



1927

USTP
Southern

UNIVERSITY OF
SCIENCE AND TECHNOLOGY
OF SOUTHERN PHILIPPINES

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

USTP CODE

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The Code of the University of Science and Technology of Southern Philippines

C.M. Recto Avenue, Lapanan, Cagayan de Oro City
2019

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Office of the Board Secretary

University of Science and Technology of Southern Philippines

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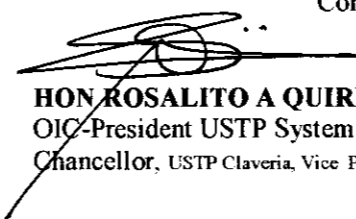
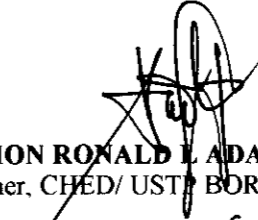
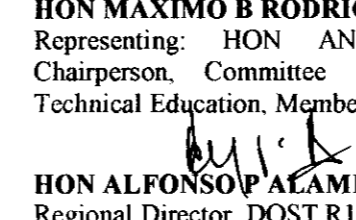
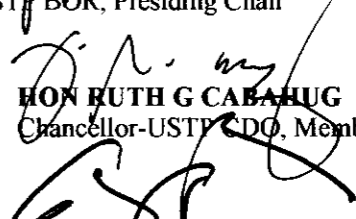
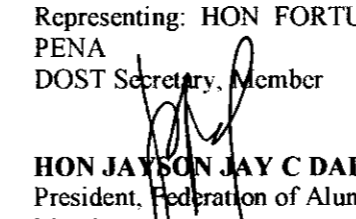
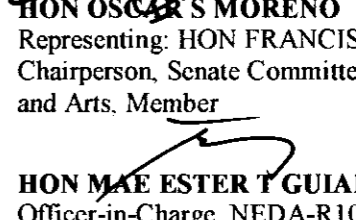
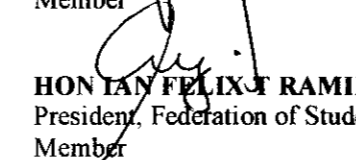
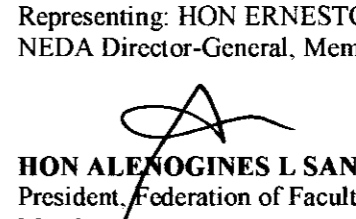

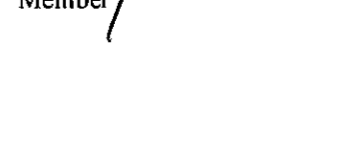
Excerpts from the Minutes of the Regular Meeting of the Board of Regents of the University of Science and Technology of Southern Philippines held on September 7, 2018 at the CHED Conference Room 2, 4th Floor, HEDC Building, CP Garcia Avenue, Diliman, Quezon City

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 74, S. 2018

APPROVING THE UNIVERSITY CODE EFFECTIVE UPON APPROVAL, SUBJECT TO EVALUATION AFTER ONE (1) YEAR IMPLEMENTATION.

APPROVED

	
HON ROSALITO A QUIRINO OIC-President USTP System Chancellor, USTP Claveria, Vice Presiding Chair	HON RONALD L ADAMAT Commissioner, CHED/ USTP BOR, Presiding Chair
	
HON MAXIMO B RODRIGUEZ Representing: HON ANN K HOFER Chairperson, Committee on Higher and Technical Education, Member	HON RUTH G CABANOG Chancellor-USTP CDO, Member
	
HON ALFONSO P ALAMBAN Regional Director, DOST R10 Representing: HON FORTUNATO T DELA PENA DOST Secretary, Member	HON OSCAR S MORENO Representing: HON FRANCIS G. ESCUDERO Chairperson, Senate Committee on Education, Culture and Arts, Member
	
HON JAYSON JAY C DALMAN President, Federation of Alumni Associations, Member	HON MAE ESTER T GUIAMADEL Officer-in-Charge, NEDA-R10 Representing: HON ERNESTO M PERNIA NEDA Director-General, Member
	
HON IAN FELIX T RAMIREZ President, Federation of Student Councils, Member	HON ALENOGINES L SANDieGO President, Federation of Faculty Associations Member

PART ONE. GOVERNMENTAL AND ADMINISTRATIVE AFFAIRS

PRELIMINARY TITLE

General Provisions

Art. 1. Short Title. This document shall be known as the Code of the University of Science and Technology of Southern Philippines, otherwise known as the USTP Code, adopted by the University's Board of Regents (BOR) pursuant to BOR Resolution No. 74, dated September 7, 2018.

Art. 2. University Charter. The University of Science and Technology of Southern Philippines (USTP), hereinafter referred to as the University, is a chartered state institution of higher learning operating by virtue of the provisions of Republic Act No.10919 (University Charter) which took effect on August 16, 2016.

Art. 3. Declaration of Policy. It is the declared policy of the State to establish, maintain, and support a complete, adequate and integrated system of higher education relevant to the needs of the people and society, with primary focus on research and development for science and technology. (RA 10919, Section 2)

Art. 4. General Mandate. The University shall provide advance education, higher technological, professional and advance instruction in mathematics, science, technology, engineering, agriculture, and advance research and extension work in human resource development in critical science and technology skills and competencies required for global competitiveness. (RA 10919, Sec. 5)

Art. 5. Governing Law. The University Charter shall be the University's governing law except when it is expressly repealed or declared invalid or unconstitutional by a court of competent jurisdiction: Provided that the order of application of laws in relation to the Charter shall be the following: The Constitution of the Republic of the Philippines, laws passed by Congress, and administrative issuances, rules and regulation: Provided, that whenever there is conflict between the University Charter and any provision of law, the former shall prevail unless repealed or amended by the latter.

Art. 6. USTP Vision. The University is a nationally recognized Science and Technology University providing the vital link between education and the economy.

Art. 7. USTP 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; and c) contribute significantly to the National Development Goals of food security and energy sufficiency through technological solutions.

Art. 8. Three-Phased Agenda. The initial strategic plan of the University covers the following phases: Phase 1: Laying Down the Foundations (2017-2020), Phase 2: Strengthening the Science and Technology (S-and-T) Academe-Economy Ecology (2021-2025); and Phase 3: Attaining International Recognition as an S-and-T University (2026-2030).

Art. 9. Moral Duty of the University Community. Public office is a public trust. Public officers and employees shall serve with the highest degree of responsibility, integrity, loyalty and efficiency, and shall remain accountable to the people (Philippine Constitution,

Art. X1, Sec. 1). It is the duty of every member of the University community to be committed to the attainment of the University's 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 highest standard of professionalism.

Art. 10. Academic Freedom and Institutional Autonomy. The University shall enjoy institutional autonomy and academic freedom pursuant to the provision of paragraph 2, Section 5 of Article XIV of the Philippine Constitution. For purposes of this Code, academic freedom includes the freedom of the academic staff and students to conduct academic and scholarly inquiry and to discuss and publicize the results of such inquiry unhampered by any prior or subsequent restraint.

Art. 11. Statutory Construction. This Code shall be liberally construed as far as may be necessary to promote its objective of securing the effective and efficient governance and administration of the University.

Art. 12. University Colors and Seal. 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.

BOOK ONE. UNIVERSITY SYSTEM GOVERNMENT

TITLE ONE. THE BOARD OF REGENTS

Chapter 1. Corporate Powers

In compliance with Section 7 of RA 10919, 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 University President who shall render full-time service. The powers and duties of the University President, in addition to those specifically described and/or provided in this Code, 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.

Chapter 2. Composition

In compliance with Section 8 of RA 10919, the governing board of the University shall be the Board of Regents, hereinafter referred to as the Board, which shall be composed of the following:

- a. The Chairperson of the Commission on Higher Education (CHED), Chairperson;
- b. The University President, Vice Chairperson;
- c. The Chancellors of the Cagayan de Oro and Claveria Campuses, Members;
- d. The Chairperson of the Committee on Education, Arts and Culture of the Senate, Member;
- e. The Chairperson of the Committee on Higher and Technical Education of the House of Representatives, Member;
- f. The Director-General of the National Economic and Development Authority (NEDA), Member;
- g. The Secretary of the Department of Science and Technology (DOST), Member;
- h. The President of the Federation of Faculty Associations of the University, Member;
- i. The President of the Federation of Student Councils of the University, Member;
- j. The President of the Federation of Alumni Associations of the University, Member;
- k. Four (4) prominent Chief Executive Officers (CEOs) of duly recognized national or multinational corporations who have distinguished themselves in the fields of specialization of the University or who have entered into a partnership with the University, Members; and
- l. Two (2) prominent academicians in the Philippines who have distinguished themselves in the fields of specialization of the University through their publication and track record in research.

The President of the Philippines shall appoint the four (4) prominent CEOs of national or multinational corporations and the two (2) prominent academicians from among a list prepared by the University President, in consultation with the Chairperson and other members of the Board, based on the standards and qualifications for the position.

The President of the Federation of Faculty Associations, the President of the Federation of Student Councils and the President of the Federation of Alumni Associations shall serve in the Board only for the duration of their respective terms of office, as set forth in their respective Constitutions and By-Laws.

The four (4) prominent CEOs of national or multinational corporations shall serve for a term of four (4) years from the date of appointment, while the two (2) prominent academicians shall serve for a term of two (2) years. They may be reappointed by the

President of the Philippines for another term.

Chapter 3. Powers and Duties

In compliance with Section 17 of RA 10919, the Board shall, in addition to its general powers of administration and the exercise of all the powers granted to a board of directors of a corporation under Section 36 of Batas Pambansa Blg. 68, exercise the following powers and duties:

- a. To promulgate rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the University;
- b. To receive and appropriate all sums as may be provided for the support of the University in the manner it may determine in its discretion, in order to carry out the purposes and functions of the University;
- c. To import economic, technical, and cultural books and/or publications;
- d. To receive in trust, legacies, gifts and donations of real and personal properties of all kinds, and to administer and dispose of the same, when necessary, for the benefit of the University and subject to the limitations, directions, and instructions of the donor, if any;
- e. To fix the tuition fees and other necessary school charges such as matriculation fees, graduation fees, and laboratory fees, as it may deem proper to impose, after due consultation with the involved sectors. Such fees and charges, including government subsidies and other income generated by the University, shall constitute special trust funds and shall be deposited in any authorized government depository bank, and all interests that shall accrue therefrom shall form part of the same funds for the use of the University.

Any provision of existing laws, rules and regulations to the contrary notwithstanding, any income generated by the University from tuition fees and other charges, as well as from the operation of auxiliary services, land grants and other income generating activities, shall be retained by the University. The disbursement of such income shall be decided solely by the Board for the attainment of the goals and objectives of the University: Provided, that all fiduciary fees shall be disbursed for the specific purposes for which these are collected. If, for reasons beyond its control the University shall not be able to pursue any project for which the funds have been appropriated and allocated under its approved program of expenditures, the Board may authorize the use of the funds for any reasonable purpose which, in its discretion, may be necessary for the attainment of the objectives and goals of the University;
- f. To adopt and implement a socialized scheme of tuition and other school fees for greater access of poor but deserving students;
- g. To authorize the construction or repair of the University's buildings, machinery, equipment and other facilities, and the purchase and acquisition of real property, including necessary supplies, materials, and equipment;
- h. To appoint, upon the recommendation of the University President, chancellors, vice chancellors, vice presidents, deans, directors, heads of campuses, faculty members, and other officials and employees of the University;

- i. To fix and adjust the salaries of faculty members and administrative officials and employees, subject to the provisions of the Revised Compensation and Position Classification System and other pertinent budget and compensation and civil service laws governing hours of service, and such other duties and conditions as it may deem proper; to grant them, at its discretion, leaves of absence under such regulations as it may promulgate, any provision of existing laws to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law;
- j. To approve the curricula, instructional programs, and rules of discipline drawn by the Administrative and Academic Councils, as herein provided, to determine the curricular offerings of the University based on the needs for globalization and internationalization. The policies and standards established by the CHED may be used as guides and bases for curriculum designs: Provided, however, That such policies and standards shall not be a delimiting factor in the design of the academic programs of the University;
- k. To set policies on admission and graduation of students;
- l. To award honorary degrees upon persons in recognition of their outstanding contribution in the fields of education, public service, arts, science and technology or in any field of specialization within the academic competence of the University, and to authorize the awarding of certificates of completion of non-degree and nontraditional courses;
- m. To establish and absorb non-chartered tertiary institutions within the Philippines as branches and centers in coordination with the CHED, and in consultation with the Department of Budget and Management (DBM), to carry out the constitutional mandate to provide and promote equal access to educational opportunities;
- n. To establish research and extension centers to promote the development of the University;
- o. To establish professorial chairs in the University and to provide fellowships for qualified faculty members, and scholarships to deserving students;
- p. To delegate any of its powers and duties provided herein to the University President and/or other officials of the University as it may deem appropriate, so as to expedite the administration of the affairs of the University;
- q. To authorize an external management audit of the University, to be financed by the CHED, subject to the rules and regulations of the Commission on Audit (COA), and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;
- r. To collaborate with other governing boards of State University and Colleges (SUCs) in the Philippines in consultation with the DBM, and work towards the restructuring of the University, including the amalgamation of such SUCs, to ensure its efficiency and productivity, achieve relevance as a tool of development, and remain competitive as an educational institution;
- s. To develop 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:
 - i. 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
- ii. Joint research ventures: outsourcing of the research components of the industries to the academe's graduate programs; product/service research and similar research endeavors;
- t. To enter into joint ventures with business and industry for the profitable development and management of the economic assets of the University, the proceeds from which shall be used for the development and strengthening of the University;
- u. To develop consortia and other economic forms of linkages with local government units (LGUs), institutions and agencies, both public and private, local and foreign, in the furtherance of the purposes and objectives of the University;
- v. To develop academic arrangements for institutional capability building with appropriate institutions and agencies, public and private, local and foreign;
- w. To appoint experts/specialists as consultants, part-time or visiting or exchange professors, scholars or researchers, as the case may be, particularly focused in strengthening the general mandate of the University;
- x. To set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual training system, open distance learning, and community laboratory for the promotion of greater access to education;
- y. To establish policy guidelines and procedures for participative decision-making and transparency within the University;
- z. To privatize, where most advantageous to the University, the management of non-academic services such as health, food, building or grounds or property maintenance, and such other similar activities; and
- aa. To extend the term of the University President whose performance has been unanimously rated by the Board as outstanding based on the guidelines, qualifications and standards set by the Board beyond the age of retirement, but not beyond the age of seventy (70), upon the unanimous recommendation by the search committee.

The Board shall promulgate and implement policies in accordance with the declared State policies on education and other pertinent provisions of the Philippine Constitution on education, agriculture, science and technology, as well as the policies, standards and thrusts of the CHED under Republic Act No. 7722, otherwise known as the "Higher Education Act of 1994."

Chapter 4. Rights and Responsibilities

In compliance with Section 9 of RA 10919, the members of the Board shall have all the rights and responsibilities of a regular member of the Board as set forth in Batas Pambansa Blg. 68, as amended, otherwise known as "The Corporation Code of the Philippines." The right of the students, faculty members and alumni to be represented in the Board shall automatically arise from their election and qualification into their respective offices as student regent, faculty regent and alumni regent. The private sector representatives must take their oaths of office as hereinafter provided for before they could assume office as members of the Board.

Chapter 5. Administration

In compliance with Section 7 of RA 10919, the University shall have the general powers of a corporation set forth in Batas Pambansa Big. 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 and the University President who shall render full-time service. The powers and duties of the University President, in addition to those specifically described and/or provided under this Act, shall be those usually pertaining to the Office of the President of similar universities and those delegated by the Board. 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.

Chapter 6. Meetings

In compliance with Section 13 of RA 10919, the Board may hold either regular meetings or special sessions:

- a. Regular Meetings – The Board must regularly convene once every quarter on the first week of every quarter.
- b. Frequency, Date and Venue of Regular Meetings –The frequency of the meetings of the Board over and above its quarterly meetings, and the date and the venue of regular meetings shall be determined by the Board itself: Provided, that the Board members shall receive the authorized allowance only for four (4) regular meetings and two (2) special sessions.
- c. Special Sessions – Special sessions of the Board may be held only upon the call of its Chairperson or Vice Chairperson: Provided, that the members of the Board have been duly notified in writing three (3) days prior to the date of the meeting.
- d. Responsibility of the University President – The University President shall be responsible for making the necessary preparations to ensure the smooth conduct of the Board's regular meetings or special sessions. Board members may petition the Chairperson or Vice Chairperson in writing for the conduct of a special session.

Chapter 7. Quorum

In compliance with Section 14 of RA 10919, a majority of all the members of the Board holding office at the time of its regular meeting or special session shall constitute a quorum for the said regular meeting or special session. No regular meeting or special session of the Board, however, shall be validly held or could legally occur without the presence of either the Chairperson of the Board or the University President who is the Vice Chairperson thereof.

Chapter 8. Agenda for Meetings

The agenda of the meetings or sessions of the Board, as well as the meetings of the Administrative and the Academic Councils, shall be distributed to the members at least five (5) working days before the scheduled meeting or session.

TITLE TWO. THE UNIVERSITY AND BOARD SECRETARY

Chapter 9. Appointment

Upon the recommendation of the University President, the Board shall appoint a Board Secretary.

Chapter 10. General Mandate

The University and Board Secretary shall serve as Secretary to the Board and to the Administrative and the Academic Councils.

Chapter 11. Duties and Responsibilities

The University and Board Secretary shall, among others, keep all official records of the University and proceedings of the Board and the Administrative and the Academic Council meetings; serve upon each member of the Board the appropriate notices of all regular meetings, special sessions and other undertakings of the Board; assist the University President in the dissemination of policies, resolutions and guidelines promulgated by the Board and the Administrative and the Academic Councils to all units/offices concerned; publish and disseminate resolutions of the Board and the Administrative and the Academic Councils; and supervise the maintenance of systematic administrative records and other documents of the University, the Board and the Administrative and the Academic Councils.

TITLE THREE. THE ADMINISTRATIVE COUNCIL

Chapter 12. Composition

There shall be created in the University an Administrative Council, hereinafter referred to as the ADCO, which shall be composed of the University President as Chairperson and, with the Chancellors, Vice President(s), Deans, Directors, and other officials of equal rank, as members. The University President, as Chairperson thereof, shall constitute the ADCO. (RA10919, Sec. 39)

Chapter 13. Duties and Responsibilities

The ADCO shall review and recommend, in accordance with the direction of the Board, appropriate policies governing the administration, management and development planning of the University; propose new programs and/or projects subject to the approval of the Board and/or authorities concerned; and 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)

Chapter 14. Meeting

The ADCO shall regularly meet and on the first week of the last month of every quarter

on such day and time as may be determined by the Chairperson; Provided that the Chairperson may call a special meeting as often and on such day and time as may be necessary to meet the demands of public service upon notice of at least two (2) days before such special meeting.

Chapter 15. Quorum

The majority of the members of the ADCO holding office at the time of the meeting shall constitute a quorum.

TITLE FOUR. THE ACADEMIC COUNCIL

Chapter 16. Composition

There shall be established and constituted in the University an Academic Council, hereinafter referred to as the AC, with the University 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 AC Chairperson, and upon the recommendation of the campus heads.

Chapter 17. Duties and Responsibilities

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: determine, review and recommend for the approval of the Board the course offerings of the University; devise, draft, review and recommend for the approval of the Board the rules of discipline of and for the University; 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 RA 8292; propose student citation or awards in meritorious cases subject to the approval by the Board; and 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)

Chapter 18. Meeting

The AC shall regularly meet once on the second week of the last month of every quarter on such day and time as may be determined by the Chairperson; Provided, that the Chairperson may call a special meeting as often and on such day and time as may be necessary to meet the demands of public service upon notice of at least two (2) days before such special meeting.

Chapter 19. Quorum

The majority of the members of the AC holding office at the time of the meeting shall constitute a quorum.

TITLE FIVE. THE INDUSTRY – ACADEME COUNCIL

Chapter 20. Composition

There shall be an established advisory body to be called the Industry-Academe Council, hereinafter referred to as the 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-and-T Parks. It shall be chaired by the University President. (RA 10919, Sec. 49)

Chapter 21. Duties and Responsibilities

The IAC shall review curricular offerings of the University and recommend enhancement thereof to the AC; determine and monitor research projects jointly undertaken by the University and the Industry for the Board's information and action; and serve as a clearing house for project proposals involving the academe and the industries, and recommend appropriate action to the Board.

Chapter 22. Meeting

The IAC shall regularly meet on such day and time as may be determined by the Chairperson; Provided that the Chairperson may call a special meeting as often and on such day and time as may be necessary to meet the demands of public service upon notice of at least two (2) days before such special meeting.

Chapter 23. Quorum

The majority of the members of the IAC holding office at the time of the meeting shall constitute a quorum.

TITLE SIX. THE EXECUTIVE COMMITTEE

Chapter 24. Composition

There shall be an Executive Committee with the University President as the Chair and composed of System officials as may be appointed by the Board.

Chapter 25. Duties and Responsibilities

The Executive Committee shall, among others, serve as the central body for various offices/departments/units/committees of the University to the end that their functions may be performed with greater coordination and dispatch; review matters of policy and report on the state of the University System to the meetings of the Administrative and the Academic Councils; review matters that require immediate action by the University, and make appropriate recommendations to the Board; and act in an advisory capacity to the University President in all matters pertaining to his/her office for which he/she seeks its advice.

Chapter 26. Meeting

The Executive Committee shall regularly meet on such day and time as may be determined by the University President or on the written request of the majority of its members.

Chapter 27. Quorum

The majority of the members of the Executive Committee holding office at the time of the meeting shall constitute a quorum.

TITLE SEVEN. THE UNIVERSITY PRESIDENT

Chapter 28. Appointment

The University shall have a University President, selected and appointed by the Board upon recommendation of the Search Committee for Presidency (SCP) pursuant to Sec. 19 of RA 10919. He/she shall render full-time service subject to the guidelines, qualifications and/or standards set by the Board.

Chapter 29. Term of Office

The University President shall have a term of four (4) years, the beginning and end of which shall be clearly specified in the appointment issued by the Board. The University President shall be eligible for re-appointment for another term only.

Chapter 30. Vacancy and Succession

In case of vacancy by reason of death, transfer, resignation, removal for cause or incapacity of the incumbent University President to perform the functions of the office, the CHED Chairperson or the CHED Commissioner, as Chairperson of the Board, shall, within fifteen (15) days from the occurrence of such vacancy, designate an Officer-in-Charge (OIC) for the Office of the University President, subject to confirmation by the Board. (RA 10919, Sec. 25)

Chapter 31. General Mandate

The powers and duties of the University President, in addition to those specifically mentioned herein, shall be those usually pertaining to the Office of the President of similar universities, and those delegated by the Board.

Chapter 32. Duties and Responsibilities

The University President shall, among others:

1. As the Chief Executive and Administrative Officer of the entire University System encompassing all campuses, namely, the Alubijid, Cagayan de Oro, Claveria, Jasaan, Oroquieta and Panaon Campuses, he/she shall report directly to the Board, implement

the policies laid down by the Board, and shall undertake to direct the details of executory actions;

2. He/she shall be responsible for making necessary preparations to ensure the smooth conduct of the Board's regular meetings and special sessions, including the preparation of the agenda: Provided, however, that any member of the Board may submit matters for inclusion in the agenda;
3. He/she shall supervise the conduct of academic, administrative, legal, financial, planning and development operations of the University through the assistance of the Vice Presidents;
4. He/she shall preside at Commencement and other public exercises of the University System;
5. He/she shall be responsible for the submission of annual and other reports to the Board with emphasis on the work of the past year and the needs for the current year. He/she shall also present to the Board the annual budget of the University with estimates of income and expenditures based on the previous year's income and expenditures;
6. He/she has the authority to act as ex-officio head of all officers, members of the teaching and the administrative staff, committees duly constituted and all other employees and personnel of the University;
7. He/she has the power to recommend to the Board the appointment of Vice Presidents, Chancellors, Vice Chancellors, Deans, Directors, Registrars, Heads of Departments, Professors, Instructors, Lecturers and other officers, employees and personnel of the University;
8. He/she has the authority to recommend suitable persons to fill vacancy and new positions, to make such appointments as are especially permitted/delegated by the Board, and to meet all exigencies that may occur so as not to unduly hamper operations of the University;
9. He/she has the authority to hold all officers, faculty, employees and other personnel of the University duty-bound to the full discharge of their respective official duties and responsibilities;
10. He/she has the authority to assign faculty members and employees from one department or unit to another in accordance with existing laws, rules and regulations and subject to the confirmation by the Board;
11. He/she has the authority to enforce or implement discipline on all faculty, employees and personnel; and
12. He/she is authorized, in case of absence for brief periods of time, to designate a Vice President to act as his/her Officer-in-Charge (OIC) who shall carry out routine management of the University in accordance with his/her instructions and the policies approved by the Board.

**TITLE EIGHT. THE VICE PRESIDENT FOR ADMINISTRATION AND LEGAL AFFAIRS
(VP-ALA)**

Chapter 33. Appointment

The Vice President for Administration and Legal Affairs (VP-ALA) shall be appointed by the Board upon recommendation of the University President. He/she shall be directly responsible for System administrative and legal affairs.

Chapter 34. Term of Office

The appointment of the VP-ALA shall be effective for four (4) years unless otherwise sooner revoked by the Board as recommended by the University President. His/her appointment may be renewed upon the recommendation of the University President and approval by the Board.

Chapter 35. General Mandate

The VP-ALA shall assist the University President in the administration of the University, in the formulation and review of policies, and in planning strategies to carry out the policies, programs and projects of the University.

**Chapter 36. Duties and Responsibilities of the Vice President for Administration
and Legal Affairs**

The VP-ALA shall, among others, conduct regular review, rationalization and updating of employment policies and the development of personnel; conduct regular review of policies on System administrative workload, discipline, ethics, etc.; recommend personnel actions for System employees and personnel when necessary or required; act on System administrative matters that do not require clearance or approval of the University President; and assist the University President in the implementation of the development plan of the University.

TITLE NINE. THE VICE PRESIDENT FOR FINANCE, PLANNING AND DEVELOPMENT

Chapter 37. Appointment

The Vice President for Finance, Planning and Development (VP-FPD) shall be appointed by the Board upon the recommendation of the University President. He/she shall be directly responsible for finance, resource generation, planning and development of the University.

Chapter 38. Term of Office

The appointment of the VP-FPD shall be effective for four (4) years unless otherwise sooner revoked by the Board as recommended by the University President. His/her appointment may be renewed upon the recommendation of the University President and approval by the Board.

Chapter 39. General Mandate

The VP-FPD shall assist the University President in the administration of the University, in the formulation and review of policies, and in planning strategies to carry out the policies, programs and projects of the University.

**Chapter 40. Duties and Responsibilities of the Vice President for Finance,
Planning and Development**

The VP-FPD shall, among others, promote a sound fiscal climate and encourage responsible stewardship and 'value for money' utilization of University resources; develop a culture of efficient, results and customer oriented corporate services; ensure a reliable system of internal control to safeguard University assets; establish strong partnerships with external institutions for resource generation; and act on System financial matters that do not need the clearance or approval of the University President.

TITLE TEN. THE VICE PRESIDENT FOR ACADEMIC AFFAIRS (VPAA)

Chapter 41. Appointment

The VP-AA shall be appointed by the Board upon the recommendation of the University President. He/she shall be directly responsible for formulating the academic agenda and policy direction of the University.

Chapter 42. Term of Office

The appointment of the VP-AA shall be effective for four (4) years unless otherwise sooner revoked by the Board as recommended by the University President. His/her appointment may be renewed upon the recommendation of the University President and approval by the Board.

Chapter 43. General Mandate

The VP-AA shall assist the University President in the administration of the University, in the formulation and review of policies, and in planning strategies to carry out the policies, programs and projects of the University.

Chapter 44. Duties and Responsibilities

The VP-AA shall, among others, assist the President in planning strategies to carry out the policies, programs and projects of the University; assist the University President in developing policies, guidelines, programs and projects for enriching the academic functions of the University; monitor and evaluate the implementation of System-wide academic projects and programs of all campuses of the University; propose innovations in policies and/or implementation of System-wide projects and programs in response to evaluation and monitoring results; represent the University President whenever designated to do so; assist the University President in the implementation of the development plan of the University; and act on System academic matters that do not need the clearance or approval of the University President.

TITLE ELEVEN. OFFICE OF THE CHIEF OF STAFF**Chapter 45. Appointment**

Upon the recommendation of the University President, the Board shall appoint a Chief of Staff of the Office of the University President.

Chapter 46. Term of Office

The Chief of Staff has a term coterminous with that of the University President unless sooner revoked by the Board upon the recommendation of the University President.

Chapter 47. General Mandate

The Chief of Staff of the Office of the University President shall assist the University President in the performance of his official duties and responsibilities.

Chapter 48. Duties and Responsibilities

The Chief of Staff shall, among others:

1. Act as an intermediary between the University President and other officials of the University, and shall assist the University President in the smooth conduct of meetings, sessions and other proceedings where the latter serves as Presiding Officer;
2. In case of brief absences of the University President and upon designation, represent the latter and attend executive meetings on his/her behalf; shall immediately provide the President with information, agreements and deliverables after said meetings and seek advice from the University President about how to work therefrom. There must be clear action on the items and follow-up on meetings attended to help plan out for better leadership in the governance of the University;
3. Ensure the implementation and progress of the University President's agenda in advancing the interests of the University in the field of Science and Technology;
4. Upon the instruction of the University President, directly coordinate with the Chancellors, the Vice Presidents and the Executive Dean on campus matters or System-wide initiatives;
5. Be on top of the office and administrative management of the Office of the President, ensure the proper flow of communication so that information will be directed/ properly addressed to/from concerned body, and ensure the proper preparation of any documents needed in support of any engagement the University President shall attend to; and
6. Ensure that all needed supplies and materials are in place in the Office of the President, and that all documents addressed to the University President shall reach his/her attention after the same has been screened on the Chief of Staff's level, except for those that are explicitly restricted by the University President.

TITLE TWELVE. HEAD, INFRASTRUCTURE PLANNING AND FACILITIES DEVELOPMENT**Chapter 49. Appointment and Term of Office**

The Board shall appoint the Head of the Infrastructure Planning and Facilities Development Unit (IPFDU) upon the recommendation of the University President. The appointment shall be effective for four (4) years unless otherwise sooner revoked by the Board as recommended by the University President.

Chapter 50. General Mandate

The IPFDU Head shall plan, coordinate, formulate, and recommend policies, programs and projects for the infrastructure development of the University.

Chapter 51. Duties and Responsibilities

The IPFDU Head shall, among others, implement laws, policies, plans, programs, and rules and regulations on infrastructure planning and development services; conduct continuous evaluation of the school site, buildings and facilities; prepare conceptual designs, performance specifications, parameters and other necessary documents for infrastructure projects; act as technical adviser for the University on matters of capital and equipment outlay projects; and conduct comprehensive land-use planning and assessment.

TITLE THIRTEEN. THE EX-OFFICIO TREASURER**Chapter 52. Appointment**

The Treasurer of the Philippines shall be the ex officio treasurer of the University. (RA 10919, Sec. 37)

BOOK TWO. UNIVERSITY CAMPUS OFFICES AND OFFICIALS**TITLE ONE. THE UNIVERSITY CAMPUSES AND SCIENCE AND TECHNOLOGY PARKS****Chapter 53. The University Campuses**

The seat of administration of the University shall be established in the main campus located in Alubijid, Misamis Oriental. The major campuses of the University shall be located in Cagayan de Oro City and Claveria, Misamis Oriental notwithstanding the addition of other major campuses in the event that other SUCs shall be amalgamated to the University. The existing campuses of the USTP in Jasaan, Misamis Oriental, and in Panaon and Oroquieta City in Misamis Occidental shall be designated as satellite campuses of the University. (RA 10919, Sec. 33)

Chapter 54. The Science and Technology Parks

The Alubijid and the Claveria Campuses shall be designated as Science and Technology (S-and-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)

TITLE TWO. THE OFFICES OF THE HEADS OF THE UNIVERSITY CAMPUSES**Chapter 55. The Heads of University Campuses**

Art. 13. Designation. The major University campuses in Cagayan de Oro City and Claveria shall be headed by Chancellors, while the satellite campuses in Jasaan, Misamis Oriental, and in Panaon and Oroquieta City in Misamis Occidental shall be headed by Campus Directors who shall be appointed by the Board upon the recommendation of the University President and a search committee established for this purpose. (RA 10919, Sec. 34). In the event of the addition of other campuses through amalgamation, major campuses shall be headed by Chancellors, and Satellite campuses shall be headed by Campus Directors. Upon the recommendation of the University President, the Board may appoint an Executive Dean for Satellite Campuses to supervise the Campus Directors.

Art. 14. Tenure and Terms of Office. The appointed Chancellors of the major campuses shall serve for a period of four (4) years and may be reappointed upon the recommendation of the University President. The appointed Campus Directors shall serve for a period of two (2) years and may be reappointed upon the recommendation of the University President. (RA 10919, Sec. 35). Upon the recommendation of the University President, the Board may appoint an Executive Dean for Satellite Campuses for a term of four (4) years. The appointment may be revoked by the Board upon the recommendation of the University President.

Chapter 56. The Office of the Chancellor

Art. 15. Composition. Headed by Chancellors, the major campuses of the University shall be located in Cagayan de Oro City and in Claveria, Misamis Oriental, notwithstanding

the addition of other major campuses in the event that other SUCs shall be amalgamated to the University.

Art. 16. General Mandate. The Chancellors shall exercise operational control and supervision over the major campuses.

Art. 17. Duties and Responsibilities. The Chancellors shall, among others:

1. Exercise delegated powers and duties, guided by the following principles:
 - 1.1. The delegated powers and duties shall be limited to routinary transactions and matters that are non-discretionary and non-policy determining in nature;
 - 1.2. The delegated powers and duties cover transactions emanating from approved Work and Financial Plan (WFP), and other Programs, Projects and Activities (PPA) as may be approved by the University President and consistent with the Annual Procurement Plan (APP) and Program of Receipts and Expenditures (PRE) duly approved by the Board, subject to compliance with policies approved by the Board and the applicable laws, rules and regulations;
 - 1.3. PPAs within the approved PREs but not covered in the WFP or the APP shall require approval of the University President, after which approval, the implementation of such PPAs shall be within the authority of the Chancellor; and
 - 1.4. The delegated authority includes agreements or engagements that are entered into by the campus in the furtherance of the objectives of the University which do not involve any financial obligation, as well as those pertaining to the regular and routinary functions of the University along instruction, research and extension, in addition to agreements or engagements authorized in the WFPs; and
 - 1.5. The delegated authority also includes the approval and/or payment of salaries and other PS benefits in pursuance of GAA and DBM issuances, overtime/overload, leaves of absence not exceeding sixty (60), and contracting or outsourcing of faculty and other personnel under job order / contract of services;
2. Leverage the University's relationships such as with, but not limited to, key stakeholders including government, international entities, other academic institutions, industry partners, and other external collaborators;
3. Ensure enforcement and implementation of policies, rules, regulations, procedures, plans, programs, strategies, etc. for the efficient and effective operation of the campus; and
4. Monitor the timely expected deliverables of all offices in the campus, as well as external agreements such as but not limited to externally funded researches and industry or government collaborations.

Chapter 57. Office of the Executive Dean for Satellite Campuses

Art. 18. Composition. Upon the recommendation of the University President, the Board may appoint an Executive Dean for Satellite Campuses to supervise the Campus Directors of the Satellite Campuses and other satellite campuses that may be established in the future.

Art. 19. General Mandate. The Executive Dean shall exercise operational supervision

over the satellite campuses.

Art. 20. Duties and Responsibilities. The Executive Dean shall, among others:

1. Exercise delegated powers and duties, guided by the following principles:
 - 1.1. The delegated powers and duties shall be limited to routinary transactions and matters that are non-discretionary and non-policy determining in nature;
 - 1.2. The delegated powers and duties cover transactions emanating from approved Work and Financial Plan (WFP), and other Programs, Projects and Activities (PPA) as may be approved by the University President and consistent with the Annual Procurement Plan (APP) and Program of Receipts and Expenditures (PRE) duly approved by the Board, subject to compliance with policies approved by the Board and the applicable laws, rules and regulations;
 - 1.3. PPAs within the approved PREs but not covered in the WFP or the APP shall require approval of the University President, after which approval, the implementation of such PPAs shall be within the authority of the Executive Dean;
 - 1.4. The delegated authority includes agreements or engagements that are entered into by the satellite campus in the furtherance of the objectives of the University which do not involve any financial obligation, as well as those pertaining to the regular and routinary functions of the University along instruction, research and extension, in addition to agreements or engagements authorized in the WFPs; and
 - 1.5. The delegated authority also includes the approval and/or payment of salaries and other PS benefits in pursuance of GAA and DBM issuances, overtime/overload, leaves of absence not exceeding sixty (60), and contracting or outsourcing of faculty and other personnel under job order / contract of services;
2. Leverage the University's relationships such as with, but not limited to, key stakeholders including government, international entities, other academic institutions, industry partners, and other external collaborators;
3. Ensure enforcement and implementation of policies, rules, regulations, procedures, plans, programs, strategies, etc. for the efficient and effective operation of the satellite campus; and
4. Monitor the timely expected deliverables of all offices in the satellite campuses, as well as external agreements such as but not limited to externally funded researches and industry or government collaborations.

Chapter 58. The Office of the Satellite Campus Director

Art. 21. General Mandate. The Campus Directors shall exercise control and operational supervision over their respective satellite campuses.

Art. 22. Duties and Responsibilities. The Campus Director shall, among others, exercise overall supervisory administrative and academic functions in the campus; direct the planning and implementation of the academic projects/programs in order to fulfill the mission of the University and at the same time meet the needs of its students; coordinate with other offices in the implementation of curricular activities and approved

degree and non-degree programs; promote research and extension activities among the faculty and students in the campus; pursue accreditation of all curricular programs in the campus; provide policy inputs on matters relevant to the campus, and assist in the implementation of administrative and academic policies and projects/programs in the campus; and prepare a consolidated workload assignment for faculty and other personnel, based on the optimum utilization of faculty/staff expertise and manpower resources.

Chapter 59. The Office of the Techno Park General Manager

Art. 23. Composition. The Alubijid and the Claveria Campuses shall be designated as Science and Technology (S-and-T) Parks. The Claveria Techno-Park shall be managed by the Chancellor of the Claveria Campus, while the Alubijid Techno-Park shall be the responsibility of the Techno-Park Manager.

Art. 24. General Mandate. The Managers shall exercise operational control and supervision of their respective Techno-Parks.

Art. 25. Duties and Responsibilities. The Managers shall, among others, provide policy inputs on matters relevant to the Techno-Parks; implement administrative and academic policies and projects/programs; facilitate joint collaborative research with partner industries; provide administrative and fiscal support for basic academic research; direct the planning and implementation of the industry-academic projects/programs in order to fulfill the mission of the University and at the same time meet the needs of the students; and promote research and extension activities among the faculty and students.

TITLE THREE. THE CAMPUS OFFICES AND OFFICIALS

The campus offices function for the purpose of serving the educational program of the university, with due consideration to the policies and needs of the institution as a center of learning. Campus offices outlined herein and their inclusion within the campus main units are neither mandatory nor exclusive to specific campuses. Furthermore, upon the recommendation of the President and the approval of the Board, offices may be established or dissolved in response to arising internal and/or external demands.

Chapter 60. The Campus Officials

Art. 26. Designation and Term of Office. The designation of Campus Officials shall take effect upon issuance of the corresponding Special Order by the University President and shall remain in force and effect unless sooner modified or revoked by competent authority.

Art. 27. Functions. Campus Officials refer to the heads of campus offices appointed by the Board upon the recommendation of the Chancellor and the University President. All campus officials shall perform such duties and functions as are assigned by the Board, those which may be implied from their titles or equivalent titles under this Code, and those which from time to time may be assigned by competent authorities.

Chapter 61. The Executive Assistant

The Executive Assistant shall work closely with the Chancellor in support of the fulfillment of his/her duties and responsibilities in pursuing the vision, mission and strategic direction of the University, as well as in monitoring and ensuring the timely submission of expected deliverables from all offices in the campus.

Chapter 62. The Director for ICT Services

The ICT Director shall be directly responsible for the efficient information and communications operations of the campus, as well as the planning and implementation of IT and related projects, programs and activities.

Chapter 63. The Director for Planning and Monitoring

The Director for Planning and Monitoring shall plan, direct and supervise the preparation, monitoring, evaluation and reporting of long and short-term plans, programs and projects of the campus.

Chapter 64. The Director of the Project Development Office

The PDO Director shall be directly responsible for the preparation of designs, plans, and programs of works of new infrastructure projects of the campus, including proposals, technical specifications, bill of quantities, detailed estimates, structural designs and analyses, and other detailed engineering preparations, as well as the supervision of infrastructure project implementation.

Chapter 65. The Registrar

The Registrar shall formulate, recommend, and implement policies, rules and regulations regarding student entry/registration, records-keeping, enrolment, loading, selective retention, transfer, subject sequencing, promotion, graduation and other matters related to student accounting.

TITLE FOUR. THE CAMPUS OFFICE OF ACADEMIC AFFAIRS

The Campus Office of Academic Affairs shall be composed of the following: the Colleges; the Admission and Scholarship Office; the NSTP Office; the Student Affairs Office; the Library Services; the Arts and Culture Unit; and the Sports Unit.

Chapter 66. The Campus Head for Academic Affairs

This position refers to the Vice Chancellor for Academic (and Student Affairs) in the main/major campuses, and the Academic Head in the Satellite Campuses.

The Campus Head for Academic Affairs shall assist in developing and implementing policies, guidelines, programs and projects for enriching the academic functions of the University, in supervising and coordinating the academic and other related services, and

in monitoring and evaluating the implementation of academic projects and programs of all colleges and academic units within the campus.

Chapter 67. The College Deans

The College Deans shall exercise overall supervision of all departments in the College. He/she shall provide policy inputs, direct the planning and implementation of academic projects/programs, promote research and extension activities, pursue accreditation of curricular programs, and assist in the implementation of administrative and academic policies.

Chapter 68. The Department Chairpersons

The Department Chairpersons shall exercise general supervision over faculty of the Department with respect to workload and performance, among others, and shall assist the College Dean in implementing administrative and academic policies, programs and activities, attaining performance targets, and making recommendations pertaining to development of curricular programs.

Chapter 69. The Office of Student Affairs

Art. 28. Composition. The Office of Student Affairs shall be composed of the following: the Guidance Services, the Student Welfare and Support Services, and the Office of the Prefect of Discipline.

Art. 29. The Director of Student Affairs. The Director of Student Affairs shall formulate, recommend, implement and evaluate policies, procedures, programs, processes and systems for Student Affairs, including but not limited to student development and orientation programs and accreditation of student organizations.

Chapter 70. The Admission and Scholarship Division

Art. 30. Composition. The Admission and Scholarship Division shall be composed of the Testing and Admissions Office, and the Scholarship Office.

Art. 31. The Director for Admission and Scholarship. The Director for Admission and Scholarship shall exercise general supervision and control over admission and scholarship policy and procedures. He/she shall also formulate, recommend and implement admission policies and programs, promotions activities, selection criteria, eligibility and retention policies.

Chapter 71. The NSTP Division

Art. 32. Composition. The NSTP Division shall be composed of the CWTS, the LTS, and the ROTC Unit.

Art. 33. The Director of the NSTP Division. The Director of the NSTP shall assist in the academic and administrative supervision over the design, formulation, adoption and implementation of the different components of the NSTP program in the University.

Chapter 72. The Library Services Division

Art. 34. Composition. The Library Services Division shall be composed of the Graduate Library, the Undergraduate Library; the E-Library and the Audio-Visual Services.

Art. 35. The Director for Library Services. The Director for Library Services shall formulate, recommend and implement developmental programs and policies for library services. He/she shall also determine the needs and requirements and supervise the inventory of library resources, and establish linkages on resources sharing, consortium and networking activities with various local, national or international agencies and libraries to optimize the use of resources and in promoting library use.

Chapter 73. The Arts and Culture Division

Art. 36. Composition. The Arts and Culture Division shall be composed of the Performing Arts, the Theatre Arts, and the Literary Arts Units, and the S-and-T Museum.

Art. 37. The Director for Arts and Culture. The Director for Arts and Culture shall formulate, recommend and implement policies, guidelines, programs and activities for education, research and community outreach activities relating to arts and culture. He/she shall also take charge in the development of the talents and skills of the members of the University community in their respective preferred arts and culture genre.

Chapter 74. The Sports Office

Art. 38. Composition. The Sports Division shall be composed of the Sports Development and Varsity Unit. The Program has two distinct and related, but equally important parts – the Varsity Sports Program and the Campus Sports Program (Sports Club, Recreational Sports Club, Pep Squad).

Art. 39. The Director for Sports. The Director for Sports shall spearhead the planning and implementation of a comprehensive Athletic/Sports Program as part of the preparation for internal/external sport events, and shall conduct seminars, workshops and lectures on sports management, training and coaching, first aid and sports injury prevention to coaches and athletes.

TITLE FIVE. THE CAMPUS OFFICE FOR RESEARCH AND INNOVATION

The Campus Office for Research and Innovation shall be composed of the Research Office, the Extension and Community Relations Office, the Career Center and Industrial Relations Office, the Quality Assurance and Accreditation Services Office, the Publication Office, and the Innovation and Technology Solutions Office.

Chapter 75. The Head Campus Official for Research, Innovation, and Extension

This position refers to the Vice Chancellor for Research and Innovation or to the Research Development and Extension Director/Coordinator of specific campuses.

The Campus Official for Research, Innovation, and Extension shall formulate, implement and evaluate policies and guidelines, projects and programs pertaining to research

and innovation functions. He/she shall oversee the formulation and implementation of research-specific policies related to regulatory compliance, research integrity and intellectual property management.

Chapter 76. The Director for Research

The Director for Research shall formulate, recommend and implement policy and guidelines relative to the conduct of research. He/she shall also provide the proper direction, organization and effective management of the research projects and programs of the campus, and shall monitor, evaluate and consolidate research outputs.

Chapter 77. The Extension and Community Relations Division

Art. 40. Composition. The Extension and Community Relations Division may be composed of the following, modifications of which may be subject to prevailing policies set by competent authority: Technology Transfer Office, Skills Development and Application Office.

Art. 41. The Director for Extension and Community Relations. The Director for Extension and Community Relations shall take charge in the implementation, supervision and evaluation of research-based and community-based extension programs and project.

Chapter 78. The Career Center and Industrial Relations Division

Art. 42. Composition. The Career Center and Industrial Relations Division may be composed of the following, modifications of which may be subject to prevailing policies set by competent authority: the Career Center and the Alumni and Industrial Relations Office.

Art. 43. The Director for Career Center, Alumni, and Industrial Relations. The Director for Career Center, Alumni and Industrial Relations shall take charge in formulating, recommending and implementing career awareness, planning and placement programs and services to clients. He/she shall implement programs and activities to enable students to obtain professionally relevant employment exposure and experience and career exploration opportunities.

Art. 44. Industrial Relations Director. The Director for Industrial Relations shall take charge in the establishment of sustainable academe-industry and inter-agency linkages, and the marketing and promotion of the University to companies and the industries.

Chapter 79. The Quality Assurance and Accreditation Division

Art. 45. Composition. The Quality Assurance and Accreditation Division may be composed of the following, modifications of which may be subject to prevailing policies set by competent authority: the NBC 461 Zonal Computerization Center, Program and Institutional Accreditation; Curriculum and Instructional Materials Review and Evaluation.

Art. 46. The Director for Quality Assurance and Accreditation. The Director for Quality Assurance and Accreditation shall take responsibility in the operation and management of the NBC 461 Program, the Accreditation of Faculty, Programs, and of the University, the review and evaluation of Instructional Materials, and other related

programs to ensure quality of University services.

Chapter 80. The Director for Publication

Art. 47. Duties and Responsibilities. The Director for Publication shall take charge in the dissemination of research, development and extension accomplishments and instructional technologies/materials of the University through appropriate means of publication.

Chapter 81. The Innovation and Technology Solutions Division

Art. 48. Composition. The Innovation and Technology Solutions Division may be composed of the following, modifications of which may be subject to prevailing policies set by competent authority: Food Innovation Center; Center for Energy and Environment; Center for Technology Fabrication and Prototyping; Center for Technology Solutions and Automation; Technology Business Incubation; and Innovation & Technology Support Office.

Art. 49. The Director for Innovation and Technology Solutions. The Director for Innovation and Technology Solutions shall take charge in matters related to innovations, technology solutions, automation, fabrication, and prototyping in the areas of energy, environment and food, among others, and the related protection of intellectual property rights.

TITLE SIX. THE CAMPUS ADMINISTRATION AND FINANCE OFFICES

The Campus Administration and Finance Offices may be composed of the following, modifications of which may be subject to prevailing policies set by competent authority: Finance, Human Resource Management, Procurement Unit, Supply and Property Management, and Auxiliary Services, Campus Security and Safety, Campus Architect, Central Records.

Chapter 82. The Campus Head for Administration and Finance

The Campus Head for Administration and Finance shall assist in formulating, recommending and implementing policies, programs and projects for improving and upgrading the quality of finance and administration services of the University.

Chapter 83. The Campus Office of Finance

Art. 50. Composition. The Campus Finance Division may be composed of the following, modifications of which may be subject to prevailing policies set by competent authority: Accounting Unit, Budget Office, Cashiering Office, Assessment Office, Business Operations Unit.

Art. 51. The Campus Director for Finance. The Campus Director for Finance shall assist in the formulation, recommendation, implementation and review of the financial policies, programs and projects. He/she shall manage the allocation and utilization of financial resources to ensure efficiency and economy in attaining the goals and objectives

of the University;

Art. 52. The Accounting Unit Head. The Accounting Unit Head shall recommend control measures to enhance adherence to accounting and auditing laws, rules and regulations. He/she shall ascertain and certify the availability of funds for the operational and developmental needs, and ensure that disbursements are made in accordance with laws, rules and regulations.

Art. 53. The Budget Unit Head. The Budget Unit Head shall recommend control measures that will enhance adherence to budgetary laws, rules and regulations. He/she shall ascertain and certify the availability of allotments for the operational and developmental needs, and ensure that obligation slips and/or budget utilization requests are prepared in accordance with laws, rules and regulations.

Art. 54. The Cashiering Unit Head. The Cashiering Unit Head shall take charge in the implementation of an organized system of collections, deposits of fees and charges, and disbursements, and the recording and reporting of such, in accordance with government rules and regulations.

Art. 55. The Assessment Unit Head. The Assessment Unit Head shall take charge in the assessment and validation of student account balances, and other related functions such as receipt of promissory notes, issuance of exam permits and preparation of billings, statements, certifications and reports.

Art. 56. The Business Operations Unit Head. The Business Operations Unit Head shall take charge in the supervision of activities and evaluation of performance of all business units. He/she shall recommend innovative schemes, procedures and control measures to enhance and improve business operations.

Chapter 84. The Campus Human Resource Management Unit

Art. 57. Composition. The Human Resource Management Division may be composed of the following, modifications of which may be subject to prevailing policies set by competent authority: Recruitment, Selection and Placement; Learning and Development; Performance Management, Promotions, Rewards and Recognition.

Art. 58. The Director for Human Resource Management. The Director for Human Resource Management shall assist in formulating, recommending, implementing and reviewing policies, programs and projects for improving and upgrading the quality of human resource management services, and enhancing the professionalism, efficiency and accountability of employees and personnel. He/she shall take charge in the implementation of human resource systems, mechanisms and processes to support the efficient operation of the University, and manage the conduct of continuing organizational development to institute effective administrative reforms that would ensure prompt, courteous and efficient delivery of service to the clients.

Chapter 85. The Campus Office of Auxiliary/General Services

Art. 59. Composition. The Auxiliary Services Division may be composed of the following, modifications of which may be subject to prevailing policies set by competent authority: Medical Clinic, Dental Clinic, Printing Press, Bookstore, Cafeteria, Building and Grounds Maintenance, Mechanical and Electrical Works, Civil and Sanitary Works, Motor Pool, Gymnasium and Audio-Visual Facilities, and Residences.

Art. 60. The Director for Auxiliary Services. The Director for Auxiliary Services shall assist in formulating, recommending, implementing and reviewing policies, programs and projects for improving and upgrading the quality of auxiliary/general services.

Chapter 86. The Campus Office of Procurement Services

Art. 61. Composition. The Office of Procurement Services may be composed of the following, modifications of which may be subject to prevailing policies set by competent authority: BAC Secretariat, Contract Management, Inspection Unit, Procurement Planning and Management.

Art. 62. The Head of Procurement Services. The Head of the Procurement Services shall assist in formulating, recommending, implementing and reviewing policies, programs and projects for improving and upgrading the quality of procurement management services. He/she shall take charge in the consolidation of the Annual Procurement Plan (APP), as well as in its execution, monitoring, documentation and reporting in accordance with laws, rules and regulations.

Chapter 87. The Campus Supply and Property Management Unit

Art. 63. Composition. The Supply and Property Management Unit may be composed of the following, modifications of which may be subject to prevailing policies set by competent authority: Warehousing, and Supplies and Property Management.

Art. 64. The Head of the Supply and Property Management Unit. The Head of the Supply and Property Management Unit shall assist in formulating, recommending, implementing and reviewing policies, programs and projects for improving and upgrading the quality of supply and property management services.

Chapter 88. Central Records Office

Art. 65. Duties and Responsibilities. The Head of the Central Records Unit shall assist in formulating, recommending, implementing and reviewing policies, programs and projects for improving and upgrading the quality of records management services.

Chapter 89. The Campus Architect

Art. 66. Duties and Responsibilities. The Campus Architect shall assist in the evaluation, planning and supervision of infrastructure planning and development projects. He/she shall take charge in the preparation of pre-engineering and/or detailed engineering plans and activities for infrastructure projects in accordance with applicable laws, rules and regulations.

Chapter 90. Campus Safety and Security Office

Art. 67. Duties and Responsibilities. The Head of the Campus Safety and Security Office shall assist in formulating, recommending, implementing and reviewing policies, programs and projects for improving and upgrading the quality of safety and security services. He/she shall supervise the traffic of people and vehicles, the security of buildings and facilities, and shall identify risks and vulnerabilities, plan security measures, and determine or recommend preventive actions.

BOOK THREE. UNIVERSITY ADMINISTRATIVE AND FINANCIAL OPERATIONS

TITLE ONE. ADMINISTRATIVE OPERATIONS

Chapter 91. Organizational Structure and Development

Art. 68. Organizational Structure. The organizational structure of the University shall develop commensurately with its functions, projects, programs, and activities, and in a manner promoting optimum productivity and reflective of simplicity, economy, efficiency and effectiveness.

Art. 69. Streamlined Organization Chart. The staffing pattern of the University shall be consistent with the issuances of the Department of Budget and Management (DBM).

Art. 70. Approved Staffing Pattern. No changes shall be introduced in the organizational structure which deviates from the approved staffing pattern.

Art. 71. Bases for Hiring and Designations. Merit and fitness shall be the bases for hiring and designations. A continuing program for staff development shall be in place to ensure competent and highly motivated personnel in the organization.

Art. 72. Fall-Back Position. The University President may reserve a teaching position in the plantilla of personnel of the University commensurate to his faculty rank as his fall-back position if and when he opts to return to the academe, pursuant to prevailing rules and regulations.

Art. 73. Option to Academic Rank and Pay. The University President and University Vice President who hold an academic rank may opt to receive either the basic salary under prevailing rules and regulations and allowances authorized therein, or that pertaining to their sub-rank under prevailing rules and regulations and allowances pertaining to their executive positions respectively, except the incentive allowance.

Chapter 92. Provisions for Check and Balance

Art. 74. Principle of Separation of Functions. The three major functions of policy formulation, program/project implementation, and internal control shall be conducted with the highest degree of professionalism within the bounds of applicable laws to promote and maintain check and balance in the university operations as follows:

1. No policy proposal shall be acted upon by the Board of Regents unless formally indorsed by the Administrative and/or the Academic Council as deemed appropriate through a written resolution;
2. Program/Project proposals shall emanate from the unit concerned, provided where financial commitment is involved, the same shall be indorsed by the Administrative Council;
3. All policy resolutions shall be published in all campuses at least fifteen (15) working days before they can take effect;
4. The Board Secretary shall furnish a copy of Board resolutions and/or Board approval of programs/projects to implementing units concerned not later than fifteen (15)

working days upon such approval for proper implementation;

5. The unit head concerned shall be held responsible for the proper program/project implementation within the given time frame;
6. The specialized expertise of the staff shall be tapped in policy formulation and/or program/project implementation; and
7. The staff's observation/opinion/recommendation given in the spirit of internal control shall be encouraged and respected at all times, provided that the University President reserves the right to make the final decision, provided further that such observation/opinion/ recommendation shall be reduced in writing.

Art. 75. Professional Behavior. The assertion of an official of his position on any official issue or transaction of the University shall be viewed professionally, and in no case shall it bear strain on personal relations.

Chapter 93. Administrative Support and Academic Personnel

Art. 76. Definition. Employees of the University other than the University executives and the members of the faculty are classified as administrative support personnel and academic staff or academic non-teaching personnel.

Art. 77. Composition of Administrative Support Personnel. The administrative support personnel include those in the Administrative and Finance units in all campuses of the University.

Art. 78. Composition of Academic Support Personnel. The academic staff or academic non-teaching personnel include all those in the Academic units in all campuses of the University.

Art. 79. Appointment and Promotion. Appointment and promotion of administrative support and academic staff personnel shall be made by the Board of Regents upon recommendation of the University President, subject to delegation of authority and subject to civil service rule on eligibility and the next-in-rank rule.

Art. 80. Merit Promotion System. A merit promotion system for the administrative support and academic non-teaching personnel indicating among others the next-in-rank positions shall be approved by the Civil Service Commission and confirmed by the Board of Regents.

Art. 81. Right to Self-Organization. The administrative support and academic non-teaching personnel may organize themselves into an association.

Chapter 94. Communication and Correspondences

Art. 82. Administrative Issuances. The University President shall communicate his instructions to his subordinate officials and employees through the following: 1) circulars to communicate instructions on matters relating to specific internal administration, which he desires to bring to the attention of all or some of the divisions, departments or units of the University for information or compliance; 2) memorandum to communicate matters of administrative detail or of subordinate or temporary interest for information or compliance; 3) general or Special Orders to communicate acts and commands in

his capacity as Chief Executive of the University; and bulletins to communicate general information of interest to the entire academic community as well as to the general public.

Art. 83. Middle Level Management Communication System. Vice Presidents, Chancellors, Vice Chancellors, Division Chiefs, Deans, Directors, and Unit Heads shall adopt similar natures of communications in communicating to their respective subordinates, provided that the stationery of the Office concerned is used.

Art. 84. Addressing Memorandum. "Memorandum For" shall be used to communicate upward or laterally, while "Memorandum To" shall be used to communicate to subordinate officials or employees.

Art. 85. Numbering of Communications. Each of the foregoing modes of communication shall be serially numbered for each Calendar Year.

Art. 86. Submission to Civil Service Commission. Whenever a circular, memorandum or special order carries weight of policy or reasonable office regulation, a copy shall be officially transmitted to the Civil Service Commission for the policy or office regulation to be legally binding to the parties concerned.

Art. 87. Prescribed Time for Action. All official correspondences shall be acted upon within twenty four (24) working hours under penalty prescribed by law.

Art. 88. Internal Correspondences. Internal correspondences shall be coursed through the official channels as reflected in the approved organizational chart. Coursing correspondence in violation of the official channels shall exempt the official bypassed from any and all liabilities that may arise therefrom. The bypassed official may likewise refuse to honor said correspondence even if the same is already approved by higher authority if it violates existing law, rules or regulation. In such an event the aggrieved officials shall notify the approving official of the violation citing the specific provision of law, rule, or regulation thus violated. This latter action of the aggrieved official shall not be taken against him; on the contrary his information shall be appreciated and may be used to correct the error committed.

Art. 89. Confidentiality of Correspondences. The contents of an issuance or correspondence shall not be divulged before it is officially released. Violation of this provision shall be subject to disciplinary action depending on the gravity of the consequence of such violation, which shall range from reprimand to one (1) week suspension without pay.

Chapter 95. Records Management

Art. 90. Definition of Records. Records shall include paper, book, photograph, motion picture, film, micro-film, sound recording, drawing, chart, map or other document of any physical form or copy thereof that has been made or received by any entity or its successors as evidence of the objectives, organization, function, policies, decisions, procedures, operations or other activities of the government or because of the information contained therein.

Art. 91. Responsibility of Records Management. The overall supervision in records management, which includes proper records creation, maintenance, utilization, disposition and control of all records of the University in its official transactions, shall rest on the head of the office concerned.

Art. 92. Depositories of Records. For administrative convenience records shall be kept in the units using them and shall be the responsibility of the unit head concerned.

Art. 93. Responsibility of Custodians. Employees charged with the responsibility of record keeping should faithfully observe the provisions of law relative thereto; particularly as regards the fidelity in the custody of records, and security of information and records.

Chapter 96. Complaints and Grievances

Art. 94. Definition. Grievance is a work-related discontentment or dissatisfaction which had been expressed verbally or in writing and which, in the aggrieved employee's opinion, has been ignored or dropped without due consideration.

Art. 95. The Grievance Committee. The members of the Grievance Committee shall be designated with the approval of the Board of Regents and shall serve as such until their designation is revoked or cancelled except in special cases that require a temporary designation to meet the exigency of the service as may be determined by the Board; Provided however that only permanent officials and employees shall be designated as members thereof; Provided finally that such members shall be designated as such on the bases of their integrity, probity, sincerity and credibility.

Art. 96. Grievance Machinery. A grievance shall be resolved expeditiously at all times at the lowest level possible in the university. However, if not settled at the lowest level possible, an aggrieved party shall present his or her grievance step by step following the hierarchy of positions. The Grievance Machinery is established as the best way to address grievance or complaint between or among government officials and employees. The aggrieved party shall be assured freedom from coercion, discrimination, reprisal and biased action on the grievance or complaint he/she has raised. Grievance proceedings shall not be bound by legal rules and technicalities. Even verbal grievance must be acted upon expeditiously. The services of a legal counsel shall not be allowed. The following instances shall be acted upon through the grievance machinery:

- a) Non-implementation of policies, practices and procedures on economic and financial issues and other terms and conditions of employment fixed by law, including salaries, incentives, working hours, leave benefits such as delay in the processing of overtime pay, unreasonable withholding of salaries and inaction on application for leave;
- b) Non-implementation of policies, practices and procedures which affect employees from recruitment to promotion, detail, transfer, retirement, termination, lay-offs, and other related issues that affect them such as failure to observe selection process in appointment, and undue delay in the processing of retirement papers;
- c) Inadequate physical working conditions such as lack of proper ventilation in the workplace, and insufficient facilities and equipment necessary for the safety and protection of employees whose nature and place of work are classified as high risk or hazardous;
- d) Poor interpersonal relationships and linkages such as unreasonable refusal to give official information by one employee to another;
- e) Protest on appointment; and
- f) All other matters giving rise to employee dissatisfaction and discontentment outside of those cases enumerated above.

The following cases shall not be acted upon through the grievance machinery:

- a) Disciplinary cases which shall be resolved pursuant to the 2017 Rules on Administrative Cases in the Civil Service (RACCS);
- b) Sexual harassment cases as provided for in R.A. 7877; and
- c) Union-related issues and concerns.

Art. 97. The Secretariat; Records. The Human Resource Management Officer shall, in addition to his/her duties be responsible for the preparation of a standard Complaint/Grievance Form. S/he shall also keep records of proceedings involving complaints and grievances which shall be kept confidential.

Art. 98. Appearance of Counsel; Barred. The parties to a grievance shall not be represented by a legal counsel because of the internal nature and confidential character of the proceedings.

Art. 99. Bilis Aksyon Partner. The University shall designate a "BILIS AKSYON PARTNER" to resolve complaints/grievances between clientele and University employees and personnel pursuant to the Anti-Red Tape Act (ARTA).

Chapter 97. Administrative Discipline

Art. 100. Scope. This Chapter shall apply to administrative cases filed for violation of R.A. 6713, R.A. 3019, The Administrative Code of 1987 and its implementing guidelines, and such other laws, rules and regulations governing public officials and employees.

Art. 101. Disciplining Authority. The power to discipline shall be vested in the Board of Regents who may remove/dismiss, demote, transfer or suspend, fine or otherwise discipline any official or employee of the University for causes authorized by and in accordance with law and after due process. Simply, due process means the right to be heard before a judgment is rendered.

Art. 102. Who Can File. Any person can file an administrative complaint against any official or employee of the University.

Art. 103. Where to File. The complaint shall be filed with the Board of Regents in the form and manner set forth below.

Art. 104. Form. The complaint shall be in writing and under oath, in clear and concise language, not necessarily in the language of the law, sufficient in form and substance so as to inform the person charged of the offense and to know the nature and cause of the charges against him. It shall state: a) full name and address of the complainant; b) full name and address of the person charged; c) a statement of facts and circumstances constituting the offense charged; and d) accompanied by a copy of documentary evidence and/or affidavits of witness, if any.

Art. 105. Rules of Procedure. The procedure outlined in the 2017 Rules on Administrative Cases in the Civil Service (RACCS), and its amendments, shall be observed in the conduct of administrative investigation, hearing and disposition of administrative cases involving officials and employees of the University.

TITLE TWO. FINANCIAL OPERATIONS

Chapter 98. Financial Management

Art. 106. Obligation of the University President. Pursuant to Section 2 of PD 1445, the University President shall take care that the declared policy of the State that all resources of the government shall be managed, expended or utilized in accordance with law and regulation, and safeguarded against loss or wastage through illegal or improper disposition, with a view of ensuring efficiency, economy and effectiveness in the operations of the University is faithfully adhered to.

Art. 107. Long and Medium-Term Plans as Bases for Financing. To ensure that the above State policy is faithfully adhered to, the University shall comply with its mandated mission and shall operate on the basis of a long-term goal and medium-term development plan reviewed and rolled annually.

Art. 108. Program Planning and Budgeting System (PPBS). The program planning and budgeting system (PPBS) shall be in accordance with the DBM guidelines.

Art. 109. Observance of Program of Receipts and Expenditures (PREs). Expenditures of funds shall be made strictly in accordance with the PREs duly approved by the Board of Regents.

Art. 110. Observance of Accounting and Auditing Rules and Regulations. The accounting and auditing rules and regulations shall be strictly observed in all financial transactions of the University.

Chapter 99. Budget Proposals

Art. 111. Budgeting Phases. Budgeting involves four (4) distinct processes or phases: budget preparation, budget authorization, budget execution and accountability. While distinctly separate, these processes overlap in the implementation during a budget year. Budget preparation for the next budget year proceeds while the University is executing the budget for the current year and at the same time engaged in budget accountability and review of the past year's budget.

Art. 112. Annual Budget. The Annual Budget of the University shall be prepared by Office of the Vice President for Finance, Planning and Development in consultation with other System Officials, within the context of existing budgetary laws, policies of the government and shall be strictly prepared in accordance to the schedules established by the DBM Budget Call. Such preparation shall conform to the long and medium-term of plans of the University to ensure efficient, effective and ultimately, economical methods in achieving such targets.

Art. 113. Procedures and Guidelines. The preparation of the annual budget involves a series of steps that begins with the determination of the overall economic targets, expenditure levels, revenue projection and the financing plan by the Development Budget Coordinating Committee (DBCC). The DBCC is an inter-agency body composed of the DBM Secretary as Chairman and the Bangko Sentral Governor, the Secretary of the Department of Finance, the Director General of the National Economic and Development Authority and a representative of the Office of the President as members. The major activities involved in the preparation of the annual national budget include the following:

- a. Determination of overall economic targets, expenditure levels and budget framework by the DBCC;
- b. Issuance by the DBM of the Budget Call which defines the budget framework; sets economic and fiscal targets; prescribe the priority thrusts and budget levels; and spells out the guidelines and procedures, technical instructions and the timetable for budget preparation;
- c. Preparation by various government agencies of their detailed budget estimates, ranking programs, projects and activities using the capital budgeting approach and submission of the same to DBM;
- d. Conduct budget hearings where agencies are called to justify their proposed budgets before DBM technical panels;
- e. Submission of the proposed expenditure program of department/agencies/special for confirmation by department/agency heads.
- f. Presentation of the proposed budget levels of department/agencies/special purpose funds to the DBCC for approval.
- g. Review and approval of the proposed budget by the President and the Cabinet;
- h. Submission by the President of proposed budget to Congress. To meet the Constitutional requirement for the submission of the President's budget with 30 days from the opening of each regular session of Congress, the budget preparation phase is guided by a budget calendar.

Chapter 100. Work and Financial Planning

Art. 114. Scheduling. The University shall set a regular schedule for the submission of the Work and Financial Plan (or its equivalent).

Art. 115. Procedures and Guidelines

1. The Proposed Annual Budget shall be presented first to the Administrative Council, a duly constituted committee of the University that reviews and recommend appropriate policies governing the administration, management and development planning of the University, which shall endorse the same to the Board of Regents for approval and same shall be submitted to the Department of Budget and Management.
2. The Vice President for Finance, Planning and Development shall require all unit heads of the University to submit their respective Work and Financial Plans upon receipt of the approved budget from DBM. All submitted WFPs (or its equivalent) shall be integrated and reviewed in accordance with the policies of the DBM. Consolidated WFPs (or its equivalent) shall be submitted to the Board of Regents through the University President.
3. Expenditures of funds shall be made strictly in accordance with the approved Work and Financial Plan (or its equivalent) unless otherwise a realignment is duly approved by the DBM.
4. All accounts and expenses of the University shall be audited by the Commission on Audit. For this purpose, all financial transactions and reports shall be submitted to

the aforementioned government office. The provisions of the Government Accounting and Auditing Manual (GAAM) shall be strictly observed in all financial transactions. For this purpose, concerned officials and employees of the System shall familiarize themselves with the provisions of the GAAM. All disbursement shall be made in accordance with pertinent laws and regulations.

5. To ensure continuous improvement and adherence to the pertinent laws, rules and regulations for all financial transactions in the University, the University shall designate a competent employee as an Internal Control Officer for this purpose.

Chapter 101. Procurement Planning

Art. 116. Scheduling. Scheduling pertains to the procurement of goods, services, infrastructure within the recommended earliest and latest possible time and maximum period allowed. All procurement shall be within the approved budget of the University and should be meticulously and judiciously planned in accordance with R.A. 9184, its IRR and other issuances of the Government Procurement Policy Board (GPPB). Consistent with government fiscal discipline measures, only those considered crucial to the efficient discharge of governmental functions shall be included in the Annual Procurement Plan (APP).

No procurement shall be undertaken unless it is in accordance with the approved APP, including approved changes thereto. The APP must be consistent with the duly approved yearly budget of the University and shall bear the approval of the Head of the Procuring Entity (HoPE) or second-ranking official designated by the HoPE to act on his behalf.

Art. 117. Procedures and Guidelines. The procedures and guidelines for the preparation and updating of the Annual Procurement Plan (APP) shall be governed by the University Procurement Manual in accordance with the provisions of R.A. 9184, its IRR and other issuances of the Government Procurement Policy Board (GPPB).

Chapter 102. Receipts and Expenditures

Expenditures of funds shall be made strictly in accordance with the approved Work and Financial Plan (or its equivalent) unless otherwise a realignment is duly approved by the DBM. All accounts and expenses of the University shall be audited by the Commission on Audit. For this purpose, all financial transactions and reports shall be submitted to the aforementioned government office. The provisions of the Government Accounting and Auditing Manual (GAAM) shall be strictly observed in all financial transactions. For this purpose, concerned officials and employees of the System shall familiarize themselves with the provisions of the GAAM. All disbursement shall be made in accordance with pertinent laws and regulations.

TITLE THREE. PROCUREMENT IMPLEMENTATION AND MANAGEMENT

Chapter 103. Procurement Plan Execution

Art. 118. The Full-Time Delivery Unit. Pursuant to Administrative Order (AO) No. 46, government agencies are directed to facilitate the implementation of programs and projects in order to realize the intended economic and social goals. To provide guidelines

to facilitate budget execution pursuant to AO 46, the Department of Budget and Management (DBM) issued Circular Letter No. 2015-8, dated June 08, 2015. Pursuant to the Circular, the University created Full-Time Delivery Unit (FDU) to closely monitor the implementation of these programs and projects.

Art. 119. Responsibility Centers. As part of its duties and functions, the FDU shall, among others:

1. Perform diagnostic assessment which includes but is not limited to the following: review, preferably, before the start of the fiscal year all performance measurements of each program, sub-program, and project, by responsibility center. These are efficiency and effectiveness measures (monthly, quarterly, and semestral), consistent with the annual work program targets, schedules, and budgets; and identify potential risks or constraints (absences of resources, procedures, etc.) which would affect the efficient implementation of programs, sub-programs and projects and thereafter prepare contingency plans to address the same;
2. Undertake, on periodic basis, data analysis which covers identification of programs and projects with historical trends of low disbursement rates and with those anticipated delays;
3. Act as "problem solver" and facilitate the smooth implementation of programs and projects;
4. Ensure that the University submits reports to DBM within thirty (30) days after the end of every quarter, copy furnished the Office of the Cabinet Secretary, consistent with the DBM and COA Joint Circular 2014-1, s. 2014, on the Budget and Financial Accountability Reports (BFARs);
5. Ensure that the University submits the following reports/information on a quarterly basis: progress of program and project implementation against targets and implementation plans per Budget Execution Documents (BEDs); problems/issues encountered and measures adopted to address the same; and catch-up plans and alternative modes of implementation, if applicable, to enable the University to meet its programmed implementation.

Chapter 104. Inspection and Acceptance of Procurement Projects

Art. 120. The Inspection Unit. The Inspection Unit is the office responsible for the conduct of accurate, systematic and expeditious inspection of procurement projects.

Art. 121. Procedures and Guidelines. The procedures and guidelines for the conduct of inspection of procurement projects shall be governed by the University Procurement Manual in accordance with the provisions of R.A. 9184, its IRR and other issuances of the Government Procurement Policy Board (GPPB).

Chapter 105. Post-Acceptance Transactions of Procurement Projects

Art. 122. Procurement Unit. The Procurement Unit is in charge of monitoring compliance with the terms and conditions of the contract; coordinating with the end-users for the final acceptance of goods; coordinating with the finance office for payments to suppliers; and reviewing and assessing of performance of, as well as recommending sanctions against erring suppliers.

Art. 123. Procedures and Guidelines. The procedures and guidelines for post-acceptance transactions relative to procurement projects shall be governed by the University Procurement Manual in accordance with the provisions of R.A. 9184, its IRR and other issuances of the Government Procurement Policy Board (GPPB).

TITLE FOUR. PROPERTY MANAGEMENT

Chapter 106. Disposal of University Property

Art. 124. Authority. The Board of Regents shall have authority in the sale or disposal of University property in accordance with applicable laws. Proceeds thereof shall be used in the manner authorized by law.

Art. 125. Guidelines and Procedures for Disposal. The disposal of property and other assets of the University shall be governed by the University Disposal Manual in accordance with the applicable issuances of the Commission on Audit (COA) and the Department of Budget and Management (DBM), and other pertinent laws, rules and regulations.

Chapter 107. University Budget, Accounting and Auditing

Art. 126. University Budget. The annual budget of the University shall be prepared in accordance with pertinent laws and rules, as well as regulations approved by the Board of Regents upon recommendation by the University President and/or the Administrative Council.

Art. 127. Accounting and Auditing. The accounts of the University shall be kept in such detail as is necessary to meet the needs of the University and at the same time be adequate to furnish the information needed by fiscal or control agencies of the government. The highest standards of honesty, objectivity and consistency shall be observed in the keeping of accounts to safeguard against inaccurate or misleading information. The University shall record its financial transactions and operations in conformity with generally accepted accounting principles and in accordance with pertinent laws and regulations.

Chapter 108. Donations and Tax Exemptions

Art. 128. Rule on Donations. All donations and endowments for and by the University shall be subject to approval by the Board of Regents upon recommendation of the University president and further subject to applicable laws.

Art. 129. Tax Exemptions. The provisions of any general or special law to the contrary notwithstanding:

- a. All revenues and assets of the University used exclusively and solely for educational purposes or in furtherance thereof shall be exempt from all taxes and duties;
- b. Gifts and donations of real and personal properties of all kinds shall be exempt from donor's tax and the same shall be considered as allowable deductions from gross income of the donor, in accordance with the provisions of the National Internal

Revenue Code of 1997, as amended Provided, That the allowable deductions shall be equivalent to one hundred fifty percent (150%) of the value of such donation. Valuation of assistance other than money shall be based on the acquisition cost of the property. Such valuation shall take into consideration the depreciation value of the property in case said property has been used;

- c. Importation of economic, technical, vocational, scientific, philosophical, historical and cultural books, supplies and materials duly certified by the Board, including scientific and educational computer and software equipment, shall be exempt from customs duties;
- d. The University shall only pay zero percent (0%) value added tax for all transactions subject to this tax; and
- e. All educational monetary awards shall be exempt from taxes.

TITLE FIVE. CONDITIONS OF EMPLOYMENT

Chapter 109. Personnel Management

Art. 130. Opportunity for Employment. Opportunity for employment in the University shall be open to qualified Filipino citizens, and positive efforts shall be exerted to attract the best qualified applicants to enter the service. Employees shall be selected on the basis of merit and fitness to perform the duties and assume the responsibilities of the position.

Art. 131. Selection of Candidates. Selection of candidates for employment shall be made through a selection board constituted pursuant CSC rules and regulations.

Art. 132. Recruitment Policy. It is the policy of the University to meet its workforce needs through selection procedures designed to identify, attract, select, employ, and develop the human resources necessary for present and future requirements. All vacant plantilla positions must be recruited through the respective Human Resource Management Offices (HRMOs) in the University where the vacancy exists. The University is committed to employ and promote applicants whose education, experience, knowledge, skills, and abilities best match the requirements of the positions for which they have applied.

Art. 133. Transparency in Recruitment Process. The selection board shall make its activities and decisions as transparent as possible by publicizing the vacant positions and the names of qualified candidates for appointment.

Art. 134. Guidelines for Screening. The selection board shall formulate its guidelines for screening candidates in accordance with existing CSC rules and regulations.

Art. 135. Appointment. Appointment to teaching, academic staff, and administrative non-teaching position positions shall be done pursuant to the provisions of the approved personnel policies of the University and in accordance with existing CSC rules and regulations

Art. 136. Promotion. The University Merit Promotion Plan (MPP) shall adhere to the merit, competence, fitness and equality principles in the selection and promotion of employees on the basis of relative qualifications and competence to perform the duties

and responsibilities of the position to be filled. Its objectives include the following: 1) establish a selection and promotion plan and sound procedure of recruitment and appointment that is characterized by strict observance of merit, competence, fitness, and equality principles in the screening of personnel for appointment and promotion to positions in the career service; 2) create and provide equal employment opportunities for career advancement to all qualified and competent employees in the University; 3) develop a highly educated and motivated professional staff; 4) provide a guide for speedy and fair adjudication of protest of employees against contested appointments/promotions; and 5) provide a framework for personnel discipline.

Art. 137. Unique Positions. The qualification standards for the position unique to the University are as follows: 1) Candidates for Vice President shall be at least a Master's Degree holder, professional career service eligible, with at least three (3) years of relevant experience; 2) Candidates for Board Secretary shall be a Bachelor's Degree holder preferably in Law, bar or professional service eligibility, with functional knowledge on the operations of SUCs.

Art. 138. Next-In-Rank List. A list of next-in-rank positions in the University duly approved by the CSC shall be the basis for promotion, provided the next-in-rank employee is qualified for appointment to the vacant position, otherwise the vacancy shall be open first to an employee occupying similar next-in-rank position in other SUC's, then other government agencies, and when the latter is not available the position shall be open to outsiders.

Art. 139. Orientation of New Recruits. The Head of the HRMO shall formally orient the new recruits to applicable laws, rules and regulations in relation to the vision, mission, and goals of the University.

Art. 140. Job Induction of New Recruits. The Head of the Unit in which a new appointee is assigned shall induct the latter to his specific work assignment and shall monitor his performance during the probationary period. The unit head concerned shall recommend termination of the appointment if the appointee is found wanting in performance or poor attitude and habits, otherwise he shall recommend the issuance of a permanent appointment if the appointee demonstrates at least a very satisfactory performance.

Chapter 110. Employee Welfare System

Art. 141. Suggestions and Incentives Award System. In line with the Revised Policies on Employee Suggestions and Incentive Awards System (ESIAS) provided under CSC Resolution No. 010112 and CSC No. 01, s. 2001, the University shall adopt the Program on Awards and Incentives for Service Excellence (PRAISE) to be referred to as the USTP PRAISE with the general objective of encouraging, recognizing and awarding employees, individually and in groups, for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and other personal efforts which contribute to the efficiency, economy and improvement in government operations, which lead to organizational productivity. PRAISE shall have the following specific objectives: 1) to establish a mechanism for identifying, selecting, rewarding and providing incentives to deserving employees at the start of each year; 2) to identify outstanding accomplishments, best practice of employees on a continuing basis; 3) to recognize and reward accomplishments and innovations periodically or as the need arises; and 4) to provide incentives and interventions to motivate employees who have contributed ideas, suggestions, inventions, discoveries, superior accomplishments and other personal efforts.

Art. 142. Right to Self-Organization. The right of the University rank-and-file employees to self-organization within the bounds of the rules and regulations promulgated by the Public Sector Labor Management Council (PSLMC) shall not be denied, provided that duly appointed or designated Vice Presidents who are considered part of management are disqualified from joining such organizations during their term of office.

Art. 143. Collective Negotiations Agreement (CNA). The University shall respect agreements forged between the recognized rank-and-file union and the management through the Collective Negotiations Agreement (CNA).

Art. 144. Cooperativism. The University shall support the organization of cooperatives.

Art. 145. Employees Semestral General Assembly. The University shall hold a semestral general assembly of all employees of the University to discuss policy and other matters affecting their work.

Art. 146. Voluntary Activities of Employees. The University employees shall be allowed to hold voluntary social, recreational, sports or physical fitness activities conducive to their well-being and consistent with the interest of public service.

Chapter 111. Government Compensation Plan

Art. 147. Purpose of Compensation Plan. The Compensation Plan (CP) under R.A. No. 6758 is an orderly scheme for determining rates of compensation of government personnel. It was crafted to attract, motivate and retain good and qualified people to accomplish the government's mission and mandates, to encourage personal and career growth, and to reward good performance and length of service.

Art. 148. Components. The Compensation Plan has a mix of compensation components, namely basic pay or salaries, fringe benefits, incentives and non-financial rewards which provide reasonable levels of compensation packages within existing government resources, and are administered equitably and fairly.

Art. 149. Definition of Terms. The concept of compensation includes:

1. Total Compensation – represents all financial and non-financial rewards and entitlements arising from employment relationship;
2. Intrinsic Rewards – are derived from the work environment, which are valued internally by an individual, like quality of work life, job satisfaction, challenge, personal and professional growth opportunities, feeling of belonging, freedom to act, visionary leadership, and the like;
3. Extrinsic Rewards / Entitlements – comprise all compensation benefits, both monetary and non-monetary, and received directly or indirectly by the employee;
4. Direct Compensation – are cash compensation items which are either fixed or variable and are paid to an employee for the performance of work. These include basic pay, cash allowances and fringe benefits;
5. Indirect Compensation – are usually non-cash or in-kind benefit items that contribute to the employee's welfare, standard of living and personal development. These include protection programs such as insurances, paid leaves, perquisites and training programs;

6. Fixed Compensation – are cash compensation items which are regularly granted to all employees. Examples are: basic salaries, Personnel Economic Relief Allowance (PERA), and Additional Compensation (ADCOM);
7. Variable Compensation – are cash compensation items which are granted to employees based on certain qualifications or rendition of special services. Examples are, hazard pay, honoraria, night-shift differential pay, and overtime pay;
8. Basic Pay – is the primary cash compensation for work performed, excluding any other payments, allowances and fringe benefits;
9. Salary – This refers to the basic pay for work performed by an employee paid on a monthly basis;
10. Wage – refers to the basic pay for work performed by an employee paid on a daily or hourly basis; and
11. Fringe Benefits – refer to cash compensation benefits given to an employee to supplement the basic pay. These include cash allowances, bonuses, premium payments, etc.

Art. 150. Rules and Regulations. The Compensation Plans is governed by the DBM Manual on Position Classification and Compensation.

Chapter 112. Overtime Services

Art. 151. Necessity of Overtime. Overtime work should not be resorted to in the performance of regular work, except in cases when unforeseen events and emergency situations will result in any of the following: 1) cause financial loss to the government or its instrumentalities; 2) embarrass the government due to its inability to meet its commitments; or 3) negate the purposes for which the work or activity was conceived.

Should the need to render overtime services become very necessary, overtime may be compensated in accordance with the Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees (CSC-DBM Joint Circular No. 02, s. 2015) with such rate and nature and under such conditions and circumstances as may be provided by law.

The Board of Regents through the University President shall determine the necessity, scope of works and duration of the overtime services to be rendered by the concerned employees upon recommendation of the department heads concerned.

Art. 152. Coverage. Compensated overtime service shall be limited to incumbents of positions of chiefs of division and below under permanent, temporary or casual status, and contractual personnel whose employments are in the nature of regular employees; and incumbents of positions of chiefs of division and below who are designated to positions higher than chiefs of division.

Art. 153. Scope of Overtime. Overtime services shall include those rendered: 1) beyond eight (8) hours of regular work days; 2) on rest days, such as Saturdays and Sundays; and 3) on holidays or non-working days.

Art. 154. Funding Source. The overtime pay shall be charged against the amounts specifically appropriated for the purpose in the agency budgets, and/or savings from

released allotments for current operating expenditures provided that: (i) all mandatory expenses as authorized by law have been paid, and (ii) total overtime payments made in a given calendar year shall not exceed five percent (5%) of the total salaries of authorized positions of the agency. Such savings may be used without need for prior authority from the DBM, provided that the aforesaid conditions are fully satisfied.

Chapter 113. Leave Privileges

Art. 155. Vacation Leave. Vacation Leave is a privilege granted to a public servant who is excused from reporting to work to allow him to take a rest when he is tired from the daily office routine. Such shall be offset by his earned leaves, if any, and there will be no deduction from his take home pay. If he has not accumulated any vacation leave credits, such absence may still be allowed but it will be without pay.

Art. 156. Sick Leave. Sick leave benefit is granted to a public servant who is excused from reporting to work so that he can undergo medical treatment or he must look after sick members of his immediate family. Immediate family includes the spouse, children, parents, unmarried brothers and sisters and any relative living under same roof and dependent upon the employee for support.

Art. 157. Who May Avail. For non-teaching appointive officials and employees of the University, whether permanent, temporary, or casual, who render work during the prescribed office hours, they shall be entitled to fifteen (15) days vacation and fifteen (15) days sick leave annually with full pay exclusive of Saturdays, Sundays and Public Holidays. For officials and employees in the teaching position, they shall not be entitled to same vacation and sick leave benefits. Instead, they have a proportional vacation pay of seventy (70) days summer vacation leave and fourteen (14) days for Christmas vacation; Provided that when a teacher is made to render service by the proper authority, they shall be entitled to vacation service credits which can be used to offset absences of a teacher due to illness or to offset proportional deduction in vacation salary due to absences for personal reasons; Provided finally, that when a teacher is not given a teaching load but is made to perform non-teaching functions and made to render the same hours of service as other employees, he/she shall be entitled to vacation and sick leave benefits.

Art. 158. Terminal Leave Benefit. The Terminal Leave Benefit (TLB) refers to the money value of the total accumulated vacation and sick leave credits of an employee based on the highest salary received prior to or upon retirement or voluntary separation from government service.

Art. 159. Monetization of Leave Credits. Monetization of Leave Credits (MLC) refers to the payment in advance under prescribed limits and subject to specified terms and conditions as may be provided by law.

Art. 160. Other Leave Benefits. All officials and employees of the University shall be entitled to all leave benefits such as but not limited to Maternity Leave, Paternity Leave, Mandatory Force Leave, Sabbatical Leave and such other leave privileges on occasioned or by reason of personal milestone, parental and filial obligation, domestic emergencies, personal transactions, calamity, accident and hospitalization and the like, subject to such circumstances and conditions provided for by law.

Chapter 114. Organizations and Associations

Employees are authorized to organize subject to pertinent rules and regulations of the Civil Service Commission and existing University policies insofar as the latter do not conflict with the former.

Chapter 115. Strategic Performance Management System

Art. 161. Results-Based Performance Management System (RBPMS). The Administrative Code of 1987 mandates the establishment of a performance evaluation system for all officers and employees in the career service to continually foster the improvement of individual employee efficiency and organizational effectiveness. In compliance with that mandate, Administrative Order No. 25, s. 2011, was issued to establish a unified and integrated Results-Based Performance Management System (RBPMS) across all departments and agencies within the Executive Branch of the government, incorporating a common set performance scorecard, and, at the same time, creating an accurate, accessible, and up-to-date government-wide sectoral, and organizational performance information system, which shall be used as a basis for determining entitlement to performance-based allowances, incentives, or compensation of government personnel.

Art. 162. USTP Strategic Performance Management System (SPMS). The Strategic Performance Management System (SPMS) is a core management tool that will not only provide a scientific and verifiable basis in assessing the University's organizational performance and the collective performance of individuals but will give emphasis as well to strategic alignment of the University's thrusts with the day-to-day operations of its divisions, offices and units.

Art. 163. SPMS Objectives. The core objective of the SPMS is to provide the means through which better results can be obtained from the University, its offices, and individuals by managing performance. Specifically, the objectives of the SPMS are the following: 1) to concretize the linkage of the University's overall performance with its strategic plan; 2) to ensure organizational effectiveness by cascading institutional accountabilities to the various levels of the University anchored on the establishment of scientific basis for performance targets and measures; 3) to link performance management with other Human Resource (HR) systems using one platform, that is, only one basis shall be used in performance evaluation, HR planning and interventions, rewards and incentives, discipline and personnel actions; 4) to improve office and individual performance through a systematic approach via an ongoing process of establishing strategic performance objectives, measuring performance, and collecting, analyzing, reviewing, and reporting performance data; and 5) to align individual and office performance with the University's strategic goals and vision, putting premium on performance results of the University.

Art. 164. SPMS Enabling Mechanisms. Moving towards client satisfaction and creating a social impact, the University's SPMS is a system which would meaningfully and objectively link employees' performance with that of the university's vision, mission and strategic goals. It is an instrument which would show that the university is performing its overarching role to the entire bureaucracy of ensuring the delivery of excellent public service by its high performing, competent and credible workforce. Essentially, it is a means to professionalize the civil service and engender a meaningful sense of involvement, accountability and shared ownership. The SPMS follows the four-stage Performance Management System (PMS) cycle: 1) Performance Planning and Commitment; 2) Performance Monitoring and Coaching; 3) Performance Review and Evaluation; and 4) Performance Rewarding and Development Planning. To complement and support the

SPMS, the following enabling mechanisms are present, operational and maintained: 1) a recruitment system that identifies competencies and other attributes required for particular jobs or functional groups; 2) an adequate rewards and incentives system; 3) mentoring and coaching program; 4) an Information Communication Technology (ICT) that supports project documentation, knowledge management, monitoring and evaluation; 5) change management program; and 6) Policy review and formulation.

PART TWO. ACADEMIC AND STUDENT AFFAIRS**BOOK ONE. ACADEMIC AFFAIRS****TITLE ONE. THE FACULTY****Chapter 116. Faculty Appointment and Classifications**

Art. 165. 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, RA10919). 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, RA10919)

The statuses of appointment for the members of the faculty are the following:

Section 1. Permanent Position. A Permanent appointment shall be issued to a person 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 person who does not meet the education, experience, or training requirements of the position to which he/she is being appointed not exceeding one school year, including eligibility in appropriate cases.

Appointees under temporary status do not have security of tenure and may be separated from the service, with or without cause. As such, they shall not be considered illegally terminated and; hence, not entitled to claim back wages and/or salaries and reinstatement to their positions. The employment or service of appointees under temporary status may be terminated without necessarily being replaced by another. Temporary appointees may also be replaced within the twelve-month period by qualified eligible or even by non-eligible.

A 30-day written notice signed by the appointing authority shall be given to the temporary appointee prior to termination of service/removal or replacement.

Art. 166. Eligibility Requirements. A faculty, whose three-fold function includes instruction, research, and extension, must have the following minimum educational and eligibility requirements:

- a. Master's degree in the field of specialization or its allied/related fields
- b. Valid registration and/or license from the PRC in the field of specialization

Art. 167. The Scientific Career System. The Scientific Career System is a system of recruitment, career progression, recognition and reward of scientists in the public service, as a means of developing a pool of highly qualified and productive scientific personnel.

Art. 168. Closed-Career Position. As a matter of policy, hiring of closed-career positions which are scientific, or highly technical in nature, and/or technical positions undertaking research and innovation activities within or outside the university shall strictly adhere to the principles of merit, fitness and quality.

Art. 169. 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). The Position Classification and Compensation Scheme for Faculty Positions (PCCSFP) covers all teaching positions involved in instruction, research and innovation and extension endeavors of the university.

Art. 170. Exchange/Visiting Faculty and Professor Emeritus. RA 10919, Sec 17 stipulates that the Board has the authority to appoint experts/specialists as consultants, part-time or visiting or exchange professors, scholars or researchers, as the case may be, particularly focused in strengthening the general mandate of the University;

Section 3. Exchange Professor. Exchange programs and consortia may be made with institutions of recognized standing, both local and foreign. 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, 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 concerned 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 4. Visiting Faculty. The President of the University, upon approval by the Board of Regents, 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 make financial allocation in the implementation of the preceding provisions.

Section 5. 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 at least 15 years of service to the University; b. has achieved marked distinction as productive scholar, artist, or scientist, as evidenced by one's completed researches, creative works, or publications; and c. is widely acknowledged as an effective and dedicated faculty.

Chapter 117. Faculty Rights and Privileges

Art. 171. 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 defence of the institution's policies; 3) the right to establish, join and maintain labour organizations and/or professional and

self-regulating organizations of their choice to promote their welfare and defend their interests; and 4) the right to be free from involuntary contributions except those imposed by their own organizations.

Art. 172. Special Rights. Further to the rights mentioned, 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. 173. 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. 174. 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. The faculty is entitled to leave privileges stipulated for the USTP employees, including the following:

Section 6. 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).

Section 7. Sabbatical Leave. To encourage scholarly pursuits, revitalize the academic competence of faculty, and contribute to the reserve knowledge of the University System, a sabbatical leave may be granted to permanent regular members of the faculty from the rank of Associate Professor and above at least once every seven (7) years, subject to pertinent rules and regulation and availability of funds. A faculty may enjoy a sabbatical leave for not more than one (1) year. S/he is entitled to receive his/her full salary, which may be commuted. If the sabbatical leave is spent abroad, full transportation and other expenses incidental to the leave privilege may be granted by the University System.

Section 8. 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, with no limitation on the number of days for vacation and sick leave that they may accumulate. 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. 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.

Section 9. Maternity Leave. 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 10. Paternity Leave. R.A. 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 11. 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 Parent Identification Card or Certification issued/validated by the DSWD within the month of January of each year.

Section 12. 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 13. 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 14. 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 15. 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 16. 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 17. Special Leave Privileges (SLP). This is a leave of absence which may be availed of by faculty (designated) 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 18. 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.

Section 19. 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: no special detail shall be authorized for a period of more than one year at a time; and renewal shall be granted only in exceptional cases as determined by the President of the System.

Chapter 118. Faculty Obligations and Responsibilities

Art. 175. Moral and Social Obligation. Every faculty member shall participate as an agent of constructive social, economic, moral, intellectual, cultural and political change

of the university and the community within the context of national policies (Sec. 16 (6) BP 232).

Art. 176. Professional Obligations. Every faculty member shall assume the responsibility to maintain and sustain his professional growth and advancement and maintain professionalism in his behavior 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 R.A. 6713, R.A. 3019, The Administrative Code of 1987, and The Code of Ethics for Professional Teachers – Board of Professional Teachers Resolution No. 435, Series of 1997.

Art. 177. Official Work Hours. The official hours of a faculty member may be at any time from 7:00 o'clock in the morning until 9:00 o'clock in the evening during regular weekdays or week-ends at the exigency of the service provided that the regular forty hours a week is observed.

Art. 178. Faculty Work Load. Faculty members may be assigned workloads in instruction, consultation hours, research, extension or production or a combination thereof. A faculty may also be assigned to administrative positions, upon the recommendation/approval of the Chancellor/University President, depending on the position level.

Art. 179. Instructional Responsibilities. The primary function of a teaching faculty is to conduct classes in a conscientious manner, taking care always to exert all efforts to maintain high quality education. His 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 classes carefully and methodically and to present his subject matter thoroughly and interestingly. The faculty should provide supplementary instructional aids 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 of learning how to learn and learning throughout life. To ensure that their 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.

Art. 180. Research, Extension and Innovation Responsibilities of Faculty. In addition to mandatory instructional requirements, faculty may devote qualitative contributions toward either research, extension or innovation functional areas. 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. A Professor may opt to devote his full time towards research and innovation or choose the scientific career path, following the policy standards for research and innovation set by the university, and upon approval of the University System President.

Art. 181. Institutional Responsibilities. Inherent to their faculty ranks, some 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. These responsibilities may include, but are not limited to: designation to administrative positions and working committees, attendance at orientation seminars and university/college/departmental meetings/functions, registration assistance, proctoring during exams, and taking care of university property.

Art. 182. 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, provided that such practice is done outside office hours and do not interfere

with nor affect the performance of the faculty's public duties in the university.

Chapter 119. Faculty Development

To ensure continuous improvement in the quality of services with respect to local and international standards, the University will 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. The Faculty Development program may include, but is not limited to the following: continuing professional development and/or graduate studies, seminars, trainings, fora, performance appraisal system, instructional supervision, evaluation and feedback mechanisms.

TITLE TWO. ACADEMIC REGULATIONS

Chapter 120. Academic Calendar and Class Size

Art. 183. Academic Calendar. The USTP academic calendar shall fall within the calendar issued by the Commission on Higher Education and the details thereof prepared by the University. Each semester shall consist of at least 18 weeks. Class work in the summer session shall be equivalent to class work in one semester. All class hours lost due to fortuitous events such as typhoons and earthquakes shall be made up for.

Art. 184. 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.

Chapter 121. Admission and Registration

Art. 185. Admission. No student shall be discriminated against and denied admission to the University by reason of sex, nationality, religion, political affiliation, or physical disability. (Section 47, RA 10919). Following the selective admission policy of the university, students must satisfy all the requirements prescribed by their college/department, aside from the minimum requirements for each level.

Art. 186. Registration. Students are required to enroll within the specified period. All applicants, including freshmen, returnees, cross-enrollees, transferees, shiftees, irregular students, and foreign students, must comply with the registration requirements set by the university. A student must be officially registered in order to receive credit for course work.

Art. 187. Changing/Adding/Dropping of Subjects. Changing, adding and dropping of subjects are not allowed during summer term but may be allowed within the first week of classes of regular semesters under the following conditions: opening of new sections, dissolved subject(s), approved change of subject schedule and/or conflict of schedules. All cases of changing, adding and dropping of subject/s shall require approval from the Dean concerned. Dropping of subject/s beyond the prescribed schedule may be allowed subject to evaluation and approval of the Dean, provided that the dropping is done for meritorious reasons such as conflict in work schedule, health reasons, late dissolution of class, and other valid reasons that the dean may deem meritorious.

Art. 188. Enrolling Subjects in Other Programs. As a general rule, students are not allowed to enroll in two degree programs. Students may enroll in non-degree enhancement programs subject to the conditions set by the University.

Chapter 122. Scholarship Programs

As part of its continuing mandate and program to serve and assist deserving students, the University provides various scholarships and educational assistance/grants as provided by law, by external sponsors, and as prescribed by the University, subject to general policies and guidelines.

Chapter 123. Fees

The University shall adhere to the provisions of applicable laws relative to educational fees and adopt mechanisms that will facilitate the management of fees, where applicable.

Chapter 124. Classification of Students

Art. 189. Regular Student. A full-time/regular student is one who carries the full academic load in any given semester as specified in the curriculum.

Section 20. Freshman (First Year). A freshman student is one who has not yet finished the prescribed subjects for the first year of his curriculum or one who has not completed twenty five percent (25%) of the 4-year program or twenty (20%) of the 5-year program of the total number of units.

Section 21. Sophomore (Second Year). Any student who has completed the prescribed subjects of the first year of his curriculum; or has completed twenty-five percent (25%) but not more than fifty percent (50%) for a four-year program; or has completed at least twenty percent (20%) but not more than forty percent (40%) for 5-year program, respectively, of the total number of units required for the program.

Section 22. Junior (Third Year). A student who has completed the prescribed subjects of the first two-years of his curriculum; or has completed at least fifty (50%) but not more than seventy five percent (75%) of the total number required for the 4-year program; or has completed at least forty percent (40%) but not more than sixty percent (60%) of the 5-year program.

Section 23. Senior (Fourth Year). A student who has completed the prescribed subjects in the first three years of his/her program; or has finished at least seventy five percent (75%) of the number of units for the 4-year program; or has finished at least sixty percent (60%) but not more than eighty percent (80%) of the 5-year program;

Section 24. Fifth Year. A student on the 5-year curriculum shall have completed all the subjects prescribed in the first four-years of the program or must have completed eighty percent (80%) of the total number of units required for the entire course.

Art. 190. Graduating Student. A regular graduating student is one who has completed the academic units prescribed in the years prior to his/her terminal year. An irregular graduating student must have completed at least 75% (for four-year programs), and at least 80% (for five-year programs) of the prescribed academic units, provided all pre-

requisites of the remaining subjects are complied with or can be complied with during the terminal school year.

Art. 191. Irregular Student. An irregular student is one who is carrying an academic load not strictly in accordance with the prescribed program prospectus.

Art. 192. Returnee. The student who withdrew from the program or was granted a Leave of Absence (LOA) or who went on Absence Without Leave (AWOL) for one semester or more and wishes to re-enroll in the university shall be referred to as student returnee. For readmission, the student returnee must comply with the requirements set by the University subject to the evaluation and approval of competent authorities.

Art. 193. Transferee. A student who wishes to transfer from other schools and enroll in USTP shall be referred to as a transferee. For admission, the transferee must comply with the requirements set by the University subject to the evaluation and approval of competent authorities.

Art. 194. Cross-Enrollee. A cross-enrollee is a student from another university who wish to cross-enroll in USTP, subject to the policies and procedures set by the University. USTP students may cross-enroll in other universities of the same accreditation level, provided that s/he will graduate during that semester, and upon compliance with the conditions set by the University and the approval of the proper authorities.

Art. 195. Shiftee. Otherwise referred to as an "internal transferee," the USTP student leaving one program to transfer to another must comply with the conditions and requirements set by the University and must be duly approved by the Deans of both Colleges.

Art. 196. Non-degree Student. A non-degree student is one who is enrolled in non-degree or short-term course offered by the University.

Art. 197. Visiting/Exchange Student. A visiting/exchange student is a foreign student with complete and valid credentials who wishes to enroll at USTP or whose academic engagements are based on the provisions of a signed agreement between the University and his/her home institution.

Chapter 125. Academic Load of Students

Art. 198. Regular Load. One unit of credit shall be at least eighteen (18) full hours of instruction per semester in the form of lecture, discussion, seminar, tutorial, or equivalent field/laboratory work or any combination of these forms within a semester. The total number of units in a regular semester for which a student may register shall be in accordance with the curricular programs the student is enrolled in.

Art. 199. Irregular Load. A student must strive to carry the regular load for a particular semester/term as prescribed in his/her program prospectus. Deloads/Overloads are allowed only under justifiable circumstances and subject to the policies and procedures set by the University.

Art. 200. Pre-requisite. The student should strictly observe the sequencing of subjects. He/she should pass first the prerequisite subjects before enrolling in a required subject in the semester. Failure to comply with this provision will render the enrollment of the subject requiring pre-requisite null and void.

Art. 201. Summer Term. The normal load during the summer term shall be six (6) units. Only under justifiable circumstances, as evaluated and approved by the Dean, can a graduating or non-graduating student be allowed to carry a maximum of nine (9) units.

Chapter 126. Schedule, Suspension, and Make-Up Classes

Art. 202. 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 curfew shall be enforced and mechanisms for compliance shall be set by the University.

Art. 203. 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.

Art. 204. 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.

Art. 205. 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.

Chapter 127. Attendance of Students

Art. 206. 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.

Art. 207. Tardiness and Absence. Prompt and regular attendance in classes is required of all students from the first to the last meeting of every course.

Art. 208. Excused Absences. It is the responsibility of the students to comply with class requirements in case of missed classes. Absences of students may be excused for any of the following reasons: illness, natural calamities, official participation in curricular or non-curricular activities.

Chapter 128. Leave of Absence

The student who does not intend to enroll in a semester or in a school year must apply for a Leave of Absence (LOA). A maximum of one school-year of LOA may be granted to the student applicant. The period during which the student is on LOA shall be included in the counting of residency years. In the event that there are any approved changes in the program or curriculum during his/her leave of absence, the student returnee is required to follow the new curriculum. A student who needs to go on leave of absence beyond the allowable period should be advised to apply for honorable dismissal without prejudice to readmission. No leave of absence shall be granted during the semester within two weeks before the last day of classes. If the inability of the student to continue his classes is because of health or similar justifiable causes, his absence during this period shall be considered excused. Students who withdraw from the college without a formal leave of

absence shall have their registration privilege curtailed and entirely withdrawn. A student who stops for one or more semesters but fails to apply for a leave of absence shall be required to reapply for admission if he wishes to continue his studies in the university.

Chapter 129. Off-Campus Activities

The conduct of Curricular and Non-curricular off-campus activities shall comply with university policies and procedures with reference to government regulations.

Art. 209. 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.

- 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.

Art. 210. 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.

Chapter 130. 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.

Chapter 131. Research Study/Thesis

In partial fulfillment of the requirements of a Bachelor's degree, a student or a group of students may need to submit an undergraduate thesis for evaluation and approval, following the policies and procedures set by the University.

Chapter 132. Examinations

Art. 211. 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. The University implements four periodic examinations as follows: Preliminary Examination; Mid-term Examination; Semi-final Examination; and Final Examination.

Art. 212. 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.

Art. 213. 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.

Chapter 133. Grades

Art. 214. 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 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
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

1. A conditional grade of "3.25 – 3.5" shall be removed after the final examinations, subject to university regulations.
2. 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.
3. A mark of "W" (Withdrawn) is given to the student who voluntarily and officially withdraws his/her registration.
4. 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'.
5. 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:
 - a) 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
 - b) Final examination coverage – all topics discussed from the mid-term examination. The mid-term grade is given a weight of one-half (1/2).
6. Only the Office of the Registrar is authorized to officially release the grades

Art. 215. Posting of Grades. Students' grades are posted by the faculty in the University Information System according to the published academic calendar.

Art. 216. Change of Grade. The faculty may request authority for a change of grades from the Dean/Academic Head through Channels, following university policies and procedures.

Art. 217. 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.

Chapter 134. Timeframe and Residency Requirement

Each student must strive to complete the requirements of his/her program within the prescribed duration. In the event that the student fails to complete the requirements of his/her program within the prescribed duration, he/she must observe the maximum residency requirement of seven (7) years for the four-year program or eight (8) years for the five-year program. If the student exceeds the timeframe set for the completion of a degree program, he/she shall be considered overstaying.

Chapter 135. Selective Retention

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: warning, probation, mandatory exit from the program, permanent separation from the university.

Chapter 136. Shifting, Cross-Enrolling, Withdrawal of Degree Programs

Art. 218. Shifting of Degree Programs. Shifting refers to the change of a student's degree program within the University. A student who intends to shift must file an application for shifting. Acceptance to the new degree program is subject to evaluation and approval by the Dean concerned, subject to availability of slots and compliance with the requirements of the new program. Subjects taken may be accredited only if the subjects from the previous program have substantially the same course description, title and number of units as those of the new program.

Art. 219. Cross-Enrollment. Cross-enrollment to other reputable higher education institutions, whose programs are accredited (at least Level II) by the appropriate accrediting agency, is allowed for graduating students. Cross-enrollment is subject to the approval of the Dean concerned, provided that the subject/s to be taken is/are not offered in the university and that the total number does not exceed nine (9) units. Provided further the aggregate number of units enrolled for the semester does not exceed thirty (30) units. Non-graduating students who need to clear out academic deficiencies may be permitted, on a case-to-case basis, by the Dean concerned to cross enroll in other reputable higher education institutions, whose programs are accredited at least level II by the appropriate accrediting agency, during summer provided that the subject/s he/she intends to enroll in is/are not offered in USTP. A maximum of nine (9) units is allowed inclusive of subjects enrolled in USTP for the said term. The student who desires to take unrelated subjects in other higher education institution for purposes of self-enhancement may be granted permit to study. Subjects taken will not be reflected in the Transcript of Records (TOR).

Art. 220. Withdrawal from the Program. A student may withdraw from a program within the semester/ term provided he/she does not exceed the allowable number of absences, which is 17% of the total number of the contact hours that the class is recited during the semester/term. Withdrawal beyond the allowable number of absences may still be allowed subject to the evaluation and approval of the dean concerned, provided that the withdrawal is done for meritorious reasons such as: financial problem; health reasons (medical certificate issued by the attending physician is required to support the claim), and other reasons that the dean may deemed meritorious. As such, the student should accomplish the prescribed 'Withdrawal Form' from the RSIS Office, for approval by the dean concerned.

Chapter 137. Honors/Awards System

Honors and awards shall be awarded annually to graduating and non-graduating students in both degree and non-degree programs for excellence in academic and other related activities. The Grade Point Average or GPA is the academic rating of a student and is the basis for granting honors and awards. All grades in the academic subjects from first year to the last year of the curriculum shall be considered in the computation of the Grade Point Average (GPA) except the grades of NSTP and PE/ PD the GPA shall be computed according to university policy.

Art. 221. Academic Honors (Graduating Students). Criteria set by the University for awarding of academic honors to graduating students shall be observed.

Art. 222. Academic Honors (for non-graduating students). Honor certificates shall be granted annually to qualified non-graduating students. The grades for the current school year in the year/level of the candidate shall be considered in the computation of the GPA and applying the preceding guidelines. Full-time undergraduate students who demonstrate a high level of excellence in academic work shall be placed in the academic Dean's list.

Art. 223. Special Awards. Special awards shall be given to deserving graduating and non-graduating students at the end of the school-year, subject to the policies and procedures set by the University. The selection of awardees shall be determined by the criteria set by the Committee on specific special awards. Candidates for Special Awards shall be recommended by the College Deans and approved by the Academic Vice Chancellor.

Chapter 138. Graduation

Art. 224. Requirements for Graduation. Students should meet all the academic requirements prescribed in the curriculum in order to be recommended for graduation.

Art. 225. Application for Graduation. The student must apply for graduation at the start of the last semester in attendance for final evaluation, proper guidance and counseling following University policies and procedures:

Art. 226. BOR Confirmation. No student shall be allowed to join in the commencement exercises unless his/her candidacy is duly confirmed by the Board of Regents (BOR) upon the recommendation of the University Academic Council.

Chapter 139. Student Clearance/Honorable Dismissal

Art. 227. Student Clearance. At the end of each semester, all students are required to secure clearance. Transfer credentials and other official documents shall be issued only when the students are cleared of all money and property accountabilities.

Art. 228. Honorable Dismissal. Generally, honorable dismissal refers to a student's voluntary withdrawal from the University with the consent of the Registrar or his duly authorized representative. A student in good standing who desires to cease his connection with the college shall present a written petition to this effect to the Registrar, signed by his parents or guardian. All indebtedness to the College must be settled before a statement of honorable dismissal shall be issued. The statement shall indicate that the student withdrew in good standing as far as character and conduct are concerned. If the student has been dropped from the rolls on account of poor scholarship, a statement to that effect may be added to the honorable dismissal. If the petition is granted, the student shall be given honorable dismissal. A student who leaves the College for reason of suspension, dropping or expulsion due to disciplinary action shall not be entitled to honorable dismissal. Should he be permitted to receive his transcript of record or the certification of his academic status in the College, it shall contain a statement of the disciplinary action rendered against him.

Chapter 140. Commencement Exercises

Art. 229. Attendance in Commencement Exercises. The Registrar shall be responsible for the commencement and baccalaureate exercises and may call upon the other offices for assistance in carrying out the plans. Graduating students who choose not to participate in the general commencement exercises shall submit a formal letter to their respective Deans or their duly designated representatives at least ten days before the commencement exercises.

Art. 230. Academic Costume. Candidates for graduation with degrees or titles prescribing no less than four (4) years of collegiate instruction, shall be required to wear academic costumes during the baccalaureate service and commencement in accordance with the rules and regulations of the University.

BOOK TWO. UNIVERSITY RESEARCH, INNOVATION, AND EXTENSION**TITLE ONE. FUNDING AND FACILITIES****Chapter 141. 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.

Chapter 142. Research, Innovation and Extension Office

Art. 231. Composition. The Research and Innovation Office may be composed of the following, modifications of which may be subject to prevailing policies set by competent authority: Research office; Extension and Community Relations; Career Center and Industrial Relations, Quality Assurance and Accreditation, Publication, Innovation and Technology Solutions.

Art. 232. Functions. The Office shall promote, monitor, and assess research and innovation activities in the university; provide a framework for the development of a research culture to ensure quantitative and qualitative improvement in research performance and output; assist in formulating policies for responsible research and extension practice and conduct; review and monitor policies for the management and progress of research, extension, and innovation; develop strategies for the expansion of research activities in strategic and critical fields; and provide support for commercialization of research products as well as consultancy.

Chapter 143. Science and Technology Parks

Art. 233. 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. 234. 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. 235. 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 industry participants, in accordance with the provisions of the National Internal Revenue Code (NIRC) of 1997, as amended. (RA 10919 Sec. 29)

Art. 236. 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. 237. 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 Intellectual Property Rights (IPR) provisions. 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. 238. 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 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. (RA 10919 Sec. 32)

TITLE TWO. RESEARCH AND INNOVATION GUIDING PRINCIPLES**Chapter 144. 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, and the responsibility of the research and Innovation office including funding, infrastructure, policies, and procedures.

Chapter 145. Intellectual Property Rights

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

Chapter 146. 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.

Chapter 147. University 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.

BOOK THREE. UNIVERSITY STUDENT AFFAIRS

TITLE ONE. STUDENT RIGHTS, CONDUCT AND DISCIPLINE

Chapter 148. Student Rights

Art. 239. Admission without Discrimination. No student shall be denied admission to the University on account of physical handicap, socio-economic status, political and religious beliefs and sexual orientation. Nor shall pregnant students, certified and reformed drug users be discriminated against.

Art. 240. Quality Education. Students have the right to competent instruction and quality education relevant to their personal and cultural development. They have the right to give constructive feedback on their teachers' competence and receive responsive action from the University.

Art. 241. Student Welfare Services. Students have the right to be provided with adequate student welfare services and school facilities that are within the financial capacity of the University.

Art. 242. Self-organization. The students have the right to form, assist or join organizations, alliances or federations for their physical, intellectual, moral, cultural, civic, spiritual and political interests that support and promote the mission and philosophy of the University.

Art. 243. Representation in the University's Policy-Making Body. The student shall have the right to be represented by the duly-elected president of the Supreme Student Council (SSC) in the policy-making body of the University, the Board of Regents (BOR).

Art. 244. Freedom of Expression. Students have the right to responsibly express their views/opinions and suggestions in seeking for the common good, the right to peaceably assemble to redress their grievances to the University authorities and to air their grievances through effective channels of communication with appropriate academic channels and administrative bodies of the university.

Art. 245. Academic Freedom. The students' right to choose a field of study, to acquire knowledge, to pursue the quest for truth and to express opinion on any subject of public or general concern which directly or indirectly affects their studies and the educational system as a whole shall not be abridged, except in cases of academic deficiency, or violation of disciplinary regulations.

Art. 246. Student Publication. As a medium for the exercise of their freedom of expression and academic freedom, the students have the right to publish their student newspaper or magazine in accordance with the provisions of Republic Act No. 7079 (Campus Journalism Act of 1991).

Chapter 149. Student Code of Conduct

Art. 247. General Provisions. All students must observe all laws, rules and regulations of the University of Science and Technology of Southern Philippines (USTP) and the laws of the land. The maintenance of the proper norm of conduct in the campus is the concern of the school faculty and administrators who are empowered to take disciplinary action

on conduct unbecoming by any student. Any student outside the class whose conduct is unbecoming must be reported to the proper authorities for appropriate action.

Chapter 150. Disciplinary Process

Art. 248. Due Process. No student shall be reprimanded, suspended or dismissed from the University except for cause as provided by University policy and only after due process. Due Process refers to the mandatory right of a student respondent to be given the opportunity to be heard, to explain or defend his/her side in a controversy, to refute the charge/complaint/accusation against him/her, or to seek reconsideration of any disciplinary action or ruling which may have already been taken by proper authorities in the University. No penalty shall be implemented unless the right to due process has been accorded to the respondent.

Art. 249. Motion for Reconsideration. The student concerned, after due notice, has 5 working days within which to file a motion for reconsideration with the University President who may form an Ad Hoc Committee to conduct further investigations; or, within 3 working days from receipt of the motion, shall render a decision which shall be final and executory.

Chapter 151. Offenses and Penalties

Art. 250. Offenses. Misconducts for which the students are held liable and for which they shall be subjected to disciplinary action include the following:

Section 25. Academic Offense. Academic Offense refers to a violation of any of the prohibited acts/omissions that have a direct bearing on the academic performance of a student. Cheating refers to any deceitful, fraudulent or dishonest act of a student which shows lack of integrity and a disposition to lie, betray and violate the truth.

Section 26. Non-Academic Offenses. These are actions of a student that do not have a direct bearing on his/her academic performance, but nevertheless seriously disrupt, disturb and destroy the harmonious learning atmosphere sought to be maintained in the University. Non-academic offenses may be grave offenses, less grave offenses, or light offenses.

Art. 251. Classification of Penalties. Penalties for any violation of the Student Code of Conduct are classified as follows:

Section 27. Reprimand. Reprimand is a penalty imposed on a student who commits a light offense for the first time in the Student Handbook. This consists of a written official reproach by the Chancellor expressing disapproval of the student's offense with a stern warning that a repetition of the said offense shall be dealt with more severely. Moreover, the reprimand shall form part of the permanent official records of the student.

Section 28. Suspension. Suspension is a penalty imposed on a student found guilty of violating certain disciplinary provisions in the Student Handbook in which the student shall be barred from entering the university campus for the whole duration of the suspension.

Section 29. Dismissal. Dismissal refers to the separation/expulsion of a student from the University as a penalty for a grave offense or violation of certain disciplinary

provisions in the Student Handbook.

Chapter 152. Student Complaint Against a University Personnel

A student may file a complaint against a faculty, staff, administrator, or any regular, temporary, contractual, or part-time university personnel at the Office of the Student Affairs (OSA) by filling up the complaint form. The complaint shall contain the name of the personnel in question and the reasons for the complaint. The complaint shall be endorsed to the Human Resources Unit and acted upon accordingly, following due process for University personnel.

TITLE TWO. STUDENT ORGANIZATIONS AND ACTIVITIES

Chapter 153. Student Organizations

Art. 252. Accreditation of Student Organizations. The authority to regulate the establishment and operation of any student organizations in the University (except those under the Arts and Culture Division) is vested in the Director of the Office of Student Affairs (OSA). The authority to regulate student organizations under the supervision of the Arts and Culture Division is vested in the Director of the said division.

Art. 253. Types of Student Organizations

Section 30. Accredited Student Organization. This refers to a group which is officially recognized by the University as having been formed by and for the USTP students whose objectives support and promote the University's vision and mission as an educational institution. As such, it is authorized to use certain services, facilities, amenities and administrative resources of the University in implementing its activities/programs/projects, subject to regulation by the OSA.

Section 31. Organizations That Use Hazing. Student organizations, whether or not they call themselves fraternities/sororities that use hazing in the recruitment or selection of prospective members shall not be accredited and shall be officially banned from the University. Hazing, as defined under Republic Act No. 8049, is the use of any method of pre-initiation or initiation that a student applying for admission / membership is required to undergo, which requirement causes, or is likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental damage, or even death, of the applicant.

Section 32. Supreme Student Council (SSC). This refers to the whole student body of the University, inclusive of the satellite campuses, which promotes, protects, and preserves the dignity, commitments, and aspirations of the University. It is the umbrella organization of all accredited organizations within the University. Its officers are elected from the entire student population in accordance with its constitution and by-laws.

Section 33. Curricular Student Organization. This refers to a group concerned with the enhancement of students' learning in a certain academic discipline through the conduct of special lecture series, symposia, seminars-workshops, exhibits and other learning activities.

Section 34. Non-Curricular Student Organization. This is a group seeking to promote and develop student leadership, community awareness, social responsibility and wholesome fellowship for constructive purposes through campus activities concerning community service, sports/culture, and advocacies on sociocultural-political-economic affairs.

Art. 254. Membership in Student Organizations. All bona fide students may join as members and be elected as officers of accredited Student Organizations provided that no student shall be

a member of more than three organizations. A freshman may be admitted as member, but not elected as officer of an organization.

Art. 255. Election of Officers of Student Organizations. The election of officers for the SSC, college councils, curricular and non-curricular organizations shall be held annually sometime on a date to be determined by the Electoral Board of the SSC and the OSA. The common date of election shall be in accordance with the guidelines for Suspension of Activities in this Handbook. All student political parties including those of the College Councils must apply for recognition from the COMELEC created by the SSC. Documents for candidacy, campaign materials and processes, and COMELEC membership shall comply with university regulations.

Art. 256. Qualification of Officers. For a student to qualify to run as an officer of accredited student organizations, including the Supreme Student Council (SSC) itself, he/she must possess the qualifications stipulated by the University.

Art. 257. Student Organization Moderator. S/he must be a member of the University Faculty. The Moderator shall actively participate in competency enhancement activities for moderators such as general assemblies, consultation meetings, mid-year and year-end evaluations, trainings and seminars/workshops; attend student organization activities such as basic orientation seminars, general assemblies, mid-year and year-end evaluations of the organization of which he/she is the moderator; make himself/herself available for consultation by the students concerned; submit a mid-year and year-end evaluation to the OSA; be directly responsible (with the organization president/ head) for seeing to it that all members of the organization under his/ her guidance shall observe discipline and proper behavior, particularly during general assemblies, acquaintance parties, intramurals, and other large, public gatherings in the campus; and act as signatory of official documents and transactions of the organization. As such, moderators shall supervise the entire activities of the organization directly under him/her, which are approved by competent university authority.

Chapter 154. Student Activities

Art. 258. Discipline in Student Organizations' Activities. All officers of accredited student organizations and their respective organization moderators shall be jointly responsible for the implementation and maintenance of discipline among their members and participants during their activities. They must exert all precautionary efforts to prevent violent quarrels, drunkenness, fistfights, rumbles, indecent acts and other unruly/discourteous/ destructive behavior during their activities, particularly those involving assemblies, intramurals, concerts, and other large gatherings. To do this, they must closely coordinate with the security services in the campus and, when necessary, with the Barangay Tanods and the police. The coordination with the university security services, Barangay Tanods and the police shall be coursed through the OSA Director.

Art. 259. Regulations for Student Activities. University regulations shall be complied with in terms of the duration, documentation, and suspension of student activities, financial accountabilities, posting/display of announcements and notices, and inviting of external guests.

Art. 260. Intramurals, Sports and other Physically Strenuous Activities. University policy must be complied with in terms of the following: proof of physical fitness, parents' consent, safety of students, inspection of activity site and facilities, activity management/supervision, and emergency measures.

Art. 261. Students' Overnight Stay in Campus. The university shall set a campus curfew. Students who are officers/members of organizing/ coordinating committees of the various school activities may request for permission to stay overnight, on the condition that the university policy and procedures for such requests are complied with.

Art. 262. Fund-Raising Activities. The university shall allow major and minor fund raising activities provided the general provisions, rules, and regulations pertaining to such activities are complied with.

TITLE THREE. STUDENT SERVICES

Chapter 155. Scholarship Services

The University provides various scholarships and educational assistance/grants to deserving students as provided by law, by external sponsors, and as prescribed by the University, subject to general policies and guidelines.

Chapter 156. Arts and Culture

The USTP Charter (RA 10919, Sec. 49) stipulates that USTP must "promote and preserve culture and arts, especially local practices and rites and indigenous practices of Mindanao, and to develop talents of students and University personnel alike." The Arts and Culture (ArCu) division formulates, implements, evaluates and enhances programs aimed at tapping the potentials and developing the talents of the students in the humanizing fields of arts and culture.

Chapter 157. Library

The library, as a learning resource center, is a vital partner of instruction and research. Its services include the e-library facilities and online journal subscription, among others. It is classified into undergraduate, graduate and electronic libraries.

Chapter 158. Registrar's Office

The Registrar's Office coordinates the activities pertaining to registration, transfer and graduation of students.

Chapter 159. Guidance Services Unit

Guidance Counselling is an integral part of the educational development of the students. The unit seeks to assist and guide, through appropriate counseling, the students so that they would become young citizens who would be emotionally, mentally and psychologically stable. The following are the various services offered to the students: information, counseling, testing, follow-up, individual inventory.

Chapter 160. Medical and Dental Services (MDS)

To ensure that students who need medical/dental attention are adequately attended to, the University provides medical and dental services.

Chapter 161. Sports and Physical Wellness Program

Through the Sports Office, the University seeks to inculcate in the students the value of wholesome physical development through active participation in sports and physical wellness programs with the end in view of striking a balance between intellectual growth and physical well-being.

Chapter 162. Security Services

To ensure the safety of the students in particular, and everyone inside the campus in general, the University has contracted the security services of a professional, government accredited security agency.

Chapter 163. Cafeteria Services

The cafeteria serves well-balanced and reasonably priced meals to meet the nutritional needs of its customers/ clientele. Catering services for birthday parties, weddings, seminars, and other special occasions may be availed of through advanced reservations at the cafeteria management.

Chapter 164. ID and Diploma Replacement

The USTP, through the proper procedures, authorizes the replacement/change of ID's and Diplomas in certain limited cases such as loss or damage to the original and legal correction and/or change of names.

Chapter 165. Affirmative Action Program

Republic Act No. 10931, known as the "Universal Access for Quality Tertiary Education Act of 2017" recognizes the inalienable right of all Filipinos to quality education and thus protects and promotes the right of all Filipino students to accessible quality education. The USTP Affirmative Action Program enforces the intent to promote social justice and the advancement of nation building.

CONCLUDING TITLE. IMPLEMENTATION, AMENDMENT AND REPEAL

Art. 263. Responsibility for Dissemination and Implementation of this Code. The University President through the SUC Vice Presidents shall be responsible for the dissemination of copies.

Art. 264. Implementing Guidelines. The University President may from time to time, issue memorandum, circulars, letter of instruction and the like for the guidance and proper implementation of the provisions of this Code.

Art. 265. Amendments or revision. Any amendment to or revision of this University Code may be proposed by the Administrative and/or Academic Council through a Resolution which embodies the proposed revision or amendment/s, signed by majority of all the incumbent members of both or either Council and submitted to the Board of Regents for approval: Provided that no such revision or amendment shall take effect unless approved by majority of all the members of the Board who are present and voting.

Art. 266. Repealing Clause. All existing university policies, rules and regulations inconsistent with this Code are hereby repealed or modified accordingly.

Art. 267. Separability Clause. If any provision of this Code is declared invalid by competent authority, the remainder of this Code or any provision not affected thereby shall remain in force and in effect.

Art. 268. Effectivity. This Code shall take effect thirty (30) days upon its approval by the Board of Regents to give sufficient time for its full dissemination to all sectors of the University constituents.

USTP DIRECTORY

USTP System

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Clustered Campuses

USTP Jasaan

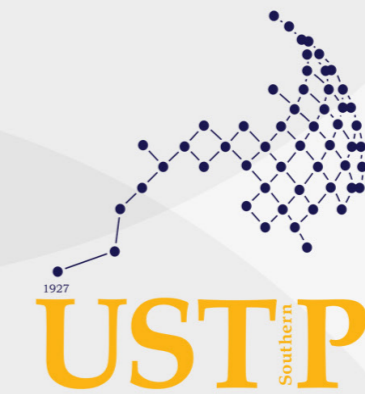
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