

University of Science and Technology of Southern Philippines

FACULTY MANUAL

AY 2019-2020

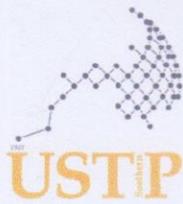


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USTP
Southern

UNIVERSITY OF
SCIENCE AND TECHNOLOGY
OF SOUTHERN PHILIPPINES

Alubijid | Cagayan de Oro | Claveria | Jasaan | Oroquieta | Panaon



University of Science and Technology of Southern Philippines

Alubijid | Cagayan de Oro | Claveria | Jasaan | Oroquieta | Panaon

Office of the Board Secretary

Excerpts from the Minutes of the Regular Meeting of the Board of Regents of the University of Science and Technology of Southern Philippines held on September 7, 2018 at the CHED Conference Room 2, 4th Floor, HEDC Building, CP Garcia Avenue, Diliman, Quezon City

Upon motion duly made, seconded, and unanimously carried, this resolution was adopted by the Board of Regents of the University of Science and Technology of Southern Philippines, thus:

RESOLUTION NO 61, S. 2018

APPROVING THE FACULTY MANUAL OF THE UNIVERSITY OF SCIENCE AND TECHNOLOGY OF SOUTHERN PHILIPPINES, SUBJECT TO EVALUATION AFTER ONE (1) YEAR OF IMPLEMENTATION.

APPROVED

HON RONALD L ADAMAT

Commissioner, CHED/ USTP BOR, Presiding Chair

HON ROSALITO A QUIRINO

OIC-President USTP System
Chancellor, USTP Claveria, Vice Presiding Chair

HON MAXIMO B RODRIGUEZ

Representing: HON ANN K HOFER
Chairperson, Committee on Higher and
Technical Education, Member

HON ALFONSO P ALAMBAN

Regional Director, DOST R10
Representing: HON FORTUNATO T DELA
PENA
DOST Secretary, Member

HON JAYSON JAY C DALMAN

President, Federation of Alumni Associations,
Member

HON IAN FELIX T RAMIREZ

President, Federation of Student Councils,
Member

HON RUTH G CABAÑUG

Chancellor-USTP CDC, Member

HON OSCAR S MORENO

Representing: HON FRANCIS G. ESCUDERO
Chairperson, Senate Committee on Education, Culture
and Arts, Member

HON MAE ESTER T GUIAMADEL

Officer-in-Charge, NEDA-R10
Representing: HON ERNESTO M PERNIA
NEDA Director-General, Member

HON ALENOGINES L SANDILGO

President, Federation of Faculty Associations
Member

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TITLE ONE. ADMINISTRATION AND GOVERNANCE

Chapter 1. University Charter

The University of Science and Technology of Southern Philippines, hereinafter referred to as the USTP is a chartered state institution of higher learning operating by virtue of Republic Act No. 10919 which took effect on August 16, 2016.

Chapter 2. Vision

The University of Science and Technology of Southern Philippines (USTP) is a nationally-recognized Science and Technology University providing a vital link between education and the economy.

Chapter 3. Mission

The mission of the University is to: a) bring the world of work (industry) into the actual higher education and training of students; b) offer entrepreneurs the opportunity to maximize their business potentials through a gamut of services from product conceptualization to commercialization; c) contribute significantly to the National Development Goals of food security an energy sufficiency through technological solutions.

Chapter 4. USTP Seal and Color

The University is represented by its University colors and seal. The atomic particles in the seal reflect the University's vision of being a nationally recognized Science and Technology University providing the vital link between education and the economy. They are shaped into a stylized map of the Mindanao islands, depicting the traditional weaving patterns to represent the rich and varied peoples and cultures of Southern Philippines. The linked particles represent the strong community of students, staff, and faculty establishing strong linkages with other stakeholders such as the industry and the government - all committed to excellence in the field of Science and Technology with the goal of serving the greater community. The visual image of a sphere brings to mind the University's goal of becoming a premier and globally competitive institution. The University colors shall be navy blue, white and yellow. The color navy blue symbolizes importance, confidence, power, authority, intelligence, stability, and unity. The color white symbolizes purity, cleanliness and peace. The color yellow is derived from the sun, which is an emblem of glory and brilliance. It also symbolizes hope, happiness, life, spirituality and optimism.

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Chapter 5. Three-Phased Agenda

To realize its Vision and Mission, USTP shall implement its three-phased agenda. Phase 1: Laying Down the Foundations (2017-2020); Phase 2: Strengthening the S&T Academic-Economy Ecology (2021-2025); Phase 3: Attaining the International Recognition as an S&T University (2026-2030).

Chapter 6. Academic Freedom and Institutional Autonomy

The University shall enjoy academic freedom and institutional autonomy as provided for in Batas Pambansa Blg. 232, otherwise known as the “Education Act of 1982”; Republic Act No. 8292 known as the “Higher Education Modernization Act of 1997; the 1987 Constitution (*paragraph 2, Section 5, Article XIV*); and the RA 10919 or the University Charter (*Section 44*).

Chapter 7. Moral Duty of the University to the Community

Public office is a public trust. Public officers and employees must at all times be accountable to the people and serve with the highest degree of responsibility, integrity, loyalty and efficiency and shall remain accountable to the people (Philippine Constitution, Art. XI, Sec. 1). It is the duty of every member of the University community to be committed to the attainment of its vision, mission, goals and objectives in the most effective, efficient, economical and judicious manner. The rule of law shall be respected in the exercise of power and authority, and in the discharge of duties by all officials, staff member, faculty members, and office personnel. Bound to be conscious of their accountability to the public, they shall endeavor to discharge the legal duties inherent in their respective positions with the spirit of teamwork and the highest standard of professionalism.

Chapter 8. USTP Graduate Attributes

The USTP Graduate is an innovative and entrepreneurial thought leader and game changer in the academe and industry. S/he possesses the following Institutional Graduate Attributes:

1. *Thinking and Reasoning.* The USTP graduate is able to think critically, creatively, and metacognitively. S/he is able to apply analytical and quantitative reasoning in identifying problems and complex challenges, accessing information, differentiating and evaluating theories and ideas, analyzing data, making reasoned decisions, and transforming ideas or solutions into new forms.
2. *Communication.* The USTP graduate communicates ideas, perspectives, and values clearly and persuasively while listening openly to others. Developing strong oral, written, multimedia, nonverbal, and creative communication skills in a variety of forms and contexts allows the graduate to actively participate in a democratic society and to achieve success in his/her profession.
3. *Diversity.* The USTP graduate is able to apply knowledge of diverse and multicultural competencies to contribute to the creation and maintenance of inclusive and just communities. Along with the ability to thrive, grow, and

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develop in the face of adverse circumstances and uncertainties, s/he has the capacity to interact openly and respectfully with individuals across the full range of human diversity including race, ethnicity, religion, gender, sexual orientation or preference, age and ability. Since USTP students come from and return to an increasingly diverse society, they should be able to recognize and understand the rich and complex ways in which individual and group differences and interactions impact self and society.

4. *Collaboration.* The USTP graduate is able to work collaboratively and respectfully as an individual contributor and/or leader of diverse teams and communities. Working with others is an essential component of USTP learning experience. This includes assuming shared responsibility for collaborative work, and valuing the unique contributions of each member of the team.
5. *Sustainability.* The USTP graduate is able to act responsibly and sustainably in their personal and professional life at local, national, and global levels. Through ethical behavior based on an understanding of how individual choices and actions affect society and the environment, s/he can help build a sustainable future that ensures environmental integrity, economic vitality, and a just society for present and future generations.
6. *Specialized Discipline.* The USTP graduate demonstrates expertise in a specialized discipline of study through the integration of ideas, methods, theory and practice in various contexts, including inter-, multi-, and trans-disciplinary engagements. Mastery of the terminologies, theories, methods, tools and applications of a particular subject area prepares the graduates to engage in independent and life-long learning in the broadest context of social, technological, economic, and environmental changes. Disciplinary knowledge – integrated with a broad understanding of the arts, sciences, and technology – contributes to critical and creative approaches to the development of new knowledge and applications addressing complex professional and global issues.

Chapter 9. University System and Campus Government

Art. 1. Board of Regents. The University shall have the general powers of a corporation set forth in Batas Pambansa Blg. 68, as amended, otherwise known as “The Corporation Code of the Philippines”. The administration of the University and the exercise of its corporate powers shall be vested exclusively in the Board of Regents and the President of the University who must render full-time service. The powers and duties of the President of the University, in addition to those specifically provided under this Act, shall be those usually pertaining to the Office of the President of similar universities and those delegated by the Board of Regents. The administration of the Claveria Campus and the Cagayan de Oro Campus of the University is vested in the Chancellor of the campus insofar as authorized by the Board of Regents. (RA 10919, Sec 7)

Art. 2. Administrative Council. There shall be created in the University an Administrative Council (ADCO) which shall be composed of the President as

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Chairperson and, with its chancellors, vice president(s), deans, directors, and other officials of equal rank, as members. The President of the University, as Chairperson thereof, shall constitute the ADCO. (RA 10919, Sec 39)

The ADCO of the University so formed and constituted shall:

1. Review and recommend, in accordance with the direction of the Board, appropriate policies governing the administration, management and development planning of the University.
2. Propose new programs and/or projects subject to the approval of the Board and/or authorities concerned.
3. Implement policies, programs and projects approved by the Board, and those issued by the President of the Republic and other offices in the Executive Branch of the government as well as from the Constitutional Commissions when applicable to the University. (RA 10919, Sec 40)

Art. 3. Academic Council. There shall be established and constituted in the University an Academic Council (AC) with its President as Chairperson, and all the members of faculty with the rank of not lower than assistant professor, as members (RA 10919, Sec 41). Faculty members with lower ranks may be invited upon the discretion of the President, and upon the recommendation of the Campus heads. In accordance with Section 4, paragraphs (o) and (v) of Republic Act No. 8292, otherwise known as the "Higher Education Modernization Act of 1997", the AC shall exercise the following powers:

1. Determine, review and recommend for the approval of the Board the course offerings of the University;
2. Devise, draft, review and recommend for the approval of the Board the rules of discipline of and for the University; and
3. Fix the requirements for the admission of students in the University as well as for their graduation and the conferment of degrees, and submit the same to the Board for review and approval in accordance with Section 4, paragraph (i) of Republic Act No. 8292.
4. Propose student citation or awards in meritorious cases subject to the approval by the Board.
5. Wield disciplinary power over students of the University and formulate academic policies and rules and regulations on discipline, subject to the approval of the Board. (RA 10919, Sec 42)

Art. 4. Industry-Academe Council. There shall be established an advisory body to be called the Industry-Academe Council (IAC), composed of the members of the instructional staff with the rank not lower than professor, and two (2) members representing the business entities located in the S&T Park. It shall be chaired by the President of the University. The Council shall:

1. Review curricular offerings of the University and recommend enhancement thereof to the Academic Council;

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2. Determine and monitor research projects jointly undertaken by the University and the Industry for the Board's information and action; and
3. Serve as a clearing house for project proposals involving the academe and the industries and recommend appropriate action to the Board. (RA 10919, Sec 49)

Art. 5. Executive Committee. There shall be an Executive Committee with the University President as the Chair. It shall be composed of system officials as may be assigned by the President. The Committee shall review matters of policy and report on the state of the university system to the Council meetings.

Art. 6. The University President. The University of Science and Technology of Southern Philippines (USTP) shall have a President, selected and appointed by the Board of Regents, upon the recommendation of the Search Committee for Presidency (SCP) pursuant to Sec. 19 of RA 10919. S/he shall render full-time service subject to the guidelines, qualifications and/or standards set by the Board of Regents.

Art. 7. University Vice Presidents. The Vice President for Administration and Legal Affairs (VPALA), the Vice President for Finance, Planning and Development (VPFPD), and the Vice President for Academic Affairs (VPAA) shall be appointed by the Board upon the recommendation of the University President. They shall assist the President in planning strategies to carry out the policies, programs and projects of the University.

Art. 8. University Campus Heads. The Chancellors and the Campus Directors shall be appointed by the Board upon the recommendation of the University President. They shall exercise operational control and supervision over the USTP campus they are in charge of, and are vested to delegate powers and duties as guided by USTP policies (RA 10919, Sec 34).

Art. 9. University Vice Chancellors. The Vice Chancellors for Academic Affairs, Student Affairs, Administration, and Finance shall assist their Chancellors in the formulation and implementation of Board approved policies and procedures. They shall form part of the membership of the Executive Committee.

Art. 10. College Deans. The College Deans shall exercise overall supervisory function over all departments in the College.

Art. 11. Department Chairs. The Department Chairs shall assist the College Dean in implementing administrative and academic policies/programs under his/her direct supervision.

TITLE TWO. THE FACULTY AND ACADEMIC REGULATIONS

Chapter 1. Faculty Appointment and Classifications

Art. 1. Appointments. No political belief, gender preference, cultural or community affiliation or ethnic origin, and religious opinion or affiliation shall be a matter of inquiry in the appointment of faculty members of the University: Provided, that no member of the faculty shall teach for or against any particular church or religious sect (Section 45, RA 10919). Appointments of faculty shall be subject to the guidelines and qualifications and/or standards set by the Board. The faculty of the University shall be recruited from among the most qualified scientists, engineers, and technologists domestically and internationally. The University shall observe and comply with the provisions of the salary standardization law and the scientific career system and shall continue to receive subsidy from the national government, including salary increases given to government employees in order to ensure the recruitment of the best minds in science and technology all over the world to deliver the mandated functions of the University (Section 46, RA 10919).

The status of appointment of the faculty may either be permanent or temporary:

Section 1. Permanent Appointment. A permanent appointment shall be issued to a Faculty who meets the qualification standards established for the faculty rank and who shall have successfully completed the probationary period. The university system, through its governing board, shall determine the probationary period for original appointment in each rank, unless the Charter provides otherwise. The probationary period may be from 6 months to 2 years, whichever is approved by the university system governing board.

Section 2. Temporary Appointment. A temporary appointment shall be issued to a Faculty who does not meet the education, experience, or training requirements of the position to which s/he is being appointed. The validity of the appointment shall not exceed one school year. Appointees under temporary status do not have security of tenure and may be separated from the service, with or without cause. Thus, they shall not be considered illegally terminated and are not entitled to claim back wages and/or salaries and reinstatement to their positions. They may also be replaced within the twelve-month period by qualified eligibles or even by non-eligibles. However, in some cases, the employment or service of appointees under temporary status may be terminated without necessarily being replaced by another. A written notice of termination of services signed by the appointing authority shall be served to the temporary appointee 30 days prior to termination of service/removal or replacement.

Art. 2. Eligibility Requirements. As cited in BOR Resolution No. 26, s. 2017, a faculty, whose three-fold function includes instruction, research, and extension must be a Master's degree holder and a licensed professional in his/her field.

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However, it is recognized that there are not enough Master's degree holders in many fields of specialization. In this regard, to require a Master's degree from a faculty as an entry requirement may unduly restrict the university's options in the hiring of its faculty. When the exigency of the service requires, and to ensure the continued growth of its intellectual capital in terms of instruction and research faculty without graduate degrees may be hired subject to the following conditions:

1. When it is determined by the university that there is a dearth of Master's degree holders in the required field of specialization or its allied/related fields. (USTP BOR Resolution No. 26, s. 2017)
2. When there are no applicants with Master's degrees in the relevant area of specialization or its allied/related fields. (USTP BOR Resolution No. 26, s. 2017)
3. A faculty hired to teach Board subjects/courses should be required to possess a valid registration and/or license from the Professional Regulation Commission (PRC) in the field of specialization. (USTP BOR Resolution No. 26, s. 2017)
4. A faculty without a Master's degree may be hired and given a temporary appointment for a period of one (1) year, pursuant to Section 27(2) of Book V of the Administrative Code of 1987. Re-issuance of a temporary appointment shall be limited to four (4) times only reckoned from the issuance date of the first temporary appointment.
5. This policy on temporary appointments shall be implemented in relation to the USTP Faculty Development Plan. Each college shall submit their 5-year faculty development plan indicating program specializations with the names of faculty who wish to apply for further studies. Enrolling in the department priority programs is indicated as a prioritization criteria in the Faculty Development Policy.
6. The University shall exercise its prerogative to subject the non-master's degree holders to yearly evaluations relative to their pursuance of an MA degree. In order for them to gain advantage over qualified new applicants, they may be required to submit status/progress reports or documents proving their commitment to pursue graduate studies.
7. Temporary Faculty without graduate degrees are required to finish their Master's degrees within five (5) years from the date of issuance of the first temporary appointment.
8. Temporary Faculty who are unable to finish their graduate degrees within five (5) years shall no longer be re-appointed, unless otherwise ruled by the Executive Committee in such circumstances as the absence of a Master's degree program in the discipline being offered. (USTP BOR Resolution No. 26, s. 2017)

The implementation of this policy shall be subject to existing laws, rules, and regulations, as well as any additional procedures and conditions set by the University.

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Art. 3. Hiring Procedure. Applications are filed at the Human Resource Office. Qualified applicants who have complied with all the requirements shall be shortlisted. After a courtesy interview with the HR Director, the applicant shall be interviewed by the appointed committee and shall undergo a teaching demonstration as well as psychological and aptitude exams. The applicant whose reference and background check results are favorable shall be ranked and offered an employment.

Art. 4. The Scientific Career System. The Scientific Career System (SCS) is a system of recruitment, career progression, recognition and reward of scientists in the public service. It is a means of developing a pool of highly qualified and productive scientific personnel. The SCS was established within the Civil Service pursuant to Executive Order No. 784 dated 17 March 1982. It was formally organized on 19 July 1983 with the issuance of Executive Order No. 901. The establishment of the SCS was further reinforced with the enactment of Section 4 of RA 8439 entitled "Magna Carta for Scientists, Engineers, Researchers and Other Science and Technology Personnel in Government." The System shall be characterized by:

1. Entrance to and career progression or advancement based on qualifications, merit and scientific productivity;
2. Career paths that shall allow scientists to develop within their respective areas of expertise without leaving their status as scientists; and
3. Incentives and rewards to ensure attraction and retention of highly qualified persons in the science and technology sector.

Art. 5. Closed-Career Position. In the hiring of closed career positions classified as scientific, or highly technical in nature, and/or in technical positions undertaking research and innovation activities within or outside the university, the principles of merit, fitness and quality shall strictly be adhered to.

Art.6. Position Classification and Compensation. Faculty position qualification and compensation shall be governed by the Position Classification and Compensation Scheme for Faculty Positions (PCCSFP, NBC-461). It covers faculty involvement in instruction, research and innovation and extension.

As part of the PCCSFP, a Common Criteria Evaluation (CCE) is established. This shall be the primary basis for recruitment, classification and promotion of a faculty. The CCE is a set of factors consisting of services and achievements indicating the relative performance of a faculty in the institution within the period of evaluation. The point system is used in determining faculty rank and sub-rank.

In addition to the CCE, Qualitative Contribution Evaluation (QCE) is also utilized for faculty promotions. QCE is the process of determining the eligibility of a faculty candidate for the particular rank and sub-rank indicated by the CCE.

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The University President promote faculty members for meritorious performance, provided that the aggregate number of sub-ranks involved in all such promotions shall not exceed 15% of the total number of current authorized full-time faculty members in a year, provided further that such upward movements shall be limited to the highest sub-rank of the assigned rank as indicated in the CCE.

Art. 7. Exchange Professor/Visiting Faculty and Professor Emeritus. To strengthen the general mandate of the University and as provided for in RA 10919 (Sec 17), the Board has the authority to appoint experts/specialists as consultants, part-time or visiting or exchange professors, scholars or researchers.

Section 1. Exchange Professor. Exchange programs and consortia may be established with institutions of recognized standing in the country or abroad. The University President, upon approval by the Board of Regents, shall allow exchange professorship with accredited Higher Education Institutions (HEI) for a period of one year, and renewable for another year. The President may appoint a professor from the University to another institution of recognized standing by special arrangements and conditions mutually acceptable to the University and the partner institution. In addition to his/her regular salary, an exchange professor assigned abroad or elsewhere shall be given assistance that will enable him/her to maintain the dignity of his/her position in the place of assignment.

Section 2. Visiting Faculty. In accordance with the provisions of BOR Resolution No. 25, s. 2017, the University shall establish the USTP Visiting Faculty Program which is a mechanism that will allow national and international collaborations between academic, industry, and government experts. The President of the University may accept a visiting professor to serve in the University for some special purpose, subject to the conditions and procedures set by the University. The University shall allocate funds for the implementation of the Program.

1. Terms of Engagement

- a. Visiting Faculty refer to foreign nationals outside of the University who are recognized experts in their fields of specialization as demonstrated by their superior accomplishments in research, innovative or creative works, and other academic pursuits.
- b. The expert may be affiliated with, have retired from, or is a consultant of a reputable international university, industry, private institution, or government agency.
- c. The Visiting Faculty must teach at least two subjects in the Graduate Level (preferably in the University niche areas), and must publish at least one (1) article under the sponsorship of the University. In addition, s/he may be required to do one or more of the following:

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- 1) Conduct research in collaboration with University faculty and/or graduate students.
 - 2) Be an external evaluator in thesis or dissertation defense panels.
 - 3) Conduct trainings/seminars for the faculty and/or graduate students.
 - 4) Present a paper in an international conference under the sponsorship of the University.
 - 5) Assist in the preparation of proposals which may be carried out after the stipulated period of engagement.
 - 6) Engage in other tasks agreed upon by the University and the Visiting Faculty.
- d. The engagement shall be within a period of 1 to 5 months and may be renewed, subject to the approved guidelines. In exceptional cases and upon Board approval, the period of engagement may be renewed and/or extended to a maximum of one (1) year.
- e. Subject to the approval of the University Executive Committee, a faculty on leave from other institutions and who wishes to collaborate or be affiliated with the university for research or training may be designated/accepted as visiting faculty. No remuneration shall be granted.

2. Procedure

- a. Any faculty member may, in consultation with the Department Chair, initiate a search for a Visiting Faculty; or any recognized foreign expert who wishes to engage with the University as a Visiting Faculty may submit a letter of intent to the Department Chair.
- b. The Department Chair endorses Visiting Faculty applications to the College Dean who shall submit a letter of recommendation to the Chancellor with the following documents:
 - 1) letter of recommendation from sending/previous institution
 - 2) Curriculum Vitae of visiting faculty (with necessary attachments)
 - 3) proof of professional achievements (research outputs and publications)
 - 4) potential contributions to the University (courses to be taught or research/extension projects to be conducted)
 - 5) full account of the costing (e.g., honoraria, fare, accommodation, food/book allowances) validated by the USTP accountant.
- c. The Chancellor presents the application to the University Executive Committee who endorses the same to the Board for approval.
- d. Upon Board approval, the terms of engagement shall be signed by the University President, the Chancellor, and the Visiting Faculty.
- e. The College Dean's Office, through the department/faculty involved in the collaboration, shall facilitate the communication, transportation, accommodation, teaching or research assignments, honoraria, and other

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necessary arrangements that will be beneficial to both the Visiting Faculty and the University.

Section 3. Professor Emeritus. In recognition of his/her excellent and distinguished contributions to the academe, a retired faculty member with the rank of Professor may be conferred the title of Professor Emeritus for life if s/he satisfies the following criteria: a) has served the University for at least 15 years; b) has achieved a mark of distinction as a scholar, artist, or scientist, as evidenced by his/her completed researches, creative works, or publications; and c) is widely acknowledged as an effective and dedicated faculty.

- 1) Any faculty member may nominate, through channels, a retired faculty member for the emeritus professorship.
 - a. Vice President for Academic Affairs;
 - b. Dean of the College of which the nominee is assigned;
 - c. Chairperson of the department concerned; and
 - d. Faculty Association President.
- 2) A special committee shall be formed to screen the nominees for appointment as Professor Emeritus. The committee shall be composed of the following:
- 3) A holder of the title Professor Emeritus may be assigned in one or more of the following:
 - a. on-going or continuing university projects or programs;
 - b. special activities or projects in the various university offices; and
 - c. teaching, research, and other academic functions. S/he shall enjoy research privileges similar to those enjoyed by a regular academic faculty member.

The Committee shall submit its recommendation to the University President for approval by the Board of Regents.

Chapter 2. Faculty Rights and Privileges

Art. 1. Rights. In addition to other rights provided for by law, all faculty members shall enjoy the following rights under Sec. 10 of BP 232:

1. The right to free expression of opinion and suggestions, and to effective channels of communication with appropriate academic and administrative bodies of the University;
2. The right to be provided with legal service by the University, when charged in administrative, civil and/or criminal proceedings by parties other than the University for Actions committed directly in the lawful discharge of professional duties and/or in defense of the institution's policies;
3. The right to establish, join and maintain labor organizations and/or professional and self-regulating organizations of their choice to promote their welfare and defend their interests and

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4. The right to be free from involuntary contributions except those imposed by their own organizations.

Art. 2. Special Rights. In addition to the aforementioned rights, every faculty member shall enjoy the following rights and/or privileges under Sec. 11 BP 232:

1. The right to be free from compulsory assignments not related to their duties as defined in their appointments, unless compensated therefore, conformably to existing law;
2. The right to intellectual property consistent with applicable laws;
3. The right to be recognized as persons in authority in the discharge of lawful duties and responsibilities, and shall therefore, be accorded due respect and protection; and
4. The right to be accorded the opportunity to choose alternative career lines either in the University administration, in instruction, research or innovation or others, for purposes of career advancement.

Art. 3. Medical Privileges. Physical Examination. There shall be at least one complete annual free physical/medical examination of each member of the faculty, officers and employees under the supervision of the Head of the Medical-Dental Unit of each campus of the University System.

Art. 4. Leave Privileges. *Leave of absence* is generally 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 prescribe in Rule XVI (CSC Res No. 98-3142, s. 1998, Administrative Code of 1987). *Monetization* refers to the payment in advance under prescribed limits and subject to specified terms and conditions of the money value of leave credits of an employee upon his request without actually going on leave. *Commutation of leave credits* refers to conversion of unused leave credits to their corresponding money value. *Cumulation of leave credits* refers to incremental acquisition of unused leave credits by an official or employee.

Section 1. Teacher's (Summer) Leave. Summer leave may be granted to full time members of the faculty who are not designated to administrative functions. A faculty shall automatically be on vacation leave with pay during the school vacations. In the exigency of the service, faculty not designated to administrative functions, may be required by the university to report during summer vacation, for which the faculty shall be entitled to an honorarium or service credits. Teachers shall not be entitled to the usual vacation and sick leave credits but to proportional vacation pay (PVP) of 70 days of summer vacation plus 14 days of Christmas vacation. A teacher who has rendered continuous service in a school year without incurring absences without pay of not more than 1 ½ days is entitled to 84 days of proportional vacation pay. (CSC Res No. 98-3142, s. 1998, Administrative Code of 1987).

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Section 2. Sabbatical Leave. Aligned with the provisions in the USTP Code and as per BOR Resolution #102, s.2018, a sabbatical leave may be granted to permanent regular members of the faculty to encourage scholarly pursuits, revitalize the academic competence of faculty, and contribute to the reserve knowledge of the University System. For the purpose of this policy, Sabbatical Leave is defined as a form of paid leave which is free from all teaching and administrative duties granted to a permanent faculty member holding a rank of associate professor or full professor in order to pursue educational and developmental undertakings, such as research or other creative activity (related to Instruction and Extension function) away from the usual workplace that will enhance the faculty member's academic and professional status and contribute to the improvement of the University's academic reputation. Sabbatical Leave shall not be construed as automatic or as a means to complete a formal graduate degree program. Moreover, sabbatical leave shall not be used as an opportunity for financial gain in the form of employment by universities abroad or industries, here and abroad.

1. Scope

- a. This policy covers all permanent faculty members with faculty rank of Associate Professor and Full Professor, at least a Master's degree, including those who are designated to perform administrative functions, who have rendered continuous service for seven (7) years.
- b. Sabbatical Leave is not transferable or cumulative.
- c. The Sabbatical period may be granted for a minimum of six (6) months to a maximum of twelve (12) months.
- d. During the sabbatical leave period, The faculty is entitled to receive his/her full salary, which may be commuted
- e. Only one faculty member in each College (for major campuses) or Satellite Campus shall be allowed to go on sabbatical leave for every School-year, provided that the number of warm bodies in the department at any given time shall not be less than 50 percent.
- f. Schedule of Sabbatical Leave shall start before the beginning of classes in a semester and shall end before the start of classes for the succeeding semester for subject/course loading purposes. For example:
 - i. A 6-month Sabbatical Leave shall be scheduled in such a way that the faculty will be able to handle teaching loads in time for the second semester.
 - ii. A 12-month Sabbatical Leave shall be scheduled in such a way that the faculty will be able to handle teaching loads in time for the first semester of the succeeding school-year.
- g. Sabbatical Leave Program shall be properly reflected in the Annual Work and Financial Plan of the College or Satellite Campus, where the faculty applying for said leave belongs. As such, the faculty member who intends to apply for sabbatical leave shall inform his/her

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department chair in advance (prior to the preparation of the WFP for the succeeding fiscal year) so that the application will be discussed with the dean or campus director, and the same - if found in order - will be considered in the work and financial plan of the college.

- h. If the sabbatical leave is spent abroad, full transportation and other expenses incidental to the leave privilege may be granted by the University System, subject to university regulations and availability of funds.

2. Eligibility. A faculty member, to be eligible to apply for sabbatical leave, has to comply with the following requirements:

- a. holds a permanent appointment;
- b. at least a Master's degree holder
- c. holds a rank of associate professor or full professor;
- d. has already rendered continuous service for seven (7) years, inclusive of study leave and any vacation or sick leave without pay of not more than five (5) months immediately prior to the sabbatical leave. However, if the faculty applicant incurred a vacation or sick leave without pay exceeding five (5) months, the number of months leave without pay shall be considered a break in the required seven (7) years continuous service;
- e. shall not be more than 62 years old at the time he/she will be on sabbatical leave; and
- f. has fully served the 'return service' requirement of his/her scholarship grant or sabbatical leave - if previously availed.

3. Criteria for Evaluating Sabbatical Leave Requests. When evaluating the application for sabbatical leave, the following shall be taken into consideration by all concerned who will submit said application to the Chancellor for his/her approval, to wit:

- a. Consistency with staff development program of the College Satellite Campus where the applicant belongs;
- b. Consistency with available slot, i.e., one slot per College per school-year;
- c. Consistency with fair opportunities given to other faculty members;
- d. Evidence that the conduct of the project will improve the professional performance of the faculty member. To support this, the following shall be looked into:
 - i. Planned work program during the period of sabbatical and its relevance to the goals and objectives of the college or satellite campus in particular, and the university, in general; and
 - ii. Planned outcomes of the period of the sabbatical leave, target dates for their achievement, and an evaluation of the likelihood that the proposed outcomes are realistic and will be achieved.

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- e. Evidence of professional qualifications to carry out the project as shown in the past record of the applicant in meeting staff development and/or research objectives in the past;
 - f. Any consequential costs; and
 - g. Difficulties in filling the post of the faculty applicant on a temporary basis.
- 4. Projects/Activities Considered for Sabbatical Leave Applications.** Projects or activities to be considered for sabbatical leave applications may be any of the following:
- a. To engage in research activity in universities abroad or in industries located in the Philippines or abroad, which will enhance the applicant's research standing/capability;
 - b. To make use, or gain access to, facilities not available in the USTP necessary in the conduct of research the applicant is currently or will be pursuing;
 - c. To pursue a course of study (enhancement program) on teaching or a teaching-related matter;
 - d. To teach in other institutions in order to learn new approaches to teaching and learning; and
 - e. To undertake projects relating to the enhancement of learning and teaching by electronic means.
- 5. Projects/Activities Not Eligible for Sabbatical Leave Applications.** Projects/activities that are not considered for sabbatical leave application are the following:
- a. anything that meet the criteria for other types of leave (study leave, vacation/sick or leave without pay);
 - b. educational tours;
 - c. work to complete graduate degree;
 - d. work relating to setting up and/or editing of commercial journals;
 - e. organization of a conference;
 - f. re-writing lecture notes; and
 - g. development of instructional materials.
- 6. Procedures for Sabbatical Leave Applications.** The following shall be observed when applying for sabbatical leave:
- a. The faculty member is required to complete an application form for Sabbatical Leave. Application forms are available at the Human Resource Management Office.
 - b. The faculty member applying for sabbatical leave shall ensure that he/she is scheduled for the dates he/she intends to go on sabbatical leave, as reflected in the Annual Work and Financial Plan of the college

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or satellite campus where he/she belongs, which is duly approved by the University President.

- c. The application shall pass through the Faculty Development Committee (FDC) for deliberation as to the merit of the program of work, which the applicant plans to conduct.
- d. The FDC shall recommend the approval or disapproval of the sabbatical leave application, in the form of a resolution, to the Chancellor for his/her approval.

7. Return to Work. The faculty grantee must confirm in writing his/her intention to return to work one month before the sabbatical leave will end. The letter of intent shall be addressed to the Chancellor, through channels, for approval.

8. Reporting Arrangement. Within one month upon resumption to duty, the faculty grantee is required to submit a written report, through channels, to the Chancellor. The report is expected to provide information on the following:

- a. How objectives set in the original sabbatical leave application have been met;
- b. Observations/comments on specific difficulties or opportunities encountered;
- c. Development plan of activity that will build upon the work conducted during the sabbatical leave; and
- d. Other information deemed necessary by the faculty grantee.

9. Return Service. The grantee shall render return service based on the following schedules:

Sabbatical Leave	Return Service
6 months or a fraction thereof	1 year
More than 6 months to a maximum of 1 year	1 year and 6 months

Should the faculty member decide to leave the university within the prescribed return service period, he/she shall be required to reimburse the University for the pro rata share of his/her obligation.

Section 3. Vacation and Sick Leave. Teachers who are designated to perform non-teaching functions and who render the same number of hours of service as other employees shall be entitled to vacation and sick leave. In general, appointive officials and employees of the government whether, temporary, or casual, who render work during the prescribed office hours, shall be entitled to 15 days vacation and 15 days sick leave annually with full pay exclusive of Saturdays, Sundays, Public Holidays,

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with no limitation on the number of days for vacation and sick leave that they may accumulate.

1. Sick leave shall be granted only on account of illness on the part of the person concerned or any member of his immediate family, provided that members of the family shall be those defined in the Civil Service Degree (P.D. 807). Application for sick leave should be filed the day after being absent from work due to sickness or after returning to work. A medical certificate is required if a faculty files for a sick leave exceeding 5 days.
2. Vacation leave refers to the leave of absence granted to officials and employees for personal reasons, the approval of which is contingent upon the necessities of the service. Application for vacation leave should be filed in advance (at least 5 days before the scheduled leave). An application for leave of absence for thirty (30) calendar days or more shall be accompanied by a clearance from money and property accountabilities. Teachers are discouraged from availing the vacation leave during the semester as they have summer and December vacation.
3. Approving Authority. For sick leave of less than 5 days and vacation leave up to 3 days, the approving authority shall be the Vice Chancellor for Academic Affairs. For leave applications beyond the number of days specified above, the approving authority shall be the Chancellor. For applications to go on leave beyond 60 days, the approving authority shall be the University President.

Section 4. Maternity Leave. This shall be granted to female members of the faculty, as necessary, in addition to such leaves to which they may be entitled as provided in the preceding sections. As provided by the Expanded Maternity Leave (EML) Law, female faculty who have worked for the government sector for at least two (2) years shall be entitled to a maternity leave with pay. A letter of request may be submitted through channels to the HRMO with the following attachments: leave form, medical certificate form and certificate of clearance from money and property accountabilities.

Section 5. Paternity Leave. RA No. 8171, otherwise known as the "Paternity Leave Act of 1996," entitles every married male employee in the private and public sectors to take a leave of seven (7) days with full pay for the first four (4) deliveries of the legitimate spouse with whom he is cohabiting. The male faculty applying for paternity leave shall notify the University HRMO on the pregnancy of his legitimate spouse and the expected date of such delivery. The leave may be availed of before or after the delivery of the baby. This leave is not taken from the service credits of the employee, is non-cumulative, and non-convertible to cash.

Section 6. Parental Leave (Solo Parent Act). This is a seven (7) days leave of absence granted to a parent who has the sole custody and responsibility of the child and who has rendered at least one (1) year of service regardless of employment status. In order to avail of the Parental Leave, the solo parent shall submit to the HRMO the Solo

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Parent Identification Card or Certification issued/validated by the DSWD within the month of January of each year.

Section 7. Rehabilitation Leave. This is granted to employees for disability on account of injuries sustained in the performance of duty. The duration, frequency and terms of availing this leave shall be based on the recommendation of the university physician (i.e., half-day basis, intermittent schedule or less than six (6) months, but not to exceed six (6) months). In cases when such leave is availed of on an intermittent basis, the leave should not exceed six (6) months. Absences due to unforeseen events i.e. accident in the laboratory, shall not be deducted from the sick and vacation leave credits.

Section 8. Ten (10) Days Leave (Violence Against Women And Their Children Act of 2004). Any woman employee in the government service, regardless of employment status and/or whose child is a victim of violence and whose age is below eighteen (18) or above eighteen (18) but unable to care for herself, is entitled to avail of the ten (10) days leave. It may be on a continuous or intermittent basis to cover the days when they have to attend to medical and legal concerns.

Section 9. Study Leave. This is defined as time off from work with pay for the purpose of assisting qualified employees to prepare for their bar or board examinations and/or complete their graduate degrees. Requirements for approval of study leave (for faculty pursuing graduate degrees) may include: 1) Signed Memorandum of Agreement (MOA) between Faculty Scholar and the University; 2) Certification of Acceptance at University/Scholarship applied for; and/or Signed Memorandum of Agreement (MOA) between Faculty Scholar and Sponsor (for externally funded scholarships).

Section 10. Terminal Leave. This refers to the money value of the total accumulated leave credits of an employee based on the highest salary rate received prior to or upon retirement date/voluntary separation.

Section 11. Special Emergency Leave. This is a 5-day leave granted to those employees directly affected by natural calamities and disasters. (Office Order No. 2012-02)

Section 12. Special Leave Privileges (SLP). This is a leave of absence which may be availed of by designated faculty for a maximum of three (3) days annually to mark special milestones and/or attend to filial and domestic emergencies such as birthday, anniversary, mourning, PTA meetings, etc. SLP is non-cumulative and non-convertible to cash. SLP on emergency cases shall be filed within the day upon return to work. The supervisor/office should be informed of the reason of availing such leave.

Section 13. Magna Carta Leave for Women. To be entitled to this leave, women employees should have rendered at least six (6) months aggregate service in any various government agencies for the last twelve (12) months prior to undergoing surgery for gynecological disorders. Special Leave benefit may be availed for every instance of surgery due to gynecological disorder for a maximum total period of two (2) months or sixty (60) calendar days per year. This 60 days leave is not deducted from the service credits of the employee. However, absences due to pre-operative preparation may be requested against the employee's service credits.

The following documents should be attached to the application: Medical Certificate certified by a physician, preferably specializing in gynecological disorders and who is in the position to determine the recuperation period of the woman employee. The Medical Certificate shall include a clinical summary indicating the gynecological disorder, histopathological report, operative technique used, duration of surgery, period of confinement, and period of recuperation.

Section 14. Special Detail. A faculty may be assigned by the University President on special detail elsewhere in the Philippines or abroad for the benefit of the University or any of its units and under certain conditions. Subject to availability of funds, a faculty who is in approved official detail shall be granted an additional monthly allowance to commence from the date of departure until the date of return to the University.

Upon the request of another government agency or entity and when the resources of the University so permits, a faculty may be authorized to go on special detail with the requesting agency, subject to the following conditions:

- a. No special detail shall be authorized for a period of more than one year at a time; and,
- b. Renewal shall be granted only in exceptional cases as determined by the President of the System.

Section 15. Leave Without Pay and Unexplained Absence

1. Leave of absence without pay, not to exceed one year, may be granted for valid reasons. The application for leave should be filed well in advance so that said leave will not interfere with the operation of the college or the University. Approval may be granted, provided, that the employee concerned has no accumulated leave credits. All absences incurred by an official or employee in excess of his accumulated vacation or sick leave credits earned shall be without pay.
2. Employees who are absent without approved leave (AWOL) shall not be paid their salary corresponding to the period of their unauthorized leave of absence.
3. A faculty who has been absent for an unreasonable period of at least thirty (30) days without an approved leave of absence can be dropped from the roll

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through recommendation to the Civil Service Commission's regional Office without prejudice to the filing of administrative disciplinary action against him/her should s/he seek reinstatement in the government service. The 30 days referred to herein includes Saturdays, Sundays and Holidays. (CSC Res. No. 81-738, s. 1982).

Art. 5. Filing of Leave Benefits

Section 1. Procedure for Filing of Leaves. The applicant shall file CS Form No. 6, which may be downloaded from the university website or secured from the HR office. The application form shall be accomplished in duplicate and submitted to the Human Resource Department along with the required attachments. The application for leave shall be approved by the Chancellor upon recommendation of the Dean.

Section 2. Monetization of Leaves. Monetization refers to the payment of the money value of leave credits of an employee. The employee may submit, along with an accomplished Form 6 (Leave Form), a letter stating the reasons for requesting the monetization of leave credits. Medical reasons require the attachment of medical certificate from attending physician, hospital bills and other related medical documents. The signatories for the approval are the following: noted by HR Director, recommending approval by the Dean and Academic Vice Chancellor, funds available by the Accountant and approved by the Chancellor.

Chapter 3. Faculty Obligations and Responsibilities

Art. 1. Moral and Social Obligations. Every faculty member shall be an agent of constructive social, economic, moral, intellectual, cultural and political changes in the university and the community within the context of national policies (Sec. 16 (6) BP 232).

Art. 2. Professional Obligations. Every faculty member shall assume the responsibility of maintaining and sustaining his professional growth and advancement and observing professionalism at all times (Sec. 16 (4) BP 232). S/he shall adhere to existing laws, rules and regulations governing public officials and employees such as RA 6713 (Code of Conduct and Ethical Standards for all Public Officials and Employees), RA 3019 (Anti-Graft and Corrupt Practices Act), The Administrative Code of 1987, and The Code of Ethics for Professional Teachers (Board for Professional Teachers Resolution No. 435, Series of 1997).

Art. 3. Official Hours. The faculty member is required to render at least forty (40) hours per week. The official hours of faculty members during regular weekdays or weekends may be at any time from 7 o'clock in the morning until 9 o'clock in the evening.

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Art. 4. Faculty Work Load. Faculty members may be assigned workloads in instruction, research, extension or production or a combination thereof. A faculty may also be designated to administrative positions, upon the recommendation/approval of the Chancellor/University President, depending on the position level. The basis for the maximum workload shall be the individual performance rating of the faculty as evaluated by the Department Chair and the Dean.

Section 1. Regular Load. For purposes of calculating the 40-hour work week, the work load of a regular faculty are divided into:

- Regular Teaching Load
 - For one undergraduate preparation, 21 units/week
 - For 2 or more undergraduate preparations, 18 units/week
 - Regular graduate load is 4.5 units/week, overload is 3 units/week
- Teaching related preparations, 10 hours/week
- Quasi-teaching assignments, 9-12 hours (where applicable)

Section 2. Consultation Hours. Full-time faculty members are required to render at least two (2) hours a week for consultation with students. This is considered as part of the faculty quasi-teaching assignment. The Department Chairs and faculty shall set mechanisms to ensure that consultation services to students are delivered effectively.

Section 3. Research Load. For Faculty who choose the Teaching track, engagement in externally funded research activities shall be treated as non-teaching activities and shall be given equivalent load credits in accordance with the following rules:

1. As program leader in an externally-funded research, nine (9) units of equivalent teaching load.
2. As project leader an externally-funded research, six (6) units of equivalent teaching load.
3. As project member of an externally-funded research, three (3) units of equivalent teaching load.
4. Subject to annual performance evaluation, no faculty shall be given more than twelve (12) units of equivalent teaching load per year in undertaking research. Non-teaching activities exceeding 12 units per year shall only be allowed under exceptional circumstances and subject to approval of the University President/Chancellor.

(For details, please refer to Title Three. Research, Innovation and Extension)

Section 4. Teaching Overload. Faculty members whose workload exceeds the regular workload shall be paid for the teaching overload based on the formula prescribed by the Department of Budget and Management. The USTP Faculty is allowed a maximum of six (6) units of undergraduate overload, but only if his/her performance evaluation rating is "Very Satisfactory."

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Section 5. Valuing Research. Faculty who choose the Research track may avail of the Valuing Faculty Research Program. Subject to Board approved conditions and procedures, a program/project leader of an internally or externally funded research may choose to avail of the benefits and privileges stipulated in the “Valuing Faculty Research Program” of the University. The applicant may be a professor or a faculty member who has a good track record of conducting research.

(For details, please refer to Title Three. Research, Innovation and Extension)

Section 6. Designation to Administrative Positions. Faculty members may be designated to administrative positions by the University President. The designated faculty members shall be entitled to corresponding release time and benefits as per approved university policies.

Art. 5. Instructional Responsibilities and Academic Regulations. The primary function of a teaching faculty is to conduct classes conscientiously. The faculty should exert all efforts to maintain high quality education. His/her teaching must be an effective instrument for the attainment of the Mission Statement of the University. Towards this end, the faculty is expected to plan his/her classes carefully and methodically and to present his subject matter thoroughly and interestingly. S/he should develop students’ analytical and creative thinking skills through purposive activities focusing on higher order thinking skills; and should design alternative and innovative models of teaching for all types of students: regular, gifted and those special needs. The faculty should provide supplementary instructional aides to the resources available and introduce innovations in different areas of learning in the University and in the community. S/he is expected to employ teaching strategies that will develop among students the ability to learn how to learn and to gain lifelong learning skills. To ensure that the materials and strategies are in consonance with the changes of the times, the faculty members should continually update themselves on innovations and developments in their respective fields of specialization. In performing his/her instructional responsibilities, the faculty should respect the dignity of each student and should be concerned about his/her total development in pursuit of the supreme and over-reaching value of human dignity and infinite value of each person. The faculty should be prudent in the exercise of academic freedom in his teaching activities and stay within the limits of University rules, regulations, policies and the laws of the country.

A faculty’s instructional responsibilities are guided by the following academic policies and procedures:

Section 1. Curriculum Review. Approved as per BOR Resolution No. 04, s. 2018, the USTP curriculum review and development rationale, principles, framework and processes are anchored on the USTP Charter (RA 10919) and the components of the institutional strategic planning framework, such as the vision, mission, goals, and

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objectives, as well as on national and international economic and academic demands, standards, and processes. The existing programs shall be reviewed according to: a) relevance and responsiveness in consideration of industry skills demands, National Development Goals, and focus areas of USTP including food security, energy sufficiency, ICT, industrial development and environment, infrastructure and transportation, among others; b) current and potential quality in terms of its faculty profile, research and extension, research productivity/ publications, patents, employability of graduates, faculty and student mobility, performance of graduates in licensure exams, and COE/COD/Accreditation level.

1. The Guiding Principles

- a. Contributions from and Collaboration among Industries and Faculty Members. As mandated by its Charter, USTP emphasizes the activation of industry-academe linkages and partnerships in the development of its curriculum with the use of the DACUM process (Sec. 23, RA 10919), the collaborative examination of its academic programs and the optimization of student learning experiences and learning outcomes.
- b. Evidence-informed. The following data sources shall be referred to during the review process: curriculum maps; student data and enrolment statistics; PRC and academic competitions performance; result of employer's survey, feedback of faculty and alumni, Focused Group Discussions (FGD).
- c. Focus on Student Learning. The curriculum review emphasized the formative component and focused on the enhancement and continuing development of students' learning experiences.
- d. Program-Level Perspective. The curriculum review committee examines the programs as a whole so that courses or subjects are analyzed in the context of how they contribute to the learning experience of the students throughout the program cycle.
- e. Continuous Quality Improvement. The curriculum review is an inherent part of the normal practice of colleges, hence, it shall be conducted at least once in every 5 years, or when there is a need to respond to external factors such as industry trends and national development needs.

2. Curriculum Review Framework

- a. The USTP Vision and Mission, along with its Strategic Goals and Objectives, are the bases for determining and formulating the USTP Graduate Attributes, Outputs and Outcomes are established.
- b. On these bases, along with national and international industry-academe standards and processes, are formulated the Program Educational Objectives (PEOs) which stipulates how each program envisions its graduates to be three to five (3-5) years after graduation.
- c. The desired competencies which graduates should possess are indicated in the Program Outcomes (POs), using, if applicable, the following references:

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the K to 12 Program; the Washington, Sydney, Seoul Accords; the General Education Curriculum (CMO No. 20, s. 2013); Outcome-based Education (CMO No. 37, s. 2012); CHED Institutional Assessment (SA) process; Industry 4.0; and 21st Century Skills.

- d. In the Syllabi, the following are formulated: Course Outcomes, Learning Outcomes, Contents, Instructional Systems; Students Learning Experiences, and Assessment Systems/Procedures.

3. Curriculum Review Process

Involved in the curriculum review and development process are the following: Students, Faculty, Alumni, Industry representatives, experts in various disciplines; the University administrators and USTP President.

Preliminary Phase: Training of Facilitators and Orientation of Faculty

Phase 1 – Academe-Industry Fora (competencies/skill set requirements)

- Conduct of industry forum.
 - Experts representing the industry and those of various identified economic sectors shall be invited to talk on their skills requirement as well as on their expectations on the competencies of the graduates.
- Process industry inputs and come up with the list of competencies (1 day)

Phase 2 – Refined PEOs and POs

- Review, revisit, formulate, and validate Program Educational Objectives/Outcomes (PEOs) and Program Outcomes or Student Outcomes (POs/SOs)

Strategies:

- a) Plenary (Leveling off) – by College /by discipline
- b) Parallel session (workshop)
- c) Plenary (Presentation and critiquing of outputs)

Phase 3 – Curriculum Mapping

- Inventory of courses /list of subjects required
- Formulation of matrix of Courses with POs or SOs (Curriculum Map)

Strategies:

- a) Plenary (Leveling off)
- b) Parallel session (workshop)
- c) Plenary (Presentation and critiquing of outputs)

Phase 4 – Preparation of Prospectus

- Arranging of subjects hierarchically and logically
- Identification of pre-requisites and co-requisites of the subjects
- Identification of tools and equipment needed in the program.

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Strategies:

- a) Plenary (Leveling off)
- b) Parallel session (workshop)
- c) Plenary (Presentation and critiquing of outputs)

Phase 5 – Preparation of Syllabi

- Conduct writeshop of syllabi making based on Outcome-based Teaching and Learning (OBTL) Delivery Process and Course Assessment

Strategies:

- a) Plenary
 - Lecture of experts on syllabi making based on Outcome-based Teaching and Learning (OBTL) Delivery Process, Course Assessment and TOS making
 - Introduce template
- b) Parallel session (workshop)
 - Syllabi making
- c) Plenary (Presentation and Critiquing of outputs by programs)

Phase 6 – Preparing Assessment Rubrics and evaluation plan

Policy statement for Continuous Quality Improvement (CQI)

- Identification of different assessment methods and techniques
- Development of rubrics for course assessment and development plan
- Development of CQI plan

Strategies:

- a) Plenary (Leveling off)
- b) Parallel session (workshop)
- c) Plenary (Presentation and critiquing of each course per curriculum and continuous quality improvement)

Phase 7 – Packaging of Curriculum

- Packaging and submission to the Chancellor through the VCASA

In the preparation of the proposal, the following outline shall be adopted:

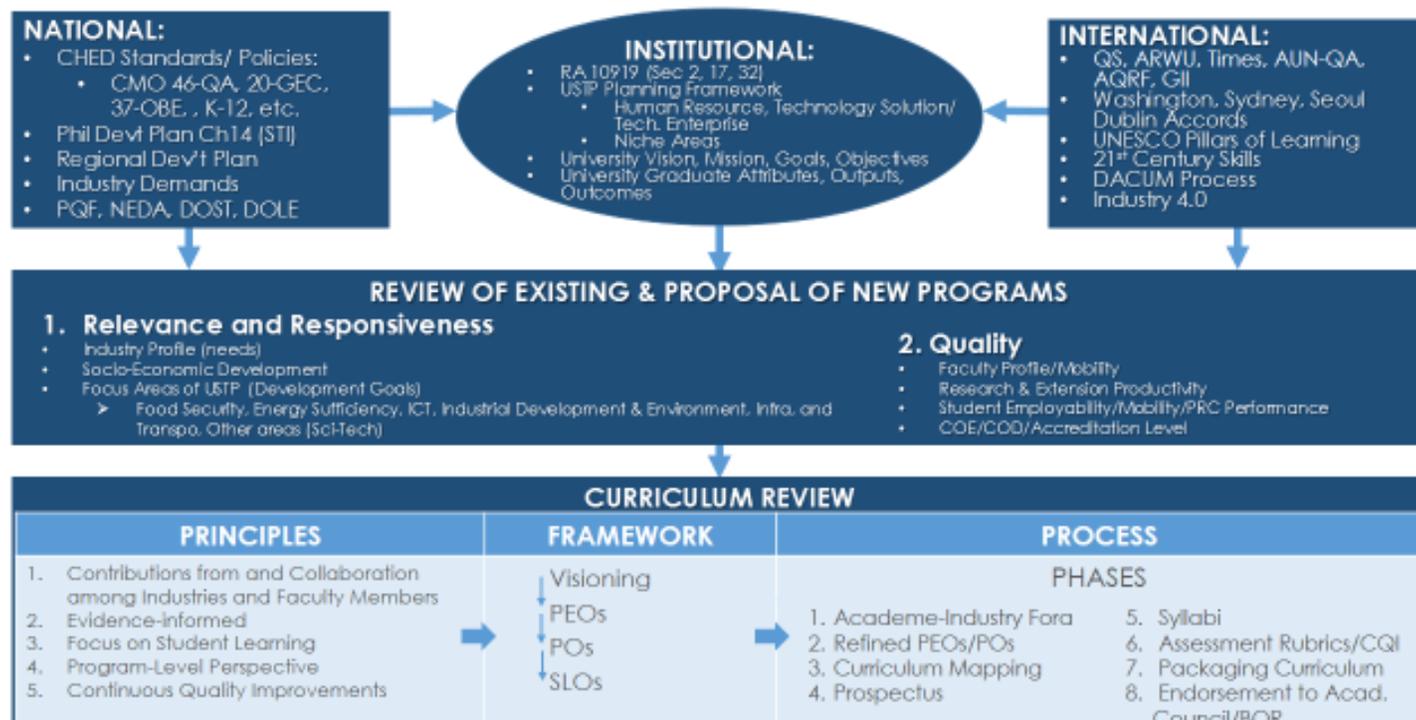
- I. Introduction/Background and Rationale
- II. Mission and Vision of the program
- III. Program Education Objectives or Outcomes
- IV. Program or Student Outcomes
- V. Curriculum Outline
 - A. Technical Courses including electives
 - B. Non-technical Courses
 - C. Curriculum map
 - D. Prospectus
 - E. Complete Syllabi

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Phase 8 – Endorsement /Recommendation of Academic Council for BOR approval

- Presentation to the Academic Council for deliberation and recommendation for BOR approval

CURRICULUM REVIEW/DEVELOPMENT



1. Offering of New Curricular Program. New developments and demands in the world of work may necessitate the offering of a new curricular program. Prior to the curriculum review process, the proponent (who may be a faculty member, department chairman or the dean) shall conduct a Feasibility Study based on the assessment of community needs. The viability of the program shall be determined in terms of the following:

- a. demand for graduates
- b. prospective students
- c. existing schools within the city/ province offering the same program
- d. faculty requirements per CHED requirements
- e. equipment and facilities' requirements
- f. supplies and materials (instructional consumables)
- g. estimated cost to offer the new program including cost of hiring of part-time faculty, overload of fulltime faculty, equipment/laboratory facilities, supplies and materials, and others.

2. **Minor and Major Revisions of Curricular Offerings.** To keep up with the changing demands of the times, curricular offerings of the university may undergo major or minor revisions.
- a. **Major Revision.** Curriculum revision is considered major if the change exceeds 33% of the total number of units of the subjects/courses of the program under review. Curricula which undergo major revisions shall be endorsed by the Academic Council to the Board for approval.
 - b. **Minor Revision.** Curriculum revision is considered minor when the revision involves less than 33% of the total number of units. Minor revisions on curricular programs approved by the Academic Council shall be presented to the Board members for their information.
 - c. **Documents and Processes.** In presenting major or minor revisions and adjustments of the curricular programs, the following documents and standard processes shall be included in the agenda folder during the Academic Council meeting:
 - 1) Copy of the revised curriculum, showing in two columns the existing curriculum and the proposed revisions;
 - 2) Summary of units categorizing the subjects/courses contained in the general education and major field of specialization; and
 - 3) Terms of reference highlighting the rationale, objectives and strategies/processes pursued in undertaking the revision as prepared by the Department Chairman and the Dean concerned.
3. **Creation or Revision of Subject/Course or Prefixes.** The proposal for establishing a new or revising existing subject/course code or prefix should come from the department that will administer the new subject/course code. The code or prefix should correspond to an element of the university's curriculum that is administered by a program entity, which may be a department, institute or other unit. The mechanics for the administration of the revision of the subject/course that are listed under the code or prefix must be established clearly. The following should be considered: responsibility for scheduling of classes, assuring the quality of the subject/course related work, the prompt submission of grade reports, and maintenance of student records. The proposal should be submitted to the Academic Vice Chancellor through channels. The proponent should do the following:
- a. Describe the reason for the change/revision. Why, in particular, should a new or revised subject/course code or prefix be established? Why is it necessary that the subjects/courses be distinguished from those of other academic programs?
 - b. Describe the curricula with which the subjects/courses offered under the new code or prefix is to be associated.
 - c. Describe the college/unit that would administer the subjects/courses listed under the new code or prefix.

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- d. List the subjects/courses that will be offered under the new code or prefix.

The proposal shall be reviewed and evaluated by the department and college heads concerned, and submitted through channels (Vice Chancellors for Academic Affairs, VP for Academic Affairs) to the University President for endorsement to the Academic Council. Once approved by the Academic Council, the proposal is then submitted to the Board of Regents (BOR) for information.

4. **Syllabi Preparation.** Syllabi preparation is incorporated into the curriculum review process for both existing and new curricula. Faculty members should enrich and update their syllabi periodically using the prescribed format. These should be submitted to the Department Chair at the beginning of each semester for approval of the Dean.
5. **Instructional Materials/Textbooks/References.** References, textbooks, and Instructional Materials (IM), whether to be purchased or compiled by faculty members, are not to be replaced nor changed within at least three (3) years, and only upon approval by the Academic Vice Chancellor through proper channels. Request for such approval shall not be later than two months before the order to purchase/compile the instructional materials. It is suggested that, all factors (content, format, price, quality) being equal, Filipino-authored books may be subsidized by the faculty.
 - a. **References.** References may be requested by faculty through library acquisitions upon approval of the Department Chair and College Dean. The list of requested books shall be submitted by the Dean to the Director of Libraries.
 - b. **Textbooks/IM.** Requests/proposals for textbooks and other printed instructional materials authored/prepared/compiled by faculty members shall be submitted to the Dean through the Department Chair. The Dean shall endorse the request/proposal to the Campus IM Review Committee who will review and evaluate it based on the approved guidelines and on the appropriateness and suitability of the requested/proposed textbooks/instructional materials. The committee is chaired by the Dean of the College where the request/proposal comes from. The members include the following: Department Chair, one (1) faculty member from the department where the instructional materials will be utilized, one (1) faculty from a department of allied field and/or an expert from other colleges, universities or agencies. For textbook review, the Library Director shall be an additional member. The requested/proposed textbook/IM is then endorsed by this committee to the Chancellor for approval.

Section 2. Changes in Program or College Admission Standards. Admission standards, policies and procedures are stipulated in the Student Handbook. Should

the necessity arise, changes in admission standards may be proposed by a faculty member, Department Chairman or Dean of a particular curricular program. The proposal shall be submitted to the University President, through channels. The University President may endorse the proposed changes to the Academic Council for deliberation and recommendation to the Board. The proponent should ensure that questions on the rationale, coordination, and enrollment impact of the change have been addressed satisfactorily in the proposal:

1. Describe the nature of the proposed change (e.g., change in SAT scores required or change in grade point average necessary for acceptance into the program).
2. Describe the rationale for the change (e.g., assumptions, standards, and justifications for adopting the new admission requirements).
3. Project the impact over a period of four years on student enrollment in the college or program (e.g., effect on the number of students and effect on underserved groups). Identify the assumptions involved in the computation of the projected impact.
4. Explain how the change in admission standards can affect other colleges and programs in the university system (e.g., required subjects to be taken in another unit or students shifting to related majors).
5. Review and confer with the university admission office (undergraduate and/or graduate) the proposed change in admission requirement relative to the effect on future applicants, processing of application and outreach efforts to create public awareness of policy changes. Attach the minutes of meeting/conference, where necessary.
6. Discuss with the Campus Academic Committee the proposal and see if there is a need to enrich or improve it. During the discussion, other university officials including those in the satellite campuses can give their inputs.
7. Include other comments and/or information, where necessary.

Section 3. Accommodation of Late Enrollees (Adding/Dropping of Subjects). There may be students who, for reasons beyond their control, fail to enroll within the prescribed enrolment period or inadvertently enroll in the wrong subject. The university allows one week for adding/dropping of subject/course or subjects/courses. These late enrollees may still be accommodated and admitted to their respective classes. The approval for adding/dropping of subject/s by the Deans shall be based on any of the following conditions:

1. The subject/course or subjects/courses to be added is/are classified as Special Class or Petitioned Classes.
2. The student is categorized as a shiftee, transferee, or an irregular student.
3. The student is evaluated as graduating and the subject/course or subjects/courses to be added are the remaining subject/course or subjects/courses. However, the additional load should not exceed the maximum allowable load as reflected in the approved current Student

Handbooks (30 units for undergraduate students and 15 units for graduate students)

4. Typographical error has been committed by the assigned data encoder during enrolment.

The students /late enrollees applying for adding/dropping of subjects for reasons other than those indicated shall seek approval from the VCASA/VCAA. Students with approved application for adding subjects shall be admitted to their respective classes by their instructors/professors. There is no adding/dropping of subject/course during the Summer term.

Section 4. Classes

1. **Schedule of Classes.** The schedule of classes shall be prepared by the Registrar in accordance with the academic calendar after consulting with Deans and Directors, and upon approval by the Chancellor. Classes may start at 7:30 in the morning and end at 9:00 in the evening. For security purposes, a 10PM curfew shall be enforced and mechanisms for compliance shall be set by the University.
2. **Class Size.** Class sizes shall adhere to quality standards set by the University regarding the proper ratio between the number of students per faculty to ensure quality instruction with respect to local and international standards. Class size shall be determined based on the method of instruction and availability of facilities. As a rule, class size in lecture classes for the general education subjects shall not be less than 30 students and for the graduate classes shall not be less than 5 students. As much as practicable, class size for laboratory classes shall not be less than 30 students. No class shall be divided into sections to suit the personal needs or convenience of the instructor.
3. **Petitioned Classes.** Formerly known as special class, a petitioned class is an off-semester subject (i.e., one which is not offered in the current semester) which may be offered upon petition by a class or a group of students. Students who would like to request for a petitioned class shall fill out the request form for approval of the Dean concerned, through channels.
4. **Suspension of Classes.** For valid reasons such as severe weather conditions or compromised peace and order situations, classes may be suspended by the President or Chancellor.
5. **Make-Up Classes.** A faculty member may conduct make-up classes, provided the reasons for missed classes are valid based on approved university policies and permitted by competent authorities, and provided further, that schedules do not prejudice the interest of the students.
6. **Non-Regular Classroom Activities.** Non-regular classroom activities and changes in schedules and venues for regular classroom within the university activities should be approved by the college dean concerned.

Section 5. Attendance of Students. The Faculty are responsible for ensuring the students' compliance with university regulations regarding admission, attendance and absences as stipulated in the Student Handbook.

1. **Admission to Class.** Enrolled students must show proof of their registration before being admitted to class. Students who are not enrolled may be admitted upon the discretion of the instructor and subject to the conditions set by the University.
2. **Tardiness and Absence.** Prompt and regular attendance in classes is required of all students throughout the duration of every course. A student is considered tardy when s/he arrives past 25% of the scheduled class period. Three (3) instances of tardiness is equivalent to one (1) absence. In cases where instructors/professors are late for class, students should not leave the classroom until the first third fraction of the scheduled class time has passed.
3. **Excused Absences.** Absences may be excused for any of the following reasons:
 - a. **Illness.** The student must submit a medical certificate issued by the University Physician or any other physician; provided that in the latter case the medical certificate shall be authenticated by the University Physician.
 - b. Natural calamities such as storms, floods, earthquakes, fires.
 - c. **Official participation in curricular or non-curricular activities.** As early as possible, the student/s should seek prior approval from the Dean or his duly authorized representative, through channels, when participating in university-sanctioned activities that would cause him/her to miss a class or classes. Once the request is approved, the student or students should inform their instructors/professors. The instructor/s should attempt to provide opportunities for equivalent work, either before or after the class absence, in accordance with any department or college requirements. Students who miss classes from attending activities that are not approved by school officials shall be considered absent. Incomplete grades (INC) should not be given to students who missed class or classes due to university-sanctioned activities, unless deemed necessary by the instructor concerned. Students who miss classes due to approved participation in university-sanctioned activities will be allowed to take special examinations and make up for other graded in-class work, so that all requirements of the course will be complied with. For purposes of implementing this policy, activities that will qualify as university-sanctioned are the following:
 - 1) all activities reflected in the approved Academic Calendar;
 - 2) curricular activities including field trips and educational tours
 - 3) non-curricular activities including participation in competitions (e.g., Quiz Bowls, Oration, Debate, Sports, Arts and Culture) sponsored by the university as well as other schools and agencies;

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- 4) system/campus events requiring the participation of students (e.g., Art and Culture group presentations)
 - d. other activities approved by competent authority.
4. **Dropped Due to Absence.** In compliance with BOR Resolution No. 31, s. 2018, the student who has incurred three (3) consecutive unexcused absences or more than seventeen percent (17%) of the total number of contact hours in the semester shall be automatically given a grade of Dropped with Failure (D/F) by the instructor. Should the student incur these absences after the mid-term period, s/he shall be given a grade of 5.0 (F) for failure.

Section 6. Class Attendance and Punctuality of Faculty. Faculty members should attend to their classes conscientiously at the assigned time and place.

1. Should a faculty be absent from class because of official business and other valid reasons, the faculty should inform the Department Chair in advance so that appropriate action can be arranged.
2. The faculty may attend seminars, conferences, trainings, etc. on official business, provided that such attendance is duly approved by Chancellor through channels. The faculty member concerned must conduct make-up classes, either prior or after the official business is conducted. The make-up class with the students concerned shall be conducted properly so that no learning outcomes will be compromised. (*See provision on make-up classes*)
3. Another faculty member may handle the class of the absent teacher, upon approval by the Dean. A letter of request shall be attached to the application for travel or leave of absence where applicable.
4. Punctuality is a mark of self-respect, discipline and integrity, as well as respect for the main stakeholders of the university, the students. The faculty should start and end classes on time. S/he should be in his/her class before the scheduled time. If the faculty is not in class fifteen (15) minutes after the scheduled time, s/he is considered absent and the class is deemed dismissed. The faculty should use instructional time wisely so that s/he can make the most of the period without having to dismiss the class earlier or later. In consideration of the students' schedules and the incoming class, s/he should not overstay or take up more than his/her allotted class time.

Section 7. Conduct of Formal Instruction. The instructor should assume full responsibility for the discipline in the classroom. S/he shall refer to the Department Chair or the College Dean only those cases which are beyond his/her control.

Section 8. Accommodation of Religious Practices. The University respects the religious beliefs of its community members, and prohibits discrimination against any student or employee, because of their religious belief or practice, or any absence thereof. The university community should, in all its activities, be sensitive to the religious practices of the various religious faiths as observed by the students and

employees. Faculty members are asked to recognize the obligations of their students who may be participating in religious celebrations or activities. Administrators and faculty members are expected to accommodate individual religious practices, where feasible. Faculty who will be absent from teaching assignments to observe religious celebrations or activities which are not declared as non-working holidays are required to seek prior approval from the University President or his duly authorized representative. Within ten (10) working days after the start of classes, faculty members observing religious celebrations or activities must notify their immediate supervisors (department chairmen/ deans or satellite campus directors) of the days in the semester during which they will be absent. The request is approved if the faculty member concerned shall, in consultation with the Department Chair, arrange to have another qualified colleague to assume his/her teaching responsibilities. The faculty member should arrange the conduct of make-up class at a time and date agreed upon by all students.

Section 9. Immersion Program. In compliance with the university's mission to "bring the world of work (industry) into the actual higher education and training of students," the USTP Immersion Program is an enhanced system merging faculty and student immersion that is incorporated as one of the learning activities within single or multiple courses. Immersion learning is environment-related and is generally defined as an integration of academic and professional training employing multiple learning methods including action- and/or context- and problem-based learning.

Section 10. Off-Campus Activities. Off-campus activities refer to activities which include all curricular and non-curricular activities undertaken outside the premises of the institution. The conduct of Curricular and Non-curricular off-campus activities shall comply with university policies and procedures with reference to government regulations (CMO 63, s. 2017). Students who will be joining the educational tour/trip shall be required to submit a duly notarized parent's/guardian's consent and a medical certificate. They are expected to attend the consultations and briefing/orientations before the trips and to submit learning journals after the trip.

- 1. Curricular Activities.** Curricular activities are required off-campus activities and are an integral part of the instructional program. The university recognizes the significance of exposing the students to industry culture, state of the art technology, and the entire industrial environment through the conduct of curricular activities that enhance/validate the theories discussed in the classroom for better appreciation of a particular subject matter. These immersion trips are categorized as part of the curriculum, and treated as a subject or as a strategy which is a component of the syllabus. All students are expected to attend the scheduled off-campus activity since it is part of the regularly scheduled class time.

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- **Educational Tours** refer to off-campus learning activities involving mobility of students with the supervision of authorized personnel outside the premises of the institution which lasts for more than one (1) day, and involves relatively more places of destination than a field trip in accordance with specific degree program requirements.
- **Field Trips** refer to off-campus learning activities involving mobility of students with the supervision of authorized personnel outside the premises of the institution but is of relatively shorter duration usually lasting for only one (1) day and with fewer places of destination.
- **Field Study/Experiential Learning/Related Learning Experience** refer to off-campus activities which are congruent to the learning outcomes of the course in terms of time and context. These activities requires substantial off-campus learning as curriculum delivery.

a. The following policies and guidelines are stipulated by the university:

- 1) Educational tours and field trips shall not substitute major examinations.
- 2) No educational field trips/tours shall be conducted less than a month after start of classes, one week before the Midterm Examination, and two weeks before the Final Examination.
- 3) In addition, no educational field trips/tours shall be scheduled and conducted during Accreditation Visit/Survey of Programs of the University by AACUP and other duly recognized accreditation agencies. This is because the faculty members are required to actively participate in all accreditation activities during the actual accreditation visit/survey.
- 4) As much as practicable, educational tours and/or field trips shall be conducted within the city or near the university in order to minimize cost. The instructor/professor concerned shall exercise prudence relative to the number of days the trip will be conducted and the cost of the trip.
- 5) When the educational tours and/or field trips require additional cost on the part of the students, prior consultation with concerned students shall be undertaken by the faculty.
- 6) Only students who are officially enrolled in a particular subject shall be allowed to join the trip.
- 7) Parallel learning experiences provided for students who cannot join the trips shall not be made as a substitute of a major examination or for the purpose of compelling students to participate in said activities.

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- 8) Students are accountable for classes missed during the field trip. They should consult with their other instructors for possible make up classes/activities.

b. Procedure for Approval of Local Off-Campus Activities:

- 1) Requests to conduct local curricular off-campus activities shall be made within two weeks from the start of classes in a semester/term by the Subject Instructor/Professor in consultation with the students concerned. Requests should provide information on the nature of the tour/trip including its purpose, schedule, destinations, and cost. The following are the documents to be submitted/attached together with the request letter:
 - a) Copy of the Approved Prospectus
 - b) Copy of the Approved Individual Teacher's Load (for the instructor concerned)
 - c) List of students
 - d) Copy of the subject syllabus
 - e) Designation of Person-In-Charge (PIC) and Overall PIC
 - f) Minutes of the consultation meeting conducted to concerned students with attendance sheet
 - g) Quotation from at least three legitimate providers (Travel Agencies). Only travel agencies accredited by DOT and with appropriate Business Permit should be entertained or accepted by the instructor concerned
 - h) Copy of the Travel Agency's Accreditation Certificate issued by DOT and valid Business Permit
 - i) Proposed Itinerary of the Educational Tour and/or Field Trip
 - j) Contract of Service
 - k) Insurance (group/individual)
 - l) Upon processing of the travel documents, i.e., travel order and itinerary of travel, the following should be attached:
 - i. Parent's or guardian's consent and student waiver (form can be secured from the OSA)
 - ii. Confirmation or acceptance letter from the companies to be visited
 - iii. Written report on the briefing conducted to students, with attendance sheet
 - iv. Final Itinerary of the Educational Tour
- 2) OSA reviews the compiled documents and prepares the Certificate of Compliance. (To follow existing template of CHED.)

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- 3) Certificate of compliance shall be recommended for approval by the Chair/Dean, OSA and VCASA/VCAA to the Chancellor. Itinerary of Travel and Travel Order are attached for final approval.
2. **Non-Curricular Activities.** Non-curricular activities refer to off-campus activities that are considered as non-curricular or non-program-based activities, among others, and are left to the discretion of the USTP for the strategies of implementation as long as the safety and security of the students are duly ensured. Students may be called upon to participate in competitions (e.g., Quiz Bowls, Oration, Debate, Sports, Arts and Culture) sponsored by the university as well as other schools and agencies. They may also be required to participate or perform in University system/campus events (e.g., Art and Culture group presentations). Approved policies and procedures for excused absences shall apply should missed classes be incurred from such participation. The letter of request/invitation from sponsoring/recommending external agency is submitted for approval through channels (Chair, Dean, OSA) to the VCASA/VCAA for local events, to the Chancellor for national events, and to the University President for international events. CMO 63, s. 2017 lists non-curricular activities as the following: mission-based activities (e.g., retreat, recollection, etc.); conventions, seminars, conferences, symposiums, trainings and teambuilding; volunteer work including peer helper programs, relief operations, community outreach and immersion; advocacy projects and campaigns; participation in sports activities; activities initiated by recognized various student groups; interschool competitions/tournaments; or culture and arts performances and competition.

Section 11. On the Job Training (OJT)/Student Internship. An immersion scheme pursuant to the university mandate of establishing industry-academe linkages and bringing students to the world of work, student internship/OJT Programs aim to provide students with the opportunity to acquire practical knowledge, skills and desirable attitudes and values in reputable establishments/industries in the country. Participation in such programs will require strict compliance with the conditions and requirements prescribed by the University and government regulations.

1. **Local Internship/OJT Program.** The USTP Local Internship Program Manual, which includes procedures and guidelines, is adapted from CMO 104, s. 2017 (VPAA Memorandum No. 001, s. 2019). The student intern shall be considered as an intern and not as an employee of the HTE for the duration of the internship; and in case of working student, he or she shall be allowed to earn credits for internship upon evaluation and assessment of his or her particular assignment/task during internship period, by the USTP. A student intern must:
 - a. be enrolled in an internship subject;

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- b. be at least eighteen (18) years of age from the start of the internship period;
- c. pass pre-internship requirements as specified in the internship plan;
- d. submit a Medical Certificate indicating that he or she is in good health and emotionally fit. The medical certificate shall be based on a physical and psychological examination conducted, or certified by Department of Health (DOH) accredited clinics and hospitals. He or she must also submit other related medical examination requirements by the Host Training Establishment (HTE), if any; and
- e. have a notarized written consent from his or her parents or legal guardian. (No waiver is allowed)
- f. enter into an internship contract and/or agreements with the participating HTE;
- g. sign all the required documents necessary for his or her participation in the internship program, including the acceptance letter, internship contract and/or agreement;
- h. comply with the provisions of the contract and/or agreement including the rules and regulations of USTP, the HTE and CHED at all times;
- i. undergo the required orientation/internship program conducted by USTP and the HTE;
- j. report for internship in the HTE based on the schedule indicated in the internship contract and/or agreement;
- k. perform tasks and activities indicated in the internship plan;
- l. maintain confidentiality, when and where appropriate, during and after internship period of all the data, business or trade secrets where such information is not within the public domain and is indicated or understood to be confidential;
- m. adhere to the existing rules and regulations of the HTE including the proper use of tools, instruments, machines, and equipment;
- n. submit a journal of internship as required by HTE reflecting on the approved internship plan, his or her experiences describing the internship activities, any problem/s encountered, and his or her reflections on the internship experiences to the SIPP coordinator;
- o. complete the agreed duration of his or her internship; In case the student intern will be unable to finish his or her internship within the designated period, he or she shall inform the SIPP coordinator in writing of his or her intent and reasons to prematurely end his internship, at least three (3) working days before his last day of internship. Failure to complete the internship program without valid cause disqualifies the student intern from retaking the program with the concerned HTE; and
- p. report to the SIPP coordinator for an exit assessment after the completion of the internship period.

2. Procedure for Local OJT:

- a. The Letter of Intent is prepared by the student/OJT coordinator and is signed by the Dean. If the industry's absorptive capacity has been reached, the OJT Coordinator assists the student in applying to other industries.
- b. The Chair/Program Coordinator enrolls qualified student. The student submits a medical certificate.
- c. Orientation on the OJT policies and procedures is conducted and relevant forms and documents are distributed.
- d. The OJT Coordinator packages all documents and facilitates commencement of OJT in partner institution/agency.
- e. Assessment/evaluation is conducted using strategies such as, among others, presentation of narrative report.

3. International OJT/Internship Program. The university shall comply with CMO 22, s. 2013 or the "Student Internship Abroad Program" (SIAP). The student submits a letter of intent to undergo international internship with supporting documents such as grades, Good Moral Character, ID pictures, written consent from parents/guardian, and photocopy of passport. Student interns shall be carefully screened by USTP and must:

- a. be a Filipino citizen;
- b. be currently enrolled in USTP and must have completed at least 75% of professional units or 4th year or graduating student for that particular program (Bachelor degree);
- c. be at least 18 years old at the time of the internship;
- d. have passed the pre-practicum/internship requirements of the USTP;
- e. be in good academic standing as certified by the USTP;
- f. be physically, mentally, and emotionally fit and have passed the physical and psychological examinations as certified by DOH accredited clinics and hospitals;
- g. be articulate in English or in the language spoken in the host country;
- h. have a written consent from parents/guardian/spouse;
- i. sign and comply with the provisions of the internship contract, including the rules and regulations of the CHED, USTP and Foreign Host Establishments or Organizations (FHE/O);
- j. undergo the required orientation internship program conducted by USTP and FHE/O;
- k. report personally to the Visa or Consular Officer of the nearest Philippine Foreign Service Post within a week upon arrival;
- l. keep a bi-monthly journal of practicum experiences describing his/her internship activities, problem/s encountered, and reflections on the internship experience to be submitted on a monthly basis to the faculty member or any authorized Coordinator;

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- m. complete the agreed duration of his/her internship;
- n. submit to USTP the terminal report and other school requirements upon completion of the internship training; and
- o. report to CHED through nearest Philippine Foreign Service Post any complaints or grievances.

4. Procedure for International OJT:

- a. A MOA is prepared by the OJT Coordinator.
- b. The students submit a letter of intent with supporting documents such as Grades, Good Moral Character, ID pictures, Written consent from Parents/Guardian, Xerox copy of Passport
- c. The OJT Coordinator and a Selection Committee screen and rank the applicants based on academic performance, attitude, and physical, mental and emotional fitness, among others. Shortlisted applicants submit themselves for medical laboratory examinations at an accredited hospital/clinic. The OJT Coordinator provides the students with information packets/forms to students (e.g., Visa application form, Terms and Conditions, Health Insurance form, etc.).
- d. An Orientation and Pre-Internship Seminar attended by the OJT Coordinator, students and parents is conducted where training expectations, guidelines, rules and regulations, course requirements, etc. are discussed.
- e. The OJT Coordinator registers the qualified applicants and assists in initial arrangements with partner institute, visa application, and transportation reservations.
- f. The Chancellor endorses the student interns with accompanying documents to the CHED Regional Office for evaluation and approval.
- g. The OJT Coordinator submits to CHED Central Office a notarized letter of request for endorsement signed by the Chancellor with the required documentations:
 - 1) Duly Notarized MOA with FHE/Os with specific obligations/responsibilities and the assurance of fully responsibility over the students while having their internship abroad.
 - 2) List of students intending to undergo internship with their documents:
 - i. Notarized Application letter
 - ii. Transcript of Records with seal
 - iii. Passport (Photocopy)
 - iv. Training Permit issued by host country
 - v. Medical Certificate (original)
 - vi. School Certificate of Student's eligibility
 - vii. Flight Details

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- h. An endorsement signed by the CHED Chairperson is submitted to the Bureau of Immigration for the student's clearance prior to departure.
- i. The student/s attend a pre-departure seminar/orientation at the embassy of host country.
- j. The OJT Coordinator packages all documents and endorses the OJT students to their respective institution/agency.
- k. Assessment and Evaluation of the OJT is accomplished through strategies such as presentation of Narrative Reports and/or submission of pertinent documents such as daily time record, evaluation form, certificate of completion, among others.

Section 12. Academic Advisement. The success of students in adapting to academic rigors is partly associated with the quality of academic advisement provided by the University. The Deans may call on all faculty members to serve as academic advisers for undergraduate and/or graduate students. Academic advisement load is .75 units per thesis topic/project. For non-academic consultations, students may approach the Office of Student Affairs or the Guidance and Counselling Office.

1. **Group/Individual Undergraduate Research Study/Thesis Advisement.** In partial fulfillment of the requirements for a Bachelor's degree, a student may need to conduct and submit an undergraduate thesis/research for evaluation and approval, following the policies and procedures set by the University:
 - a. Student/s who are required to conduct a research study/thesis must be officially enrolled in research study/thesis. For group thesis, the Department Chair requires the students to submit the list of 2-7 group members.
 - b. In coordination with the Department Chair, a student or team members may choose an adviser or advisory committee on the basis of their research topic and the faculty's field/s of specialization or area of interest. Should the students be unable to find adviser/s, the Department Chair may recommend faculty member/s who shall work as their adviser, subject to the approval of the Dean of the college offering the degree. As a general rule, research study/thesis advising shall be done by regular faculty members of the University. The adviser/s should be an instructor/professor of the program with a master's degree. However, an instructor/professor with a Bachelor's degree may be considered if he possesses expertise (by training or experience).
 - c. The student researcher/s may prepare and present a concept paper to the Oral Examination Panel, which is a group of qualified faculty members who makes recommendations and decides on the outcome of the defense and grade of the student. These comments and recommendations are documented in the approval form.

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- d. The concept paper is developed by the researcher/s into a Research Study/Thesis Proposal. When the proposal is ready, it is endorsed by the adviser for presentation and defense by the student. The Oral Examination Panel shall document their comments, suggestions, and/or approval of the Research Proposal in the approval form.
 - e. When the research study/thesis proposal has passed the examination of the Panel, the actual study will be conducted by the student/s under the close guidance of the Adviser.
 - f. Each student/team is required to present Progress Reports of the research study/thesis either through oral presentation or consultation every week to their adviser.
 - g. Each student/team submits to the department chair/dean four (4) copies of the complete research study/thesis manuscript, which has been reviewed and indorsed by the adviser. This should be done at least one (1) week before the scheduled date of the defense.
 - h. The completed research study/thesis shall be presented in writing and orally to the Panel for final evaluation.
 - i. The Oral Examination Panel writes their comments, suggestions, and indicates their approval on the Research Study/Thesis approval form.
 - j. The complete research study/thesis must follow the format approved by the college concerned. Adherence to the prescribed format shall be certified also by the adviser. The publishable article should also comply with the format adopted for the University's journal.
 - k. The student incorporates the required revisions and submits the revised copy to the members of the Oral Examination Panel for approval, which will be recommended to the College Dean for approval.
 - l. Approval for binding must be secured before the students can reproduce copies of the manuscript for binding. Depending on the college's requirements, each group may submit any or all of the following requirements: bound copies of the approved manuscript (with signed approval sheet); 8 to 12-page publishable paper; User's manual; Source Code; Pitching video; Grammarian certificate; Prototype/Device developed; CD (electronic or soft copy of requirements). These are submitted along with other requirements stipulated by the College to the Dean.
2. **Graduate Thesis/Dissertation Advisement/Directed Research.** Only regular professors of graduate programs offered by the university may be considered for research advising. In consultation with the graduate student concerned, the Chair recommends a faculty adviser to the Dean for approval. Research/Thesis advisement load is 1.25 units per advisee. Research Study/Thesis/Dissertation advisers should satisfy the following qualifications:
- a. Educational Qualifications

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- 1) Full-fledged doctorate degree holder – for doctorate dissertation advising
- 2) Preferably full-fledged doctorate degree holder – for master thesis advising

Note: A qualified master's degree holder may be considered as master thesis adviser in case there is no available doctorate degree holder.

- b. The adviser must have conducted the corresponding graduate-level academic research requirement of his/her program and s/he must have been a member of a research study/thesis/dissertation committee or panel for at least three times.

Section 13. Examinations. The University observes the conduct of examinations to assess the academic performance of students. The instructor should plan the scope of his/her examinations (quizzes and major examinations) such that these can be completed within the allotted time. The content of the examination shall be harmonized with the subject/course syllabus.

1. **Schedule.** The Examination Schedule as specified by the University for the school year shall be observed unless otherwise rescheduled to another date as approved by the Academic Vice Chancellor and the Chancellor. Changes in time and schedule of major exams must be approved by the Dean upon the recommendation of the Department Chair.
2. **Major Exams.** The University implements four periodic examinations as follows: Preliminary Examination; Mid-term Examination; Semi-final Examination; and Final Examination. The final examination may take the form of a final test, a final paper, a final project or innovative task and other similar forms as may be required by the instructor/professor concerned. It is important that the instructor/professor convenes the class during the final examination schedule. Midterm and Final examination weeks are included in the contact hour calculation that defines the unit of credit. The examination schedule appears in the approved university academic calendar. The calendar is uploaded into the university website for information and guidance of all concerned. After the grades have been uploaded into the University Management System by the instructor/professor concerned, the final examination papers of the students should be retained for one semester.
3. **Periodic Examinations or Quizzes.** It is important that students are evaluated on the basis of more than just the major examinations in a semester. At least two quizzes prior to Midterm and Final examinations should be given, and as the instructor/professor concerned deems wise, other appropriate evaluative procedures should be used. Research papers, book reviews, or independent written work are encouraged and expected of all students, where applicable.
4. **Requests for Early or Late/Special Examinations.** Requests for early or late/special examinations may be granted, on a case to case basis, subject to the approval of the Department Chair. The student may be given late examinations

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within one week after the scheduled examinations subject to approved policies (e.g., before the grade submission deadline) and for valid reasons such as illness, accident or death of an immediate member of the family, and other reasons deemed valid, subject to the approval of the Dean concerned. The student is required to present a medical or death certificate to be validated by the University Physician. If the Chair finds that a student must leave early (*before the schedule of the final examination*) because of circumstances beyond the student's control, the dean may authorize arrangements in consultation with the instructors/professors concerned whereby the student can complete the coursework and take the final examination before leaving. In the case where the instructor/professor must leave to attend a training of short duration such as one month, the Chair may authorize arrangements between the instructor/professor and students' concerned. If the duration of the training is more than one month, the Chair shall arrange a substitute instructor/professor to take over the teaching load.

5. **Removal Examination.** In case a student incurs a conditional grade (3.25 to 3.5), the instructor concerned shall give a removal examination (70% passing) within the week after the scheduled final examination, provided that the deadline for submission of grades is still observed. In justifiable cases, another instructor (duly authorized by the Chair) handling the same subject or the program/department chair may conduct the removal examination and issue the completion grade.

Section 14. Grades

1. **Grading System.** The academic performance of students shall be evaluated and graded at the middle and at the end of each term in accordance with the prescribed grading system. The instructor shall be the sole authority to determine and give grades of his/her students. In compliance with BOR Resolution No. 31, s. 2018, the grading system shall use number grades in multiples of 0.25 from 1 to 5, where "1" is the highest and "3" is the lowest passing grade. More specifically, the grading system of the University shall be as follows:

Numerical Value	% Equivalent	Description
1.00	97-100	Excellent
1.25	94-96	
1.50	91-93	Very Good
1.75	88-90	
2.00	85-87	Above Average
2.25	82-84	
2.50	79-81	Average
2.75	76-78	
3.00	75	Passing

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3.25	72-74	Conditional
3.50	69-71	Conditional
3.75	66-68	Failed
4.00	65	Failed
5.00	64-below	Failed
INC		Incomplete
D/F		Dropped with Failure
W		Withdrawn
OD		Officially Dropped

- a. An INC grade is only given during the Final grading period. The grade of "INC" is given if a student's class standing throughout the semester is PASSING but s/he fails to take the final examination or fails to complete other requirements for the course. Such requirement(s) must be complied/satisfied within one school year (2 semesters and one summer) reckoned from the end of the term that the student incurred the INC; otherwise, the "INC" grade shall automatically be converted into a grade of "5.0". In case the class standing is not passing and the student fails to take the final examination for any reason, a grade of "5" is given.
 - b. A mark of "W" (Withdrawn) is given to the student who voluntarily and officially withdraws his/her registration.
 - c. A mark of "D/F" (Dropped with Failure) shall be given to the student who dropped subject(s) without permission of the instructor concerned and/or when the student exceeds the allowable number of absences. A mark of "D/F" is not equivalent to a failing grade of "5.0".
 - d. The cumulative grading system is used in computing the final grades. In computing the final grade, any of the following may be used as discussed and agreed between the instructor and the students concerned:
 - 1) Final examination coverage - all topics discussed from the beginning of the semester. The mid-term grade is given a weight of one-third (1/3); or
 - 2) Final examination coverage - all topics discussed from the mid-term examination. The mid-term grade is given a weight of one-half (1/2).
 - e. Only the Office of the Registrar is authorized to officially release grades.
- 2. Posting of Grades.** Faculty members with teaching loads are required to upload and submit their students' grades on time into the University Information System (PRISM/MEIS) according to the published academic calendar. The faculty member who fails to submit students' grades after the deadline shall be dealt with accordingly.

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Students' grades should not be posted on bulletin boards or in any other place by name or any readily identifiable number to safeguard their rights to privacy. If the grades will be posted on the bulletin board by the instructor concerned, s/he may use any of the following: a private pre-assigned number for each student; or private code number; or the university ID, which can be found in the class list that can be downloaded by the instructor from the University Information System (PRISM/MEIS). The Office of the Registrar shall not release the grades of students to any person without prior consent of the student concerned.

3. **Change of Grade.** The faculty may request authority for a change of grades from the Dean/Academic Head through Channels. Provided, that in no case shall grades be changed and/or errors thereon rectified beyond thirty (30) working days after initial filing, nor shall any change be made to the prejudice of the student. The following documents shall be submitted along with the request: 1) letter of request explaining reasons for the change of grade with this policy as basis; 2) class record showing grade computations.
 - a. **Exceptional Cases.** No faculty member shall change any grade after the Report of Grades has been filed with the Office of the Registrar, except for the following exceptional cases: an error in computation, wrong entry, omission of names/grades, or the basis for grade determination was not the same as approved or announced.
 - b. **Procedure for Change of Grades.** A student who has received a passing grade in a given course shall not be allowed to retake an examination for the purpose of improving his/her grade. However, s/he may request for a Change of Grade by submitting to the Dean's Office a Change of Grade Form signed by the Faculty and Department Chair. Should a contentious situation arise, a student may lodge an appeal at the Dean's Office who shall form a review committee composed of the following: Dean, Chair, and Senior Faculty. This committee may conduct an investigation, during which the faculty may be required to present him/herself to the committee with a letter of explanation and other documents the committee may deem pertinent.
 - c. **Sanctions.** It is a faculty's duty to judiciously and responsibly compute the grades of his/her students as these will become part of permanent records that will impact the students' lives. Hence, repeated errors in executing this task will not be tolerated by the University. As per Board Resolution No. 31, s. 2018, the following sanctions shall apply:
 - 1st offense – Verbal Warning
 - 2nd offense – Written Warning (Memo from the Dean)
 - 3rd offense – Disciplinary Action

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- 4. Grade Completion.** The grade of “INC” is given if a student whose class standing throughout the semester is PASSING, but fails to take the final examination or fails to complete other requirements for the course due to illness or other valid reasons. In case the class standing is not passing and the student fails to take the final examination for any reason, a grade of “5” is given. Removal of “INC” must be done within the prescribed time of one (1) academic year, subject to the policies and procedures set by the University; otherwise, the “INC” grade shall automatically be converted into a grade of “5.0”. The INC grade may be issued by the instructor. In cases when the faculty is on leave or is a part-time faculty who is no longer connected to the university, the program/ department chair may issue the INC grade. Completion of “INC” shall be the sole responsibility of the students. In the absence of the instructor concerned, the department chair evaluates and recommends the appropriate grade to be given to the student subject to the approval of the Dean, provided that application for completion is within the allowable prescribed period. If the student passes the examination, he shall be given a grade of “3”, but if he fails, the student shall be given a grade of “5.0”.

Section 15. Selective Retention

1. **Academic Status.** In compliance with BOR Resolution No. 31, s. 2018, the University has established a system for the selective retention of deserving students. PE/PD and NSTP subjects are considered non-academic subjects, hence, these are not considered in the evaluation. The student may incur the following academic statuses:

a. WARNING

Board Program	Non-Board Program
No Warning	Any student who at the end of the semester fails in 30% or less of the academic units s/he is registered for the semester/term will be issued a Warning Letter by the Department Chairperson duly noted by the Dean/Satellite Campus Director concerned to improve his/her performance.

b. PROBATION

Board Program	Non-Board Program
The freshman student shall be placed on probation for one school-year if s/he: a) fails twice in any major subjects. General Education subjects like Mathematics and other	The student will be placed on probation if s/he: a) incurs failing grades in subjects equivalent to 31-50% of the registered academic units for the semester/term; or

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Board Program	Non-Board Program
<p>Mathematics related subjects; Physics; and Chemistry are considered major subjects; and/or</p> <p>b) fails in ten (10) units or more of the academic units s/he is registered in a semester/term.</p> <p>During this period, s/he should be able to pass all his/her failed subjects. Otherwise, s/he will not be allowed to enroll in the third year of the same program.</p> <p>To assist the said student in removing his/her deficiencies, his/her academic load may be reduced, subject to the evaluation of the department chairman and approval of the dean/satellite campus director concerned. The number of units to be deloaded should correspond with the number of units failed (except PE/NSTP).</p>	<p>b) was issued two successive warnings.</p> <p>The academic load of the student who is on probation may be reduced subject to the evaluation of the department chair and approval of the dean/satellite campus director concerned.</p> <p>To assist the said student in removing his/her deficiencies, his/her academic load may be reduced, subject to the evaluation of the department chairman and approval of the dean/satellite campus director concerned. The number of units to be deloaded should correspond with the number of units failed (except PE/NSTP).</p>

c. MANDATORY EXIT FROM PROGRAM

Board Program	Non-Board Program
<p>A student shall be instructed to exit the program if:</p> <p>a) The student fails twice in any major subjects. General Education subjects like Mathematics and other Mathematics related subjects; Physics; and Chemistry are considered major subjects; and/or</p> <p>b) The student fails in ten (10) units or more of the academic units s/he is registered in a semester/term.</p>	<p>A student shall be instructed to exit the program if:</p> <p>a) S/he has incurred two successive probationary status; or</p> <p>b) S/he failed three times in the same major subject; or</p> <p>c) S/he has failed 51-60% of the academic units enrolled in the semester/term.</p>

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Board Program	Non-Board Program
<p>1) The student who exits from a board and non-board program may be accepted in other programs subject to evaluation results and in compliance with the requirements set for shiftees by the receiving programs. Provided further that the said student satisfies the following conditions, where applicable:</p> <p style="margin-left: 40px;">a. The same subject failed twice or thrice, for board and non-board programs respectively, by the student is not part of the curriculum of the program to which s/he intends to apply; meaning, the subject code, descriptive title and number of units are not the same with the failed subject; or</p> <p style="margin-left: 40px;">b. The subjects failed by the student are not part of the curriculum of the program s/he intends to apply otherwise the total number of units of failed subjects that are part of the curriculum of the program s/he intends to enroll should be less than 10 units.</p> <p style="margin-left: 80px;">If the subject failed by the student is part of the curriculum of the program applied for, the status of grade of the subject is carried over.</p>	
<p>2) Regular Graduating students (those who have <i>completed all the subjects/academic prescribed</i> in the first three years for a 4-year program; or the first four years of a 5-year program) are exempted from the above conditions for a mandatory exit from the program. To assist the said student in removing his/her deficiencies, his/her academic load may be reduced, subject to the evaluation of the department chairman and approval of the dean/satellite campus director concerned. The number of units to be deloaded should correspond with the number of units failed (except PE/NSTP).</p>	
<p>3) <i>As per BOR Resolution No. 48, s. 2019, mandatory exit from the program shall be suspended for students following the old curriculum to mitigate the adverse effects of the K-12 program transitions. (Should these students transfer to other programs or schools, all the academic units they have earned will be disregarded. They will be required to go back to 1st year due to the fact that in this transition phase of the K-12 program, the new curricula are already in place.) This shall take effect for students finishing the old curriculum in the next two years (SY 2019-2020 and SY 2020-2021), or as long as there are students still finishing the old curriculum.</i></p>	

d. PERMANENT SEPARATION FROM THE UNIVERSITY

Board Program	Non-Board Program
A student who exits a Board	A student shall be considered eligible for permanent separation from the University if:

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program may be advised to shift to another Program.	a) s/he incurs three successive probationary status; or b) s/he has failed in 61% or more of the registered academic units for the semester/term; or c) s/he has failed four times in the same subject.
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- 2. Selective Retention Procedure.** This policy is activated in the enrollment process during which the Chair, upon evaluation of student records from the Registrar's Office, advises the student on the necessary actions to be taken, including what subjects to enroll in, depending on his/her current academic status.

Section 16. Graduation Requirements. Faculty must assist their graduating students in meeting all the academic requirements prescribed in the curriculum in order to be recommended for graduation. The student must apply for graduation at the start of the last semester in attendance for final evaluation, proper guidance and counseling. Each department must evaluate their graduating students before the Chair endorses the list of applicants to the College committee chaired by the Dean who will deliberate and recommend the list to the Campus Academic Council. The final result of this deliberation will be endorsed to the Campus Registrar for the approval of the Chancellor/Executive Dean and presentation to the Academic Council. No student shall be allowed to join in the commencement exercises unless his/her candidacy for graduation is duly confirmed by the Board of Regents (BOR) upon the recommendation of the University Academic Council.

Section 17. Commencement. Generally, the Board confirms candidates for graduation three times per school-year, at the end of every term. However, Commencement Exercises are held only once every school-year and are conducted at the end of the second semester. To ensure that the Commencement Exercises is well-attended, all faculty members, regardless of rank, are required to participate in the academic procession during the commencement exercises wearing appropriate academic costume. Other members of the university are encouraged to participate but are not required to do so.

Section 18. Conferment of Honorary Degree (Honoris Causa). As a tradition, institutions of higher learning confer honorary degrees to persons who have attained exceptional and meritorious achievements in the arts, the sciences, the humanities and/or public service with tangible and relevant accomplishments. Any member of the university community may propose for the conferment of an honorary degree on any person who meets the qualifications. The proposal shall be addressed to the University President, through channels, for deliberation and endorsement by the Administrative and Academic Councils to the Board of Regents.

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Once the Board has approved the proposal, a written request by the University President for authority to confer an honorary degree shall be addressed to the Chairperson of the Commission on Higher Education (CHED), Attention: The Office of Programs and Standards, through the CHED Regional Office. The written request shall be filed at least forty-five (45) days before the scheduled conferment and accompanied with the following:

- 1) a copy of the Curriculum Vitae and accomplishments of the candidate;
- 2) a resolution of the Board of Regents; and
- 3) the reasons/justifications why the award is being made.

The conferment of honorary degree by the university shall be limited to two honorary degrees per year in cases when a prior written approval is granted by the CHED Commission En Banc for the grant of more than two honorary degrees per year.

The CHED has the prerogative to withdraw and declare null and void the conferment of an honorary degree by an HEI due to any of the following cases:

- 1) when awarded on a reciprocal basis;
- 2) when awarded solely for publicity purposes;
- 3) when designed to boost the career and/or reputation of a particular person;
- 4) when the university has awarded an honorary degree three times in a year without obtaining prior written approval from the Commission En Banc;
- 5) when given to incumbent administrators and/or members of the faculty and/or staff of the university; and
- 6) when given to incumbent officials and/or employees, especially to the incumbent Chairman and/or Commissioners of the Commission on Higher Education.

When the application is not acted upon by CHED within forty-five (45) days upon receipt, the application is deemed approved by the university.

Art. 6. Research, Extension and Innovation Responsibilities of Faculty. Following the general mandate of the University System, the following rules apply as to the research, innovation and extension activities of faculty.

1. Consistent with the relevant rules and guidelines for faculty performance and promotion, faculty with academic rank of Professor, in addition to the mandatory teaching requirements, is required and should commit to devote 50% of their time and expertise towards research or innovation activities. A Professor may also have the option to devote full-time towards research and innovation, following the policy standards for research and innovation set by the university, and upon approval of the University System President/Chancellor.
2. A Professor may also choose the scientific career path, following the relevant laws and standards set by the Department of Science and Technology.

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3. Faculty with academic rank of Associate Professor, in addition to mandatory teaching requirements may devote qualitative contributions toward either research, extension or innovation functional areas.
4. The university encourages faculty with academic ranks of Instructor to Assistant Professors to engage in research, extension and innovation activities early in their academic career, in addition to their mandatory teaching load. Commitment to the aforementioned non-teaching functions shall entitle the faculty for performance credits and incentives, in accordance with the established policy guidelines for faculty evaluation and promotion.

Art. 7. Institutional Responsibilities and Policies. Inherent to their faculty ranks, faculty members are expected to assist in the governance of the university as provided for in the Republic Act No. 8292 – The Higher Education Modernization Act of 1997.

Section 1. Administrative Positions and Working Committees. Faculty members may be designated to administrative positions by the University President, with corresponding release time and benefits as per approved university policies. Likewise, faculty members may be assigned to standing or ad hoc committees to assist in governance-related activities or in the conduct of significant university activities. As much as practicable, all committee assignments are distributed on an equitable basis to avoid overloading any faculty member. It is expected that faculty members shall participate fully in committee work to which they are assigned.

Section 2. Attendance in Departmental, College, and University Meetings/Events. Each faculty is expected to attend official departmental and other college functions such as cultural and academic convocations/assemblies, faculty meetings, staff development sessions, and special faculty meetings which are called by appropriate academic officials as are necessary. Should any faculty be unable to attend any official function or meeting, s/he is enjoined to submit a letter explaining the absence, through channels, to the concerned official.

Section 3. Registration and Proctoring. If on full time status, the faculty is expected to assist at registration and proctoring during enrollment and examinations respectively, either in his home department or in the college program to which he is affiliated.

Section 4. Care for College Property. In his role as a member of the USTP academic community, the faculty is expected to cooperate in securing university property, in the care and upkeep of the buildings and campus. If there are any damages caused by students the faculty concerned must report the incident to the Director of Student Affairs.

Section 5. Fund Raising. When soliciting funds for whatever purpose, the faculty concerned must secure the prior written approval of the Chancellor/Campus Director who shall direct the Finance Officer to supervise accountability of the soliciting unit the said faculty is representing

Section 6. Clearance. Except for designated faculty, full time faculty members are required to submit a faculty clearance to the Human Resource Management Office (HRMO) every end of the school year. Clearance may be required from faculty for specific purposes like beginning a study leave, a lengthy leave of absence, or resignation.

Art. 8. Private Practice. To further enhance their skills and expertise, faculty may be allowed to practice their profession outside the university, subject to approval by the university President, provided that such practice is done outside office hours and does not interfere with nor affect the performance of the faculty's duties in the university.

Chapter 4. Faculty Development

To ensure continuous improvement in the quality of services with respect to local and international standards, the University shall support and sustain the professional growth of their faculty so that they will stay relevant, capable, and competent in their performance of their functions in instruction, research, innovation, extension, and innovation. Faculty development interventions may include, but is not limited to the following: continuing professional development and/or graduate studies, seminars, trainings, for a, performance appraisal system, instructional supervision and feedback mechanisms.

Art. 1. Continuing Professional Development of Faculty

Section 1. Trainings/Workshops/Seminars/Conferences/Fora. Attendance in seminars, workshops, etc. should be conducted by qualified/eligible faculty members in each department or program on a rotation basis, and should not be confined to the chairperson or to the Dean alone. Requests for attendance in trainings/seminars/conferences/fora/meetings shall be done with the use of the appropriate Request Form for approval by competent authority. Funding support for the attendance to the abovementioned activities shall be subject to the approved annual budget of each division/college/satellite campus/unit.

1. Trainings/Seminars/Conferences/Fora. The University supports and encourages the faculty to actively participate (through attendance and/or paper presentations) in trainings seminars/conferences/fora that would upgrade and enhance their competencies in instruction, research, and extension.
2. Workshops/Meetings of Professional Associations/Inter-institutional Associations. Funding support shall be provided in cases where attendance to

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workshops/meetings is part of the designated faculty member's functions as either Department Chairman, or Dean, or VP. Faculty members who are not designated to any administrative functions are still allowed to attend on Official Time Only.

3. Reports. The faculty concerned shall submit a Report on the trainings/seminars/conferences/fora/meetings attended two working days upon return to station. The report shall be submitted to the Office of the Human Resource Management for information and recording.

Section 2. In-Service Training and Workshops. To support its goal of continuously updating and upgrading the quality of higher education, the University shall conduct in-service modular workshops and trainings for faculty. Internal and external speakers shall review university and national policies on instruction, research, and extension including, but not limited to the following: national competency-based teacher standards, professionalism in teaching, teaching-learning strategies, knowledge and performance assessment, outcome-based education, oral and written communication, feedback and facilitation, program development and evaluation, research and publication, CHED and CSC policies and standards; and USTP administrative and academic policies.

Section 3. Leadership Training. Faculty are often designated to administrative positions such as department chairs, college deans, or directors of university offices. To equip them with the necessary leadership skills and knowledge and for the continuing improvement of administrative service to both students and faculty, the university shall conduct leadership trainings for its designated faculty.

Art. 2. Travel and Cash Advance Guidelines for Trainings/Seminars/Workshops.

Section 1. Authority to Travel and/or Participation in Trainings/Seminars/Workshops/ Conferences

1. Only travels and/or trainings/seminars/workshops/conferences that are considered necessary and essential to the realization of the goals, objectives and mandate of the University shall be authorized.
2. As a matter of procedure, the President shall, before the start of a fiscal year, approve the list of travels and trainings/seminars to be attended, either thru the annual work and financial plan or in separate requests or proposal.
3. Travels related to professional trainings/conferences for purposes of earning Continuing Professional Education (CPE) units shall be allowed on official time.
2. If a faculty is requested to render expert services or provide consultancy services to external partners along mathematics, science, technology,

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- engineering and agriculture, the University may provide the necessary financial support.
3. Upon approval by the President, in accordance with their delegated authority, the respective Chancellors and Campus Directors shall be responsible for ensuring that the travel or attendance to training or seminar of personnel in their respective campuses are implemented in accordance with prescribed COA rules and regulations. Travel of system officials and that of the Chancellors and Campus Directors shall be approved by the President or his duly authorized representative.

Section 2. Request and Grant of Cash Advance

1. Cash advance for travel shall be used only for travel purposes and other incidental expenses related to it. Under no circumstances shall it be used for encashment of checks and or liquidation of previous cash advance. (*Sec. 174 (e) of the Government Accounting and Auditing Manual (GAAM) Volume I on the General Guidelines in the Granting and Utilization of Cash Advance*)
2. The request for cash advance for travel shall preferably be submitted to the Finance office two (2) weeks prior to date of travel to give ample time for processing and/or correction or compliance with required supporting documents.
3. The general procedural process flow is indicated below:

Sequenc e No.	Person Responsible	Activity
1	Requisitioner	Submits to Finance Staff-in-Charge the <i>Travel/Training Request Form, Travel Order, and Itinerary of Travel</i> duly recommended by Dean/Director together with the invitation and other supporting documents. The <i>Authorization for Payroll Deduction of Unliquidated Cash Advance</i> form shall also be submitted.
2	Finance Staff-in-Charge	Records incoming travel documents. Checks computation and completeness of supporting documents. If in order, forwards to Accountant. Otherwise, returns documents to requisitioner.
3	Accountant	Checks funds availability and reviews completeness of supporting documents. If in order, certifies/signs <i>Travel/Training Request Form, Travel Order and, Itinerary of Travel</i> . Otherwise, returns documents to requisitioner for compliance of deficiencies.
4	Budget Clerk	Records incoming documents.

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5	BUR/ObR Clerk	Prepares/prints BUR/ObR (Budget Utilization Request/Obligation Request)
6	Budget Office	Checks availability of allotment and reviews completeness of supporting documents. If in order certifies/signs Box B of the BUR/ObR. Otherwise, returns documents to Accountant for clarification/further review.
7	Accounting Clerk	Records incoming travel documents.
8	DV Clerk	Prepares/prints DV (Disbursement Voucher).
9	Accountant	Reviews entries in DV, certifies/signs Box A of Disbursement Voucher.
10	Accounting Clerk	Records outgoing travel documents. Forwards to office of the Dean/Director concerned.
11	Dean's/Director's Clerk	Records incoming travel documents.
12	Dean/Director	Reviews travel documents. If in order, signs Box A of the BUR/ObR. Otherwise, returns documents to Accountant for clarification/further review.
13	Dean's/Director's Clerk	Records outgoing travel documents. Forwards to office of the Approving Officer.
14	Approving Officer's Clerk	Records incoming travel documents.
15	Approving Officer	Reviews travel documents. If in order, approves/signs Travel/Training Request Form, Travel Order, Itinerary of Travel and Disbursement Voucher. Otherwise, returns documents to Accountant for clarification/further review.
16	Approving Officer's Clerk	Records outgoing travel documents. Forwards to Cashiering Unit.
17	Cashiering Clerk	Records incoming travel documents.
18	Cashier	Checks completeness of signatories in DV and in BUR/ObR. If in order, prepares and signs ADA (Advise to Debit Account). Otherwise, returns documents to concerned official for signature.
19	Cashiering Clerk	Records outgoing travel documents with ADA.
20	Approving Officer's Clerk	Records incoming travel documents with ADA.

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21	Approving Officer	Counter-signs ADA.
22	Approving Officer's Clerk	Records outgoing travel documents with ADA.
23	Cashiering Clerk	Records incoming travel documents with ADA.
24	Cashiering Clerk	Brings ADA to bank for deposit/credit of cash advance to requisitioner's account.

For system officials, Chancellors and Campus Directors, the travel documents shall be approved by the President or his duly authorized representative. Officials shall submit complete travel documents through channels for indorsement or referral to the Vice President concerned for further review.

After finding the documents complete and in order, the request for travel shall be indorsed to the President for approval.

After approval, the officials shall ensure implementation in accordance within the approval of the President and pertinent COA rules and regulations.

Section 3. Requests That Are Not Within the Approved Work and Financial Plans.

In exceptional cases, travels and/or trainings/seminars/workshops/conferences that are not included in the approved work and financial plan (or its equivalent) may be requested for approval by the University President upon recommendation of Dean/Director or equivalent Head of Unit, the Vice Chancellor or Campus Director concerned and the Chancellor or Executive Dean as the case may be. The Chancellor or the Executive Dean, if so justified, shall indorse the request to the University President stating therein the necessity of the travel or training/seminar/workshop/conference and the possible source of funds. After approval, the Chancellors and Executive Dean shall ensure implementation in accordance within the approval of the President and pertinent COA rules and regulations.

Section 4. Liquidation of Cash Advance

1. In accordance with existing COA rules and regulations (*COA Circular No. 2012-001 dated June 14, 2012 on the General Guidelines for Liquidation of Cash Advance*) employees who are granted cash advance shall liquidate the same within the prescribed reglementary period as follows:
 - a. Cash Advance for Travel
 - Local - The cash advance for travel shall be liquidated by the official/employee concerned strictly within **thirty (30)** days upon return to his/her permanent official station.

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- Foreign – The cash advance for travel shall be liquidated by the official/employee concerned strictly within **sixty (60)** days after returning to his/her permanent official station.
- b. Cash Advance for Special Purpose

The cash advance for special purpose shall be liquidated by the official/employee concerned strictly within **twenty (20)** working days upon completion of the activity/purpose for which the special cash advance has been made.

2. The supporting documents needed to liquidate cash advances shall be in accordance with existing COA rules and regulations.
3. Liquidation of cash advance of the Chancellors, Executive Dean and system officials and staff shall be submitted through the Office of the Vice President for Finance, Planning and Development for review and recommendation for approval of the President.

Section 5. Automatic Deduction of Amount of Cash Advance

1. The Accountant shall be authorized to fully deduct the amount of cash advance when the accountable officer fails to liquidate within the reglementary period.
2. To ensure liquidation of cash advances on time, the "AUTHORIZATION FOR PAYROLL DEDUCTION OF UNLIQUIDATED CASH ADVANCE," shall be signed by the employee/ accountable officer prior to grant of cash advance.
3. Failure of the Accountable Officer to liquidate his cash advance within the reglementary period shall constitute a valid cause for the immediate deduction of the full amount of the cash advance from salaries, allowances, benefits or whatever amounts that may be due to the accountable officer.
4. An accountable officer who failed to liquidate his/her cash advance within the reglementary period and who has been deducted the full amount of his/her outstanding cash advance from salaries/honoraria/allowance or from whatever amounts due him/her, shall be allowed to reimburse the amount by presenting the Liquidation Report with complete supporting documents.

The reimbursement shall be made within thirty (30) days from submission of complete supporting documents in accordance with pertinent auditing rules and regulations.

Art. 3. Foreign Travels. (CHED Memorandum, dated March 05, 2018, Reiterating and Enforcing the Guidelines and Procedures with Respect to Foreign Trips of Government Officials and Personnel; Memorandum, Office of the President, dated January 03, 2018, on Directives Applying to Foreign Travels of All Government Officials and Personnel in the Executive Department)

Section 1. Authority to Travel. No official or employee shall be allowed to depart for any travel abroad, even if such is for a purely personal or private purpose without cost to the government, unless such official or personnel has satisfied all of the following requirements:

- a. Has obtained the appropriate travel authorization;
- b. Has duly accomplished the requisite leave forms; and
- c. His/her absence shall not hamper the operational efficiency of the university.

Section 2. Official Foreign Trips. No official foreign travel of officials and employees shall be allowed unless it satisfies all of the following minimum criteria:

- a. The purpose of the trip is strictly within the official mandate of the requesting official or personnel;
- b. The projected expenses for the trip are not excessive;
- c. Merit of the proposed re-entry plan indicating the activities to be affected upon return after the travel or mission; and
- d. The trip is expected to bring substantial benefit to the country and/or the university.

The determination of whether or not the foreign travel is necessary, regular and mandated shall be based on the following criteria or benchmarks:

- a. Rationale as institutional strategy;
- b. Value of the travel or mission;
- c. Potential partners;
- d. Level of participation necessary to the mandate of the office of the University representative; and
- e. Source of funding.

Failure to comply with the above criteria shall be sufficient ground for the denial or non-processing of the request for travel abroad.

Section 3. Approving Authority. The Board of Regents has the authority to approve foreign travels of officials and employees, whether for official or personal purpose. For purposes of operational efficiency, the request for authority for foreign travels of officials and employees, whether for official or personal purpose, may be submitted for approval to the Board of Regents through a referendum. On the basis of the approval by the Board of Regents, the University President shall issue the corresponding *Authority to Travel*.

In the case of foreign travels of the University President, whether for official or personal purpose, the approving authority shall be the CHED Chairperson who shall approve such travels in accordance with the guidelines of the CHED on the matter. Requests for authority for foreign travels of the University President shall require the favorable endorsement of the Commissioner who is Chairperson-Designate of the

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Board of Regents. As may be appropriate, the CHED Chairperson shall issue the *Authority to Travel*.

Section 4. Requests for Authority. An official or employee requesting for authority to travel abroad, whether for official or personal purpose, shall submit a written request to the Office of the University President, favorably endorsed by the concerned Chancellor or Campus Director, as the case may be. The request shall indicate the name of the official or employee, destination, duration of the trip, and the nature and purpose of the travel. In the case of official trips, the request shall also indicate the total cost of travel, and a brief statement explaining how the trip complies with the minimum criteria enumerated in Section 3 hereof. It shall be supported by duly accomplished requisite leave forms.

In the case of official foreign travels of officials and employees, the officer in charge of international or external affairs shall make the determination of whether or not the foreign travel is necessary, regular and mandated. For this purpose, the said officer shall issue a *Certification on the Necessity of the Foreign Travel* clearly indicating that the foreign travel responds to an international commitment by the country and internationalization engagement of the University. Further, on the basis of his/her verification of travel documentations, requirements, procedures and processes, the same officer shall issue to the University President an *Endorsement for Authority to Travel Abroad*.

Section 5. Submission of Reports. Within thirty (30) working days upon his/her return to official station from official travel abroad, the concerned official or employee shall submit to the University President a report with appropriate recommendations, if any, on the conference or seminar attended, examination or investigation conducted, or mission undertaken. The report shall also include an account of the actual and/or potential benefits to the University by reason of the foreign travel.

In case of official participation in an international conference or convention abroad in which the Philippines is represented by a delegation, a report of the delegation shall be submitted to the Office of the President thru the Secretary of Foreign Affairs thirty (30) days after the closing of the conference or convention. Any member of the delegation may submit a supplementary report.

Section 6. Reportorial Requirements. The Office of the University President shall, at the end of every quarter, submit a list to the Office of the President, thru the Executive Secretary, of all travel authorities issued by the University President for the official and personal foreign trips of officials and personnel, indicating therein the names of the official or employee, destination, duration of the trip, and the nature and purpose of the travel. In the case of official trips, the list shall also include the total cost of

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travel, and a brief statement explaining how the trip complies with the minimum criteria enumerated in Section 3 hereof.

Section 7. Administrative Penalty. Failure to comply with the above directives may result in the filing of administrative actions for misconduct, insubordination and other related offenses under the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS) and/or relevant laws, rules and regulations against the travelling official/personnel, as well as the official who unduly endorsed/approved his/her travel authority or who failed to submit the list required herein.

Art. 4. Faculty Business Immersion Program. A business immersion program shall be established as part of faculty enrichment to allow participants to gain insights into actual business operations and for research purposes. Under the program, faculty members shall render service in partner entities and the same shall be considered as part of government service, notwithstanding existing Civil Service Laws on Detail and Secondment (*Section 32, RA 10919*). The drafting, review, and signing of the MOA shall be accomplished by the USTP academic and campus heads in collaboration with the company head. The faculty is required to submit monthly progress reports during the program, and a certificate of completion and terminal report to the Dean's Office upon completion of the program.

Art. 5. Continuing Higher Education: Faculty Development Plan (FDP). The unprecedented technological advancement, globalization, and the increasing demands of industry, have made higher education a national concern with an international dimension. The USTP proactively responds to the challenges for higher academic standards and quality by developing, nurturing and supporting a pool of faculty who are the frontrunners - constantly keeping abreast with cutting-edge innovations in their fields of specialization and pursuing holistic growth as learners and scholars. RA 10919, Section 17 provides for the support of qualified faculty members, subject to the approval of the Board. In line with this, the University has established the Faculty Development Program (BOR Resolution No. 62, s. 2017) to further hone the potential capability and expertise of its teaching workforce through a diversified continuing education, sending them for advanced studies/innovative learning programs to highly reputable universities around the world. It also includes trainings and workshops (in-service or otherwise), instructional/clinical supervision, mentoring and etc.

Section 1. General Guidelines

A. Preparation, Review and Revision of FDP

1. The 5-year FDP for each department/college shall be prepared by the respective Deans and submitted to the Academic Vice Chancellor for review and consolidation.

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2. The Academic Vice Chancellor shall submit the consolidated FDP to the Faculty Development Committee (FDC) for further review and deliberation.
3. The 5-year faculty development plan shall include the following: a) name of faculty; b) field of specialization; c) field of interest to be pursued (e.g., Electrical Engineering); d) area of interest (e.g., Power Electronic, Power System, Economics, Renewable Energy, Control Systems, etc.), e) sponsor; and f) admission year. The plan should include a summary of the college faculty profile indicating the number of doctoral and masteral degree holders, number of those undergoing further studies, and a yearly summary of faculty applying for study leave for the yearly budget projection. This summary should indicate the fields of specialization and interest.
4. The FDC shall then deliberate on the FDP and submit the same to the University President through the Chancellor for approval.
5. The approved FDP shall be reviewed, assessed and revised by the FDC every April of every year. Any change/s or revisions of the FDP shall be submitted to the Chancellor for approval.
6. Applications not included in the 5-year Development Plan shall undergo the same process but with the final approval of the President.

**FDC is equivalent to FSDC (Faculty and Staff Development Committee) in USTP Claveria.*

B. Types of Scholarship Funding

1. **Internally Funded Scholarship.** This refers to the scholarship funded by the university. The faculty scholar shall be required to study in any of the Top 1,000 Universities worldwide based on *Quacquarelli Symonds (QS) World University Rankings* and other similar reputable ranking entities.
2. **Externally Funded Scholarships.** This refers to the scholarship funded by other granting agencies/institutions in the Philippines and abroad. As a general rule, the faculty scholar should pursue graduate studies in any of the Top 1,000 Universities in the world, preferably abroad. A faculty scholar may be allowed to pursue research or teaching assistantship subject to the approval of the University President through the Chancellor as recommended by the Faculty Development Committee (FDC), on the condition that the degree program will be completed within the duration prescribed by USTP.

Section 2. Principles of Prioritizing of Faculty Scholarships

1. **Direction of the College/Department.** Faculty must hold masters/doctorate degrees relevant to the specific programs which the department plans to offer. Should the college/department aggressively aim at offering new

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- undergraduate/graduate programs, the faculty should be encouraged to pursue graduate studies aligned/related to these programs.
2. Faculty Scholars with external funding. Provided that the degree is aligned to the program, the faculty for a graduate scholarship program with external funding award will be prioritized in the Faculty Development Plan.
 3. Center Of Development (COD)/Center Of Excellence Status (COE). The faculty who belongs to the program/s with COD or COE status shall be given priority in the FDP.
 4. Delivering Higher Education Institution (DHEI). The faculty who belongs to a department identified as Delivering Higher Education Institutions (DHEIs) for the Commission on Higher Education (CHED), Department of Science and Technology (DOST) and the like, shall be prioritized.
 5. Choice of Host University. The university pursues expanded global networking and diverse exposure of its faculty. Faculty scholars are expected to pursue graduate studies to the Top 1000 Universities in the World, preferably in Asia, for internally funded scholarships. Should the scholarship funds come from external sources, a faculty scholar is likewise required to pursue in the Top 1000 Universities worldwide. Faculty scholars who opt to study abroad shall be given priority. Furthermore, host universities which have been previously identified and/or have graduated a number of USTP faculty may not be considered as appropriate venue for graduate studies.
 6. Sustainability of the Programs while Faculty are on Study Leave. The capability of the remaining faculty in the department to continue performing their functions effectively shall also be considered in preparing the FDP. As a result, the respective deans shall ensure that there must be a balance between sending faculty for graduate studies and the continued effective delivery of programs by the remaining faculty in a department.
 7. Faculty Profile. The departments who have relatively low faculty profile in relation to graduate degrees shall be given due consideration.
 8. Potential for Research and Innovation. Selection of faculty scholars shall also consider the potential of the faculty applicant to be a highly-motivated, prolific researcher who would actively engage in research publication as well as in establishing networks and linkages for collaborative work.

Section 3. Program Duration

1. As a general rule, the *Masters Program* will be taken for **2 years**, the *Doctorate Program* for **3 years** or as may be required by the program certified by competent authority of the Delivering Higher Education Institution/Host University. The *Post-Doctorate Program* has a maximum of **1 year**.
2. A maximum of one semester (6 months) extension with full financial assistance may be granted to the faculty scholar subject to the FDC recommendation and final action of the University President through the Chancellor.

Section 4. Scholarship Requirements

A. Qualification. To qualify for a scholarship, a USTP faculty member must:

1. be a regular plantilla position holder;
2. have rendered at least one year of continuous service in the University with at least a very satisfactory performance rating in the preceding year;
3. have rendered at least 50% of the required return service appropriate to the type of program previously availed of, where applicable;
4. not be more than 45 years old at the start of the program for a Master's degree; 50 years old for a Doctorate degree and 63 years old for Post-Doctoral studies;
5. be in good health and have the physical capacity to survive the rigors of graduate studies;

B. Procedure in Applying for a Scholarship

1. The faculty scholarship applicant submits a letter of intent to his/her Dean at least one (1) semester prior to enrolment in the program. The following documents should be attached to the letter:
 - a. University Clearance;
 - b. Letter of Admission from the university where the faculty member will study;
 - c. Photocopy of valid passport;
 - d. Medical certificate issued by a government physician (Physical and neuro-psychiatric exam);
 - e. Deed of assignment/Guarantor
 - f. Financial Assurance Form/Letter of Commitment; and
 - g. Cost of the Program (visa application/renewal, student union fees and other incidental fees).
2. The Dean certifies the applicant's inclusion in the 5-year Faculty Development Plan (FDP) and endorses the evaluated application to the Academic Vice Chancellor.
3. The Academic Vice Chancellor, after further review and assessment of the submitted documents, endorses the application to the Vice Chancellor for Administration and Finance (VCFA) for evaluation and funding.
4. The Vice Chancellor for Administration and Finance (VCAF) shall evaluate the financial component of the scholarship and shall endorse the application, through the secretariat Human Resource Management Office (HRMO), to the Faculty Development Committee (FDC).
5. The FDC shall evaluate the submitted documents and prepare the appropriate resolution for the final action of the Chancellor. The FDC, through the HRMO secretariat, shall inform in writing all the applicants about the decision of the Chancellor within five (5) days from issuance of said decision.

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6. Once the application is approved, a letter of award shall be sent by the HRMO to the selected applicant and to the host institution.
7. Then HRMO shall prepare two (2) Memoranda of Agreement (MOA) between: a) the USTP represented by the Chancellor and the scholar, and b) USTP and the Delivering Higher Education Institution/Host University.

C. Timeline of Submission of Documents

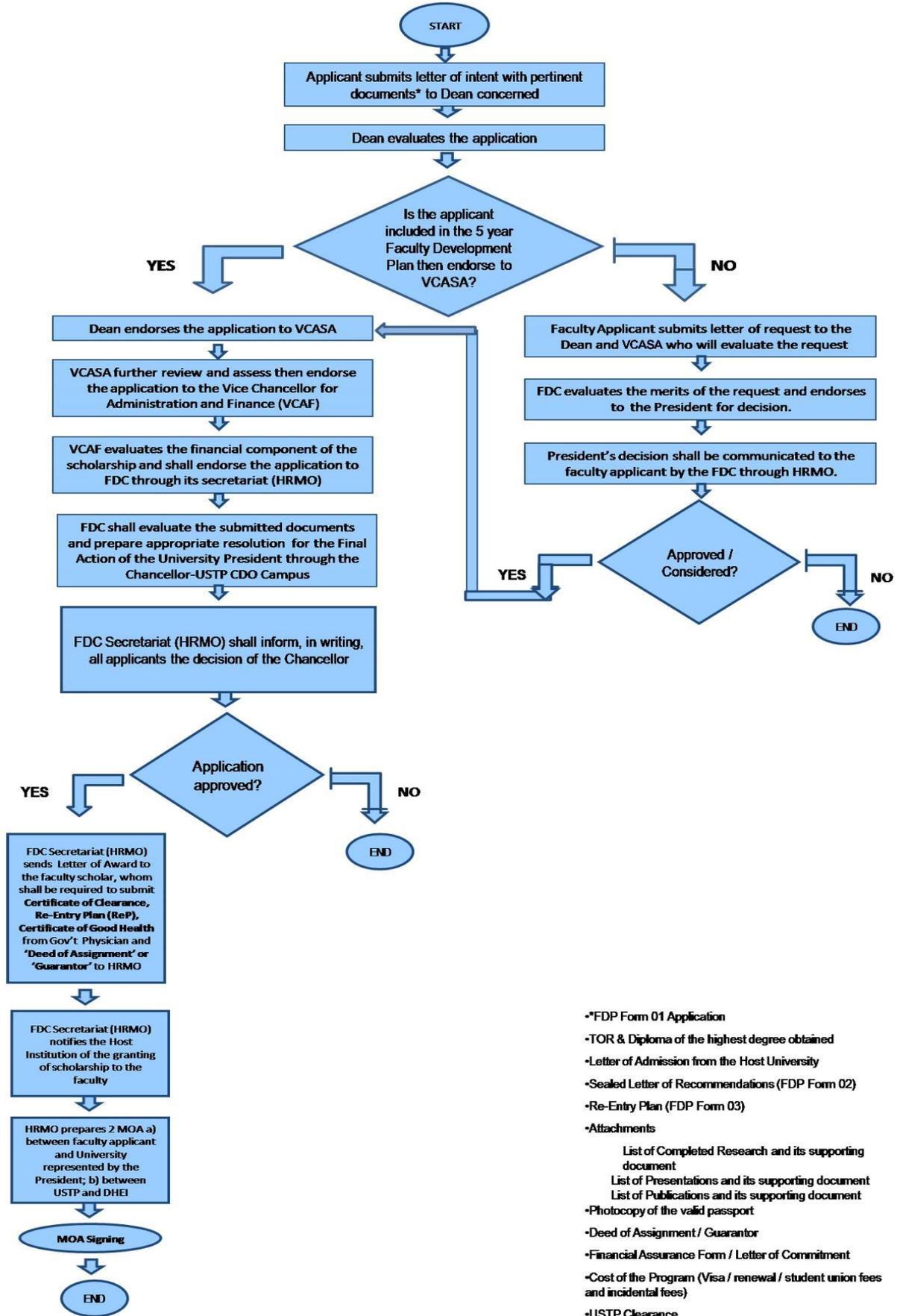
1. Six (6) months prior to the departure date, the faculty applicant shall submit all documentary requirements to the Dean concerned.
2. Within three (3) days from receipt of the application, the Dean concerned shall take action thereon and endorse the same to the Academic Vice President.
3. Within three (3) days from receipt of the application, the Academic Vice President shall take action thereon and indorse the same to the VCAF for financial component evaluation and funding.
4. Within three (3) days from receipt of the application, VCAF will endorse the application to the FDC for evaluation and deliberation.
5. Within three (3) days from receipt of the application, the FDC shall evaluate the application and endorse the same to the Chancellor.
6. At least two (2) months before the date of departure of the faculty scholar, the FDC shall submit a resolution on the application to the Chancellor.
7. At least one (1) month before the date of departure of the scholar, the HRMO shall prepare two (2) Memoranda of Agreement (MOA) between: a) the USTP represented by the Chancellor and the scholar, and b) USTP and the Delivering Higher Education Institution/Host University.
8. Three (3) weeks before the departure date of the scholar, the HRMO shall facilitate the preparation of the scholar's travel documents (travel order, itinerary, and authority to travel).
Note: Visa application shall be the responsibility of the faculty scholar, while incidental fees will be shouldered by USTP.
9. The faculty scholar may depart for the host university within two (2) weeks before the start of classes.
10. The HRMO, with the Deans concerned, should conduct a Pre-Departure Orientation Seminar (PDOS) before the departure date of the faculty scholar/s to address submission of grades, allowances/stipend, academic requirements, and other related matters as stipulated in the Scholarship MOA.
11. The scholar shall submit Semestral Progress Reports to HRMO. The report shall include the submission of grades two (2) weeks after the release of grades of the host university, the courses s/he enrolled in, concerns of the scholar, and reports/information released by the scholar's adviser or Dean concerned indicating the scholar's compliance with academic requirements.

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12. The Grade Point Average (GPA) shall be used to evaluate the academic performance of the faculty scholar. In the event of a failing grade or no grade at all, the scholar may request for reconsideration a week before the next enrolment at the host university. Said request shall be addressed to the Chairperson of the Faculty Development Committee (FDC) who shall act on it within five (5) working days from receipt of request.

The following is the flowchart of the mentioned process.

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- *FDP Form 01 Application
- TOR & Diploma of the highest degree obtained
- Letter of Admission from the Host University
- Sealed Letter of Recommendations (FDP Form 02)
- Re-Entry Plan (FDP Form 03)
- Attachments
 - List of Completed Research and its supporting document
 - List of Presentations and its supporting document
 - List of Publications and its supporting document
- Photocopy of the valid passport
- Deed of Assignment / Guarantor
- Financial Assurance Form / Letter of Commitment
- Cost of the Program (Visa / renewal / student union fees and incidental fees)
- USTP Clearance

Section 5. Terms and Conditions

The faculty scholar must:

1. sign a Scholarship Memorandum of Agreement (MOA) between the Faculty Scholar and the University represented by the Chancellor, with the required “Deed of Assignment” or “Guarantor” to safeguard the investment of the university.
2. work full time on the Program of Study for which the scholarship is awarded, unless permission to undertake other works or to change his/her program is granted by the University.
3. not accept any paid or unpaid work;
4. comply with other requirements such as:
 - i. submission of grades to the Human Resource Management Office not later than two (2) weeks after the release of grades by the host institution, otherwise stipend will be suspended;
 - ii. submission of Letter of explanation for failed or no grade;
 - iii. notifying the University through the Human Resource Management Office of any abnormal conditions during the scholarship period, e.g. health, peace and order situation, which may affect the completion of the course, if applicable.

Section 6. Benefits and Privileges

A. For Internally Funded Scholarships

The faculty scholar shall receive the following benefits:

1. Salary and other benefits allowed by existing laws, rules and regulations;
2. Official Time for the duration of the scholarship;
3. Monthly stipend, book allowance, thesis/ dissertation allowance, school fees (tuition and matriculation) and other related fees
 - a. Faculty pursuing graduate studies within the Philippines are entitled to the following benefits as shown in Table 1.

Table 1: Breakdown of allowances and benefits

University Allowances	Masters (Php)	Doctorate (Php)
Tuition and Matriculation and other related fees	Actual	Actual
Monthly stipend	P 17,000.00*	P 25,000.00*
Book allowance per year	P 10,000.00	P 10,000.00
Thesis /Dissertation	P 40,000.00	P 60,000.00
Transportation Assistance	One domestic round trip plane fare (economy seat) and allowable per diem	

**subject to periodic review on yearly basis*

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- b. Faculty pursuing graduate studies abroad are entitled to the same benefits as shown in Table 1. However, the amount shall be based on the prevailing average rates that the host university/Delivering Higher Education Institution (DHEI) normally gives to its own scholars. Furthermore, one international round trip plane fare (economy seat) and allowable per diem shall be provided.

B. For Externally Funded Scholarships

The faculty scholars (graduate and post doctorate) shall receive the following benefits:

1. Salary and other benefits allowed by existing rules, regulations, and laws;
2. Official Time for the duration of the scholarship;
3. One domestic round trip plane fare only (economy seat) and allowable per diem (local), as deemed necessary.
4. MA and PhD scholars shall receive stipends from the university, based on the prevailing average rates that the host university/Delivering Higher Education Institution (DHEI) normally gives to its own scholars.

Section 7. Termination of Scholarship

The Scholarship grant may be terminated for any of the following reasons:

- i. The faculty scholar's academic work or conduct is unsatisfactory
- ii. The faculty scholar, for no valid reasons, fails in two or more subjects in a semester. However, for meritorious reasons, the faculty scholar may be allowed to re-enroll the failed subject at her/his own expense;
- iii. The faculty scholar accepts or engages in activities for a fee; and
- iv. The faculty scholar becomes unable to complete the program because of illness and/or is absent from his/her studies for more than six (6) months.

In case the scholarship grant is terminated for reasons stipulated above, the faculty scholar is required to refund the monetary benefits accorded him/her. Failure of the scholarship grantee to refund the entire amount thirty (30) days after notice of termination of his/her scholarship contract is served shall cause the forfeiture of property/ies submitted as collateral or subsidiary liability of the guarantor.

Section 8. Repayment Obligation. Every grantee is expected to complete his scholarship program within the specified period and in accordance with the contract s/he signed. Upon completion of the scholarship, the grantee shall render the required return service.

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1. The faculty scholar should return to the University, within one (1) month after the completion of the program or after date of graduation (whichever comes first), unless there is justifiable reason for non-compliance thereof; and
2. Return Service. The period of return service shall depend on the degree pursued and completed. For every year or a fraction thereof of scholarship, the return service shall be as follows:
 - a. Masters Program – two (2) years for every year or a fraction thereof of scholarship grant
 - b. Doctorate Program – three (3) years for every year or a fraction thereof of scholarship grant;
 - c. Post Doctorate – one (1) year for every year or a fraction thereof of scholarship grant

In case the faculty scholar fails to return to the university one (1) month after completion of the program or after graduation (whichever comes first), the said scholar is required to submit a letter of justification for consideration. If not found to be meritorious, the faculty scholar shall refund the monetary benefits accorded to him/her. Failure of the scholar to refund the entire amount within thirty (30) days from the time s/he is expected to return to the university shall cause the forfeiture of property/ies submitted as collateral or the subsidiary liability of the guarantor applies.

Art. 6. Instructional/Clinical Supervision. To sustain effective and quality instruction in any university, instructional/clinical supervision is imperative. The USTP shall establish an instructional supervisory program that shall promote a positive and supportive culture of continuous growth for faculty, enabling reflection, innovation, and collegiality. To be truly effective, faculty should master and employ a wide variety of competencies that both directly and indirectly affect student learning. All faculty shall undergo some measure of supervision by their Chairs/Deans or an authorized senior faculty. Through effective supervision of instruction and skillful analysis of appropriate performance data, supervisors can provide meaningful feedback and direction to faculty that can have a profound effect on the learning that occurs in each classroom.

Art. 7. Faculty Evaluation. The primary purpose of faculty evaluation is the improvement of the quality of the teaching-learning process. The Department Chairs and/or other academic officials involved in the supervision of instruction shall periodically evaluate class performance using strategies which include: visitation/observation of classes, student evaluation, interview of students, and visitation/evaluation of the faculty by peers. As a standard operating procedure, the evaluating supervisor (usually the department chairperson) will hold a post-observation interview or dialogue with the faculty concerned. If the Department Chair fails to do his duty for a reasonable period of time, the faculty concerned must request a feedback of the interviewer's observations. The results obtained from teacher evaluation and interviews/conferences with the

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faculty concerned are inputs into the faculty development program of the college. In order to enhance the quality of instruction, all faculty handling subjects/courses shall be evaluated by his/her students once every semester. The evaluation shall be facilitated by the Office of the Dean concerned. The faculty shall be informed of the results of the Student Evaluation after the final grades for the subjects/courses shall have been given.

Art. 8. Diploma of Merit. A Diploma of Merit shall be presented to members of the faculty for exemplary conduct, loyalty, and exceptionally efficient and meritorious service to the university upon their voluntary resignation or retirement after at least 15 years of service. The diploma shall be signed by the University President and attested by the Board of Regents.

Art. 9. Professorial Chairs. Subject to the approval of the Board, the University provides for the establishment of professorial chairs in the University (RA 10919, Section 17 (o)).

TITLE THREE. RESEARCH, INNOVATION, AND EXTENSION

Chapter 1. University Mandate on Research, Innovation, and Extension

RA 10919, Section 17 provides for the establishment of centers and the development of mechanisms for the efficient adoption of public-private partnerships (PPP) in the areas of research, instruction, extension and in the acquisition of facilities and structures of the University, such as: (1) Joint curriculum ventures: sandwich programs for students in specialized science and technology courses, faculty development curriculum in collaboration with partner industries, staff development of the industries to be run by the University and other such similar projects; and (2) Joint research ventures: outsourcing of the research components of the industries to the academe's graduate programs; product/service research and similar research endeavors.

Chapter 2. Policies, Rights, and Ethics

Art. 1. University Research Policy. The university supports scholarly, research and creative activities which uphold the mandate, vision and mission of the university and ultimately provide intellectual, social and economic benefits to society. The primary objective of all forms of research is inquiry, whether it is pure basic research, strategic basic research, applied research, or experimental development. These must be characterized by originality, with the potential to produce results that will contribute to the extension of knowledge. The University Research Policy provides the direction of research in the University. It sets the guiding principles for research governance, ethics, strategies, code of conduct, data handling, retention, and access, consultation, publications, authorship, technology transfer, intellectual property, protection of human and animal subjects, faculty research appointments. This shall be the responsibility of the research and innovation office including funding, infrastructure, policies, and procedures.

Art. 2. Intellectual Property Rights. Pursuant to RA 8293 or the Intellectual Property Code of the Philippines, the University Intellectual Property Right Policy covers copyright, patents, designs, trademarks, circuit layouts, and confidential information. The policy protects intellectual property arising from research, innovation, invention, technology transfer, and creative output; and the management, commercialization and exploitation of such rights.

Art. 3. Code of Ethics for Research. Ethics is concerned with the conduct of human beings, and since all research are participated by or have an impact on human beings, it is important for researchers to understand ethical issues and the implications of their works, and act accordingly. The basic principles that guide research include the maintenance of high ethical standards, which assumes validity and reliability in the harnessing and reportage of data, including the highest standard of accountability and integrity in research practices. Researchers must respect the rights, privacy, dignity, and sensitivities of their research partners and participants, the integrity of the institutions

within which the research is being conducted, and the rights and responsibilities of their peer reviewers, referees, editors, publishers, funders and sponsors.

Art. 4. Research Agenda. The University Research Agenda shall be aligned with the ASEAN, national, regional, and provincial thrusts as well as the mandate, vision and mission of the University.

Chapter 3. Research, Publication, and Extension Funding

The University provides financial support for research and innovation. It manages internal/external funding, endowments, and revenues generated from investment and commercialization of research products.

Art. 1. Institutionally Funded Research. In compliance with BOR Resolution No. 44-B, s. 2017, the university provides opportunities and financial support to enable faculty and staff to perform research for the enhancement of the research culture within the university. Institutionally Funded Research are researches that contribute to the University research agenda and/or the research priorities of a particular field, as well as researches carried out in the university. This is to promote institutional effectiveness in providing information for institutional planning, policy formulation and decision making process within the university. To ensure quality research through review, monitoring and evaluation processes, the following application phases shall be observed:

Section 1. Phase I: Proposal Preparation and Submission (60 days)

- 1. Call for Proposals.** The Research and Development Office shall issue a call for Research Proposals with the following conditions: Proposals should be in consonance with the Research Agenda of the University and/or research priority areas in the cluster of disciplines. The Proposals should observe the prescribed Research Proposal Format provided by the Research Office. This should include the work and financial plan, detailed cost estimates, Gantt Chart, roles and responsibilities of each member. Proponents applying for research loading shall be subject to the policies for faculty research loading. Proposals may be classified as: 1) basic, 2) with potential for utilization, 3) with potential for commercialization, 4) with local/international industry/agency partners.
- 2. Submission of Proposals.** Faculty members who are not on study leave may submit a research proposal following the specified format to the Research Program Officer (RPO) at the Research Office. Proposals may be submitted any time during the academic year, but will be subjected to cut-offs as reflected in the annual budget calendar. The Research Program Officer (RPO) may submit a research proposal under the following conditions:
 - S/he is a project member, not a program/project leader
 - S/he is entitled to overtime, but not to honorarium, overload, or subject deloading

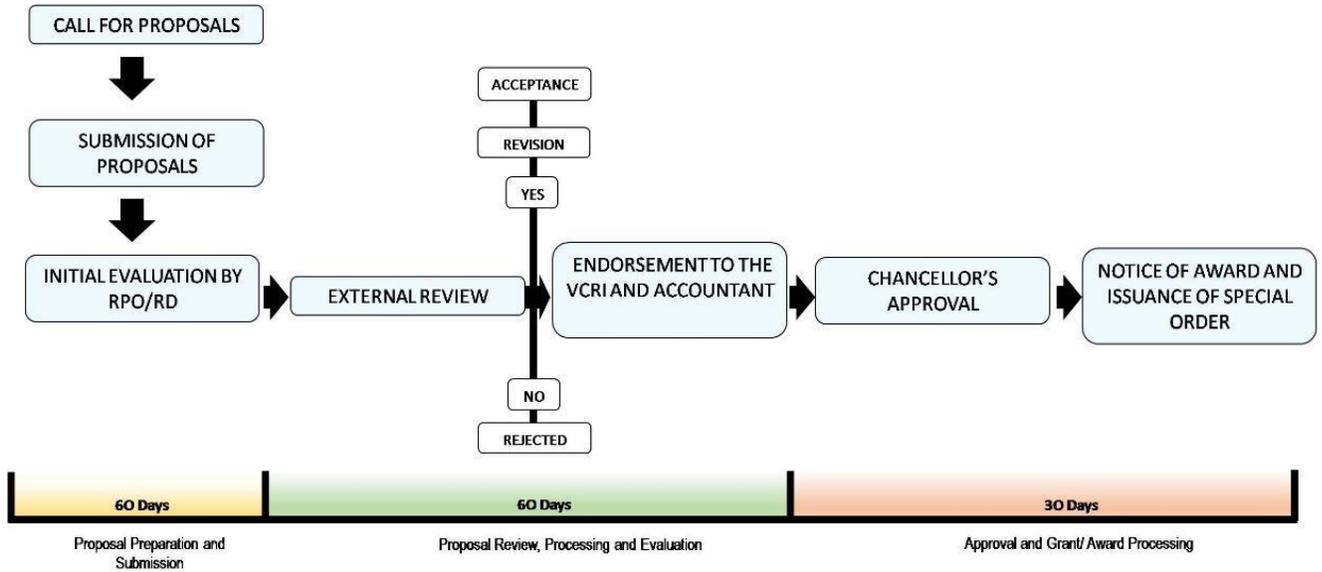
- His/her proposal shall not undergo the prescribed review process but shall be subjected to a review by an Ad hoc Committee

Section 2. Phase II – Proposal Review, Processing and Evaluation (60 Days)

3. **Initial Evaluation by the Research Program Officer (RPO).** The RPO may be a designated faculty with experience in research. There shall be one RPO per category as prescribed by the Research and Development Office. The RPO shall conduct an initial evaluation of the research Proposal to check for the following: a) compliance to research agenda; b) research priorities of the discipline; c) Research Proposal format; d) availability of stipulated equipment and funding; e) roles and responsibilities of each proponent; f) non-duplication of researches already done by other agencies or proponents. In conducting the initial review, the RPO may consult internal reviewers or professors in the proposed research field of expertise. The RPO consolidates and provides the Research Director with a summary list of proposals submitted with corresponding comments/suggestions/recommendations.
4. **Review by External Reviewers**
 - a. **Double Blind Review.** The Research Director, in concurrence with the RPO's recommendation, submits the research proposal/s for a double blind review by a pool of experts in the research field. The pool of experts shall be chosen according to a set of criteria prescribed by the RDO. The proposal shall be reviewed for relevance and impact, innovativeness of methodology, and appropriateness of research instruments, statistical tools, and references. The Reviewers/Experts shall accomplish the evaluation form provided by the Research Office.
 - b. **Round Table Review.** The Research Office may opt to convene the reviewers/experts with the RPO and RD in attendance for the decision-making process, following the same timeline. Upon final evaluation and acceptance of the proposal, the RPO submits the Proposal to the Research Director.
 - c. Should the proposal require major or minor revisions, the same shall be returned to the proponent for revision and resubmitted to the RPO, following the proposed timeline.
5. **Endorsement to the Vice Chancellor for Research and Innovation (VCRI-CDO)/VCAA-Cla and Accountant.** The Research Director shall recommend the proposal to the VCRI. The VCRI shall endorse/recommend the accepted proposals for institutional funding to the Accountant. The Accountant shall signify the availability of funds for the proposal. With the endorsement of the Research Director, Vice Chancellor, and Accountant, the proposal shall be submitted to the Chancellor for final approval.

Section 3. Phase III – Approval of Proposal and Award (30 Days)

6. **Chancellor’s Approval.** After final evaluation, the Chancellor shall approve the proposal/s endorsed by the VCRI.
7. **Notice of Award and Issuance of Special Order.** The Chancellor shall issue a **Notice of Award** or **Acceptance Letter** to the proponent upon approval of the proposal. The Research Office shall prepare a **Special Order** for the Researchers.



Art. 2. Externally-Funded Special Projects (Research, Innovation, and Extension). In compliance with BOR Resolution No. 44-C, s. 2017 and in consonance with its mandate for research, innovation, and extension partnerships with industry, government and academe, the university promotes the involvement of its faculty and staff in the conduct of special projects. The university seeks to respond to the request of government and non-government institutions to provide technological and/or professional services for the enhancement of their skills, processes and/or services either for developmental growth of the organization, professional growth of their respective employees or for the benefit of outside clients.

Section 1. Guiding Principles

1. Assignment to externally-funded special projects may align with the regular functions of an employee or it may be over and above his/her regular functions, as the case may be. In case the assignment to a special project is over and above the regular functions, the assignment must not be detrimental to the performance of the employee’s regular functions and duties.
2. A special project shall be led by a regular faculty or staff who has the proven expertise on the identified special project. The Project Leader may choose his team members subject to review by competent authority.

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3. A nonteaching staff shall be engaged in at most two (2) externally-funded projects at a time, regardless of its nature, whether innovation, research, extension or trainings.
4. Involvement in a special project shall be limited to one (1) designation only (i.e., a technical staff cannot be designated as lecturer for the same special project).
5. Grant of honoraria and/or compensation to those directly and indirectly involved in externally-funded special projects shall be in accordance with pertinent government rules and regulations, particularly Budget Circular 2007-1, Budget Circular 2007-2, DBM and DOST Joint Circular No. 1 dated June 25, 2013, COA guidelines on overtime and the University's policies on extension of job-order services.
6. Special projects may be funded through transfer of funds from the funding agency in which case the University will liquidate said funds in accordance with the contract and with COA rules and regulations.
7. In cases where the University is contracted to provide consulting and/or professional or other developmental services and the University is treated as a "service provider" or "consultant" in accordance with the RA 9184 of the Government Procurement Reform Act, the net surplus from externally-funded special projects may be used to fund procurement of instructional and/or office facilities of the host-college/division/unit.

Section 2. Definition and Classifications

1. A Special Project is reform-oriented or developmental in nature, and is contributory to the improvement of service delivery and enhancement of the performance of the core functions of the university or other member agencies or institutions, and have specific timeframes and deliverables in accomplishing objectives and milestones. (Sec. 53 (e-i) FY 2017 GAA)
2. Special projects may be classified into two:
 - a. A special project that aims to provide technological and/or professional services for the enhancement of skills, processes and/or services either for developmental growth of the requesting organization, professional growth of their respective employees or for the benefit of outside clients, including conduct of research studies:
 - i. Advisory and Developmental Projects - involves provision of expertise, technical know-how and advice which contributes to the development and enhancement of service delivery or improved performance of the core functions of the organization. Innovation, research and development, and extension undertakings fall under this classification.
 - ii. Training Projects - refers to activities meant to effect the systematic development of the attitudes, knowledge, behavior, management, and technical skills of target clientele for the

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efficient performance of a given task. (Item 2.12.7 of DOST Memorandum Circular 001 series of 2003)

Training project also includes conduct of Conference / Symposium / Seminar / Workshop / Forum where participants from other agencies, local and foreign, are invited to provide assistance and expertise in the discussion or resolution of a given issue/problem/topic. (Item 2.12.5 of DOST Memorandum Circular 001, series of 2003)

- b. Special project prepared in response to calls for proposals by funding agencies.

Section 3. Procedural Guidelines

A. Advisory, Developmental, and Training Projects

1. The Proponent shall prepare a Special Project Plan which shall include, but not be limited to the following:
 - Title of the Training
 - Target Participants
 - Objectives of the training, including the benefits to be derived therefrom;
 - Outputs or deliverables per training component;
 - Project timetable;
 - Skills and expertise required;
 - Personnel assigned to the project and the duties and responsibilities of each;
 - Expected deliverables per personnel assigned to the project per project component at specified timeframes;
 - Work and Financial Plan;
 - Line-Item Budget
 - Project Procurement Management Plan
 - Special Order(s) and/or Contract of Services
 - Memorandum of Agreement

The Vice President for Finance, Planning and Development (VPPFD) shall provide pro-forma templates for the Special Project Plan which includes the title, objectives, outputs or deliverables, timetable, required skills and expertise, personnel assigned and their duties and responsibilities with their expected deliverables, work and financial plan, and Line-Item Budget (LIB).

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The Vice President for Administration and Legal Affairs (VPALA) shall provide the pro-forma template for the Project Procurement Management Plan, Special Order, Contract of Services and Memorandum of Agreement.

2. In preparing the budget for the special project, the following general guidelines shall be observed:
 - a. **Honoraria.** Honoraria may be granted to personnel assigned to render services for special projects over and above his/her regular functions. If the assignment aligns with his/her regular functions, no honoraria shall be granted. Honoraria shall be paid only upon completion and acceptance by the Chancellor or Campus Director of the deliverables per project component as reflected in the approved work and financial plan.
 - 1) Honoraria in Advisory and Developmental Projects (innovation, research, developmental and extension projects). The estimated total cost of honoraria per personnel per project component shall be computed as follows:

$$\text{Estimated Honorarium} = \left[\frac{\text{Salary Rate}}{\text{month}} \right] \times \left[\frac{1 \text{ month}}{22 \text{ days}} \right] \times \left[\frac{1 \text{ day}}{8 \text{ man - hours}} \right] \times (T - \text{hours})$$

$$\text{Estimated Honorarium} = 0.0057 \times (\text{Monthly Salary Rate}) \times (T)$$

Where:

Monthly Salary rate = the actual monthly salary of an official or employee but not exceeding Step 8 of the equivalent salary grade for his/her designated position in a special project.

T= total estimated man-hours per personnel per project component

The following hierarchical levels, duties, responsibilities and equivalent salary grades of positions shall serve as guides in identifying the S&T personnel to be designated in special projects and in computing the honoraria to be granted (DBM-DOST JC No. 1, 2013):

- i. Senior Project Manager/Director/Program Leader. Plans, organizes, directs, and coordinates the activities of a big special project, with at least 2 component sub-projects. This includes the efficient allocation and utilization of a project's physical, financial, manpower and technological resources to ensure that a project's objectives and targets

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- are accomplished. This level of work is equated to that of a position at SG-28.
- ii. Project Manager/Director/Leader. Plans, organizes, directs, and coordinates the activities of a small special project or one component of a big special project. This includes the efficient allocation and utilization of a project's physical, financial, manpower and technological resources to ensure that a project's objectives and targets are accomplished. This level of work is equated to that of a position at SG-27.
 - iii. Project Consultant. Provides special/advisory expertise, assistance, or services outside of agency capability. This level of work is equated to that of a position at SG-28.
 - iv. Assistant Project Manager or Assistant Project Director. Assists in planning, organizing, directing, and coordinating the activities of a small special project or one component of a big special project. This level of work is equated to that of a position at SG-26.
 - v. Technical Staff Team Leader. Heads a group of technical staff who are assigned to a special project component; may devise own plans, methods of approach, guidelines and procedures consistent with the overall special project objectives. This level of work is equated to that of a position at SG-24.
 - vi. Senior Technical Staff. Performs the difficult phases of a special project which may or may not be subject to technical review; is responsible for the accuracy, correctness, technical adequacy and reliability of deliverables. This level of work is equated to that of a position at SG-19 or SG-18, as may be applicable.
 - vii. Team Member/Technical Staff. Performs the simple phase of professional, technical, or a scientific work of a special project which are subject to technical review; is answerable for accuracy, correctness, technical adequacy and reliability of deliverables. This level of work is equated to that of a position at SG-16 or SG-15, as may be applicable.
 - viii. Senior Administrative Staff. Renders administrative and support services to a special project, including but not limited to personnel, financial, records, and supply management and other auxiliary services. This level of work is equated to that of a position at SG-10.

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- ix. Administrative Staff. Provides technical support services in a special project, such as conduct of laboratory and other scientific procedures, calibration, operation, and maintenance of laboratory/scientific equipment. This level of work is equated to that of a position at SG-8.

2) Honoraria in Training Projects

Subject to availability of funds, for a minimum of 50 participants per session, hourly rate of lecturers who are government employees may be pegged at two (2) times their hourly rate based on the monthly salary at 22 work days per month and 8 hours per day. (*Budget Circular 2007-1 dated April 23, 2007*)

Depending on the degree of complexity and difficulty of the subject matter and the professional qualification of the lecturer, honoraria may be further raised to a maximum of two (2) times the hourly rate for a position of Professor VI, step 1 of SG-29. (*Budget Circular 2007-1 dated April 23, 2007*)

Total honoraria shall be proportionately decreased where there are less than 50 participants. (*Following the provision in BC 2007-1 where the calculation of honoraria is based on a group of fifty (50) participants*)

Lecturers shall be paid honoraria based on actual lecture hours over and above their regular working hours plus equal number of hours for preparation (*Budget Circular 2007-1 dated April 23, 2007*), subject to availability of funds.

Coordinators, facilitators and resource persons may be paid honoraria at rates following the guidelines set for lecturers.

- c. **Overtime Pay, Authorized Allowances and/or Job-order Wages.** Technicians, student assistants and other support staff directly involved in the training project and who are not paid honoraria shall be paid the number of hours of work (over and above their regular hours) based on their actual salary/wage rate.
- d. **Hiring of Project Team Staff.** Outsourced project team members/staff, resource persons, lecturer, coordinator, facilitator may be paid at rates equivalent to rates given to university personnel who have similar

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assignments in terms of degree of difficulty of assigned tasks. *(with reference from Budget Circular 2007-1 dated April 23, 2007)*

- e. **Other Line-Item Budget Expenses.** Line-Item Budget includes Personal Services (PS), Maintenance and Other Operating Expenses (MOOE) and Capital Outlay (CO) in accordance with existing government rules and regulations.
 - f. **Indirect Cost.** Allocation for indirect costs shall be included, but not limited to the following: utilities, security services, support services, etc. and may be allocated at not lower than 5% of the sum of PS and MOOE.
3. Included in the Special Project Plan shall be a Special Order designating regular faculty and staff as project leader and/or team members while contract of services shall be issued to members who are not regular employees of the University.
 4. The Memorandum of Agreement (MOA) shall indicate the nature of services, roles and responsibilities of the parties, the duration of the project, and other relevant terms and conditions.
 5. The Director and the Vice Chancellor concerned or the Campus Director concerned shall review the proposal. The review shall include but not be limited to: propriety of outputs/deliverables per component; timetable; matching of skills/competency requirement and the assigned personnel.

In the assignment of personnel and determination of man-hour requirements, a prime consideration should be efficiency of personnel concerned. Assignment to special projects shall not be detrimental to the regular functions of the employee.

The officers concerned shall also review the proposed Memorandum of Agreement wherein responsibilities of the USTP and external party(ies) are clearly defined and are in accordance with pertinent government rules and regulations.

6. If the proposal is found in order, the concerned officers shall recommend and forward the same to the Director for Finance or equivalent official for review of the cost component.
7. The Special Project Plan together with its supporting documents shall be submitted to the Office of the Chancellor or the Executive Dean, as the case

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may be for review and endorsement to the University President thru the Vice President for Finance, Planning and Development, for approval.

8. Upon approval, the Chancellor or Campus Head shall be responsible for the smooth implementation of the special project. As such, they shall give periodic updates to the President especially on the attainment of the specified deliverables.
9. Once the Special Project Plan has been approved by the President, the MOA/Contract may now be forwarded to the external organization(s) for their conformity and acceptance of the terms and conditions of the special project. The Chancellor concerned or the Executive Dean shall facilitate MOA/contract signing by all parties concerned.
10. A copy of the final MOA/contract and its supporting attachments shall be distributed to each of the following:
 - a. Office of the Vice Chancellor concerned or Campus Director concerned
 - b. Office of the Campus Director for Finance
 - c. Office of the lead college/division/unit
 - d. Proponent or project leader
 - e. External organization(s) – depending on number of external organizations party to the MOA/contract

B. Special Project: Call for Proposals from Funding Agencies

1. The proponent shall prepare a proposal in accordance with guidelines set by the funding agency. The university requires the proponent to ensure that the following information and/or details are prepared:
 - Title of the Training
 - Target Participants
 - Objectives of the training, including the benefits to be derived therefrom;
 - Outputs or deliverables per training component;
 - Project timetable;
 - Skills and expertise required by the agency;
 - Personnel assigned to the project and the duties and responsibilities of each;
 - Expected deliverables per personnel assigned to the project per project component at specified timeframes;
 - Work and Financial Plan;
 - Line-Item Budget

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2. In preparing the budget, the guidelines for special projects shall be observed.
3. The Vice Chancellor or the Campus Director concerned shall review the proposal. The review shall include but not be limited to: propriety of outputs/deliverables per component; timetable; matching of skills/competency requirement and the assigned personnel.

In the assignment of personnel and determination of man-hour requirements, efficiency of personnel should be considered. Assignment to special projects should not hamper the regular functions of the employee.

4. If the proposal is found in order, the concerned officers shall recommend and forward the same to the Director for Finance or equivalent official for review of the University counterpart funding component.
5. The Special Project Plan with its supporting documents shall be submitted to the Office of the Chancellor or the Campus Director for endorsement to the President for approval.
6. Upon approval of the funding counterpart component, the Chancellor or Campus Director shall submit the proposal to the funding agency for evaluation and approval.
7. Upon approval of the proposal by the funding agency, the Chancellor or Campus Director shall be responsible for the smooth implementation of the special project, which shall include, among others, the preparation of:
 - a. Special Orders designating regular faculty and staff as project leader and/or team members;
 - b. Contract of Services to be executed between the University and special project members who are not regular employees of the University;
 - c. Project Procurement Management Plan (PPMP)
8. The Chancellor or Campus Director shall update the President periodically on the attainment of the specified deliverables.
9. A copy of the final MOA/contract with its supporting attachments shall be distributed to each of the following:
 - a. Office of the Vice Chancellor concerned or Campus Director concerned
 - b. Office of the Campus Director for Finance
 - c. Office of the lead college/division/unit

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- d. Proponent or project leader
- e. External organization(s) – depending on number of external organizations party to the MOA/contract

Section 4. Incentives for External Grant Proponents. BOR Resolution No. 104, s. 2018 provides for incentives for faculty proponents of external grants in the form of: 1) sharing scheme; and 2) psychic reward. The University recognizes that academic units are capable of contributing to the building and or enhancement of the reputation and image of the university through accessing grants from External Funding Agencies. Likewise, the University recognizes that the most important resource that would realize this are her human talents. As such, it is the policy of the University to incentivize academic units and faculty responsible of bringing grants to the university to enhance her reputation and image as a “Discovery and Innovation University”.

This policy aims to establish more academic units as “income centers” rather than “cost centers”; enhance the motivation of the academic officials and faculty to tap external funds in order to improve the delivery of services and/or institutional capabilities along Research, Instruction and Extension; establish a healthy competition among academic units in the university; improve the track record of the university in getting external funding thereby enhancing her reputation and image as a “Discovery and Innovation University”; augment the existing specialized laboratories of the university; and increase the university’s IP productivity.

1. Sharing Scheme. Almost always, externally-funded projects provide administrative cost as part of the “Indirect Cost” component of the Project. As practiced, “Indirect Cost (IC)” are not given to individuals who are indirectly involved in the implementation of the externally-funded projects. Instead, IC is treated as “common fund” under the Special Trust Fund (Fund). On the other hand, there are External donors who do not require unexpended amount (savings), associated with the completion of the project, to be returned. In this regard, a mechanism of incentivizing the units responsible of getting external funds through a sharing scheme is hereby proposed.

- 1) Administrative Cost (AC)
 - Finance – 25%
 - Administration Units – 25%
(R & D Office, HRMO, SPMU, Procurement Services)
 - College – 25%
 - Department – 25%
- 2) Savings that are retained by the University. Savings generated from externally-funded projects are directly attributable to the manner the project is implemented by the project leader and team members,

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assuming that approved methods and other protocols are adhered to. As such, it is proper that the bulk of the savings shall go to the implementing units. Hence, the sharing scheme for savings is as follows:

- Finance - 10%
- Administration Units - 10%
- College/Satellite Campus - 30%
- Department - 50%

Note:

- a) College Level. *When the externally-funded project is undertaken by faculty members coming from several colleges or satellite campuses, the share of the College or Satellite Campus from the Administrative Cost and Savings shall be equitably distributed using an index based on the number of faculty members involved in the project*
- b) Department Level. *When the externally-funded project is undertaken by faculty members coming from different departments, 50% from the department share shall go to the Department where the Project Leader belongs. The remaining 50% shall be equitably shared by the other departments using an index based on the number of faculty members involved.*

- 3) The Colleges, Satellite Campuses and Departments are given the flexibility in utilizing their share for projects/activities that would lead to the attainment of their goals and objectives, provided that it shall not be used to pay personnel services.

2. Psychic Reward. One way of improving the self-esteem/morale and productivity of organizational units and talents is to recognize their contribution to the university, be it in the form of monetary and or psychic reward. Considering that external grants are based on the trust and confidence of the grantor to the grantee (in this case university and faculty), the latter are able to access these grants because of their intellectual (psychic) capabilities. In this regard, the University shall incentivize academic units and faculty by giving them psychic reward in the form of a Plaque of Recognition (substantial size and design) to be awarded during the traditional Annual Year-end Fellowship of the University in December. Likewise, names and photos of awardees shall be posted in the University website and a tarpaulin shall be hang in strategic places to disseminate their contribution.

3. Role of the Director, Research and Development. The Director, Research and Development or its equivalent in the major campuses or satellite campuses shall be responsible in ensuring that this policy and implementing guidelines

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are properly and smoothly implemented. As such, the Director shall see to it that the following are addressed, among others:

- 1) Preparation of Budget, to be included in the Annual Work and Financial Plan of the Research and Development Office, for the Plaques of Recognition to be awarded to units and faculty involved in the Externally-funded projects
- 2) Establishment of a Database of all Externally-funded projects
- 3) Monitoring of all Externally-funded projects
- 4) Preparation and submission of monthly accomplishment reports to the Chancellor/Executive Director concerned
- 5) Evaluate and recommend to the Chancellor concerned the appropriate sharing scheme for the equitable distribution of Administrative Cost and savings from the projects by units involved
- 6) Evaluate and recommend the units and faculty to be given Plaque of Recognition as a form of Psychic Reward during the traditional Annual Year-End Fellowship in December. The Text for the Plaque shall be harmonized with NBC No. 461 Guidelines.

Art. 3. Journal Publication Incentive. In compliance with BOR Resolution No. 35, s. 2018 and as a matter of policy, the granting of incentives for publication is not a matter of right. It is subject to the following: (a) the availability of funds; and (b) the quality of the research based on established criteria set by the university. Only publications which are committed in the Individual Performance Commitment Review (IPCR) shall be granted incentives. A journal publication refers to any periodical containing scholarly articles and/or disseminating current information on research and development in a particular field. It usually appears at regular PERIODIC intervals. Refereed/peer-reviewed journal refers to a refereed journal that has structured reviewing system in which at least two reviewers, excluding in-house editors, evaluate each unsolicited manuscript and passes judgment on its acceptability and/or rejection.

Section 1. Coverage and Criteria

1. To be included in this category, the journal article must meet the requirements of research and must be published in a scientific journal and have an International Standard Serial Number (ISSN). Journals that are regularly published as separate volumes with an ISBN rather than an ISSN may also be considered, provided that the publication is clearly identified as an edition of a journal, and not of a book.
2. For publication without an ISSN, or if the ISSN does not appear in the journal, external evidence such as an ISSN number being cited in an extract from one of the Institute for Scientific Information (ISI) Indexes is required.
3. Specific Criteria for ISI/SCOPUS-Indexed Journal Publication

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Other than the aforementioned criteria, the following criteria for journal publication incentives shall be the following:

- a) The subject of the published article is aligned with or related to the university research niche/agenda
- b) The article is published in a journal listed in the Clarivate Analytics (formerly ISI Thomsons Reuters) /SCOPUS - Master Journal List
- c) The publication is indicated as a commitment in the Individual Performance Commitment Review (IPCR)

4. Specific Criteria for Non-ISI/Non-SCOPUS/National Journal Publication

Other than the aforementioned, the following criteria for journal publication incentives shall satisfy the following:

- a) The published article is aligned with or related to the university research niche/agenda
- b) The article is published in internationally refereed journals or CHED-accredited journals
- c) The publication is indicated as a commitment in the individual performance commitment review (IPCR)

5. To create a healthy balance between teaching and research, the university may limit the number of publications that may be granted incentives. Under exceptional circumstances and subject to approval of the President, incentives for publication shall be limited to five per individual in a given year.

Section 2. Uncommitted Publication

1. As a matter of policy, only publications which are committed in the Individual Performance Commitment Review (IPCR) shall be granted incentives. However, publications outside the commitments in the IPCR may be granted incentives provided the following conditions are satisfied: (a) there are still funds remaining after incentives for committed publications are granted, (b) has met the quality criteria set by the university. The granting of incentives for uncommitted publications is not a matter of right but is subject to the endorsement of the research director, duly recommended through channels, and approved by the Chancellor.
2. To facilitate administrative efficiency and to ensure that publication targets are met, higher incentives are given to those who commit themselves. Incentives granted to uncommitted publications shall be 50% less than the amount granted to committed publications.
3. Prioritization of the Giving of Incentives for Uncommitted Publications
 - a. The published article will be ranked and prioritized according to the following criteria indicated below:

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- 1) The published article is extracted from the completed or on-going research projects (Institutionally or Externally Funded or faculty initiated projects that has been reviewed by the Research Review Committee) - (40%)
 - i. Extracted from externally funded project - 1.0
 - ii. Extracted from institutionally funded projects - 0.75
 - iii. Extracted from faculty initiated project - 0.5
 - 2) Research Type and Potential Impact - (25%)
 - i. Potential for commercialization - 1.0
 - ii. Potential for Technology Dissemination/Utilization - 0.75
 - iii. Basic research - 0.50
 - 3) Aligned with the Research Agenda of the University or funding agency - (20%)
 - i. Science, Technology, Engineering, Agriculture and Mathematics - 1.0
 - ii. Other areas or field - 0.75
 - 4) Co-authored or partnered with Industry/HEI personnel/students - (15%)
 - i. Industry/Foreign HEI - 1.0
 - ii. Local HEI
 - a. External - 0.75
 - b. Internal (within USTP) - 0.5
 - iii. Students - 0.25
- b. Based on this guideline, uncommitted publications with a score of 60% shall be given incentives.

Section 3. Responsibility of the Research Director in the Giving of Incentives

1. It is the responsibility of the Research Director, upon the approval and concurrence of the Vice Chancellor for Research, to establish timelines and cut-off dates for publication in a given year.
2. In case the available funds are not sufficient to meet the cost of incentives for the number of uncommitted publications, incentives shall be given based on the ratings obtained and the ranking of the publication established from the highest rating to the lowest, subject to the limitations on the number of publications per individual. The research director is responsible for informing the faculty of his/her individual rating so as not to create expectations with regards to the granting of incentives.
3. It is also the responsibility of the research director to establish a mechanism to ensure transparency and accuracy in the prioritization of uncommitted publications.

Art. 4. Valuing Research. In compliance with BOR Resolution No. 44-B, s. 2017, the Valuing Research for Faculty of USTP is established to increase the research productivity of the university by considering the research undertakings of faculty as part of their teaching load. This should allow faculty members undertaking research projects some flexibility in the observance of official time for reporting to work. The equivalency scheme serves as an incentive mechanism for faculty conducting research projects.

Section 1. Eligibility Requirements. To be eligible for the valuing research scheme, the faculty applicant should:

1. be a professor or a faculty member who has a good track record of conducting research.
2. not be designated to any administrative function whose time release is 18 credit units (Administrative designations refer to Chancellor, Vice Chancellors and others who have 18 credit units time release); Other designated faculty may apply, as long as the required minimum teaching load of 3 units is satisfied.

Section 2. Procedure. In order to ensure effective and efficient implementation of research faculty loading, the following should be observed:

1. Only one proponent per approved externally/internally funded research may submit the application for research loading to the Research Director. The following shall be attached:
 - a. Application Letter or Letter of intent to apply for research loading
 - b. Approved research proposal
 - c. Work and Financial Plan
 - d. Schedule of deliverables
 - e. GANTT Chart
 - f. Roles and responsibilities of each proponent
2. Upon evaluation and once the documents are in order, the Research Director shall accept the application for research loading any time during the school year, for as long as it is submitted prior to the completion of loading assignments for the following semester.
3. The Research Director shall endorse copies of all the documents to the Dean of the College where the faculty is assigned for evaluation of credit units. Original copies of the documents submitted shall be in the custody of the Research Office for monitoring and evaluation purposes during the conduct of the research.
4. The Dean determines the equivalent credit units based on the prescribed indicators.
5. The Dean endorses the application for research loading (with equivalent credit units) to the Chancellor for approval.
6. Once the equivalent credit units for a faculty engaged in research are approved by the Dean, the Dean's office shall furnish the HRMO with an approved copy

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of the application. The faculty research credit load shall be credited and integrated into the faculty work load.

Section 3. Research Load Equivalent Units. For faculty following the research track, a minimum of 3 units teaching load are required while for faculty following the teaching track, a minimum 3 credit units for research may be carried.

All approved institutional or external research proposals will be evaluated to determine the load equivalent credit units of the research engagement. The research undertakings of faculty will be valued according to the Valuing Using Multi-objective Decision Making (MODM) Method, and Collective Utility Technique (CU). Criteria and weighting factors of the Collective Utility Values (CU) will be based on the relative values of indicators, which are as follows:

1. Research Type and Potential Impact (15%)
 - i. Basic research - 0.50
 - ii. Potential for Technology Dissemination/Utilization - 0.75
 - iii. Potential for commercialization - 1.0
2. Aligned with the Research Agenda of the University or funding agency (15%)
 - i. Aligned - 1.0
3. Source of Fund (20%)
 - i. External - 1.0
 - ii. Internal - 0.50
4. Partnership with Industry/HEI (25%)
 - i. Industry - 1.0
 - ii. Foreign HEI - 0.5
5. Research Project Cost (15%) for external
 - i. 1M or less - 0.25
 - ii. 1M to 1.5 M - 0.50
 - iii. 1.5M to 2M - 0.75
 - iv. > 2M - 1.0
6. Research Duration (10%)
 - i. 6 mos. or less - 1.0
 - ii. 6 mos. To 1 year - 0.75
 - iii. 1 year to 1 year & 6 mos. - 0.50
 - iv. More than 1 year & 6 mos. - 0.25

Section 4. Equivalent of the Collective Utility Values to Research in Units

Collective Utility Values	Equivalent Value of Research (in units)
0.8 - 1.0	9
0.70 - 0.79	8
0.60 - 0.69	7
0.50 - 0.59	6

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0.40 - 0.49	5
0.30 - 0.39	4
= < 0.30	3

Section 5. Benefits and Privileges. The professor can avail the following benefits and privileges:

1. Research awards and incentives;
2. If it is not operationally viable to use biometrics in the conduct of the research, the faculty may instead submit a monthly accomplishment report to account for the hours corresponding to the research activities. However, the faculty is required to report to the university on the day/time s/he is scheduled to teach, and to allocate at least 9 hours of consultation time per week;
3. The professor may avail of his/her equivalent research load at the beginning of either the first or second semester and within the duration of the approved research project.

Section 6. Terms and Conditions

1. Only one of the proponents of the approved research proposal (program or project leader) will be granted the research credit units.
2. The equivalent faculty research load must be approved by the Chancellor.
3. The professor availing of the policy is allowed to handle a regular load of 18 units and an overload of not more than 6 units. All faculty in the research track must have a minimum teaching load of 3 units.
4. The proponent should comply with other requirements such as:
 - a. Submission of deliverables on the research project every quarter;
 - b. Submission of letter of explanation if the researcher will not be able to complete his/her research project within the prescribed period;
 - c. Notifying USTP through the College where the proponent is assigned, of any abnormal condition during the prescribed period, e.g. health, peace and order situation, which affects the completion of the research, if applicable.
 - d. Publication of at least one paper culled from the research output of the project within two years after the completion of the research.

Section 7. Termination or Extension of the Research Project

1. The professor who will not be able to complete his/her research project according to the proposed timeline may submit a letter of explanation and request for extension or termination of the research project to the Research Director who will endorse it to the VCRI.
2. Based on their evaluation, the Research Director and VCRI may recommend to the Chancellor the extension or termination of the research project.

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3. If the research project/program is terminated in the middle of the semester, the faculty will be reverted back to the 18-unit teaching load in the next semester.
4. The extension of the period for the conduct of a research project/program will have the following consequences for the faculty:
 - a. When the research is not completed for no valid reason:
 - 1) The faculty may be granted an extension of not more than six (6) months or one semester, but s/he will not be entitled to the benefits of the scheme. Instead, the research load will be reverted back to the 18-unit teaching load after the expiration of the proposed/approved research duration. The faculty should be subjected for evaluation within the given extension period.
 - 2) The non-completion of the research during the prescribed period shall be considered in the performance evaluation of the faculty.
 - 3) The faculty will *not* be allowed to handle teaching overload until such time that s/he is able to complete his/her research project.
 - b. When the research is not completed for valid reasons including health and peace and order situation:
 - 1) The faculty may be granted an extension of not more than six (6) months or one semester, but s/he will not be entitled to the benefits of the scheme. Instead, the research load will be reverted back to the 18-unit teaching load after the expiration of the proposed/ approved research duration. The faculty should be subjected for evaluation within the given extension period.
 - 2) The non-completion of the research during the prescribed period shall *not* be considered in the performance evaluation of the faculty.
 - 3) The faculty will be *allowed* to handle teaching overload.
5. Faculty who will not avail of the valuing research scheme can still pursue his approved externally/institutionally funded research and will be entitled to honoraria specified in the research proposal.

Chapter 4. Research and Innovation Office

Art. 1. Composition. The Research and Innovation Office may be composed of the following units: Research office; Extension and Community Relations; Career Center and Industrial Relations, Quality Assurance and Accreditation, Publication, Innovation and Technology Solutions. Variations to the unit composition shall be based on the campus organizational structures, subject to prevailing policies set by the Board.

Art. 2. Functions. The Office shall:

1. promote, monitor, and assess research and innovation activities in the university;

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2. provide a framework for the development of a research culture to ensure; quantitative and qualitative improvement in research performance and output;
3. assist in formulating policies for responsible research practice and conduct;
4. review and monitor policies for the management and progress of research;
5. develop strategies for the expansion of research activities in strategic and critical fields; and
6. provide support for commercialization of research products as well as consultancy.

Chapter 5. Science and Technology Parks

Art. 1. Composition. To strengthen industry linkages with the academe, the Alubijid and Claveria Campuses shall be designated as Science and Technology (S&T) Parks for the long-term development of the academic and research facilities of the University in strong partnership with the industries. (RA 10919, Sec 28)

Art. 2. Functions. The Science and Technology Parks shall:

1. Bring the world of work (industry) into the actual training of students by becoming a live, learn, work and play environment for stakeholders (conceive, design, innovate and operate [CDIO] teaching and learning framework) with industry participation;
2. Serve as an economic zone which will host entrepreneurs (e.g., major companies, small and medium-sized enterprises (SMEs), start-up companies and business incubators) who are given the opportunity to maximize their business potentials through a gamut of services such as product/service conceptualization, development, product testing, market study, and linking the entrepreneur with venture capitalists or banking institutions. Industrial locators are provided incentives, such as tax deductible investments, to locate their businesses there. Industries may opt to sponsor student scholars. Spaces and infrastructures for the industries may be established through a Public-Private Sector Partnership Agreement.
3. Become a key link between researchers, scientists and various industries/incubators in crucial areas of national socio-economic development (food security, energy sufficiency, information and communications, manufacturing and industrial automation, entrepreneurial technology/business incubation, health and well-being, environmental engineering, infrastructure and transportation).

Art. 3. Industry Incentives. Industries willing to locate their operations in the University S&T Parks and to participate in the academic and research activities of the University may import duty-free items in connection with the joint academic and research activities as certified by the Board; Provided, That any expenditure incurred by the industry participants in connection with such collaborative projects shall be considered as allowable deductions from the gross income in the computation of the income tax of the

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industry participants, in accordance with the provisions of the National Internal Revenue Code (NIRC) of 1997, as amended. (RA 10919, Sec. 29)

Art. 4. Long-Term Lease Agreement. The participating industries and business entities shall enter into a long-term lease agreement with the Board in connection with their use of the land and property of the University through mutually agreed lease rates. (RA 10919, Sec. 30).

Art. 5. Research and Development Collaboration. The University shall be engaged as a research partner of partner industries and business entities from project conceptualization to technology prototyping. The University shall receive royalty from the industry participants in the event that the technology is commercialized in accordance with the provisions of the Intellectual Property Rights (IPR). The University may allocate funds to support joint collaborative research with partner industries as well as to support basic academic research. (RA 10919, Sec. 31)

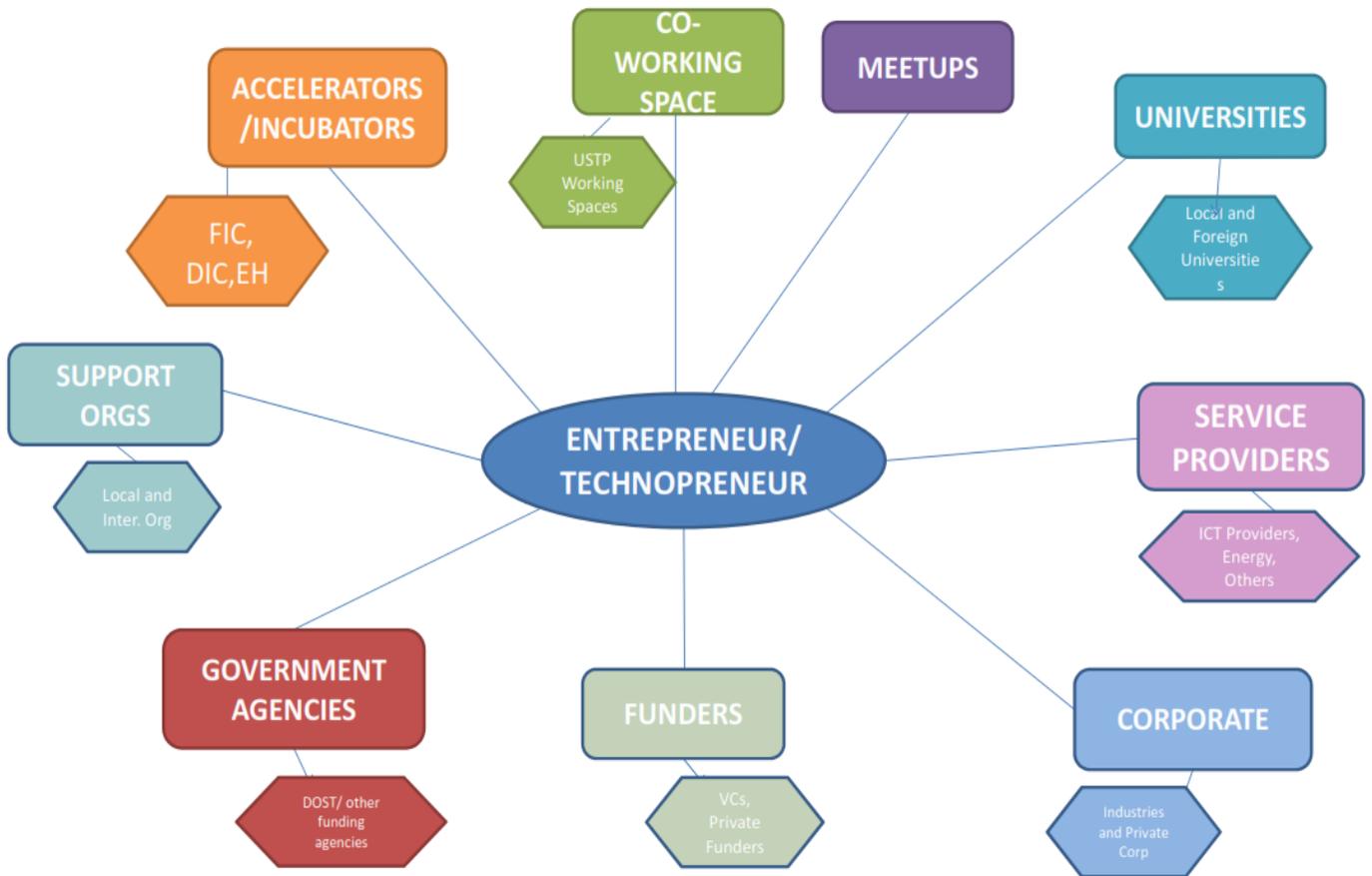
Art. 6. Academic Development Collaboration. National and multinational corporations that are locators in the S&T Park shall participate in the formulation of the curricular programs of the University as experts and practitioners in keeping with the “Developing A Curriculum (DACUM)” process for competency-based curriculum. Whenever applicable, the University shall institutionalize the dual training program in curricular offerings where students are expected to undergo a minimum of one (1) year industry training as part of the requirements for graduation. In addition, a business immersion program shall be established as part of faculty enrichment to allow participants to gain insights into actual business operations and for research purposes. Under the program, faculty members shall serve in partner entities and the same shall be considered as part of government service, notwithstanding existing Civil Service Laws on Detail and Secondment. (RA 10919, Sec. 32)

Chapter 6. University Innovation Ecosystem

The University of Science and Technology of Southern Philippines (USTP) system, fully recognizes that science, technology and innovation are essential for national development and progress. It shall, therefore, give priority to research and development, invention, innovation and their utilization. It shall also encourage the widest and most systematic participation of all stakeholders in policy-making related to science and technology, and in the generation, transfer and utilization of intellectual property, especially for the benefit of the community it serves.

Acknowledging the importance of innovation, generation of knowledge, technology transfer and commercialization, the University System shall facilitate the transfer and promote the utilization of intellectual property for the national benefit in adopting the innovation ecosystem model as shown:

USTP INNOVATION ECOSYSTEM MODEL



TITLE FOUR. APPENDICES

APPENDIX I. CODE OF PROFESSIONAL ETHICS FOR USTP FACULTY MEMBERS

(Adapted from the Code of Ethics for Professional Teachers – Board of Professional Teachers Resolution No. 435, Series of 1997)

Article I. SCOPE AND LIMITATIONS

SECTION 1. The Philippine Constitution provides that all educational institutions shall offer quality education for all Filipino citizens, a vision that requires professionally competent and fully committed faculty.

SECTION 2. The provisions of this Code shall apply equally to all USTP faculty members.

Article II. THE FACULTY MEMBER AND THE STATE

SECTION 1. No faculty members shall directly or indirectly solicit, require, collect or receive any money or service or other valuable material from any person or entity for the promotion of any political, religious, or other partisan interest.

SECTION 2. Every faculty member may vote and exercise other constitutional rights. However, no one may use his/her position or official authority or influence to coerce the political action of any person.

SECTION 3. Every faculty member may attend church and worship as he pleases but is not permitted to use his/her position to influence others.

SECTION 4. Every faculty member shall enjoy academic freedom and shall have the privilege of expounding the product of his/her researches and investigations. However, such exposition must not undermine declared policies nor be inimical to the state.

SECTION 5. Every faculty member shall value the dignity of his/her profession by not engaging in acts or activities involving moral turpitude. These include all forms of sexual harassment in the workplace, education or training environment.

Article III. THE FACULTY MEMBER AND THE COMMUNITY

SECTION 1. As molders of the youth, all faculty members should consistently strive to render the best service and to participate actively in community activities for moral, social, educational, economic, and civic development.

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SECTION 2. If the faculty member is to merit social recognition, it is his/her duty to be socially acceptable by keeping him/herself morally upright, and to refrain from gambling, drinking, immoral relations, and other excesses.

SECTION 3. The faculty member can be of use to the society by living for and with the community. S/he should therefore study and understand the local customs and traditions in order to have a sympathetic attitude and refrain from disparaging the community wherein s/he lives.

SECTION 4. Every faculty member should inform the people in the community about the accomplishments of the school as well as its needs and its problems.

SECTION 5. As an intellectual leader in the community, especially in the rural areas, the faculty should welcome every opportunity to serve as adviser in matters affecting the welfare of the people.

SECTION 6. All faculty members should endeavor to maintain harmonious and pleasant personal and official relations with other professionals and all community member/s they engage with.

Article IV. THE FACULTY MEMBER AND THE PROFESSION

SECTION 1. Every USTP faculty member shall manifest that teaching is the noblest profession by showing genuine enthusiasm and pride in teaching.

SECTION 2. Every faculty member should uphold the highest possible standards in responding to his/her calling by preparing and continually improving him/herself professionally and personally.

SECTION 3. The faculty members should strive to deepen their cultural outlook and broaden their professional interest. They should pursue such studies which will improve their efficiency and enhance the prestige of the profession.

SECTION 4. It is highly unethical for any faculty member to resort to extravagant claims and misrepresentations through personally inspired press notices or lavish advertisements in order to attract public attention and secure patronage for his/her school.

Article V. THE FACULTY MEMBER AND HIS SUPERIORS

SECTION 1. Every Faculty member should support the legitimate policies of the school and the administration. S/he should make an honest effort to understand those

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policies and, regardless of personal feelings or private opinions, faithfully carry them out for as long as s/he remains in the organization.

SECTION 2. A faculty member should make no false accusations or charges against superiors, especially under an anonymous or fictitious name. If s/he has charges to make against his superiors, s/he should have the moral courage to present them before competent authority and be willing to prove them.

SECTION 3. A faculty member should transact all official business through channels except when special conditions warrant a different procedure, such as when the immediate superior opposes the reforms, in which case the faculty member should feel free to write directly to the higher educational authority.

SECTION 4. All faculty members have the right to protest against injustice and discrimination but the important nature of their service renders any recourse to a strike or walk-out indefensible.

SECTION 5. Faculty members should realize that appointments, promotions, and transfers are made on the basis of merit in the interest of service and fitness.

Article VI. THE FACULTY MEMBER AND HIS ASSOCIATES

SECTION 1. All faculty members should at all times be imbued with the spirit of professional loyalty, mutual confidence and faith in one another, self-sacrifice for the common good, and cheerful cooperation with colleagues. When the best interest of the children, the school, or the profession is at stake, it is the duty of faculty members to support one another.

SECTION 2. Every faculty member should give due credit for assistance received from his/her associates. S/he should not appropriate for him/herself the work of others.

SECTION 3. Before leaving a position, a school official or faculty should organize and leave for his/her successor such records and other data necessary to carry on the work.

SECTION 4. A school official or faculty should hold inviolate all confidential information concerning his/her associates and school. S/he should not divulge to interested persons documents which have not yet been officially released or remove records from the files.

SECTION 5. Professional criticism of associates should be made for the welfare of the students or the school and only in formal accusation before those who have the

authority to try the case on its merits. Anonymous or fabricated criticism of an associate is unwarranted. Justified criticism, however, in the interest of the service, should not be withheld but should be presented with supporting evidence. No criticism of an associate should be made in the presence of students, fellow teachers, parents, and patrons.

SECTION 6. Marking and promotion of students is generally determined by the faculty following standards set by the administration. This, however, does not preclude the exercise of general supervisory and administration powers of a superior authority over such matter, especially when there has been gross or manifest abuse of judgment on the part of the faculty.

SECTION 7. No faculty member should apply for a position that is not declared vacant nor criticize the qualifications of a competitor even if given the opportunity to do so.

Article VII. THE FACULTY MEMBER AND THE STUDENT

SECTION 1. The faculty member should recognize that the interest and welfare of the students are his/her first and foremost concern.

SECTION 2. The faculty member should deal justly and fairly with every student. Prejudicial or discriminatory acts caused by differences in students' intellectual ability or social standing, or favors received from them or their parents, should have no place in faculty/student relations.

SECTION 3. No faculty member should accept directly or indirectly remuneration for tutorial service from any of his/her students, other than the compensation authorized for his/her services as a faculty.

SECTION 4. No faculty member should allow him/herself to be influenced by any consideration other than merit in the evaluation of the students' work. It is improper for a faculty to accept or ask, directly or indirectly, personal service, gifts, or other favors from any of his/her students or from their parents that would tend to influence his/her professional relation with them.

SECTION 5. A faculty member should never take advantage of his/her position in courting any of his/her students.

SECTION 6. No faculty member should inflict corporal punishment on offending students, nor should s/he make deductions in their scholastic rating for acts that are clearly not manifestations of poor scholarship.

Article VIII. THE FACULTY MEMBER AND THE PARENTS

SECTION 1. The university exists to render service to the public. Parents should be welcomed and treated with every consideration. School officials and faculty members should establish and maintain cordial relations with the parents of their students.

SECTION 2. The conduct of faculty members should merit the confidence and respect of the parents.

SECTION 3. In communicating with parents, especially on matters pertaining to the student's limitations, a faculty member should exercise the utmost candor and tact. It is the duty of the faculty to point out the student's deficiencies hitherto unknown or overlooked by the parents and seek their cooperation for the proper guidance and improvement of the student.

SECTION 4. The faculty member should listen to parent's complaints with sympathy and understanding. S/he should discourage unfair criticism of his associates, the administration, and the school system in general.

Article IX. THE FACULTY MEMBER AND PRIVATE BUSINESS

SECTION 1. All faculty members should have and maintain good reputation with respect to financial matters. They should pay their debts or otherwise arrange to satisfactorily settle financial obligations with their creditors.

SECTION 2. No faculty member should contract loans from his superiors, associates, students or their parents.

SECTION 3. No faculty member should directly or indirectly act as agent of, or hold stock in or be financially interested in any commercial venture that furnishes textbooks, school supplies and other materials, if in the purchase and utilization of such he can exercise in any manner his official influence.

Article X. THE FACULTY MEMBER AS A PERSON

SECTION 1. A faculty member shall live with dignity at all places and at all times.

SECTION 2. A faculty member shall place premium upon self-respect and self-discipline as the principle of personal behavior in all relationships with others and in all situations.

SECTION 3. A faculty member shall maintain at all times a dignified personality which could serve as a model worthy of emulation by learners, peers and others.

SECTION 4. A faculty member shall always recognize the Almighty God or Being as guide of his own destiny and of the destinies of men and nations.

Article XI. DISCIPLINARY ACTION

Any violation of any provision of this Code shall be a sufficient ground for disciplinary action as stipulated in the USTP Code.

APPENDIX II. POLICY AND GUIDELINES ON SEXUAL HARASSMENT

A. INTRODUCTION

Pursuant to RA 7877 (Anti-Sexual Harassment Act), the University shall prevent or deter the commission of acts of sexual harassment. To this end, the following policy and guidelines are hereby adopted to prescribe the proper decorum of all concerned and for the resolution, settlement and/or disposition of sexual harassment cases.

B. POLICY STATEMENT

1. The University shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful. Further, the University commits to provide a work environment supportive of productivity, wherein all officials, employees and personnel are treated with dignity and respect, and will not tolerate any and all forms of sexual harassment.
2. The University believes that employees, personnel and students should be afforded the opportunity to work and study in an environment free of sexual harassment. Sexual harassment is a form of misconduct that undermines the employment relationship and the learning process. No employee, personnel or students, either male or female, should be subjected verbally or physically to unsolicited and unwelcome sexual overtures or conduct.
3. The University will not tolerate any behavior that amounts to sexual harassment, and any officer or employee found to have committed sexual harassment shall be subjected to disciplinary action, up to and including dismissal from government service.
4. The University shall adopt mechanisms to provide assistance to the alleged victim of sexual harassment which may include counselling, referral to an agency

offering professional help, and advice on options available before the filing of the complaint.

C. DEFINITION OF SEXUAL HARASSMENT

1. Sexual harassment refers to any behavior that is not welcome, that is personally offensive, debilitates morale and, therefore, interferes with work or learning effectiveness. Such behavior may be in the form of unwanted physical, verbal or visual sexual advances, requests for sexual favors, and other sexually oriented conduct which is offensive or objectionable to the recipient, including, but not limited to: epithets, derogatory or suggestive comments, slurs or gestures and offensive posters, cartoons, pictures, or drawings.
2. Work, education or training-related sexual harassment is committed by an official, employee, personnel, teacher, instructor, professor, coach, trainer, or any other agent of the University, or any other person, who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said act.
3. In a work-related or employment environment, sexual harassment is committed when:
 - i. The sexual favor is made as a condition in the hiring or in the employment, re-employment, or continued employment of said individual, or in granting said individual favorable compensation, terms of conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee/personnel;
 - ii. The above acts would impair the employees/personnel's rights or privileges under existing laws; or
 - iii. The above acts would result in an intimidating, hostile, or offensive environment for the employee/personnel.
4. In an education or training environment, sexual harassment is committed:
 - i. Against one who is under the care, custody or supervision of the offender;
 - ii. Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;

- iii. When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or considerations; or
- iv. When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

D. COVERAGE

- 1. This policy and guidelines cover all officials, employees and personnel in the University, whether in the Career or Non-Career Service, holding positions under permanent or temporary status, including personnel under Contract of Service (COS), Job Order (JO) and other similar schemes and including applicants for employment or hiring after the application has been received by the University.
- 2. This policy and guidelines shall also cover students of the University who complain of sexual harassment.
- 3. Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment.
- 4. Nothing in these guidelines shall preclude the victim of work, education or training-related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

E. SEXUAL HARASSMENT AS AN ADMINISTRATIVE OFFENSE

Under Section 51 of the 2017 Rules on Administrative Cases in the Civil Service (RACCS), acts of sexual harassment constitute administrative offenses, as follows:

- 1. Grave Offenses – punishable by dismissal from the service shall include, but are not limited to:
 - a. unwanted touching of private parts of the body (inner thighs, genitalia, buttocks and breast);
 - b. sexual assault;
 - c. malicious touching;
 - d. request for sexual favor in exchange for employment, promotion, local or foreign travels, favorable working conditions or assignments, a passing grade, the granting of honors or scholarship, or the grant of benefits or payment of a stipend or allowance; and
 - e. other analogous cases.
- 2. Less Grave Offenses – shall include, but are not limited to:
 - a. unwanted touching or brushing against a victim’s body;

- b. pinching not falling under grave offenses;
 - c. derogatory or degrading remarks or innuendoes directed toward the members of one's sex, or one's sexual orientation or used to describe a person;
 - d. verbal abuse with sexual overtones; and
 - e. other analogous cases.
3. Light Offenses – shall include, but are not limited to:
- a. Surreptitiously looking at a person's private part or worn undergarments;
 - b. making sexist statements and uttering smutty jokes or sending these through text, electronic mail including but not limited to social media platform, causing embarrassment or offense and carried out after the offender has been advised that they are offensive or embarrassing, or even without such advice, when they are by their nature clearly embarrassing, offensive or vulgar;
 - c. malicious leering or ogling;
 - d. display of sexually offensive pictures, material or graffiti;
 - e. unwelcome inquires or comments about a person's sex life;
 - f. unwelcome sexual flirtation, advances and propositions;
 - g. making offensive hand or body gestures at an employee;
 - h. persistent unwanted attention with sexual overtones;
 - i. unwelcome phone calls with sexual overtones causing discomfort, embarrassment, offense or insult to the receiver; and
 - j. other analogous cases.

The administrative offense of work-related sexual harassment is further described in the following circumstances:

- a. Submission to or rejection of the act or series of acts is used as basis for any employment decision (including, but not limited to, matters related to hiring, promotion, raise in salary, job security, benefits and any other human resource action) affecting the applicant/employee; or
- b. The act or series of acts have the purpose or effect of interfering with the complainant's work performance, or creating an intimidating, hostile or offensive work environment; or
- c. The act or series of acts might reasonably be expected to cause discrimination, insecurity, discomfort, offense or humiliation to a complainant who may be a co-employee, applicant, customer, or ward of the person complained of.

Also, education or training-related sexual harassment is committed against one who is under the actual or constructive care, custody or supervision of the offender, or against one whose education, training, apprenticeship, internship or tutorship is directly or constructively entrusted to, or is provided by, the offender, when:

- a. Submission to or rejection of the act or series of acts as a basis for any decision affecting the complainant, including, but not limited to, the giving of a grade, the granting of honors or a scholarship, the payment of a stipend or allowance, or the giving of any benefit, privilege or consideration; or
- b. The act or series of acts have the purpose or effect of interfering with the performance, or creating an intimidating, hostile or offensive academic environment of the complainant; or
- c. The act or series of acts might reasonably be expected to cause discrimination, insecurity, discomfort, offense or humiliation to a complainant who may be a trainee, apprentice, intern, tutee or ward of the person complained of.

The offense may also take place in the following instances:

- a. in the premises of the workplace, office, school or training institution;
- b. in any place where the parties were found as a result of work or education or training responsibilities or relations;
- c. at work or education or training-related social functions;
- d. while on official business outside the office or school or training institution or during work or school or training-related travel;
- e. at official conferences, fora, symposia, or training sessions; or
- f. by the telephone, cellular phone, fax machine, electronic mail, social media, and in any other internet/online platform.

F. PERSONS LIABLE FOR SEXUAL HARASSMENT

Any official, employee or personnel, regardless of sex, is liable for sexual harassment when s/he:

- a. directly participates in the execution of any act of sexual harassment as herein defined;
- b. induces or directs another or others to commit sexual harassment as herein defined;
- c. cooperates in the commission of sexual harassment by another through an act without which the sexual harassment would not have been accomplished; or
- d. cooperates in the commission of sexual harassment by another through previous or simultaneous acts.

G. PROCEDURAL GUIDELINES

1. Under Section 14 of the 2017 Rules on Administrative Cases in the Civil Service (RACCS), complaints for sexual harassment shall be filed with the concerned Committee on Decorum and Investigation (CODI), as follows:
 - a. Cagayan de Oro Campus CODI;
 - b. Claveria Campus CODI;
 - c. Jasaan Campus CODI;
 - d. Oroquieta Campus CODI;
 - e. Panaon Campus CODI; or

- f. System CODI.
2. When the complainant or the person complained of is a member of the CODI, s/he shall be disqualified from being a member thereof or the complaint may be filed directly with the Civil Service Commission (CSC).
3. Upon receipt by the CODI of a complaint which is sufficient in form and substance, it shall conduct a preliminary investigation to determine the existence of a *prima facie* case in accordance with the procedure prescribed in the 2017 RACCS.
4. The withdrawal of the complaint does not result in its outright dismissal or discharge of the person complained of from any administrative liability.
5. The CODI shall submit a report of its findings with the corresponding recommendation to the disciplining authority for decision.
6. Any complaint for sexual harassment shall be filed within three (3) years from the commission of the acts of sexual harassment.

APPENDIX III. COMPREHENSIVE DANGEROUS DRUGS ACT OF 2002, REPUBLIC ACT 9165, ARTICLE IV, SECTIONS 41-45:

Participation of the Family, Students, Teachers and School Authorities In The Enforcement Of The Act

Section 41. Involvement of the Family. The family being the basic unit of Filipino society shall be primarily responsible for the education and awareness of the members of the family on the ill effects of dangerous drugs and close monitoring of family members who may be susceptible to drug abuse.

- (a) **The Family.** The family, particularly the parents, shall be primarily responsible for promoting and strengthening the economic, physical, social, emotional/psychological and spiritual well-being of each member in order to develop it into a healthy, strong and stable one.
- (b) **Family Solidarity.** Family solidarity shall be promoted through family rituals such as praying together and reunions, family hour for sharing experiences, hobbies and other family life enrichment activities to enhance cohesiveness, bonding and harmonious relationships among its members.
- (c) **Family Drug Prevention Program.** The family is the best defense against drug abuse. Therefore, the prevention of drug abuse shall start within the family.

- c.1) The Family Drug Abuse Prevention Program is a community-based program of preparing families to protect their members against the adverse effects of drug abuse.
- c.2) The objectives of the program are as follows:
 - c.2.1) To raise awareness and educate families on the ill effects of drug abuse;
 - c.2.2) To equip the families with parenting and life skills towards a drug-free home; and
 - c.2.3) To organize and mobilize families to consolidate efforts in support of the program and of families at risk.
- c.3) The program shall adopt the following components among others:
 - c.3.1) Advocacy and Information Education on Drug Abuse
 - c.3.1.1) Integrate modules on drug prevention in existing parent education and family life programs and services;
 - c.3.2) Capability Building of Parents and Youth on the Prevention of Dangerous Drugs
 - c.3.2.1) Conduct capability-building programs for families, community leaders and service providers on health, socio-cultural, psychological, legal and economic dimensions and implications of the drug problem;
 - c.3.3) Social Mobilization
 - c.3.3.1) Organize and promote family councils as advocates of drug abuse prevention;
 - c.3.3.2) Organize family peer support groups to strengthen coping capability of families in handling drug-related problems and issues.
 - c.3.4) Networking and Alliance Building
 - c.3.4.1) Network and build alliance with anti-drug abuse councils, and agencies/institutions handling drug abuse cases.
- (d) **Adoption of Program.** The Program shall be adopted by the national government agencies (NGAs), local government units (LGUs), non-government organizations (NGOs) and other concerned entities.
- (e) **Monitoring and Evaluation.** The Program shall be monitored and evaluated by the DSWD for enrichment.

Section 42. Student Councils and Campus Organizations. All elementary, secondary and tertiary schools' student councils and campus organizations shall include in their activities a program for the prevention of the deterrence in the use of dangerous drugs, and referral for treatment and rehabilitation of students for drug dependence.

The student governments/councils and legitimate school organizations of all private and public schools shall:

- (a) include dangerous drug abuse awareness and prevention in the objectives, programs and projects provided for in their respective Constitution and By-Laws;
- (b) have detailed plans of action of their projects duly approved, with the implementation of the same, monitored and evaluated by the school heads/teacher-advisers;
- (c) participate actively in drug abuse prevention programs and training activities initiated by government organizations (GOs) and non-government organizations (NGOs) in the community, as part of their extension/co-curricular activities;
- (d) implement programs/projects focused on, but not limited to, information campaigns, peer counseling, life skills and leadership trainings; and
- (e) coordinate with the school administration relative to the treatment and rehabilitation of students with drug-related problems.

Section 43. School Curricula. Instruction on drug abuse prevention and control shall be integrated in the elementary, secondary, tertiary curricula of all public and private schools, whether general, technical, vocational or agro-industrial as well as in non-formal, informal and indigenous learning systems. Such instructions shall include:

- (a) Adverse effects of the abuse and misuse of dangerous drugs on the person, the family, the school and the community;
- (b) Preventive measures against drug abuse;
- (c) Health, socio-cultural, psychological, legal and economic dimensions and implications of the drug problem;
- (d) Steps to take when intervention on behalf of a drug dependent is needed, as well as the services available for the treatment and rehabilitation of drug dependents; and
- (e) Misconceptions about the use of dangerous drugs such as, but not limited to, the importance and safety of dangerous drugs for medical and therapeutic use as well as the differentiation between medical patients and drug dependents in order to avoid confusion and accidental stigmatization in the consciousness of the students.

The Department of Education (DepEd) shall:

- (1) integrate drug abuse prevention concepts into such subjects as, but not limited to, Science and Health and *Makabayan* at the elementary level, and Science and Technology and *Makabayan* at the secondary level;
- (2) integrate such concepts in the Non-Formal Education Program, particularly in functional education and literacy; continuing education and values education;

- (3) continuously develop, update and adopt learning packages to support the existing drug education concepts/contents in the textbooks and other instructional materials;
- (4) support the National Drug Education Programs (NDEP), with the school head fully responsible for its effective implementation; and
- (5) mobilize the school health and nutrition personnel to supplement and complement classroom instruction by communicating drug abuse prevention messages to the students, teachers and parents.

The Commission on Higher Education (CHED) shall continue to enrich and update the integration of dangerous drug prevention concerns, in the general education components of all higher education course offerings, as well as in the professional subjects particularly that of Health-related, other Science and Teacher Education courses.

The Technical Education and Skills development Authority (TESDA) shall:

- (1) integrate drug abuse prevention concepts in the technical, vocational and agro-industrial courses; and
- (2) include such concepts in appropriate instructional materials for technical education and skills development.

The DepEd, CHED and TESDA shall:

- (1) provide a continuing in service training of teachers on the effective utilization of the support instructional materials and on teaching strategies on drug education;
- (2) continuously monitor and evaluate the effectiveness of the overall impact of the dangerous drug abuse program through their respective regional/field offices;
- (3) secure funds from local and foreign donor agencies for the implementation of the drug education program whenever possible;
- (4) enlist the assistance of any government agency or instrumentality to carry out the objectives of the education program; and
- (5) include the pertinent provisions of the Act as one of the major topics of drug education in appropriate courses.

Section 44. Heads, Supervisors, and Teachers of Schools. For the purpose of enforcing the provisions of Article II of the Act, all school heads, supervisors and teachers shall be deemed persons in authority and, as such, are hereby empowered to apprehend, arrest or cause the apprehension or arrest of any person who shall violate any of the said provisions, pursuant to Section 5, Rule 113 of the Rules of Court. They shall be deemed persons in authority if they are in the school or within its immediate vicinity, or even beyond such immediate vicinity if they are in attendance at any

school or class function in their official capacity as school heads, supervisors, and teachers.

Any teacher or school employee, who discovers or finds that any person in the school or within its immediate vicinity is liable for violating any said provision, shall have the duty to report the same to the school head or immediate superior who shall, in turn, report the manner to the proper authorities.

Failure to do so in either case, within a reasonable period from the time of discovery of the violation shall, after due hearing, shall constitute sufficient cause for disciplinary action by the school authorities.

- (a) The school heads, supervisors and teacher:
 - a.1) shall effect the arrest of any person violating Article II of the Act inside the school campus and/or within its immediate vicinity or in other places as provided for in Section 44 of the Act, and turn over the investigation of the case to the PDEA;
 - a.2) may summon the services of other law enforcement agencies to arrest or cause the apprehension or arrest of persons violating Article II of the Act;
 - a.3) shall be trained on arrest and other legal procedures relative to the conduct of arrest of violators of the Act along with student leaders and Parent- Teachers Association (PTA) officials; and
 - a.4) shall refer the students or any other violators found to be using dangerous drug to the proper agency/ office.
- (b) A Special Unit or Task Force from existing school personnel, student leaders and PTA officials shall be organized in every school and trained to assist in the apprehension or arrest of violators of Article II of the Act within their areas of jurisdiction.
- (c) Appropriate protection of the concerned school officials shall be put in place to ensure personal security and peace of mind among them, such as free legal assistance, police protection and any other assistance as may be deemed necessary.

Section 45. Publication and Distribution of Materials on Dangerous Drugs. With the assistance of the Board, the Secretary of the Department of Education (DepEd), the Chairperson of the Commission on Higher Education (CHED), and the Director-General of the Technical Education and Skills Development Authority (TESDA) shall cause the development, publication and distribution of information and support educational materials on dangerous drugs to the students, the faculty, the parents and the community.

- (a) DepEd, CHED and TESDA shall develop and provide adequate information materials on dangerous drug abuse and prevention;

- (b) An Evaluation Committee composed of DepEd, CHED and TESDA, DOH and DDB shall be organized, the main task of which, is to determine the appropriateness of all instructional and information materials to be used in schools; and
- (c) DepEd, CHED and TESDA shall include drug abuse prevention and control activities in their Manual of Regulations/Service Manual. Schools, colleges and universities shall include information guidelines on drug abuse prevention and control in the Student's Handbook/ *Gabay sa Mag-aaral* and school publications/official organs.