



CTU CODE

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CEBU TECHNOLOGICAL UNIVERSITY CODE

PRELIMINARY TITLE

GENERAL PROVISIONS

ARTICLE 1. This Code shall be known as “Cebu Technological University Code”.

ARTICLE 2. The Cebu Technological University is a public, non-sectarian, non-political institution of higher learning and subsidized by the government. It provides advanced professional and technical instruction for special purposes, industrial trade, teacher education, agriculture, fishery, forestry, engineering, aeronautics and land-based programs, arts and sciences, health sciences, information technology and other relevant fields of study. It shall also undertake research, production and extension services, and provide progressive leadership across the areas of specialization for global empowerment.

ARTICLE 3. Pursuant to Section 5 (2), Article XIV of the Constitution of the Philippines, Cebu Technological University shall enjoy academic freedom.

Academic Freedom is the right of the teacher to teach the subject of his specialization according to his best lights; to hold, in other subjects, such ideas as he sincerely believes to be right; and to express his opinions on public questions in a manner that shall neither interfere with his duties as a faculty member, nor negate his loyalty to the University that employs him.

ARTICLE 4. The powers of the University, in addition to those provided in the Constitution of the Philippines, shall be those set forth in R. A. 8292, in its Charter R.A. 9744, those granted to corporations in general under the Corporation Law, and such other powers as may be further provided by law.

ARTICLE 5. The official colors of the Cebu Technological University are a combination of Nile green, permanent red, gold yellow and thalo blue background bearing the official seal superimposed on which is the name of the University. Nile symbolizes agriculture and forestry; permanent red, the industrial thrusts of the curriculum; and thalo blue, the fisheries technology colleges. All these offerings are the polytechnological thrusts of the University.

ARTICLE 6. The official seal of the University shall be circular in form. Inscribed alongside the circle shall be the name of the University in capital letters.

TITLE I

DECLARATION OF PRINCIPLES

ARTICLE 7. Vision. The University envisions to be the center of excellence and development in research, instruction, production, and extension services for progressive leadership transcending global technological, business and industry-driven education.

ARTICLE 8. Mission. The University aims to provide advanced professional and technical instruction for special purposes, advanced studies, industrial trade, teacher education, agriculture, fishery, forestry, engineering, maritime, aeronautics and land-based programs, arts and sciences, health sciences, information technology and other relevant fields of study. It shall undertake research, production and extension services, and provide progressive leadership across the areas of specialization for global empowerment.

ARTICLE 9. Goals. The University shall produce knowledge-based and globally competent human resources who are reasonably flexible and attuned to the latest technology needs; strengthen academe and industry partnership; and spur effective and efficient technology management.

ARTICLE 10. Objective. The University shall:

- 10.1 Provide effective vocational technical instruction and training in industrial, agricultural, fishery, distributive education and apprenticeship training in cooperation with the Department of Labor, required for immediate entry into the occupation consistent with the global manpower requirements.
- 10.2 Provide opportunities for higher education in the fields of technological, teacher education, arts, physical and natural sciences; agriculture, fishery, forestry, maritime, nautical and special program.
- 10.4 Promote research and graduate studies for progressive executive leadership training.
- 10.5 Conduct relevant researches for the advancement of polytechnological disciplines.
- 10.6 Articulate strong concerns for environmental thrusts.

TITLE II

THE GOVERNMENT OF THE UNIVERSITY

The Board of Regents

ARTICLE 11. The government of the Cebu Technological University shall be vested in the Board of Regents of the University as mandated by law. The administration of said university and the exercise of its corporate powers are vested exclusively in the Board of Regents and the President of the University as authorized by said Board.

ARTICLE 12. The governing board of the University shall be the Board of Regents, hereinafter referred to as the Board, which shall be composed of the following:

12. 1 The Chairperson of the Commission on Higher Education (CHED), Chairperson;
- 12.2 The President of the University, Vice Chairperson;

- 12.3 The Chairperson of the Committee on Education, Arts and Culture of the Senate, member;
- 12.4 The Chairperson of the Committee on Higher and Technical Education of the House of Representatives, member;
- 12.5 The Regional Director of the National Economic and Development Authority (NEDA), member;
- 12.6 The Regional Director of the Department of Science and Technology (DOST), member;
- 12.7 The President of the federation of faculty associations of the University, member;
- 12.8 The President of the federation of student councils of the University, member;
- 12.9 The President of the federation of alumni associations of the University, member; and
- 12.10 Two (2) prominent citizens from the private sector who have distinguished themselves in their profession or fields of specialization of the University, members.

ARTICLE 13. The Board shall appoint the two (2) prominent citizens from among a list of at least five (5) qualified persons in the province of Cebu, as recommended by the search committee constituted by the University President, in consultation with the Chairperson of the CHED and the other members of the Board, based on the normal standards and qualifications for the position.

ARTICLE 14. The two (2) prominent citizens shall serve for a term of two (2) years from the date of appointment.

ARTICLE 15. The Chairperson shall preside over all meetings of the Board. In the absence of the Chairperson, the President of the University, as Vice-Chairman, then the most senior, according to the date of membership in the Board, shall act as Chairman.

ARTICLE 16. The Board shall regularly convene at least once every quarter. However, the Chairperson of the Board may, upon three (3) days' prior to a written notice, call a maximum of two (2) 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 CHED or the President of the University is among those present in the meeting.

ARTICLE 17. Special meetings of the Board may be called by the Chairperson or the President of the University or by the majority of the Board. Notice of such meetings shall be issued through written communication or e-mail at least three days prior to the meeting.

ARTICLE 18. The Board shall promulgate and implement policies in accordance with the declared State policies on education and other pertinent provisions of the Philippine Constitution on education, agriculture, science and technology, as well as the policies, standards and thrusts of the CHED under Republic Act. No. 7722, otherwise known as the “Higher Education Act of 1994”.

ARTICLE 19. 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:

- 19.1 To promulgate rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the University;
- 19.2 To receive and appropriate all sums as may be provided, for the support of the University in the manner it may determine, in its discretion, in order to carry out the purposes and functions of the University;
- 19.3 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 of the Philippines, as amended;
- 19.4 To receive in trust legacies, gifts and donations of real properties of all kinds and to administer and dispose of the same when necessary for the benefit of the University, subject to the limitations, directions and instructions of the donor, if any.

Such donations shall be exempt 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) of 1997, as amended: *Provided*, that such donations shall not be disposed of, transferred or sold;

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

Such fees and charges, including government subsidies and other income generated by the University, shall constitute special trust funds and shall be deposited in any authorized government depository bank, and all interests that shall accrue there from 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, production, or other programs/projects of the University: *Provided*, That all fiduciary fees shall be disbursed for the specific purpose for which these are collected.

If, for reasons beyond its control, the University shall not be able to pursue any project for which 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;

- 19.6 To adopt and implement a socialized scheme of tuition and other school fees for greater access to poor but deserving students;
- 19.7 To authorize the construction or repair of its buildings, machinery, equipment and other facilities, and the purchase and acquisition of real and personal properties, including necessary supplies, materials and equipment;
- 19.8 To appoint, upon recommendation of the President of the University, Vice Presidents, deans, directors, heads of departments, faculty members and other officials and employees of the University;
- 19.9 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 or service and such other duties and conditions as it may deem proper; to grant them, at its discretion, leaves of absence under such regulations as it may promulgate, any provision of existing laws to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law;
- 19.10 To approve the curricula, instructional programs and rules of discipline drawn by the Administrative and Academic Councils as herein provided;
- 19.11 To set policies on admission and graduation of students;
- 19.12 To award honorary degrees upon persons in recognition of their outstanding contribution in the fields of agriculture, public service, arts, science and technology, education 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;
- 19.13 To establish and absorb non-chartered tertiary institutions within the Province of Cebu 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 and greater access to educational opportunities as mandated by the Constitution;

- 19.14 To establish research and extension centers of the University where such will promote the development of the latter;
- 19.15 To establish professorial chairs in the University and to provide fellowships for qualified faculty members and scholarships to deserving students;
- 19.16 To delegate any of its powers and duties provided for hereinabove to the President or Officer-in-Charge and/or other officials of the University as it may deem appropriate, so as to expedite the administration of the affairs of the University;
- 19.17 To authorize an external management audit of the University, to be financed by the CHED, subject to the rules and regulations of the Commission on Audit (COA) ; and to institute reforms, including academic and structural changes, on the basis of audit results and recommendations;
- 19.18 To collaborate with other governing boards of state universities and colleges within the Province of Cebu or Region VII, under the supervision of the CHED and its consultation with the DBM, and work towards the restructuring of the University to become more efficient, relevant, productive and competitive;
- 19.19 To enter into joint ventures with business and industry for the profitable development and management of the economic assets of the University, the proceeds from which shall be used for the development and strengthening of the University;
- 19.20 To develop consortia and other forms of economic linkages with local government units (LGUs) , institutions and agencies, both public and private, local and foreign, in the furtherance of the purposes and objectives of the University;
- 19.21 To develop academic arrangements for institutional 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;
- 19.22 To set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual learning system, open learning or distance education and community laboratory for the promotion of greater access to higher education and graduate studies, as the case may be;
- 19.23 To establish policy guidelines and procedures for participative decision-making and transparency within the University;

19.24 To privatize, where most advantageous to the University, the management of nonacademic services such as health, food, building or grounds or property maintenance and such other similar activities; and

19.25 To extend the term of the President of the University beyond the age of retirement, but not beyond the age of seventy (70), whose performance has been unanimously rated by the Board as outstanding, based on the guidelines, qualifications and/or standards set by the Board, after unanimous recommendation by the search committee.

TITLE III

THE UNIVERSITY COUNCILS

ARTICLE 20. Composition and the General Functions of the Board of Management. There shall be a Board of Management of the University consisting of the President of the University as Chairperson, Vice Presidents, Campus Directors, Deans, Chief Administrative Officer for Administration.

ARTICLE 21. Powers of the Board of Management. The Board of Management shall have the following powers:

21.1 To formulate and recommend management/administrative guidelines subject to the approval of the President and appropriate action by the Board of Regents;

21.2 To review and recommend to the Board of Regents policies governing the management, administration and development planning of the University for appropriate action by the Board of Regents.

ARTICLE 22. BOM Secretary. The Secretary of the Council shall be the Chief Administrative Officer for Administration. It shall be his/her duty to issue the notice of meetings of the Board, to keep the minutes of its proceedings, and to send to each member of the Council a copy of such minutes, and agenda for every regular meeting.

ARTICLE 23. Composition of the Academic Council. There shall be an Academic Council of the University consisting of the President of the University as Chairperson, Vice-Presidents, Deans, Campus Directors, and all members of the academic staff with the rank of not lower than assistant professor as members.

ARTICLE 24. Powers of the Academic Council. The University Academic Council shall have the following powers:

24.1 To review and recommend the curricular offerings and rules of discipline of the University;

24.2 To fix the requirements for admission to any college or school of the University;

- 24.3 To fix the requirements for graduation and the granting of degree, non-degree programs/ladderized/associate programs;
- 24.4 To submit for confirmation to the Board of Regents students and others qualified to be recipients of degrees;
- 24.5 To exercise disciplinary power over the students through the President of the University; and
- 24.6 To formulate academic policies and rules and regulations on discipline.

ARTICLE 25. The University President shall be the presiding officer of the Board of Management Council and the Academic Council. In his absence, the Vice President for Academic Affairs shall preside and in the absence of both, any of the Vice Presidents.

ARTICLE 26. The Secretary of the Academic Council shall be the Board Secretary. It shall be his/her duty to issue the notice of meetings of the Council, to keep the minutes of its proceedings, and to send to each member of the Council, a copy of such minutes, and agenda for every regular meeting at least three (3) days before the meeting.

ARTICLE 27. Meetings. The Board of Management and Academic Council shall meet at such times as the President may determine, provided that there be at least one regular meeting each quarter; however, a special meeting may be called by the University President or upon the written request of at least one-third of the members of the Council.

ARTICLE 28. Quorum. A simple majority of the members of the Board of Management and Academic Council shall be sufficient to do its business.

TITLE IV

ADMINISTRATIVE AND ACADEMIC OFFICIALS

ARTICLE 29. The University shall be headed by a President, who shall render full-time service. He/She shall be appointed by the Board, subject to the guidelines, qualifications and/or standards set by the Board, upon recommendation of a duly constituted search committee. He/She shall have a term of four (4) years and shall be eligible for reappointment for not more than one (1) term.

Within six months before the expiration of the term of office of the incumbent President of the CTU, the Board shall constitute the Search Committee for the Presidency.

In case of vacancy in the Office of the President by reason of death, compulsory retirement, resignation, removal for cause or incapacity of the President to perform the functions of his/her office, the Board shall designate an Officer-in-Charge of the University within six (6) months from the date of vacancy, pending the appointment of a new President.

In case of vacancy in the Office of the President as mentioned in the immediately preceding paragraph, his/her successor serves only the unexpired portion of the term.

ARTICLE 30. The President shall have general supervision of all business and financial operations of the University.

ARTICLE 31. The President shall carry out the general policies delegated by the Board of Regents, and shall have the power to act within the lines of said general policies. He/She alone shall undertake to direct or to assign the details of the executive action.

ARTICLE 32. The President shall have the power to determine and prepare the agenda of all meetings of the Board of Regents, *Provided, however,* That any member of the Board shall be entitled to have any matter included in the agenda.

ARTICLE 33. The President and the Search Committee shall recommend from the three (3) names for the positions of the Vice-Presidents, Campus Directors for appointment by the Board of Regents. He/She shall have authority to fill vacancies temporarily; to make such appointments/designation as are especially permitted by the Board of Regents; and to make such other arrangements as to meet emergencies occurring between the meetings of the Board so that the work of the University will not suffer.

ARTICLE 34. The President shall execute and sign in behalf of the University all contracts, deeds, and other instruments necessary for the proper conduct of the business of the University. However, in regularly recurring undertakings and transactions where his/her action is virtually ministerial, conditions and terms therefore having been fixed in the University, existing conditions, and general laws, he/she may direct through appropriate written instructions that approval in specified cases be made in his/her behalf by officers of administration or heads of University offices or units, subject to such safeguards as he/she may impose. All existing regulations inconsistent herewith are hereby abrogated.

ARTICLE 35. The President shall have general responsibility for the enforcement of discipline in the University and for the maintenance of satisfactory academic standards in all its units.

ARTICLE 36. The President shall have the power to modify or disapprove any action or resolution of any college or school faculty or administrative body, if in his/her judgment the larger interests of the University so require. Should he/she exercise such power, the President shall communicate his/her decision in writing to the body immediately affected, stating the reasons for his/her actions; and thereafter shall accordingly inform the Board of Regents, which may take any action it may deem appropriate in connection therewith.

ARTICLE 37. The President shall have the power to approve and sign contracts, after public bidding, for construction and repair, involving amount not more than Twenty Million Pesos (Php. 20,000,000.00) per project; *provided,* the aforementioned ceiling shall apply to both the original contract and the variation orders, if any, taken together, subject to pertinent laws and regulations, and information to the Board of Regents. The President is authorized to approve and sign negotiated contracts for construction and repair, including variation orders thereon, involving amounts not exceeding Ten Million Pesos (P10,000,000.00) per project;

provided, that the aforementioned ceiling shall apply to both the original contract and the variation orders, if any, taken together, subject to pertinent laws and regulations.

ARTICLE 38. The President shall have the authority to approve and sign contracts for the purchase, after public bidding of supplies, materials, equipment and services, including architectural and engineering design services, involving amounts not exceeding Ten Million Pesos (Php. 10,000,000.00) per single transaction. The President shall also have the authority to approve and sign negotiated contracts for the purchase of supplies, materials, equipment, and services, including architectural and engineering design services, involving amounts not exceeding Five Million Pesos (Php.5,000,000.00) per single transaction, as a result of direct negotiation with exclusive distributors or manufacturers or after a canvass of at least (3) responsible suppliers, subject to pertinent laws and regulations.

ARTICLE 39. The President shall have such other powers, in addition to those specially provided in R.A. 9744, that shall be those usually pertaining to the Office of the President or similar universities, and those delegated by the Board.

ARTICLE 40. The salary of the President of the University shall be in accordance with the Revised Compensation and Position Classification System and shall be comparable to that being received by the Presidents of similar educational institutions.

ARTICLE 41. The President of the University is authorized in case of his/her absence for brief periods of time to designate a ranking officer of the University to act as officer-in-charge of the Office of the President, who shall carry out the management of the university affairs in the name of the President, subject to his/her instructions and the policies of the Board.

ARTICLE 42. The Vice President for Academic Affairs shall be appointed by the Board of Regents, upon recommendation of the President.

The Vice President for Academic Affairs functions are as follows:

- 42.1 To carry out the educational policies and programs of the University;
- 42.2 To promote and supervise curricular, instructional and other academic activities of the University;
- 42.3 To conduct the planning, implementation and evaluation of the instructional programs or activities to ensure effective training and education of students;
- 42.4 To formulate and oversee implementation of admission policies and develop academic programs relevant to the vision and mission of the University, and monitor such programs;
- 42.5 To conduct periodic performance appraisals of campus directors, directors and college deans;
- 42.6 To administer the overall execution of policies of instructions formulated by the University President and/or Board of Regents.

- 42.7 Approve all loads of teachers including Contractual/Part Time Teachers. Subject loadings shall emanate from the offices of the College Deans who shall submit the same to the office of the Campus Director and shall forward to the office of the University Vice President for Academic Affairs for approval.
- 42.8 To conduct periodic reviews of curricula through his own initiative and/or as recommended by faculty and deans;
- 42.9 To transfer, when needed, faculty members and academic staff from one department to another in accordance with their specialization and exigency of service;
- 42.10 To prepare an annual report on instructional accomplishments of the University for submission to the University President.
- 42.11 To preside at the meeting of the University Academic Council and Board of Management in the absence of the President.
- 42.12 To recommend the approval of the programs of work of the directors and deans under his supervision.
- 42.13 To perform other tasks assigned by the University President.

ARTICLE 43. The Vice President for Administration. The Vice President for Administration shall be appointed by the Board of Regents on recommendation of the President. He/shall be directly responsible for administrative operations.

The Vice President for Administration's functions are as follows:

- 43.1 To conduct regular review, rationalization and updating of employment policies for regular and non-regular administrative personnel;
- 43.2 To conduct a regular review, rationalization and updating of administrative personnel development;
- 43.3 To conduct a regular review of salaries and benefits of administrative personnel;
- 43.4 To conduct a regular review of policies on administrative workload, discipline and ethics;
- 43.5 To oversee purchasing, property, equipment and supply functions for University administration;
- 43.6 To review all non- academic (administrative and general services) Job Order/Contractual Employees contracts prior to President's or BOR approval;

- 43.7 To formulate policies for maintenance of security, peace and order in the University;
- 43.8 To attend to employee union concerns; and
- 43.9 To perform all other functions to be assigned by the President.

ARTICLE 44. The Vice President for Production, Extension and Business Affairs. The Vice President for Production, Extension and Business Affairs shall be appointed by the Board of Regents on recommendation of the President. He/She shall be directly responsible for the production and business affairs operations.

The Vice President for Production and Business Affairs functions are as follows:

- 44.1 To carry out the Business Affairs policies and programs of the University;
- 44.2 To promote the commercialization of developed technologies to private companies;
- 44.3 To facilitate transfer of technologies developed by the University research scientist to end-users;
- 44.4 To develop and recommend policies and programs related to the commercialization of products/technologies derived from research programs/projects;
- 44.5 To conduct regular meeting with research scientists and extension officials to plan and identify projects that have potential products for commercialization and technologies for transfer, through the extension programs;
- 44.6 To assist in the patenting of developed and commerciable technologies for property rights purposes;
- 44.7 To prepare the annual budget for the Business Affairs Office and submit the annual report at the end of every calendar year;
- 44.8 To develop and implement programs for expanding the financial endowments of the University through donations and grants;
- 44.9 To identify, initiate, and implement income-generating activities for the University;
- 44.10 To coordinate with the constituent universities in pursuit of opportunities for resource generation; and
- 44.11 To perform other tasks assigned by the University President.

ARTICLE 45. The Vice President for Research and Development shall be appointed by the Board of Regents upon recommendation of the President. He/she shall head the Research and Development Office and shall be responsible for both research and development activities.

The Vice President for Research and Development functions are as follows:

- 45.1 To coordinate all research activities to be in consonance with local, regional, national, and international priority areas;
- 45.2 To evaluate research proposals towards recommending funding, either from the University or agencies and institutions;
- 45.3 To establish an information scheme e.g. directory of researches, to avoid duplication of researches, and thus avoid over-commitment to a particular research topic;
- 45.4 To establish strong linkages with other public and private, domestic and foreign research agencies and organizations;
- 45.5 To recommend and manage the publication of creditable researches of the faculty and staff in the University research journal;
- 45.6 To recommend and assist in obtaining appropriate incentives (e. g. cash award and recognition) for outstanding researches;
- 45.7 To recommend outstanding researches for recognition by the University and other organizations or agencies;
- 45.8 To conduct periodic evaluation, at least quarterly, of the research program of the University;
- 45.9 To recommend worthwhile researches for presentation in national and international for a wider dissemination of research output;
- 45.10 To spearhead the planning and program for research and development which are geared towards the growth and development of the University;
- 45.11 To supervise the overall implementation of research and development program of the University;
- 45.12 To coordinate, monitor and appraise the performance of the various research groups of the University including those of the research centers established in the University and other affiliate research agencies;
- 45.13 To perform other tasks assigned by the University President.

ARTICLE 46. The Campus Director. Appointment and Term. Each satellite Campus shall have a Campus Director and he/she shall render full-time service. He/she shall be appointed by the Board of Regents upon recommendation of the search committee and the University President, subject to the guidelines, qualifications and/or standards set by the Board: *Provided*, That the incumbent college administrators of the satellite campuses shall serve as Campus Directors of their respective campuses.

In case of vacancy in the Office of the Campus Director, the Assistant Campus Director, designated by the President in pursuance to the rules prescribed by the Board shall serve as acting campus director until such time a Campus Director shall have been appointed and assumed office.

The Campus Director shall be evaluated and rated by the appropriate Vice Presidents in relation to the University's function on instruction, extension, production and research. Such performance evaluation shall be forwarded to the University President for approval.

ARTICLE 47. The Campus Director shall be the Chief Executive Officer of the satellite campus and shall exercise general supervision over all business and financial operations thereof.

ARTICLE 48. The Campus Director shall have the following delegated authority:

On Policy Powers:

- 48.1 Formulate and recommend policies and programs to be implemented in the satellite campus subject to the approval of the University President;
- 48.2 Implement the policies adopted by the Board and memoranda/guidelines issued by the University President;

On Academic Powers:

- 48.3 Decide on appeal cases for readmission, including cases where the dean's decision conflicts with the recommendation of the University Guidance Counselor;
- 48.4 Decide on late registration without fine;
- 48.5 Decide on request of teaching load to Professor Emeriti below or over seventy (70) years of age;
- 48.6 Decide on the request for authority to teach in another institution;
- 48.7 Decide on the request of exceptions to rules on class size;
- 48.8 Decide on cross enrolment in another educational institution;
- 48.9 Waive on student's maximum residence rule;

- 48.10 Sign certificates awarded to participants of training or special courses and the like;
- 48.11 Issue designation of students as official delegates, observers or participants to local, and recommend to regional and international conferences, seminars, etc. and authorization of their official expenses chargeable to appropriate allocation of the university, subject to COA auditing rules and regulations;
- 48.12 Act on appeal of the dean's decision on applications for substitution of courses;
- 48.13 Suspend classes for University convocations or other legitimate purposes;
- 48.14 Act on request for extension of period to submit grades;
- 48.15 Limit of enrolment in any college;

On Administrative and Fiscal Matters:

- 48.16 Recommend awards of fellowships, scholarships and assistantships to students, faculty and other personnel;
- 48.17 Decide on requests for permission to accept training grants, fellowships, scholarships, assistantships, or invitations to conferences sponsored by outside agencies or organizations;
- 48.18 Designation of an officer-in-charge of the satellite campus without any allowance or any form of additional compensation and for a period not exceeding one (1) month, provided that each designation issued shall be reported to the University President immediately;
- 48.19 Approve meeting requests by any office, organizations, units or colleges in the campus. Provided, however, that meetings shall be conducted in a period where there shall be the least disturbance of classes and office work.
- 48.19 Designation of the following:
 - 48.19.1 Acting associate or assistant, provided, however that such designation shall be reported to the University President immediately;
 - 48.19.2 Chairperson of each department upon recommendation of the Dean. Provided that each designation issued shall be immediately reported to the University President;
 - 48.19.3 Program or project directors or coordinators;

On conduct and discipline of faculty and other personnel:

48.20 Final decision on the suspension of personnel for a period not exceeding fifteen (15) days; provided, that decisions involving higher penalties except dismissal or removal may be appealed to the President.

48.21 The decision of the President shall be final and executory after fifteen (15) days from receipt of the decision by the respondent, unless, in the meantime, an appeal, is made to, and given due course by the Board of Regents.

ARTICLE 49. The Board Secretary shall be appointed by the Board. He/she is tasked to:

49.1 act as Secretary for both the BOR and the University;

49.2 act as ex-officio secretary of the Academic Council;

49.3 issue notices of meetings for the Board/Council, and provide each member a copy of the agenda and minutes for every regular and special meeting at least three (3) days before the scheduled date;

49.4 keep a full and accurate record of all BOR and Council documents;

49.5 perform other tasks assigned by the Board and/or the University President.

ARTICLE 50. There shall be a Secretary of the college designated by the Campus Director upon recommendation of the Dean for a term of two years, without prejudice to reappointment for another two years.

ARTICLE 51. The College Secretary shall:

51.1 Be responsible for enrolment requirements;

51.2 Keep student records;

51.3 Keep and maintain records of curricula, research, extension, and other academic matters; monitor their implementation and advice the Dean thereon;

51.3 Serve as the Secretary of the College Faculty; issue notices of College faculty meetings and keep the minutes and records thereon;

51.4 Perform other functions pertaining to the Office of College Secretary, or other functions assigned by the Dean.

ARTICLE 52. The chairperson of the department shall be designated by the President upon recommendation of the Campus Director and Vice President for Academic Affairs whose name shall be taken from the three (3) names submitted by the College Dean.

ARTICLE 53. The term of the office of the chairperson of an academic department of the University shall not exceed two (2) years, without prejudice to reappointment for a second term of not more than two (2) years.

ARTICLE 54. The Department Chairperson shall:

- 54.1 Prepare, in consultation of the Dean of the College, the respective faculty class schedule of the Department;
- 54.2 Prepare agenda and preside over the meetings of the Department Faculty; provided, that the Dean and the Campus Director shall be notified of all meetings and furnished a copy of the agenda;
- 54.3 Supervise, monitor and coordinate the planning, implementation, and evaluation of instruction, research, production and extension programs of the Department;
- 54.4 Perform such other functions as may be assigned by appropriate University authority.

ARTICLE 55. The University Registrar shall be appointed by the University President, upon confirmation by the Board.

ARTICLE 56. The University Registrar shall initiate the formulation of uniform policies and standards applicable to all campuses, registration, scholastic records, commencements and such college publications as catalogues and bulletins, More specifically, he shall:

- 56.1 formulate and recommend policies, rules and regulations regarding student registration and admission requirements, student records, and class/subject scheduling;
- 56.2 enforce government and school regulations regarding entrance requirements, enrolment, subject load, transfer, subject sequence, graduation and other related matters;
- 56.3 oversee the proper use, maintenance, control, safekeeping of records, properties and equipment;
- 56.4 exercise overall supervision and coordination of all registrars of all satellite campuses for standardization of and compliance with requirements;
- 56.5 disseminate information and approved BOR resolutions on the curricular offerings of all satellite campuses;
- 56.6 perform other tasks assigned by the President.

ARTICLE 57. The University Librarian shall be appointed by the President, subject to confirmation by the Board. He/she report directly to the Office of the Vice President for Academic Affairs

ARTICLE 58. The University Librarian shall initiate the formulation of uniform policies and standards pertaining to libraries in all satellite campuses, take charge of the administration of the University's library and other libraries in all satellite campuses, the growth and maintenance of the collections. More specifically, He/she shall;

- 58.1 formulate and recommend policies, rules and regulations towards the efficient and effective utilization of library services and resource materials;
- 58.2 plan and develop the general programs and activities of the library services in consonance with the University's goals and objectives;
- 58.3 establish library consortia/linkages and benchmark for best practices with libraries of other colleges and universities;
- 58.4 exercise overall supervision and coordination of all librarians in all satellite campuses towards standardization of and compliance with requirements;
- 58.5 perform other tasks assigned by the President.

ARTICLE 59. The Security Officer shall be designated by the President, subject to confirmation of the Board.

ARTICLE 60. The Security Officer shall ensure the enforcement of rules and regulations, the maintenance of peace and order in the campus, and protection of lives and properties in the University. More specifically, He/she shall:

- 60.1 prepare a security plan of action for the University to promote efficient and effective security service;
- 60.2 develop safety and security measures;
- 60.3 set up measures to prevent encroachment of squatters into University's properties, and conduct regular inspections to secure the University's grounds and facilities;
- 60.4 coordinate with authorities concerned for the investigation of violations of policies, rules and regulations involving security;
- 60.5 perform other related tasks assigned by appropriate University authority.

ARTICLE 61. The Public Information Officer shall be designated by the President, subject to confirmation by the Board.

ARTICLE 62. The Public Information Officer shall take charge of building, developing and maintaining positive and cooperative relationships between the University and its various customers. More specifically, the Public Information Officer shall:

- 62.1 maintain a public information system;
- 62.2 report and facilitate the publication of significant events and accomplishments of the University to create public awareness, recognition and application;
- 62.3 utilize research and prepare information materials to strengthen public awareness and appreciation of the University's accomplishments and significant events;
- 62.4 respond to public inquiries after prior consultation with the University President and Vice Presidents;
- 62.5 prepare press/photo releases for publication or airing in community papers and broadcast outlets, respectively;
- 62.6 whenever needed, recommend to the University President ways of addressing issues affecting or about the University.

ARTICLE 63. The Chief Administrative Officer for Administration shall be appointed by the Board upon recommendation by the President.

ARTICLE 64. The Chief Administrative Officer for Administration shall assist the Vice President for Planning and Administration in the management and supervision of administrative services of the University.

ARTICLE 65. The Chief Administrative Officer for Administration shall assist the University President through the:

- 65.1 formulation and proper interpretation and implementation of the University's policies and rules and regulations;
- 65.2 recommendation of policies and guidelines on management of human and physical resources and general housekeeping activities;
- 65.3 conduct of a periodic evaluation of management operation systems;
- 65.4 initiation of administrative action against parties who commit unlawful acts;
- 65.5. review of all contracts or memoranda of agreement or understanding;
- 65.6 conduct legal research and submit opinions and/or recommendations for appropriate actions;
- 65.7 act as secretary of the Board of Management;

- 65.8 keep and maintain a registry of University's contracts available for inspection, reproduction, and the like during office hours and under reasonable regulations;
- 65.9 exercise overall supervision and coordination of all administrative officers in all satellite campuses towards standardization of and compliance with requirements;
- 65.10 perform other tasks assigned by the Vice President for Planning and Administration and /or University President.

ARTICLE 66. The Chief Administrative Officer for Finance shall be appointed by the Board upon recommendation by the President.

ARTICLE 67. The Chief Administrative Officer for Finance shall be responsible in budgetary, financial and management improvement services, and provide economical, efficient and effective services relating to collection and disbursement. More specifically, he/she is tasked to:

- 67.1 prepare the budget of the University, develop and improve budgetary methods, procedures and justifications taking into consideration a participative mode of budget preparation;
- 67.2 allocate available funds for programs based on approved guidelines and priorities;
- 67.3 provide, subject to budgetary ceilings, fund estimates to support the University's operations, plans and program;
- 67.4 review performance reports to determine conformance to set standards;
- 67.5 prepare financial reports for management guidance and as required by higher authorities;
- 67.6 exercise overall supervision and coordination of all finance and management personnel in all campuses towards standardization of and compliance with requirements;
- 67.7 perform other tasks assigned by the Vice President for Planning and Administration and/or University President.

ARTICLE 68. The Human Resource Management Office (HRMO). The HRMO shall:

- 68.1 develop and administer a personnel program which shall include selection and placement, classification, pay, career and employment development, performance rating, employee relations and welfare services;

- 68.2 act on all matters concerning attendance, leave of absence, appointment, promotion and other personnel transactions;
- 68.3 design, develop and administer training program in coordination with other campuses; and
- 68.4 perform related tasks as may be assigned by appropriate University authority.

ARTICLE 69. The Accounting Office. The Accounting Office shall:

- 69.1 advise management on financial matters;
- 69.2 prepare and submit financial reports to management and other government departments and agencies authorized to receive such reports;
- 69.3 maintain basic and subsidiary accounting records and books of accounts to reflect accurate and current financial information required by existing auditing rules and regulations and management;
- 69.4 certify the availability of funds;
- 69.5 process requisitions, vouchers, payroll and reports of collections and disbursements;
- 69.6 prepare billings to debtors of the institution; and
- 69.7 perform related tasks that may be assigned by appropriate University authority.

ARTICLE 70. The Budget and Management Office. The Budget and Management Office shall:

- 70.1 develop and improve budgetary methods, procedures and justifications;
- 70.2 provide, subject to budgetary ceilings, fund estimates in support of the University's operations, plans and programs;
- 70.3 prepare annual work and financial plans;
- 70.4 allocate in coordination with the Vice President for Administration, available funds for programs on the basis of approved guidelines and priorities;
- 70.5 review financial reports to determine the efficiency and effectiveness of the fiscal management;
- 70.6 provide financial information for management guidance and as required by higher authorities;

70.7 monitor the use of government funds; and

70.8 perform related tasks that may be assigned by appropriate University authority.

ARTICLE 71. The Cashier's Office. The Cashier's Office shall:

71.1 advise management on status of collection and disbursements of funds;

71.2 prepare and submit financial reports to management and other government services;

71.3 coordinate with the servicing banks on the status of funds;

71.4 deposit all collections and income to the authorized depository bank;

71.5 provide a good system of internal control to safeguard the funds; and

71.6 perform related tasks that may be assigned by appropriate University authority.

ARTICLE 72. The Supply and Property Services. The Supply and Property Services shall:

72.1 implement policies and system on the disposition of supplies, materials and equipment requirements of all operating units for effective service;

72.2 manage and maintain an inventory of physical assets of the University;

72.3 implement proper handling, storage and safekeeping of equipment, supplies and materials to avoid damage/deterioration;

72.4 conduct the disposal of unserviceable property and other waste materials;

72.5 acts as a custodian of all University properties; and

72.6 perform related tasks as may be assigned by appropriate University authority.

ARTICLE 73. The Medical and Dental Services. The Medical and Dental Services shall:

73.1 implement plans and programs of health related activities;

73.2 develop a comprehensive health information system to support planning and implementation of health programs;

73.3 provide medical and dental care and treatment to students and employees; and

73.4 perform related tasks as may be assigned by appropriate University authority.

ARTICLE 74. The Maintenance Services. The Maintenance Services shall:

74.1 Undertake repair and maintenance of all equipment, furniture, buildings, facilities and grounds of the University;

74.2 Keep office equipment and furniture clean and orderly;

74.3 Maintain cleanliness of buildings, offices and surrounding areas; and

74.4 Perform related tasks as may be assigned by appropriate University authority.

ARTICLE 75. The Records Office. The Records Office shall:

75.1 implement University-wide records management and disposal system;

75.2 service the reproduction, utility and management and disposal system;

75.3 liaise the University to government and non-governmental agencies and offices;

75.4 receive, release and distribute official communication for the University, and

75.5 perform tasks as may be assigned by appropriate University authority.

ARTICLE 76. There shall be a Board of Management for Gender and Development to be chaired by the Vice President for Academic Affairs whose membership includes the GAD focal person as Vice Chairperson, Vice President for Administration, Vice President for PEBA, CAO, FMO, Accountant, Legal Officer/Consultant, and all Campus Directors as members.

ARTICLE 77. There shall be a Dean of Instruction who will assist the Office of the Vice President for Academic Affairs in monitoring and implementing all academic programs as well as the functions related to the office.

ARTICLE 78. In consultation with the office of the Vice-President for Academic Affairs, the Dean of Instruction shall:

78.1 Prepare a consolidated annual master plan for faculty development including other programs for faculty advancement;

78.2 Check and review faculty teaching load and class program from the satellite campuses prior to submission to the Vice-President for Academic Affairs for appropriate action;

78.3 Periodically review and evaluate curricular offerings in the university and recommend action for Curricular Enhancement;

- 78.4 Periodically monitor the implementation of the Curricular Programs and Projects in the university and recommend improvements;
- 78.5 Prepare the consolidated annual action plan and accomplishment report for instruction;
- 78.6 Organize committee to check and review curricular programs and projects;
- 78.7 Initiate innovations to enhance teaching and learning methods and appropriate action;
- 78.8 Perform other related tasks assigned by the Vice President for Academic Affairs.

ARTICLE 79. The College Deans shall be designated by the University President from the three (3) names recommended to him by the Search Committee.

ARTICLE 80. The College Deans, in consultation with the Vice President for Academic Affairs, are primarily responsible for planning, organizing and implementing, monitoring and evaluating programs and projects in their colleges within the context of the overall objectives of the University. More specifically, college deans are expected to:

- 80.1 prepare faculty loading together with the chairs in their colleges and submit these to the Campus Directors for review, after which these shall be endorsed to the Vice President for Academic Affairs for final review and recommendation for approval by the University President;
- 80.2 establish linkages, collaboration and complementation with other deans and other institutions/agencies;
- 80.3 ensure, through the proper recommendation by the respective academic chairperson, that instructional materials such as outlines, syllabi, books and study guides that are required as basic textbooks have obtained the prior approval of the Committee on Instructional Materials, in accordance with rules and guidelines approved by the Board;
- 80.4 plan, organize and periodically review and evaluate curricular offerings, and departmental activities and programs;
- 80.5 determine the placement of personnel in the college through the assistance of the department chairperson to fully tap their talents and capabilities;
- 80.6 supervise the admission and classification of transferee students and their assignment to classes;
- 80.7 supervise classes as a means of measuring teaching Performance;

- 80.8 assess the per-term performance of faculty and staff, and submit appropriate reports to the President through channels;
- 80.9 schedule and assign teaching loads in consultation with the department chair;
- 80.10 recommend specific courses of action for faculty and staff development, including participation in seminars, scholarships, and other programs of professional advancement;
- 80.11 exercise full supervision of all publications in his college to ensure adherence to professionalism and respect of intellectual property rights at all times;
- 80.12 initiate innovations to ensure quality teaching and learning;
- 80.13 submit through channels an annual report to the VP for Academic Affairs on the accomplishments and challenges of the previous year;
- 80.14 prepare the college annual budget for the current year with a report on income and expenditures for the previous year;
- 80.15 recommend to the President, after prior discussions with the Vice President for Academic Affairs and the Campus Director, such personnel action as promotions, transfer or separation of faculty members or staff;
- 80.17 coordinate with other deans in preparing examination schedules;
- 80.18 conduct departmental researches, extension and production activities;
- 80.19 perform other tasks assigned by the Campus Director, the Vice President for Academic Affairs, and the President.

ARTICLE 81. The Student Affairs Office. The Office shall be spearheaded by a Dean who shall report directly to the Vice-President for Academic Affairs. The Office is tasked to:

- 81.1 plan a student affairs program on the macro level in relation to the operation of all student services in the University;
- 81.2 provide administrative leadership in the guidance, on-the-job training, and placement programs;
- 81.3 coordinate/unify related aspects of guidance and such existing student services in the University as library, health, food, housing, sports and recreation, etc.;
- 81.4 provide continuous training and development programs for students' varied needs, and conduct continuous evaluation of these programs;
- 81.5 work with college deans, chairmen, advisers and moderators of student organizations in establishing programs for educational, technical, vocational and personal guidance of the students;
- 81.6 prepare the annual report of accomplishments and plans in the preceding year;

- 81.7 prepare the annual budget for the current year with a report on any income and expenditures;
- 81.8 provide a functional and effective placement and follow-up program for graduates;
- 81.9 recommend to the campus director, in consultation with the student leaders and the Vice President for Academic Affairs, the advisers of the student organizations;
- 81.10 exercise overall supervision and coordinate all campus student service offices through channels towards standardization of and compliance with requirements;
- 81.11 perform other tasks assigned by the Vice President for Academic Affairs and/or the University President.

ARTICLE 82. The Director of National Service Training Program (NSTP) shall be designated by the President. He/she shall be directly responsible for the implementation of National Service Training Program (NSTP) as provided for under R.A. 9163 and its implementing Rules and Regulations (IRR). He/she shall receive monthly representation and transportation allowance charge to NSTP fund of the University.

ARTICLE 83. The Director of National Service Training Program (NSTP) functions are as follows:

- 83.1 To carry out the implementation of R.A. 9163 otherwise known as the National Service Training Program (NSTP) Act of 2001 policies and programs of the University;
- 83.2 To supervise the implementation of the Program of Instruction (POI) of the three components (ROTC, CWTS and LTS) of the National Service Training Program (NSTP);
- 83.3 To formulate policies and programs pertaining to NSTP matters and recommend its implementation, subject to the approval of the President, in all satellite campuses;
- 83.4 To conduct periodic performance appraisal and evaluation of NSTP activities/programs;
- 83.5 To oversee the purchasing of equipment and supplies for NSTP office and its three (3) components (ROTC, CWTS and LTS);
- 83.6 To prepare the annual reports and accomplishments of the NSTP for submission to the President;
- 83.7 To perform other tasks assigned by the President.

ARTICLE 84. The University Document Controller shall be designated by the University President upon recommendation of the Vice President for Academic Affairs.

ARTICLE 85. The University Document Controller shall work closely with the Records Officer.

ARTICLE 86. The University Document Controller is tasked to perform the following functions:

- 86.1 Prepares the Quality Management System (QMS) manual revision as approved by the Management Review Committee (MRC);
- 86.2 Assists the University Quality Management Representative (QMR) in the documentation of the implementation of the QMS;
- 86.3 Issues controlled copies of documents required by the Quality Management System (QMS) to authorized holders as identified in the QMS and the Campus QMR;
- 86.4 Monitors the compliance to the document and record controller procedures as defined in the QMS Manual;
- 86.5 Prepares and submits reports on the performances of the QMS in coordination with the Internal Quality Audit Committee;
- 86.6 Conducts briefing/Orientation with the External Campus Document Controller on matters related to ISO and other regulatory requirements;
- 86.7 Attends MRC meetings with the university QMR and document proceedings;
- 86.8 Keeps copy of records/data to show evidence of performance and compliance to the established Quality Management System (QMS);
- 86.9 Acts as University liaison with accreditation body in the conduct of certification and surveillance audit.
- 86.10 Does related work that may be assigned from time to time by the Vice President for Academic Affairs and/or by the President.

ARTICLE 87. The University Quality Management Representative (QMR) shall be designated by the University President upon recommendation of the Vice President for Academic Affairs.

ARTICLE 88. The University Assistant Quality Management Representative (QMR) is tasked to do the following:

- 88.1 Assists the University Quality Management Representative (QMR) in the implementation and continuous improvement of the Quality Management System (QMS);

- 88.2 Conducts briefing/orientation with the external campus Internal Quality Auditors on matters related to ISO internal audit;
- 88.3 Prepares the Audit Plan, Audit itinerary and Audit Checklist for System Internal Quality;
- 88.4 Monitors the compliance of the implementation of the QMS in the external campus;
- 88.5 Prepares and submit reports on the performance of the QMS of the university;
- 88.6 Liaises with the accreditation body in the conduct of certification and surveillance audits;
- 88.7 Conducts internal Quality Audit of the result of the Internal Quality Audit in the external campuses;
- 88.8 Attends Management Review Committee meetings with the University QMR;
- 88.9 Does related work that may be assigned from time to time by the Vice Presidents for Academic Affairs and/or the President.

TITLE V

FISCAL AND FINANCIAL MANAGEMENT

ARTICLE 89. The source of funds shall be from the national appropriation as embodied in the General Appropriations Act for the calendar year.

ARTICLE 90. The campuses shall be allotted the corresponding budgetary sub-allotment from the national appropriation for their current operating expenditures and capital outlay as provided for in the General Appropriations Act.

ARTICLE 91. The President, in consultation with the Board of Management and Academic Council, shall recommend to the Board of Regents the prescribed school fees.

ARTICLE 92. The University may derive income from the different income generating projects and from rentals of the school plant, grounds, residence, hall, equipment and other school facilities which shall be determined by the Board of Management, upon approval by the Administrative and Academic Council and confirmation by the Board of Regents.

ARTICLE 93. All satellite campuses shall set aside ten per cent (10%) of their total income to be deposited in the Main Campus as common fund of the University, and deposited

in its authorized government depository bank. As a common fund, its use should be well defined by the Board of Management.

ARTICLE 94. Each college in the University may receive income from the sale of scrap materials, condemned equipment, tools, and other non-serviceable properties. The mechanics of sale disposal of the items shall follow the normal procedures in accordance with existing rules and regulations as prescribed by Commission on Audit (COA).

ARTICLE 95. All income from school fees, school projects and other school charges shall be deposited with any authorized government depository bank.

ARTICLE 96. All donations and endowments to the University such as equipment, books or other personal or real properties shall be made with proper formalities of the Deed of Donations executed by the donor/s and subject to the confirmation by the Board of Regents; that such donations shall be utilized for the benefit of the department for which it was intended, or for aid to any student or students in accordance with the directions and instructions of the donor, and in default thereof, in such manner as the Board may in its discretion, determine.

ARTICLE 97. Donations of cash or monies not intended for any purpose by the donor shall be turned over to the campus cashier and shall be entered in its book of accounts. It shall be disbursed as approved by the Board of Regents in such manner that will benefit the university, subject to the COA rules and regulations.

ARTICLE 98. Grants shall be expressed by the Grantor through a Memorandum of Agreement with the Grantee and shall be concurred by the BOR.

ARTICLE 99. A special committee shall be created by the BOR to be composed of professors and non-academic staff with special skills, who shall conduct feasibility studies or scout for local and foreign donors and grantors for financial assistance to viable projects.

ARTICLE 100. The annual budget of the University shall be prepared in accordance with the provision of laws, decrees and pertinent budget circulars.

ARTICLE 101. Each campus shall prepare a budget proposal for its operation and maintenance for the calendar year to be submitted for consolidation to the Chief Administrative Officer- Finance in the Main Campus. All budgetary proposals shall be realistically estimated on the basis of the actual needs and in line with their development programs.

ARTICLE 102. A Budget Committee shall be headed by the Chief Administrative Office-Finance as chair, with the bookkeepers and campus directors of the campuses, as members. Other significant stakeholders may be invited on an as-needed basis. This committee shall prepare and consolidate all budget proposals for approval and recommendation by the University President to the Board of Regents.

ARTICLE 103. The approved budget shall be the basis for the implementation of expenditures of the university.

ARTICLE 104. The satellite campuses of the University shall withdraw their budgetary sub-allotments from the Main Campus on a quarterly basis. But the cash allocation shall be released monthly.

ARTICLE 105. The campus director shall have the autonomy and authority for the fiscal management of the appropriated funds after consultation with the department/office heads and approval of the University President. Other significant stakeholders may be invited on a need basis.

ARTICLE 106. The sub-allotment of each satellite campus shall depend on actual need for personnel services and ceiling for maintenance and other operating expenses as determined by the Chief Administrative Office-Finance in consultation with the President.

ARTICLE 107. The accountant/bookkeeper of the satellite campus shall assist the campus director in the fiscal administration. There shall be a constant consultation on the budget implementation.

ARTICLE 108. The accountant/bookkeeper shall make proper charges of accounts as prescribed by the Commission on Audit. The accountant shall certify the availability of funds and notify the Campus Director as to the status of funds from time to time.

ARTICLE 109. Any budgetary problems which cannot be solved and decided in the satellite campuses shall be referred to the President for proper action.

ARTICLE 110. The accountant/bookkeeper as well as the cashier/disbursing officer shall be responsible for the prompt submission of the prescribed monthly reports for consolidation in the Main Campus.

ARTICLE 111. All purchases and requisitions shall be made in accordance with the provisions of the Commission on Audit circulars and other pertinent rules and regulations of the University.

ARTICLE 112. Requisitions for equipment, supplies and materials beyond P50,000.00 shall first be recommended by the department head or college dean and endorsed to the campus director for approval by the University President.

ARTICLE 113. Canvassing of items to be purchased shall be made at least with three (3) suppliers who shall submit price quotations of the items in sealed envelopes.

ARTICLE 114. There shall be a Bids and Awards Committee in every college, the composition of which shall be in accordance with the Audit Code of the Philippines, or P.D. 1145, as amended and all other recent university memoranda.

ARTICLE 115. The Bids and Awards Committee shall open the suppliers' quotations at the specified time and place and find the lowest price for the specified item and quality. The purchase order signed by the Campus Director is awarded to the lowest bidder.

ARTICLE 116. Upon delivery, the items shall be inspected by the end users in accordance with the specifications given in the purchase order as to the quality and quantity of the items ordered pursuant to the provisions of the Commission on Audit regulations.

ARTICLE 117. Bids for awards of college projects shall be made in accordance with RA 9184 and its implementing rules and regulations and the existing government rules and regulations of the Commission on Audit.

ARTICLE 118. Each campus shall establish separate Bids and Awards committees, one for infrastructure and another for the procurement of supplies and materials, in accordance with RA 9184. It shall undertake the processing and screening of all bids before it is recommended to the executive dean or to his duly authorized representative.

ARTICLE 119. Proposals for building and structures shall be in accordance with the master plan and complete with pre-engineering survey, location and perspective plans, specifications and estimates. Detailed engineering design shall be undertaken as part of the project implementation when funds shall have been released.

ARTICLE 120. Proposals for instructional equipment, hand tools, accessories and laboratory equipment shall be fully justified in terms of their necessity to implement the course syllabi, standard for program accreditation, and presence of competent personnel to operate the equipment. Those listed in the college medium-term plan shall first be acquired before new proposals are introduced.

ARTICLE 121. Procurement of supplies and materials shall be made on a quarterly basis at least one quarter before these shall be actually utilized. To give sufficient time for the procurement process, all requirement for supplies and materials shall be included in the annual procurement program submitted as an integral part of the supporting document of the Annual Work and Financial Plan submitted for approval by DBM before the end of every November of the immediate preceding year.

ARTICLE 122. End users shall submit complete detailed specifications of every piece of equipment, hand tools, laboratory equipment, supplies and materials listed in the annual procurement program together with their corresponding current prices to facilitate procurement. Those lacking of these requirements shall not be included in the procurement program by the Property and Supply Officer.

ARTICLE 123. The Property and Supply Officer is immediately and primarily responsible for all properties of the University, while the employee entrusted with the property or properties through an Acknowledgment Receipt of Equipment shall be immediately responsible to him without prejudice to the liability of either party.

ARTICLE 124. The Property and Supply Officer shall be responsible for ensuring the properties of the college from all insurable risks with the General Insurance Fund and or the Government Insurance System.

ARTICLE 125. Instructional equipment and other facilities intended for instruction shall be issued to concerned teaching personnel under an Acknowledgment Receipt of Equipment at the beginning of every academic year, to be returned before issuance of clearance at the close of the academic year.

ARTICLE 126. No solicitation of funds, canvassing for sale of merchandise, subscription of securities, insurance, publications, sale of tickets, or any other promotional or

charity scheme shall be conducted in the University, without prior written approval from the President; provided, that the same is permitted by law.

ARTICLE 127. The University shall observe all pertinent COA memoranda and circulars prescribing general accounting policies and related procedures for the smooth flow of operation of the university.

PROPERTY MANAGEMENT

ARTICLE 128. School properties include fixed assets and inventories.

ARTICLE 129. Fixed assets consist of properties which are relatively permanent or capital in nature. They are long-term assets acquired by the University for use in its operation and not intended for resale. These include lands and land improvements, buildings and structures, furniture, equipment and books, and work animals.

ARTICLE 130. Inventories consist of all expendable commodities which are normally consumed within one year in connection with the University operations or used in the process of manufacture or construction.

ARTICLE 131. Property management shall refer to four elements, namely, acquisition, utilization, maintenance and disposal.

ARTICLE 132. The Supply Officer shall ensure that university properties are utilized in accordance with law and regulations, and safe-guarded against loss or wastage through illegal or improper disposition.

ARTICLE 133. The acquisition of fixed assets shall be according to the need for general administration, instruction, research, extension and auxiliary services, and must be reflected in the System's medium term development plan.

ARTICLE 134. Any equipment issued to the employees by the Supply Officer must be for official use only, and must be covered by an Acknowledgment Receipt of Equipment (ARE). Maximum length of use is two (two) years, without prejudice to extension, upon the approval of the campus director concerned.

ARTICLE 135. The Supply Officer shall conduct regular unannounced inspection of university properties, particularly equipment, and immediately correct any malpractice in the use thereof. Equipment shall be withdrawn from employees who have not properly used and maintained it.

ARTICLE 136. The campus director shall create an inventory committee to conduct annually a physical inventory of all equipment, supplies and materials, building and motor vehicles and other fixed assets.

ARTICLE 137. This inventory committee headed by the campus Supply Officer shall recommend, after consultation with the COA, the disposal of unserviceable assets and equipment.

PHYSICAL PLANT MANAGEMENT AND GENERAL SERVICES

ARTICLE 138. The VP for Planning and Administration, and Campus Director shall be responsible for the proper administration and control of the site development, and keep records in each respective campus such as:

138.1 Certificate of Land Title of School Site

138.2 Quitting of title if other files claim ownership

138.3 Public Instrument of Land/School Site Acquisition

138.4 Other Related Documents

ARTICLE 139. The campus director shall supervise and assign employees for the proper maintenance of school buildings, grounds, plants and shall establish a system of control as well as repair and maintenance.

ARTICLE 140. The campus director shall be accountable for all the properties of the University. He/she shall report any destruction or loss or property simultaneously to COA, GSIS, Police/NBI using the fastest means of communication within the required period.

ARTICLE 141. Any agency or association may use any building/classroom or facility in any or the university unit upon the approval of the campus director.

OPERATION OF GOVERNMENT PROPERTIES

ARTICLE 142. All accountable officials should be bonded to protect the University.

ARTICLE 143. All government properties such as equipment, supplies, and other instructional materials shall be under the custody of the Supply Officer of every campus.

ARTICLE 144. All motor vehicles owned and operated by the University except those authorized for the exclusive use of the President and other school officials shall constitute a pool of vehicles under the direct supervision of whoever will be assigned by the campus director.

ARTICLE 145. Government vehicles assigned to a particular official in the University shall be his responsibility.

ARTICLE 146. The use of government vehicles owned by respective campuses shall be governed by existing auditing and accounting rules and regulations.

ARTICLE 147. Insurable government properties shall be covered with property replacement fund or insurance against losses or damages due to accident, fire, and other fortuitous events with GSIS.

ARTICLE 148. The University may allow the construction of housing accommodation for the staff and employees provided that there is available space intended for the purpose.

TITLE VI

GENERAL SERVICES

ARTICLE 149. General services refers to the work unit in the University which performs general services and maintenance works for the buildings and the grounds. The Buildings and Grounds Supervisor oversees the civil, mechanical power, and electro-electrical works and the maintenance of the lawns, gardens, walk pavements, and the like.

ARTICLE 150. General Services is headed by an officer and shall provide support services to the operation of the University.

ARTICLE 151. General Services shall be composed of the following services: general services and maintenance, registration, library, guidance and placement, student affairs, medical, dental, cafeteria, sports and cultural affairs, residential hall, accommodation, and other income generating projects.

ARTICLE 152. A faculty member or any employee of the university who is competent and who possesses the necessary qualifications and has the campus director's trust and confidence shall be designated head for General Services who shall also serve as General Manager for Income Generating Projects.

ARTICLE 153. All accountable officers of income-generating projects shall be properly bonded.

ARTICLE 154. The university shall maintain separate but complete records of all transactions of an income-generating project which shall include the preparation and submission of financial statement every end of the month, quarter, or year as required by the Department of Budget and Management.

RECORDS MANAGEMENT

ARTICLE 155. Records shall include any paper, book, photograph, motion picture, film, Microfilm, sound recording, drawing, chart, map or other document of any physical form or copy thereof that has been made or received by any entity or its successors as evidence of the objectives, organization, function, policies, decisions, procedures, operations or other activities of the government or because of the information contained therein.

ARTICLE 156. For administrative convenience, records shall be kept in the units using them and shall be the responsibility of the unit head concerned.

MANAGEMENT INFORMATION SYSTEM (MIS)

ARTICLE 157. There shall be established a Management Information System Office which is the pool of data information of all the members of the administration, faculty, staff, and students which is kept for ready reference when the need arises, especially in making decisions related to personnel actions and development. This pool of information shall be updated from time to time.

ARTICLE 158. The Management Information System shall include among other things, a qualification index of all employees, record of students, inventory of property and supplies, fiscal matters, service records of all employees, 201 files of all employees, data on completed and on-going researches and extension services.

HUMAN RESOURCE MANAGEMENT

ARTICLE 159. Every member of the University organizational structure should consider his/her position as a public trust and must strive to work with responsibility, integrity, efficiency, loyalty and dedication. He is expected to perform faithfully the duties of his position.

ARTICLE 160. Every employee shall be treated with respect, justice and fairness, especially in the enjoyment of benefits and opportunities and in the resolution of complaints and grievances.

ARTICLE 161. In the management of human resources, the administration or supervisor should maintain, whenever possible, a balance between task orientation and person orientation.

ARTICLE 162. All appointments of the faculty, the administrative and support staff in the university shall be based on merit and fitness to perform the duties of the position.

ARTICLE 163. Appropriate civil service eligibilities and educational qualifications prescribed in the Merit System of the university shall be used as basis for appointment to academic teaching positions, and the Merit Promotion Plan for non-teaching positions. Qualification Standards Manual as promulgated by the Civil Service Commission shall be the basis for appointment of teaching personnel.

ARTICLE 164. A Personnel Selection Board is responsible for screening applicants for all positions in the University, except those specified under RA 8292, Civil Service Commission, and such other existing laws, rules and regulations.

ARTICLE 165. The Personnel Selection Board shall conduct its screening in the campus where the vacancy occurs, with the HRMO or his/her duly authorized representative from the Main campus attending as member for second-level positions.

ARTICLE 166. The functions and duties of the Personnel Selection Board are to:

- 166.1 formulate criteria and screening procedures like tests, interview or actual performance demonstration for a position, according to Civil Service rules;
- 166.2 assess the qualifications of the applicants considering the qualification standards of the position and to screen the candidates;
- 166.3 submit to the University President the duly screened qualified candidates with all the supporting papers/documents from which the University President in his sound discretion may choose from any of the top five ranked candidates for the issuance of appointment or for recommendation.

ARTICLE 167. The Personnel Selection Board of the University should be created from time to time whenever a vacancy occurs in the 2nd and 1st levels. It should be composed of the following:

- Chairman –Vice President for Administration or his/her duly authorized representative shall be the Chairperson of the Personnel Selection Board in the selection of Non-Teaching Personnel.
- Vice President for Academic Affairs or his/her duly authorized representative shall be the Chairperson of the Personnel Selection Board for Teaching Personnel
- Member - Campus Director or his/her duly authorized representative
- Member - Chief Administrative Officer or his/duly authorized representative
- Member - Head of the requesting department/office/college
- Member - A representative from the external campus division/unit/section where the vacancy occurs.
- Member - A representative of the rank and file (2nd level) appointed by the Employee Association.

ARTICLE 168. When a position to be filled is in the 1st level or for teaching position, it shall be done in the satellite campus where the vacancy arises. The Selection Board shall evaluate objectively the qualifications of all applicants after undergoing a screening process and shall submit a list of candidates together with the supporting documents to the President.

ARTICLE 169. To preserve the morale of the personnel of the University and to assure that only the most qualified and competent can be promoted in the organizational hierarchy in accordance with the Merit Promotion Plan and System of Ranking Positions, it shall be guided by the following:

- 169.1 Entry requirements for teaching positions shall include 18 units professional of education subjects. No teacher shall be appointed on permanent status without the eighteen (18) units professional education subjects as an integral part of CTU's Quality Qualification Standard. This policy applies also to all part-time teachers. However, if a part-time teacher has to be hired based on an imperative need, the Dean or the equivalent officer shall recommend the same to the offices of the Campus Director and Vice-President for Academic Affairs for review and if qualified for approval, he/she shall agree to enroll for the required 18 units education subjects on a 50% discount in all fees at the university within the semester he/she is hired.
- 169.2 An academic ranking system shall be adopted for the academic staff and Merit Promotion Plan for the non-teaching personnel to place them in their proper category according to their educational qualifications, training, experience, performance and achievements.

- 169.3 The criteria for evaluation for the academic staff and non-teaching personnel will be based on the existing guidelines issued for such purpose by appropriate agencies/authorities.
- 169.4 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.
- 169.5 Promotion from among the non-teaching personnel shall follow the existing and updated guidelines set forth in the mechanisms embodied in the MPP and the Performance Evaluation System (PES) of the university.

ARTICLE 170. 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:

- 170.1 To establish standards and procedures in evaluating the qualifications and competence of the members of the faculty, administrative and support staff for promotion;
- 170.2 To assess the competence and qualification of the candidates for promotion according to the criteria in the Merit Promotion Plan;
- 170.3 To screen the candidates:
- 170.4 To submit to the appointing authority the duly accomplished comparative assessment list of candidates. The University President can promote anyone from the top three in the list.

ARTICLE 171. Whenever there is a vacancy in the non-teaching 2nd 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 other qualified candidates in the other campuses.

ARTICLE 172. 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 173. No person shall be eligible for appointment or reinstatement as a regular member of the faculty or non-teaching position of this University during the term for which he/she has been elected to any political office.

ARTICLE 174. 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 175. Permanent employees in the University shall enjoy security of tenure. They may be removed or suspended from office only for cause and after due process.

ARTICLE 176. No member of the faculty 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 University President.

ARTICLE 177. 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 University for appropriate action.

ARTICLE 178. No member of the faculty or employee of the University 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 University unless permitted by the Board. Violation of this provision shall be meted with appropriate administrative sanction.

ARTICLE 179. No officer, regular/permanent faculty members may engage in teaching outside of the University, 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 University and the other institution.

ARTICLE 180. 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 181. Any member of the faculty or employee who shall wish to enrol as a student in another institution shall inform in writing his/her Dean and Campus Director.

TEMPORARY/CONTRACTUAL FACULTY MEMBER/EMPLOYEE

ARTICLE 182. The University 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 183. The University 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 184. 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.

ARTICLE 185. Exchange Professorship. The President may, upon approval by the Board of Regents, 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 186. Teachers leave. The teaching staff of the University on full-time basis shall enjoy teachers' leave privileges consisting of two (2) weeks Christmas vacation and (70 days) 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 187. 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 188. 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 189. Teachers holding administrative or supervisory positions are entitled to the vacation/sick leave basis.

ARTICLE 190. Faculty members on teacher-leave basis who are assigned to teach during the summer term are entitled to honoraria.

ARTICLE 191. 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 192. 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 193. 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 194. 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 University.

ARTICLE 195. 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 196. 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 University 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 University 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 University 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 197. 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:

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

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

ARTICLE 198. 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 199. A teacher or employee can also enjoy the maternity leave privileges if she suffers abortion or miscarriage due to natural causes.

ARTICLE 200. 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 201. 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 202. All vacation, sick or maternity leaves with or without pay shall be approved by the University President.

ARTICLE 203. Absence without authority to leave is a ground for disciplinary action.

ARTICLE 204. 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 205. 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:

- 205.1 He/she has been in the service of the University for at least seven (7) years and has a performance of at least Very Satisfactory.
- 205.2 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.
- 205.3. 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 206. A transfer is a movement to another unit within the University to a position of similar level, responsibility and salary with the issuance of Special Order only.

ARTICLE 207. 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 208. 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 209. No transfer or detail shall be made without the consent of the personnel concerned, however, the University President may effect such transfer, upon written recommendation of the campus director, when the exigencies of the service require it, provided the supervisor 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 Regents. 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 University. But no transfer shall be made three months before any local or national election.

ARTICLE 210. Any permanent employee wishing to resign shall submit a written request to the President through channels, to avail of early retirement schemes.

ARTICLE 211. Any resignation is subject to clearance of property and money responsibilities and other obligations.

ARTICLE 212. Members of the faculty, administrative and support staff may retire according to existing retirement laws.

PERFORMANCE APPRAISAL SYSTEM AND EVALUATION POLICIES

ARTICLE 213. All employees shall be subject to performance evaluation. For teachers, this is done at the end of the school year, and for non-teaching, every six months, specifically in June and in December.

ARTICLE 214. Performance evaluation of faculty members is conducted by their respective department heads/college deans, while that of the school officials (vice presidents, campus directors, college deans, department heads, university registrar, librarian, and chief administrative officers) shall be evaluated by the President. The school officials of the satellite campuses should be rated by their immediate superior and the Campus Director.

ARTICLE 215. Every employee must be apprised of his performance evaluation, as manifested by his signature. The President shall approve all performance ratings submitted by the deans or department heads.

ARTICLE 216. For the non-teaching employee, the performance evaluation tool used in the Performance Evaluation System (PES) of the University; for the faculty, it is the Merit System for Faculty.

ARTICLE 217. The yearly 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 218. A comprehensive Faculty and Staff development plan shall be prepared for both faculty and non-teaching employees. 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 219. 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 220. All employees must conduct themselves with utmost integrity, decorum and professionalism in accordance with the code of conduct of government employees.

ARTICLE 221. An administrative charge or complaint against a University official, faculty member or employee must be filed in writing to the head of office.

ARTICLE 222. The University 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. In case the recommendation is for the filing of an administrative charge the President or Campus Director shall, within five (5) days from receipt of the findings directs the investigating committee to conduct a preliminary investigation which shall be terminated within thirty (30) days. Within five (5) days from the termination of the preliminary investigation, the committee shall submit the Investigation Report and the complete records of the case to the President or to the Campus Director as the case may be.

If a prima facie case is established during the investigation, a formal charge shall be issued by the University President or Campus Director. Then a formal investigation shall follow. In the absence of a prima facie case, the complaint shall be dismissed.

After a finding of a prima facie case, the President or Campus Director shall formally charge the person complained of. The formal charge shall contain a specification of charge(s), a brief statement of material or relevant facts, accompanied by certified true copies of the documentary evidence, if any, sworn statements covering the testimony of witnesses, a directive to answer the charge(s) in writing under oath in not less than three (3) calendar days from receipt thereof, an advice for the respondent to indicate in his answer whether or not he elects a formal investigation of the charge(s), and a notice that he is entitled to be assisted by counsel of his choice.

If the respondent has submitted his comment and counter-affidavits during the preliminary investigation, he shall be given the opportunity to submit additional evidence.

Request for clarification, bills of particulars or motion to dismiss which are obviously designed to delay the administrative proceeding should not be entertained. However, if any or these pleadings are interposed by the respondent, the same shall be considered as an answer and shall be evaluated as such.

If the respondent fails or refuses to file his answer to the formal charge within five (5) days from receipt thereof, he shall be considered to have waived his right thereto and formal investigation may commence.

ARTICLE 223. No member of the faculty, officer or employee shall be suspended or removed except for cause after an investigation and hearing shall have been undertaken.

ARTICLE 224. Every member of the faculty or employee shall enjoy equitable safeguards at each stage of any disciplinary procedure. He/she is given the following rights:

224.1 The right to be informed in writing of the charges;

224.2 The right to full access to the evidence in the case;

224.3 The right to defend himself/herself and to be defended by a representative of his/her choice; he/she shall be given adequate time to prepare for his/her defense.

224.4 The right to appeal to clearly designated authorities. During the pendency of his/her case, no publicity shall be given to any disciplinary action being taken against him/her.

CREATION OF COMMITTEE ON DECORUM AND INVESTIGATION (CODI)

ARTICLE 225. Pursuant to Section 4 of Republic Act, No. 7877 (Anti-Sexual Harassment Act of 1995) every satellite campus shall create its own Committee on Decorum and Investigation. The CODI shall be composed of at least (1) representative from the administration, the trainors, instructors, professors or coaches and students or trainees, as the case may be. PTA officials and resident ombudsman may be invited as an observer during investigation.

ARTICLE 226. The CODI shall have the following functions:

226. 1 Receive complaints of sexual harassment;

226. 2 Investigate sexual harassment complaints in accordance with the prescribed procedure;

226.3 Submit a report of its findings with the corresponding recommendation to the disciplining authority for decision;

- 226.4 Lead in the conduct of discussions about sexual harassment within the campus to increase understanding and prevent incidents of sexual harassments.

TITLE VIII

INSTRUCTION

ARTICLE 227. There shall be complete administrative-supervisory and support personnel who shall be charged with the operation of the Evening and Special programs of the University.

ARTICLE 228. The education program of the University shall be geared toward the knowledge-based and globally competent human resources who are reasonably flexible and attuned to the latest technology needs; strengthen academe and industry partnership; and spur effective and efficient technology management.

ARTICLE 229. The University shall adopt the DBM schedule of rates for the honoraria or overtime pay of the organic faculty members/teachers including those in the non-teaching group who are designated/appointed teachers/faculty member in the undergraduate and graduate programs.

ARTICLE 230. The Graduate School shall respond to the need of its clientele for advanced studies in areas of expertise which the college can provide within its existing resources.

ARTICLE 231. The University, subject to availability of funds, may provide a separate rate for the non-organic teachers and personnel who are made to teach/render service to the university in accordance with the existing Laws and Rules, taking into consideration their educational qualifications.

ARTICLE 232. The minimum number of students are required to open a class shall be 35 for undergraduate and 15 for specialization/majorship. For the graduate school, minimum is 10 per masteral course, and 8 for doctorate degree.

However, should the class size fall below the minimum number, the Department Chairperson should be informed immediately to decide whether to dissolve the class or to maintain it as a special class approved by the Dean of the college. Should the class be dissolved, faculty members should advise the students to transfer to other classes.

ARTICLE 233. Faculty members/teachers are the teaching personnel of the University. On this regard, the University shall adopt the definition of the word "Teacher" under Section 2 of R.A. 4670. Covered under the definition are the University President, Vice President, Deans, Campus Directors, Directors, Chairmen, Guidance Counselors, Librarians and "other persons performing supervisory and or administrative functions but shall not include school nurses, school physicians, school dentists and other school employees". The aforesaid officials are entitled to all the rights and privileges appertaining thereto.

ARTICLE 234. Opening of new degree program/s shall be subject to approval by the Board, in conformance with procedures provided for by law, particularly the Special Provision of the Annual General Appropriation Act. (GAA).

ARTICLE 235. The University officials or personnel involved in the Evening program shall be properly compensated whether in terms of overtime pay or honoraria which shall be taken from the income generated by the program or the income of the university, under Sec. 7(b), R.A. 9744.

ARTICLE 236. Entrance requirements shall be prescribed by the University Academic Council and specified in the Student's Handbook.

ARTICLE 237. The Campus Director and the Vice President for Academic Affairs may in their sound judgment after evaluation admit late enrollees in the On-the-Job Training Program (OJT).

ARTICLE 238. The administrative-supervisory services provided by the University officials shall be considered as teaching loads. For compensation purposes, a three-four administrative-supervisory services per week shall be equivalent one (1) teaching load for a 3-credit unit subject and a twelve-hour administrative supervisory work per week shall be equivalent to four (4) teaching loads, computed similarly.

238.1 The University President shall be entitled to an equivalent of twelve (12) units of teaching load per semester for his administrative services.

238.2 The University Vice-Presidents and the Campus Director shall be entitled to an equivalent of nine (9) units of teaching load per semester for their administrative-supervisory services.

238.3 The College Deans shall be entitled to an equivalent of six (6) units of teaching load per semester for their supervisory services.

238.4 The Chairmen shall be entitled to an equivalent of (3) units of teaching load per semester for their supervisory services.

ARTICLE 239. Foreign students should meet the entrance requirements prescribed in the Student Manual.

ARTICLE 240. No student shall be denied admission for reason of race, gender, ethnic origin, religion or political affiliation.

ARTICLE 241. Students shall have the right to choose their field of study, subject to screening policies.

ARTICLE 242. Only students who have been officially enrolled shall be admitted to classes.

ARTICLE 243. Any request for admission beyond the enrolment period shall be subject to the approval of the President upon the recommendation of the campus director.

ARTICLE 244. The official rating scheme shall be by multiples of 1 (1.0, 1.1, 1.2 and so on) as specified in the Student Manual which shall provide the equivalent range.

ARTICLE 245. Final grades shall be limited to passing or failing. "No Grade" (NG) ratings shall be complied within one (1) academic year.

ARTICLE 246. All grades shall be submitted to the University Registrar not later than ten(10) working days after the scheduled mid-term and final examinations.

ARTICLE 247. The academic calendar of the campuses shall conform to the calendar of the whole University, based on the CHED calendar.

ARTICLE 248. In no case shall the total number of school days for collegiate courses be less than eighteen (18) weeks, with a two-week semestral vacation. For graduate courses, minimum is also eighteen (18) weeks or 54 hours per term. For laboratory classes with a ratio of one unit per three (3) hours is 205 days.

ARTICLE 249. All curricular and co-curricular affairs of every campus shall be prepared by the campus director or by his duly designated representative. The same shall then be submitted to the President for approval.

ARTICLE 250. Schedule of classes shall be prepared by the respective colleges to be submitted to the Campus Director thru the document controller and to the Vice President for Academic Affairs. The same will be forwarded to the President for approval. A copy of this approved schedule shall be furnished to the offices of the Vice President for Academic Affairs, Registrar, MIS and the Student Affairs Office.

ARTICLE 251. Any change from the approved schedules shall follow the same procedure as stated in Article 232.

ARTICLE 252. No classes shall be suspended without prior approval from the President. In the satellite campuses, such decision rests with the Campus Director in cases of fortuitous events for which a report shall be submitted to the University President. Unless otherwise specified, suspension of classes shall include suspension of work.

FACULTY WORK LOAD

ARTICLE 253. Faculty work load shall consist of teaching whether lecture or laboratory,

ARTICLE 254. Organic Full Time Faculty. The teaching load of a faculty member in the undergraduate level shall be 24 units.

ARTICLE 255. Number of Teaching Over Load for Organic Part-Time Teacher. The teaching over load for organic part-timers shall not be more than 15 units unless for meritorious reasons and with the proper recommendation of the respective chairman and the dean. It may be increased to a maximum of 18 units upon approval by the Campus Director. However, for non-language subjects with laboratory, the number of teaching units shall depend on the need of the college/department but in no case shall it exceed 21 units and with the approval of the

Campus Director, and a minimum of 10 units for those handling shops/major subjects which requires three (3) teaching hours per unit. As a matter of policy, all organic personnel if qualified shall be given priority in the loading under “Teaching Over Load” cutting across all colleges or departments.

ARTICLE 256. Number of Teaching Load for Part-Time Teacher/Contractual Teacher. A part time faculty who has been contracted to teach from 4:00 o’clock in the afternoon up to 9:30 in the evening, or contracted to teach during the third shift evening program shall be extended teaching load of up to nine (9) units. However, a contractual teacher who has been recruited to teach in the regular day program may be afforded 27 units in a given semester, provided that his/her total compensation, as computed on an hourly rate, shall not exceed the existing salary rate of an instructor I.

ARTICLE 257. All academic officials with honorific position/designation shall observe the following teaching load subject to existing guidelines of CSC rules, NBC 461 and RA 9744, thus, Deans six to nine (6-9) units; Security Officer six to nine (6-9) units; Directors nine to twelve (9-12) units; chairperson fifteen (15) units.

RESEARCH AND DEVELOPMENT SERVICES

ARTICLE 258. The Vice President for Research and Development shall be the head of the Research and Development Office.

ARTICLE 259. The VP if or RD shall be assisted by the R and D Director. The Office shall be responsible for both research and development activities.

ARTICLE 260. The R and D aims to generate, disseminate and transfer appropriate agricultural, fishery and natural resources, trade and industrial technologies and information to uplift the general well-being of the rural and urban populace. It is tasked to:

- 260.1 coordinate all research activities to be in consonance with local, regional, national and international priority areas;
- 260.2 evaluate research proposals towards recommending funding, either from the University or other agencies;
- 260.3 establish an information scheme e.g. directory of researches, to avoid duplication of researches, and thus avoid over-commitment to a particular research topic;
- 260.4 establish strong linkages with other public and private, domestic and foreign research agencies and organizations;
- 260.5 recommend and manage the publication of creditable researches of the faculty and staff in the University research journal;
- 260.6 recommend and assist in obtaining appropriate incentives (e.g. cash award and recognition) for outstanding researches;

- 260.7 recommend outstanding researches for recognition by the University administration and other organizations or agencies;
- 260.8 conduct periodic evaluation, at least quarterly, of the research Program of the University;
- 260.9 recommend worthwhile researches for presentation in national and international for a wider dissemination of research outputs;
- 260.10 perform other tasks assigned by the University President.

RESEARCH AND DEVELOPMENT COUNCIL

ARTICLE 261. The Research and Development (R and D) Council is composed of all Vice Presidents, research director, campus directors, deans and department chairperson as members, and chaired by the Research and Development Director of the University.

ARTICLE 262. The Research and Development (R and D) Council shall be formed to evaluate research proposals and recommend for funding in the absence of endorsements coming from endorsing agencies i.e. DOST, BFAR, DA-BAR, etc. The composition shall consider the available expertise in the area.

ARTICLE 263. The research and development council shall meet on a quarterly basis or as the need arises.

ENDORSEMENT AND APPROVAL OF PROPOSALS

ARTICLE 264. Research proposals with budgetary requirements of more than Fifty Thousand Pesos (P50,000) shall be submitted to Department of Science and Technology (DOST), Commission on Higher Education (CHED), Department of Agriculture – Bureau of Agricultural Research (DA-BAR), Bureau of Fisheries and Aquatic Resources (BFAR), and National Commission on the Role of Filipino Women and other endorsing or funding agencies through the R and D head for review/evaluation of the worthiness of the research and make sure that the researches to be conducted will be in line with the national thrusts and priorities.

ARTICLE 265. Proposals that require funding lesser than Fifty Thousand Pesos (50,000.00), will be evaluated by the R and D Council and considered as Institutional Projects. Results of such evaluation shall be forwarded to the University President for approval.

ARTICLE 266. In the absence of endorsements coming from DOST, CHED, DA-BAR, and other endorsing agencies of the proposals submitted, the R and D Council will meet to deliberate the merits of the proposals submitted and may recommend to the University for funding.

CONDUCT RESEARCH

ARTICLE 267. Any employee can undertake any research work in collaboration with other organizations (local, regional/national, or international). Research with funding, however, shall be carried through the Research and Development Office for approval by the President.

ARTICLE 268. Project implementation shall take place after funds are released. These funds are then subject to the usual accounting and auditing rules and procedures. Diversion of funds to other projects is strictly prohibited.

ARTICLE 269. Faculty members who undertake a research work shall be given one-half to one day free of subject load per recommendation from the Research and Development head and the Campus Director and approved by the Vice President for Academic Affairs.

ARTICLE 270. Any employee conducting research should be entitled to honoraria in accordance with the prescribed rate set by authorities of funding agencies.

ARTICLE 271. Any researcher of the University shall be encouraged to establish collaboration and linkages with other funding institutions, whether national or international, private or public, to generate research grants and have access to publication of the research work in referred scientific journals.

ARTICLE 272. All researchers of the University shall be published in the refereed scientific journals. The university's refereed journal may accept other research outputs outside the university for publication, provided they meet the standards.

ARTICLE 273. Any important scientific breakthrough generated through research shall be applied for patent to protect the intellectual property rights of the researchers.

PRODUCTION, EXTENSION AND BUSINESS AFFAIRS

ARTICLE 274. Production, Extension and Business Affairs Office. This Office shall be under the Vice President for Production, Extension and Business Affairs. It shall serve as the promotion and marketing office for products/technologies developed from research and income-generating projects. It is tasked to:

- 274.1 develop entrepreneurial learning activities for students' exposure to business operation and management.
- 274.2 provide convenient training sessions and laboratories for vocational, technical, technological fields in agriculture, fishery, information technology, services, education, research, extension and other trade courses;
- 274.3 generate additional income for the University which can contribute to social and economic benefits of the community.

- 274.4 assist the Office of Research and Development in identifying research projects that will develop marketable products/technologies needed by private companies;
- 274.5 establish marketing network and linkages to ensure that developed-products/technologies shall reach the end users to generate income.
- 274.6 patent all marketable products/technologies as intellectual properties of the University.
- 274.7 establish guidelines for the transfer of marketable products/technologies to private companies with University earning at least 2% of the gross sales;
- 274.8 establish a sharing scheme of the royalties to the investors of the products/technologies sharing at least 30% of the royalties as incentives to produce more marketable products; and
- 274.9 reserve at least 20% of the royalties for research grants to University faculty to conduct research studies on product development for the market needs.

EXTENSION SERVICES

ARTICLE 275. The Director of the Extension Services Office shall be designated by the President through a Search Committee created for that purpose subject to confirmation by the Board.

ARTICLE 276. Each Campus shall have a designated extension services chair to coordinate all activities of the campus which shall mainly focus on technology transfer to end users.

ARTICLE 277. The Extension Service Office is tasked to:

- 277.1 plan, conduct, supervise, coordinate and evaluate all extension projects in the college and community levels;
- 277.2 set up community outreach services and activities either campus-based or community-based;
- 277.3 upgrade the technical capabilities of extensionists and other development workers of the external campuses; and
- 277.4 perform other tasks assigned by the University President.

CONDUCT OF EXTENSION SERVICES

ARTICLE 278. Whether projects need institutional funding or not they shall be subject to the approval of the President, upon recommendation of the Vice President for Production, Extension and Business Affairs.

ARTICLE 279. Sustainability of the project should be assured, and should be an integral part of the Memorandum of Agreement between the University and the recipient community.

ARTICLE 280. Incentives will be given to those who are directly involved in the project, based on existing circulars.

ARTICLE 281. Project implementation shall take place after funds are released. These funds are then subject to the usual accounting and auditing rules and procedures.

ARTICLE 282. Diversion of funds to other projects is strictly prohibited.

INCOME GENERATING PROJECTS (IGPs)

ARTICLE 283. Definition and Objectives of IGPs. An income-generating project is a businesslike activity which includes all school entrepreneurial activities and other undertakings that are not supported by government funds which should be self-liquidating.

ARTICLE 284. Criteria for Income Generating Projects. Criteria for prioritizing the selection of income-generating projects are:

- 284.1 The project may use existing assets of the university identified by the management for the purpose;
- 284.2 Technical expertise can be provided by regular employees of the University;
- 284.3 The project enhances the attainment of the University's Vision, Mission, Goals and Objectives;
- 284.4 The project must give reasonable economic return to augment the fiscal resources of the University based on existing IGP manual as approved by the BOR;
- 284.5 The project must be viable in the Campus and in the locality;
- 284.6 The project may be categorized as Food Production, Manufacturing or Industrial, Retailing or Service Provision, Academic or Intellectual, or the like.

ARTICLE 285. Income-Generating Project Management. The University President shall head the IGP Management. He appoints the chairmen and the members of the Board of Management and the Project Managers.

ARTICLE 286. The Board of Management may be composed of three to seven members with the Vice President for PEBA to act as an ex-officio chairman. Where there are only very few projects, the Board of Management and Project Managers may not be necessary.

ARTICLE 287. There shall be a Business Affairs Office in every campus.

ARTICLE 288. There shall be a replication of the Board of Management for Income-Generating Projects of the University in every campus with the Campus Director as Project Manager.

ARTICLE 289. The Project Chairperson must be a teaching or non-teaching staff with a regular item and must have a strong background and sufficient expertise in business and economics management.

ARTICLE 290. Each income-generating project shall be placed under the supervision of a regular personnel of the University with a technical expertise or entrepreneurial capabilities of managing the project. He must be committed to the project and willing to work beyond office hours.

ARTICLE 291. The Income-Generating Project shall be replicated in other campuses which will include the academic production in all academic disciplines.

ARTICLE 292. Seed Capital. The BOR can authorize the provision of seed capital from the MOOE funds of the University equal to a one month's operating capital of the project, subject to the approval of the Department of Budget and Management.

ARTICLE 293. All accountable officers of the Income-Generating Projects shall be properly bonded.

ARTICLE 294. The University shall maintain separate but complete records of all transactions of an Income-Generating Project which shall include the preparation and submission of financial statements monthly, quarterly, or annually as required by the University President or his duly authorized representative.

ARTICLE 295. Incomes from IGPs shall be deposited as Special Trust Fund in the nearest government accredited depository bank. Satellite campuses which are far from the city and where there is no available government bank, shall deposit the IGP income in any available bank in the area, in a distinct and separate bank account. It shall be disbursed in accordance with the duly approved IGP Manual for Operations.

ARTICLE 296. The Income-Generating Projects (IGP) Manual shall serve as a guide for facilitating all processes and transactions, most particularly in starting and managing IGPs, including incentives schedules for IGP projects.

ORGANIZATIONS AND ASSOCIATIONS

ARTICLE 297. Employees may establish or join professional or self-regulating organizations for the purpose or promoting or defending their interest and welfare.

ARTICLE 298. An organization or association of faculty members, employees and laborers, when authorized, shall submit to the President a copy of its constitution and by-laws for review/comments before its implementation and shall be subject to such other conditions as may be prescribed by the existing rules and regulations of regulating agencies such as the CSC, CHED, DOLE and by the President.

ARTICLE 299. The President or the Campus Director may suspend preventively any member of the faculty, employee during the pendency of the administrative charges against him/her.

TITLE IX

STUDENT AFFAIRS

ARTICLE 300. To improve the quality of student affairs and services in Higher Education Institutions, the Student services and Welfare program thus includes the following: admission, information, orientation, scholarship financial assistance, health, guidance and counseling, career and placement services, food service, student discipline, student organization, student publication, research, monitoring and evaluation of student affairs and services.

ARTICLE 301. A Guidance and Placement Office shall be organized within the Office of the Student Affairs Office with the following services:

301.1. Individual inventory

301.2 Information

301.3 Counseling

301.4 Placement

301.5 Follow-up

301.6 Campus Ministry

301.7 Career Guidance

ARTICLE 302. All bonafide students are entitled to free medical and dental services available in the University.

ARTICLE 303. Scholarship in the University shall be classified into:

303.1 Honorific scholarship (for editor-in-chief, corps commander and SSC president)

303.2 University scholarship (BOT, barangays)

303.3 Other scholarship or privileges (CIBAC, DOST, CHED, private individuals)

ARTICLE 304. A student who wants to have his/her working experience credited in favor of his/her OJT, Practicum and Internship must comply with the following requirements:

304. 1 Certificate of Employment;

304. 2 Recommendation from the Dean, approved by the Campus Director;

304.3 Open enrolment for crediting of the OJT Practicum and Internship programs

ARTICLE 305. Any unit within the University which has the capability may offer housing services to students and faculty.

ARTICLE 306. The residence halls shall be governed and operated in accordance with established policies formulated by the campus concerned.

ARTICLE 307. There shall be a code of discipline for student in the Student's Handbook. Every student is expected to adhere to this code of behavior.

ARTICLE 308. All disciplinary cases involving students shall be handled by the Discipline Committee chaired by the Student Affairs Office for the Main Campus, or by the Chair of Student Affairs for the satellite campuses, with the SSC President or his/her representative as members. Other members of this committee shall be determined by the campus director of the campuses concerned.

ARTICLE 309. Each Campus Director shall form a task force in preventing drug addiction and other vices in the University.

STUDENT PUBLICATION AND ORGANIZATIONS

ARTICLE 310. The University shall have at least one student publication in each satellite campus.

ARTICLE 311. Student organizations in the University shall be any association, club or organized group of bonafide students recognized by the school administration and per accreditation by the Student Affairs Office.

ARTICLE 312. Organizations in the University shall be categorized as:

312.1 Curricular organizations

312.2 Co-curricular organizations

ARTICLE 313. All students are automatically members of the Supreme Student Council (SSC) and its federated umbrella, the Federation of Student Councils and leaders of the

University, (FSCL Inc.) and all legitimate student organizations for accreditation to the Student Affairs Office.

ARTICLE 314. The Student Affairs Office shall regularly monitor the affairs of the organizations, and require submission of year-end accomplishment and financial reports, including the bank passbooks.

ARTICLE 315. Student organizations shall not be allowed to function without having been officially recognized by the President through accreditation from the Student Affairs Office. A copy of their ratified Constitution and By-Laws shall be submitted to the SAO.

ARTICLE 316. Every student organization may choose and recommend at least three names from among the qualified teachers of the campus as an adviser. The Campus Director will choose the adviser upon recommendation of the Dean of Student Affairs.

ARTICLE 317. All SSC officers of the various campuses are members of the Federation of Student Councils and Leaders who shall elect their officers among themselves. The Federation shall choose and recommend at least three names from among the qualified teachers of the campus as an adviser. The President will choose the adviser upon recommendation from the Dean of Student Affairs Office.

COMMENCEMENT AND BACCALAUREATE ACTIVITIES

ARTICLE 318. The University annual commencement exercises shall be presided over by the University President.

ARTICLE 319. The Vice President for Academic Affairs, campus directors, college deans and campus registrars shall be responsible for the commencement and baccalaureate exercises.

ARTICLE 320. Dates for commencement exercises shall be determined by the Academic Council or the Board of Management.

ARTICLE 321. Attendance at general commencement exercises shall be required.

ARTICLE 322. The diploma should indicate the actual date of commencement and shall be given during the commencement exercises.

ARTICLE 323. Unless otherwise revoked by the BOR, candidates for graduation together with the administrative staff, faculty members and University officials, shall wear the appropriate academic gowns/attire during the baccalaureate service and commencement exercises.

ARTICLE 324. The diploma shall bear the signature of the University President, campus director, and the campus registrar.

ARTICLE 325. Candidates for graduation must apply a semester before.

STUDENT CONDUCT AND DISCIPLINE

GENERAL PROVISIONS

ARTICLE 326. This norm of conduct and discipline envisions to develop among the students desirable personal attributes and to instill among them deeper sense of responsibility in order to maximize their individual capacity as well as collective involvement in the urgent task of evolving a new and better society.

ARTICLE 327. The wearing of the prescribed uniform is compulsory unless the students has secured written exemption from the Dean of Student Affairs, which must be shown on demand. Laboratory and shop uniforms shall be worn only during laboratory and shop periods: and P.E., CWTS, uniforms on their scheduled days.

ARTICLE 328. Every student must have a prescribed CTU ID card which must be carried and displayed properly at all times while in the University premises.

ARTICLE 329. Male students shall sport a haircut above the collar line. Wearing of earrings for the male is prohibited in the University campus.

ARTICLE 330. The definition or specification of certain offenses or breaches of discipline, in separate resolution of the Administrative Council approved by the Board or Regents, shall not be construed to exclude other offenses or breaches against the rules of discipline promulgated by the University President, Campus Director, Dean in those cases not provided by the said bodies.

ARTICLE 331. For purposes of keeping order and promoting decorum in the classes, an instructor is authorized to exclude a student for ungentlemanly conduct from his class and immediately thereafter to make a report of such action to the Dean of Student Affairs or in his absence to his/her associate dean, or to Dean of the Department.

ARTICLE 332. Any student who makes unnecessary noise in the University premises shall be subject to disciplinary action according to the rules and regulations of the University.

ARTICLE 333. All campuses of the CTU must be a No Smoking Zone.

ARTICLE 334. The University need not take any action on complaints regarding ordinary debts of students to private parties. However, if the case clearly involves the moral character of the student, the Dean of Student Affairs or his representatives, may take disciplinary action. If it is a case of indebtedness to the University the existing rules such as withholding of grades or barring from the examination shall be applied, without prejudice to the authorities taking further action as the circumstances may warrant.

ARTICLE 335. Whenever a student, either as an officer or as a member of an organization, has been reported as, or has been suspected of, having violated the rules and regulations concerning student extra-curricular activities and organizations, the adviser or the organization shall conduct an investigation of the case and render a report to the Dean of

Student Affairs. If the student is found guilty as charged, the Dean of Student Affairs shall admonish, reprimand or suspend him for a period of not more than one fifteen (15) days and shall report such action to the University President. If a heavier penalty is necessary, the Dean of Student Affairs, shall make the corresponding recommendation to the Campus Director or to the University President as the case may be.

ARTICLE 336. If the offense is serious enough to necessitate suspension, the officials concerned shall authorize to suspend the erring student, after due process, for a number of days as follows:

- 1-15 days - Dean of Student Affairs
- 16-30 days - Campus Director
- 31- up days - University President

ARTICLE 337. The Dean of Student Affairs, after due investigation may recommend suspension for more than one year or expulsion from the University, or shall so recommend to the University President for further investigation of the case and final decision by the Board of Regents.

ARTICLE 338. Any student who is respondent in a disciplinary case heard by the Board of Regents shall have the right to be assisted by a counsel of his/her own choice.

ARTICLE 339. A student who has committed any breach of discipline and who has failed to appear for an investigation after having been given THREE (3) days notice, shall be considered as in default and the investigating body or official shall proceed with the investigation of the case and shall decide it on the bases of the evidence available.

ARTICLE 340. Disciplinary action may take the form of expulsion, suspension from the University, exclusion from any class, reprimand, warning, or expression of apology. The gravity of the offense committed and the circumstances attending its commission shall determine the nature of the disciplinary action or penalty to be imposed.

ARTICLE 341. The fact that the misconduct has been committed outside of the University campus shall constitute no defense if it involves his status as a student or affects the good name or reputation of the University.

RULES AND REGULATION ON STUDENT CONDUCT AND DISCIPLINE

ARTICLE 342. The right of the University to impose disciplinary action against student misbehavior is derived from, and inherent in its obligation to, thus, maintain and preserve the standards of the University; safeguard and protect its property; insure the health and safety of the students and personnel of the University; preserve peace, insure orderly procedure and maintain student morals; and advocate character development for maintaining students of decency and for providing a moral climate in the University.

ARTICLE 343. No disciplinary proceeding shall be instituted except for conduct prohibited by law or by the rules and regulations of the University.

ARTICLE 344. A student shall be subject to disciplinary action for committing any of the following acts:

- 344.1 Dishonesty, such as cheating during examination, or plagiarism in connection with any academic work;
- 344.2 Forgery, alteration or misuse of University documents, records or credentials; knowingly furnishing false information to the University in connection with official documents filed by him and making, publishing or circulating false information about the University, its officials, faculty members and/or students;
- 344.3 Obstruction or disruption of teaching, administrative work, disciplinary proceeding or other college activity;
- 344.4 Physical assault on or a threat to any person within the premises of the University;
- 344.5 Uttering defamatory, slanderous and libelous statements/remarks against any student, faculty member and University official or any of his authorized representatives;
- 344.6 Theft of, or damage to, property of the University or of any employee and /co-students;
- 344.7 Unauthorized entry to or use of University facilities
- 344.8 Vandalism, which is the willful destruction of any University property and which includes, but is not limited to, such acts as tearing off or defacing any library book, magazine or periodical, writing or drawing on the walls and pieces of furniture, breakage of glass window, showcases, cabinet doors, electrical, mechanical or electronic devices or contrivances, unauthorized removal of official notices and posters from the bulletin board, and other similar offenses;
- 344.9 Hazing, which is an act that injures, degrades or tends to injure, degrade, or disagree any fellow student or person attending the University, whether it is a mere conspiracy or actually engaging in this activity, and it includes, but is not limited to initiations, admissions to fraternities, sororities and other organizations;
- 344.10 Illegal use, possession or distribution of narcotics or dangerous drugs and other prohibited drugs;
- 344.11 Unlawful possession or use of explosives or deadly weapons and firecrackers;

- 344.12 Engaging in lewd, indecent, obscene or immoral conduct while within the University premises and during any University gathering;
- 344.13 Abusive behavior or discourtesy committed against any student, faculty, members, university personnel or officials;
- 344.14 Engaging in any form of gambling within the premises of the University;
- 344.15 Drinking beer, alcoholic beverages or in state of intoxication within the premises of the University;
- 344.16 Smoking within the University premises;
- 344.17 Violation of any penal statute or of rules and regulations promulgated by authorities;
- 344.18 Joining and inciting rallies, demonstrations, and other forms of group action which create disorder;
- 344.19 Posting, distributing, circulating leaflets and other printed matters that tend to subvert the government;
- 344.20 Organizing and joining any fraternity, sorority, and other student organizations which are not authorized;
- 344.21 Engaging any form of extortion;
- 344.22 Carrying within the University premises any firearms, knife, daggers or any other dangerous or deadly weapons;
- 344.23 Creating and/or participating within the University premises any form of disorder, tumult, breach of peace, or other serious disturbances;
- 344.24 Intentionally making a false statement of any material fact, or practicing or attempting to practice any deception or fraud in connection with his admission or registration in, or graduation from the University;
- 344.25 Littering in any part of the Campus is strictly prohibited, including spitting and throwing wrappers of all kinds and other rubbish on the premises.
- 344.26 Any other misbehavior or misconduct, which may threaten or endanger the health and/or safety of any person inside the University premises, or which adversely affect the student's welfare as a members of the academic community.

ARTICLE 345. Rules and Regulations Promulgated by Campus Directors. Campus Director may after due consultation with the Faculty and Student Organization, promulgate rules on conduct and discipline or peculiar application to their respective campuses, subject to the written approval of the University President. Such duly promulgated rules and regulations, before its effectivity, shall be posted in the bulletin board of the campus and shall take effect fifteen (15) days after the date of posting. .

ARTICLE 346. Committee on Student Discipline. There shall be a Committee of Discipline or its equivalent composed of Dean of Student Affairs as its chairman and two officers or members of the Faculty and Personnel Association, the President of the Student Council and one representative from the Non-teaching Personnel as members, to be appointed for a period of two (2) years by the President upon recommendation of the Campus Director. In any disciplinary case before the Committee, a respondent may request that two (2) senior students be appointed as members to sit with a right to vote, and the respondent shall be informed of such right.

ARTICLE 347. Jurisdiction. All complaints against students which are punishable by dropping, suspension, or expulsion be investigated or proceeded with and in accordance with due process of law by the Committee on Student Discipline.

ARTICLE 348. Filing of Charge. A disciplinary proceeding shall be instituted *motu proprio* by the appropriate authority or upon the filing of a written charge specifying the acts or commissions constituting the misconduct and subscribed by the complainant, or upon submission of an official report of any violation of existing rules and regulations. Upon the filing of the said charge or report with the Committee on Student Discipline of the office of the Dean, as the case may be, an entry shall be made in an official entry book kept for the purpose specifying the person or persons charged, the complainant(s), his witness, if any, the date of filing, and substance of the charge.

ARTICLE 349. Preliminary Inquiry. Upon receipt of the complaint which should be under oath, or written report, the Committee as the case may be, shall determine whether the complaint or report is sufficient to warrant formal investigation. Notice to the respondent(s) is required but presence of the respondent(s) during the preliminary investigation may be waived. In cases where the complaint or report is found sufficient, formal charge(s) shall be filed and served upon each respondent and his parents/guardians.

ARTICLE 350. Answer. Each respondent shall be required to answer in writing within five (5) working days from receipt of the charge(s).

ARTICLE 351. The investigation shall commence not later than 10 days after receipt of the respondent's answer or after the expiration of the period within which the respondent shall answer.

ARTICLE 352. Duration of the Investigation. The investigation shall not exceed beyond two (2) calendar months.

ARTICLE 353. Failure to Appear at Hearing. In case either complainant or respondent fails to appear at the place set for the initial hearing after due notice and without sufficient justification, this fact shall be noted and the hearing shall proceed *ex-parte* without prejudice to the party's right to appearance in subsequent hearings.

ARTICLE 354. Postponement. Application for postponement may be granted for good cause, provided, that not more than two postponement per party to the litigation shall be allowed.

ARTICLE 355. Committee Report. The Committee shall forward to the the Dean within (15) days after the termination of the investigation the complete record of the case, with its report and recommendation. The report signed by at least a majority of the members of the Committee shall state the findings of the facts, conclusions and recommendations and the specific regulation on which the decision is based.

ARTICLE 356. Decision by the Dean of Student Affairs. The Dean shall, within ten (10) days after receipt of the Committee's Report, transmit the report together with its decision to the campus director.

ARTICLE 357. Finality of the Decision. A decision of the Dean, other than expulsion, permanent disqualification from enrolment, or suspension for more than thirty (30) days shall become final and executory fifteen (15) days after receipt thereof unless a motion for reconsideration of the same is filed, in which case the decision shall be final fifteen (15) days after receipt of the denial of the motion for reconsideration.

ARTICLE 358. Action by the President on recommendation coming from the Dean or appeal from the decision of the Dean shall be rendered within ten (10) days after the receipt of the appeal. In cases of expulsion, the President shall consult the Board of Management. Decisions of the President in cases specified in the next succeeding sanction may be appealed to the Board of Regents, within ten (10) calendar days after respondent(s) receive a copy of such decision.

ARTICLE 359. Decision of the Board of Regents. The Board of Regents shall review on appeal decision of the President, when the penalty imposed is expulsion, suspension for more than one (1) calendar year, or any other penalty or equivalent severity and render final judgment thereof.

ARTICLE 360. Rights of Respondents. Every respondent shall enjoy the following rights:

- 360.1 To be subjected to any disciplinary penalty only after the requirements of due process shall have been fully complied with.
- 360.2 To be convicted only on the basis of substantial evidence, the burden of proof being with the person filing the charge.

- 360.3 To be convicted only on the basis of evidence introduced at the proceedings or of which the respondent has been properly apprised and given the opportunity to rebut the same;
- 360.4 To enjoy, pending final decision on the charges, all his rights and privileges as a student.
- 360.5 To confront or cross-examine the witnesses presented against him; and
- 360.6 To defend himself personally or by counsel, or by representative of his own choice. If the respondent desires but is unable to secure the services of a counsel, he shall manifest that fact at least three (3) days before the date of hearing, and request the Committee on Student Discipline or the Investigating Committee to designate a counsel for him from among the employee/faculty member of the University.

ARTICLE 361. Effectivity of Decision. Decision(s) shall take effect as provided in these rules; Provided, that final decisions of suspension or dismissal rendered within thirty (30) days prior to any final examination, shall take effect during the semester immediately subsequent to the semester/summer in which such decision were rendered; Provided, further, that when the respondent is graduating in which case the penalty shall take effect immediately.

ARTICLE 362. Records. All proceedings before any Committee shall be taken down in writing. Original records pertaining to student discipline shall be under the custody of the Dean of Student Affairs. Such records are hereby declared confidential and no person shall have access to the same for inspection or copying unless he is officially involved therein, or unless there is a court order commanding therefore to allow third person for inspection or access to the records. Any official or employee or the institution who shall violate the confidential nature of such records shall be subject to disciplinary action.

ARTICLE 363. Sanctions. Disciplinary action may take the form of expulsion/dismissal, suspension from the University, withholding of graduation and other privileges, exclusion from any class, reprimand, warning, or expression of apology by the student. The gravity of the offense committed and the circumstances attending its commission shall determine the nature of the disciplinary action or penalty to be imposed.

- 363.1 Dropping - A student may be dropped from the rolls during the school year or term after he/she was found after due investigation to have violated the rules and regulations of the university, the Commission on Higher Education and the laws of the land. The student who is dropped should be issued immediately his transfer credentials.
- 363.2 Suspension- A student may be suspended during the school year or term for a period not exceeding twenty (20) percent of the prescribed school term. Suspension, which will involve the loss of entire year or term shall not be effective unless approved by the Board of Regents.

363.3 Expulsion – the penalty of expulsion is an extreme form of administrative sanction, which debars the student from all public and private schools. To be valid and effective the penalty of expulsion requires the approval of the Board of Regents. Expulsion is usually considered proper punishment for gross misconduct or dishonesty and/or such offenses as hazing, carrying of deadly weapon, immorality, habitual drunkenness, vandalism, hooliganism, assaulting a teacher or any other authority or his agent or student, instigating, engaging in activities resulting in damage to campus or school facilities, property or injury to persons, preventing or threatening students or faculty members or school authorities from discharging their duties or from attending classes or entering the school premises, forging or tampering school records or transfer form, or securing or using forged credentials.

For the first and other offenses that are not serious in nature a suspension from the university of not to exceed three (3) days may be authorized by the Dean/Director of Student Affairs without the prior approval of the University President. Where it is necessary for the preservation of school discipline, a persistent offender against good order or one guilty of a serious offense may, subject to prior approval of the University President, be suspended by the Dean/Director of Student Affairs for not more than one school year, indefinite suspension; and expulsion from school can be considered only by the Board of Regents after consideration of the full facts of the case.

363.4 Any disciplinary action taken against a student shall immediately be reported to his parents or guardians.

363.5 Refusal to submit to the jurisdiction of the University by a student not enrolled at the time a charge against him/her is filed or pending litigation shall prejudice his future enrollment in the University or any satellite campuses.

ARTICLE 364. Summary Investigation by Dean. Notwithstanding, the provisions of the foregoing sections, a Dean may proceed summarily against students of his college for any of these acts:

364.1 Violation of rules and regulations issued by the Dean of the college.

364.2 Misconduct committed in the presence of a faculty member or any official of the University within the classrooms or premises of the university or in the course of an official function sponsored by the University.

ARTICLE 365. The summary investigation for acts mentioned in the preceding Article shall be conducted in the following manner:

- 365.1 The respondent shall be summoned to appear before the Dean of the College, informed the student of the charge against him and afforded him the opportunity to present his side.
- 365.2 Every decision rendered under this Article shall be in writing, stating therefore the facts of the case and the basis of the penalty imposed. Such decision shall be final and immediately executor after the issuance of the order. This penalty of suspension, if imposed shall not exceed fifteen (15) days.

ARTICLE 366. Definition of Term under this Chapter. The following terms shall have the meaning set forth below:

- 366.1 "Students" include any person enrolled in the University in a regular or part-time basis and those enrolled in any of the special programs of the University at the time of the commission of the offense.
- 366.2 "Laws of the Land" refer to general enactments in force in the Philippines; and
- 366.3 "Official Report" includes any factual narration in writing, report duly submitted to any proper authority in the institution by a faculty member, any member of the institution security force, any officer of a college, and any officials in the University.

TITLE X

GRIEVANCE PROCEDURE

ARTICLE 367. The following procedure shall be followed for the settlement of complaints and grievance arising out of the University Code including matters relating to terms and conditions of employment, and other personnel actions and policies:

- Step 1. As much as practicable human relations shall be used in handling grievances and/or complaints.

All disputes, complaints and grievance on matters arising out from the interpretation of the University Code, personnel actions and policies shall be threshed out on a case-to-case basis according to existing laws, rules and regulations.

Any faculty member or employee of the University shall have the right to present any grievance against his peer, subordinate or superior in accordance with the grievance procedure or machinery.

- Step 2. Any personnel who has a grievance or claim shall submit this in the first instance to his immediate superior either orally or in writing. The superior

shall answer the grievance or claim within a period of five (5) days from the time said grievance/ claim was submitted to him by the personnel concerned.

Step 3. As much as possible, grievance should be settled within their respective college/division or department, thus:

Problems on matters arising/involving personnel association shall be referred to the President of the Association;

Problems involving curricular activities shall be referred to the Dean of Student Affairs;

Problems arising from teaching-related activities shall be referred to the Department Head through channels;

Problems involving accounting and/or administrative personnel shall be referred to the Unit Head and/or Administrative Officer.

Step 4. The grievance or claim shall be brought by the employee personally in the attention of the Department Head/Dean.

If the employee is dissatisfied with the answer or the action of the immediate superior;

If the matter is not within the competence of the superior/supervisor to deal with;

If it concerns a general issue of interpretation, application, or compliance with the University Code.

Step 5. Should the matter not be settled to the satisfaction of the employee, this may be appealed to the Vice President for Academic Affairs to be decided within ten (10) days if in the teaching group and/or the Vice President of Administration if under the Administrative or Non-teaching group.

If a satisfactory solution to both parties is not reached by the above procedure, the grievance of complainant shall be submitted to the Grievance Board at the request of either party.

However, no grievance or complaint shall be entertained by the Grievance Board without a formal endorsement/clearance the Unit or Department head concerned.

In rendering out decision, the Grievance Board shall be guided and shall apply existing laws, rules and regulations within the context of due process.

Step 6. The decision of the Grievance Board shall be final and binding upon parties; however, any aggrieved party has the right to appeal to the Board of Regents through the University President within fifteen days upon receipt of the decision.

Step 7. Should the grievance or complaint not be settled by the above procedures, only then may either party proceed to such other remedies as may be permitted by law.

AMENDMENTS OR REVISIONS

ARTICLE 368. Except to those specifically provided for by law, any amendment to or revision of this Code shall be proposed by the joint meeting of Administrative Board and Academic Council upon a majority vote of all its members and or by the Board of Regents.

TRANSITORY PROVISIONS

ARTICLE 369. All resolutions passed/approved by the Governing Board relating to the University's program offerings shall be an integral part of this code.

ARTICLE 370. As a matter of policy all approved manuals, curricular programs, including those that are revised or modified updated and those that are similarly treated shall be respected. No changes, alteration, modification, transfer of subject offerings from one term to another for whatever purpose or intention are allowed without observing the approved quality process, finally approved by the University President as recommended by the Office of the Vice-President for Academic Affairs.

ARTICLE 371. The approved Quality Policy Manual to ISO 9001:2008 on Quality Management System (QMS) shall serve as part of this code.

ARTICLE 372. All existing policies, manuals, handbook, regulations or BOT/BOR Resolutions in conflict herewith are deemed superseded and or repealed accordingly.

ARTICLE 373. New provisions and rules set forth in this Code which may prejudice or impair vested rights under previously existing rules shall have no retroactive effect.

ARTICLE 374. This Code shall take effect after it has been approved by the majority of the members of the Board of Regents.

Approved March 17, 2011.

