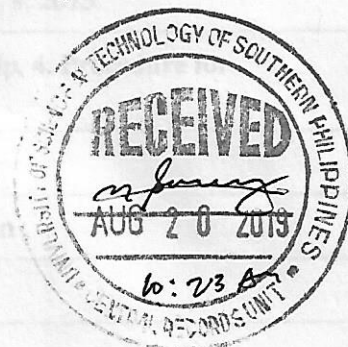


# University of Science and Technology of Southern Philippines

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

Office of the Vice President for Academic Affairs

University System



## MEMORANDUM

No. 027 s. 2019

- FOR :
- DEAN COLBERT RABAYA - Executive Dean, Clustered Campuses
  - DR. CONSORCIO S. NAMOCO, JR. - Vice Chancellor for Academic and Student Affairs, USTP CDO
  - DR. GREG M. CUBIO - Vice Chancellor for Academic Affairs, USTP Claveria
  - DR. DENNIS A. APUAN - Dean, College of Science and Mathematics, USTP-CDO
  - DR. OLIVA P. CANENCIA - Dean, College of Science and Technology Education, USTP-CDO
  - ENGR. JOCELYN B. BARBOSA - Dean, College of Information Technology and Computing, USTP-CDO
  - DR. RUVEL J. CUASITO - Dean, College of Technology, USTP-CDO
  - ENGR. ROJEN V. MORCILLA - Officer-In-Charge, Office of the Dean of the College of Engineering and Architecture, USTP-CDO
  - DR. ERIC RANDY R. POLITUD - Dean, College of Agriculture, USTP-Claveria
  - DR. ISABELITA C. BODBOD - Dean, College of Arts and Sciences, USTP-Claveria
  - DR. GRACE VIRGIE P. NILLAMA - Dean, College of Engineering and Technology, USTP-Claveria

DATE : August 20, 2019


SUBJECT : Updated Faculty Manual AY 2019-2020

- In light of the university policy for continuous improvement, the following corrections and recent Board-approved policies shall be incorporated into the USTP Faculty Manual AY 2019-2020:

Page	Changes
13 to 16	Section 2. Sabbatical Leave (BOR Res. No. 102, s. 2018) <i>(Prepared by Dr. Ruth G. Cabahug)</i>
18	<i>Erratum: Section 12. Special Leave Privileges (SLP): The clause "availed of by all faculty (designated or non-designated)" is changed to "availed of by designated faculty".</i>

33 to 39	A previously posted memo (VPAA MEMO #008, s.2019) outlines the changes made to "Curricular and Non-Curricular Activities" and "OJT" with reference to CMO 63 and 104, s.2017, and CMO 22, s. 2013.
39 to 40	Section 11. On the Job Training (OJT)/Student Internship, <b>4. Procedure for Local/International OJT</b>
41	Section 12. Academic Advisement, <b>Clause 1</b>
43	Section 13. Examinations, <b>5. Removal Examination</b>
44	Section 14. Grades, <b>2. Posting of Grades</b>
45	Section 14. Grades, <b>3. Change of Grade</b>
47 to 48	Section 15. Selective Retention, <b>c. Mandatory Exit from Program</b>
83 to 85	Art. 2. Section <b>4. Incentives for External Grant Proponents</b> (BOR Res. No. 104, s. 2018) <i>(Prepared by Dr. Ruth G. Cabahug)</i>

2. The updated Faculty Manual AY 2019-2020 shall be made available in the USTP System Website under "Issuances." Electronic copies will also be sent to the University Officials, Chancellors, Campus Academic Vice Chancellors, Deans, and Chairs for electronic dissemination to the faculty.
3. Pending academic policies shall be issued as memos upon approval by the Board (e.g., dropped due to absence, selective retention, extension time release, foreign travels, etc.).
4. For your information and guidance.

  
**MARIA ELENA L. PAULMA, Ph.D.**  
 Vice President for Academic Affairs

Cc: OIC President, CDO Chancellor