

**BOOK I
GENERAL PROVISIONS**

**ARTICLE 1
PRINCIPLES AND POLICIES**

Section 1. **Title.** This document shall be known as the WESTERN PHILIPPINES UNIVERSITY (WPU) Code.

Definition: - The WPU Code is a document which expresses in concrete terms the philosophies and principles of governance; adopting among others, pertinent laws, rules and regulations that would ensure effective management and promotion of harmonious relationships, integrity and high moral and spiritual values in the manner of administering the various functions of the University as an institution of higher learning.

Section 2. **Nature of the University.** WPU is a public institution principally supported by state funds. It includes the laboratory, extension schools , technology learning centers necessary to supplement or reinforce instruction in the tertiary level.

Section 3. **Vision.** The Western Philippines University (WPU) will be recognized internationally as a knowledge center for sustainable resource development and management.

Section 4. **Mission.** The Western Philippines University commits itself to develop quality human resource and technologies for a dynamic economy and sustainable development through relevant instruction, research, extension and production activities.

Section 5. **Goal and Objectives**

- a. **Goal:** To increase the capability of WPU towards sustained production of globally competitive manpower, generation of relevant technologies, and packaging of development programs in response to the needs of the region and the country.
- b. **Objectives:**
 1. To attain academic excellence and distinction for WPU as a major university in the BIMP-EAGA and Region;
 2. To make higher education more accessible;
 3. To increase efficiency and effectiveness of the University's programs and operational systems;

4. To strengthen research, invention, creative and extension output and develop and implement resource generation strategies;
5. To manifest strong commitment to rural development and environment; and
6. To modernize the University.

Section 6. **University Seal.** Its *circular* shape symbolizes the wheel of development which is dynamic in nature. The *golden gear* is like a light that guides the University in carrying out its threefold functions of instruction, research and extension, as it envisions itself as a key contributor to industrialization and global competitiveness. The *green polygon* and *three green lines* represent the terrestrial resources, while the *blue waves* stand for the aquatic resources. These symbols affirm the University's mission to work for sustainable development and environmental protection.



Section 7. **University Color.** The University shall adopt BLUE, GREEN and GOLD as its official colors.

Section 8. **Policies.** As fully guaranteed Paragraph 2, Section 5 of Article XIV of the Constitution of the Philippines states that "all institutions of higher learning shall enjoy academic freedom."

1. Total commitment to academic freedom.
2. Commitment to the development of Human Capital Resources.
3. Advocacy of total quality management, team work, group problem solving, work-based research, achievement based strategies.

4. Commitment to the support of innovation in all phases of work processes, production and output.
5. Commitment to an efficient administrative system.
6. Total support for the advancement and enhancement of faculty and staff welfare.
7. Support limited autonomy to external campuses particularly in matters pertaining to sourcing of funds and local/LGU support.
8. Total support to welfare of students and clientele of the university.
9. Commitment to the computerization of university operations toward economy and efficiency in management.
10. Commitment to the development of quality products and services.

Section 9. **Definition of Terms.**

1. Higher Education Institutions (HEIS) – refer to all institutions of higher learning in the Philippines primarily offering degree granting programs, including post-secondary degree-granting vocational and technical educational institutions;
2. University – refers to Western Philippines University (WPU) which was created and established by law and constitutes its charter that has an independent and separate Governing Board (GB);
3. Governing Board – refers to the highest policy-making body of the University which is the Board of Regents (BOR).
4. Federation of Faculty Association – It is the association of the faculty members or the academic staff of the University or the federation thereof which has been extended due recognition by its GB to be its legitimate and lawful faculty association, provided it is accredited by the Civil Service Commission.
5. Alumni Association – It is the association of the alumni of the University or the federation thereof which has been extended due recognition by its GB to be the legitimate and lawful organization of its alumni.
6. Region – means the administrative grouping cluster of provinces and/or cities determined by the Office of the President of the Philippines.
7. Province – means a cluster of municipalities and/or non-chartered cities as created and established by law.
8. City – means such as created and established by law, chartered or non-chartered.
9. Profession – a calling requiring specialized knowledge and often long and intensive preparation, including instruction in skills and methods as well as in the scientific, historical or scholarly principles underlying such skills and methods, maintaining by force of organization or concerted opinion, high standards of achievement and conduct, and committing its members to a continued study and to a kind of work which has for its purpose the rendering of a public service.
10. Field of Specialization – is any field of human endeavor in which a person has become proficient and has acquired considerable expertise beyond normal and regular expectations;
11. Commission on Higher Education – is the government agency created by Republic Act No. 7722, otherwise known as the “Higher Education Act of 1994”, and which has jurisdiction over all HEIs, public or private in the Philippines.
12. CHED Chairman – refers to the Chairman of the Commission on Higher Education.
13. CHED Commissioner – refers to any Commissioner of the Commission on Higher Education.

14. Tertiary Education – refers to post-secondary education which leads to an initial or higher bachelor's degree, as well as formal graduate studies leading to a master's, doctorate or similar degrees.
15. Student Regent – the duly elected student representative in the GB of the university, who may also be the President/Chair/Head of their Supreme Student Council/Student Government or the Federation President, Federation Chair/Federation Head thereof.
16. Philippine Association of State Universities & Colleges – is the CHED-recognized private organization of all chartered SUCs.
17. Constitute – means the act of formally organizing and/or calling to an initial meeting for purposes of formally organizing any group, association or entity.
18. Full-time Service – means the rendering of a person's professional time, effort and service to a particular position or endeavor to the absolute exclusion of all other endeavors and/or position.
19. Due Process of Law – which could either be substantive and/or procedural, means the whole gamut of constitutional and statutory rights afforded to a Filipino citizen to ensure that he receives a fair, just and equitable disposition of charges and/or allegations that may be leveled against him.
20. To Receive in Trust – refers to the act receiving any property, real or personal, for and in behalf of another, and to protect the same from any spoliation or encumbrance and/or from any other act which would decrease its value.
21. Legacies – refer to any voluntary gift of money or other personal property.
22. Real Property – as defined and enumerated under Article 415 of Republic Act No. 386, otherwise known as the "Civil Code of the Philippines".
23. Personal Property - as defined and enumerated under Article 416 and 417 of Republic Act No. 386, otherwise known as the "Civil Code of the Philippines".
24. Tuition Fees – fees collected for a specific purpose.
25. Miscellaneous or Other Fees – fees collected other than tuition and fiduciary fees.
26. Laboratory Fees – cost per unit hour; fees for the use of the laboratory equipment and/or facilities; fees for the repair and maintenance of laboratory equipment and/or facilities.
27. Special Trust Fund – refers to the total amount collected or charged from students for a specific purpose, other than payment of tuition fees, held in trust by the college or university.
28. Socialized Scheme of Tuition and Instructional Fees – refers to a scheme or pattern where the rate of tuition and instructional fees is collected on the basis of family income and/or socio-economic status of the student, such that the less economically privileged students shall pay lesser fees than students coming from more affluent families.
29. Dual System – refers to a learning approach utilizing both the experiences gained by students inside and outside of the classroom, sometimes called the in-school/off-school approach.
30. Open Learning – also known as distance education, is a learning mode in which at least half of the total number of hours required for a degree program is offered outside of the confines of the formal classroom set-up where student-teacher contact is normally needed.
31. Community Laboratory – is a community adopted by the University as part of its extension program where research and civic service are conducted by its students and/or faculty.

32. Academic Freedom – is the freedom of intellectual inquiry not only of the University but also of its faculty and students.
33. Institutional Autonomy – the right of the University to select its administrator, faculty members and students, to prescribe its courses of study, to adopt plans of administration, study and research, and to determine its educational policies, among others.
34. Income – all amounts received, generated and/or collected by the University, including interest accrued from special trust funds and/or accounts.
35. Main Campus – is the campus of the University located at Aborlan, Palawan.
36. WPU-PPC Campus – refers to the campus of the University located at Puerto Princesa City.
37. Satellite Campus – refers to the external campuses or community colleges of the University.
38. Auxiliary Services – all kinds of services done and/or rendered by the University other than academic, such as hospital, cafeteria, utility service, printing press, university store, and the like.
39. Prominent Citizens – citizens of Palawan who have distinguished themselves in their profession or fields of specialization.
40. Referendum – an ordinary legislation when the usual procedure of implementation of law is postponed for a certain length of time after it has been passed by the legislature.
41. WPU-MCFA – Western Philippines University Multi-Campus Faculty Association.
42. MEASFA – Mechanical Assistance to Farmers.
43. Non-Academic Personnel Organization – association of non-teaching personnel of the University.
44. Non-chartered tertiary institutions – tertiary institutions not created by law such as CHED supervised institutions and those established and operated by local government units.

Section 10. **Powers and Responsibilities.** The powers and responsibilities of the University shall be those set forth in its charter adapted from RA 9260. It shall have the general powers granted to it under the Corporation Code, and such other powers as may be further provided by law.

ARTICLE 2 GOVERNANCE

Section 1. **Organizational Structure.** The organizational structure is depicted in Figure 1.

Section 2. **The Board of Regents.** The governance of the University shall be vested in the Board of Regents pursuant to RA 9260. The composition and qualifications of the members of the Board of Regents, unless otherwise superseded by a more recent law or decree to that effect, shall follow those specified in REPUBLIC ACT 9260, which was approved on March 5, 2004.

2.1 **Powers and Duties.** The Board shall have the following specific powers and duties in addition to its general powers of administration and the exercise of all the powers granted to the board of directors of a corporation under existing laws:

- (a) To promulgate rules and regulations 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 to carry out the purposes and functions of the University;
- (c) To import duty-free economic, technical and cultural books and/or publications, upon certification by the CHED that such imported books and/or publications are for economic, technical, vocational, scientific, philosophical, historical or cultural purposes, in accordance with the provisions of the Tariff and Customs Code, as amended;
- (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 benefits of the University, and subject to the limitations, directions and instructions of the donor if any;

Such donations shall be exempted from the donor's tax and the same shall be considered as allowable deductions from the gross income in the computation of the income tax of the donor, in accordance with the provisions of the National Internal Revenue Code (NIRC), as amended: *Provided*, that such donations shall not be disposed of, transferred or sold.

- (e) To fix the tuition fees and other necessary school charges, such as, but not limited to, matriculation fees, graduation fees and laboratory fees, as the Board may deem proper to impose, after due consultations with the involved sectors.

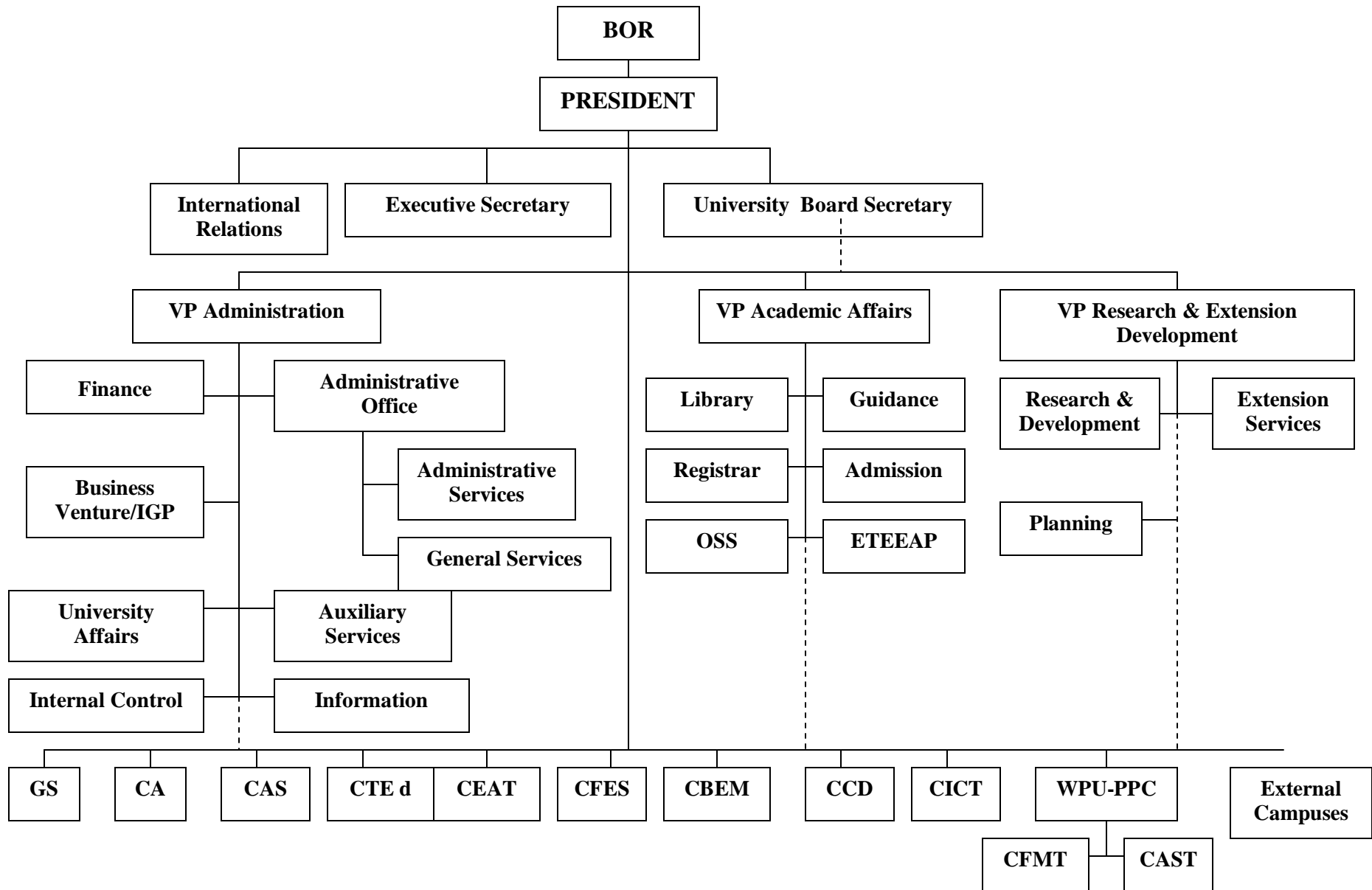


Fig. 1. Organizational Structure of the Western Philippines University revised as per Board Resolution No. 18, s. 2006 dated December 15, 2006

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 and land grants, shall be retained by the University, and may be disbursed by the Board for instruction, research, extension or other programs/projects of the University: *Provided*, That all fiduciary fees shall be disbursed for the specific purposes for which they 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 said funds for any reasonable purpose which, in its discretion, may be necessary and urgent for the attainment of the objectives and goals of the University.

- (f) To adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students;
- (g) To authorize the construction or repair of its buildings, machinery, equipment and other facilities, and the purchase and acquisition of real property, including necessary supplies, materials and equipment;
- (h) To appoint upon recommendation of the President of the University, vice presidents, deans, directors and heads of campuses, faculty members, and other officials and employees of the University;
- (i) To fix and adjust 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 laws governing hours of service and such other duties and conditions as it may deem proper, to grant them, as its discretion, leaves of absence under such regulations as it may promulgate, any provision of existing law 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 herein provided;
- (k) To set policies on admission and graduation of students;
- (l) To award honorary degrees upon persons in recognition of outstanding contribution in the fields of education, public service, arts, science and technology, agriculture 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 Province of Palawan as branches and extension centers in coordination with the CHED, and in consultation with the Department of Budget and Management (DBM), and to offer therein programs or courses, to promote and carry out equal access to educational opportunities mandated by the Constitution;
- (n) To establish research and extension centers of the University where such will promote the development of the latter;
- (o) To establish 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 for hereinabove to the president and/or other officials of the University as it may deem appropriate, so as to expedite the administration of the affairs of the University;
- (q) To authorize an external management audit of the University, to be financed by the CHED, subject to Commission on Audit (COA) rules and regulations; and to institute reform, including academic and structural changes, on the basis of the audit results and recommendations;
- (r) To collaborate with other governing boards of the state colleges and universities within the Province of Palawan or the region, under the supervision of the CHED and in consultation with the DBM, and work towards the restructuring of the University to become more efficient, relevant, productive and competitive;
- (s) To enter into joint ventures with business and industry for the profitable development and management of the economic assets of the University, the proceeds of which shall be used for the development and strengthening of the University;
- (t) To develop consortia and other economic forms of linkages with local government units, institutions and agencies, both public and private, local and foreign, in the furtherance of the purpose and objectives of the University;
- (u) To develop academic arrangements for institution-capability building with appropriate institutions and agencies, public and private, local and foreign, and to appoint experts/specialists as consultants, part-time or visiting or exchange professors, scholars or researchers, as the case may be;
- (v) To set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual system, open learning or distance education, community laboratory, etc. for the promotion of greater access to education;
- (w) To establish policy guidelines and procedures for participative decision-making and transparency within the University;

- (x) To privatize, where most advantageous to the University, management of non-academic services such as health, food, building or grounds or property maintenance and such other similar activities; and
- (y) To extend the term of the president of the University beyond the age of retirement but not later than the age of seventy (70), whose performance has been unanimously rated by the governing Board as outstanding, after unanimous recommendation by the search committee.

2.2 Officers and Members of the Board of Regents. The Governing Board of the University, the Board of Regents, shall be composed of the following:

- (a) The Chairperson of the Commission on Higher Education (CHED), as chairperson;
- (b) The President of the University, as vice chairperson;
- (c) The Chairperson of the Committee on Education, Arts and Culture of the Senate, as member;
- (d) The Chairperson of the Committee on Education, Arts and Culture of the House of Representatives, as member;
- (e) The Regional Director of the National Economic and Development Authority (NEDA), as member;
- (f) The Regional Director of the Department of Science and Technology (DOST), as member;
- (g) The Regional Director of the Department of Agriculture (DA), as member;
- (h) The President of the Federation of Faculty Associations of the University, as member;
- (i) The President of the Federation of Student Councils of the University, as member;
- (j) The President of the Federation of Alumni Associations of the University, as member; and
- (k) Three (3) prominent citizens who have distinguished themselves in their profession or fields of specialization of the University, as members.

The Board of Regents shall appoint the three (3) prominent citizens from among a list of at least five (5) persons qualified in the Province of Palawan, as recommended by the search committee constituted by the University President, in consultation with the Chairperson of CHED, and the other members of the Board, based on the normal standards and qualifications for the position set by the Board.

The term of office of 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 be coterminous with their respective terms of office, as set forth in their respective Constitutions and By-Laws.

The three (3) prominent citizens shall serve for a term of two (2) years from the date of appointment.

2.3 Meetings of the Board. The Board shall regularly convene at least once every quarter. However, the chairperson of the Board may, upon three (3) day's prior written notice, call a maximum of four (4) special meetings whenever necessary.

A quorum of the Board shall consist of majority of all its members holding office at the time of the meeting: *Provided, however,* That the chairperson of the Board or the president of the University is among those present in the meeting.

In the absence of the Chairperson of the CHED, a Commissioner of the CHED, duly designated by him/her, shall represent him/her in the meeting with all the rights and responsibilities of a regular member: *Provided, however,* That during this meeting, the president of the University as vice chairperson shall be the presiding officer: *Provided, further,* That is *proviso* notwithstanding, the Chairperson of the CHED is hereby authorized to designate a CHED Commissioner as the regular chair of the Board of Regents, in which case said CHED Commissioner shall act as the presiding officer.

In case the Chairpersons of the Congressional Committees on Education shall not be able to attend the Board meeting, they may designate their respective representatives to attend the said meeting who shall have the same rights and responsibilities as a regular member of the Board.

2.4 Compensation of the Board of Regents. The members of the Board shall not receive any salary but shall be entitled to reimbursements for actual and necessary expenses incurred, either in their attendance to meetings of the Board or in connection with other official business authorized by resolution of the Board, subject to existing laws and regulations.

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

The President of the University shall be ex-officio member of all standing committees of the Board.

Section 3. **The University Councils.**

3.1. The Academic Council. There shall be an academic council with the president of the University as chairperson and all members of the academic staff with the rank of not lower than assistant professor as members.

3.1.1 Powers of the Academic Council. The Academic Council shall have the power to review and recommend the curricular offerings and rules of discipline of the University, subject to the approval of the Board of Regents. It shall fix the requirements for the admission of students, as well as for graduation and conferment of degrees, subject to review and/or approval by the Board of Regents through the president of the University. It shall have the disciplinary powers over the students of the University and shall formulate academic policies and rules and regulations on discipline, subject to the approval of the Board.

3.1.2 The Presiding Officer. The President of the University shall be the presiding officer of the Academic Council. The presiding officer shall vote only to break a tie in the event of decision-making. In the absence of the President, the Vice President for Academic Affairs shall preside the meeting, and in the absence of both, the next ranking officer shall preside.

3.1.3 Secretary of the Academic Council. The University Registrar shall be the ex-officio secretary of the council. It shall be his/her duty to issue notice for meetings of the council, keep the minutes of its proceedings and send to each member a copy of such minutes and agenda at least 3 days before the meeting.

3.1.4 Meetings and Attendance. The Academic Council shall meet at such times as the President may determine, provided that there shall be at least one meeting every quarter. The President shall call a special meeting as the need arises.

Members of the faculty who have to attend council meetings are authorized to assign some works for their students to do within the class hours.

3.1.5 Quorum. The quorum of the council shall consist of a majority of its members.

3.1.6 Creation of Committees. The Academic Council may create an Executive Committee as well as Standing or Special Committee as it may deem necessary and convenient for the proper performance of its functions.

3.1.7 The President in Committees. The President shall be an ex-officio member of every standing committee or special committee of the council.

3.2 The Administrative Council. There shall be an administrative council consisting of the president of the University as chairperson, vice presidents, deans, directors and other officials of equal rank as members, whose duty is to review and recommend to the Board the policies governing the administration, management and development planning of the University.

3.2.1 Duties and Responsibilities. The Administrative Council shall have the following duties and responsibilities:

- 1) Advise the University President on administrative and financial matters;
- 2) Assist the University President in the implementation of policies governing the administration, management and development planning of the university as approved by the Board; and
- 3) Assist the University President in the formulation of policies governing administration, management and development of the university and operation of the different projects for approval by the Governing Board.

3.2.2 The Presiding Officer. The Chairperson, or the President, shall be the presiding officer of the Administrative Council. The presiding officer shall vote only to break a tie in the event of decision-making.

In the event of the inability of the President to preside at a Council session, the University Vice President for Administration will temporarily preside over the meeting. In case the Vice President for Administration is absent, the next ranking official shall serve as temporary Presiding Officer.

3.2.3 Secretary of the Council. The University Secretary as ex-officio Secretary of the Council shall have the duty to issue notices for meetings of the Council, keep the minutes of its proceedings, send a copy of such minutes to each member and furnish each a copy of the order of business of every regular meeting at least three (3) days in advance.

3.2.4 Meetings and Attendance. The Administrative Council shall meet once every quarter or as the need arises. Every member of the Administrative Council shall be required to attend all its meetings but any member may be excused from attendance for reasons that the President may consider justifiable.

3.2.5 Quorum. A simple majority shall constitute a quorum

3.2.6 Creation of the Committees. The Chairperson of the Administrative Council, or the President, shall be authorized to create committees that the Administrative Council deems necessary to enable it to discharge efficiently its functions and duties.

3.3 The Research and Extension Council. There shall be a University Research and Extension Council headed by the President as Chairman, the Vice-President for Research & Extension Development as Vice Chairman, the Directors of Research and Extension, the Deans and faculty members with expertise in various priority areas and commodities. Additional members may be included when the Council so decides.

3.3.1 Duties and Responsibilities. The duties and responsibilities of the Research and Extension Council shall be as follows:

- 1) Establish and review the research and extension thrust and priorities of the University in consonance with provincial, regional and national thrusts and those deemed appropriate for the University;
- 2) Formulate and recommend research and extension policies and strategies to achieve institutional plans;
- 3) Review research and extension proposals and recommend them for funding;
- 4) Review research and extension projects to prevent overlapping of duties and over commitments and submit recommendations to the President; and
- 5) Recommend publication of worthwhile research results and extension projects to scientific and research journals after thorough evaluation.

3.3.2 The Presiding Officer. The University President as Chairperson of the Council shall be the presiding officer. In his absence, the Vice President for Research & Extension Development shall preside over the meeting, and in the absence of both, the next ranking officer shall preside.

3.3.3 Secretary of the Council. The Secretary of the Research and Extension Council shall be designated by the President from among the members.

3.3.4 Meetings and Attendance. The Research and Extension Council shall meet at such times as the Chairman may determine, provided that there shall be at least two (2) regular meetings per semester. The chairperson shall call a Special Meeting when the need arises.

Members of the faculty who have to attend council meetings are authorized to assign some work for their students to do within the class hour.

3.3.5 Quorum. A quorum of the council shall consist of a majority of its members.

3.5.6 Creation of Committees. The Research and Extension Council may create standing and special committees as it may deem necessary and convene for the proper performance of its functions.

ARTICLE 3 OFFICERS OF THE ADMINISTRATION

Section 1. **Composition.** The Officers of the Administration of the University shall consist of the University President, Vice President for Academic Affairs, Vice President for Research and Extension Development, Vice President for Administration, University Secretary, Deans, Directors, Division Heads, Registrar, and other current members of the Administrative Council, including other officers who may be designated by the President of the University and confirmed by the Board of Regents.

All designated officers of the administration shall serve a term of two (2) years which may be renewed for a maximum of another term.

Section 2. **The University President.** The overall administration of the University is vested on the President who must render full-time service and shall be selected and appointed by the Board of Regents upon the recommendation of the Search Committee for the Presidency duly constituted by the Board.

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

2.1 **Qualifications of the University President.** The minimum qualifications of the University President shall be as follows:

- 1) Academically qualified; a holder of a learned doctorate degree in line with the mandate of the University;
- 2) Must be a natural-born Filipino citizen;
- 3) With relevant administrative experience;
- 4) With established track record on research and development and extension;
- 5) Possesses leadership and managerial skills within the purview of the needs, thrusts, goals and objectives of the University; and
- 6) Of proven moral integrity.

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

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

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

2.3 Powers of the University President. The President shall carry out the general policies laid down by the Board of Regents and shall have the power to act within the limits of the said general policies and in accordance with his/her specific duties and responsibilities.

2.4 Specific Duties and Responsibilities. The specific duties and responsibilities of the University President shall be as follows:

- 1) Direct or assign the details of executive action;
- 2) Act as ex-officio head of the University faculty;
- 3) Exercise general supervision of all business and financial operations of the University;
- 4) Determine the agenda of all meetings of the Board of Regents, the Administrative Council, Academic Council, and Research and Extension Council: provided, however, that any member of the Board or any member of among the hereinafter Councils shall be entitled to have any matter included in the agenda;
- 5) Preside all commencement and other public exercises of the University and confer such degrees and honors as are granted by the Board of Regents. All diplomas and certificates issued by the University shall be signed by the President and attested by the Registrar;
- 6) Act as the official medium of communication between the faculty, staff, and students of the University on one hand, and the Board of Regents on the other;
- 7) Appoint qualified and competent persons to fill all vacancies and new positions as per approved criteria of recruitment upon recommendation of the appropriate recruitment/selection board; to make such appointments necessary to meet emergencies occurring between meetings of the Board so that the work of the University will not suffer; and to make special appointments as are permitted by the Board of Regents;
- 8) Grant or deny leaves of absence with or without pay and/or extension of such leaves or delegate the same to duly authorized officer of the University;
- 9) Grant or deny extension of fellowships or scholarships for a period not beyond one academic year if the budget permits and for reasons he/she may deem appropriate;

- 10) Approve/defer retirement of members of the faculty and employees.
- 11) Authorize renewal of appointments for not more than one year if the budget permits and the services are deemed necessary and to make ad interim appointments when the need of the service so requires;
- 12) Authorize the transfer/detail of faculty members and employees from one campus department or unit of the University to another or to other educational institutions in accordance with their specializations with the consent of the transferee and with proper compensation;
- 13) Appoint qualified members of the faculty as fellows of the University (full or partial) in order to enable them to pursue graduate studies locally or overseas and to fix the financial assistance to any such fellow in accordance with the rules promulgated by the Board of Regents and within the lump sum appropriated for fellowships;
- 14) Grant or deny permission for members of the faculty to accept training grants, fellowships, scholarships, assistantships, or invitations to conferences sponsored by outside agencies or organizations without any financial obligation on the part of the University outside of the regular salary of the person concerned;
- 15) Supervise and control through the Dean of Student Services, co-curricular activities of students; and to issue adequate rules for the organization and qualifications of officers;
- 16) In consultation with the head of the units concerned, initiate the necessary disciplinary action against the erring personnel before an appropriate investigating body;
- 17) Prepare and endorse annual report to the Board of Regents on the work of the past year and the needs for the current year. He/she shall also present to the Board the annual budget of the University with estimates of income and expenditure;
- 18) Execute and sign, in behalf of the University, contracts, deeds and other instruments necessary for the proper conduct of the affairs of the University as authorized by the BOR. However, in regularly recurring undertakings and transactions where his/her action is virtually ministerial, conditions and terms thereof having been fixed in the existing University regulations, and general laws, direct through appropriate written instruction that approval in specified cases be made in his/her behalf by officers of administration or heads of offices or units, subject to such safeguards as he/she may impose. All existing regulations inconsistent herewith are abrogated;
- 19) Enforce discipline in the University for the maintenance of satisfactory academic standards in all its units; and
- 20) Designate a ranking officer of the administration to act as Officer- in-Charge of the Office of the President, who shall carry out the management of the affairs of

the University in the name of the President, subject to his/her instruction and the policies of the Board. In this regard, the President shall initiate a policy on designation of command-succession for the University and for each of the individual major units.

- 21) Execute/implement/adopt existing laws, national or local issuances, pertinent office policies and regulation to ensure preservation and protection of the university rights over its properties and welfare and shall enjoy full protection of law in the exercise of his duties and responsibilities during his term.

2.5 Term of Office. The University President shall be eligible for reappointment for another term only.

No search needs to be conducted for the incumbent who seeks for reappointment as deemed by the Board of Regents.

Section 3. The Vice President for Academic Affairs. There shall be a Vice President for Academic Affairs to be designated by the University President subject to the confirmation of the Board.

3.1 General Functions. The general functions of the Vice President for Academic Affairs shall be as follows:

- 1) Assist the President in all programs of the University in curriculum and instruction;
- 2) Coordinate the academic programs of the different units of the university for effective implementation; and
- 3) Represent the University on matters relevant to academic functions with appropriate agency, body or office whether in country or overseas when so designated by the University President.

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

- 1) Act as Vice Chairperson of the Academic Council of the University;
- 2) Coordinate the sports and recreation program of the University students through the Sports and Cultural Section of the Office of Students Services;
- 3) Resolve organizational conflicts on academic;
- 4) Recommend policies and/or revisions thereof on academic programs;

- 5) Coordinate curriculum development in all levels through the University Academic Council and the Academic Councils of colleges;
- 6) Review all proposed policies and programs/projects for internal development particularly those affecting instruction;
- 7) Review/analyze reports on status of faculty workload;
- 8) Provide leadership in planning and in budgetary estimates and allocations for all academic units and recommend realignment, if necessary;
- 9) Assess all evaluations made by the Deans of Graduate School and Student Services as well as those of the different College Deans;
- 10) Sign vouchers, requisition and issuance slip (RIS), and purchase orders from within subordinate offices;
- 11) Recommend for approval for travel papers and leaves of subordinate staff of not more than 30 days;
- 12) Represent the Department in the selection and promotion board for academic positions/personnel;
- 13) Act as an Officer-In-Charge of the University every time the President is out of the campus or on official trip. As OIC you are authorized to act on routine matters only. Policies, disciplines and other matters that would need major decision must be set aside for the Action of the President;
- 14) Approve vouchers, RIV's, Trip Tickets and sign P.O's and selected communications in behalf of the President except contracts and appointments of personnel; and
- 15) Perform other duties related to his/her position and/or as delegated by the President from time to time.

Section 4. **The Vice President for Administration.** There shall be a Vice President for Administration to be designated by the University President subject to the confirmation of the Board.

4.1 **General Functions.** The general functions of the Vice President for Administration shall be as follows:

- 1) Provide leadership and direction in general supervision and administration of administrative support and fiscal matters;
- 2) Coordinate the operation of the administrative units in support to the instruction, research, extension and production functions of the university; and

- 3) Represent the University on matters relevant to the administration of the university when so designated by the University President.

4.2 **Specific Duties and Responsibilities.** The specific duties and responsibilities of the Vice President for Administration shall be as follows:

- 1) Act as Vice Chairperson of the Administrative Council;
- 2) Develop, formulate and implement programs/projects and activities that are of administrative and ancillary in nature including fiscal matters;
- 3) Manage and/or supervise preparation, allocation and disbursements of budgetary resources in accordance with existing laws rules and regulations;
- 4) Approve for and in behalf of the President, requisitions and disbursements including contract of services/purchase orders;
- 5) Approve/countersign for payments of personal services, refund and remittances of insurance and retirement premiums withholding tax, salary, policy and real state loans regardless of amount and other expenditures that may be authorized for specific purpose;
- 6) Issue policy memorandum on Administrative matters as decided upon on Administrative Council level and/or those inherent to his/her general functions mentioned under Section 5, no. 5.1 above;
- 7) Supervise the affairs of administrative, financial and support services units such that its inherent goals and objectives are at least satisfactorily attained;
- 8) Represent in the Promotion and Selection Board for non-academic positions within the umbrella of the administrative and support services;
- 9) Recommend appointments of non-academic personnel within administrative and support services to the University President regardless of employment status;
- 10) Establish a continuing program for career and personnel development for non-academic positions;
- 11) Initiate job rotation program for non-academic personnel as a means of developing and enhancing their potentials (by exposing them to other work climate within the university and more importantly to increase/enlarge their repertoire of knowledge and skills.);
- 12) Act on the monthly certificate of service the daily time records of all non-academic offices and units of the university;
- 13) Approve leaves of absence of non-academic personnel within the administrative and support services;

- 14) Exercise general supervision of capital outlay and other building construction activities; and
- 15) Perform other duties that may be assigned by the University President from time to time.

Section 5. **The Vice President for Research and Extension Development.** There shall be a Vice President for Research and Extension Development to be designated by the University President subject to the confirmation of the Board.

5.1 **General Functions.** The general functions of the Vice President for Research & Extension Development shall be as follows:

1. Assist the President in the planning for research and extension programs of the university;
2. Coordinate with other units of the University and with other research and extension organizations for effective program implementation; and
3. Represent the university on matters relevant to its research and extension functions when so designated by the University President.

5.2 **Specific Duties and Responsibilities.** The specific duties and responsibilities of the Vice President for Research & Extension Development shall be as follows:

1. Act as Vice Chairperson of Research and Extension Council of the University;
2. Recommend to the University President policies and programs concurred in by the Research and Extension Council;
3. Review and recommend to the President programs, proposals and projects on research and extension submitted by the directors and coordinators for research and extension;
4. Provide leadership in formulating budgetary allocations for research and extension and recommend realignment, if necessary;
5. Sign vouchers, Requisition and Issuance Slips (RIS), and Purchase Requests from research and extension units;
6. Recommend for approval travel papers and leaves of absence of research and extension personnel of not more than 30 days;
7. Perform other duties that maybe assigned by the President from time to time.

Section 6. **The Vice President for Finance.** There shall be a VP for Finance to be designated by the President subject to the confirmation of the Board.

Section 7. **The Secretary of the University/Board of Regents.** The Secretary of the University Board shall be appointed by the Board upon recommendation of the President. He /she shall have the following duties and responsibilities:

- 1) Keep all records and proceedings of the Board;
- 2) Take charge of the communications of the University/Board including those that relate to endorsements to the Board, requests for meetings and schedules, referenda, and other University endorsements to the Board;
- 3) Serve as Secretary of the University Administrative Council;
- 4) Serve as the Head of the Secretariat under the Office of the President; and
- 5) Perform other duties that may be assigned by the University President from time to time.

Section 8. **The Treasurer of the University.** The treasurer of the Philippines shall be the ex-officio treasurer of the university.

Section 9. **The College Deans.** There shall be deans of colleges and major academic offices to be designated by the University President upon recommendation of the Vice President for Academic Affairs subject to the confirmation of the Board. Each Dean shall perform the following duties and responsibilities:

- 1) Assist the President on matters pertaining to the plans, programs and development of the college;
- 2) Assist the President in identifying major thrust of the department after consultation with unit or section heads;
- 3) Undertake planning for the continuous development and upgrading of the college under his/her jurisdiction.
- 4) Revise and/or develop curriculum and recommend the same to the Academic Council for approval;
- 5) Coordinate all the instruction, research and extension activities of the college;
- 6) Recommend to the President faculty and staff under his/her jurisdiction for promotion and/or awards in recognition of their outstanding performance subject, to the review and recommendation by the Selection and Promotion Board;
- 7) Recommend subject assignments of faculty members in his/her college for approval by the President;

- 8) Help formulate educational policies in his/her college and issue necessary rules and regulations for their effective implementation;
- 9) Exercise supervision over all activities, curricular and co-curricular of all the sections under his/her charge in collaboration with other university officials concerned;
- 10) Establish linkage with government and non-government agencies in the effective implementation of the programs of the college;
- 11) Sign vouchers of salaries of immediate subordinate and requisition and issuance slip (RIS); and
- 12) Perform other duties that may be assigned by the President from time to time.

Section 10. **Dean of Graduate School.** There shall be a Dean of Graduate School to be designated by the University President subject to the confirmation of the Board. He/she shall be directly responsible to the President and shall perform the following duties and responsibilities:

- 1) Assist the President on matters pertaining to the plans, programs and development of the Graduate School;
- 2) Assist the President in identifying major thrust of the Graduate School after consultation with the different college deans and unit or section heads;
- 3) Undertake planning for the continuous development and upgrading of the Graduate School;
- 4) Revise and/or develop curriculum in consultation with different college deans and recommend the same to the Academic Council through the Vice President for Academic Affairs;
- 5) Recommend to the President faculty and staff to become members of the Graduate Faculty for approval;
- 6) Recommend subject assignments of faculty members to the President for approval;
- 7) Help formulate educational policies in the Graduate School and issue necessary rules and regulations for their effective implementation;
- 8) Exercise supervision over all activities, curricular and co-curricular of the Graduate School in collaboration with other university officials concerned;
- 9) Establish linkage with government and non-government agencies in the effective implementation of the programs of the Graduate School; and
- 10) Perform other duties that may be assigned by the President from time to time.

Section 11. **Dean of External Campuses.** There shall be a Dean of External Campuses to be designated by the University President upon recommendation of the Vice President for Academic Affairs subject to the confirmation of the Board. He/she shall perform the following duties and responsibilities:

- 1) Assist the President on matters pertaining to the plans, programs and development of the external campuses;
- 2) Assist the President in identifying major thrust of the department after consultation with unit or section heads;
- 3) Undertake planning for the continuous development and upgrading of the external campuses;
- 4) Implement curricular offerings in different external campuses and recommend for their revision in consultation with the college concerned and recommend the same to the Academic Council;
- 5) Coordinate all the instruction, research and extension activities of the external campuses;
- 6) Recommend to the President faculty and staff under his/her jurisdiction for promotion and/or awards in recognition of their outstanding performance subject, however, to the review and recommendation by the Selection and Promotion Board;
- 7) Recommend subject assignments of faculty members in different external campuses;
- 8) Help formulate educational policies appropriate to different external campuses and issue necessary rules and regulations for their effective implementation;
- 9) Exercise supervision over all activities, curricular and co-curricular of the external campuses in collaboration with other university officials concerned;
- 10) Establish linkage with government and non-government agencies in the effective implementation of the programs of the external campuses;
- 11) Sign vouchers and requisition and issuance slip (RIS); and
- 12) Perform other duties that may be assigned by the President from time to time.

Section 12. **Dean of Student Services.** There shall be a Dean of Student Services designated by the President upon recommendation of the Vice President for Academic Affairs subject to the confirmation of the Board. He/she shall be directly responsible to the Vice President for Academic Affairs and shall perform the following duties and responsibilities:

- 1) Oversee all matters concerning students' performance and welfare;
- 2) Enforce the students' rules of discipline;
- 3) Handle all student disciplinary cases;
- 4) Deliver basic services, which will lead to the harmonious existence of a physical, social and emotional atmosphere conducive to the academic pursuits of the students;
- 5) Serve as the intermediary between the studentry and the administration;
- 6) Establish the mechanism for the following student services and supervise the same: Scholarship and Financial Assistance, Leadership Training, Student Loan, Sport and Cultural Activities, Publication and Information, Student Organization and Co-curricular Activities, Research and Evaluation, and Student Discipline;
- 7) Coordinate with other government agencies in the conduct of the employment seminar;
- 8) Coordinate the operations of these different units of the Office of Student Services; and
- 9) Perform other duties that may be assigned by the Vice President for Academic Affairs from time to time.

Section 13. **The Directors.**

13.1 Director for Research and Development. The Director for Research and Development shall be designated by the University President through the recommendation of the Vice President for Research and Extension Development to be confirmed by the Board. He/she shall be directly responsible to the Vice President for Research and Extension Development and shall perform the following duties and responsibilities:

- 1) Assist the Vice President for Research and Extension Development in the implementation of R and D policies and guidelines established by the Research and Extension Council;
- 2) Supervise and manage the research activities of the R and D;
- 3) Coordinate and monitor college/divisional researches;
- 4) Conduct quarterly monitoring and evaluation of on-going researches;
- 5) Recommend measures that will improve research efficiency;

- 6) Assist the Vice President for Research and Extension Development in the preparation of plans and programs to strengthen and upgrade the research capability of research manpower and faculty members of the university;
- 7) Coordinate and collaborate with the academic affairs, administrative, and external affairs particularly with the Extension Services for the dissemination of developed and proven technologies;
- 8) Supervise the packaging of technologies and publication of completed researches;
- 9) Establish and strengthen research linkages with other research institutions;
- 10) Submit research proposals for funding to national and internal research funding institutions;
- 11) Prepare and submit semi-annual reports to the President through the Vice President for Research and Extension Development;
- 12) Act on routine matters pertaining to research in the absence of the Vice President for Research and Extension Development;
- 13) Perform other duties that may be assigned by the Vice President for Research and Extension Development from time to time.

13.2 Director for Extension Services. The Director for Extension Services shall be designated by the University President through the recommendation of the Vice President for Research and Extension Development to be confirmed by the Board. He/she shall be directly responsible to the Vice President for Research and Extension Development and shall perform the following duties and responsibilities:

- 1) Represent the Vice President for Research and Extension Development in providing leadership and follow-up in the implementation of the extension program;
- 2) Recommend for approval of the University President through the Vice President for Research and Extension Development the administrative policies and guidelines governing the extension program of the university;
- 3) Supervise and manage the extension activities of the R, E & D;
- 4) Assist the Vice President for Research and Extension Development in recommending for the appointment/designation of Extension Instructors and other personnel;
- 5) Recommend/suggest measures and proposal to the Vice President for Research and Extension Development for successful implementation of Extension programs/projects;
- 6) Help prepare budgetary proposals for the extension projects;

- 7) Prepare and submit semi-annual reports of the Extension Programs to the President through the Vice President for Research and Extension Development;
- 8) Act on routine matters pertaining to extension services;
- 9) Perform other duties that may be assigned by the Vice President for Research and Extension Development from time to time.

13.3 Director for Auxiliary Services. The Director for Auxiliary Services shall be designated by the University President through the recommendation of the Vice President for Administration to be confirmed by the Board. He/she shall be directly responsible to the Vice President for Administration and shall perform the following duties and responsibilities:

- 1) Supervise the maintenance and operation of housing services, food services, infirmary, printing and university store; and other projects under his division;
- 2) Assist all section heads in preparing their plans and budgets for the maintenance, operations and expansions of different projects;
- 3) Undertake the office budget analysis and submit recommendations for office annual budget;
- 4) Administer the budget appropriation of the auxiliary services division in consultation with the section heads and other university officials;
- 5) Coordinate with section heads of the auxiliary services division for efficiency of services;
- 6) Monitor and evaluate the performance of the different sections for improvement of the services;
- 7) Perform other duties that may be assigned by the Vice President for Administration from time to time.

14. The Administrative Officer. The Administrative Officer shall be the head of Administrative Services Section who shall be directly responsible to the Vice President for Administration and shall perform the following duties and responsibilities:

- 1) Assist the VP for Administration on administrative and personnel matters of the university;
- 2) Act on personnel matters such as processing of appointment, leaves, transfer, resignation, reinstatement, promotion, retirements and life insurance, details, salary adjustments, position classification and upgrading;

- 3) Formulate policies in the flow of communications, reports, information, documents and other official matters and recommend the same to the Administrative Council through the VP for Administration;
- 4) Disseminate and monitor the implementation of issuances such as memoranda, memorandum circulars, circular, and executive orders from the CSC, DBM, COA, TESDA, CHED, Office of the University President, and Office of the President of the Philippines;
- 5) Coordinate with the different units in establishing and implementing policies and procedures in procurement of supplies, management, recording, storing, issuance, preparation of reports, and accomplishing various official forms and documents;
- 6) Assist the VP for Administration on administrative matters decided upon by the Administrative Council and approved by the BOR.
- 7) Submit reports periodically on the work progress being undertaken by the division to the University President through the Vice President for Administration;
- 8) Decide on conflicts not elevated to the Administrative Council;
- 9) Coordinate with other units of the University in the recruitment of faculty and staff; and
- 10) Perform other duties that may be assigned by the Vice President for Administration from time to time.

14.1 Head, General Services Section. The Head of the General Services Section shall be directly responsible to the Administrative Officer and shall perform the following duties and responsibilities:

- 1) Assist the Administrative Officer in the operation of general services of the university;
- 2) Manage and supervise the repair, maintenance and operation of all university services/utilities, vehicles/machineries and laboratory equipment;
- 3) Prepare plans and/or specifications, cost estimate, programs and other necessary contract papers for the construction and repair of all university buildings, service utilities, vehicles, machineries and laboratory equipment;
- 4) Manage and supervise the repair of university buildings, roads and other infrastructures;
- 5) Provide technical assistance to the committee on bids and awards in the opening and evaluating bids;

- 6) Provide leadership and coordination in the maintenance of cleanliness and sanitation of the university buildings and their surroundings;
- 7) Supervise the maintenance of peace and order of the University;
- 8) Prepare the budgetary requirements for the section;
- 9) Perform other related functions as the Administrative Officer may assign from time to time.

14.2 Head, Finance Division. The Head of the Finance Division shall be directly responsible to the Vice President for Administration and shall perform the following duties and responsibilities:

- 1) Assist the VP for Administration on financial operation of the University;
- 2) Provide leadership in the preparation of budget proposal of the university for submission and presentation to the BOR, DBM, congress and senate for approval;
- 3) Monitor and control the disbursements of budgetary allocation;
- 4) Supervise financial statements, reconciliation and analysis of accounts, claims and other financial records; and
- 5) Perform other related functions as the Vice President for Administration may assign from time to time.

14.3 Director for Business Venture. The Director for Business Ventures Division shall be directly responsible to the Vice President for Administration and shall perform the following duties and responsibilities:

- 1) Assist the VP for Administration in the overall supervision of the income-generating projects of the University;
- 2) Supervise the maintenance and operations of the different business ventures/income generating projects of the university;
- 3) Initiate the evaluation of university income-generating projects to determine the strengths, weaknesses and financial sustainability and recommend to proper authorities the expansion and/or diversification of viable business ventures;
- 4) Identify existing non-income generating projects of the university that could be harnessed as a potential money maker;
- 5) Establish linkages for efficient market/disposal of products and to facilitate the enter into contracts with business partners;

- 6) Formulate and implement operational policies of university business undertakings;
- 7) Prepare and submit feasibility studies of other would be business ventures;
- 8) Conduct internal audit and request for the conduct of external audit as to the operation of on-going business to have fair presentation of the financial statements;
- 9) Prepare and submit annual plans, targets and budgets for the maintenance, operations, expansions or diversification of projects for approval by proper authorities;
- 10) Administer the budgetary appropriation of the division;
- 11) Submit monthly financial reports and annual accomplishment reports of the division to the University President through the VP for Administration;
- 12) Rate all personnel of the division based on their actual performance for two rating periods a year and submit to the proper authority for approval;
- 13) Recommend to the University President through the Board of Management/Merit and Promotion Board a list of qualified and deserving employees of the division for rewards/awards/promotion/ incentives; and
- 14) Perform other related functions as the Vice President for Administration may assign from time to time.

14.4 Head, University Affairs Division. The Head of the University Affairs Division shall be directly responsible to the Vice President for Administration and shall perform the following duties and responsibilities:

- 1) Plan and implement the university-wide activities such as foundation celebration, civil service celebration, graduation, convocations, and other major activities;
- 2) Responsible for the overall management of university-wide activities;
- 3) Coordinate the different activities with other departments of the university;
- 4) Take charge of the incoming and outgoing university visitors in coordination with the unit(s) concerned;
- 5) Act as catalyst for alumni participation to the affairs of the university; and
- 6) Submit periodic reports to the University President through the Vice President for Administration.
- 7) Perform other related functions as the Vice President for Administration may assign from time to time.

Section 15. **Guidance Counselor.** There shall be a Guidance Counselor designated by the University President upon recommendation of the Vice President for Academic Affairs. He/she shall be directly responsible to the Vice President for Academic Affairs and shall perform the following functions:

1. Assist the Vice President for Academic Affairs in enhancing the moral integrity of students while studying in the university;
2. Formulate and implement plans and programs for student guidance services of the university and evaluate the effectiveness of the same;
3. Initiate activities that will help students make the necessary social and academic adjustments to college life;
4. Provide counseling sessions to students; and
5. Perform other related functions as the Vice President for Academic Affairs may assign from time to time.

Section 16. **Admission Officer.** There shall be an Admission Officer designated by the University President upon recommendation of the Vice President for Academic Affairs. He/she shall be directly responsible to the Vice President for Academic Affairs and shall perform the following functions:

- 1) Assist the Vice President for Academic Affairs in the formulation and implementation of effective admission and registration policies and guidelines of the university;
- 2) Administer the recruitment, admission and registration of students;
- 3) Formulate and implement plans for efficient recruitment and admission of students in coordination with different colleges/units of the university; and
- 4) Perform other related functions as the Vice President for Academic Affairs may assign from time to time.

Section 17. **Planning and Development Officer.** There shall be a Planning and Development Officer designated by the University President and to be confirmed by the Board of Regents. He/she shall be directly responsible to the University President and shall perform the following functions:

- 1) Prepare a development plan for the university at macro-level in accordance with the mission of the university within the general provisions of its charter and in accordance with national and regional priorities;
- 2) Develop, review and synthesize micro strategies of the different colleges/units towards the overall university Master Plan;

- 3) Coordinate with all the colleges/units, divisions, sections in connection with the preparation and implementation of the development plan;
- 4) Conduct periodic evaluation of the development plan; and
- 5) Perform other related tasks as maybe assigned by the University President from time to time.

Section 18. **Information Officer.** There shall be an Information Officer designated by the University President to be confirmed by the Board. He/she shall be directly responsible to the University President and shall perform the following functions:

- 1) Assist the University President in the preparation of reports of the activities and or annual report of the university;
- 2) Establish and manage an effective Management Information System that shall continuously monitor the needed data and information to top-level management, and other appropriate offices from within and outside, when needed, as the case may be;
- 3) Establish a communication system that will promote the attainment of the mandate of the university;
- 4) Develop and test communication prototype material intended to be ultimately used by personnel of action or line agencies in the respective field programs;
- 5) Provide communication systems support services for the various units of the university such as editing, publication, lay-outing, photographing, preparation of audio-visual and instructional materials, reproduction, conceptualization of communication strategy and use of audio-visual equipment;
- 6) Coordinate with other units of the university in obtaining relevant information;
- 7) Perform other related duties as may be assigned by the University President from time to time.

Section 19. **Internal Control Officer.** An Internal Control Office shall be established in the University with the Internal Control Officer as the Head. He/she shall be designated/appointed by the University President subject to the confirmation of the Board and/or approval by the CSC.

The Internal Control Officer shall be directly responsible to the University President and shall perform the following functions:

- 1) Assist the University President in monitoring the effective and economic implementation of plans and programs of the university to encourage adherence to the prescribed managerial policies;

- 2) Review the operation systems of the different units of the university and make recommendations to improve the efficiency and strengthen the same;
- 3) Initiate actions/activities that shall safeguard the assets of the university which includes, among others, witness in the conduct of physical inventory taking of supplies, materials and equipment of the Inventory Committee.
- 4) Verify/check the accuracy and reliability of financial data/records of items/goods purchased by the university for the different projects and programs of the university;
- 5) Evaluate the effectiveness of policies in the utilization of resources; and
- 6) Perform other related duties as may be assigned by the University from time to time.

Section 20. **External Affairs Officer.** There shall be an External Affairs Officer to be designated by the University President subject to the confirmation of the Board. He/she be directly under the Office of the President of the University.

The general functions of the for External Affairs Officer shall be as follows:

- 1.) Provide leadership and direction in external affairs of the university particularly on matters related to linkages, resource generation and community affairs;
- 2.) Coordinate with other units of the university for effective program implementation; and
- 3.) Represent the University on matters relevant to the external affairs when so designated by the University President.

The External Affairs Officer shall perform the following specific duties and responsibilities:

- 1.) Recommend policies and/or revision of existing policies pertaining to alumni affairs, public information, and external linkages;
- 2.) Coordinate the dissemination of information on programs, mature technologies and current events for general public awareness and promotion of Western Philippines University as one of the leading institutions of higher learning in the country;
- 3.) Establish and maintain linkages with non-government organizations along various concerns that are beneficial to the University; and

- 4.) Perform other duties that maybe assigned by the University President from time to time.

Section 21. **Other Officers of the Administration.** Other officers of the Administration may be designated or appointed by the President and approved by the Board of Regents/Civil Service Commission as deemed necessary in the effective administration and management of University functions. Provided that their designations are covered by specific terms of reference or regulated by the nature of their designations. If designated, they will hold office for a period of two years renewable for another two years.

In case of vacancy, the next designated officers shall hold office only for the remaining term.

21.1. **Human Resource Management Officer.** The Human Resource Management Officer (HRMO) shall perform the following duties and responsibilities:

- 1) Assist and advise the head of the University in the development, formulation and execution of policies, rules and regulations in all areas of personnel management in accordance with the Civil Service law and rules;
- 2) Implement comprehensive and balanced personnel development programs designed to raise the level of efficiency, effectiveness and morale of the personnel in the University and the commission of activities and development in these areas;
- 3) Establish and implement a sound recruitment and selection system within the University;
- 4) Administer the position classification and compensation system (as prescribed by the Department of Budget and Management) and other employee welfare programs such as medical and hospitalization benefits, health and safety standards, disability, retirement and other benefits;
- 5) Supervise the preparation and processing of personal actions on appointments, leave credits, transfers, detail, resignations, reinstatements, insurance, retirement claims, salary adjustments, promotions, position classification, reclassification, upgrading, employment and reassignment;
- 6) Help create an atmosphere conducive to good supervisor-employee relations and improvement of employee participation to work including their welfare and morale and recognition of the employees' right to self organization;
- 7) Assist the University President in the development and implementation of performance evaluation systems and employee recognition programs;
- 8) Conduct exit interview of employees about to retire, resign, transfer or separate from the agency to obtain their suggestions and/or ask feedback on how to improve their organization, productivity and performance;

- 9) Provide inputs in the development and implementation of human resource training and development programs;
- 10) Establish and administer a continuing employee suggestions incentives and awards system for the improvement of employee performance and productivity;
- 11) Keep and maintain a complete and updated personnel information system;
- 12) Attend to grievance of discourtesy and other similar acts reported by a dissatisfied client transacting business in the office concerned. If the grievance cannot be resolved after exhaustion of all possible means, he should immediately refer the same to the CSC Field Officer or the CSC Regional Director;
- 13) Prepare and endorse annual regular/supplemental plantilla of personnel to the DBM;
- 14) Monitor the implementation of “Mamamayan Muna, Hindi Mamaya Na” campaign in the university and other related CSC issuances;
- 15) Inform the University President through the Vice President for Administration and the Civil Service Commission of activities and development in all areas of personnel management in the university;
- 16) Submit to the Civil Service Commission a semi-annual certificate of personnel service within thirty (30) days after the closing of the second and the fourth quarters of each year;
- 17) Maintain an effective liaison and linkage with the Civil Service Commission, GSIS, PAG-IBIG, Department of Budget and Management and other agencies;
- 18) Act as Secretary of the PSB (Personnel Selection Board) and WPU Scholarship Committee; and
- 19) Perform other duties as maybe assigned by the University President.

21.2 **Budget Officer.** The Budget Officer shall perform the following functions:

- 1) Consolidate and prepare annual budget proposal of the University for submission to the Board of Regents, DBM, House of Representatives, and Senate;
- 2) Review annual budget and prepare supplemental and special budgets;
- 3) Allocate funds in accordance with approve project program activities;
- 4) Prepare the following:
 - a) Performance targets of the University;
 - b) Quarterly agency performance report;

- c) Program of receipts and expenditures of the University (General Fund and Income);
 - d) Statement of Allotment, Obligations and Balances (Quarterly);
 - e) Quarterly Financial Report of Operations;
 - f) Allotment and Obligation Slips and Budget Utilization Slips; and
 - g) Other reports as may be required by the Department of Budget and Management (DBM), House of Representatives, and Senate;
- 5) Coordinate with heads of different sections/units/colleges of the University in connection with budget operations and guidelines;
 - 6) Assist the University President during budget presentation to the Board of Regents, and budget hearings conducted by DBM, Congress and Senate of the Philippines;
 - 7) Participate in the consolidation of the regional budget proposal of SUCs; and
 - 8) Perform other duties as directed by the University President.

21.3 **Accountant.** The Accountant shall perform the following functions:

- 1) Process/sign payroll and disbursement vouchers and review/check completeness of supporting documents to ascertain that state accounting and auditing rules and regulations are observed;
- 2) Review correctness of the Report of Check Issued, Report of Disbursement, Report of Liquidation and Report of Collection and Deposit;
- 3) Maintain subsidiary ledgers of the following:
 - a) Receivables, payables and other receipts;
 - b) Income generating projects;
 - c) Supplies and materials, property, plant and equipment of the University;
- 4) Prepare the following:
 - a) Check Disbursement Journal, Cash Disbursement Journal, Cash Receipts Journal, and Journal Entry Voucher;
 - b) Financial reports of different projects transferred by other agencies to the university for specific purpose;

- c) Annual estimated income and monthly statement of actual income generated;
 - d) Monthly bank reconciliation statements;
 - e) Monthly tax remittance advice (TRA) and Annual Information Return of income Taxes withheld on Compensation and Final Withholding Tax;
 - f) Withholding Tax Certificate of the Suppliers and Creditors;
 - g) Monthly, quarterly and year-end trial balance;
 - h) Condensed and detailed balance sheet, statement of income and expenses, state of cash flow and statement of government equity;
 - i) Schedule and aging of accounts, receivables and accounts payable;
 - j) Billing of accounts receivable.
- 5) Prepare and submit annual cash program to DBM;
 - 6) Compute and book up the monthly depreciation of property, plant and equipment;
 - 7) Review and consolidate report of supplies and materials issued and prepare journal entry voucher;
 - 8) Assess student fees during enrollment and post payments to the individual ledger card of the students; and
 - 9) Prepare and submit monthly summary list of check issued (SLCI) to DBM;
 - 10) Perform other duties that may be assigned by the University President from time to time.

21.4 **Cashier.** The Cashier shall perform the following functions:

- 1) Collect and deposit income and other funds due to the university to the authorized depository bank of the university regularly;
- 2) Prepare the following:
 - a) Report of collections, deposits and monthly accountability reports;
 - b) Report of disbursements and checks issued;
- 3) Disburse payrolls, vouchers and other claims of the university personnel and its clientele;
- 4) Sign checks;

- 5) Prepare checks and remit automatic deductions to the Bureau of Internal Revenue (BIR) and Government Service Insurance System (GSIS);
- 6) Withdraw money from the authorized depository bank for payment of authorized expenditures of allowance, bonus and cash gifts, productivity, salaries and wages and other cash disbursement;
- 7) Maintain official cash book;
- 8) Monitor the balance of NCA;
- 9) Supervise activities of deputized collecting and disbursing personnel; and
- 10) Perform other functions as directed by the University President

21.5 Property and Supply Officer. The Property and Supply Officer shall perform the following functions:

- 1) Responsible for the general storekeeping of supplies and proper management and control of university properties;
- 2) Supervise the acquisition of supplies and materials, equipment and other properties of the University;
- 3) Issue equipment, tools, books, supplies, utensils and materials to university personnel with corresponding acknowledgment receipts;
- 4) Prepare monthly reports pertaining to university properties and supplies, inspection, waste material and the like;
- 5) Keep accurate records of all university properties and acknowledgment receipts issued; and
- 6) Recommend through the Disposal Committee responsible for the keep and safekeeping of all university properties and supplies;
- 7) Coordinate with the Marketing Committee for the disposal of the University products.

21.6 Records Officer. The Records Officer shall perform the following functions:

- 1) Keep custody of all official records/documents;
- 2) Keep records of all outgoing and incoming official communications and/or documents;
- 3) Maintain an up-to-date filing of official records/documents;

- 4) Receive incoming communications and release outgoing communications;
- 5) Authenticate documents on file;
- 6) Prepare official communications and other official matters;
- 7) Maintain and classify documents/record according to its importance.

21.7 University Physician. The University Physician shall perform the following functions:

- 1) Act as Health Consultant to all students and personnel including the immediate family members of the employees;
- 2) Treat medical cases;
- 3) Prescribe and administer medicine to patients (University personnel and students);
- 4) Plan and implement health and sanitation education program in the campus;
- 5) Conduct physical, medical and dental examination to all students and University personnel;
- 6) Issue medical certificate upon request;
- 7) Submit periodic reports to the Division Head and to the University President; and
- 8) Perform other duties as directed by the University President.

21.8 University Registrar. The University Registrar shall be directly responsible to the VP for Academic Affairs and shall perform the following functions:

- 1) Prepare yearly calendar of scholastic activities;
- 2) Plan for effective registration procedures and guidelines;
- 3) Record advance credits of transfer students;
- 4) Establish procedures on dropping of courses, leaves of absence and change of classes schedule.
- 5) Record approved leave of absence, change of courses, change of classes, and the like;
- 6) Notify students to drop a course if:

- a) He/she is registered in higher subjects without passing pre-requisite subjects;
 - b) He/she is registered in major courses without passing all the basic courses;
- 7) Automatically convert to "5" all grades of "INC" if not completed or removed after one year;
 - 8) Officially inform the registration advisers of students who repeated subjects for the second time and failed;
 - 9) Prepare student delinquency list after each semester;
 - 10) Prepare list of graduating students;
 - 11) Publish general catalogues as often as changing academic and other programs of the University, which requires a more permanent publicity;
 - 12) Responsible for all correspondence regarding students school record; and
 - 13) Act as Secretary to the UAC.

21.9 University Librarian. The University Librarian shall be directly responsible to the VP for Academic Affairs and shall perform the following functions:

- 1) Manage and supervise the operation of the unit activities to ensure that efficient and proper library services are provided;
- 2) Plan for continuous enrichment of the resources, methodologies and techniques for the development and improvement of the library;
- 3) Coordinate with college deans on updated books and other materials needed for the improvement of the delivery of instruction;
- 4) Classify and catalogue accession materials;
- 5) Responsible for the organization of the University Library;
- 6) Take charge of the mailing, exchange and gift publication;
- 7) Keep records of materials borrowed from and received by the library; and
- 8) Perform other duties that may be assigned by the Vice President for Academic Affairs from time to time.

ARTICLE 4 TERMS AND CONDITIONS OF EMPLOYMENT

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

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

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

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

- c) Those teaching in programs whose graduates are required to pass professional examinations should be holders of appropriate licenses to practice their profession.
- d) All appointments to part-time positions in the academic staff of those who have full-time appointments in other agencies of the government shall be made only upon written permission from the agency concerned; provided, that if they are also teaching in other schools, the total teaching load shall be within the maximum allowable limit provided by law.
- e) The University shall discourage nepotism in appointments to the academic staff of the University, except in the case where the interest of the University requires otherwise and the Board of Regents so decides.
- f) No person shall be eligible for appointment or reinstatement as a regular member of the faculty of the University during the term of which he/she had been elected to any political office.
- g) No person who filed and withdrew his/her candidacy or has been defeated as a candidate for any political office in election shall be eligible for appointment or reinstatement as a regular member of the faculty within a year after the date of election.
- h) No person shall be appointed to the faculty on a full-time basis if said person is employed in another school except under consortium arrangements; provided, that when immediate requirements of the University justify the appointment and no other applicant approximates the needed high professional and scholastic competence, such person may be appointed on a year to year basis until another, who possesses the desired competence, is available for regular appointment.
- i) All members of the faculty shall be appointed by the President subject to the confirmation by the Board of Regents.
- j) The President of the University shall appoint any faculty member to the rank of University or College professor from among the full professors of the University, subject to the rules and conditions as provided for in the National Budget or National Compensation Commission Circular and confirmed by the Board of Regents. A university or college professor must be an outstanding scholar, scientist or artist, must have expert knowledge in at least one field and a broad understanding of other branches of knowledge, and must be nationally and/or internationally recognized in his/her field.
- k) No teaching or non-teaching employee who resigned or separated from the service whose age is beyond 57 years old shall be re-appointed, re-employed or reinstated without authorization from the Civil Service Commission.

Section 3. Terms and Conditions of Appointments. The precise terms and conditions of every appointment shall be stated in writing. In case of non-renewal of a

temporary appointment, the person concerned shall be informed in writing at least sixty (60) days before the termination date. An appointment with tenure may be terminated only by resignation, death or removal for cause after due process.

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

Section 5. **Merit System and Promotion Plan.** In determining promotions of the faculty, careful consideration should be given to the following factors:

- a) teaching ability of a candidate;
- b) research competence and productivity;
- c) scholarly performance;
- d) dedication to service;
- e) evidence of educational interest and marked academic growth;
- f) community extension service; and
- g) moral integrity.

The University shall adopt a merit system and promotion plan for the recruitment, selection, promotion, ranks, awards and resolution of grievances for the members of the faculty consistent with the guidelines on merit system set forth by the Civil Service Commission (CSC MC No. 19, s, 2005; BOR Resolution No. 122, s. 2006).

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

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

- a) The University shall not impose any limitation upon a teacher's freedom in the exposition of his/her own subject in the classroom, in addresses or in publications;

- b) The University shall not place any restraint upon the teacher's freedom in the choice of subjects for research and investigation undertaken on his/her own initiative;
- c) Furthermore, the University shall recognize that the teacher, in speaking or writing outside of the University upon subjects beyond the scope of his/her own field of study, is entitled to the same freedom as all other citizens and is subject to the same responsibilities as well;
- d) No teaching personnel in the University shall inculcate certain tenets in any of his/her teachings, nor use his/her position directly or indirectly to influence students or attendance at the University for or against any particular church or religious sect, ideology, or political party under penalty of dismissal by the Board of Regents;
- e) If the conduct of a teacher in his/her classroom or elsewhere should give rise to doubts concerning his/her fitness for his/her position, the question shall in all cases be submitted first to an investigation committee of the faculty appointed by the President of the University and in no case shall any member of the teaching staff be dismissed before the normal termination of his/her period of appointment without full and open hearing by the Board of Regents should he/she desire it, and only upon sufficient notice; and
- f) The University shall assume no responsibility for views expressed by members of its staff; that the faculty members themselves shall make clear that they are expressing their personal opinion.

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

Section 8. Fellowships. The University shall formulate policies and guidelines for faculty and staff fellowships which may be revised from time to time as the need arises.

Section 9. Exchange Professorship. Exchange arrangements and consortia may be made with a school of recognized standing, both in the country and overseas. The President of the University upon approval of the Board of Regents may allow exchange professorship with accredited schools of higher education for a period of one year, renewable for another year. In addition to his/her regular salary, an exchange professor assigned abroad or elsewhere may be given such assistance that will enable him/her to maintain the dignity of his/her position in his place of assignment.

Section 10. Visiting Professorship. The President of the University, upon approval by the Board of Regents may appoint visiting professors who shall serve in the University for some special purpose for a period of one year renewable for another year. He/she may also appoint visiting professors from the University to other institutions of recognized standing by

special arrangements and conditions mutually acceptable to both institutions. The University shall make adequate provision in its yearly budget to ensure the implementation of this program.

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

Section 12. **Faculty Workload.** A faculty workload system shall be implemented by the University in line with the guidelines on faculty workload policies and regulations by CHED (Board Resolution No. 7, s. 1998).

Section 13. **Leave Privileges.** Officers and employees of the University, whether permanent or temporary, casual, or emergency, who render work during the prescribed office hours shall, after six (6) months of continuous, faithful and satisfactory service, be entitled certain leave privileges and sanctions more or less described below:

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

- 1) Employees rendering services on part-time basis are not entitled to vacation and sick leave. However, if an employee works part-time in two (2) or more different offices and renders the required office hours, he/she shall be entitled to leave benefits.
- 2) Employees hired on a contractual basis are not entitled to vacation and sick leave benefits. Employment contract shall not provide for such leave benefits.
- 3) Employees on rotation basis shall be entitled to vacation and sick leave corresponding to the periods of service rendered by them, the total of which should not be less than six (6) months. If an employee has been allowed in two or more shifts or rotations, the periods of actual service covered by each shift or rotation should be added together to determine the number of years, months and days during which leave is earned.
- 4) Vacation and sick leave shall be cumulative and any part thereof which may not be taken within the calendar year in which earned may be carried over the succeeding years. Whenever any officer or employee retires from the service through no fault of his/her own, he/she shall be entitled to the commutation of all the accumulated vacation and/or sick leave to his/her credit, provided his/her leave benefits are not covered by special law.

- 5) The University President, in his/her discretion, shall authorize the commutation of the salary that would be received during the period of vacation and sick leave of any appointive officer and employee and direct its payment on or before the beginning of such leave from the fund out of which the salary would have been paid.
- 6) When a person, whose leave has been commuted following his/her separation from service and is re-appointed in the government before the expiration of the leave commuted, he/she is given two options, as follows:
 - (1) Refund the money value of the unexpired portion of the leave commuted; or
 - (2) May not refund the money value of the unexpired portion of the leave commuted, but in so far as his/her leave credits is concerned, he/she shall start from zero balance.
- 7) When an officer or employee transfers from one government agency to another, he/she can choose either of the following modes relative to his/her unused vacation and/or sick leave credit: to have it commuted or transferred to his/her new agency.
- 8) Applications for vacation leave of absence for one full day or more shall be submitted on the prescribed form in advance, whenever possible 5 days before the leave commences and acted upon by authorized University officials, on the effective date of such leave subject to exigency of service.
- 9) The deans, directors and vice presidents shall be authorized to act on requests for vacation leaves.
- 10) All applications for sick leave of absence for one full day or more shall be on the prescribed form and shall be filed immediately upon the employee's return from such leave. Notice of absence, however, should be submitted to the immediate supervisors concerned. A proper medical certificate shall accompany application for sick leave in excess of five days.
- 11) Sick leave shall be granted only on account of sickness or disability on the part of the employee concerned or of any member of his/her immediate family.
- 12) Sick leave may be applied for in advance in cases where the official or employee will undergo medical examination or operation or advised to rest in view of ill health duly supported by a medical certificate.
- 13) In case of sick leave already taken not exceeding five (5) days, the University may determine whether or not granting of additional sick leave is proper under the circumstances. In case of doubt, a medical certificate shall be required.
- 14) Applications of faculty and employees for leave of absence on account of wounds or injuries incurred in the performance of duty extending beyond the available leave credits of the employee concerned must be made on the prescribed form, supported by the proper medical certificate and evidence

showing that the wounds or injuries were incurred in the performance of duty. The University President may direct that absence during any period of disability that occasion shall be on full pay, but not to exceed six months. He/she may, in his/her discretion, also authorize the payment of medical attendance, necessary transportation, subsistence and hospital fees of the injured persons subject to availability of funds for the purpose.

- 15) Computation of vacation and sick leave shall be made on the basis of 1.25 days vacation leave and 1.25 days sick leave for every month of actual service.
- 16) A vacation or sick leave of one-fourth (1/4) or more but less than three-fourths (3/4) of a day shall be considered as one-half day and a leave of three-fourths (3/4) of a day shall be counted as one full day for purposes of granting leave of absence.
- 17) An employee paid on daily basis is not entitled to compensation for a Saturday, Sunday or public holiday unless the service is especially required and rendered on that day. Accordingly, Saturdays, Sundays, or public holidays occurring within the period of leave shall not be charged against his/her vacation or sick leave.
- 18) Tardiness and under time are deducted from vacation leave credits and shall not be charged against sick leave credits, unless the under time is for health reasons supported by medical certificate and application for leave.
- 19) An officer or employee who applies for vacation or sick leave shall be granted leave with pay at the salary he/she is currently receiving.
- 20) Applications for commutation of vacation/or sick leave in connection with separation through no fault of the University employee shall be sent to the University President for approval.
- 21) Vacation and/or sick leave requested by any regular faculty or staff of the University during the first six months of service from the date of the original appointment (Probationary Period) shall be without pay. Any absence during the first six (6) months of service shall extend the completion of the probationary period for the same number of days that an officer or employee was absent.
- 22) All absences of an officer or employee in excess of the vacation or sick leave earned shall be without pay.
- 23) Leave of absence for any reason other than illness of a faculty or employee or of any member of his/her immediate family must be contingent upon the needs of the service. Hence, the final granting of vacation leave shall be at the discretion of the University President.
- 24) Any violation of the leave laws, rules or regulation, or any misrepresentation or deception in connection with an application for leave, shall be a ground for disciplinary action.

- 25) When an employee fails to report for work on a regular day for which a holiday is declared, he/she shall be considered absent for that day.
- 26) Any faculty or employee of the University who retires, voluntarily resigns or is separated from the service through no fault of his/her own, and who is not otherwise covered by special law, shall be entitled to the commutation of all his/her leave credits exclusive of Saturdays, Sundays and holidays without limitation and regardless of the period when the credits were earned; provided, that the unlimited leave privileges may be availed of only by concerned faculty or employee of the University who are in the service as of January 9, 1986, the date of the effectivity of EO 1077 or thereafter.
- 27) An officer or employee in the government who is separated from the service for cause shall forfeit all his/her leave credits.
- 28) Leave without pay not exceeding one (1) year may be granted in addition to the vacation and/or sick leave earned. Leave without pay in excess of one month shall require the clearance of the University President.
- 29) Leave without pay shall not be granted whenever an employee has leave with pay to his credit, except in the case of secondment to another government agency.
- 30) When a faculty or staff of the University has pending formal administrative charges against him, no vacation leave with pay shall be granted the respondent pending the resolution of the case.
- 31) A faculty or employee who intentionally absents himself without approved leave (AWOL) for at least 30 calendar days shall be separated from the service or dropped from the rolls without prior notice. He/she shall, however, be informed of his/her separation from the service not later than five (5) days from its effectivity which shall be sent to the address appearing on his PDS (201) files.
- 32) If the number of unauthorized absences incurred is less than 30 calendar days, a written Return-to-Work order shall be served on the faculty or employee at the last known address on record. Failure to report for work within the period stated in the order shall be a valid ground to drop him/her from the rolls.
- 33) A faculty or employee who is continuously absent for more than one (1) year by reason of illness may be declared physically unfit to perform his/her duties and the University President, in the exercise of his/her own judgment, may consequently drop him/her from the rolls.
- 34) A faculty or employee who is intermittently absent by reason of illness for at least 260 days during a 24-month period may also be declared physically unfit to perform his/her duties and responsibilities by the University President.

13.2 **Forced Leave.** All officials and employees shall be required to go on mandatory vacation leave for a minimum of five (5) working days annually which need not be successive.

The University President, through the Vice President for Administration shall prepare a staggered schedule of the mandatory annual five-day vacation leave of officials and employees, provided that he/she may, in the exigency of the service, cancel any previously scheduled leave.

The mandatory annual five-day vacation leave shall be forfeited if not taken during the year. However, in cases where the scheduled leave has been cancelled in the exigency of the service by the head of agency, the scheduled leave not enjoyed shall no longer be deducted from the total accumulated vacation leave.

13.3 Maternity Leave. Married women faculty and staff of the University who have rendered two (2) years or more of continuous service shall, in addition to the vacation and sick leave granted to them, be entitled to maternity leave of sixty (60) days with full pay. Maternity leave shall be granted to female married employees irrespective of status of employment in every instance of pregnancy irrespective of its frequency.

When an employee wants to report back to duty before the expiration of her maternity leave, she may be allowed to do so without refunding the commuted money value of the un-expired portion of her maternity leave and she shall be paid the corresponding salary for the rendered services. This provision shall be subject to a certification of a physician that the subject employee is physically fit for work.

For those who have rendered less than two (2) years of government service at the time of the enjoyment of maternity leave, the computation of their maternity leave pay shall be proportionate to their length of service.

A female faculty member who gives birth during the long vacation period should be granted 60 days maternity leave with full or half pay, as the case may be, effective on the date she delivers her child, as well as the proportional vacation pay earned during the school year. However, she should not be allowed to return to duty until the expiration of the 60-day maternity leave granted to her.

13.4 Paternity Leave. A married male employee shall be entitled to a paternity leave of seven (7) days for every child born to his legitimate wife in every instance of birth irrespective of frequency.

13.5 Sabbatical Leave of not more than (1) year with full payment of salary may be granted to a member of the faculty with the rank of at least assistant professor for the purpose of conducting special research, writing a book, or such other special project of the University. Provided, however, that the said faculty has rendered continuous seven (7) year service to the University and whose work performance is rated "Very Satisfactory".

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

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

Accumulated vacation/sick leave earned by a faculty member with administrative designation may be converted to service credits, if his/her leave status is changed to teacher's leave. This is done using the ratio 2.3 days service credits to 1.0 day vacation/sick leave.

Absences due to illness incurred by a faculty member on teacher's leave may be offset by service credits earned during the period. If no service credit has been earned, the absence is without pay.

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

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

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

13.9 Special Service Leave not exceeding four (4) years may be granted to members of the faculty who accept, on a temporary basis, the United Nations International Agency positions which are primarily confidential, policy- determining, or highly technical, tenure to which is usually terminable at the pleasure of the appointing power; provided, however, that faculty members appointed to said positions shall be entitled to a leave without pay from the University co-terminus, (but not exceeding four (4) years) of such assignment.

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

13.10 Special Leave Privileges. Reproduced below are pertinent provisions of Omnibus Rules Implementing Book V of EO #292 and other pertinent CS Laws s., 2003:

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

1) Personal milestones such as birthdays/wedding/wedding anniversary celebrations and other similar milestones including death anniversaries;

2) Parental obligations such as attendance in school programs, PTA meetings, graduations, first communion, medical needs, among others, where a child of the government employee is involved;

3) Filial obligation to cover the employee's moral obligation toward his/her parents and siblings for their medical and social needs;

4) Domestic emergencies such as sudden urgent repairs needed at home, sudden absence of "yaya" or maid and the like;

5) Personal transactions to cover the entire range of transactions an individual does with government and private offices such as-paying taxes, court appearances, arranging a housing loan, etc.;

6) Calamity, accident, hospitalization leave pertains to force majeure events that affect the life, limb and property of the employee or his/her immediate family.

An employee can still avail of his birthday or wedding anniversary leaves if such occasion falls on either a Saturday, Sunday or holiday either before or after the occasion.

Employees applying for special privileges leaves shall no longer be required to present proof that they are entitled to avail of such leaves.

Three-day limit for a given year shall be strictly observed; an employee can avail of one special privilege leave for three (3) days or a combination of any of the leaves for maximum of three days in a given year. Special privileges are non-cumulative and strictly non-convertible to cash.

Immediate family refers to spouse, children, parents, unmarried brothers and sisters or any relative living under the same roof or dependent upon the employee for support.

13.11 Parental Leave for Solo Parent. Any faculty or employee in the university who falls under any of the following categories shall be considered a Solo Parent for the availment of Parental Leave (CSC Memorandum Circular No. 08, s. 2004).

1. A woman who gives birth as a result of rape and other crimes against chastity, even without a final conviction of the offender: Provided, That the mother keeps and raises the child;

2. Parent left solo or alone with the responsibility of parenthood due to any of the following circumstances:
 - death of spouse;
 - detention of the spouse or serving sentence for a criminal conviction for at least one (1) year;
 - physical/mental incapacity of spouse as certified by a public medical practitioner; legal separation or de facto separation from spouse for at least one year
 - provided he/she has custody of the children;
 - declaration of nullity or annulment of marriage as decreed by a court or by a church, provided, he/she has custody of the children; and
 - abandonment of spouse for at least one year;
3. Unmarried person who has preferred to keep and rear the children instead of having others care for them or give them up to a welfare institution;
4. Any other person who solely provides parental care and support to a child or children provided said person is duly licensed as a foster parent by the DSWD or duly appointed legal guardian by the court;
5. Any family member who assumes the responsibility of head of family as a result of the death, abandonment, disappearance or prolonged absence of the parents or solo parent: Provided, that such abandonment, disappearance, or absence lasts for at least one (1) year.

The parental leave of seven (7) days in addition to existing leave privileges shall be granted to any solo parent employee subject to the following conditions:

1. The solo parent must have rendered government service for at least one (1) year, whether continuous or broken, reckoned at the time of the effectivity of R.A. 8972 on September 22, 2002 and regardless of employment status.
2. The parental leave shall be availed of every year and shall not be convertible to cash unless specifically agreed upon previously. If not availed of within the calendar year, said privilege shall be forfeited within the same year.
3. The parental leave shall be availed of on a staggered or continuous basis, subject to the approval of the University President. In this regard, the solo parent shall submit the application for parental leave at least one (1) week prior to its availment, except on emergency cases.
4. The solo parent employee may avail of parental leave under any of the following circumstances:

- attend to personal milestones of a child such as birthdays, first communion, graduations and other similar events;
- perform parental obligations such as enrollment and attendance in school programs, PTA meetings and the like;
- attend to medical, social, spiritual and recreational needs of the child; and
- other similar circumstances necessary in the performance of parental duties and responsibilities, where physical presence of a parent is required.

Changes in the status and family situation of a solo parent such as marriage or the concerned parent is no longer left alone with the responsibility of parenthood shall lead to termination of parental leave privileges. However, the termination shall be without prejudice to reapplication should circumstances warrant. The University President may determine whether granting of parental leave is proper or may conduct the necessary investigation to ascertain if grounds for termination and withdrawal of the privilege exist.

{If there is an existing or similar benefit under the university policy or Collective Negotiation Agreement (CNA), the same shall be credited as such. If the same is greater than the seven (7) days provided for in these guidelines, the parental leave law of seven (7) days shall prevail.}

{Contingency or emergency leave provided under an agency/office policy or CNA, as well as the three (3) days Special Leave privileges provided for under Section 21, Rule XVI of CSC Memorandum Circular No. 41, s. 1998, shall not be credited as compliance with the parental leave provided for under these guidelines.}

A solo parent employee who applies for parental leave shall comply with the following requirements:

1. Secure a Solo Parent Identification Card from the City/Municipal Social Welfare and Development Office. The Identification Card Is valid for one year from issuance but renewable yearly. Failure to renew the card means that his/her status as a solo parent has ceased or has changed.
2. Submit the accomplished application from (CS Form No.6) duly supported with certified true copies of the Solo Parent ID and birth certificate of the child/children or other requirements such as medical certificate, if necessary.

Section 14. **Study Privileges.** Members of the faculty, officers and employees who are performing functions during regular days shall have the privilege of enrolling in the University to take up graduate courses in the main campus and WPU-Puerto Princesa Campus during Saturdays with free tuition fee provided they have an approved request from the Office of the President (Board Resolution No. 41, s. 1995).

Section 15. **Special Detail.** A member of the academic staff or an administrative staff may be assigned by the President of the University on special detail elsewhere in the Philippines or abroad for the benefit of the university or any of its units and under certain conditions to be fixed by him/her in each case; provided, that a faculty member who is married at the time of the detail shall be granted an additional monthly family allowance to commence from the date of departure up to the date of return to the University.

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

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

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

Section 16. **Insurance and Retirement.** The University shall participate in the Government Service Insurance System (GSIS). However, the University may augment for its faculty and employees by means of an equitable schedule the renewals and benefits available under the Government Service Insurance System.

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

- a) In case of leave of absence without pay of members of the faculty and other personnel of the university, the University shall pay the government share in the life insurance premiums corresponding to the first year of leave. Thereafter, the person concerned, except in meritorious cases shall pay both the personnel and the government share;
- b) Retired members of the academic and non-academic staff shall enjoy library privileges and shall receive free of charge publications of the University. They may also be entitled to such other privileges which the University is in a position to grant in accordance with law and they shall be invited to participate in major University programs and activities;

- c) A retired faculty member with the rank of full professor may be appointed Professor Emeritus subject to the following conditions:
- 1) He/she must have rendered at least 20 years of active and faithful service to the University; and
 - 2) He/she must have achieved marked distinction as a productive scholar, scientist, artist or educator or is widely acknowledged as an effective and dedicated professor.

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

Section 17. Housing. The University shall, as much as possible, provide adequate and convenient housing for its students, academic, and non-academic personnel as well as guests and visitors, by reserving and developing a portion of its campus and/or off-campus sites and buildings for the purpose. The administration shall implement the program by tapping both public and private sources of funding.

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

Section 18. Official Communications. Official communications shall follow the regular channels, except when the intermediate officials will not give the communication due course within 72 hours. After this period, the faculty member or employee who is the author of the official communication may send the document directly to the official concerned.

Section 19. Suspension and Removal. No member of the faculty, officer or employee shall be suspended or removed except for cause and after due process. However, the President of the University may preventively suspend any member of the teaching staff, officer or employee of the University pending the resolution of administrative charges against such officer or employee but in no case shall exceed ninety (90) days after which such officer or employee shall be automatically reinstated.

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

Section 20. **Administrative Discipline.** Every faculty member shall abide by the rules and regulations stipulated in the "Magna Carta for Teachers" to encourage good relationship. He/she should be loyal to the established policies of the University.

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

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

Section 21. **University-Community Relations.** The University exists to render service to the public. Parents should be welcomed at the University and treated with every consideration. Officials, faculty members and employees should establish and maintain cordial relations with the parents of the students. The conduct of the officials, faculty members and employees should be such as to merit the confidence and respect of the community.

- a) In communicating with parents, especially concerning their children's misdeeds and shortcomings, an official or a faculty member should exercise utmost candor and tact. It is his/her duty to point out the students' deficiencies hitherto unknown to their parents and to seek their cooperation for their proper guidance and improvement of their children.
- b) All officials, faculty members and employees should maintain a good reputation with respect to financial matters. They should pay their debts promptly or make satisfactory arrangements for the payment of their obligations with their creditors.

Section 22. **Faculty/Employee Organization.** The faculty and employees of the University shall establish their own organization or association that will promote and protect their welfare. The organization/association shall submit to the President a copy of its constitution and by-laws.

Section 23. **Rights and Privileges.** In addition to the rights provided for by law, the following shall be enjoyed by the University personnel (Education Act 1982):

- a) The right of the faculty/employee to participate in decision making at all levels of the University shall be recognized and assured;

- b) The right to free expression of opinion and suggestions and effective channels of communication with appropriate academic and administrative bodies, of the University;
- c) The right to be provided with free legal service by the appropriate government office when charged in an administrative, civil and/or criminal proceedings by parties other than the University or regulatory authorities concerned for actions committed directly in the lawful discharge of professional duties and/or defense of school policies;
- d) The right to establish, join and maintain labor organizations and/or professional and self-regulating organizations of their choice to promote their welfare and defend their interests;
- e) The right to be free from involuntary contributions except those imposed by their own organizations;
- f) The right to be free from compulsory assignments not related to their duties as defined in their appointments or employment contracts, unless compensated therefore, conformable to existing law;
- g) The right to intellectual property consistent with applicable laws;
- h) The teachers shall be deemed persons in authority when in the discharge of lawful duties and responsibilities and shall therefore be accorded due respect and protection; and
- i) The right to be accorded the opportunity to choose alternative career lines either in school administration, in the classroom teaching or others for purposes of career advancement.

Section 24. **Duties and Obligations.** In addition to those provided for by laws, all university personnel shall have the following duties and obligations:

- a) Perform his/her duties to the University by discharging his/her responsibilities in accordance with the philosophy, goals and objectives of the University;
- b) Be accountable for the efficient and effective attainment of specified learning objectives in pursuance of national development goals within the limits of available university resources;
- c) Render regular reports on performance of each student and to the latter's parents or guardians with specific suggestions for improvement;
- d) Assume the responsibility to maintain and sustain his/her professional growth and advancement and maintain professionalism in his/her behavior at all times;

- e) Refrain from making deductions in student's scholastic ratings for acts that are clearly not manifestations of poor scholarship; and
- f) Participate as an agent of constructive social, economic, moral, intellectual, cultural and political change in his/her school and the community within the context of national policies.

Section 25. **Faculty and Employees Directory.** Members of the faculty and employees shall fill out every two years or as often as the need arises, a prescribed form to be kept at the Human Resource Management Officer. Whenever possible, such directory shall be published and distributed to the major units of the University.

Section 26. **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 the University.

Section 27. **Other Activities.** Other activities of University personnel shall include limited practice of profession in outside consultancy, special detail to government and other agencies, teaching in other educational or training universities and other activities or projects which are not considered integral functions of the University.

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

Section 28. General Restrictions and Other Regulations.

- a) No member of the faculty, officer or employee of the University shall publish or discuss publicly the proceedings of the Board of Regents or its decisions not yet released for publication without the written permission of the President of the University.
- b) No member of the faculty, officer or employee of the University shall publish or discuss publicly any information concerning a particular University unit not released for publication, without the written permission of its head and the President of the University.
- c) No member of the faculty, officer or employee shall publish or discuss publicly, charges or complaints against any member of the faculty, officer or employee concerning his/her official duties or his/her private life or conduct. Any such complaint or charge shall be addressed to the proper authorities of the University for action before resorting to any other remedy available to the complaining party.

- d) No member of the faculty or employee shall enter into deals with any student of the University involving money, property, or other valuable consideration which might influence the scholastic standing of the student.
- e) No learning materials whether printed or duplicated, shall be required as basic teaching material in any class unless approved by the University Textbook Board created by the President of the University.
- f) Faculty members who are members of the Department of Science and Technology (DOST) (formerly National Science Development Board) and other similar agencies of the government may use official time in attending meetings of such agencies insofar as it is consistent with their regular duties and if approved by the President of the University.
- g) Members of the faculty of the University shall be encouraged to accept invitations to speak at graduation exercises, special convocations, seminars, workshops, conferences and similar activities for professional growth and community service and the time spent in going to and returning from the same shall be counted as official business. Unless other arrangements are made, transportation to and from the place shall be provided for the University.
- h) A faculty member may undertake research work under the auspices of an organization outside of the University with the consent of his/her Dean, VPAA and the President of the University provided that in the publication of such research the University shall be credited side by side with the outside sponsoring organization.

Section 29. **Administrative Staff.**

29.1 **Appointment**

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

29.2 **Compensation**

- 1) All administrative officers, clerks, and other employees of the University shall be paid such salaries or wages fixed by the Board of Regents within the limits prescribed by existing laws and rules.

- 2) Whenever a faculty member receiving additional compensation for administrative services rendered in addition to his/her teaching duties is absent for more than thirty (30) days, another faculty member duly appointed to perform such administrative duties, over and above his/her regular teaching load shall be entitled to the same honoraria and other benefits authorized by the Board of Regents in accordance with existing laws.

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

29.4 **Disciplinary Action.** Disciplinary action against administrative personnel shall be governed by the rules and regulations promulgated by University Administrative Council approved by the Board of Regents and shall be in accordance with the Civil Service rules and regulations.

29.5 **Appeals.** Appeals from the decisions of the proper authorities affecting administrative staff shall likewise be in accordance with the rules and regulations prescribed by the existing Civil Service rules and regulations.

**BOOK II
ACADEMIC AFFAIRS**

**ARTICLE 1
GENERAL ACADEMIC RULES AND REGULATIONS
(Undergraduate)**

Section 1. Academic Calendar and Classes

1.1 Academic Calendar. All academic units of the University operate under the semestral system. A semester is at least 18 weeks, exclusive of the registration and the final examination periods and other school activities for which one or more class days are suspended (Intramurals, Foundation day celebration, etc.)

The first semester usually begins in June, second semester in November, and the summer session of 6 weeks, in April.

1.2 Classes. Schedule of classes shall be prepared and issued by the University Registrar in consultation with the deans.

The size of a class shall depend on the method of instruction adopted: lecture, lecture-discussion, tutorial, or laboratory.

Section 2. Postponement and Suspension of Classes

2.1 Authority to Suspend Classes. The University President has the authority to suspend classes throughout the University including all units or branches, or he/she may suspend classes in specific units or campuses for specified periods of time. Suspension of classes does not mean that staff members will not report for duty.

In extreme emergency cases, the Dean may declare suspension of classes on his/her College after which he/she shall make a report to the Vice President for Academic Affairs on the circumstances which compelled such action.

2.2 Bases of Suspension of Classes. Classes are suspended primarily to assure the safety of the students.

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

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

With respect to earthquakes, those of serious intensity require immediate suspension of classes to enable an inspection of the building and premises where classes are being held.

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

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

Section 3. **Student Classification**

University students are those who are enrolled in and who are regularly attending graduate, undergraduate (degree or non degree), high school, elementary and pre-school program. University students also include those enrolled at the University Distance Education Program.

3.1. **Full-time student.** One who is registered for formal academic credits and who carries the full load for a given semester under the curriculum in which he/she is enrolled including graduating students who may carry less than the full load for purpose of completing the requirements of the course.

3.2. **Part-time student.** One who is registered for formal credits but who carries less than the full load for a given semester under the curriculum in which he/she is enrolled.

3.3. **Transferee.** One who comes from another academic institution where he/she started studying for a course and who is now registered in the University after fulfilling all requirements.

3.4. **Foreign student.** University student who is not a citizen of the Philippines.

3.5 **Freshman.** One who has not finished the prescribed subjects of the first year of his/her curriculum, or 25 percent of the total number of units required in his/her entire course

3.6 **Sophomore.** One who has satisfactorily completed the prescribed subjects of the first year of his/her curriculum, or has finished not less than 25 percent nor more than 50 percent of the total number of units required in his/her entire course.

3.7. **Junior.** One who has completed the prescribed subjects of the first two years of his/her curriculum, or has finished not less than 50 percent of the total number of units required; and

3.8. **Senior.** One who has completed the prescribed subjects of the first, second and third years of his/her curriculum, or has finished not less than 75 percent of the total number of units required in his/her entire course.

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

Section 4. **Admission**

4.1 **General Requirement**

4.1.1. A student seeking for admission to the Western Philippines University must be a high school graduate.

4.1.2. All incoming freshmen and transferees must take the WPU Entrance Examination. If an applicant passes the entrance examination, he/she can enroll in any undergraduate course of his/her choice. However, if the applicant fails to meet the required passing score, he/she will be advised to enroll in a course without board examination.

Students transferring from recognized colleges and/or universities will be given equivalent credits earned upon presentation of credentials showing that they have passed the courses fully equivalent to those given in this University and provided they passed/satisfied the requirements for the course.

4.1.3. If the applicant desires to enroll in a course with board exam, he/she has the option to re-take the entrance examination the following school year or enroll in any prescribed courses then apply for shifting a semester after.

4.2 **Entrance Requirements**

4.2.1. Incoming freshmen are required to submit the following documents to the Registrar's Office.

- a. Form 138
- b. Certificate of Good Moral Character
- c. Photocopy of authenticated Birth Certificate
- d. Medical Certificate issued by the University Physician
- e. ID picture (2 pcs.)

4.2.2. A foreign student may be allowed to enroll in the university if he/she has a study permit and a student visa (9-f) or any of the following types of visa:

1. 9 (e-1) or (e-2) for foreign government officials and dependents;
2. 7 (a) (2) for exchange fellows and scholars under sponsorship or International organizations;
3. 9 (d) - treaty traders;

4. 13 (a), 13 (e), 13 (g) permanent residents; or
5. LOI I05 – Balikbayan.

4.2.3 Transferees are students transferring from recognized colleges or universities. They are required to present to the Registrar the following documents:

- a. Certificate of Honorable Dismissal
- b. Certificate of Good Moral Character
- c. Official Transcript of Records/Certificate of Grades
- d. Birth Certificate
- e. Results of Validation Exam

4.2.4. For courses with specific requirements as per CHED Memorandum Order, students will have to comply to said requirements.

4.3. **Placement Examination.** Students who intend to enroll in the University must take the placement examination on Mathematics and English subjects. The rating of the students resulting from the exam would be the basis for separating those who would take the Math and English Plus (review courses as per CHED nomenclature) and those who would register in Math 101 and English 101 (regular courses).

4.4. **Advanced Credit Examination.** Students who have advance knowledge of the subjects, may take the Advance Credit Exam (ACE). A student who passed the ACE will be given the grade he/she got in the exam.

Section 5. **Enrollment Procedure**

Students enrolling in the University will have to follow the enrolment procedures set by the University.

Section 6. **Academic Load**

No student will be allowed to take more than the required load prescribed for the semester/summer in his/her course curriculum. However, a graduating student may be permitted to carry more than prescribed load in his/her last semester.

Section 7. **Late Registration**

The last day that students may enroll in a given semester is two weeks after the start of classes as indicated in the school calendar. No student will be allowed to register after that period. Fines will be collected for late registrants.

Section 8. **Tuition and other University Fees**

Tuition and other University fees approved by the Board of Regents will be collected from the students.

Section 9. Class Attendance

All students are required to attend classes at least 80% of the total number of school days. For unavoidable cause finds it necessary to be absent from class(es) must present an excused letter duly signed by his/her parent or guardian or a medical certificate to his/her professor upon returning to class for appropriate action.

Any student whose unexcused absences exceed twenty percent (20%) of the total number of school days in a semester shall obtain a grade of 5W. Unexcused absences are those absences without valid or justifiable cause or reason. Absences due to suspension are unexcused absences.

Section 10. Maximum Residence Rule

A full time student must finish the requirements of a course within a period of actual residence, equivalent to one and a half times the normal length excluding leave of absence properly filed for the course; otherwise he/she shall not be allowed to register further in the program.

Section 11. Leave of Absence

Students who get sick or are drafted for military training should apply for a leave of absence. No ratings shall be given such students unless they have satisfactorily completed at least 50% of the requirements of the course, and provided further, that upon their return they pass a final test for the remaining part of the course.

Section 12. Honorable Dismissal

A student in good standing who desires to sever his/her connection with the university shall present a written petition to this effect to the Dean of the College, signed by his/her parent or guardian. If the petition is granted, the student shall be given honorable dismissal.

A student who leaves the university for reason of suspension, dropping, or expulsion due to disciplinary action shall not be entitled to honorable dismissal. Should he/she be permitted to receive his/her transcript of records or the certification of his/her academic status in the University, it shall contain a statement of the disciplinary action rendered against him/her.

Section 13. Withdrawal from the University

Withdrawal is a voluntary severance or termination by a student of his/her attendance in a course or enrollment in the University. A withdrawal is indicated in the Registrar's records by a "Drp.", if with approval of proper authorities as recorded in the Registrar's Office; otherwise he/she will be given "5 W".

Section 14. Curricular Changes

14.1. Changing Subjects

Changing of subjects may be allowed only upon the approval of the University Registrar, and after the student has paid the required fee for changing of subjects. No change of subjects will be allowed two weeks after the end of the registration period.

Section 15. Dropping of Subjects

Dropping of subjects is allowed only with the approval of the student's adviser and respective subject teachers. Students are also advised to see the Guidance Counselor before dropping their subjects.

Section 16. Substitution

Every substitution of subjects must be based on at least one of the following:

- 16.1. When a student is pursuing a curriculum that has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new;
- 16.2. Conflict of hours between a required subject and another required subject; or
- 16.3. When the required subject is not given.

Section 17. Shifting of Programs

Any student from any college is free to seek admission to any other college of the university for the purpose of shifting course, provided, such student satisfies the pre-requisite course requirements he/she wanted to enroll in.

Common subjects already taken and passed by the student under his/her previous course will be credited for the new course, provided such subject carry the same course title, course description and credit unit.

Such student shall be required to accomplish an application form to shift course provided by the Registrar, countersigned by the enrollment adviser, recommended by the Dean of the College and duly approved by the Vice President for Academic Affairs.

Transcript of Records or Registrar's Certification containing the academic records and grades of the student in his/her previous course shall be attached to the duly accomplished application form to shift course.

Section 18. **Cross Registration**

Students who want to register to a course in another college within the University must accomplish the cross-registration form. The total number of units for which the students may register should not exceed the maximum number of units allowed by the academic load.

The University gives no credit for any course taken by any of its students in any institution other than WPU unless the taking of such was authorized by the Registrar and validated through an examination conducted by the concerned college.

Section 19. **Evaluation of Students Performance**

19.1. Examination. There shall be two examinations in every term. The "Mid-term Examinations" which are given at the middle of the semester/summer; and the "Final Examinations" at the end of the same period. The schedule of examinations shall be prepared by the college deans and shall be posted one week before.

Examinations are integral components of any given subject and shall be administered by the teacher handling it for the purpose of evaluating the student's performance. Proctors may be assigned by the subject teachers to help him/her administer examinations in cases where there are two or more sections having the same time schedule. To protect the integrity of the examination results/grades, cheating is strictly prohibited. Students caught cheating in examinations will be subject to the university rules of discipline.

Written mid-term or final examinations shall be given for a period of not less than one hour but not more than two (2) hours per subject. Practical mid-term or final examinations may require a period of more than two (2) hours, depending on the skills being evaluated, however, the time schedule shall be part of the laboratory class period and/or an arranged time period wherein the students affected have no conflicting time schedule.

19.2 Grading System. The work of a student will be graded at the end of each term in accordance with the following system:

}	1.0	Excellent
	1.25	
	1.5	
}		Very Good

}	1.75	
	2.0	
	2.25	Good
	2.5	
	2.75	Fair
	3.0	
	5.0	Failed
	5.W	Unofficially dropped
	Inc	Incomplete
	Dr	Officially dropped
IP	In progress	

Inc - overall rating is passing but student fails to submit major requirement or take major examination. "INC." should be completed within one year; otherwise, it becomes a 5.0

5W - given when a student has incurred unexcused absences more than 20% of the total required number of class hours in a semester; or when a student has stopped attending classes without official permission.

Drp - given when a student was officially allowed to discontinue enrollment in a subject; request is done before the midterm examination. If request is done after the midterm examination, midterm grade should be passing.

IP - given when the units enrolled in Thesis is less than what is required.

19.3. **Bases for Grading.** Faculty members are allowed to exercise academic freedom in the conduct of their classes and in their evaluation of students' performance.

19.4. **Completion of Incomplete Grades.** Incomplete (Inc.) grades should be completed within a one-year period; counting starts from the last day of classes in the semester when the subject was taken. If the student fails to do so within this prescribed period, the Registrar is authorized to change the Inc to 5.0.

If the Inc is due to failure to take major examination, a special permit fee is prescribed by the College. The official receipt of such payment is attached to the application for completion.

A completed grade could be higher than 3.0 depending on the student's grades in the other bases for grades.

Inc grades in subjects that are prerequisites to other subjects must be completed before enrollment in the latter subjects is allowed. A period of giving special examinations needed for completion is scheduled one week before the enrollment period.

19.5. **Special Examination.** A student fills a request form available from the University Registrar's Office to take a special examination addressed to the College Dean concerned stating among others, the reason(s) why he/she was not able to take the

examination during the scheduled examination period. The request should be duly endorsed by his/her registration adviser and approved by the College Dean concerned. The Dean approves the request and the student presents this for payment to the University Cashier.

Upon payment of fees, the student reports to the Instructor/Professor concerned and presents his/her permit with the receipt of payment to arrange for the date of the special examination.

After a student has taken the special examination or has completed all the requirements, his/her final grade shall be recorded by the teacher concerned in the prescribed completion report form accomplished in triplicate. The report for special examination should be submitted to the Registrar within ten (10) days after the examination.

Section 20. University Scholarships, Educational Assistantships and Study Grants

Scholarships, educational assistantships and study grants in the University shall be classified into: barangay officials' dependents/SK study grants, Tagbanua and other outstream cultural communities scholarships, entrance scholarships, University/academic scholarships, ASHS entrance scholarship grants, library educational assistantships, clean and green educational assistantships, athletic/varsity educational assistantships, performing arts educational assistantships (Himigyaw and Dance/Chorale/Combo), educational privilege to children of WPU employees, special privilege to children of WPU early retirees, ROTC officers study grants, and SBG President study grant.

The qualification/requirements, benefits/privileges, retention policies and guidelines of each scholarships, educational assistantships and study grants are presented below:

20.1. Barangay Officials' Dependents/SK Study Grants

Qualifications/Requirements

1. A grantee must be a son/daughter of a barangay official who is single, below 21 years old and dependent for support, i.e. Barangay Council, Barangay Tanod, Lupong Tagapamayapa, etc.
2. For Sangguniang Kabataan (SK) ,he/she must have been elected as Chairman and/or Kagawad of the Sangguniang Kabataan.
3. Scholarship is limited to two (2) legitimate dependent children of barangay official.
4. Must passed the admission requirements of the University.
5. The grantee must submit the necessary documents to support his/her applications to be submitted during enrolment, to wit;
 - a. Certification from the Municipal Local Government Operation Officer (MLGOO) that the parents/ SK member is an elected/appointed barangay official;
 - b. Form 138/ Transcript of Records
 - c. Birth Certificate of the applicant
 - d. Certificate of Good Moral Character/Clearance from the Bgy. Captain.
6. Must be willing to sign a contract with the University.

Benefits/ Privileges

1. Free tuition
2. Continuation of scholarship even the official is no longer incumbent

Retention Policies and Guidelines

1. A grantee must carry/ enroll the prescribed semestral load requirement set for the course.
2. A grantee must maintain a passing grade in all the enrolled subjects for the term. Incomplete grades must be completed before the succeeding semester begins.
3. Shifting from one course to another shall not be allowed.
4. Dropping out shall not be allowed. Deferment of scholarship may be considered in meritorious cases but with prior approval by the Local Scholarship Committee.
5. The desired course must be finished within the minimum number of years required for the curriculum.
6. Scholarships is valid only during regular semesters. Summer classes are not covered by the grant.
7. A grantee can continue to avail of the benefits until graduation even sponsoring official is no longer incumbent as long as he/she complies with the retention policies and guidelines.
8. Barangay/SK scholars who are transferees from other schools will not be considered to continue their scholarships at WPU.
9. Involvement in immoral /indecent acts and violation of any provision of the Code of Discipline of Students is a ground for termination of the scholarships.
10. A scholar/grantee must submit his/her grades two weeks after the end of the semester in order to validate/ renew his/her scholarship for the following semester.

20.2. Tagbanua & Other Outstream Cultural Communities Scholarships

Qualifications/ Requirements

A grantee must;

1. Belong to any of the cultural minority groups in Palawan, i.e. Tagbanua, Palaw-an, Batac, Cuyono, etc. with 100% blood affiliation.
2. Be a graduate of a public or a recognized private high school.
3. Have a general weighted average grade of higher than 85% or its equivalent from the school last attended.
4. Be single.
5. Submit the following documents;
 - a. Letter of application for scholarships

- b. Certification of tribal affiliation from a Tribal Chieftain or any authorized persons
 - c. Live birth certificate
 - d. Certificate of good moral character
 - e. Medical certificate
6. Be willing to sign a scholarship contract with the University.
 7. Not be enjoying other scholarship assistance.

Benefits/ Privileges

1. Free Tuition and Miscellaneous fees
2. Food allowance of P800.00 per month
3. Book allowance of P500.00 per semester
4. Free board (if preferred to stay in the Dorm)
5. Thesis allowance of P1,000.00

Retention Policies and Guidelines

1. Enroll and carry the minimum load requirement in a degree course per semester.
2. Maintain a general weighted average grade of 2.5 or better without any failing grade every semester.
3. Not incur more than one (I) incomplete grade per semester and that he/she is bound to complete before the succeeding semester begins.
4. Must not shift from one course to another nor drop or leave without prior approval of the Scholarship Committee.
5. Must not violate any provision of the Student Code of Discipline.
6. Must agree to bind himself/herself to take and complete the course as specified in the contract.
7. Must submit his/her grades to the Local Scholarship Committee two weeks after the end of the final examinations.

20.3. Entrance Scholarships

Qualifications/Requirements

1. Must be a graduate from a recognized public/ private high school.
2. Must be a Valedictorian or Salutatorian from a graduating class.
3. Must submit the following documents to support the applications;
 - a. Certification from the Teacher In-charge/ Principal that he/she graduated with honors from a number of graduating class.
 - b. Certificate of Good Moral Character
 - c. Photocopy of Form 138 or High school Card

d. Birth Certificate

4. Must be willing to sign a scholarship agreement/contract with the University.

Benefits/Privileges

1. Free full tuition for Valedictorians
2. Free half tuition for Salutatorians

Retention Policies and Guidelines

1. A valedictorian may avail of a free full tuition for one semester upon his enrolment for first year, and every semester thereafter if he/she maintains a general average of 1.5 or better.
2. A Salutatorian is entitled to free half tuition for the first semester, however, if he/she maintains the general weighted average grade of 1.5, he/she maybe given university scholarship with free full tuition.
3. An entrance scholar will automatically be considered as a university scholar on the succeeding semester if he/she could maintain the required general weighted average (GWA) grades, subject to renewal every end of the semester.
4. A scholar must not be involved in any immoral acts or violation of the Student Code of Discipline.

20.4. University/Academic Scholarships

Qualifications/Requirements

1. Must be a bonafide student of Western Philippines University carrying the regular semestral load prescribed for the course.
2. Must have obtained a general weighted average grade of 1.75 or better during the immediate preceding semester.
3. Must submit to the Local Scholarship Committee the original copy of the report of ratings certified by the College Registrar.
4. Submit a Certificate of Good Moral Character.

Benefits/Privileges

1. Free full tuition for GWA of 1.5 or better.
2. Free half tuition for GWA of 1.75 but lower than 1.5.

Retention Policies and Guidelines

1. A bonafide student of Western Philippines University who obtained a general weighted average grade of 1.5 or better during the immediate preceding semester is entitled to avail of the university scholarship grant with free tuition.

2. A bonafide student of WPU who obtained a GWA of 1.75 but lower than 1.5 is entitled to a university scholarship grant with free-half tuition.
3. A grantee must enroll/carry the regular semestral load prescribed in the prospectus of the course.
4. A grantee must not be a subject of any disciplinary action due to violation of the Code of Discipline of Students.
5. Scholarship grant covers only the regular semesters and does not include summer classes.
6. The grant is renewable every end of the semester.

20.5. **ASHS Entrance Scholarship Grants**

Qualifications/Requirements

1. The grantee must be a graduate of the WPU-Agricultural Science High School.
2. Must submit the following documents/requirements;
 - a. High School Report Card
 - b. Certificate of Good Moral Character
3. Must be willing to sign a contract/agreement with the University.

Benefits/Privileges

1. Entrance scholar
2. Free tuition

Retention Policies and Guidelines

1. Must maintain the general average grade of not lower than 2.0 or its equivalent, with no failing grades. Incomplete grades shall be completed before the start of the succeeding semester.
2. Must carry the minimum semestral load requirement set for the preferred course.
3. Changing of subjects and/or shifting of course must be with the prior approval of the Local Scholarship Committee.
4. Must not be involved in any immoral acts or violation of the Student Code of discipline.

20.6. **Library Educational Assistantships**

Qualifications/Requirements

1. The applicant shall undergo an interview and must submit their credentials to the Local Scholarship Committee, to wit;
 - a. Transcript of records, or High school card (for freshmen applicants)
 - b. Certificate of Good Moral Character certified by authorized official.
 - c. Proof of enrolment (Student copy of Registration form)
 - d. Certification of parents' income from BIR.

2. The applicant shall undergo apprenticeship in library work of not less than 20 hours to be evaluated/ recommended by the Librarian.
3. Must be willing to sign a scholarship contract with the University.

Benefits/Privileges

1. Free tuition and other school fees (except Internet & Dev. Fee.)
2. Stipend of P200.00 per month

Retention Policies and Guidelines

1. Must render services in the library with a minimum of 15 hours per week or 70 hours per month.
2. Must not incur failing grades or incomplete grades.
3. Must not be enjoying other similar educational assistance.
4. Must not be a subject of any disciplinary action due to violation of the Students Code of Discipline.
5. Scholarship is renewable every end of the semester.

20.7. Clean and Green Educational Assistantship

Qualifications/Requirements

1. Preferably male
2. Must be physically and mentally fit.
3. Must pass the admission requirements of the University (for freshmen)
4. Must undergo a one (1) month probationary period.
5. Must submit the following supporting documents;
 - a. Certificate of Good Moral Character
 - b. Medical Certificate issued by the university physician
 - c. Certification of parents income from BIR, not exceeding P60,000.00.
 - d. Result of placement exam (for freshmen)
6. Must not be a recipient of any other scholarship grant.
7. Must be willing to sign a scholarship contract with the University.

Benefits/ Privileges

1. Free lodging
2. Free tuition & other school fees (except Internet fee & Dev. Fee)
3. Allowance of P200.00 per month.

Retention Policies and Guidelines

1. Must not incur a failing grade in any subject per semester.
2. Must render services of not less than seventy (70) hours per month.
3. Perform other related functions directed by the administration.
4. Must not be involved in any violation of the Student Code of Discipline.
5. Scholarship is renewable every school year.

20.8. Athletic/Varsity Educational Assistantships

Qualifications/Requirements

1. A bonafide student of Western Philippines University.
2. Physically and mentally fit.
3. To qualify as a varsity player, he should be a winner during the previous year/s, however, those with potential can be included in the list of scholars.
4. Willing to sign a scholarship contract with the university.
5. Certification and/or recommendation from sports Coach/ Director specifying his/her achievements.

Benefits/Privileges

1. Free tuition and miscellaneous fees for those who won First, Second, and Third placers in their events/games during Regional and National competitions, to exclude internet and development fees.
2. Free tuition for varsity teams

Retention Policies and Guidelines

1. Must achieve significant place/prize in, regional and national meets.
2. Must follow the policies and regulations governing Athletic/Varsity teams.
3. Must carry a minimum load of 15 and a maximum of 21 units per semester.
4. Must attend practice/rehearsals regularly.
5. Must not be involved in any immoral acts and/ or violation of pertinent policies of the school and of the government.
6. Scholarship is renewable every school year.

20.9. Performing Arts Educational Assistantship (Himigyaw & Dance/ Choral/Combo)

Qualifications/ Requirements

1. A bonafide student of Western Philippines University.
2. Must passed the audition/ screening and recommended by a committee composed of the adviser, a member, and chaired by the Cultural Director
3. Should not be a member of any subversive organizations.
4. Must be willing to sign a scholarship contract with the University.

Benefits/ Privileges

1. Free tuition

Retention Policies and Guidelines

1. Must carry a minimum load of not least than 15 units and a maximum of 21 units to give time for practice.
2. Must passed all the subjects enrolled for the semester.
3. Must participate actively in all the cultural activities of the University
4. Must follow the rules and regulations during practice and presentations.
5. Must not be involved in any act of immorality and/ or violation of pertinent policies of the Student Code of Discipline.
6. Scholarship is renewable every semester.

20.10. Educational Privilege to Children of WPU Employees

Qualifications/ Requirements

1. A grantee must be a legitimate child of any permanent member of the Faculty and Staff of the university.
2. The applicant/grantee must submit the following documents;
 - a. Form 138/ High School Report Card
 - b. Certificate of Good Moral character
 - c. Birth Certificate
3. The applicant/grantee must not be enjoying other scholarship grants.
4. The grantee must be willing to sign an agreement/contract with the University.

Benefits/ Privileges

1. Free tuition for first child to enroll at WPU
2. Free half tuition for second child to enroll at WPU
3. Free one-fourth tuition for third child to enroll at WPU

Retention Policies and Guidelines

1. Must carry/ enroll the minimum load requirement set for the preferred course.
2. Must passed all the subjects enrolled during the term.
3. Must finish his/her course within the prescribed number of years for the course.
4. Shifting/ Changing of courses shall be with the prior approval of the Scholarship Committee.
5. Must not be involved in any immoral acts or violation of the Student Code of Discipline.
6. Scholarship shall be validated every end of the semester.

20.11. Special Privilege to Children of WPU Early Retirees

Qualifications/ Requirements

1. A legitimate child, single, and dependent for support from an early of Western Philippines University. An early retiree is a WPU employee who are granted retirement due to health problems, incapacity to perform their functions because of accident, and/or untimely death.
2. An early retiree must have served the University for not less than 10 years of continuous service, and 5 years continuous services for untimely deaths.
3. A maximum of two (2) children can avail of the scholarships.
4. The grantee must not be enjoying other scholarship grants
5. Must pass the admission requirements of the university.
6. The applicant/grantee must submit the following documents;
 - a. Form 138/ High School Report Card
 - b. Certificate of Good Moral character
 - c. Birth Certificate
 - d. Certification/ Endorsement from HRMO

Benefits/ Privileges

1. Free tuition

Retention Policies and Guidelines

1. A grantee must carry/ enroll the minimum load requirement set for the preferred course.
2. A grantee must pass all the subjects enrolled, with not more than one (1) incomplete grade to be completed before the end of the immediate succeeding semester. The moment a grantee obtained a grade of 5.0 at the end of the semester, he ceased to be a scholar for the following semester; however, it can be regained in any semester following a term where passing marks to all subjects taken have been achieved.
3. A grantee must finish his/her course within the prescribed period required for the curricular program.
4. Shifting/ Changing of courses shall be with the prior approval of the Scholarship Committee.
5. The grantee must not be involved in any immoral acts or violation of the Student Code of Discipline.
6. Scholarship shall be validated every end of the semester.

20.12. ROTC Officer Study Grants

Qualifications/ Requirements

1. Must be a bonafide student of Western Philippines University.
2. Must be the Corps Commander of the unit
3. Must have been endorsed/recommended by the Commanding Officer/ or ROTC Commandant of the unit.
4. Must not be enjoying other scholarship programs.
5. Must be willing to sign an agreement with the University.

Benefits/ Privileges

1. Free tuition

Retention Policies and Guidelines

1. There should only have one ROTC scholar enrolled at one time.
2. The grantee must enroll the minimum semestral load prescribed for the course.
3. Must maintain a general weighted average grade of 2.5 or better without any failing subjects.
4. Must not violate any pertinent provision of the Student code of discipline.
5. Scholarship is valid only during regular semesters. Summer classes is not covered by the scholarship program.
6. Scholarships shall be validated every end of the semester.

20.13. **SBG President Study Grants**

Qualification/Requirements

1. Must be a bonafide student of Western Philippines University.
2. Must be the elected President of the Student Body Government
3. Must not be enjoying other scholarship grants

Benefits/Privileges

1. Free tuition

Retention Policies and Guidelines

1. The grantee can only avail of the scholarship effective his/her incumbency.
2. The scholarship is only good for one academic year, unless otherwise the grantee is re-elected for the position.
3. The grantee must maintain a passing grade in all the subjects enrolled for the term.
4. He/She must not be involved in immoral acts or violation of the Student code of Discipline.

Section 21. **Scholastic Delinquency**

The University adopts the rules on scholastic delinquency as outlined below:

Any student whose scholastic performance in class in any subject is below "passing" shall be subject to the following rules:

Rule 1a. Warning: Any student who, at the end of the semester, obtains final grades of "5.0" in 25 to 49 percent of the total number of academic units in which he/she is registered shall be warned by the Registrar to improve his/her academic performance.

1b. In case the students will incur 2 consecutive warning.

Rule 2. Probation: Any student who, at the end of the semester, obtains final grades of "5.0" in 50 to 74 percent of the total number of academic units in which he/she is registered or has incurred 2 consecutive warnings shall be placed on probation in the succeeding semester and his/her load shall be limited to the extent to be determined by the Registrar. He is also advised to see the Guidance Counselor.

Rule 3. Disqualification.

a. Any student who, at the end of the semester, obtains final grades of "5.0" in at least 75 percent of the total number of academic units in which he/she is registered shall be denied readmission to the University for one semester.

Any student who, at the end of the semester, obtains final grades of "5.0" in 100 percent of the academic units in which he/she is registered shall be denied readmission to the University for one year.

Likewise, any student who has dropped in accordance with Rule 3 and again fails in at least 75% of the total number of units shall be disqualified.

Section 22. **Re-admission**

Students who are on double probation or are dismissed or permanently disqualified due to unauthorized dropping may appeal for readmission to the College Dean.

Readmission of disqualified students shall be considered by the Office of the Registrar with favorable recommendation of the Readmission Committee which shall be composed of the College Registrar, the Dean of Student Affairs, The Head of the Guidance and Counseling Unit, registration adviser, and the Chairperson of the department where the student is enrolled.

Readmission to the College is allowed only once.

Section 23. **Graduation**

23.1. **Graduation Requirements.** No student shall be recommended for graduation unless he/she has satisfied all academic and other requirements in his/her program.

All candidates for graduation must have their deficiencies completed and their records cleared not later than one week before the end of their last semester.

No student shall graduate from the University unless he/she has completed at least one year of residence.

Students must file formal application as candidate for graduation at the Office of the University Registrar.

23.2. Transcript of Records. Student records are confidential and information is released only at the request of the student or of appropriate institutions. Official transcript of records obtained from other institutions and which have been submitted to the University for admission and/or transfer of credit become a part of the student's permanent record and are issued as true copies with WPU transcript.

Application for transcript of records should be accompanied by a student clearance. Clearance may be obtained by accomplishing the specified form.

23.3. Graduation with Honors. A student may graduate with honors in three categories:

Summa Cum Laude with a GPA of	1.00 to 1.25
Magna Cum Laude with a GPA of	1.26 to 1.50
Cum Laude with a GPA of	1.51 to 1.75

The following rules shall be followed in determining students with honors:

1. All grades in all subjects prescribed in the curriculum, as well as subjects that qualify as electives and those taken in other schools shall be included in the computation of the weighted average grade.
2. Weighted average grades shall be computed to two decimal places without rounding off.
3. Candidates for graduation with honors must have completed in the university at least 75 percent of the total number of academic units or hours for graduation.
4. Students who are candidates for graduation with honors must have taken during each semester/quarter not less than 15 units of credit or the normal load prescribed in the curriculum.
5. Has not been charged and found guilty of any violation of existing college rules and regulations which is punishable by at least one week suspension;
6. Has no failing grade in any subject.

23.4. Academic Costume. All candidates for graduation must wear the proper academic attire required by the University.

23.5. Graduation Activities. All candidates for graduation shall attend the commencement exercises and other graduation exercises such as baccalaureate services and recognition program. A graduating student may graduate in absentia upon prior request for valid reason(s) addressed to the dean of the college where the student earned the degree.

ARTICLE 2.
GENERAL ACADEMIC RULES AND REGULATIONS
(Graduate)

Section 1. **Admission**

1.1 **Admission Requirements.** Applicants seeking admission to the master's degree must be holders of bachelor's degree and with a GPA of at least 2.50 or its equivalent. Those seeking admission to the doctorate degree must be holders of master's degree or its equivalent and with the GPA of at least 1.75 or its equivalent. Those who can not meet the grade requirement maybe admitted on probationary status. An applicant applying for a degree program different from his/her previous field of specialization, shall be required by the Screening Committee of the Graduate School to take the recommended preparatory courses.

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

- 1) Duly accomplished application form for admission and two (2) copies of passport size (2"x2") pictures;
- 2) Original or authenticated official transcript of records bearing the official seal(s) of the school(s) attended;
- 3) Two sealed letters of recommendation for masteral and three sealed letters of recommendation for doctorate from former professor(s) and/or immediate supervisor which may be personally delivered and/or mailed to the Office of the Graduate School;
- 4) Non-refundable application fee of P150.00 for Filipino citizens or US\$50.00 for foreign nationals (figures may be changed without prior notice);
- 5) Certificate of English Proficiency; and
- 6) Photocopy of student's visa and passport (for foreign nationals only).

The applicant shall personally submit the above requirements (1,2,4-6) to the GS before he or she can be eligible for screening.

The Graduate School and the College concerned reserve the right to require additional documents/information from an applicant when deemed necessary. All documents become part of the permanent records of WPU-GS and will not be returned to the applicants.

1.2. **Admission Status.** An applicant to a graduate program may be admitted on either regular or probationary status.

- 1.2.1. **Regular.** Regular status is given to an applicant whose academic records and supporting documents indicate that he/she is qualified to undertake graduate study in his/her chosen field.

1.2.2. **Probationary.** Probationary status is given to an applicant whose academic records and supporting documents indicate deficiencies but show potential to pursue graduate study.

1.3. **Screening Committee.** A screening committee shall be composed of three graduate faculty members from the department offering the graduate degree program. The Chairperson shall act as the Ex-officio Chairman. The Department concerned shall formulate their respective screening procedure and criteria. All documents pertaining to request for admission shall be forwarded to the committee for evaluation and recommendation. The decision of the committee shall be forwarded to the GS which in turn informs the applicant of the status of his/her admission.

1.4. **Notice of Admission.** Notice of admission shall be given by the GS to qualified applicants at least a month before enrollment for the first term. Qualified applicants are required to undergo medical and dental examinations administered in the University Infirmary before registration.

1.5. **Deferment of Registration.** Deferment of registration shall be granted upon written request to the Dean of the Graduate School and upon payment of a deferment fee for a maximum of only one school year. Students unable to register after a year and or unable to apply for deferment shall apply for readmission following the same admission procedures.

1.6. **Change of Status.** A student may be granted regular status upon completion of at least nine (9) units credited towards a diploma/master's/doctorate program with a GPA of 2.00 or better. The change of status must be recommended by the GS Secretary and approved by the Dean.

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

1.6. **Readmission.** Graduate students who did not register for the term without approved leave of absence (LOA) must apply for readmission to the GS.

Section 2. **Registration**

Before a new student can register, he/she must first present the Notice of Admission and Medical Certificate to the GS Secretary. A faculty member, officially recommended by the Department Chairperson and approved by the Dean, shall serve as the temporary adviser of a new student until his/her Advisory Committee shall have been officially formed.

Registration of all students shall be done in their respective colleges during the registration period set by the University.

Section 3. **Advisory Committee**

The graduate student in consultation with his/her temporary Adviser and/or the Chairperson of the Department where he/she intends to pursue the graduate program, selects his Adviser who shall serve as Chairman of the Advisory Committee.

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

- 1) For master's students, two members of the Advisory Committee must come from the department of the student's major field and one from the cognate field. In the case of post baccalaureate diploma, three faculty members from the selected major field/department shall compose the Advisory Committee.
- 2) For doctorate degree students, three of the committee members should come from his/her major department and one from his/her cognate field.
- 3) Membership in the Advisory Committee for doctorate degree programs shall be limited to graduate faculty members who are accredited full professors and/or doctorate degree holders. Advisory Committee for masteral/Diploma programs shall be limited to at least associate professor and/or master's degree holders.
- 4) Part-time faculty members may be allowed to be a member of the Advisory Committee but not as Chair of the Advisory Committee.
- 5) The Dean of the Graduate School shall approve changes in the composition of the Advisory Committee with valid reasons upon the recommendation of the Department Chairperson with the concurrence of the old and new member(s) of the committee.

Section 4. Plan of Course Work

Before the end of the first semester, a regular graduate student in consultation with his/her Advisory Committee shall prepare a plan of coursework in accordance with the requirements of the selected degree program. A student on probationary status shall prepare and work for the approval of his/her plan of coursework immediately after the change from probationary to regular graduate student status.

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

Any change in the Plan of Course Work must be recommended by the members of the Advisory Committee, the Department Chairperson and approved by the Dean.

Section 5. Course Work Requirements

For master's degree with thesis, a minimum of 30 units of course work and six (6) units of thesis are required and for non-thesis, a minimum of 36 units are required and for

doctorate degree, a minimum of 36 units of course work and 12 units of dissertation are required.

Students enrolled in post baccalaureate diploma are required to take a minimum of 15 units of coursework.

Section 6. Unit Load

A full-time graduate student can enroll a maximum load of 12 credit units if classes are conducted during regular days. However, for Saturday classes, a graduate student may enroll a maximum load of nine (9) units for non-laboratory subjects and six (6) units for subjects with laboratory.

Section 7. Advanced or Transfer Credit

A student may apply to the GS for transfer credits of academic work done in another institution only upon the recommendation of the department where he/she is planning to specialize, subject to the following conditions:

- 1) presentation of credentials showing that he/she passed the subjects registered in another institution equivalent to those given in the graduate program for which credit is sought;
- 2) subjects for consideration have not been credited for a degree;
- 3) payment of matriculation fee; and
- 4) passing the validating examination given by the Department concerned.

Validating examination shall be administered by the Department concerned during the first year of residence. Results of the validating examination shall be submitted to the GS not later than one week after the date of examination.

Section 8. Changing and/or Adding of Subject

A graduate student may apply for changing/adding of subject(s) within one week after the opening of classes. Changing and/or adding of subject (s) shall be done for valid reasons only and must be approved by the Secretary of the GS with the consent of his/her Adviser and the professor(s) concerned after payment of the required fee.

Section 9. Dropping of Subjects.

Dropping of subjects is not allowed after three-fourths of the hours prescribed for the term has elapsed except for illness and other justifiable reasons such as transfer of

residence elsewhere locally or abroad. Beyond this period, the student shall be given a failing mark if his/her performance is below average and a numerical passing grade if the performance is satisfactory.

A student who intends to drop a subject should accomplish an official dropping form to be noted by the Professor concerned, Adviser, Department Chairperson and approved by the Dean. Dropping of courses shall be considered official only after payment of dropping fees.

Section 10. **Attendance**

A graduate student shall be automatically dropped from the subject when his/her absences reached 20 percent of the total number of hours required for the course. The professor shall report the case officially in writing to the GS Secretary.

Section 11. **Residence Requirement and Time Limit Rule**

A minimum of two semesters and one summer of residence are required for a master's degree and post baccalaureate diploma course. For doctorate degree, a minimum of four semesters and one summer is required.

The maximum period for completing a master's degree and post baccalaureate diploma shall be five (5) years and seven (7) years for the doctorate degree from the time of initial enrollment in the program. A graduate student who has not finished the requirements for the degree that he/she is pursuing within the time limit may apply for readmission to the Graduate School.

Section 12. **Leave of Absence**

The student's request for leave of absence must be approved by the Dean of the GS upon endorsement by the Chairman of the Advisory Committee and noted by the Department Chairperson. The request must not exceed one year and should state the reason(s) for which the leave is requested. An approved one-year leave of absence shall not be counted toward the time limit rule.

A graduate student with leave of absence exceeding one year or stops attending classes without approved leave of absence, may apply for readmission in the same program.

Section 13. **Honorable Dismissal**

A graduate student who desires to sever connection with the University shall write to the University Registrar noted by the Dean of the Graduate School. If the request is granted, the student shall be given Honorable Dismissal.

All indebtedness to the University must be cleared before a certificate of honorable dismissal is issued and may get a certification of grades for all the subjects taken from the University Registrar and noted by the Dean of the Graduate School.

No certification of "Honorable Dismissal" shall be granted to a graduate student with pending case(s) violation of university rules and regulations.

Section 14. **Grade Requirements**

In order to qualify for the general comprehensive examination, a student must obtain a GPA of 2.0 or better for all the subjects taken. Subjects listed under "others" shall be excluded from the computation but grades in these subjects must be passing.

Failure to meet the prescribed GPA requirement shall disqualify the student from the graduate program.

Section 15. **Grades and Grading System**

The University shall adopt the numerical grading system of "1.0" to "5.0" where "1.0" is the highest grade and "5.0" is a failing grade. The system of grading is as follows:

1.00	Excellent (Highest Grade)
1.25	
1.50	Very Good
1.75	
2.00	Good
3.00	Passed
5.00	Failed
"Inc."	Incomplete
"Drp"	Dropped
S	Satisfactory, meets the expected outputs for thesis/dissertation
U	Unsatisfactory, did not meet the expected outputs for thesis/dissertation

The grade of "Inc." is given to a student with passing class standing but fails to submit other requirements for the subjects. Removal of "Inc." grade must be done by meeting all the requirements for the course within one year immediately following the term in which the grade "Inc" was incurred. If a student fails to remove the "Inc" grade within one year, he/she shall automatically be given a grade of "5.0" in the subject.

Section 16. **Changes in Students/Major/ Minor Fields**

A student who plans to change his/her graduate program or major field will have to apply to the Graduate School. Credentials of the applicants will be forwarded to the Screening Committee of the department where the student is planning to take his/her new graduate program.

A change in student's minor/ cognate fields must be endorsed by his/her Advisory Committee and the Chairperson of the Department where the student plans to take his/her new minor/cognate field and approved by the Dean.

Section 17. Qualifying Examination

Students of doctorate degree must take the qualifying examination after passing at least nine (9) units of the required courses within the first year of residency in the University. The examination shall be administered by the Advisory Committee. The result of the examination will be the basis for evaluating the student's ability to pursue the doctorate degree and for determining a suitable program of course work.

The student shall submit his/her application for the qualifying examination to the Dean duly recommended by his/her Advisory Committee and noted by the Chairperson of the major Department not later than two weeks before the date of examination. Details of the qualifying examination shall be left to the discretion of the Advisory Committee.

To pass the examination, the student must obtain a unanimous "passing" vote of the committee. The Chairman of the Advisory Committee shall submit to the Dean a report of the result of the examination within one (1) week after the examination.

If the student fails his/her qualifying examination, a reexamination may be allowed subject to the unanimous approval of his/her Advisory Committee. If the student fails in the reexamination, he/she shall be permanently disqualified from the program.

Section 18. Written Comprehensive Examination

A graduate student who has completed all the academic requirements prescribed in his/her plan of course work shall apply for a written comprehensive examination. Application for comprehensive examination shall be submitted for approval to the Dean not later than two weeks before the date of examination. This shall be endorsed by his/her Advisory Committee and recommended by the Department Chairperson.

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

The Chairperson of the Department shall submit to the Dean of the Graduate School a report on the result of the written examination two weeks after the examination.

If a graduate student failed to pass 50 percent or more of the subjects, he/she shall be required for reexamination in all subjects. On the other hand, a graduate student who

failed for less than 50% of the subjects shall be required for reexamination for subjects with failing mark only.

The student shall be allowed to take the written comprehensive exam only twice. The second examination shall be taken within one year after the first examination.

Section 19. Oral Examination

Oral examination shall be given to students of doctorate degrees after passing the written examination. The details of the examination shall be left to the discretion of the Advisory Committee. A unanimous "passing" vote of the committee is required in order to pass the oral examination.

Application for oral examination shall be submitted to the Dean for approval not later than two weeks before the date of the examination.

Section 20. Thesis/Dissertation

A graduate student may conduct his/her thesis/dissertation if the following requirements are met:

- 1) completed all subjects in his/her Plan of Course Work for the degree as certified by the GS secretary;
- 2) passed the written comprehensive examinations; for (masteral and doctoral) and oral examination for (doctoral);
- 3) a thesis/dissertation proposal following the University prescribed format must be approved by the Advisory Committee after oral presentation of the graduate student. The outline shall be endorsed by the Department Chairperson, Director for Research and approved by the Dean of the GS.

The Advisory Committee and the Dean must be furnished with the approved proposal.

Graduate students are expected to have the following output in accordance with the number of units enrolled:

Units Enrolled		Expected Output
Masters	Doctorate	
1	1-2	approved thesis/dissertation outline
2	3-5	gathered data/conducted experiment
3	6-8	analyzed and interpreted data
4	9-10	prepared first draft of the manuscript
5-6	11-12	passed final examination/ reproduced final manuscript

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

Section 21. Thesis/Dissertation Defense

Thesis/Dissertation defense is an oral examination administered to a candidate for a masteral or doctoral degree. A graduate student may defend his thesis/dissertation if he/she:

- 3) had enrolled for the term;
- 4) had applied for thesis/dissertation defense at least two weeks before the scheduled date of defense. The application shall be endorsed by the Advisory Committee and the Department Chairperson and approved by the Dean;
- 5) had his/her thesis/dissertation manuscript draft approved by his/her advisory committee, a copy of which has been filed at the GS at least two weeks before the scheduled date of defense;

There shall be examining committee for thesis/dissertation defense composed of two GS representatives, one of whom shall be appointed as Chairman of the Committee by the GS Dean based on their expertise and field of specialization. They shall see to it that the GS policies are implemented and will serve as thesis/dissertation critics. The members of the Student's Advisory Committee shall serve as members of the examining committee.

The candidate must provide a copy of the draft of the thesis/dissertation manuscript to the members of the Examining Committee at least two weeks before the date of the thesis/dissertation defense.

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

A student who fails the defense may be given another chance upon application to the GS within one month after the defense upon the recommendation of the Advisory Committee, noted by the Department Chairperson and approved by the GS Dean. Failure to pass the second defense disqualifies the student from earning the program.

Procedure and Requirements for Thesis Defense

1. The student shall submit his application duly signed by his adviser to the Office of the Dean at least two weeks before the planned time of examination.
2. The following must accompany the said application:
 - b) Two copies of the manuscript for the GS representatives;
 - c) Approval of the advisory committee;

- d) Proposed tentative date for the defense; and
 - e) Payment of a thesis/dissertation defense fee.
3. The candidate provides each member of the examining committee a copy of his thesis manuscript at least two weeks before the scheduled examination.
 4. A pre-oral thesis/dissertation presentation shall be conducted before the Examining Committee.
 5. The student shall apply for final defense after incorporating all the suggestions made during the pre-orals. The application must be endorsed by the advisory and examining committees.
 6. All members of the examining committee must be present during the final defense. The defense may be opened to the public subject to the approval of the advisory committee.
 7. A majority vote of the members of the examining committee is needed to pass/fail a student. Simple majority is required in the determination of the student's rating (outstanding, very satisfactory, satisfactory). The student should be informed of the decision of his examining committee regarding the results immediately after the defense.

Section 22. Fees

The charges to be borne by the WPU-GS students include tuition and other fees as prescribed by the University.

Section 23. Graduate Faculty

23.1 Qualifications. Qualification criteria for permanent and affiliate faculty include:

- a. To teach graduate courses in the masters/doctorate levels, a faculty member must have a master's/Ph.D. degree or its equivalent from a recognized or reputable institution in that discipline.
- b. Thesis/dissertation Adviser must have a Master's/Doctorate degree or its equivalent obtained from a recognized or reputable institution in that discipline. He shall preferably be an author of at least two technical articles published in a scientific journal.
- c. A graduate faculty can advise a maximum of three (3) graduate students and can be a committee member of three (3) graduate students at any given time.

23.2 Faculty Workload. A faculty member shall be given academic load(s) based on his/her field of specialization.

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

22.3. Honoraria of Faculty. Faculty members teaching during Saturdays or outside his/her official time will be paid accordingly.

Section 24. Graduation

A graduate student who is a candidate for graduation shall submit to the GS six copies of bound manuscript and other requirements including clearance and graduation fees at least one week before the University Council Meeting.

Candidates for graduation are encouraged to attend the commencement exercises.

ARTICLE 3 STUDENT SERVICES

Section 1. Office of Student Services

The Office of Student Services (OSS) is headed by the Dean. It is the center of information, activities and services for students on campus.

Section 2. Functions of OSS

The Office of Student Services shall perform the following functions:

- 1) Contribute to the total development of students through activities and services rendered outside the classroom. These activities and services aim to develop the students' talents, potentials and leadership capabilities so that they can effectively participate in the development of their communities and the country in general;
- 2) Deliver basic services, which will lead to the harmonious existence of a physical, social and emotional atmosphere conducive to the academic pursuits of the students;
- 3) Serve as the bridge between the studentry and the administration; and
- 4) Prepare appropriate rules, regulations and guidelines on the operation of the different units of the OSS and implement the same after approval by the Board of Regents.

Section 3. Services/Sections

The Office of Student Services offers student services through the following units: Scholarship and Other Services; Sports, Social and Cultural; Student Loan Assistance; Student Organization and Leadership Training; Publication, Research and Evaluation of Students; and Student Discipline Tribunal.

3.1 Scholarship and Other Services Section. This section shall implement rules and regulations on student aids and grants and screen applicants for scholarships. It shall provide opportunity for students to meet costs of education through financial assistance and scholarship.

3.2 Sports, Social and Cultural Section. This section shall be responsible for the sports, social and cultural activities of the students. This section shall also sponsor series of activities that enrich the sports, social and cultural awareness of the students.

3.3 Student Loan Assistance Section. This section shall assist the students in availing of loans and other forms of financial assistance. Information regarding income-generating project loan is provided by this section.

3.4 Student Organization and Leadership Training Section. This section shall coordinate with the Student Body Government, College, and all other organizations recognized by the University.

The section shall also plan and carry out activities in accordance with their respective Constitution and objectives of the university; sponsors programs, seminars, symposia, fora and convocations for the student body provided the objectives are not contrary to the University policies and the laws of the land.

Further, it screens campus organization for recognition by the University, prepares guidelines for the conduct and schedule of its activities. It shall also be the task of this section to process applications for accreditation as well as coordination and monitoring of the activities of the student organizations in and out of the campus.

This section shall give assistance to the students by conducting leadership training among student leaders and members to produce self-reliant, and well-rounded students.

3.5 Publication, Research and Evaluation Section. This section shall provide assistance to the student publication to become an effective tool in disseminating information. Research and Evaluation of OSS programs and activities shall also be undertaken by this section.

3.6 Student Discipline Tribunal Section. This section shall have jurisdiction over all areas involving non-adherence to the Rules and Regulations of Student Discipline as approved by the Board of Regents.

3.7 Guidance, Counseling and Placement Section. This section provides services and activities towards helping each student develop himself into a responsible citizen. These services include: Individual Inventory, Testing Services, Counseling Services, Placement Services, Referral Services, Consultation Services, Follow-up, Research and Evaluation Services.

The Counselor assists the students in their vocational choices and career planning, in their adjustment to college life, and in appraising their abilities, interest and personalities through appropriate activities.

During registration period, this section assists incoming freshmen and screens students who wish to transfer to the University.

3.8 Other Support/Ancillary Services. This section shall provide assistance in matters related to ID's, uniform, Student Group Insurance and Other Services.

Section 4. **Curricular Activities**

The curricular activities of the students include in and off-campus activities. The off-campus activities are governed by the following guidelines:

- a. All curricular activities that will be conducted outside the University campus shall only be allowed if indicated in the course syllabus, and upon approval by the

University President through the recommendation of the Deans and the Vice President for Academic Affairs;

- b. The requesting party should submit a written request a month before the schedule of the activity and/or program or proposal stating therein the rationale and purposes of the activity among others;
- c. Activities like educational field trips, field work and similar activities with off-campus venues be scheduled preferably on weekends. The group must be accompanied by a teacher. There must be one teacher for every 40 students.
- d. Educational field trips and other off-campus activities of students shall not be undertaken a week before the midterm or final examinations.
- e. Students involved in off-campus activities must be required to accomplish a waiver to be filed at the Office of Student Services.

Section 5. Co-Curricular Activities. The university shall provide numerous opportunities for the student to develop and practice his/her skills/talents. A student can engage in any of the following activities:

- a. **Political Activities.** To encourage democratic representation and the right of students to organize themselves for self-government. A student may run for a seat in his College or in the Student Body Government.
- b. **Journalistic Activities.** The WPU Collegian is the official student newspaper, financed by the students. Its editors and staffers are chosen from among them.
- c. **Athletic Activities.** To develop able-bodied students, physical fitness endeavors are part of the university's activities. Students who have the potential in athletics may join in the university intramural, intercollegiate athletic games, State Colleges and Universities Athletic Association (SCUAA) as well as in the district, provincial, regional and national athletic competitions.
- d. **Social and Cultural Activities.** Students who have talents in singing, dancing and acting are tapped as performers in various College-sponsored cultural activities. Cultural groups are organized and talented students are encouraged to become members of the university Rondalla, Combo, Dance Troupe or Himigyaw, Choir, University Drum and Lyre Corps.

Section 6. Student Rights

Unless otherwise superseded by a more recent basis, the rights, privileges granted to students and their responsibilities while in school shall conform with those promulgated in the Education Act of 1982. These are:

- a) The right to receive, primarily through quality instruction, relevant quality education in line with national goals and conducive to their full development as persons with human dignity;
- b) The right to freely choose their field of study subject to existing curricula and to continue their course therein up to graduation, except in cases of academic deficiency, or violation of disciplinary regulations;
- c) The right to University guidance and counseling services for making decisions and selecting the alternatives in fields of work suited to his/her potentialities;
- d) The right to access to his/her own records, the confidentiality of which the University shall maintain and preserve;
- e) The right to the issuance of official certificates, diplomas, transcript of records, grades, transfer credentials, and other similar documents within thirty (30) days from request;
- f) The right to publish a student newspaper and similar publications, as well as the right to invite resource persons during assemblies, symposiums and other activities of similar nature;
- g) The right to free expression of opinions and suggestions, and to effective channels of communication with appropriate academic and administrative bodies of the University;
- h) The right to form, establish, join and participate in organizations and societies recognized by the University to foster their intellectual, cultural, spiritual and physical growth and development, or to form, establish, join and maintain organizations and societies for purposes not contrary to law;
- i) The right to be free from involuntary contributions, except those approved by their own organizations or societies;
- j) The right to participate in the formulation and development of policies affecting the University in relation to the locality/region, and nation through representation in the Academic Council to be determined by the Governing Board;
- k) The right to receive reasonable protection within the University premises;
- l) The right to be informed of the rules and regulations affecting him;
- m) The right to participate in curricular and co-curricular activities;
- n) The right to due process of law;

- o) The right to be assisted by his/her University through current and adequate information on work opportunities; and
- p) The right to receive medical and dental services as well as first-aid services. Every student shall be provided medical supplies for simple illness.

Section 7. Duties and Responsibilities

Every student, regardless of circumstances of his/her birth, sex, religion, social, and economic status shall have the following duties and responsibilities:

- a) Exert his/her utmost effort to develop potentialities for service, particularly, by undergoing an education suited to his/her abilities, in order that he may become an asset to his/her family and to society;
- b) Uphold the academic integrity of the University and endeavor to achieve academic excellence and abide by the rules and regulations governing his/her academic responsibilities and moral integrity;
- c) Promote and maintain the peace and tranquility of the University by observing the rules and discipline, and by exerting efforts to attain harmonious relationships with fellow students, the teaching and non-teaching staff and other University personnel;
- d) Participate actively in civic affairs and in the promotion of the general welfare, particularly in the social, economic and cultural development, of his/her community and in the attainment of a just, compassionate and orderly society;
- e) Exercise his/her rights with the knowledge that he/she is answerable for any infringement or violation of the welfare and of the rights of others;
- f) Strive to lead an upright, virtuous and useful life;
- g) Love, respect, and obey his/her parents, and cooperate with them to maintain the family solidarity;
- h) Respect the customs and traditions of our people, the duly constituted authorities, the laws of the country and the principles of democracy;
- i) Help in the observance and exercise of individual and social rights, the strengthening of freedom everywhere, the fostering of cooperation among nations in the pursuit of progress, prosperity and world peace; and
- j) Respect and cooperate with teachers, fellow students and university authorities in the attainment and preservation of order in the university and in the society.

Section 8. Freedom of Expression and Advocacy

Students have the right or freedom of speech, petition and assembly, so long as the exercise thereof is peaceful and does not interfere with, obstruct or disrupt the normal operation of the University and does not violate the rights of others.

The time, place and manner of exercising speech and advocacy on the campus shall be subject to regulations adopted by the University to minimize any conflict between the exercise and use of University facilities, as well as the possible interference with the responsibilities of the University as an educational institution.

Registered student organizations may invite speakers during meetings or convocations with the permission of the Dean of Student Services.

Section 9. The University Student Council

There shall be a university student council with the following duties:

- a. To develop school spirit among students and promote their general welfare;
- b. To organize and direct student activities;
- c. To inform the University President through the Office of Student Services of planned activities and those being undertaken;
- d. To exercise such powers and perform such other functions in accordance with its constitution and by-laws; and
- e. The composition of the University Student Council, its officers, and the manner of electing its members and officers shall be in accordance with the rules and regulations embodied in its constitution and by-laws. The council federation president shall be an ex-officio member of the Administrative/Academic Council during his/her term and shall represent the student government in the meetings of these councils. He/she will represent the students in the Board of Regents.

Section 10. Student Organizations

Student organization shall refer to association, club, or any other form of organized groups of academics, cultural and/or civic and religious orientation whose members are students of the University.

A University wide student organization shall be one whose members belong to two or more units; a unit organization shall be one whose members belong exclusively to one unit of the University; and a class organization shall be composed of members of any class of the University.

All University organizations shall be directly under the supervision of the Office of Student Services (OSS).

A student may join any of the following organizations:

1. **Academic Organizations.** Academic organizations are organized according to academic department/ subjects or field of specialization
2. **Civic Organizations.** Students who belong to civic organization are those who are more concerned with community service and development.
3. **Religious Organizations.** These organizations cater to the Spiritual needs of the students.
4. **WPU Student Organizations.** Student organizations at the Western Philippines University obtain official recognition after at least 1-year of successful operation and after their constitutions have been approved by the President.

Every student organization shall have one or more faculty advisers recommended by such organizations and approved by the Dean of Student Services. No student organization may hold any meeting or undertake any activity for any purpose whatsoever, except that of adopting a constitution, before its adviser or advisers are appointed and have assumed office as such.

No student organization shall be allowed to operate without a constitution approved by the Dean of Student Services.

Student organizations are recognized by the University upon the recommendation of the Dean of Student Services. Official recognition entitles the organization to:

1. Use school facilities e.g. bulletin board space for announcement, sound system, training center, gymnasium, and basketball courts among others;
2. Plan and carry out activities in accordance with its constitution and the objectives of the school;
3. Hold scheduled meetings, acquaintance programs and the like as long as these do not conflict with school activities and other pre-arranged meetings;
4. Sponsor programs, seminars, symposia fora and convocations for the student body provided the objectives are not contrary to school policies and the laws of the land; and
5. Have their activities be featured in the official school paper, the WPU Collegian.

No student organization that advocates physical contact as a form of initiation or trial for membership shall be recognized by the University and is, therefore, not allowed to operate in any campus of the University.

Section 11. **Convocations, Fora, and Concerts**

Any recognized organization of the University may sponsor convocations, fora and concerts, provided that a written proposal to this effect is approved by the Dean of Student Services.

Any person from within the University or outside the University may speak before student groups or University Organizations.

Section 12. Student's Participation in Co-curricular Activities

Freedom of expression, which subsumes free speech, press, and assembly is an inalienable and cherished right that is enshrined and guaranteed by the Philippine Constitution and existing laws as well as national policies and democratic traditions. Students of the University are free to participate in co-curricular activities and to express their views and sympathy on any public question/issue.

Freedom of expression is the mother of all human rights and for as long as this freedom subsists, violation or vitiating of rights can be protested and denounced and thus rights are protected and preserved. Freedom of expression like other human rights, however, is not absolute or unbounded; the right imposes the correlative duty to exercise it responsibly with due regard for the rights of others in larger interest of harmony and welfare of society, and to preclude mob rule.

Section 13. Student Publication

There shall be a student publication, which shall be the official organ of the students of the University anchored on the principle of freedom of the press. The student publication shall define its mission, orientation, goals and objectives for the information and guidance of the student body, members of the University academic community and general public.

The mission orientation, goals and objectives of the student publication should aim to support the University in its quest for educational excellence particularly in the improvement of instruction, promotion of research and involvement in meaningful activities of the community.

Furthermore, the student publication should exercise its leadership and influence to foster and enhance the attainment of the goals for national development.

The editor-in-chief, associate editor, section editors and business/circulation manager are the senior staff members of the student publication.

The reporters, art/layout staff, typists, among others, compose the support personnel of the publication who shall assist the senior staff members in the performance of their official functions.

The Editor-in-Chief shall be selected during the first month after the beginning of classes for the first semester/term through a written examination and evaluation by the senior staff. The selection committee shall be composed of senior publication staff

members, coordinators, unit heads and Dean of Student Services. The rules and regulations in the selection shall be promulgated by the committee.

The selected Editor-in-Chief shall appoint the other members of the publication staff after satisfying the evaluation criteria set for the purpose.

In the event of vacancy in the position of Editor-in-Chief by reasons of illness, transfer, removal from office, resignation and/or similar causes, the same shall be filled immediately according to the next-in-rank rule. The new Editor-in-Chief shall serve the remaining term within the school year.

The President shall designate the adviser upon recommendation of the editorial staff.

Section 14. Information Materials

The privilege of posting, exhibiting or distributing non-commercial literature within University premises is limited to University students and registered student organizations. Any material posted or distributed shall clearly indicate the name of the person or student organization on who posted the announcement and shall bear the approval of the Office of Student Services.

Anonymous materials or announcements are strictly prohibited and the University shall exercise sanctions on the author whether student or University employee, if positively identified.

Printed materials should not be placed on vehicles parked on campus or inside the classrooms. They may be distributed only with the consent of the Instructor or teacher of the class at the time.

Literature materials may be distributed within the university premises only after prior authorization.

Materials in the form of protest, expressing certain views or espousing ideas not contrary to prudent taste may be posted on the structure or bulletin board provided by the University.

The college/department official bulletin boards are exclusively for announcements, notices or programs and activities sponsored by the said college/department. Their use by any student or student groups may be allowed upon previous approval by the college dean/department chairman concerned. Walls shall not be used for posting announcements.

Section 15. Students' Code of Discipline

The University shall adopt a student code of discipline (Appendix D) as a general guide on the actions and activities of students while in campus. The rules and guidelines shall include wearing of identification cards and uniforms; abusive language, assault against others and persons in authority; smoking; alcoholic drinks and prohibited drugs; and others that shall contribute a peaceful, harmonious and orderly academic atmosphere.

Section 16. **Housing**

The University shall, as much as possible, maintain dormitories for students where they are expected to reside. Students not living in the University should reside in the boarding houses accredited by the Office of Student Services.

The residence halls/dormitories shall be administered in accordance with the following rules:

- a. Each residence hall/dormitory shall have a full-time House Parent who shall be responsible for the maintenance of order and discipline of the resident students and the improvement of their personal behavior and academic work. The resident House Parent shall serve in accordance with the rules and regulations as may be prescribed by the University. They shall be under the supervision of the Dean of Student Services to whom all breaches of discipline and misconduct shall be reported;
- b. The financial operation and administrative direction of the residence shall be the responsibility of the resident House Parent, who shall be under the supervision of the Dean of Student Services. All income and expenditures of residence halls shall be under the direct supervision of the Director for Auxiliary Services.
- c. The Dean of Student Services shall be responsible for the assignment of students to the different residence halls and shall see to it that only students with proper character certification are admitted; and
- d. The Dean of Student Services shall coordinate with the University Infirmary relative to the health and welfare of the students.

ARTICLE 4 GUIDANCE SERVICES

Section 1. Office of the Guidance Counselor

There shall be an Office of Guidance Counselor, which shall provide professional services to make the student's educational experience more profitable and satisfying, and shall assist students in his/her total development while living upright in a well balance life.

Section 2. Functions

This office shall perform the following functions:

6. Plan a guidance program which shall provide services for the holistic development of the students;
7. Implement the guidance program of the University;
8. Provide wholesome and challenging activities which will help the students in making the most of his/her assets and in correcting and compensating for weaknesses that interfere with his/her progress;
9. Help students understand their abilities, interests and personality traits so as to develop their potentials to the maximum, and make intelligent plans and wise decisions;
10. Collect and make available the educational and occupational information to the students;
11. Conduct a periodic evaluation of the effectiveness of the program for the purpose of improving its services to the clients.

Section 3. Composition

The Head of the Guidance Services shall be a University Guidance Counselor who shall be designated by the University President upon recommendation of the Vice President for Academic Affairs to be confirmed by the BOR. He/she shall have staff under his/her supervision: psychologist, psychometrician and guidance counselors.

The psychologist as a specialist is responsible for counseling the students with emotional difficulties beyond the understanding of the guidance counselors. He/she aids the clients to gain better insight by means of diagnosis and treatment undoubtedly to reduce the misfits in this world.

The psychometrician plans, administers, corrects and interprets the results of standardized and psychological tests.

The guidance counselors are responsible in carrying out the guidance services in the Colleges within the University. The number of counselors shall be based on the 1:500 counselor-student ratio.

Section 4. **Guidance Activities**

Guidance services organized in the university shall be implemented for the sole purpose of helping each student develop into a person he/she is capable of becoming. Each of these services has a defined function concerned with human growth and development.

The following guidance services shall be rendered to the students:

4.1 Individual Inventory. The Individual Inventory Record is accomplished by every student upon admission in the university. Test results, information about home and family background, and other developmental data are also compiled and updated. These are used as ready references in understanding the world of the student and in planning for appropriate intervention program.

4.2 Information Services. Orientation programs are conducted to disseminate information to the students. New students are oriented to the different services as well as the university structural and professional capabilities. They shall likewise be aware of the existing rules and regulations governing students' behavior. Furthermore, they shall be made to understand the procedures, rules and regulations in the use of the various student personnel of the university so as to pave the way for an easy adjustment to college life.

4.3 Counseling Service. Regular counseling ensures that all students have a one-to-one meeting with the assigned counselor during the school year to discuss emerging issues about the student and his success. Special counseling shall be given to students who personally come or are referred by teachers, parents or by others. Individual counseling, group counseling and peer counseling shall also be provided to assist individual students in their needs.

4.4 Placement Service. Enrolling transferees and old returning students shall be given assistance in finding their right placement in academic groups and co-curricular organizations. Pre-employment seminar for all graduating students shall be sponsored to prepare the students in hunting for a job after graduation.

4.5 Follow-up Services. Follow-up services shall be provided by the counselor to determine the value and extent of progress of the counselee. Research and follow-up of graduates shall also be made with the assistance of the Alumni Association. Exit interview for students who leave the university for whatever reason shall also be provided.

4.6 Referral Service. This service recommends selected cases to appropriate professional help givers including linkages with outside agencies and institutions. Students with problem beyond the scope of the guidance services offered and in which the counselor is not qualified to handle, shall be referred to competent people in the school and the community for specialized assistance.

4.7 **Consultation.** This service assists the parents and teachers regarding the aspect of student development and behavior through parent-education meetings and teacher-in-service activities.

4.8 **Research Service.** Research shall be undertaken to determine the students' and the schools' achievement profile, learning needs and behavior problems so that appropriate interventions can be given.

4.9 **Evaluation.** Assessment of the effectiveness of the guidance program of the university shall be conducted every end of the school year to assess the extent to which the guidance services served the clientele. Results derived from these services open an avenue for new programs while improving those existing ones.

Section 5. **Policies and Guidelines**

The Office of the Guidance Counselor shall establish specific policies and guidelines and shall implement the same upon approval by the BOR.

ARTICLE 5 LIBRARY

Section 1. Functions

The University Library shall have the following functions:

- 1) Provide efficient and effective library services to the University personnel, students and other authorized clientele; and
- 2) Initiate continuous enrichment of the library resources.

Section 2. Composition

The Head of the University Library shall be a University Librarian. He/she shall be directly responsible to the Vice President for Academic Affairs and shall supervise his/her staff responsible for the different sections.

Section 3. Sections of the Library

3.1. General Reference. The General Reference Section houses the books consulted for facts or information. These are read in scope and not limited to any single topic. Examples of general reference materials are: encyclopedia, dictionary, yearbook, almanac, atlas, gazettes, handbook, biographical dictionary, directory, index and specialized reference books.

3.2. Reserve. The Reserve Section includes books and articles which have been designated/identified by faculty members as required in their respective courses. The reading list or references which is part of the course syllabus should be submitted at least two weeks before the day the materials will be needed. The list is requested in advance to avoid the following problems: (1) assignment of readings to a class before the required materials have been withdrawn from general circulation and placed on reserve; (2) the assignment of readings to a large class or classes when there are not enough copies of the required materials; (3) when the library does not even have a copy.

3.3. Filipiniana. Filipiniana Section includes the printed books in the Philippines, irrespective of subject matter, those that deal about the Philippines in whatever language they may be written and place they may have been printed and those published by Filipinos about whatever topic.

3.4. Circulation. The General Circulation Section houses books for supplementary readings. It includes monographs, fiction and non-fiction books that can be loaned out for overnight or in one week time.

3.5. Serials. Serial Collection Section includes journals, periodicals, and ephemeral materials. In-house indexes were prepared for this kind of materials for easy retrieval of information.

3.6. Special Collection. It includes theses, dissertations, gifts and donated books, collection of private individuals and rare materials.

3.7. Multi Media (Instructional Media). It houses multi-media equipments like Computers or workstation, TV set, VHS/VCD player, Microfiche reader, opaque and slide projector, Karaoke, and component/cassette recorder. It also includes non-print materials like films, tapes, slides, DVD/CD-ROM and the like.

The library is divided into different sections: Reserve; Circulation; Periodical; Acquisition; Filipiniana and Special Collection; (6) Indexing and Abstracting; and Instructional Media Services.

Section 4. Policies on the Use of the University Library

4.1 Authorized Users. The following are authorized users of the library upon presentation of identification card: WPU Students and Personnel; WPU Alumni Members; and other clients.

Students from other schools, out of school youth and researchers/clients from other agencies can avail of the library services provided they will pay the library research fee as duly approved by the Library Advisory Board. Visitors are always welcome and should sign in the visitors' logbook.

4.2 Hours of Service. The library shall be open for service at:

7:30	-	8:00 p.m.	---	Monday to Friday
8:00	-	5:00 p.m.	---	Saturday

4.3 Copying Services. Photocopier machines are available inside the library.

4.4 Instructional Media Services

4.4.1 Instructional Media Services

WPU students can avail of the instructional media services upon request approval by the librarian on a first come first serve basis.

4.4.2 Other Non-print Materials

WPU students and other clientele can use non-print materials such as maps, tapes, slides, cassette tape recorder, microfiche and other media equipment. WPU students, faculty and staff who intend to use the non-print materials must secure permission from the librarian a day before. The use of these materials should be finished fifteen minutes before closing time of the library.

4.5 Lost Book and Refund. Borrowers who lost a book are obliged to deposit an amount corresponding to the cost of the book. A lost book retrieved/recovered within a period of one (1) semester from the time it was paid is subject to refund. However, if the book cannot be found/retrieved on a given time, the deposit will be forfeited and will be used to purchase a book as replacement.

4.6 Rules of Conduct Inside the Library

1. SILENCE MUST BE STRICTLY OBSERVED inside and within 10-meter radius of the library.
2. Stealing and damaging the pages of library materials are strictly prohibited.
3. Smoking, eating, and littering are not allowed inside the library.
4. Students are not allowed to enter the charging area, and special collection section.
5. Chairs should be returned to their proper places after using.
6. The cleanliness of the comfort rooms must be maintained.
7. Students under the influence of intoxicating liquor and other substances are not allowed to enter the library.

4.7. Library Orientation. All new students are required to attend library orientation every opening of classes for the first semester and second semester before they can avail library services.

4.8 Borrower's Card. Regular clients are required to submit 1 x 1 ID picture before they can be given a borrower's card to be used for overnight books. The borrower's cards are filed alphabetically and not to be taken out by the students to avoid losses. Borrower's card is non-transferrable.

4.9 Book Loans. Loan period for books for home use closes one (1) week before the start of the final examinations. The loan desk service ceases fifteen (15) minutes before closing time of the library.

Circulation books maybe borrowed overnight. For books with more than 10 copies, can be borrowed for a maximum of 7 days and must be returned on the due date indicated in the borrower's card. Only two books are allowed overnight and two books allowed for use in the reading area.

4.10 Book Fines. Books returned late are subject to overdue fines. Saturdays, Sundays, and Holidays are excluded in charging overdues.

4.11 Suspension. Library privileges of students who have been delinquent or have been found violating library policies for three (3) times shall be reported to the Office of Student Affairs for proper action.

Section 5. Procedures in Using the library

- 1) Identification cards must be presented upon entering the library.

- 2) Leave things at the baggage control counter.
- 3) When borrowing books in the reserve section, indicate the date and sign your name on the card. You are allowed to borrow one book only at a time or one after the other. Leave the bookcard at the charging desk together with the ID. Do not lend the book to your seatmates/friends. Upon return, let your name be cancelled and claim your identification card.
- 4) Books in the circulation area are on open shelves. You are requested to look into the list of books provided on top of the shelves. Write the call number, author and title of the book that you are going to borrow in the borrower's slip. Bring it when looking for the books you need and leave your library card together with the borrower's slip at the counter before bringing them at the reading area. Only two books are allowed to be borrowed at a time. When you return, claim your library card and we will be the one to return the books you borrowed.
- 5) In borrowing books for overnight, sign your name and date on the borrower's card and have it countersigned by the counter staff before leaving. Books may be borrowed at 4:00 p.m. and should be returned the following morning at 9:00 a.m. or on the due date indicated. Upon return, present the book at the circulation control counter and let the title be cancelled in your borrower's card.
- 6) Books in the Filipiniana section are on open shelves. Books should be used at the reading area of the section. A separate procedure is provided at the charging desk in borrowing any reading material from the Special Collection.
- 7) Use of Card Catalog. The card catalogue is the primary tool for locating books in the WPU Library. This catalog is divided into three (3) sections: An author catalogue, a title catalogue and a subject catalogue. To help you find the books that best meet your needs, here are some basic catalogue tips.
 - a. If you already know the author or title of a book you want to read, go directly to either the author or title catalogue.
 - b. Authors are arranged alphabetically by last name (e.g. Rizal, Jose). Subject cards and Title cards are also arranged in alphabetical order,
 - c. If the titles of a book begins with "A", "An", or "The" look under the second word in the title.
 - d. If you do not know the author or title of a book on a certain subject, scan the subject catalogue. Always use specific subject headings.
 - e. Subject entries are filed under the words or phrases located at the top of the card.
 - f. Do not pull out the catalogue cards. Use a piece of paper to copy the call number of the book you need to search.

The book collections in the Library are arranged according to the Dewey Decimal Classification System (DDC).

ARTICLE 6 THE UNIVERSITY REGISTRAR

Section 1. Office of the University Registrar

The University Registrar is inherently a part of the administrative set-up of the institution and a member of the policy-making body of the school. His office is the repository of highly important and delicate documents. His decision carries weight in cases involving credentials, evaluation of subjects or credits, student accounting, academic placement, and eligibility for graduation.

He is directly responsible to the Vice-President for Academic Affairs of the university. He represents the school in matters related to his duties and responsibilities.

He is classified as “ an academic non-teaching personnel” or a person “holding some academic qualifications and performing academic functions directly supportive of teaching.”(Letter C, Paragraph 3, Section 6, Chapter 1, The Educational Community, Education Act of 1982).

Section 2. Training and Qualification

A University Registrar should at least have three years experience and training in student accounting, records evaluation, office-files-records-personnel management or related work.

He should at least be a holder of baccalaureate or masteral degree preferably in education, management, or law. For a school offering graduate courses, a registrar with masteral/doctoral degree is preferred.

Section 3. Functions and Responsibilities

1. As Part of the Administrative Staff, the University Registrar shall:

- a. Assist in the formulation and/or enforcement of policies for the realization of the general and specific objectives of the institution.
- b. Enforce government and school regulations regarding entrance requirements, enrollment, load, transfer, promotions, subject sequence, graduation, suspension or dismissal of students and other disciplinary measures.
- c. Assist in the preparation of bulletins, catalogs, brochures, school calendar and other announcements.
- d. Consolidate and submits schedule of classes for each term prepared by Deans of various colleges.
- e. Determine admission, course, requirements, transfer, graduation and other matters pertaining to student accounting.
- f. Assist in the revision of the various curricula.
- g. Disseminate information on new rules and regulations or requirements.
- h. Synchronize activities with the program of the school.
- i. Maintain good public relations with the general public.

- j. Perform other duties that may be requested by the office.

2. As Office Head, the University Registrar:

- a. Sets a standard operating procedure.
- b. Assigns, supervises, coordinates, and reviews work of personnel.
- c. Sets qualifications for personnel recruitment.
- d. Establishes a standard of performance for office personnel and evaluates their performance.
- e. Develops the morale of his staff.
- f. Conducts staff in-service trainings or seminars.
- g. Apprises policies, rules and regulations issued from time to time by the school or by the CHED.
- h. Maintains an adequate and well-equipped office.
- i. Oversees the proper use, maintenance, control and safe keeping of property and equipment.
- j. Directs periodic inventory of property, equipment and supplies.
- k. Supervises student and property accounting.
- l. Prepares and submits annual budget, periodic reports and statistical data.
- m. Attends to correspondence regarding school records and other information.
- n. Approves purchase requisition for equipment & supplies.
- o. Prepares & submits in consultation with respective deans, the records of candidates for graduation.
- p. Attends to prompt compliance of requests for records and other information.
- q. Issues certifications, grades, records, release or transfer certifications, clearance and diploma.
- r. Receives, processes, and dispatches records or Transcript of Records (TOR) of both active and inactive students.
- s. Keeps an up-to-date roster of graduates and other statistical data related to the functions of his office.
- t. Prepares list and records of honor students for evaluation by the Committee on Honor Students.
- u. Plans and executes registration procedure in coordination with the principals and deans.
- v. Examines admission credentials.
- w. Implements admission and selective retention policies.
- x. Ascertains compliance of requirements including removal of incomplete grades.
- y. Determines subject load and subject sequence.
- z. Recommends to the academic council and the BOR the candidates for graduation

Section 4. Office Management

A. Office Layout

There should be as many windows at the service counters as there are courses offered and at such distances as to avoid congestion. The interior should be exclusively for the staff and the registrar to preclude students and the public from going inside the working space where records and files are kept.

Considering the volumes of records and files, the working space should be adequate for the number of employees and enough distances for greater mobility.

There should be enough furniture, equipment, supplies, ventilation and lighting facilities. There should also be enough filing cabinets in proportion to the courses offered and a fireproof storeroom for inactive files and records. Supplies for various forms should be stored (if possible) inside the storeroom and provided by the storeroom keeper whenever needed.

Active files should be in the working space for handy reference. They should be under the direct custody of the personnel appointed by the registrar and held accountable for their safety and security.

B. Operating Procedures

The operating procedure within the Office of the University Registrar (OUR) and with other offices should be in writing, simple and easy to follow.

C. Personnel Assignment

1. Assistant Registrar

- a. Assists the University Registrar in the performance of higher duties and responsibilities
- b. Acts, in behalf of the University Registrar on routinary matters.
- c. Performs other duties and/or responsibilities as may be deemed necessary.

2. Credit Evaluator

- a. Evaluates the grades and credits earned by the students.
- b. Sees to it that grades and units earned are properly and accurately recorded.
- c. Examines carefully grades and other information entered in the Transcript of Records.
- d. Performs other assigned tasks.

3. Record Officer

- a. Enters submitted grades to the individual checklist
- b. Keeps files and records up to date
- c. Keeps a daily record of all incoming and outgoing records

- d. Performs other functions as may deemed necessary

4. Data Encoder/Clerk Typist

- a. Encodes Transcript of Records, Certificate of Grades, and other data
- b. Prepares periodic reports to the CHED-DBM and other concerned offices
- c. Prepares communication, minutes of meeting, course prospectus, etc.
- d. Performs other duties and activities as may deemed necessary

5. Programmer

- a. Prepares computerized enrollment schedule
- b. Makes program for computerized system of enrollment which include among others pre-enlistment via internet.
- c. Encodes and facilitates the computerization of grades.
- d. Designs program for easy access to student records
- e. Prepares database program for all students
- f. Performs other functions and activities as may deemed necessary

D. File Arrangement, Safety and Security of Files and Records

Active files and records of every course offered by the school should be placed in a particular part of the office. This arrangement will minimize delay and effort especially during registration period.

A system should be observed for the safety and security of files and records. Every employee should be personally accountable for files and records borrowed or used by him.

Files and records are the most important properties of the Office of the University Registrar. They have to be safe and secure and should never be taken out of the office.

E. Record of Communications, Credentials and Records Received and Issued, and Requisitions

It is recommended that for purposes of records, statistics, evaluation of employee performance, and for whatever use it may serve, a daily record should be kept of the following routine:

1. Communications, credentials, and records received: classification, the name of the sender, the name of the addressee, the name of the employee to whom it was given, the date it was received by the employee, and his signature.
2. Communications, credentials, and records issued: classification, the name of the student or recipient, the grade or year and the school year, by whom it was made and by whom it was checked, and the purposes for which it was issued.
3. Requisitions for equipment, forms, supplies and other matters such as mailing, the quantity and name of the requisitioner.

4. Communications, credentials, and records received should be stamped “date received, sorted, classified, and recorded in the journal.” They are then passed to the employee concerned.

F. Office Hours and Days

Office days and hours observed should be posted at a conspicuous place outside the office for the information and guidance of the public.

G. Photocopying and Calculating Machines

There should be photocopying and calculating machines, both labor saving devices. A photocopying machine saves time and effort in making and releasing grades.

H. Keys

The keys to the office and storeroom should be kept under lock or surrendered at the close of the office hours to the custodian designated by administration.

Section 5. Files and Records Management

The University Registrar is obliged to preserve and maintain the integrity of the student records in recognition of the student’s rights to confidentiality.

Classification of Files and Records

The registrar’s files and records are classified into three categories, to wit:

1. Strictly confidential
2. Non-confidential
3. Active/Inactive

The personal and academic records of students including birth certificate, adoption papers, academic reports, medical or guidance reports, disciplinary records (If entrusted to the registrar) and the alien certificate of registration, where applicable, fall under category 1.

Category 2 includes the enrolment lists, catalogs, approval of courses, permits and recognitions and other statistical data.

The suggested guidelines on this are:

1. A student is entitled to a Transcript of Record, but not to other confidential records in his file.
2. A student has the right to see a copy of his academic record and is entitled to an explanation of any information recorded on it.

3. The student's file or folder cannot be taken out of the office unless specially authorized by the registrar, depending on the purpose for which it is needed.
4. School officials and faculty members of the institution may be permitted to look at the academic records of any student if needed in the evaluation of his academic standing.
5. Requests from the courts for the production of a student's record are usually coursed through a duly issued subpoena *duces tecum*, but the student must be notified of the subpoena if he is available or if he can be reached through any medium of communication.
6. Record or grades maybe released to parents or guardians without prior approval of the student concerned.
7. Request for the academic information from a company or firm to whom a student has applied for employment or where he is employed should be honored.
8. The same consideration should be accorded to requests from research or philanthropic organizations or government agencies supporting the student concerned.
9. Requests for information on a student's record made via official communication by an authorized agent of any government office should be honored even without the approval of the person concerned. Provided that the information sought for is limited to his enrolment, academic standing for the purpose of ascertaining his qualification or eligibility as an employee or scholar.
10. Transcript of Records generally should only contain information about academic status. However, other matters such as discipline may be recorded to determine re-admission.

All requests regarding disclosure of the student's academic record should be made in writing and entered in the student's file. The University Registrar must be aware that a student has a right to the issuance of official certificates, diplomas, transcript of records, grades, transfer credentials and other similar documents within thirty (30) days from request.

Section 6. Office Procedures

A. Names of Students in School Records

No name should be entered in the enrolment list other than that appearing in the birth certificate. The use of nicknames or aliases is prohibited.

Request for correction of name should be submitted to the Office of the University Registrar with the following documents.

1. Original Birth Certificate with photocopy
2. Notarized original/photocopy of personal or joint affidavit
3. Applicant's photo copy of marriage contract (married women only)

B. Operating Procedure

The Office of the University Registrar should have a well defined operating procedure which starts with the evaluation of credential and record and ends with the issuance of a certificate of transfer/Honorable Dismissal of a diploma.

1. Evaluation of credential.
 - a. The following are not valid credentials or records for purposes of registration
 - (1) An Honorable Dismissal which is not signed by the Registrar or has erasures or alterations
 - (2) A Report Card which is not signed by the Principal/Registrar or has erasures or alterations
 - (3) A diploma
 - (4) A record mark for "Evaluation Only" or "Valid for Employment Only" or for "Personal Reference Only"
 - b. Evaluation of records of applicants from a foreign school is done by the admitting school based on the curriculum of the degree course the student is pursuing and the catalog/bulletin of the school last attended if available.
 - c. Evaluation of records of transferees from local schools is based on the requirement of the course to which the applicant is seeking admission.

In case of doubt as to whether the subject can be credited or not, the party should be required to submit a copy of the catalog of the previous school if the full description of the subject is not indicated in it or to get a certified true copy of the detailed description of the subject from the previous school.

2. Registration
 - a. The registration starts after the student has passed the entrance examination and continues to the point when he accomplishes the class cards.
 - b. Enrollees are expected to follow the registration procedure set by the university.
 - c. The registration process should be such that the enrollee has to surrender all papers to the appropriate office or counter before accomplishing the corresponding class cards. The Office of the University Registrar should therefore be the last clearing office for the student.
 - d. In the evaluation of student records, close attention to subjects requiring pre-requisites. No students shall be permitted to take any advance subject until he has satisfactory passed the pre-requisite subjects.

3. Applying for Credentials

Judicious care should be used to apply for an academic record, certification, diploma and other documents.

The person may be correctly identified by his picture in the permanent file, graduation picture in the year book, driver's license, employment identification card, residence certificate, passport, alien certificate of

registration, identification be at least two school employees, authorities or teachers.

4. Clearance

The clearance form for clearing financial or property responsibility shall be cleared up by the party concerned. It should indicate the year, course taken, semester, school year, purpose for which the record will be used.

For the guidance and information of the Office of the University Registrar, the clearance form should have a portion where it is indicated that all required credentials have been submitted and whether all requirements related to graduation have been complied with or not.

5. Issuance of Certificate and Records

Whatever is issued by the Office of the University Registrar should have a duplicate copy to be attached to the clearance form and should be filed in the students folder. The records issued always indicate the purpose it would be used.

6. Issuance of Diploma or Certificate of Graduation

Issuance should be predicated on the completion of every requirement: a duly accomplished and signed clearance form, the return of the identification card for cancellation and proper accomplishment and approval of the application for graduation.

7. Issuance of Honorable Dismissal

(1) The issuance of Honorable Dismissal indicates that the student is free of financial liability to the school and therefore eligible to transfer.

(2) Once the transfer credential or honorable dismissal is issued to the student, the university is obliged to forward promptly the student's Transcript of Records to the school to which such transfer documents have been presented.

(3) All transfer credentials applied for in writing by the students toward the end of the school year should be granted not later than two weeks after the close of the school year. Application for credentials received after the beginning of classes or during the remainder of the school year should be acted upon in the best interest of the student and the university.

8. Issuance of School Documents to a Proxy

The proxy has to present a written authority from the owner of the Transcript of Records, certification diploma, etc. that he has been authorized to secure the needed documents.

9. Change or Dropping of Subjects

The office should have a form for dropping, changing or adding subject or course. There should be no dropping, changing or adding subject two weeks after registration period.

10. Study Load and Sequence of Subjects

The regular load is prescribed in the curriculum of the course as provided in the minimum standards for the course.

A. Overload

- (1) Gifted students in all levels may be permitted to take such additional advance subjects or overload.
- (2) Only graduating students shall be allowed to carry an overload of six units to be given only during the last term of their course (DECS Order No. 66 s. 1988).
- (3) Undergraduate students may be allowed to carry a maximum loads during summer subject to the following (DECS Order No. 36 s.1988).
 - a. The students needs only this number of units in order to graduate.
 - b. In the judgment of the Dean, the student is capable of carrying the 12 unit load.

B. Prerequisites

The subject load and the sequence of subjects of students shall be in accordance with the approved curriculum for each program or course of study.

11. Incomplete Grades

An incomplete grade should be removed within a period of one year. The incomplete grade shall be changed to "5.0" by the University Registrar if the student fails to complete the requirements of the course after two semesters.

12. Change or Correction of Ratings

Change or correction of ratings after they have been submitted to Office of the University Registrar should be approved by the Academic Council. The change or correction should be within the allowable period of two weeks after the deadline for the submission of grades.

Section 7. Confidentiality of Records

1. A student is entitled to a Transcript of Records but he is not entitled to know other records in his file which are confidential in nature.
2. A student has the right to see his academic records and is entitled to a explanation of any information recorded on it.
3. The student's file cannot be taken out of the Office of the University Registrar, unless authorized by the registrar depending on the purpose in which it is needed.
4. School official and faculty members may be permitted to look at the records of any student if needed in the evaluation on the academic standing of the student concerned.
5. Request for the production of the students record from the court are usually on a duly issued *subpoena duces tecum*, but the student must be

notified of the said subpoena if he is available or through any media or communication.

6. Record of grades may be released to parents or guardians without prior permission of the student concerned.
7. Request for information on the student's record made in an official communication by an official of any government agency schooled be honored even without the prior approval of the person concerned as long as the information sought for is limited to his enrollment, academic standing, or schoolwork for the purpose of ascertaining his qualification or eligibility as employee.
8. Transcript of Record should only contain information about academic status. Other matters such as discipline may be recorded to determine readmission. All requests for disclosure of the student's record should be in writing and filed in his folder.

Exceptions: The release of transfer credentials/Honorable Dismissal may be withheld for reason of suspension, dismissal, non payment of financial obligation or property responsibility of the student to the university.

Section 8. Release of Records

A. Requests for School Records

Request by schools for Form 137 or Transcript of Records and similar records on the basis of the certificate of transfer/honorable dismissal shall be attended to promptly. If they cannot be attended to because of a disciplinary case, financial or property responsibility or for not having obtained clearance or transfer certificate, a deficiency notice should be sent to the requesting school.

A request made personally by a registrar for a second copy to replace a loss of damage copy should be honored as a matter of institutional courtesy.

B. Release of Records

Academic records are usually sent directly to the school requesting for it. It cannot be entrusted to the former student unless authorized in writing to hand carry the record. It has to be in a sealed envelope addressed to the registrar. The record must be an exact copy of the records of the student. There should be no elimination, alteration, erasure, addition, or superimposition even if initialed and sealed.

Failure and incomplete grades should be indicated even if repeated and passed or removed.

Judicious care should be employed in the making of records because wrong entries or typographical errors will adversely affect the person concerned.

The correct description of course should be indicated. The signature of the University Registrar must be written and should not be stamped even if it is initialed by the personnel or by the clerk who made it.

There must be a signature in every page and it must have a dry seal. The name of the certifying officer or University Registrar must be below the signature.

More than one copy of Transcript of Records can be released to a graduate as long as no copy previously issued was used for enrollment in other school in the Philippines.

ARTICLE 7 ADMISSION SERVICES

Section 1. Functions

There shall be an Office of Admission headed by the Admission Officer under the Office of the Vice President for Academic Affairs. The functions of this office shall be the following:

- 5) Plan out and implement effective recruitment and admission guidelines and policies; and
- 6) Administer the recruitment, and admission of students.

Section 2. Composition

The Head of the Office of Admission Services shall be an Admission Officer who shall be directly responsible to the Vice President for Academic Affairs. He/she shall supervise his/her staff who shall be designated by the University President upon the recommendation of the VP for Academic Affairs.

Section 3. Policies and Guidelines. Aside from the Admission policies provided in Article 1, Section 4 of this Book, the Office of the Admission Services shall formulate policies, guidelines and procedures to ensure smooth and efficient admission of incoming students.

ARTICLE 8 THE FACULTY

Section 1. **Definition of Terms**

a. **Faculty.** This refers to a group of employees of the institution appointed to a faculty rank who are directly engaged in teaching, research, and/or extension services.

b. **Academic Staff.** A group of employees of the University appointed to faculty rank who are engaged in activities related to teaching, research or extension services.

c. **Closed Career Position.** Any position in the faculty and academic staff of the University.

d. **Academic Rank.** The ranks and sub-ranks in the faculty and academic staff as follows:

<u>Rank</u>	<u>Sub-ranks</u>
Instructor	I – III
Assistant Professor	I – IV
Associate Professor	I – V
Professor	I – VI

e. **Merit System** (Append). A system in which comparative merit for achievement governs the recruitment, selection, utilization, training, retention and discipline of the faculty and academic staff in the University.

f. **Promotion.** The movement from one position to another with an increase in duties and responsibilities as authorized by law and usually accompanied by an increase in salary.

g. **Recruitment.** The process of searching and attracting potential applicants through announcements, assessments, and other related procedures, to select the most competent and qualified applicant for appointment to appropriate position in the faculty and academic staff.

h. **Secondment.** Is a movement of an employee from one department or agency to another, which is temporary in nature and which may or may not require the issuance of an appointment and may either involve reduction or increase in compensation.

Section 2. **Classification of Faculty**

The members of the faculty are classified as regular, non-regular and others.

a. **Regular Faculty.** The regular faculty members include the following:

University Professor
Professors
Associate Professors
Assistant Professors
Instructors

b. **Non-regular Faculty.** These include the following categories, who are serving in accordance with the terms and conditions of their appointment:

Visiting faculty
Exchange faculty
Lecturer
Professor Emeritus

c. **Others.** Faculty members whose designation shall be determined at the time of their appointment.

Section 3. **Duties and Responsibilities of the Faculty**

Every faculty member is expected to:

1. Accept and uphold the university charter, its philosophy, vision, mission, objectives and policies;
2. Respect the dignity of each student and be concerned about his/her total development in pursuit of the supreme and over-reaching value of human dignity and infinite value of each person;
3. Teach assigned courses conscientiously; hold classes regularly and punctually; grade students fairly and inform them of one's bases for grading at the beginning of the term; submit grades and other reports required on or before due dates; and whenever possible, inform his/her superior of his/her absence in advance;
4. Be prudent in the exercise of academic freedom in his/her teaching activities by staying within the limits of university rules, regulation and policies and the laws of the land;
5. Keep abreast of educational issues and continuously improve and update one's teaching methodologies;
6. Maintain high standard of scholarship through research and extensive reading;
7. Participate actively in research, special projects, service and outreach activities, initiated by the department, his/her college/divisions and the university;

8. Attend university, department, college faculty meetings, conferences and official activities, such as commencement, foundation day, etc.
9. Work in assigned university, department, college, or division committees;
10. Maintain a high degree of professionalism and morality;
11. In addition to the above duties and responsibilities, faculty members, whether fulltime or part-time, are expected to:
 - a. act as advisers in student's thesis or dissertation writing;
 - b. sit in oral examination and make significant contribution to improve proposal/thesis/dissertation;

Section 4. **Status of Appointment**

Faculty appointment may be temporary or permanent.

a. **Temporary.** A temporary appointment, renewable every year, is issued to a new recruit who shall undergo a probationary period of 2–4 consecutive semesters. Those in the probationary status shall either be retained in the service or dropped within the probationary period for unsatisfactory performance.

b. **Permanent.** The policies for a permanent appointment or tenure are (BOT res. 97, s. 2001):

- 1) A permanent appointment is given to transferees from other SUCs, who have permanent appointments there, provided there is a vacant position in WPU plantilla, subject to the usual academic screening process through the Selection Board;
- 2) Other appointees with masteral degrees may be given tenure if:
 - a) they are board passers in their field of specialization; and/or
 - b) they have served the probationary period of 2 semesters with a performance rating of at least satisfactory.
- 3) Non-masteral degree holders may be given tenure if they:
 - a) are board passers in their field of specialization;
 - b) have served the probationary period of 4 semesters with a performance rating of at least very satisfactory; and
 - c) have earned their masteral degree.

Section 5. **Security of Tenure**

Security of tenure of those holding permanent appointment is not absolute but is based on performance. Faculty members who obtained “Unsatisfactory” rating for two consecutive rating periods and “Poor” rating for one evaluation period may be dropped from the rolls. (A probationary period of one year may be discretionarily offered to the employee to give the last chance of improving his/her performance.)

Section 6. **Services Outside WPU**

Services outside of WPU may include outside teaching, consultancy, or secondment:

6.1 Outside Teaching. A faculty member with a normal teaching load, may accept an outside teaching load under the following conditions (BOT res. No. 97 s. 2001):

1. There is a written request addressed to the WPU President from the head of the institution needing his/her services. The subject for which the faculty member is requested to handle should be within his/her field of specialization.
2. The faculty member requested for outside teaching does not have a teaching overload. This is to insure that the quality of his/her teaching at WPU is not sacrificed in favor of the requesting organization (which is expected to give honorarium for his/her services).
3. The schedule of the outside teaching load is not within the regular class hours of the University. This may be after official time on weekdays or Saturdays (if the requested faculty member is not handling graduate classes).
4. To avoid conflict in schedule, request for outside teaching is entertained only after the semestral workload has been distributed by the deans.
5. Permit to teach outside is only valid for one semester. Should there be a need for him/her to teach again in the succeeding semester, another request should be filed.
6. An outside teaching load should not be given as a reason for declining additional assignment at WPU.

6.2 Consultancy. A faculty member may be allowed to render consultancy service to another organization under the following conditions (BOT res. No. 97, s. 2001):

1. There is a written request addressed to the WPU President from the head of the organization needing his/her services, wherein the specific services requested of the faculty member are described and the period for the consultancy is indicated. The service requested should be within the expertise of the faculty member.
2. If an official tie-up exists between WPU and the requesting organization (as evidenced by a MOA signed by both parties), the time spent in the consultancy may be part of the official time of the faculty member. If none exists, the requested service should be done outside of the official time.

3. If full-time consultancy is required, the faculty member may be allowed to file a leave of absence from the University for a maximum of one (1) year.
4. A faculty member who is serving a contract for scholarship or other grants may be allowed to accept a fulltime consultancy only after having served the equivalent of 25% of his contract years. However, he may accept a part-time consultancy any time he is serving his contract years; provided rules of government on consultancy are followed with a maximum of two years.
5. A quarterly report to the head of the university is required of a faculty member who is allowed to do consultancy work within his official time. Failure to comply with this requirement would mean cancellation of his permit. For short-term consultancy (less than three months), a report will be submitted at the end of the term.
6. A consultancy should not be given as a reason for declining additional assignment.
7. Violation/defiance of this provision shall be subjected to disciplinary action.

6.3. **Secondment.** The general guidelines/conditions governing secondment are stated in the Civil Service Law and Rules.

6.3.1. Definition. Secondment is a movement of an employee from one department or agency to another which is temporary in nature and which may or may not require the issuance of an appointment and may either involve reductions or increase in compensation.

6.3.2. General Guidelines/Conditions that govern Secondment. The general guidelines/ conditions governing secondment are stated in the Civil Service Law and Rules, Book V of E.O. 292 and Omnibus Rules. (Sec. 9, Rule VII, Book V, E.O. 292 & Omnibus Rules):

- a. Secondment for a period exceeding one (1) year shall be subject to approval by the commission.
- b. Secondment to international bodies/organizations recognized by the Philippine Government may be allowed.
- c. Secondment shall always be covered by a written agreement between the mother agency and the receiving agency and concurred by the employees seconded. Such agreement shall be submitted to the commission for second purposes.
- d. Payment of salaries of seconded employee shall be borne by the secondary agency. In case of a higher compensation covered by issued appointment with the Philippine Government, the same may be used for the purpose of computing retirement benefits but not for the purpose of commutation of accrued leave in the mother agency. In the case of lower composition the mother agency shall pay the difference.

- e. The seconded employee shall be on leave without pay in his mother agency for the duration of secondment, and during such period he may earn leave credits which are commutable immediately thereafter and payable by the receiving agency.

Section 7. **Performance Evaluation**

The revised Policies on the Performance Evaluation System adopted by the Civil Service Commission pursuant to CSC Resolution No. 991792, dated August 11, 1999 is the basis of the Performance Evaluation System of SPCP (BOT Res. No. 63, s. 2000)

Each faculty shall accomplish the Performance Evaluation instrument (BOT Res. No. 73, s. 2000) for a given period, indicating the activities to be done, the unit of measure/indicator and the targets in terms of quantity, quality and time. The head of the department or college shall review the targets and submit them to the Performance Evaluation Review Committee (PERC) of WPU. This committee shall:

- a) review employee performance targets;
- b) review performance standards;
- c) determine the final rating; and
- d) monitor and evaluate the Performance Evaluation System (PES) of the University.

The PERC is composed of five or more members which shall include the head of his/her authorized representative as chairman, highest ranking official in charge of personnel management, head of planning unit, two (2) representatives from the faculty chosen through general election or nominated by the accredited faculty association, as members. The department heads and division chiefs shall become automatic members of the PERC during the review of the individual performance targets and evaluation of their particular departments/division.

The faculty member shall be given adjectival rating of O - outstanding; VS - very satisfactory; S - satisfactory; US - unsatisfactory; and P - poor. The overall rating for a given rating period shall consist of two (2) parts, the actual job planned and accomplished by the employee (Part I) and the critical factors that affect the performance of the job by the faculty member (Part II). Part I accounts for 70%, and Part II, 30% of the overall rating. The final rating which is the average of the self-rating of the faculty member and the rating given by his immediate supervisor, shall be made known to the management and the rank and file.

The uses of the performance ratings are:

- 1) promotion of faculty;
- 2) eligibility/qualification for performance-based awards and incentives; and

3) basis for administrative decisions.

Performance rating shall be considered for the above-mentioned personnel actions and other related matters.

Employees who feel aggrieved or dissatisfied with their final performance rating can file an appeal within ten days upon receipt of their Performance Report Form from PERC.

Section 8. Merit and Promotion Plan. Pursuant to the provision of Item No. 2, Section 7, Book V of Executive Order No. 292, otherwise known as the Administrative Code of 1987; Memorandum Circular No. 38, s. 1993 dated September 10, 1993; and CSC Memorandum Circular No. 40, s. 1998 dated December 14, 1998, CSC Memorandum Circular No. 19 dated November 3, 2005 and in consonance with CHED Circulars, DBM Circulars and the Western Philippines University Charter, Merit System is hereby established and approved by the University Governing Board for the guidance of all concerned.

Section 9. Periodic Faculty Clearance. To monitor accountabilities of WPU faculty members, two clearances should be secured by them during the year (BOT Res. No. 97, s. 2001). The first one is required before the start of the second semester (last week of October) from the following offices of the Academic Affairs division:

- a. College where the faculty member is assigned - needed are semestral accomplishment report, test questions and syllabi (if revision is needed), grade sheets and classcards (with grades) for subjects handled the previous semester.
- b. Library - for books and other library materials borrowed during the preceding semester.
- c. Registrar - original grade sheets of subjects handled during the preceding semester.

The second clearance is a general clearance, which has to be accomplished prior to the start of the school year in June. Faculty members have to assess their accountabilities from all other units of WPU: accounting, supply, auxiliary, etc., in addition to the sections under the Academic Affairs.

Should a faculty member leave the University for an extended period of time (for a scholarship, secondment, or a year leave without pay, etc.), one requirement included in his/her clearance is a list of his/her students who are to remove or complete their grades in the deadline set.

Sanctions will be imposed for failure to accomplish the clearance two (2) weeks after due dates. These could be in the form of non-inclusion in the payroll (for non-submission of grades), withholding library privileges (for not returning borrowed books in previous semester), and others. These sanctions will be carried out with the proper reminders and warnings before implementation.

Section 10. **Faculty Scholarship Grants and Assistance** (BOR Res. No. 136, s. 2007).

In an effort to attain academic excellence and to make institutional programs more attuned to the development needs of Palawan and the region, Western Philippines University, Aborlan, Palawan has adopted a standing policy to continuously upgrade its faculty and administrative staff. It shall be the goal of the University to serve not only as a reservoir of knowledge but also to take lead roles as an active technology generator and catalyst for development. In support of this thrust is the assistance to deserving and qualified faculty and staff members.

It shall be the standing policy of the University to maintain a manpower development program, which shall be used as basis in deciding courses to be taken by faculty and staff scholars. The Manpower Development Program is to be reviewed and revised as the need arises.

These policies are in support of the University thrust to develop the faculty and staff for the effective implementation of its program thrusts and priorities.

10.1 Qualifications for Scholarship Grants. To qualify for scholarship grants, applicants must possess the following qualifications:

1. The applicant must be a member of the faculty or administrative staff of the University, occupying a permanent position and/or has served the University for a minimum of two (2) years with Very Satisfactory performance rating.
2. For those who will take Masters Degree, he/she must not be over 35 years old and must not be over 50 years old for those who will take Doctorate Degree.
3. He/she must be physically/mentally healthy and with good moral character.
4. He/She must have shown or demonstrated strong inclination for research as certified by the Head of the Department/Units/Sections where he/she is assigned. In case the faculty has shown strong inclination to research but does not hold a permanent position, he can be granted scholarship upon approval of the President, provided he assures to come back and serve the university after his scholarship grant.
5. The course that the applicant intends to take should be highly related to her/his basic preparation or specialization and present work and should conform with the approved Faculty & Staff Development Plan of the College/Department/Unit/Section of the University. On exceptional cases where the faculty or staff has to be developed for another line of work, he/she will be allowed to pursue a course other than his/her basic preparation or on the need of the university.
6. Applicants who have started graduate work on their own will be given priority, provided the courses they are taking are in line/related with their basic preparation, present work or the need of the university.

10.2 Requirements:

1. Notice of admission from the graduate program of respected institutions of higher learning institution including Western Philippines University should be included as a requirement in the request;
2. Recommendation for graduate study/work to finish masters/doctorate degree by the Department/Section/Unit Head to the Scholarship Committee;
3. Endorsement of the Faculty & Staff Development Committee to the University President for approval.
4. Duly accomplished scholarship contract with the University to be accomplished after approval of request for study.

10.3 Types of Scholarship and Assistance Granted

1. Types

- a) Full scholarships are entitled to salary, tuition and other fees, stipend, book allowance, and thesis/dissertation assistance to be given in the form of cash advance.
- b) Partial Scholarships are on official time only and may be granted thesis/dissertation assistance subject to availability of funds.

2. Scholarships granted to pursue masteral and doctoral degrees.

b) For masters degree program

Scholars for masters degree courses are given two (2) years to finish the degree. In case of extension of scholarship, they may apply for extension and they maybe allowed one school year or two (2) semesters and one summer on official time and in cases of another extension, they maybe granted upon evaluation of their scholarship status provided that they will apply using their leave credits for an extension of their scholarship grant.

Only those who have served at least 50% of the needed services (MS) shall be allowed to pursue doctoral degree and will have to study on their own while serving the remaining 50% service to the university except on some meritorious cases.

c) For doctorate degree program

Scholars for doctorate degree courses are given three (3) years to finish the degree. In case of extension of scholarship, they may allowed one school year or two (2) semesters and two summers on official time and in cases of another extension they will be allowed one year or two (2) semesters and one (1) summer using their leave credits upon evaluation of their scholarship status provided they will apply for extension of their scholarship grant.

3. Financial Assistance

- For those who are enrolled within Palawan including WPU Graduate School.
 - a) Tuition and other school fees.
 - b) book allowance of Two Thousand Pesos (P2,000.00) FOR master and Doctorate Degree per semester.
 - c) Thesis assistance in the amount of Fifteen Thousand Pesos (P15,000.00) and dissertation assistance in the amount of Twenty Thousand Pesos (P20,000.00)

- For those who are enrolled outside Palawan
 - a) Tuition and other school fees.
 - b) Book allowance of P2,000.00 per semester.
 - c) Thesis assistance in the amount of Fifteen Thousand Pesos (P15,000.00) or dissertation assistance in the amount of Twenty Thousand Pesos (P20,000.00).
 - d) Monthly stipend of P5,000.00 whether taking masters or doctorate degrees.
 - e) Transportation allowance before and after the scholarship grant.

4. Special Assistance

For those who are taking MS/PhD at WPU during Saturdays but are reporting to work during weekdays, they maybe provided free tuition, thesis assistance (P15,000.00) or dissertation assistance (P20,000.00) upon application subject to the approval of the President.

For those who are taking MS/PhD outside WPU during Saturdays but are reporting to work during weekdays , they maybe provided transportation allowance upon request subject to the approval of the President.

10.4. Number of Scholars to be Supported at a Time

The number of scholars on study leave shall be limited to a minimum of 20% of the faculty and staff every semester. This will be prorated as follows: 20% for masters degrees and 5% for doctorate degrees. Determination of the number of scholars from each department/institute will be based on the needs of the university in general.

Unless any of the slots is vacated for reasons of completion of the course, termination of study, leave of absence or deferment, the university shall grant no new scholars.

Those intending to defer their studies must first seek clearance from the Heads of Department/Sections/Units and approval of the University President. Such request must be submitted two (2) months before the start of the semester.

10.5 Obligations of the Scholars. The scholar shall regularly furnish the University a status report every semester of his/her study to include the following:

- 1) Copy of enrollment forms to show proof that he/she is enrolled and carrying a minimum load of 9 units;
- 2) Official Receipts of tuition fees and registration fee, unless billed by the University where the student is enrolled in. Upon completion of his/her graduate program, all books bought/purchased from the book allowances granted to him/her will be donated/turned over to the university;
- 3) For external funding, the university will continue to give the salaries and other benefits as long as the scholar will abide with the policies of the funding agency;
- 4) Grades in subjects every semester must be submitted at least a month after the end of the semester including the status to their thesis/dissertation every end of the semester;
- 5) Boat ticket stubs before and after the scholarship contract; and
- 6) Copy of thesis/dissertation manuscript (hard copy/CD) after completion of the course/degree.

10.6 Steps to Follow in Applying for Scholarship

- 1) Request for scholarship should be done one (1) semester before the intended period of scholarship. Your field of specialization should conform with your basic training and the needs of the university as indicated in the faculty and Staff Development Plan;
- 2) Apply for admission to reputable graduate schools and other designated/accredited colleges and universities, including WPU;
- 3) Officially inform the Department/Section/Unit Head your admission to a graduate school for the programming of your graduate work for recommendation and for endorsement to the Faculty and Staff Development Committee.
- 4) Apply for scholarship grant to the Faculty and Staff Development Committee for recommendation and for approval of the University President.

Section 11. Evaluation for Promotion

Periodically, faculty members in SUCs are evaluated for promotion in rank using the rules and regulations embodied in National Budget Circular No. 461. The evaluation uses two criteria, namely:

a. The Common Criteria for Evaluation (CCE), wherein the following are given points:

- a. educational qualification;
- b. experience and length of service; and
- c. professional development and honors.

Total points in these three areas determine the rank to which a faculty member could be promoted.

b. The Qualitative Contribution Evaluation (QCE), wherein a faculty member's continuous improvement toward excellence in the SUC's four (4) functions of instruction, research, extension, and production is evaluated. This is done through feedbacks from the clients (students and other stakeholders), supervisor and peers. For those seeking promotion in the Instructor and Assistant Professor levels, qualitative contribution shall only be in instruction. For those seeking promotion to the Associate Professor rank, the qualitative contribution shall be in any two (2) functional areas, chosen by the faculty member prior to the assessment period. For those seeking promotion to the Professor rank, qualitative contribution shall be in any three (3) functional areas, which were chosen prior to the assessment period.

Section 12. **Dress Code for Faculty**

WPU adopts the dress code prescribed by the Civil Service Commission for government employees (CSC MC no. 14, s.1991 and CSC MC no. 02, s. 1999). All faculty members are required to wear the prescribed uniform with the official WPU ID.

The design of the official uniform, which is decided by the faculty and staff members themselves, should follow the guidelines for modesty prescribed by the Civil Service Commission. The official uniform is worn in class, except for fieldwork, in which the appropriate attire is left to the discretion of the concerned faculty member.

Faculty members not wearing the prescribed uniform of the day shall be subjected to the following sanctions:

First offense:	Reprimand
Second offense:	Warning
Third offense:	Filing of complaint

Section 13. **Membership in Faculty Organization**

Membership to the WPU-MCFA, although encouraged by the Administration, is voluntary on the part of the faculty. Campaign for membership, collection of prescribed fees and dues are the responsibilities of the organization.

Section 14. Faculty Workload

The current workload system of WPU faculty, approved by BOT res. No. 7, s.1998, was updated to:

- a) strengthen the terms of reference in quantifying faculty workload;
- b) revitalize the coordination and the focus of the use of resources in order to achieve greater outputs;
- c) improve the bases for equitable remuneration of services rendered beyond fulltime workload;
- d) provide updated guidelines on workload activities other than classroom teaching; and
- e) establish a more specific basis for formulating criteria in evaluating the workload performance of a faculty.

The full-time workload of a faculty shall consist of the workload units of instruction, or shall be the sum of the workload units of the various activities in the functions of instruction, administration, research, extension, and production. Workload per week in instruction is computed by multiplying the actual teaching hours by 1.5. A faculty member should have a minimum of 18 hours and maximum of 24 hours actual teaching per week.

The maximum load should be satisfied before giving overtime pay/service credits.

14.1. Guidelines for the Implementation of 1:1.5 Workload Equivalent (BOT Res. No. 29, s. 1993)

1. Based on Board of Trustees Resolution No. 29, s. 1993, the approved workload requirement for WPU Faculty is 1:1.5 ratio, that is, 1 hour teaching is equivalent to 1.5 hours to meet the maximum workload requirement of 40 hours per week. This will only affect permanent, temporary and contractual faculty/teachers in the undergraduate level.
2. The official time based on approved academic load must be certified by the Dean and approved by the Vice President for Academic Affairs (VPAA), which will be submitted in four (4) copies to the Vice President for Academic Affairs (VPAA). One copy each will be provided to the Records Office, Accounting Office, and HRMO for reference.
3. The official time must be reflected in the Daily Time Record (DTR) as punched in the Bundy clock and correspondingly entered in a log book. Schedule of time is fixed. Any change in the schedule should be approved by the President or the VPAA.
4. Aside from classes, faculty members are required to be present during:

- a. Flag ceremony in their respective Colleges every Monday morning except during the first Monday of the month, at the Administrative Building where Flag Ceremony is held.
- b. Meetings conducted by the University, College and Committees involved in.
- c. Activities carried out or participated in by their respective Colleges and University.
- d. Consultation hours of at least 2 hours per week for faculty members with actual contact hours of 27 or more.

Faculty members will be considered absent for non-attendance to classes or any of the above activities.

5. Computation of absence in classes shall also be 1:1.5 except when teachers are on official business, sick or vacation leave.
6. Work equivalent of 1:1.5 should only be availed for maximum of four (4) hours a day.
7. Each College/Unit must implement a standard monitoring scheme of respective faculty members to ensure efficient delivery of services in addition to the monitoring system of the Administration.

Section 15. **Leave Privileges.** Faculty members shall be given any one of the leave privileges as provided hereof in Book I, Article 4, Section 13.

Section 16. **Academic Matters.** Aside from the General Academic Rules and Regulations provided in Articles I and II of this Book, faculty members shall observe the following:

16.1 **Submission of Grades.** Faculty members should submit report of grades for a particular subject to the Registrar and Dean/s two weeks after the final examination of that subject was given. In the preparation of rating reports, the following guidelines should be observed (BOR Resolution No. 138, series of 2007):

- a) Reports of grades should be submitted in triplicate (3) for each subject.
- b) Students' names should be entered family name first, followed by the given name and middle initial. Entries should be by Course (for a mixed class) and in alphabetical order within Course.
- c) There should be no blank under the column "Final Grade". If an Inc grade is given, the reason for giving the grade should be indicated in the "Remarks" column. A grade of 5.0 should be followed by the word FAILED.
- d) Only duly registered students should be given ratings. This may be checked through the student's registration form.
- e) If a course is handled by two or more faculty members, their signatures should be affixed in all pages of the rating report.

- f) The rating report for Thesis should be accomplished by the adviser.
- g) All corrections should be clear and legible and properly initialed.
- h) Ratings of students (Completion Form) in subjects with Incomplete grades should be submitted to the Registrar by the faculty member two (2) days after completion.
- i) The Faculty concerned shall enter the grade of 5.0 in case the Inc. is not completed within one year. If the faculty concerned cannot do so, the University Registrar is authorized to enter the grade of 5.0 in the grade sheet.

16.3 Procedure in Changing Grades. No faculty member shall change any grade after the report of record grades sheet has been filed with the Registrar.

In exceptional cases, when an error has been committed, the teacher may request authority through official channels from his/her college, through a committee designated to make the necessary changes. If the request is granted, the change will be forwarded by the College Registrar to the Office of the University Registrar for correction of the records.

No request for change of grade shall be granted beyond one year after the date of initial filing/submission of report of grades/grade sheets, except upon the action of the Academic Council where such request should be supported by an objective explanation.

The change of grade shall in no case be made to the prejudice of the student.

16.4 Penalty.

- a. Failure to submit Report Grades within two (2) weeks after the Final Examination set by the University, the faculty member shall be made to explain in writing to the University President within 24 hour.
 - b. Failure to submit Report of Grades for two (2) succeeding weeks, the faculty member shall be meted out with a written reprimand by the Office of the President.
 - c. Failure to submit Report of Grades for another two weeks will mean that the salary of the faculty concerned will only be released upon submission of grades.
- Note: This will not prevent the President from filing a case of insubordination for not following the order.

ARTICLE 9 RESEARCH AND DEVELOPMENT

Section 1. Functions

The functions of Research and Development Division are the following:

- 1.1. Develop research designs to carry out the identified research priorities of the research and extension council;
- 1.2. Coordinate and monitor university researches;
- 1.3. Provide technical assistance in conducting researches to faculty members of the different colleges/division/section;
- 1.4. Conduct research seminars/training programs;
- 1.5. Publish and disseminate completed researches of the different colleges in the WPU Research Journal;
- 1.6. Establish strong linkages with other public and private research agencies as well as international research agencies and organization;
- 1.7. Recommend worthwhile researches of faculty members and staff for publication in research scientific journals;
- 1.8. Recommend appropriate incentives for outstanding researches done by the university faculty and staff of the University.
- 1.9. Recommend outstanding WPU researches for recognition by the university and by other local, national and international organizations, society, association or agencies;
- 1.10. Conduct annual In-House Review of the research programs of the university; and
- 1.11. Assist faculty and staff secure funding for researches recommended by the Research and Extension Council.

Section 2. Composition

The Head of Research and Development Division shall be the Director for Research and Development who shall be designated by the University President upon recommendation by the Vice President for Research and Extension to be confirmed by the Board of Regents. The Director for Research and Development shall be directly responsible to the Vice President for Research and Extension Development.

The other members of the division are the science research analysts, research assistants and laboratory technicians.

Section 3. **Thrust**

Sustenance of continuing interest for research as a complementary tool for institution building and for promoting creative researches among faculty, students and staff. Provide the institutions research direction, priorities and structures.

The thrust of the Research and Development shall be a science research and technology development.

The Research and Development shall denote its work to research into the pressing problems of human survival development and welfare with due attention to social sciences, humanities, engineering, technology development as well as basic and applied sciences.

Section 4. **Scope**

The Research and Development shall include co-existence between people of different culture and social systems, economic and social change and development; the environment and proper use of resources, basic scientific research and the application of the results of science and technology for industries and industrial development, and increase dynamic interaction in the community of learning and research.

Section 5. **Priorities**

The Research and Extension Council shall establish the research priorities of the University, which shall be implemented by the Research and Development. The priorities shall be such that the results of the researches will lead towards the growth of industries and industrial development of Palawan based on the principle of sustainable resource use with eco-environment consideration.

Section 6. **Responsibility for Research**

It is expected that members of the faculty shall conduct research for professional growth and expertise development.

The Dean of the College shall be responsible for the implementation of college researches in coordination with the Director for Research and Development.

College researches that will require university funding shall be planned and submitted before the budgetary consolidation period.

Individual researches shall be coordinated by the Research College Coordinators and will be endorsed by the College Dean to the Director for Research and Development.

Individual researcher and research team (in the case of college research) shall provide the research council a copy of the completed researches for proper publication.

Student thesis shall be a responsibility of the college and shall not necessarily require approval of the Research and Extension Council. It shall however be in line with the priorities of the University and the College.

Section 7. **Policies and Guidelines**

- 7.1. An annual In-House Review of the research programs and priorities of the University shall be conducted by the Research and Extension Council in collaboration with Research and Development Division for updating and re-directing research thrusts in accordance with provincial and national thrusts.
- 7.2. All University research proposals that are to be supported by the University fund shall be approved by the Research and Extension Council and shall be within the research priorities established by the Research and Extension Council.
- 7.3. Only those researches approved by the Research and Extension Council shall be considered for inclusion in the University budget proposals.
- 7.4. Implemented approved research of the faculty shall be given the corresponding equivalent academic load in accordance with university policy on faculty workload.
- 7.5. Self-funded research need not be approved by the council and if possible within the research priorities of the university. However, for self-funded research to be considered as faculty workload shall be registered with the council.
- 7.6. Different research funding agencies/institution have different research priorities. Research proposals in accordance with the priorities of the funding agencies need not require approval of the Research and Extension Council but shall be registered with the Council to be considered as workload.
- 7.7. Advisorship on student thesis shall be a maximum of five (5) undergraduate thesis provided there is enough faculty. For full-time graduate faculty, a maximum of three (3) thesis/dissertation advisees and three (3) committee membership are allowed at a time to prevent over commitment of expertise. The format for both thesis and special problem shall be uniform.
- 7.8. Publication and Authorship
 - a. Individual research shall have the researcher himself or herself as author.
 - b. Group researches or research completed by a team shall have the Program Leader, Project Leader or Study Leader as its senior author as the case

may be, provided, the names of the individual members shall follow as the junior/co-author.

- c. University researches shall have University as the author with the names of the researchers cited.
- d. Student thesis shall have the student as the senior author with the adviser as co-author.
- e. Compilation of researches to be published in book form or as journals shall carry and identify the compilers as editors and each article shall bear the name of author of article whether the said article or articles were summarized or condensed or abstracted by the compiler(s)/editor(s).
- f. The Research and Extension Council may recommend the publication of worthwhile completed researches to scientific and research journals after thorough evaluation to promote the expertise to the research and prestige of the University as source of scientific information and knowledge.
- g. Completed researches shall not be duplicately published in another scientific or research journal because the first publisher is understood to already possess the copyright for each research.

Section 8. Incentive Scheme for Research, Extension and Development

The main objective of this incentive scheme is to strengthen and institutionalize research and extension activities of the University by:

- 1. granting of sabbatical leave to qualified faculty and staff member;
- 2. provision of cash incentive for researchers and extensionists whose outputs had been presented in national or international fora/conventions or were published in refereed scientific journals;
- 3. reducing of faculty and staff workload to spare more time for research and extension;
- 4. granting of professorial chairs to deserving faculty researchers;
- 5. granting of postdoctoral research grants to deserving faculty and staff member;
- 6. granting of step promotions in salary of faculty and staff members who had significant contribution to research and extension.

Mechanics

- A. Granting of sabbatical leave to qualified faculty and staff member

A sabbatical leave may be granted to qualified faculty and staff members with the endorsement of the Research and Extension Council, provided that:

- a. A faculty/staff will write a book, a manual or will develop/invent something with significant contribution to the existing knowledge/practice;
- b. A maximum of one (1) year sabbatical leave may be granted to a faculty/staff;

- c. Only two (2) slots per year may be granted university-wide at a time;
 - d. A faculty/staff shall submit a work plan / Gantt chart for the activity to be undertaken during the duration of sabbatical leave to the Research and Extension Council;
 - e. A faculty/staff shall file a request to the University President endorsed by the Dean of the College/Immediate Supervisor;
 - f. No extension of sabbatical leave may be granted to a faculty/staff of the university
 - g. A faculty/staff should present his/her output to the research and Extension Council after the term.
- B. Granting of cash incentive to a faculty/staff whose paper was accepted for presentation an international/national/local scientific fora/conventions or published in scientific journals, provided that:
- a. The paper for presentation/publication was properly coordinated with the Office of the Research Director of the University for endorsement to the University President as Chair of the Research and extension Council;
 - b. A copy of the paper will be submitted to the Office of the Research Director for perusal and for recording purposes;
 - c. An incentive of P5,000 (international category) and P3,000 (national category) per paper/poster/article published/presented will be given to a faculty/staff. For papers with more than one author, the incentive shall be divided equally among the authors;
 - d. A faculty/staff can claim incentive for publishing/presenting a maximum of five (5) different papers/posters/articles every year;
 - e. Winners of University in-house reviews shall be granted an incentive of P1,000 divided equally if the paper has more than one author;
 - f. A copy of the following documents shall serve as evidences that a faculty/staff had presented a paper/poster/article published and should be submitted to the Office of the Research Director;
 - 1. Program of activities of the forum/convention
 - 2. Certificate of Attendance/Appreciation
 - 3. Invitation of the Scientific Forum/Convention
 - 4. Copy of the Scientific Journal showing the inclusion of the scientific article submitted.
- C. Granting of incentive to a faculty/staff whose development project was accepted for funding from outside source other from GAA, provided that:
- a. The proposal was properly coordinated with the Office of the Extension Director of the University for endorsement to the University President as Chair of the Research and extension Council;
 - b. A copy of the paper will be submitted to the Office of the Extension Director for perusal and recording purposes;
 - c. An incentive of P5,000 (international funds source), P3,000 (national funds source) and P1,000 (local funds source other than the University) per approved project will be given to a faculty/staff;
 - d. A faculty/staff has no limit to submit development project proposals to international/national/local funding agencies;

- e. A copy of the terminal report will be submitted to the Office of the Extension Director for recording purposes.
- D. Reducing of faculty and staff workload to spare more time for research and extension activities
- a. For every approved research and extension project or program of a faculty/staff entitles him/her to a reduced workload of 3 units;
 - b. A faculty/staff could have a maximum reduction in workload of 6 units per semester of each school year;
 - c. In case of a team research/extension project, a reduced workload of 3 units entitles a team leader/study leader and 1 workload unit for each team member.

**BOOK III
ADMINISTRATION**

**ARTICLE 1
ADMINISTRATIVE OFFICE**

Section 1. Functions. The Office of the Administrative Services has the following functions:

- 11) Processing of appointment, leaves, transfer, resignation, reinstatement, promotion, retirements and life insurance, details, salary adjustments, position classification and upgrading;
- 12) Establishing policies in the flow of communications, reports, information, documents and other official matters;
- 13) Establishing policies and procedures in accomplishing various official forms and documents;
- 14) Dissemination and monitoring implementation of issuances such as memoranda, memorandum circulars, circular, executive orders from the CSC, DBM, COA, TESDA, CHED, Office of the University President and Office of the President of the Philippines;
- 15) Establishing and implementing policies and procedures in procurement, supply management, recording, storing issuance and preparation of reports;
- 16) Systematic recording and safekeeping of official records;
- 17) Establishing policies and procedures in the operation of the whole system, projects and programs of the university;
- 18) Informing the University President of work progress being undertaken by the university periodically (if possible monthly);
- 19) Issuing policy memorandum on administrative matters as decided upon by the Administrative Council and confirmed by the BOR;
- 20) Deciding on conflicts not elevated to the Administrative Council; and
- 21) Coordinating recruitment of faculty and staff.

Section 2. Composition. The Head of the Administrative Services Division shall be appointed by the University President subject to the confirmation of the Board of Regents. This division shall compose the following sections: Human Resource Management, Records, Property and Supply, and Cash.

2.1 Human Resource Management Section. The Human Resource Management Office shall be headed by the Personnel Officer/Human Resource Management Officer (HRMO). He/she shall be appointed by the University President subject to the confirmation by the Board of Regents and approval by the Civil Service commission.

This office has the following functions:

- a. Prepare and process matters such as appointment, leaves, transfer, resignation, reinstatement, promotion, insurance, retirement, salary adjustment, position classification, upgrading and other personnel action;
- b. Maintain and update of consolidated records of leaves;
- c. Prepare performance rating forms, fringe benefits and other benefits of personnel;
- d. Prepare the plantilla for personnel and semi-annual reports for submission to the CSC;
- e. Plan and undertake a balanced personnel program designed to raise the level of proficiency, effectiveness and morale of personnel;
- f. Inform the University President and the CSC of activities and development in all areas of personnel management in the university;
- g. Assist the University President on matters regarding:
 1. Evaluation of applicants, selection and/or appointment and the progress of appointment, promotion and other personnel transaction;
 2. Employee relation and morale;
 3. Problem involving human relations;
 4. Employee participation in work performance;
 5. Arrangement for adequate health and recreational activities of personnel;
 6. Staff training and development;
 7. Right and obligation of the employees;
 8. Keeping of records of personnel; and
 9. Maintaining an effective liaison with CSC, DBM, GSIS, PAG-IBIG and other agency linkages.

2.2 Property and Supply Section. The Property and Supply Division shall be headed by the Supply Officer. He/she shall be appointed by the University President subject to confirmation of the Board of Regents and approval of the CSC.

This office has the following functions:

- a. Responsible for the up-keeping and safety of all university properties and supplies;
- b. General storekeeping of supplies and control of university properties;
- c. Purchasing of equipment, supplies and materials and other needs of the university;
- d. Issuing of equipment, tools, books, supplies and other materials to university personnel with corresponding Acknowledgment Receipt of Equipment (ARE) or Requisition and Issuance Slip (RIS);
- e. Preparing of inventories, reports pertaining to university properties and supplies, inspection of waste materials and the like;
- f. Keeping of accurate records of all university properties and Acknowledgment Receipt of Equipment (ARE) issued; and
- g. Disposal of unserviceable equipment, books and supplies and materials.

2.3 Records Section. The Records Section shall be headed by the Records Officer. He/she shall be appointed by the University President subject to the confirmation by the Board of Regents and approval by the CSC.

This office has the following functions:

- a. *Custody and safekeeping of all university official records and documents;*
- b. Mail, receive and record university official correspondence and documents;
- c. Authenticate documents on file; and
- d. Maintain continuing program for preservation and disposition of permanent records.

2.4 Cash Section. The Cash Section shall be headed by the Cashier. The Cashier shall be appointed by the University President subject to confirmation by the Board of Regents and approved by the Civil Service Commission. This office has the following functions:

- a. Collect and deposit income and other funds due to the university to the authorized depository bank of the university regularly;
- b. Prepare report of collections, deposits and monthly accountability reports;

- c. Disburse payrolls, vouchers and other claims of the university personnel and its clientele;
- d. Sign checks;
- e. Prepare report of disbursements and checks issued;
- f. Prepare checks and remit automatic deductions to the Bureau of Internal Revenue (BIR) and Government Service Insurance System (GSIS);
- g. Withdraw money from the authorized depository bank for payment of uniform allowance, bonus and cash gifts, productivity, salaries and wages and other cash disbursement;
- h. Maintain official cash book; and
- i. Monitor the balance of NCA.

ARTICLE 2
GENERAL SERVICES SECTION

Section 1. **Functions.** The General Services Division shall have the following functions:

- a. Manage and supervise the repair, maintenance and operation of all university services/utilities, vehicles/machineries and laboratory equipment;
- b. Prepare plans and/or specifications, cost estimate, programs and other necessary contract papers for the construction and repair of all university buildings, service utilities, vehicles, machineries and laboratory equipment;
- c. Maintain and supervise the repair of university buildings, roads and other infrastructures;
- d. Provide technical assistance to the committee on bids and awards in the opening and evaluating bids;
- e. Prepare the budgetary requirements for the division of general services; and
- f. Coordinate the activities of the physical plant, motorpool, farm power and machineries, and water systems.

Section 2. **Composition.** The Head of the General Services Division shall be designated by the University President. This division is composed of the following sections: Farm Power and Machineries; Motorpool and Transportation; Electricity, Water Supply and Sewerage System; Physical Plant; Security; and Utility.

2.1 Farm Power and Machineries Section. The Head of the Farm Power and Machineries Section shall be designated by the University President upon recommendation by the Head of the General Services Division. This office has the following functions:

- a. Prepare the farm tractor and their implements for use in land preparation and other farm jobs;
- b. Repair and maintain the farm power and machineries properly;
- c. Plan out properly the use of tractors and machineries and implement the schedule of operation of the same in the field;
- d. Coordinate with the production units, research, OIP and practicum students regarding their schedule of farm operations and other activities;
- e. Keep records of operation of tractors and farm implements and irrigation system;
- f. Prepare cost estimate in the use of tractors and farm implements; and

- g. Supervise and manage the MEASFA project.

2.2 Motorpool and Transportation Section. The Head of the Motorpool and Transportation Section shall be designated by the University President upon recommendation of the Head of the General Services Division. This office has the following functions:

- a. Maintain a pool of good running condition vehicles and other transportation facilities at all times;
- b. Monitor periodically the use of vehicles, other transportation facilities to determine their serviceability and recommend for repair and/or preventive necessary maintenance if needed;
- c. Maintain the cleanliness and orderliness of the motorpool for instructional purposes;
- d. Countersign trip tickets of all vehicles and transportation facilities as to condition and serviceability;
- e. Provide and insure safe, sanitary and efficient operation of all vehicles;
- f. Repair and maintain the university vehicles transportation, machineries, equipment and farm implement;
- g. Fabricate spare parts of vehicles, tractors equipment and other machineries;
- h. Operate machine shop tools and equipment; and
- i. Perform welding jobs and other related jobs;

2.3 Electricity, Water Supply and Sewerage Section. The Head of the Electricity and Water Supply Section shall be designated by the University President upon recommendation of the head of the General Services Division. This office has the following functions:

- a. In-charge of the generation and distribution of power to the different buildings of the university;
- b. Maintain the cleanliness and orderliness of the power plant facilities for instructional purposes;
- c. Insure safe and adequate water supply, including the maintenance of necessary water connections and fixtures;
- d. Operate efficiently the gensets, and power lines, water pump and water lines;
- e. Repair and maintenance of gensets and power lines and water supply systems; and

- f. In-charge of the operation and maintenance of water supply and sewerage systems.

2.4 Physical Plant Section. **The Head of the Physical Plant Section shall be designated by the University President upon recommendation of the Head of the General Services. This office has the following functions:**

- a. Supervise the maintenance, repair and construct of university buildings, roads and grounds and other infrastructures;
- b. Prepare plans, specifications, cost estimates and other necessary papers for the construction or repair of buildings, roads and grounds; and
- c. Submit periodic reports regarding the condition of buildings and the status of on-going constructions and repair of physical facilities and other related activities.

2.5 Security Section. The Chief of the Security Section shall be designated by the University President. This Section has the following functions:

- a. Receive order from the University President and/or the Vice President for Administration for implementation;
- b. Provide round the clock security and maintenance of peace and order in the University Community;
- c. Implement policies and guidelines for the security of the university and facilities;
- d. Coordinate with other law enforcing agencies in the maintenance of peace and order in the university community;
- e. Monitor and evaluate the activities of the security guards;
- f. Be involved in the formulation of policies and guidelines affecting university security;
- g. Conduct surveillance, gather information, infiltrate illegal organizations and activities and report foreseen threats to the university security to appropriate authorities;
- h. Investigate and report to proper authorities any unusual/untoward incident inside the campus;
- i. Initiate campus-based intelligence network; and
- j. Enforce traffic rules and regulations of the university.

2.6 Utility Section. The Head of the Utility Section shall be designated by the University President. This section has the following functions:

- a. Manage and supervise the activities utility workers;
- b. Maintain cleanliness and sanitation of university buildings and their surroundings;
- c. Prepare plans and schedule of activities in the maintenance of grounds, roads and parks;
- d. Maintain proper condition of grounds, parks and roads;
- e. Manage and supervise maintenance of the cleanliness and sanitation of the university buildings and grounds;
- f. Beautification of grounds around the buildings;
- g. Supervise day to day activity of utility personnel temporarily detailed in the different departments/colleges/units of the university; and
- h. Submit periodic reports to the Head of General Services Division.

ARTICLE 3 FINANCE SERVICES DIVISION

Section 1. **Functions.** The Finance Division shall perform the following functions:

1. Prepare budget proposal of the university and submit the same to congress for deliberation and approval;
2. Consolidate the budget proposals of the different departments/divisions/units of the university;
3. Monitor and control the disbursements of budgetary allocation;
4. Responsible for the business and financial operation of the university; and
5. Prepare financial statements, reconciliation and analysis of accounts, claims and other financial records.

Section 2. **Composition.** The Finance Services Division is composed of Budget and Accounting sections. The Head of the Finance Division shall be designated by the University President.

2.1 **Budget Office.** The Budget Officer shall head the Budget Section as appointed by the University President subject to confirmation of the Board of Regents and approval by the Civil Service Commission. This office has the following functions:

- a. Consolidate and prepare budget proposal of the University for submission to the Board of Regents, DBM, House of Representatives, and Senate
- b. Review annual budget and prepare supplemental and special budgets;
- c. Prepare the following:
 1. Performance targets of the University;
 2. Quarterly agency performance report;
 3. Program of receipts and expenditures of the University (General Fund and Income);
 4. Statement of Allotment, Obligations and Balances (Quarterly);
 5. Quarterly Financial Report of Operations;
 6. Allotment and Obligation Slips and Budget Utilization Slips; and
 7. Other reports as may be required by the Department of Budget and Management (DBM), House of Representatives, and Senate
- d. Coordinate with accounting personnel, supply, auditing, project in-charge and heads of different sections/units/colleges of the University in connection with budget operations and guidelines;

- e. Assist the University President during budget presentation to the Board of Regents, and budget hearings conducted by DBM, Congress and Senate of the Philippines.
- f. Participate in the consolidation of the regional budget proposal of SUCs.

2.2 **Accounting Section.** The Accounting Section shall be headed by the Accountant. The Accountant shall be appointed by the University President subject to confirmation by the Board of Regents and approval by the Civil Service Commission. This office has the following functions:

- 1) Process payroll and disbursement vouchers and review/check completeness of supporting documents to ascertain that state accounting and auditing rules and regulations are observed;
- 2) Prepare Check Disbursement Journal, Cash Disbursement Journal, Cash Receipts Journal, and Journal Entry Voucher;
- 3) Review correctness of the Report of Check Issued, Report of Disbursement, Report of Liquidation and Report of Collection and Deposit;
- 4) Maintain the subsidiary ledgers for receivables, payables and other receipts;
- 5) Prepare financial reports of different projects transferred by other agencies to the university for specific purpose;
- 6) Maintain subsidiary ledgers of income generating projects;
- 7) Prepare annual estimated income and monthly statement of actual income generated;
- 8) Prepare and submit annual cash program to DBM;
- 9) Prepare monthly bank reconciliation statements;
- 10) Prepare monthly tax remittance advice (TRA) and Annual Information Return of income Taxes withheld on Compensation and Final Withholding Tax;
- 11) Prepare Withholding Tax Certificate of the Suppliers and Creditors;
- 12) Maintain subsidiary ledger of supplies and materials and property, plant and equipment of the University;
- 13) Compute and book up the monthly depreciation of property, plant and equipment;
- 14) Review and consolidate report of supplies and materials issued and prepare journal entry voucher;
- 15) Assess student fees during enrollment and post payments to the individual ledger card of the students;

- 16) Prepare monthly, quarterly and year-end trial balance;
- 17) Prepare condensed and detailed balance sheet, state of income and expenses, state of cash flow and statement of government equity;
- 18) Prepare schedule of accounts, receivables and accounts payable;
- 19) Prepare and submit monthly summary list of check issued (SLCI) to DBM.

ARTICLE 4 BUSINESS VENTURES DIVISION

Section 1. **Functions.** The Business Ventures/ Income-Generating Projects Division shall perform the following functions:

- a. Evaluate existing university projects as to its financial sustainability;
- b. Establish linkages and markets for efficient disposal of products;
- c. Identify existing non-income generating projects of the university that could be harnessed as a potential money maker;
- d. Formulate and implement operational policies of university business undertakings;
- e. Prepare and submit feasibility studies of other would be business ventures;
- f. Submit annual plans and targets of business ventures for approval by proper authorities;
- g. Submit monthly financial reports to division Head and to the University President;
- h. Facilitate the enter into contracts with business partners;
- i. Conduct internal audit as to the operations of the business;
- j. Request for the conduct of external audit as to the operation of on-going business to have fair presentation of the financial statements;
- k. Analyze financial statements of on-going business ventures to determine strengths and weaknesses;
- l. Recommend to proper authorities the expansion of viable business ventures;
- m. Supervise the maintenance and operations of the different business ventures/income generating projects of the university;
- n. Prepare plans, targets and budgets for the maintenance, operations, expansions or diversification of projects;
- o. Administer the budgetary appropriation of the division;
- p. Submit annual accomplishment reports of the division to the University President;
- q. Rate all personnel of the division based on their actual performance for two rating periods a year and submit to the proper authority for approval;

- r. Recommend to the University President through the Board of Management/Merit and Promotion Board a list of qualified and deserving employees of the division for rewards/awards/promotion/ incentives;

Section 2. **Composition.** The Head of the Business Ventures Division shall be a Director designated by the University President. He/she will be assisted by the different projects in-charge.

**ARTICLE 5
AUXILIARY SERVICES DIVISION**

Section 1. **Functions.** The functions of the Auxiliary Services Division are the following:

- a. **Operate sustainable social amenities that complement with instruction and extension;**
- b. **Responsible for the maintenance and sound operation of projects based on plans and targets;**
- c. **Take charge of the day-to-day activities and operations of the services;**
- d. **Implement policies and regulations governing the auxiliary services.**
- e. **Prepare and submit yearly plans and targets for approval by proper authorities.**
- f. **Submit periodic accomplishment/status reports;**
- g. **Propose/recommend strategies for effective delivery of services offered.**

Section 2. **Composition.** The head of the Auxiliary Services Division shall be a Director designated by the University President. This division shall be composed of the following sections: Housing Services, Food Services, Infirmary, Printing, and University Store. There shall be a head for each section to be designated by the University President.

Section 2.1 **Housing Services.** This section shall have the following functions:

- a. Ensure the provision of adequate and convenient housing for the students, academic and non-academic personnel as well as guests and visitors of the university;
- b. Formulate plans/proposals for the expansion/ improvement of the university housing;
- c. Formulate policies for approval by the Administrative Council and the University President;
- d. Implement approved policies by the Administrative Council and BOR on housing and report violations thereof;
- e. Coordinate and accredit off-campus boarding houses
- f. Submit periodic reports to the Director and the University President.

2.2 Food Services. This section shall have the following functions:

- a. Ensure the provision of appropriate food services for the students, academic and non-academic personnel as well as guests and visitors of the university;
- b. Prepare affordable, nutritious, and safe food for clients;
- c. Formulate policies on university food services for approval of the University President and the Administrative Council;
- d. Submit periodic reports to the Division Head and the University President.

2.3 The University Infirmary. This section shall have the following functions:

- d. Act as Health Consultant to all students and personnel including the immediate family members of the employees;
- e. Treat medical and dental cases;
- f. Prescribe and administer medicine to patients (University personnel and students);
- g. Plan and implement health and sanitation education program in the campus;
- h. Conduct physical, medical and dental examination to all students and University personnel;
- i. Issue medical and dental certificate upon request; and
- j. Submit periodic reports to the Division Head and to the University President.

2.4 Printing Section. This section shall have the following functions:

- a. Prepare plans and targets of the printing services of the university;
- b. Responsible in the printing of materials and other documents needed by the university and other clients;
- c. Maintain the printing facilities of the university;
- d. Formulate policies on the use of printing facilities for approval by the Administrative Council and University President;
- e. Implement approved printing policies; and
- f. Submit monthly reports to the Division Head and the University President.

2.5 University Store Section. This section shall have the following functions:

- a. Ensure the availability of school supplies, uniforms, books, novelties, souvenir and other consumer items for the use of students, faculty and staff and other clients;
- b. Serve as one of the marketing outlets of the University products;
- c. Formulate and implement policies on pricing of goods/items sold at the University Store;
- d. Formulate operational policies of the University Store for approval of the Administrative Council and the University President;
- e. Implement marketing strategies for the University Store;
- f. Submit periodic reports to the Division Head and the University President.

2.6 Livestock & Coconut Integrated Project.

2.7 Citrus & Other Fruit Orchard.

2.8 Cut Flowers.

ARTICLE 6 UNIVERSITY AFFAIRS

Section 1. **Functions.** The University Affairs shall have the following functions:

- a. Plan and implement the university wide activities such as foundation celebration, civil service celebration, graduation, convocations, and other major activities;
- b. Responsible for the overall management of university-wide activities;
- c. Coordinate activities with the other departments of the university;
- d. Take charge of the incoming and outgoing university visitors in coordination with the unit concerned;
- e. Act as catalyst for alumni participation to the affairs of the university;
- f. Submit periodic reports to the Division Head and the University President.

Section 2. **Composition.** The Head of the University Affairs shall be designated by the University President. It shall be composed of the following sections: alumni affairs and local affairs.

2.1. **Alumni Affairs.** The Alumni Affairs shall have the following functions:

- 1) Coordinate activities with the University Alumni Association;
- 2) Recommend programs and projects to the University Alumni Association for the development of the University;
- 3) Serve as a channel in strengthening the alumni association;
- 4) Monitor and assess the whereabouts/placement of the University Alumni; and
- 5) Submit periodic reports to the Division Head and the University President.

2.2. **Local Affairs.** The Local Affairs shall have the following functions:

- 1) Spearhead and coordinate the university wide activities such as foundation celebration, civil service celebration, graduation, convocations, and other major activities;
- 2) Coordinate with the HRM the activities of the local affairs section;

- 3) Take charge of the incoming and outgoing university visitors in coordination with the department/college/unit concerned; and
- 4) Submit periodic reports to the Division Head and the University President.

**BOOK IV
EXTERNAL AFFAIRS**

**ARTICLE 1
COMPOSITION**

An External Affairs Office shall be headed by the External Affairs Officer who shall be designated by the University President subject to the confirmation of the Board of Regents. The Office of External Affairs shall be composed of the following sections: Special Projects and Programs, Linkages and Resource Generation, Placement and Community Affairs.

**ARTICLE 2
FUNCTIONS**

The Office of External Affairs shall perform the following functions:

- 1) Formulate and recommend policies and/or revise existing policies pertaining to external affairs;
- 2) Provide adequate and relevant data and/or information about the University to the stakeholders, partners, and possible donors and funding agencies;
- 3) Establish and maintain linkages with government and non-government organizations along various concerns such as resource generation, placement, and other related affairs beneficial to the University.

**ARTICLE 3
SPECIAL PROGRAMS AND PROJECTS**

The head of the special program and projects sections shall be designated by the University President.

This section shall supervise special projects of the University with the exception of those aspects of the projects specifically related to academic affairs, research and extension. In these aspects, coordination shall be made with the appropriate offices.

Special programs and projects are implemented in connection with University external linkages with government and non-government organizations. The implementation of these projects by the University shall be covered by specific Memorandum of Agreement (MOA).

This section shall perform the following functions:

- 1) Review existing special programs and projects of the University;
- 2) If necessary, recommend revisions to MOA covering the special programs and projects;
- 3) Keep updated records of the activities;
- 4) Take charge of the review and revision of proposed special programs and projects;
- 5) Prepare and submit regular and required reports to the President through the External Affairs Officer.

ARTICLE 4

PLACEMENT

Section 1. **Composition.** The Head of the Placement Section shall be designated by the University President subject to the confirmation of the Board of Regents.

Section 2. **Functions.** This section shall perform the following functions:

- a. Coordinate with job placement agencies as to the qualification of the university graduates;
- b. Establish contact with employers both local and foreign as to their manpower needs;
- c. Spearhead job fair activities to give opportunities to employers to recruit university graduates;
- d. Initiate pre-employment activities of the university;
- e. Coordinate with the Office of Student Affairs as to the skills and expertise of the university graduates for possible placement;
- f. Serve as a local employment arm of the university for students to scout for part time jobs;
- g. Provide to the University President a tracer of the university graduates;
- h. Submit periodic report to the External Affairs Officer.

ARTICLE 5

RESOURCE GENERATION AND LINKAGES

Section 1. **Composition.** The Head of the Resource Generation and Linkages Section shall be designated by the University President subject to the confirmation of the Board of Regents.

Section 2. **Functions.** This section shall have the following functions:

- a. Review/assess the present resource generation/linkage activities/programs of the university;
- b. Prepare and submit proposals for resource generation in coordination with the concerned department/college;
- c. Follow up submitted proposals to funding/donor agencies;
- d. Establish linkage with other local and foreign government units, non-government units, and people's organizations for
- e. Establish linkages concerning scholarship granting institution and educational exchange program;
- f. Coordinate and monitor with other departments/ colleges of the university for the implementation of approved programs/projects; and
- g. Submit periodic reports to the External Affairs Officer and to the University President.

ARTICLE 6

COMMUNITY AFFAIRS

Section 1. **Composition.** The Head of the Community Affairs Section shall be designated by the University President subject to the confirmation of the Board of Regents.

Section 2. **Functions.** This section shall have the following functions:

- a. Develop active partnership with the community/ institutions in the accomplishment of the programs, projects and other activities of the university;
- b. Coordinate university activities with higher education institutions, local government units, and non-government organizations;
- c. Spearhead the participation of students, faculty and staff to civic activities outside of the university;

- d. Represent the University President and the university in multi-sectoral initiatives of the local government units; and
- e. Submit periodic reports to the External Affairs Officer and to the University President.

**BOOK V
AMENDMENT AND EFFECTIVITY**

**ARTICLE 1
AMENDMENT**

Save as to matters specifically provided by law, any provision in this Code may be amended at any regular meeting of the Academic and/or Administrative Council subject to the approval of the Board of Regents. Any existing University policy, regulations or guidelines inconsistent with this Code is hereby revised and/or repealed.

**ARTICLE 2
EFFECTIVITY**

This Code shall take effect immediately upon approval of the Board of Regents.

UNIVERSITY CODE

WESTERN PHILIPPINES UNIVERSITY
ABORLAN, PALAWAN

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