return a complete and detailed report of his/her Sabbatical Leave accomplishments. Likewise, he/she shall be required to disseminate the result of his/her study through publication and/or public presentation
- 2. In the event the grantee fails to comply with the terms and conditions stipulated in the MOA, s/he shall refund the University the full compensation received for his/her Sabbatical Leave

- i. The grantee shall acknowledge the University as the source of the grant should the result of the project be published, publicly presented or exhibited. The University policy on intellectual property rights shall likewise apply.
- j. Application for sabbatical leave for rest and recreation must merit justification of the purpose of the leave.
- k. The entire period of the Sabbatical Leave shall be considered creditable service for purposes of promotion, seniority, longevity, and retirement.
- l. A grantee shall not take any teaching load with or without honorarium or engage in any gainful employment outside the institution while on sabbatical leave.
- m. A total of three grants shall be available annually where applications shall be prioritized.

### **3. Privileges**

- 1. A sabbatical leave may be granted for a period of one year with full pay effective upon approval by the University.
- 2. While on sabbatical leave, s/he shall be entitled to salary
- 3. S/he shall be entitled also to retention of fringe benefits privileges.

## **Section. 3. Attendance in Conferences, Seminars, and Training**

Conferences, seminars and workshops are usually of short duration. But, especially when they take place abroad and involve the presentation of papers, they can be of immense benefit to both the faculty member and to the University. They can also serve as an incentive for joining and staying within the ranks of the faculty, hence, provision is made for them. Attendance of faculty members in conferences, seminars and training give them the opportunity for exposure and eventual collaboration with colleagues and scholars in the national and international academic communities. Such exposures and interaction enhance qualification and competencies of faculty members. Cognizant of the essential role of attendance to conferences and seminar in the professional development of the faculty, the University provides financial assistance to faculty attendance to conferences and seminars.

### **1. Eligibility**

- a. Has rendered at least one semester of service to the University.
- b. Has academic degree aligned and or relevant to the theme of the conference or seminar
- c. Has earned at least a Very Satisfactory evaluation rating for the last semester preceding the application for attendance to conferences, seminars or training

### **2. Requirements**

The following documents must be submitted together with the application:

- a. Invitation from the organization or agency sponsoring the conference, seminar or training

- b. Endorsement from the Dean to the President course through the OFSD.
- c. Copy of abstract and paper to be presented, if paper presenter
- d. A plan for alternative or make-up class signed by the Dean

### **3. Policies**

- a. A faculty may avail of full financial support to attendance to conferences or seminars, local or international, for a maximum of three (3) times a year.
- b. A faculty on study grant is exempted from attending conferences and seminars as they are expected to focus on their study.
- c. A schedule of make-up class which shall be conducted by the grantee, in agreement with the students, prior or immediately after his/her return or application for substitution in class must accompany application for attendance to conferences or leave.
- d. Grantee shall conduct echo seminar after attendance to the same.
- e. Certificate of Attendance, brief summary of activities attended, and liquidation of expenses shall be submitted to the OFSD.
- f. As much as possible attendance to local and international conferences and seminars should not be scheduled during school registration days, the first two weeks of classes beginning a semester, and examination days.
- g. Faculty members with administrative duties should limit the duration of their attendance to conferences or seminars to not more than fifteen (15) working days, consecutive or cumulative, per semester.
- h. Other forms of allowances allowed by the Philippine Government for local and travel abroad such as pre-travel allowance, clothing allowance, are subject to availability of funds, accounting and auditing rules

### **4. Attendance in Training Programs**

Training on scholarship grants made available to the Philippine government may be applied for by the different colleges and units of the University.

#### **a. Guidelines**

Civil Service Commission Memo Circular no. 13, Aug. 5, 1987 states that "Pursuant to MC. no. 29 series of 1963, only permanent employees should be nominated to foreign-assisted training/scholarship grants. Present conditions, however, warrant a more flexible policy that would conform with the various international commitments of the Philippine government in the pursuit of its development goals. Employees with non-permanent appointments, therefore, may subsequently be granted a waiver from the aforementioned Memo Circular, provided they fall under any of the following categories:

- 1. Employees of government agencies, including state colleges and universities and government-owned or controlled corporations, directly involved in the undertaking an implementation of foreign-assisted projects in which the agreement entered into and between such government agencies and the foreign entity includes training/scholarship grants for project staff members under the auspices of the lending or assisting foreign institution.

2. Employees engaged in highly scientific fields critical to national development where there are only a few educationally qualified personnel as certified by the Department of Science and Technology
3. Employees who have been personally invited by a sponsoring entity; or employees who are proposed for nomination by agencies which have been directly invited by a foreign entity to avail of its training/scholarship grants.
4. If a candidate/nominee had previously availed of any foreign-assisted scholarship/training grant from any sponsoring entity, in no instance shall said candidate/nominee be allowed to avail of another grant unless s/he has completed serving the required number of years with the nominating agency as provided for in the scholarship contract entered into and between the candidate/nominee and the nominating agency, provided such grant is not a direct consequence of her/his previous grant.
5. The duration of the scholarship/training grant shall not exceed the period of the candidate/nominee's temporary or contractual appointment, and in no case shall it go beyond one (1) year, unless the contractual or temporary appointment is renewed and approved by the Civil Service Commission
6. Everyone granted authority to travel abroad shall submit within ten (10) days upon return a brief written report about the trip

**b. Benefits**

1. The awardee is entitled to his/her salary for the duration of the grant. Other allowances such as clothing allowance, pre-travel expenses, and book allowances may be granted as requested by the awardee, subject to the availability of funds, accounting, and auditing rule.

**Section 4. Faculty Exchange Program**

The University seeks domestic and foreign linkages and collaboration with other universities to send faculty members for an exchange program. Faculty exchange is another avenue for the development of faculty as it enhances their teaching ability and develops their expertise. The faculty and University derive manifold benefits from the faculty exchange program. Faculty exchange benefits outweigh the cost of the program as each institution on an exchange program provides salaries and fringe benefits for its own faculty members.

**a. Benefits of Faculty Exchange**

1. enrichment of faculty functions of research, instruction and extension and community service through exposure and experiences in new international academic environment
2. opportunity to meet and collaborate with other faculty from different universities
3. exposure of BulSU students from visiting faculty in the University

4. increased standing of the University in the faculty exchange program with domestic and foreign universities.

b. The following guidelines for faculty exchange shall apply:

1. Only regular faculty can avail of the faculty exchange program from reputable host institution (CHED recognized top schools, SUC Level 4, COE).
2. Interested faculty member in exchanges should apply to the Director of International Affairs Programs who will assist him/her in securing exchange program with prospective host institution.
3. Appointments of faculty to be exchanged must be recommended by the concerned Department Head and Dean for approval of the President.
4. The University will maintain the academic rank, all salary and fringe benefits of the exchanged faculty and shall not reduce his/her credit toward promotion or other leaves unless otherwise agreed prior to the exchange.
5. The University will provide stipend to cover other expenses such as accommodation.
6. Faculty assignments will be agreed upon by all parties prior to approval of the exchange.
7. Faculty exchange may run to one semester to a maximum of one academic year.
8. A faculty member on exchange shall be designated as visiting faculty by the host institution and can avail of exchanges as often as approval from the University is obtained.
9. Exchanges must be of the same discipline and normally of the same rank.
10. The unequivocal terms of exchange must be worked out by the faculty and neither the University nor host institution will be responsible for any additional expenses which may arise from oversight or misunderstanding.
11. The exchanges will be covered by a contract to be agreed upon by all parties at least two months before the expected arrival of the visiting faculty. The contract shall include liability insurance, vesting faculty rank, start and end of the exchange, and faculty assignment.

## **Chapter VII**

### **FACULTY RESEARCH AND CREATIVE WORK**

BulSU through the University Research Office endeavors to conduct researches for knowledge generation that are focused in responding to the immediate needs of the community. These studies are envisioned for use in academic instruction, extension projects, and bases for policy making and blueprints for production. Series of research are conducted in the interest of social justice and sustainable development to attain equity among a diverse population. The University invests in its faculty and staff so they could effectively do research, present their research in local, national, and international conferences, and publish their research in reputable journals for the dissemination of information and consilience with other research projects outside the University. BulSU recognizes that in today's twenty-first century world, the name of the game is not just knowledge-generation; BulSU recognizes that for its research projects to create an impact, research must be consciously directed towards the fulfillment of felt and assessed needs of the University, its immediate community, and by extension, the nation (BulSU Research Manual 2018).

Research pertains to a wide range of scientific, theoretical, scholarly and creative activities that encompasses a way of scientific inquiry and application of scientific perspectives in all aspects of faculty duties and responsibilities. Through research a faculty promotes inquiry, creates, disseminates, and advances new forms of knowledge, and contribute to the knowledge base of his/her academic field. Research results are meant to be shared in the classroom (research-based instruction), to the communities (research-based extension/service), and to the larger society (public presentation, publication, and patented invention). The research undertakings of the faculty develop his/her teaching competence, further his/her professional development, and translate to an enhance prestige and visibility of the University. These research undertakings and creative works of the faculty are demonstrated through various avenues:

1. conducting sponsored research grant or commissioned research
2. publishing books, articles, or research reports as author, co-author, editor, co-editor.
3. engaging in editorial publications as journal editor, journal referee, book reviewers
4. delivering lectures, reading conference papers, and presenting posters
5. producing artistic works (visual art, music, cinema), performances (theatre) and exhibitions (museums, galleries).
6. crafting technological innovation and developing digital softwares
7. writing instructional materials, modules, scholarly essays or book chapters and reviews

The University supports the research engagement of the faculty through the implementation of the following policies and various incentives which aim to meet following research goals:

- a. At least one publishable research per full-fledged professor per year
- b. At least one research per faculty with plantilla position per year
- c. At least 50% of faculty should have one publication per year

## **Section 1. Research Grants and Incentives Program**

### **1. Eligibility**

Every faculty member regular or non-regular is encouraged to conduct research or scholarly and or creative works.

## **2. Policies**

a. All research activities shall be based on the University research agenda and program thrusts by Commission on Higher Education (CHED), Department of Science and Technology, National Economic Development Authority (NEDA), CLIERDEC, and other funding agencies.

b. Faculty members who apply for research grant shall submit capsule research proposals in six copies to the Research and Development Council (RDC) for the technical review and evaluation by the University Research Council (URC). Researchers whose capsule proposals are tentatively allocated with funds will be properly informed regarding the preparation of the proposal in completely detailed format.

c. The detailed research proposals must be submitted to the RDC for technical review and evaluation. After which, the final copies of research proposals will be endorsed to the URC for deliberation. Then, the RDC will deliberate and appropriate funds.

d. The Research Director informs the researchers through the Deans regarding the appropriate action that must be undertaken in the implementation of the research project.

e. Upon approval of the President of the research project, the proponent shall enter into a contract or Memorandum of Agreement with the University. Such contract shall detail the rights, benefits, and the corresponding obligations and responsibilities of both parties.

f. For collaborative researches, a Memorandum of Agreement (MOA) signed by the cooperating and implementing agencies is required. Stipulated in the MOA are the objectives of the research, rights, benefits and responsibilities of both agencies.

g. Non-compliance with any of the provision in the agreement shall be ground for:

1. Modification or termination of research subsidy;
2. Suspension of the research project; and
3. If warranted after investigation, the researchers may be required to reimburse any honorarium that have already been granted.

h. Publication or use of the University funded research outputs shall require University approval.

i. Any renewal, extension and termination of the research project should be done in writing to the funding agency. If the research is funded by the



University, the letter should be addressed to the President, through the Vice President for Research, Extension, and Training.

j. Any research project that was directly funded by the University or was provided with manpower or facilities support will make the University a co-owner of the research project.

k. Any commercialization of research output in which the University is a co-owner requires approval from the VPRET Office.

### **3. Benefits**

a. Members of the academic community, with approved research proposal, shall be provided with the following administrative support:

1. adequate financial assistance
2. adequate library resources and official endorsement to other libraries
3. appropriate and adequate facilities
4. adequate time for research activities.

b. Approved research proposal shall receive research assistance in the form of:

1. Facilitating requests for manpower, i.e. research assistants/ aides and others needed for the research
2. Negotiations with implementing or cooperating agencies
3. Facilitating requests for materials and supplies needed in the conduct of study
4. Facilitating requests for travel and other contingencies
5. Data gathering and appropriateness of procedures
6. Preparation of progress and final reports.

c. Researchers shall be entitled to the following:

1. To motivate the faculty members and staff to conduct an independent study, there shall be a reduction of teaching and administrative load that is within the established policies of the University:

<b>Category</b>	<b>Equivalent Teaching Load (hours/week)</b>
1 research project consisting of 2 solo authorship but related studies	12
2 solo authorship studies, simultaneously	12
1 solo authorship study	6

This provision covers only those studies with duration of not less than three months. For those studies that are less than three months, the teaching load equivalent may be proportionately reduced.

2. Faculty researchers with approved University research grants shall be entitled to honorarium rates per study or project with total honoraria of all their researches not to exceed 100% of the annual basic salary. This is released on a monthly basis until the study is completed as programmed. The rates of honoraria, based on DOST Memorandum Circular No. 001, series of 2009, are as follows:

Categories of Researchers		Rates of Honoraria
Project Leader		
(at least)	1-2 projects	Php10,200/mo.
	3-4 projects	11,600/mo.
	5 or more	14,600/mo.
Study Leader		Php8,800/mo./project

3. Researchers may claim credit, particularly for the purpose of determining academic rank, for their research outputs subject to the criteria of the accrediting body concerned. Credits for purposes of academic ranking may be claimed on research projects only after they have been completed and upon certification by the RDC Director in the campus.

4. The University may finance the publication, marketing, and distribution of research findings of researchers in books, manuals, and other formats that can be sold. As such, researchers are entitled to royalties in accordance with the stipulations of the MOA between the researchers and the University.

5. Researchers who publish their researches in national and international refereed or non-refereed journals are entitled to financial incentives as follows:

	Refereed	Non-Refereed
National	Php20, 000	Php5, 000
International	Php40, 000	Php10, 000

6. Financial incentives for researchers who will present their completed researches in the institutional in-house review are the following:

Presenter	Php3, 000
Best Presenter	Php5, 000
Best Paper	Php10, 000

7. Evaluators, on the other hand, shall receive Php5, 000. Regional winners of Research and Development papers shall receive Php10, 000 each (BOR Resolution No. 61, S-2009)

## Section 2. Paper Presentation in International and National Conference

Attendance to conferences for public presentation of faculty researches forms part of the development of the competencies of the faculty and the research culture of the University. The University extends support to faculty members who present papers or deliver presentations in prestigious international or national conferences according to the following guidelines.

### **1. Objectives**

- a. To raise the standards of research productivity in the University by encouraging faculty members to submit paper for presentation in reputable national and international conferences.
- b. To encourage faculty members to engage in high quality research that would result in journal publications
- c. To provide opportunities for faculty to interact and collaborate with other national and international experts in different fields
- d. To bring in new knowledge and reduce the effects of inbreeding

### **2. Eligibility**

Regular faculty members who meet the following criteria may apply for the incentives to paper presentations in international conferences.

- a. Must present an original research paper (not student's thesis/ dissertation) or invited as parallel or plenary speaker in prestigious conference.
- b. The paper to be presented should be on a specified discipline preferably vertically aligned to teaching specialization.
- c. The paper to be presented should be of a level of quality that meets the standards of peer review and merits publication in ISI/SCOPUS journal.
- d. The paper will be evaluated in terms of the following criteria:
  1. Correspond to the college/University research agenda
  2. Adequate conceptualization of research question
  3. Sufficient theoretical grounding/embedding
  4. Appropriate methods and analysis

### **3. Benefits**

#### **a. Paper Presentation in International Conference**

1. Plane fare, economy class, at a minimum of US\$1, 000
2. Pre-departure expenses to include passport application/renewal fee visa application fee airport terminal fee, travel tax and insurance
3. Airport transfer by most reasonable means at a maximum of US\$ 100
4. Conference registration fee at a maximum of US\$ 500
5. Hotel accommodation based on the recommendation at a maximum of US\$ 100/night. The number of days is based on the duration of the conference plus one day before the commencement of the conference

6. Per diem of US\$ 100 per day appropriated for food local transportation and communication expenses and to cover for inadequate funds for hotel expenses. The number of days is based on the duration of the conference plus one day before and one day after the conference.

**b. Paper Presentation in National Conferences**

1. Airfare not to exceed P 10,000
2. Registration fee not to exceed P5, 000
3. Hotel accommodation not to exceed P10, 000
4. Per diem subject to existing auditing rules and regulations
5. Paper presenters in local, regional, national or international research forum shall be given a cash incentive of Php 2000, Php 4000, P6, 000, and Php 10,000 respectively.

**4. Policies**

- a. The approval for paper presentation shall be based on the quality of the international or national conference to be attended as to its reputation as high-impact conferences, strict acceptance rate, and distinguished technical/scientific committee. An additional indicator of high quality conferences is the significant number of paper presenters from prestigious national and foreign universities.
- b. A regular faculty member may avail of the grant more than once a year subject to the availability of the funds and the equitable opportunities for other faculty to present papers in international conferences.
- c. Regulations on disbursement, liquidation, and oversight shall follow relevant accounting/auditing procedures
- d. The faculty member shall submit a plan for alternative class (i.e., a brief description of how the faculty member plans to manage the classes to be missed while on official business) for the classes that will be affected by his/her absence
- e. Research paper approved for presentation in a conference or seminar recognized by CHED or reputable professional organizations shall be given with financial assistance.
- f. The faculty member shall submit post-conference report/summary of activities and liquidate financial obligations within one week after returning from the conference

**5. Application Procedures**

- a. The faculty member initiates the process by accomplishing the application form addressed to the President thru the Director of the Office of Faculty and Staff Development
- b. The application should be accompanied by the following:
  1. Application Form
  2. Call for Papers of conference/symposium to be participated in
  3. Copy of conference paper
  4. Proof of paper acceptance or copy of invitation to deliver the presentation
  5. A plan for alternative class signed by the Dean

### **Section 3. Incentive Program for Research Accomplishment**

#### **1. Research Journal Publications**

Research publications will be given incentives based on the following classifications.

For every research article published in:

- |  |     |           |
|--|-----|-----------|
| 1. ISI and Scopus Indexed Journal  | Php | 65,000.00 |
| 2. CHED-Accredited Journal   | Php | 50,000.00 |
| 3. Other refereed/abstracted/indexed journal<br>(non-predatory/reputable publishers) | Php | 40,000.00 |

However, the following limitations shall apply.

- a. Publication cost shall be shouldered by the author.
- b. For multiple authorship, cash incentive will be divided among the authors.  
However, authors who are connected in other universities or agencies are not eligible to the incentives program.

#### **2. Research Journal Citations**

Journal citations for published research articles of researchers will be considered as significant contributors to the research accomplishments based on the following criteria.

- a. Must have an accumulated number of 50 citations per journal article.
- b. All 50 citations must be accumulated over a period of three years. The three period commences on date of publication of the article and ends on the third anniversary of its publication.

For every research article cited:

- |  |     |           |
|--|-----|-----------|
| 1. Journal article with an accumulated total of 50 citations   | Php | 10,000.00 |
| 2. Same journal article in item 1 with subsequent 25 citations | Php | 5,000.00  |

### 3. Research Competition Winners

The University recognizes the achievements of researchers in research competitions. In addition to the prizes earned from the competition, the researchers are eligible for the following incentives schedule.

1. International	1 <sup>st</sup> place	Php	20,000.00
	2 <sup>nd</sup> place		15,000.00
	3 <sup>rd</sup> place		10,000.00
2. National	1 <sup>st</sup> place	Php	10,000.00
	2 <sup>nd</sup> place		7,000.00
	3 <sup>rd</sup> place		5,000.00
3. Regional	1 <sup>st</sup> place	Php	5,000.00
	2 <sup>nd</sup> place		3,000.00
	3 <sup>rd</sup> place		2,000.00

However, the following limitations shall apply.

- a. The incentives are for those who were declared as rightful winners in research competitions. Research competitions that are conducted by government agencies, research consortia, and other CHED-recognized or endorsed research organizations will be considered as legitimate by the University.
- b. The incentives are for the winners of Best Paper or Best Project award categories only. No other award in form or category is permitted.

### 4. Intellectual Property

The University recognizes the efforts of the researchers to go through the screening process for patents and copyrights by the Intellectual Property Office of the Philippines (IPOPhil). The following incentives are permitted for researchers.

a. Submission of NDA (non-disclosure agreement) for the invention for subsequent patent search and patent draft	Php	10,000.00
b. Submission of patent application to IPOPhil	Php	10,000.00
c. Approval of IP application by IPOPhil	Php	10,000.00
d. Grant of Intellectual Property		
1. Patented invention	Php	60,000.00
2. Utility model	Php	40,000.00
3. Industrial design/Trademark/Copyrights	Php	20,000.00

In addition to the incentives, the University will pay for the fee necessary to process the application.

<b>5. Outstanding Researcher Award</b>	Php	75,000.00
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## Criteria for the Outstanding Researcher Award

- a. Significance of the Researches Conducted (30%)
  - 1. Contribution to scientific advancement
  - 2. Relevance to local, regional and national goal or thrusts
- b. Impacts of the Research Conducted (30%)
  - 1. Contribution to national/regional development e.g. social, economic, ecological, etc.
  - 2. Contribution to productivity or cost effectiveness and/or solution to a major concern/problem
  - 3. Adaptability
  - 4. Adequacy and efficiency of design and procedure
- c. Researches Presented (15%)
  - 1. International (15%)
  - 2. National (10%)
  - 3. Regional (5%)
- d. Researches Published (15%)
  - 1. International (15%)
  - 2. National (10%)
  - 3. Regional (5%)
- e. Affiliation to Research Organization/Research Consortia (10%)
  - 1. As technical reviewer, peer reviewer, publication editor (10%)
  - 2. As board officer (7%)
  - 3. As member (5%)
    - a. Researcher must be nominated by any member of the academic community.
    - b. Researches to be considered for evaluation must be reported to the URO and supported by verifiable documents.

## Section 4. Creative Work Grants

### 1. Creative Work as Research

The University supports research in creative fields or creative works to complement faculty research that advances knowledge leading to useful discoveries, finds solutions to societal problems, and application to the production of new materials, products, new processes and system. Creative work similarly advances knowledge. Research in creative work revolves on people's socio-cultural environment, their humanities and social construct and apply these knowledge to the betterment of people and society.

Research in creative work covers those that have been created in any of the following-writing, constructing, composing, designing, recording, performing or curating. They include the substantial production of new literary work, book and or textbook writing, artistic work, novel invention, and development of innovative software. A faculty may conduct research in

creative work from various disciplines in architecture (realized, constructed, fabricated or unrealized design projects) design, creative writing, visual arts (painting, drawing, sculpture, crafts, ceramics, textiles), performing arts (dance, music, theatre, play), film, video, live performance art, interdisciplinary arts, media and electronic arts, and digital works.

## **2. Guidelines for Creative Work Grants**

The University provides research grants in creative work with the intent that such creative work leads to publication, exhibitions, and performances. The grant is intended to support the development of creative works of faculty members for applications for external funding subject to the following guidelines:

1. The University shall publish a Call for Submission of Proposal for Creative Works every first week of January of every year.
2. The grant may be applied for creative work according to the following criteria:
  - a. Quality and originality of the proposed creative work
  - b. viability for publication exhibit and performance
  - c. potential for external funding
3. The grant shall be for 18 months. Request for extension of completion of creative project may be approved after strong justification and submission of work thus far completed without additional grant.
4. Proposal must be submitted to the URO for technical evaluation by a Screening Committee composed of faculty in the University and external reviewers whose specialization and expertise are in line with creative project submitted.
5. All reviewed proposal that pass the evaluation will be recommended by the VPRET to the President for funding.
6. The number of proposals which shall receive grants depends on available funds.
7. Proposals that are not approved for funding because of lack of funds will be ranked in the next cycle of call for submission of proposal for creative works. Proponents can withdraw their proposals for submission to other funding agencies. Proponent whose proposal is approved or not for grant shall be properly notified by the VPRET.
8. Only regular faculty with the rank of assistant professor and higher may apply for the grant.
9. Faculty on sabbatical leave may apply for the grant.
10. Faculty with poor track record of completion of approved research grant and publication shall not qualify for the grant.



11. The grant amount to be received by the grantee must not exceed P600, 000 which shall be awarded in the form of contract indicating the purpose, expected output, and intellectual property rights of the parties involved.
12. The release of the grant shall be by three tranches in which 35 percent of the grant shall be paid upon signing the contract, 35 percent upon submission progress report after 9 months. The remaining balance shall be released upon submission of proof of deliverables such as a copy of the creative output when appropriate, proof of acceptance for publication in the case of books, or proof of exhibition in the case of films, artwork and other non-written output by reputable agencies.
13. The University shall be acknowledged as the source of the grant in all publications and exhibitions and in the application for intellectual property rights.
14. The grantee is responsible for the use of the funds must comply with University regulations on financial procedures and auditing rules.
15. The VPRET shall form a committee to conduct monitoring and evaluation of all approved grants to ensure timely compliance and reporting of the progress of the project by the grantees.
16. The grantee shall submit a one-page report to the VPRET at the termination of the grant describing the educational and public impact of the grant and efforts done to secure external funding.
17. The grantee shall meet his/her obligation in the performance his/her regular functions as faculty during the grant period.
18. The grantee shall return the full amount if s/he resign before the completion of the project. If in case the grantee is terminated for cause, s/he shall return to the University the unused amount.

## **Chapter VIII**

### **FACULTY EXTENSION AND COMMUNITY SERVICE**

#### **Section 1. Extension of Faculty and Academic Unit**

The University is founded on extension as one of its functional pillars. It is the conduct of programs that extends to the community, industry, private and public agencies and larger society the knowledge resources and expertise of the University. Extension is undertaken by an academic unit, faculty, staff, and students outside of a course requirements, individually or as a group, to the people and other organizations. Extension program is another avenue of the University and vital function of faculty in achieving excellence and contribution to regional development.

#### **Section 2. Guidelines in Extension**

1. Extension programs of academic unit or faculty, staff and students must be based on the extension agenda of the University
2. Extension and community service must be coordinated with the University Extension Office.
3. Extension must be research based and must generates, validates, and applies knowledge that can enrich instruction and research
4. Extension programs may include services utilizing expertise and talent related to the specialization and expertise of the academic unit and or faculty. It can include transfer of technology and knowledge that impact on development of communities and organizations.
5. Extension can be done on the nature of skill training and or certificate granting activities outside instruction and research such as non-degree training, seminars, workshops, conferences, review classes, and or lectures
6. Each academic unit, through the College Extension Committee in consultation with the faculty, shall adopt and annually update its extension agenda /programs based on the University extension agenda.
7. Each academic unit shall have an extension committee to oversee extension activities and assist the faculty in his/her extension activities.
8. Extension activities shall be considered and credited in the faculty and staff academic workload subject to the policy of the college

## **Chapter IX**

### **AWARDS AND RECOGNITIONS**

The University recognizes individual and collective efforts in the discharge of the faculty functions, duties and responsibilities and rewards them for exemplary performance which translate in enhanced faculty competencies and in the realization of the University goals.

Pursuant to the provision of Rule X of the Omnibus Rules Implementing Book V of Executive Order No. 292 and in line with the Revised Policies on Employee Suggestions and Incentive Awards Systems (ESIAS) provided under Civil Service Commission Resolution No. 010112 and Civil Service Commission Memorandum Circular No. 01 s. 2001, the Bulacan State University through Program on Awards and Incentives for Services Excellence (PRAISE) implements a system of awards and recognition:

#### **Section 1. BulSU PRAISE**

##### **a. Basic Policies**

1. The BSU-PRAISE shall be designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding officials and employees, individually or in groups for their suggestions, inventions, superior accomplishments and other personal efforts which contribute to the efficiency, economy or other improvement in University operations, or for other extraordinary acts or services in the public interest.
2. The BSU-PRAISE shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of employees through formal and informal mode.  
For this purpose, the BSU-PRAISE shall encourage the grant of non-monetary awards. Monetary awards shall be granted only when the suggestions, inventions, superior accomplishments and other personal efforts result in monetary savings which shall not exceed 20% of the savings generated.
3. The PRAISE shall be institutionalized through the creation of BSU-PRAISE Committee.

##### **b. Types, Criteria, and Incentives of Awards**

The University shall develop and initiate the search for deserving officials, faculty members, staff, and employees who may be included in the screening of candidates for awards to be given as follows (CSC MC No. 1, S-2001):

1. Outstanding Faculty/Teacher

- a. Permanent employment status
- b. Rated as outstanding in Performance Evaluation Systems (PES) for the last two (2) semesters.
- c. No pending administrative cases nor has received adverse decision on previous cases.
- d. Carried at least 18 units teaching load or equivalent teaching load for faculty with designations.
- e. Has not incurred more than 5 times under-time/tardy for each of the two preceding semesters (10 times/year)
- f. Has not incurred more than two unexcused / disapproved absences for the past two semesters.
- g. Has demonstrated competence or teaching effectiveness, and professional growth and development such as, but not limited to:
- h. Rated Very Satisfactory in Performance Evaluation by Students and the Individual Performance Commitment and Review (IPCR)
- i. Produced teaching guides/ Instructional Materials
- j. Conducted research and extension activities
- k. Has authored and published books, manuals, teaching guides, and/or article, and other scholarly works.
- l. Has attended training, seminars and workshop and similar activities
- m. Has been invited to join or has joined professional organizations
- n. On- leave faculty members are not included
- o. Admin council and ManCom members are not included
- p. Awardee shall receive a cash incentive of Php 50, 000 and a plaque of recognition

2. Outstanding Employee

- a. Permanent employment status
- b. Rated as Outstanding in Performance Evaluation System (PES/IPCR) for the last two rating periods
- c. No pending administrative cases nor has received adverse decision on previous cases.
- d. Has not incurred more than 10 times under-time/tardy for the whole year.
- e. Has not incurred more than two unexcused / disapproved absences for the whole year
- f. Has participated actively in different intra and extra-curricular activities in line with their fields of specialization
- g. No pending administrative cases filed against him/her
- h. Admin council and ManCom members are not included
- i. Awardee shall receive a cash incentive of Php 50, 000 and a plaque of recognition

### 3. Outstanding Researcher/Extensionist Award

#### A. Researcher

1. Significance of the Research (30%)
  - a. Contribution to scientific advancement
  - b. Relevance to local, regional and national goal or thrusts
2. Potential impacts of the research (30%)
  - a. Contribution to countryside development e.g. social, economic, ecological, etc.
  - b. Contribution to productivity or cost effectiveness
3. Awards received (20%)
  - a. International – 1<sup>st</sup> (20%); 2<sup>nd</sup> (18%); 3<sup>rd</sup> (16%)
  - b. National – 1<sup>st</sup> (15%); 2<sup>nd</sup> (13%); 3<sup>rd</sup> (12%)
  - c. Regional – 1<sup>st</sup> (10%); 2<sup>nd</sup> (8%); 3<sup>rd</sup> (6%)
  - d. Local – 1<sup>st</sup> (5%); 2<sup>nd</sup> (3%); 3<sup>rd</sup> (2%)
4. Research Presented (10%)
  - a. International (10%)
  - b. National (8%)
  - c. Regional (5%)
  - d. Local (2%)
  - e. Regional (5%)
  - f. Local (2%)
5. Research Published (10%)
  - a. International (10%)
  - b. National (8%)
  - c. Regional (5%)
  - d. Local (2%)
6. Impact Analysis from the point of view of other stakeholders/beneficiaries.

#### B. Extensionist

1. Significance of the project/technology (20%)
  - a. Contribution to scientific advancement
  - b. In line with the local, regional and national goal or thrusts
  - c. Innovativeness
2. Impacts of project/technology (20%)
  - a. Contribution to countryside development e.g social, economic, ecological, etc.
  - b. Contribution to productivity or cost effectiveness
  - c. Acceptability to end-users
3. Generated resources or income for the University (10%)
4. Technology or information is significant for policy recommendation (10%)
5. Technology generated is recommended for commercialization (10%)

6. Technology generated presented (10%)
  - a. National – 1<sup>st</sup> (10%); 2<sup>nd</sup> (8%); 3<sup>rd</sup> (6%)
  - b. Regional – 1<sup>st</sup> (5%); 2<sup>nd</sup> (4%); 3<sup>rd</sup> (3%)
  - c. Local – 1<sup>st</sup> to 3<sup>rd</sup> (2%)
7. Awards received (10%)
  - a. National – 1<sup>st</sup> (10%); 2<sup>nd</sup> (8%); 3<sup>rd</sup> (6%)
  - b. Regional – 1<sup>st</sup> (5%); 2<sup>nd</sup> (4%); 3<sup>rd</sup> (3%)
  - c. Local – 1<sup>st</sup> to 3<sup>rd</sup> (2%)
8. IEC materials developed (10%)
  - a. National – (10%)
  - b. Regional – (8%)
  - c. Local – (5%)
  - d. To be facilitated by VP RET office
  - e. NBC guidelines ( Customer Satisfaction) shall be use to determine customer satisfaction
  - f. Awardee shall receive a cash incentive of PhP 50, 000 and a Plaque of Recognition

#### 4 Leadership Award

- a. Awarded to administrator who has shown exemplary leadership qualities. (1 from Administrative Council and 1 from the Management Council)
- b. Awardee shall receive a cash incentive of PhP 20, 000 and a Plaque of Recognition

#### 5 Gantimpala Agad Award

- a. Employees commended by clients for their courtesy, promptness, efficiency and dedication to duty. (With high impact – giving prestige to the University as noted by various sectors)
- b. Guidelines to be provided by the HR office
- c. Awardee shall be given a Plaque of Recognition.

#### 6 Exemplary Behavior Award

- a. Awarded to faculty and rank and file employees according to the guidelines set forth in RA 6713 ( Code of Conduct and Ethical Standards for Government).
- b. Awardee shall receive a cash incentive of PhP 20, 000 and a Plaque of Recognition

#### 7 Best Organizational Unit Award

- a. Awarded to a department or unit which may be a section, division or office on the basis of meeting the organization's performance targets and other predetermined criteria such as IPCR of members, OPCR of Office, and ISO audit evaluation.
- b. The number of Personnel and Clustering shall be considered for evaluation.
- c. The award carries a PhP 25, 000 cash incentive for the department or unit and individual souvenirs for the personnel

#### 8 Cost Economy Measure Award

- a. Awarded to Employee or team whose contributions such as ideas, suggestions, inventions, discoveries, or performance of functions result in savings in terms of man- hour, and cost of otherwise benefit the University and government as a whole.
- b. The cash incentive shall not exceed 20% of the monetary savings generated from the contribution

#### 9 BSU Award of the "KAPWA" Award

- a. Individuals or groups in recognition of their contributions of an idea, introduction of a system or processes which improves the performance of a unit resulting in direct benefits to the University.
- b. A Plaque of Appreciation shall be awarded

#### 10 Outstanding Coach Award

- a. Awarded to faculty members and employees who served as coach to students joining in academic and sports competition, and other co-curricular or extracurricular contests.
- b. The award shall be given on the Winning Coach of the Year in National and International competition
- c. The awardee shall receive the following:
  - 1. Certificate of Recognition.
  - 2. Regional -5,000
  - 3. National-10,000
  - 4. International-20,000

#### 11 Outstanding Project In-Charge

- a. Awarded to a faculty or employee who achieve performance above and beyond of what is ordinarily expected from his/ her work which meets the following:
  - 1. Increased production and efficiency

2. Successful cost saving
3. Improvement of services to the public /student and other University clientele or stakeholders.

12. International Paper Presenter

- a. Awarded to faculty member whose paper in an international conference is cited as best paper
- b. A Plaque of Appreciation and PhP 20, 000 shall be given to the awardee

13. Outstanding Achievement as Author, Inventor, or Innovator

- a. Awarded to a faculty member whose published book, invention or innovation received a national or international award.
- b. A Plaque of Recognition and PhP 20, 000 shall be given to the awardee

14. Loyalty Award

- a. Awarded to a faculty or employee who has served the University for 10, 15, 20, 25, 30 years and above of continuous and satisfactory service.
- b. The awardee shall receive a Plaque of Appreciation and cash gift.

15. Service Award

- a. Retirees whether under optional or compulsory retirement shall be given the award during a fitting ceremony a month before or after the date of their retirement.
- b. A cash award of PhP 5, 000.00 and a Plaque of Appreciation shall be given to the awardee.

16. Posthumous Award

- a. A permanent faculty or employee who served the University for 10 years and above shall receive PhP 50, 000 upon his/ her demise by reason of sickness, accident or natural death.

17. Membership in the Board of Regents

- a. All BOR members who have served for at least 2 years, and 1 year for student regent shall be awarded a Plaque of Recognition.

18. Other Awards such as:

- a. Most Punctual Award –Employee/Faculty who have never been late in reporting to office.



- b. Perfect Attendance in Flag Ceremonies – Employee/Faculty who have perfect attendance in flag ceremonies, University activities and affairs for a period of time.
- c. Maaga, Maagap at Masipag (MMM) Award – Employee/Faculty who has rendered perfect attendance for a period of one year as per HRMO records.(as per HRMO records)
- d. A Cash award incentive and Plaque of Appreciation shall be given to awardee

**c. Selection Procedure:**

The BSU-PRAISE may adopt the following procedures in the selection of nominees to any of the incentive awards:

- 1. Establish criteria /qualification of nominees
- 2. Review of documents
  - a. Personal Data Sheet
  - b. Service Record
  - c. Performance Evaluation Rating for the last two(2) rating periods
  - d. Nomination form containing act, idea, suggestion, invention, and the subsequent result or effect which may either be monetary or non-monetary or which has direct benefits to the University.
  - e. Any other pertinent documents to support the nomination.
- 3. Determine the form of incentive/ awards to be granted.
- 4. Prepare the necessary recommendation to the President

**d. BSU-PRAISE Committee**

The BSU-PRAISE Committee shall have the following composition, duties and responsibilities.

Composition:

- 1. The University President or a duly authorized representative as Chairman.
- 2. The Director, Financial Division
- 3. The Planning Officer
- 4. The Vice President for Administration and Finance
- 5. Two (2) representatives of the career rank-and-file employees from the academic and non-academic staff who shall serve for a period of two years and chosen through a general assembly or any other mode selection to be conducted for the purpose or designated by the registered union. In the absence of an accredited union, one from the first level and one from the second level. The HRMO shall extend secretariat services to the BSU-PRAISE Committee.

## **Section 2. Other Faculty Awards and Recognition**

a. The following awards and recognition are merit-based incentives intended to award outstanding works of scholarship, creative work, community service, and technological achievements of faculty.

1. Gawad Marcelo H. del Pilar sa Natatanging Publikasyon (national and international publication of books in English or Filipino)
2. Gawad Francisco Balagtas sa Natatanging Likhang Sining (creative works in any artistic, visual, musical, digital, architectural field)
3. Gawad Guillermo Tolentino sa Natatanging Likhang Technolohiya (innovation and Inventions)
4. Gawad Trinidad Tecson sa Natatanging Gawaing Extensyon at Pang-Komunidad (extension and community service)

b. The University shall constitute the pertinent committees for the awards which shall formulate the criteria, guidelines, process of nomination and selection, and the incentives for such awards.

### **c. Professorial Chair Awards**

A professorial chair is an award to recognize the scholarly achievements of faculty in the various fields of natural sciences, engineering, medical, technology, professional education, management, social sciences. and general education. Chairs are positions supported by special endowments and awarded to members of the faculty who have distinguished themselves in the fields they represent. The award provides the faculty the flexibility to carry out research undertakings without the restrictions of funding agencies and results in the flourishing of excellent scholarships in the University (R.A. 8292 Sec. 4, para n).

#### **1. Guidelines**

- a. The award is not automatic for faculty members of certain rank<sup>2</sup>, but is given only after a thorough screening process emanating from the department or College.
- b. The sole basis of the award is scholarship and merit.
- c. The BOR has the authority to establish chairs upon recommendation of the University President.
- d. The President shall confirm professorial chair.
- e. The nature of the chair as competitive awards and the manner of administering them shall be as follows:

1. awardees shall receive a certificate of award from the University President.

2. selection process of awardees shall revolve on the criteria and eligibility of the award in keeping with the nature of the chair and faculty grant as award for outstanding achievement.

2. The University shall cultivate the pursuit of academic excellence and research undertakings of faculty for professorial chair and formulate its criteria, process of nomination and selection, number of professorial chairs, funding, linkages for endowment, and the incentives.

## **Chapter X**

### **ACADEMIC COSTUME**

The adoption of an academic regalia or academic dress is inherent in an institution of higher learning such as BulSU. It speaks of the historical educational tradition of the University and it symbolically embodies its educational philosophy. The wearing of an academic dress lends prestige and honor to the University academic community as it is proudly worn by University officials, faculty, students and guests during formal gatherings such as convocation, commencement exercises, inauguration of professorial chairs, and installation of a University President.

The alampay is the official academic dress of BulSU and its design is grounded on the history of the University and indigenous culture of Bulacan and the country. Its symbolism represents rootedness of BulSU in Philippine educational settings while reaching out to the trends and development of higher education in global milieu.

#### **BulSU ALAMPAY**

##### **A. Bakit Alampay?**

1. Mula sa tradisyunal nitong gamit bilang balabal sa likod at balikat ng mga Tagalog, ang alampay ay patuloy na nakikisabay sa makabagong panahon at bumabagay sa pagbabago ng mga kasuotan at panlasa sa pananamit.
2. Umiinog ang alampay sa kasalukuyang panahon at naging simbolong pangkalinangan at kapahayagan ng pagkakakilanlang Pilipino na sa bawat pagkakataon ay mailalangkap sa anumang kasuotan.
3. Ang alampay ay isang bahagi ng pananamit na nakaugnay sa kasaysayan at kalinangan ng Pilipinas.
4. Kaya sa alampay maibabatay ang pagtatalaga ng isang bagong kasuotang pang-akademiko ng BSU.

##### **B. Sinasagisag ng Alampay bilang Damit Pang-akademiko ng BulSU**

ALAMPAY- ka**ALAM**an, tagum**PAY** at kahus**AY**an

1. Pagsisikhay sa pagdalumat at pagtuklas ng kaalaman.
2. Pagkamtan ng tagumpay sa mga layunin ng pamantasan ng kahusayan.
3. Pagsasagawa ng mga gawain at gampanin ng buong husay na may pangunguna bilang isang pamantasan.
4. Paglilingkod sa bayan sa pamamagitan ng mabuting pamumuno sa anumang larangan.

### **C. Katangian ng Alampay**

1. Mula sa tradisyunal na alampay, ang alampay ng BuLSU ay nilangkapan ng mga sumasagisag mula sa libong taong tradisyun ng paghahabing bayan (habi, hablon).
2. Pinaghalawan ang pamamaraan ng habing t'nalak ng mga T'boli at ng mga Bontok at Kalinga na nagpanday ng kalikhaang katutubo, ispiritualidad, estetika at hiraya ng kanila kanilang pangkat.
3. Bilang academic regalia, nararapat na maringal ang alampay ng BuLSU kaya inilangkap ang mga sumusunod na simbolismo at elemento:

#### **a.Mula sa kasaysayan ng BuLSU**

1. Gintong Granahe sa magkabilang gilid-kumakatawan sa pinag-ugatan ng BSU bilang trade school at kumakatawan sa katapatan ng mga nagsisipagtapos sa BSU.
2. Kulay na cardinal red at golden yellow

#### **b. Mula sa kalinangan ng Bulacan**

Ukit- Pagpapakita ng disenyong kumakatawan sa kalinangang Bulakenyo mula sa puni ng Malolos, singkaban ng Hagonoy, pabalat ng pastillas ng San Miguel, burda ng Barong Tagalog at Saya ng Bustos, disenyo ng mga alahas ng Meycauyan at pag-ukit sa prutas.

#### **c. Mula sa kalinangan ng Pilipinas**

1. Haring Araw- kumakatawan sa pinakamataas na anito o tirahan ng anito, kumakatawan sa kapangyarihan, liwanag, katotohanan, katuwiran at buhay sa paniniwala ng mga sinaunang Pilipino at kumakatawan sa liwanag at karunungan nakamit sa mga taong inilagi ng mga nagsipagtapos sa pag-aaral.
2. Alon ng tubig- kumakatawan sa kabihasnang maritimo ng mga Pilipino at pamayanang ilawud
3. Anyo ng bundok- naglalarawan ng mga pamayanan ng mga katutubong Pilipino sa mga kabundukan, ilaya at ilihan
4. Titik ng BSU sa baybayin-kumakatawan sa sistema ng edukasyong katutubo sa Pilipinas.
5. Gawa ito sa telang habi na nakaburda ang titik BSU sa baybayin
6. May sukat na S, M, at L na pagpipilian

#### **d. Anong kapangyarihan ang magtatakda ng paggamit ng Alampay?**

Pagpapasyahan ng academic council ang paggamit at pagtitibayin ng BOR bilang academic regalia o costume bilang patakarang ng pamantasan alinman sa dalawang punto:

1. Ang mga graduates at guro na sa BuLSU nagtapos, undergrad o graduate program, ang may karapatang magsuot simula sa panahon ng pagpapagamit.

Ang pagtatapos sa BulSu ay maipagmamalaki kaya ang pagsusuot ng alamapay ay isang karangalan.

2. Lahat ng graduates ng BulSU, undergrad o graduate program, at mga guro at mga kawani, saan man kolehiyo o pamantasan nagtapos ay may dangal na isusuot ang alamapay.

**e. Panuntunan sa Paggamit ng Alampay**

1. Ang alampay ay isinusuot kasama ang barong Tagalog at itim na pantalon para sa lalaki at sa damit na puti o Filipiniana may sleeve at may habang hanggang sa midcalf or bukong bukong para sa babae.

2. Ang alampay ay panimulang isinusuot ng mga magsisitapos na nakasampay sa kanan. Inililipat ito sa kaliwa sa paggawad ng digri ng Pangulo ng pamantasan ng hindi hinuhubad.

3. Walang pagkakaiba ang alampay ng magtatapos/nagtapos ng batsilyer o graduado subalit ang pagkakaiba ay makikita sa isinasabit na medallion sa ugpuhan sa ibabaw ng balikat na kung saan ay bituin para sa batsilyer, buwan sa masterado at araw sa doctorado.

4. Ang alampay ay maaring isuot sa mga opisyal na pagtitipon ng academic community bukod pa sa graduation ceremony.

5. Ang alampay ay isinusuot na kasama ang mga kaukulang medallion ngunit hindi sinasamahan ng lei o corsage.

Ang alampay ng BulSU ay sagradong kapahayagan ng dangal at ng tagumpay, ng kapangyarihan ng karunungan at ng liwanag at katuwiran na iniingatan at ibinabahagi ng BulSU sa bawat nagsisipagtapos at mga guro,kawani at pamayanan.

Sa BulSU lang ang alampay ay kasinghulugan hindi lang ng kaAlaman, taguMPAY, at husAY kundi pati DANGAL!

## **Chapter XI**

### **CONCLUSION**

Sec. 1. This Faculty Policy and Governance Handbook is in consonance with the various existing University policy documents and manuals that govern the overall operation, management, philosophy and direction of the Bulacan State University such as BulSU Administrative Code.

Sec. 2. Any part or provision of this Faculty Policy and Governance Handbook which found to be inconsistent with the letter and spirit of existing laws, issuances, rules, and regulations shall be deemed invalid and void.

Sec.3. If any part or provision herein is declared invalid, the remainder of this Faculty Policy and Governance Handbook or the application of such provision shall not be affected by such declaration.

Sec. 4. This Faculty Policy and Governance Handbook shall take effect immediately upon approval by the Board of Regents as endorsed by the Academic Council.

Sec.5. Inflation shall be considered in granting pecuniary benefits stated in particular provision of this Faculty Policy and Governance Handbook .

Sec. 6. Amendment or modification of any provision this Faculty Policy and Governance Handbook can be made as may be necessary upon the deliberation and endorsement of the Academic Council to the Board of Regent for approval.