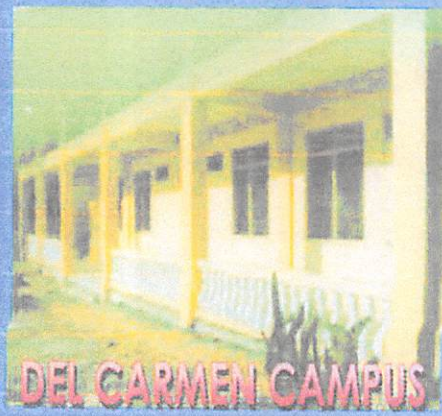
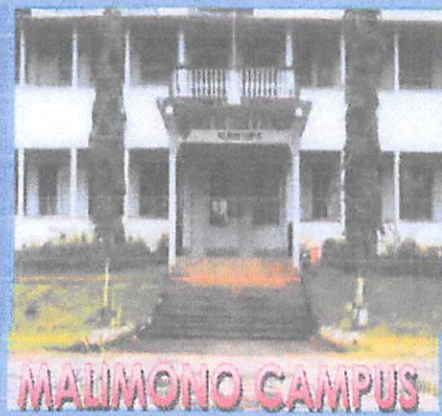




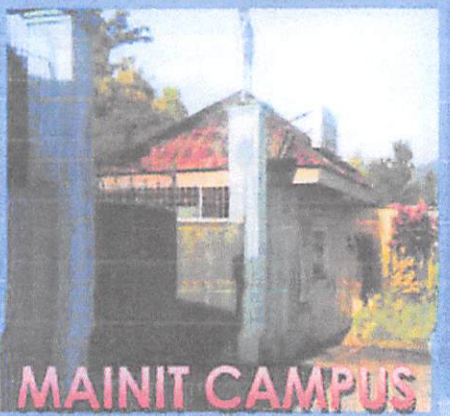
COLLEGE CODE



DEL CARMEN CAMPUS



MALIMONO CAMPUS



MAINIT CAMPUS

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.

DISCIPLINE /SUSPENSION AND REMOVAL

ARTICLE 193. All employees must conduct themselves with utmost integrity, decorum and professionalism in accordance with the code of conduct of government employees.

ARTICLE 194. An administrative charge or complaint against a College official, faculty member or employee must be filed in writing to the head of office.

ARTICLE 195. The College President or Campus Director as the case may be shall create a Committee for Alternate Dispute Resolution headed by the Chief Administrative Officer-Administration to achieve speedy and impartial resolution of complaints. Any investigation that ensues shall be conducted within sixty (60) days after the filing of the complaint. The investigating committee shall submit to the President or Campus Director all its findings, including recommendation whether for dismissal or for filing proper administrative charge/s.