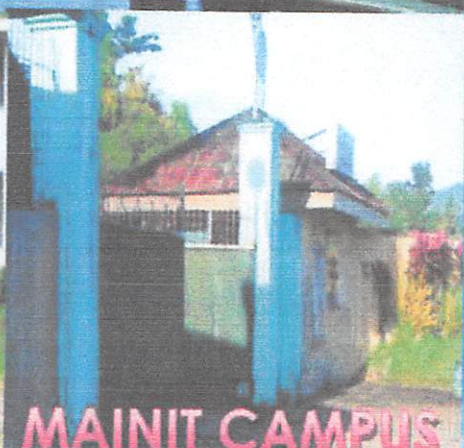
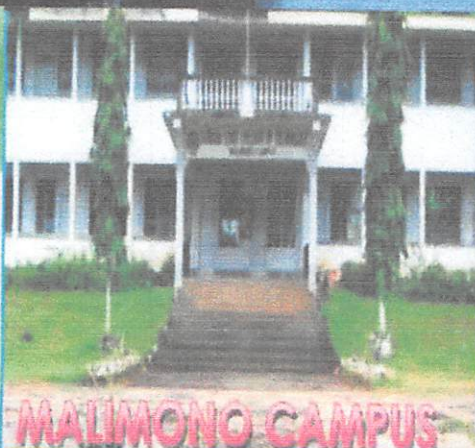
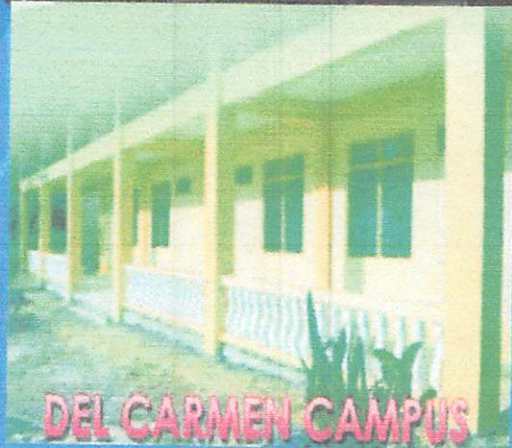




# COLLEGE CODE



DEL CARMEN CAMPUS

MALIMONO CAMPUS

MAINIT CAMPUS

**ARTICLE 149.** No member of the faculty or employee of the College shall publish or discuss publicly the proceedings of the Board of Trustees or its decisions, not yet released for publication, without the written permission of the College President.

**ARTICLE 150.** No member of the faculty or employee shall publish or discuss publicly, charges or complaints against any other member of the faculty, or employee pertaining his/her official duties or his/her private life or conduct. Any such complaint or charges which must be in writing shall be addressed to the proper authorities of the College for appropriate action.

**ARTICLE 151.** No member of the faculty or employee of the College shall, without permission from the president duly recommended by the campus director, practice any profession or manage personally any private enterprise which in any way be affected by the functions of his/her office; nor shall he/she be directly financially interested in any contract with the College unless permitted by the Board. Violation of this provision shall be meted with appropriate administrative sanction.

**ARTICLE 152.** No officer, regular/permanent faculty members may engage in teaching outside of the College, unless so authorized under the memorandum of agreement/understanding duly entered into with another educational institution; provided, that, in exceptional cases the President, upon written recommendation of the Campus Director, may grant permission to faculty members to teach in another institution even in the absence of an institution-to-institution agreement between the College and the other institution.

**ARTICLE 153.** No book, outline, compilation, or notes, whether printed, machine-copied, shall be used as a basic or required textbook in any class unless approved by a committee organized in accordance with the rules prescribed by the President.

**ARTICLE 154.** Any member of the faculty or employee who shall wish to enroll as a student in another institution shall inform in writing his/her Dean and Campus Director.

#### **TEMPORARY/CONTRACTUAL FACULTY MEMBER/EMPLOYEE**

**ARTICLE 155.** The College may appoint temporary faculty member whose appointment shall not exceed 12 months reckoned from the date it was issued but the appointee may be replaced sooner if a qualified eligible who is willing to accept the appointment, becomes actually available.

**ARTICLE 156.** The College may engage the services of a part-time faculty members/employee on a contract basis for a fixed period as defined by law. Such services shall be governed by the terms and conditions of the contract.

**ARTICLE 157.** No resignation by a faculty member or employee shall take effect sooner than sixty (60) calendar days to reckon from the time it was received by the office of the President, unless sooner approved by the President; provided, however, no resignation shall, despite the approval of the President, be effective before the termination of any administrative case pending investigation and/or clearance duly approved.

142.4. The results of the academic ranking which will be submitted for computerization print-out will be the basis for reclassification of positions among the academic staff after post-audit and approval by the DBM.

142.5 Promotion from among the non-teaching personnel shall follow the existing and updated guidelines set forth in the mechanisms embodied in the Merit Promotion Plan and the Performance Evaluation System (PES) or the CSC-approved Strategic Performance Management System (SPMS) of the College.

**ARTICLE 143.** There shall be a Promotion/Selection Board set up to assist the President in selecting the candidates for promotion. It shall have the following functions and responsibilities:

143.1. To establish standards and procedures in evaluating the qualifications and competence of the members of the faculty, administrative and support staff or promotion;

143.2. To assess the competence and qualification of the candidates for promotion according to the criteria in the Merit Promotion Plan;

143.3. To screen the candidates:

143.4. To submit to the appointing authority the duly accomplished comparative assessment list of candidates. The College President can promote anyone from the top three in the list.

**ARTICLE 144.** Whenever there is a vacancy in the non-teaching 2<sup>nd</sup> level positions personnel in any campus, the qualified and competent next-in-rank holder may be given priority. Only when nobody is qualified in the particular campus shall the position be opened to the qualified candidates in the other campuses.

**ARTICLE 145.** If there is a next-in-rank employee who feels aggrieved, he/she may appeal to the Grievance Committee.

## TITLE VII

### EMPLOYMENT STATUS, PROHIBITION, RESTRICTIONS, AND SECURITY OF TENURE

**ARTICLE 146.** No person shall be eligible for appointment or reinstatement as a regular member of the faculty or non-teaching position of this College during the term for which he/she has been elected to any political office.

**ARTICLE 147.** No person who has been defeated as a candidate for any political office in an election shall be eligible for appointment or reinstatement as a regular member of the faculty or non-teaching position within one (1) year after the election.

**ARTICLE 148.** Permanent employees in the College shall enjoy security of tenure. They may be removed or suspended from office only for cause and after due process.

**ARTICLE 158.** Exchange Professorship. The President may, upon approval by the Board of Trustees, may allow exchange professorships with accredited institutions of higher learning and good standing for a period of one year, renewable for another year. In addition to his salary, an exchange professor assigned abroad or elsewhere may be given such assistance as well as enable him to maintain the dignity of his position in his place of assignment

## LEAVES

**ARTICLE 159.** Teachers leave. The teaching staff of the College on full-time basis shall enjoy teachers' leave privileges consisting of two (2) weeks Christmas vacation and (70days) vacation leave coinciding with the regular vacation period of the academic year with full pay, less deductions proportional to absences made during the year.

**ARTICLE 160.** Faculty members on teachers-leave basis who are assigned to do special work during the vacation period shall be entitled to service credits subject to Civil Service rules and regulations.

**ARTICLE 161.** Generally, teachers shall not render service during the vacation period, unless their services are necessary, for which they shall be given service credit for a maximum of fifteen (15) days.

**ARTICLE 162.** Teachers holding administrative or supervisory positions are entitled to the vacation/sick leave basis.

**ARTICLE 163.** Faculty members on teacher-leave basis who are assigned to teach during the summer term are entitled to honoraria.

**ARTICLE 164.** Vacation – Sick Leave. Non-teaching employees, including temporary and substitute employees, shall enjoy vacation/sick leave benefits. These consist of fifteen (15)days sick leave with full pay, exclusive of Saturdays, and authorized holidays for each year of service, provided that the employee has been serving continuously and faithfully for at least five (5) months.

**ARTICLE 165.** Vacation leave may be enjoyed during the year, provided this does not prejudice the service. Sick leave may be enjoyed only if the employee himself or the immediate member of his family is sick. Application for sick leave of more than three (3) days shall be supported with medical certificate.

**ARTICLE 166.** Vacation and sick leave are cumulative, that is, if they are not enjoyed, the leave credits may add up from year to year. When the employee or laborer retires, voluntarily resigns or is separated from the service through no fault of his own, he is entitled to the commutation of his vacation and leave credits.

**ARTICLE 167.** Cumulative Leave. Cumulative leave shall be granted to regular members of the faculty who regularly perform administrative functions and full-time non-teaching personnel; provided, that "administrative function" referred to in the immediately preceding sentence shall be construed to mean those functions that are necessary in the management of the College.

**ARTICLE 168.** Faculty members who are engaged in research or other assignments which prevent them from taking advantage of the teacher's vacation

leave, both conditions being certified to by the appropriate Dean and Campus Director, may enjoy cumulative leave status instead of teacher's leave. This privilege may be granted only when the assignment is covered by a designation by the President for one academic year or fraction thereof.

**ARTICLE 169.** After at least one year of continuous, faithful and satisfactory service, the persons mentioned in the preceding article shall be entitled to vacation and sick leave, both with pay and exclusive of Saturdays, Sundays, and holidays at the ratio of 15 days vacation leave and 15 days sick leave for each calendar year of service.

Both vacation and sick leaves shall be cumulative and any part thereof not taken within the calendar year in which it is earned shall be carried over the succeeding years; and whenever any officer, faculty member, or employee referred to herein voluntarily resigns or is separated from the College through no fault of his/her own, he shall be entitled to the commutation of all accumulated vacation and/or sick leave to his credit; Provided, that the College President may, in his/her discretion authorize the commutation of the salary that would be received during the period of the vacation and sick leaves of any permanently appointed officer or employee; Provided , further, that no person whose leave has been commuted following his separation from the College before the expiration of the leave commuted can be reinstated unless he first refunds the money value of the unexpired portion of the leave commuted.

**ARTICLE 170. Maternity Leave.** Expectant mothers shall enjoy maternity leave for sixty (60) days for normal delivery, or 78 days for delivery by caesarian operation, under the following conditions:

170.1. with full pay for permanent employees with at least two years of continuous service.

170.2. with half pay for temporary employees with at least two years of continuous service.

**ARTICLE 171.** An expectant mother shall file her application for maternity leave before the expected delivery and shall return to service on the day after the sixty-day period. Maternity leave may be extended beyond the sixty-day period but without pay.

**ARTICLE 172.** A teacher or employee can also enjoy the maternity leave privileges if she suffers abortion or miscarriage due to natural causes.

**ARTICLE 173. Paternity Leave.** All legally married officials and employees may avail of seven (7) working days paternity leave with pay within sixty (60) calendar days from the date his legal wife goes on maternity leave.

**ARTICLE 174. Leave Without Pay.** Members of the faculty and non-teaching personnel may be granted leave without pay not exceeding six (6) months, without prejudice to extension of maximum of six (6) months, provided that all leave credits have been exhausted.

**ARTICLE 175.** All vacation, sick or maternity leaves with or without pay shall be approved by the College President.

**ARTICLE 176.** Absence without authority to leave is a ground for disciplinary action.

**ARTICLE 177.** Study Leave. Members of the faculty may enjoy a study leave not exceeding the number of years of the program the faculty applied for, provided he has rendered at least seven (7) years of continuous and efficient service. The teacher shall be given full pay provided he/she enrolls in a graduate or post graduate degree relevant to the position, takes the regular study load and passes all his/her subjects. The leave may be extended beyond one year not exceeding one more semester if she needs to finish his thesis or dissertation, but the excess of the one year period shall be without pay.

**ARTICLE 178.** Sabbatical Leave. A sabbatical leave may be granted to a member of a faculty of non-teaching staff for study, research or some scholarly or creative work, for a period of not exceeding one (1) year with full salary, subject to the following conditions:

178.1. He/she has been in the service of the College for at least seven (7) years and has a performance of at least Very Satisfactory.

178.2. That vacation or sick leave without pay of not more than six months shall not be considered a break in the seven (7) year period.

178.3. That the application for sabbatical should be filed with the immediate heads of units at least one (1) year before the intended effectivity of the sabbatical, in order to undertake effective planning and schedule adjustment.

#### **TRANSFER AND DETAIL**

**ARTICLE 179.** A transfer is a movement to another unit within the College to a position of similar level, responsibility and salary with the issuance of Special Order only.

**ARTICLE 180.** An employee may seek transfer or detail to another campus upon recommendation of the campus director, and upon the consent of the recipient college and approval by the President.

**ARTICLE 181.** Detail is a movement to another station which is temporary in nature but not to exceed 60 days, and requires the issuance of a memorandum with specifications on duration.

**ARTICLE 182.** No transfer or detail shall be made without the consent of the personnel concerned, however, the College President may effect such transfer, upon written recommendation of the Campus Director, when the exigencies of the service require it, provided the Chair/Dean first notifies the teacher of the transfer and the reason therefore. However, if the faculty member or non-teaching personnel believes the transfer is not justified, he/she may appeal to the Board of Trustees. While his/her appeal is still pending, his/her transfer shall be held in abeyance. If his/her transfer is finally approved, the necessary expenses for the transfer shall be shouldered by the College. But no transfer shall be made three months before any local or national election.

**ARTICLE 183.** Any permanent employee wishing to resign shall submit a written request to the College President through channels, to avail of early retirement schemes.

**ARTICLE 184.** Any resignation is subject to clearance of property and money responsibilities and other obligations.

**ARTICLE 185.** Members of the faculty, administrative and support staff may retire according to existing retirement laws.

### **PERFORMANCE APPRAISAL SYSTEM AND EVALUATION POLICIES**

**ARTICLE 186.** All employees shall be subject to performance evaluation. This is done every six months, specifically in June and in December.

**ARTICLE 187.** Performance evaluation of faculty members is conducted by their respective department heads/college deans, and students while that of the school officials (vice presidents, campus directors, college deans, department heads, college registrar, librarian, and chief administrative officers) shall be evaluated by the President and subordinates. The school officials of the satellite campuses should be rated by their immediate superior and the Campus Director.

**ARTICLE 188.** Every employee must be appraised of his performance evaluation, as manifested by his signature. The President shall approve all performance ratings submitted by the deans or department heads.

**ARTICLE 189.** The College CSC-approved SPMS shall be used as the performance evaluation tool for every employee to be conducted once every six (6) months.

**ARTICLE 190.** The performance rating shall be included in the qualification index and shall be used in evaluating personnel for promotion and for awarding scholarships and fellowships.

### **FACULTY AND STAFF DEVELOPMENT**

**ARTICLE 191.** A comprehensive Faculty and Staff development plan shall be prepared for both faculty and non-teaching employees either domestic or abroad. Such development plan shall include sabbatical leaves, professorial chairs, fellowship and training grants, study leaves, educational tour, in-service training grants, in-service training merit and incentive award system, performance evaluation and other such provisions for the employees' health, welfare, counseling, recreation, housing and fringe benefits. Faculty members are encouraged to pursue higher education qualification.

**ARTICLE 192.** Faculty and Staff Development Committee shall be composed of the Vice President for Administration and Vice President for Academic Affairs, the HRMO (as secretariat), faculty and employees presidents, and four other members designated by the President.