



MC No. 19, s. 2005

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES;
DEPARTMENTS, BUREAUS AND AGENCIES OF THE
NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS;
GOVERNMENT-OWNED OR CONTROLLED
CORPORATIONS WITH ORIGINAL CHARTERS; STATE
UNIVERSITIES AND COLLEGES; AND LOCAL COLLEGES
AND UNIVERSITIES

SUBJECT : Model Merit Systems for Faculty Members of State
Universities and Colleges and Local Colleges and
Universities

In CSC Resolution No. 051404 dated October 06, 2005, the Civil Service Commission has approved the attached Model Merit Systems for Faculty Members of State Universities and Colleges (SUCs) and Local Colleges and Universities (LCUs). The policies contained therein have been developed and improved in consultation with the Philippine Association of State Universities and Colleges (PASUC) and the Association of Local Colleges and Universities (ALCU).

The Commission enjoins the SUCs and the LCUs to adopt the attached model merit systems for their faculty members, and submit the same to the concerned CSC Regional Office to serve as guide for the expeditious attestation of appointments and action on requests for accreditation to take final action on appointments.

Please be guided by the attached models in the preparation of your university or college Merit System.


KARINA CONSTANTINO-DAVID
Chairman

03 November, 2005



Model Merit Systems for Faculty Members of State Universities
 and Colleges, and Local Colleges and Universities

X----- X

RESOLUTION 051404

WHEREAS, the Civil Service Commission, as the central personnel agency of the government, is mandated by the Philippine Constitution to ensure that all appointments in the civil service are made only according to merit and fitness;

WHEREAS, the Civil Service Commission, through its Memorandum Circular No. 5, s. 1987, required heads of state universities and colleges (SUCs) to establish and maintain a Merit System for the University or College;

WHEREAS, the Merit System serves as the framework for the observance of the merit principle in the recruitment, placement, promotion and retention of faculty members;

WHEREAS, the Commission recognizes the need to require the establishment and maintenance of a Merit System in local colleges and universities (LCUs) funded by local government units;

NOW, THEREFORE, the Commission hereby approves the attached model merit systems for faculty members of SUCs and LCUs;

The Commission likewise enjoins SUCs and LCUs to adopt the attached model merit systems for faculty members of state universities and colleges, and local colleges and universities, and submit the same to the concerned CSC Regional Office to serve as guide for the expeditious approval of appointments, attestation and accreditation to take final action on appointments.

Let copy of this resolution be furnished the Philippine Association of State Universities and Colleges (PASUC), the Association of Local Colleges and Universities (ALCU), and the Civil Service Commission Regional Offices (CSCROs).

Quezon City, **OCT 06 2005**

KARINA CONSTANTINO-DAVID

Chairman

J. WALDEMAR V. VALMORES
 Commissioner

CESAR D. BUENAFLOR
 Commissioner

Attested by:

REBECCA A. FERNANDEZ
 Director IV

Commission Secretariat and Liaison Office

MARIANO T. BAUTISTA
 Board Secretary V
 Commission Secretariat & Liaison Office

Certified True Copy:

NLA/FCT/dolm:RES-Merit System for Faculty Members

A MODEL

ALCU UNIFIED MERIT SYSTEM *for* FACULTY MEMBERS *of* LOCAL COLLEGES AND UNIVERSITIES

Pursuant to the provisions of Section 32, Book V of Administrative Code of 1987 (Executive Order No. 292); CSC Memorandum Circular No. 3, 1979 as amended by CSC Memorandum Circular No. 18, s. 1988 and CSC Memorandum Circular No. 38, s. 1989, as further amended by CSC Memorandum Circular No. 40, s. 1998; CSC Memorandum Circular No. 15, s. 1999; CSC Memorandum Circular No. 8, s. 1999; and CSC Memorandum Circular No. 3, s. 2001; the DBM National Budget Circular No. 461; and the Individual School Merit Promotion Plan of ALCU Member Schools, this ALCU Unified Merit System is hereby established for the guidance of all LCUs .

The Governing Board of the local university or college shall approve the LCU Merit System, which shall be submitted to the Civil Service Commission. The approved LCU Merit System shall be used as one of the bases for the expeditious approval or attestation of appointments, and LCU accreditation to take final action on appointments.

The LCU is enjoined to adopt this model merit system or to use another name or title for its Merit System. Non-submission of a Merit System for Faculty Members by the ALCU member schools within a specified period shall be construed as adopting the herein model Merit System established by the Commission.

CHAPTER 1. OBJECTIVE

It is the policy of the Local Colleges and Universities (LCU) to strictly adhere to the principles of merit, fitness and equality. The selection of employees shall be used on their relative qualifications and competence to perform the duties and responsibilities of the position. There shall be no discrimination in the selection of the employees on account of religion, ethnicity, disability, political affiliation, civil status, and gender in consonance with accepted ethical standards. In this pursuit, the ALCU Unified Merit System aims to:

1. Establish a sound procedure for recruitment, selection and appointment; reward, and promotion;
2. Create and provide equal opportunities for career development;
3. Enhance individual and organizational effectiveness and productivity;
4. Develop qualified, committed and motivated academic staff;
5. Provide a guide for speedy and fair resolution of complaints and grievances; and,
6. Provide a framework for personnel discipline

CHAPTER 2. SCOPE

This Merit System shall cover all closed career positions of the LCU. These are the positions or ranks in the faculty such as the following:

FACULTY RANK	SUB-RANKS
Instructor	I - III
Assistant Professor	I - IV
Associate Professor	I - V
Professor	I - V
College Professor	
University Professor	

CHAPTER 3. DEFINITION OF TERMS

- a. **Appointing Authority** - the Local Chief Executive (LCE) as chairman of the Board of Trustees/Regent or the University President authorized by law to issue appointments.
- b. **Association of Local Colleges and Universities (ALCU)** - the recognized organization of all chartered local colleges and universities established by the different local government units.
- c. **Career Service** - positions in the civil service characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.
- d. **Closed Career Position** - any position in the faculty staff of the LCU.
- e. **Community Extension Service** - any development-oriented program or service provided internally or externally by the University/College.
- f. **Eligibility** - refers to the result of passing a merit and fitness test which may be determined as far as practicable by competitive examination, or based on highly technical qualifications or other tests of merit and fitness conducted by the Civil Service Commission, or other examinations jointly designed and coordinated by the departments or agencies with the assistance of or in coordination with the CSC, or the Professional Regulation Commission (PRC) conducted board examinations, the Supreme Court conducted bar examinations, or TESDA conducted crafts and trades examinations.
- g. **Faculty** - regular plantilla-based set of people of the LCU appointed to a faculty rank who are directly engaged in teaching, research and extension services.
- h. **Faculty Rank** - the classification of faculty into Professor, Associate Professor, Assistant Professor, and Instructor positions, which is further classified into sub-ranks pursuant to applicable laws, rules and regulations.
- i. **FSB** - refers to the Faculty Selection Board. This body shall assist the University/College President in selecting applicants for recommendation to the

governing board, which shall confirm appointments of faculty members to positions/ranks.

- j. **FTDC** - refers to the Faculty Training and Development Committee. This body shall be responsible for selecting and recommending faculty members who should attend specific training programs conducted by the LCU or by government agencies or duly accredited non-governmental organizations, local or foreign.
- k. **Full Timer** - regular faculty members occupying permanent plantilla positions and rendering an equivalent of forty (40) hours of work a week. The 40 hours may consist of academic full load plus quasi-teaching administrative duties (consultation, preparation of lesson, checking of papers, and research and extension services).
- l. **Full Load** - consists of a number of hours spent in teaching or academic units plus quasi-teaching/administrative duties (consultation, preparation of lesson, checking of test papers, and research and extension services), the total of which is forty (40) hours of work a week.
- m. **Governing Board** - refers to the highest policy-making body of a chartered LCU. For chartered local universities, it is called the Board of Regents (BOR). For chartered local colleges, it is called the Board of Trustees (BOT).
- n. **LCU** - refers to the Local College or University established through an ordinance by the local government unit in the province, city, municipality or barangay.
- o. **Merit System** - a personnel system in which comparative merit or achievement governs the selection, utilization, training, retention and discipline of the faculty members in the LCU.
- p. **Part Timer** - a teaching staff member who is either occupying a regular plantilla position or hired through a contract of service or a job order whose work is part-time. (A contract of service or job order part timer is not a government employee as his/her service is not considered government service.)
- q. **Personnel Action** - any action denoting the movement or progress of personnel in the civil service.
- r. **PES** - refers to the performance evaluation system for faculty positions/ranks. It shall be an organized, methodical and standardized system of evaluating the individual performance of faculty members for organizational effectiveness.
- s. **Qualification Standards** - is a statement of the minimum qualifications for a position, which shall include education, experience, training, civil service eligibility, and physical characteristics and personality traits required for the performance of the job or set of duties.

The civil service eligibility can be dispensed with for appointment to faculty ranks; however, RA 1080 shall be required if the subjects to be taught are covered by bar/board laws.

- t. **Rank** - refers to academic rank or sub-rank assigned to a member of the faculty after evaluation in accordance with the common criteria and point allocation as may be

prescribed from time to time by a duly authorized agency.

- u. **Reclassification** – involves a change in the classification of a position either as a result of a change in its duties and responsibilities sufficient to warrant placing the position in a different class, or as a result of a reevaluation of a position without a significant change in its duties and responsibilities.
- v. **Recruitment** - the process of searching for and attracting potential applicants through announcements, assessments and related procedures to select the most qualified applicant for appointment to an appropriate position in the faculty.
- w. **Research Output** – relevant scientific, technical, educational studies made.
- x. **Selection** - the process of thoroughly screening qualified applicants for certain positions to determine the most qualified among them or to rank them based on their qualifications and professional potentials.
- y. **Teaching Experience** – refers to the acquired number of years of service and quality of teaching performance.
- z. **Upgrading** – involves the reallocation of the salary grade assignment of positions to a higher salary grade without change in its duties and responsibilities. The term upgrading refers to a class or positions and is not applied in individual cases. A class is upgraded in view of its perceived relative worth as compared to other classes of positions with similar salary grade assignments.

CHAPTER 4. PERSONNEL MANAGEMENT SYSTEMS AND STANDARDS

I. QUALIFICATION STANDARDS

GENERAL POLICY

The qualification standards for appointment and other personnel actions for faculty members shall be those provided under the ALCU Unified Merit System and such other issuances that may henceforth be issued.

POLICIES

1. Hereunder are the minimum qualification standards for appointment to faculty positions in the LCUs:

POSITION TITLE	SG	EDUCATION	EXPERIENCE	TRAINING	RESEARCH OUTPUT	COMMUNITY EXTENSION SERVICE	ELIGIBILITY
Instructor I	12	B.S. Degree + 6 units MA	None	None			None required; RA 1080 (for courses requiring BAR or BOARD eligibility)

POSITION TITLE	SG	EDUCATION	EXPERIENCE	TRAINING	RESEARCH OUTPUT	COMMUNITY EXTENSION SERVICE	ELIGIBILITY
Instructor II	13	B.S. Degree + 12 units MA	1 year relevant experience	4 hrs of relevant training			None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Instructor III	14	B.S. Degree + 18 units MA	2 years of relevant experience + VS Performance Rating	8 hours of relevant training			None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Asst. Prof. I	15	B.S. Degree + 24 units MA	3 years of relevant experience + VS Performance ⁴ Rating	15 hours of relevant training	- Local -Unpublished Research -Action/ Applied Research in Any Discip-Line	- Outreach Program - Participative	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Asst. Prof. II	16	Master's Degree	4 years of relevant experience + VS Performance Rating	20 hours of relevant training	- Local -Unpublished Research -Action/ Applied Research in Any Discip-Line	- Outreach Program - Participative	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Asst. Prof. III	17	Master's Degree	4 years of relevant experience + VS Performance Rating	25 hours of relevant training	- Local -Unpublished Research -Action/ Applied Research in Any Discip-Line	- Outreach Program - Participative	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Asst. Prof. IV	18	Master's Degree	4 years of relevant experience + VS Performance Rating	28 hours of relevant training	- Local -Unpublished Research -Action/ Applied Research in Any Discip-line	- Outreach Program - Participative	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Associate Professor I	19	MA	5 years of relevant experience + VS Performance Rating	30 hours of relevant training	Community-Based Action Research Published Research	Civic Welfare Service	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)

POSITION TITLE	SG	EDUCATION	EXPERIENCE	TRAINING	RESEARCH OUTPUT	COMMUNITY EXTENSION SERVICE	ELIGIBILITY
Associate Professor II	20	MA + 9 units Doctorate	5 years of relevant experience + VS Performance Rating	30 hours of relevant training	Community-Based Action Research Published Research	Civic Welfare Service	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Associate Professor III	21	MA + 18 units Doctorate	6 years of relevant experience + VS Performance Rating	35 hours of relevant training	Community-Based Action Research Published Research	Civic Welfare Service	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Associate Professor IV	22	MA + 24 units Doctorate	6 years of relevant experience + VS Performance Rating	35 hours of relevant training	Community-Based Action Research Published Research	Civic Welfare Service	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Associate Professor V	23	MA + Doctoral Academic Units Completed	7 years of relevant experience + VS Performance Rating	40 hours of relevant training	Community-Based Action Research Published Research	Civic Welfare Service	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Professor I	24	Doctoral Degree	8 years of relevant experience + VS Performance Rating	40 hours of relevant training	Scientific, Educational, Technical, Technological Research	Significant Contribution to Community Development	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Professor II	25	Doctoral Degree	8 years of relevant experience + VS Performance Rating	45 hours of relevant training	Scientific, Educational, Technical, Technological Research	Significant Contribution to Community Development	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Professor III	26	Doctoral Degree	9 years of relevant experience + VS Performance Rating	48 hours of relevant training	Scientific, Educational, Technical, Technological Research	Significant Contribution to Community Development	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)

POSITION TITLE	SG	EDUCATION	EXPERIENCE	TRAINING	RESEARCH OUTPUT	COMMUNITY EXTENSION SERVICE	ELIGIBILITY
Professor IV	27	Doctoral Degree	9 years of relevant experience + VS Performance Rating	50 hours of relevant training	Scientific, Educational, Technical, Technological Research	Significant Contribution to Community Development	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Professor V	28	Doctoral Degree	10 years of relevant experience + VS Performance Rating	50 hours of relevant training	Scientific, Educational, Technical, Technological Research	Significant Contribution to Community Development	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
College Professor	29	Doctoral Degree	Holds Special Designation	Locally and Nationally Recognized for Academic Achievement	Funded Research (Local and National, International Level)	Significant Contribution for National Development	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
University Professor	30	Doctoral Degree	Holds Special Designation	Locally and Nationally Recognized for Academic Achievement	Funded Research (Local and National, International Level)	Significant Contribution for National Development	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)

II. RECRUITMENT, SELECTION AND APPOINTMENT

A. RECRUITMENT AND APPOINTMENT

GENERAL POLICY

The LCU shall establish its own internal policies, procedures and guidelines for the recruitment and appointment of faculty members, which shall be submitted to the CSC for approval.

The established LCU policies and procedures on recruitment and appointment of faculty shall be in accordance with the following Civil Service policies and procedures:

POLICIES

1. Recruitment shall be limited to those who meet the minimum requirements prescribed for the position.
2. Transferees from other state or local universities and colleges may be

admitted at their present faculty rank in the absence of qualified faculty members in the LCU.

3. Qualification standards for faculty members shall be those as provided in ALCU Unified Merit System.
4. Vacant positions marked for filling shall be published in accordance with Republic Act No. 7041 (Publication Law). The published vacant positions shall also be posted in at least three (3) conspicuous places in the LCU for at least (10) calendar days and should be sent to other educational institutions within the region to inform other interested people. Other appropriate modes of publication shall be considered.

The filling of vacant positions in the LCU shall be made after ten (10) calendar days from their publication.

The publication of a particular vacant position shall be valid until filled but not beyond six (6) months reckoned from the date the vacant position was published.

In the issuance of appointments, the requirement for publication is deemed complied with if the process of application and screening started within six (6) months from publication and if the vacancy is filled not later than nine (9) months from date of publication.

Should no appointment be issued within the nine (9)-month period, the agency has to cause the re-publication of the vacant position.

5. If a faculty member is appointed as LCU President, he/she loses his/her faculty rank. However, if it is a designation, he/she retains his/her faculty rank.
6. The statuses of appointment for the members of the faculty are the following:
 - a. **Permanent** appointment shall be issued to a person who meets the qualification standards established for the faculty rank and who shall have successfully completed the probationary period. The LCU, through its governing board, shall determine the probationary period for original appointment in each rank, unless the Charter provides otherwise.

The probationary period may be from 6 months to 2 years, whichever is approved by the LCU governing board.

- b. **Temporary** appointment shall be issued to a person who does not meet the education, experience, or training requirements of the position to which he/she is being appointed not exceeding one school year, including eligibility in appropriate cases.

Appointees under temporary status do not have security of tenure and may be separated from the service, with or without

cause. As such, they shall not be considered illegally terminated and; hence, not entitled to claim back wages and/or salaries and reinstatement to their positions.

The employment or service of appointees under temporary status may be terminated without necessarily being replaced by another. Temporary appointees may also be replaced within the twelve-month period by qualified eligibles or even by non-eligibles.

A 30-day written notice signed by the appointing authority shall be given to the temporary appointee prior to termination of service/removal or replacement.

- c. A **contractual** appointment may be issued to a faculty member when the exigency of the service requires, subject to existing policies. Such appointment is for limited period not to exceed one school year. The appointing authority shall indicate the inclusive period covered by the appointment for crediting services.

A contractual appointment should not be confused with contract of service since the service under the latter is not considered as government service. Contract of service does not give rise to employer-employee relationship between the individual and the government, which is not true with contractual appointment.

- d. A **part-time** appointment may be issued to a regular plantilla position, either as permanent, if the requirements of the position are met; or as temporary, if one of the requirements is not met.

Part-time appointment to a regular plantilla position is different from part-time teaching covered by a contract of service or a job order. The former is submitted to the CSC as it involves appointment to a regular plantilla position, only that the work is part-time.

Service under a part-time appointment is considered government service and forms part of the faculty member's service record.

On the other hand, part-time teaching covered by a contract of service or a job order does not give rise to employer-employee relationship between the LCU and the person hired, and it is stipulated in the contract that services rendered cannot be accredited as government service. Furthermore, the teaching staff member covered by a contract of service or a job order is not entitled to benefits enjoyed by government employees.

- 7. The appointing authority shall appoint faculty member based on criteria established by the college or university.

PROCEDURES ON RECRUITMENT AND APPOINTMENT

The College or University shall recruit and appoint its faculty members in accordance with the following procedures:

1. Publish vacant positions in accordance with RA No. 7041 (Publication Law) for transparency. The published vacant positions shall also be posted in at least three (3) conspicuous places in the LCU for at least ten (10) calendar days and should be sent to other educational institutions within the region for the information of other people who may be interested in them. Other appropriate modes of publication shall be considered. Men and women shall be encouraged to apply.
2. The LCU shall create a “Faculty Selection Board” herein referred to as the FSB. This body shall assist the College/University President in selecting applicants or candidates for recommendation to the governing board, who shall appoint or confirm appointment of faculty members to positions/ranks.
3. The members of the FSB of the college/university are the following:
 - a. The Vice President for Academic Affairs as Chairman;
 - b. The Dean/Director of the College/Unit where the vacancy exists;
 - c. The Human Resource Management (HRM) Officer as the FSB Secretary, who shall continuously make an inventory of all vacant positions and coordinate with the department chairman/head in determining qualified insiders who may be considered for appointment. He/She shall keep records of the proceedings of the FSB and maintain all records or documents, keeping them in readiness for inspection and audit by the Civil Service Commission;
 - d. The President of the CSC-accredited Faculty Association/Union, or if there is no accredited faculty association/union, representative chosen through general election;
 - e. A ranking faculty member chosen by the College/University President;
 - f. Chairman of the department to which the appointee will be assigned; and
 - g. A ranking professor whose specialization is in line with the nature of the teaching position to be filled who shall be chosen by the head of the college/department needing such expertise.
4. The FSB shall make its activities and decisions as transparent as possible.
5. The HRMO shall list candidates aspiring for the vacant position, either from within or outside the LCU.

-
6. The HRMO shall conduct preliminary evaluation of the qualifications of all candidates. Those initially found qualified shall undergo further assessment such as written examination, skills test, interview and others. After which, a selection line-up shall be prepared and posted in three (3) conspicuous places in the college/university for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice.
 7. The HRMO shall notify all applicants of the outcome of the preliminary evaluation.
 8. The HRMO shall submit the selection line-up to the FSB for its deliberation en banc.
 9. The FSB shall make a systematic assessment of the competence and qualifications of candidates for appointment to the corresponding level or positions, evaluate and deliberate en banc the qualifications of those listed in the selection line-up.
 10. The FSB shall submit a comprehensive evaluation report of all the candidates screened for appointment so that the appointing authority will be guided in choosing the candidates who can efficiently perform the duties and responsibilities of the position to be filled. This evaluation report should not only specify whether the candidates meet the qualification standards of the position but should also include observations and comments on the candidates' competence and other qualifications that are important in the performance of the duties and responsibilities of the position to be filled. Likewise, information about the candidates' preference of assignment should be mentioned in the report.

The evaluation report should specify the top five ranking candidates whose over-all point scores are comparatively at par based on the comparative assessment in terms of performance, education and training, experience and outstanding accomplishments, and other relevant criteria.

The evaluation report should be submitted to the President/College Administrator, who shall make the official recommendation to the Board of Trustees/Regents for confirmation.

11. The governing board or the LCU President, as the case may be, shall assess the merits of the FSB's evaluation report of candidates screened for appointment and in the exercise of sound discretion, select, in so far as practicable, from among the top five ranking candidates deemed most qualified for appointment to the vacant position.

The top five ranking candidates, however, should be limited to those whose overall point scores are comparatively at par based on the comparative assessment.

To determine candidates who are comparatively at par, the FSB

shall set reasonable difference or gap between point scores of candidates for appointment.

12. The governing board or the LCU President, as the case may be, shall issue the appointment in accordance with the provisions of the LCU's Merit Selection Plan approved by the governing board and submitted to the CSC.
13. The HRMO shall post a notice announcing the appointment of an employee in three (3) conspicuous places in the college/university a day after the issuance of the appointment for at least fifteen (15) days. The date of posting should be indicated in the notice.

B. PROMOTION

POLICIES

1. A faculty member may be considered for promotion to a higher faculty rank/sub-rank on the basis of the minimum requirements (education, training, scholarship grants, and eligibility, whenever necessary) of the position, including performance rating of at least Very Satisfactory during the last two (2) rating periods.
2. In cases where the competence and qualification of two or more faculty members are comparatively at par, preference shall be given to the candidate in the department where the vacancy exists.
3. The filing and pendency of an administrative case against a faculty member shall not constitute a disqualification from promotion.
4. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
5. Positions belonging to the closed career system are exempted from the three-salary grade limitation on promotion.
6. A faculty member who is on local or foreign scholarship or training grant or pregnant or on maternity leave or on secondment may be considered for promotion.

For this purpose, the performance ratings to be considered shall be the two ratings immediately prior to the scholarship or training grant or maternity leave or secondment.

If promoted, the effectivity date of the promotional appointment, including those on secondment, shall be after the scholarship or training grant or maternity leave or upon assumption to duty.

PROCEDURES FOR PROMOTION

-
1. The HRMO or a duly authorized representative of the LCU upon approval of the President/Governing Board, shall cause the publication and posting of all vacant positions or ranks to be filled.
 2. The FSB shall evaluate the candidates' credentials or documents submitted to it by the HRMO of the LCU or its duly authorized representative and submit a comprehensive evaluation report of candidates screened for promotion to the President, who shall make the recommendation to the governing board for its confirmation. The FASSB shall accordingly inform the candidates of the results of the evaluation through the HRMO.
 3. All promotional appointments, including the upgrading/ reclassification of positions/ranks, shall be posted in conspicuous places throughout the LCU to enable aggrieved parties to file their protest within fifteen (15) days from the date of notice of the promotion/ upgrading/reclassification.

III. CAREER AND PERSONNEL DEVELOPMENT

GENERAL POLICY

The LCU shall develop a career and personnel development program for faculty members which shall include provisions on training, including foreign and local scholarships and training grants, job rotation, counseling, mentoring and other HRD interventions.

The career and personnel development program shall form part of the LCU merit system.

A. HUMAN RESOURCE DEVELOPMENT INTERVENTIONS

To achieve the main objective of the LCU's personnel development program in bringing about highly educated and professional faculty members, the following policies are promulgated:

POLICIES

1. The LCU shall develop and implement a continuing program of training and development for its faculty members.
2. The LCU shall encourage its faculty members to pursue relevant local and foreign-assisted training/scholarship grants, attend seminars, conferences, workshops or related human resource development courses.
3. Selection of participants in training programs shall be based on actual needs for specialization and enhancement of competence, taking into consideration organizational priorities.
4. Preference shall be given to candidates with permanent appointment.

-
5. The LCU may adopt other human resource development interventions such as the following:
- a. **Counseling** - entails a one-on-one close interaction between a faculty member and a supervisor to jointly look at problems besetting him/her, which affect his/her performance and relationships with others. It is used generally as a corrective approach in helping an employee overcome his/her problem, which may be either personal or work related.
 - b. **Mentoring** - a mechanism that guides a faculty member to the inner network of the LCU, which may assist him/her in career advancement. It involves a manager's investment on a high potential faculty member, providing an objective assessment of one's strength and weaknesses and ensuring opportunities to address them. This mechanism allows the faculty member to clarify "ambiguous" expectations of the LCU and facilitates career growth.
 - c. **Job Rotation** - the sequential or reciprocal movement of a faculty member from one office to another or from one department to another within the same LCU as a means for developing and enhancing the potentials of people in an organization by exposing them to the various functions of the LCU.

The duration of the job rotation shall be within the period prescribed by the LCU head but shall not exceed twelve (12) months.

PROCEDURES

1. The LCU shall create a "Faculty Training and Development Committee (FTDC)" to be composed of the Vice-President for Academic Affairs as Chair; Vice-President for Administration and Business Affairs as Vice-Chair; President of CSC-accredited Faculty Association, or if there is no accredited faculty association, representative chosen through general election, as member; Department or unit heads where the field of grant/scholarship/training occurs, as member; HRMO, as Secretary. The term of its members shall be two (2) years. This Committee shall formulate its own rules for approval by the President subject to established CHED, CSC, and LCU policies. Its main function shall be that of selecting and recommending those who should attend specific training programs conducted by the LCU or by government agencies or duly accredited non-governmental organizations, local or foreign.
2. Each department/unit head shall determine training needs of his/her faculty members through training needs analysis in accordance with organizational priorities. He/She shall submit annually to the President, through the FTDC, his/her plan embodying the kind of training programs and the names of those who shall attend such program.

-
3. The FTDC, through the HRMO, shall inform all faculty members concerned about the study grants and scheduled seminars/conferences or workshops and invite qualified faculty members to avail of such program.
 4. The participant or recipient of a training grant/scholarship agreement in accordance with existing rules and regulations shall submit a report on the prescribed form on the training he/she has completed and furnish the HRMO a copy of the training certificate he/she has received and report of activities for entry in his/her personnel files. The trainee shall also be given the opportunity to share with his/her colleagues what he/she has learned.

IV. PERFORMANCE MANAGEMENT/PERFORMANCE EVALUATION SYSTEM

GENERAL POLICY

The LCU shall develop its own performance management system (PMS)/performance evaluation system (PES) for faculty positions and ranks to be administered in such manner as to continuously foster the improvement and efficiency of the faculty members as well as effectiveness of the organization. It shall be an organized, methodical and standardized system of evaluation for faculty members for organizational effectiveness. Said system shall be administered in accordance with the rules and regulations and standards established by the Civil Service Commission. The CSC may assist the LCU in establishing its performance evaluation system.

The CSC-approved PMS/PES shall form part of the LCU merit system.

POLICIES

1. The performance rating of a faculty member shall be used as basis for promotion or giving of incentives and rewards.
2. The performance evaluation system may provide for at least five adjectival ratings:
 - a. Outstanding
 - b. Very satisfactory
 - c. Satisfactory
 - d. Unsatisfactory
 - e. Poor
3. No faculty member shall be considered for promotion without a record of at least two (2) successive performance ratings of at least Very Satisfactory immediately preceding the assessment of candidates for advancement to higher positions or ranks.
4. The LCU shall develop its own PES/PMS in accordance with CSC policies to be approved by the CSC Regional Office concerned.
5. A Performance Evaluation Review Committee (PERC) shall be created in the

LCU with composition and responsibilities as follows:

Composition

Chairman – Head of agency (or his authorized representative)

- Members:
1. VP for Personnel Administration (or highest ranking official in-charge of personnel management);
 2. Director for Planning (or head of the Planning Unit or its equivalent); and,
 3. Two (2) representatives nominated by the duly accredited faculty association or union in the LCU, or if there is no accredited faculty association, representatives chosen through general elections. The term of office of the representatives shall be determined by the PERC.

Responsibilities of PERC

- a. Review of Employee’s Performance Targets
 - b. Review of Performance
 - c. Determination of Final Rating
 - d. Monitoring and Evaluation of LCU PES/PMS
 - e. Setting of Internal Rules and Procedures
6. Other features and details of the performance evaluation system shall be reflected in the system that the LCU will adopt as approved by the Civil Service Commission.

V. PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)

GENERAL POLICY

There shall be an established suggestions and incentive award system in the LCU which shall encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding officials and faculty members individually or in group for their suggestions, inventions, superior accomplishment and other personnel efforts which contribute to the efficiency, economy or other improvement in government or for other extraordinary acts or services in the public service.

POLICIES

1. The System shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.
2. The System shall give emphasis on the timeliness of giving award or recognition. Aside from conferment of awards during the traditional or planned awarding ceremonies, the spirit of on-the-spot grant of recognition shall be

institutionalized.

3. The System shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of faculty members through formal and informal modes.
4. For this purpose, the System shall encourage the grant of non-monetary awards. Monetary awards shall be granted only when the suggestions, inventions, superior accomplishments and other personal efforts result in monetary savings, which shall not exceed twenty (20) percent of the savings, generated.
5. At least five (5) percent of the HRD Funds shall be allocated for the System and incorporated in the LCU's Annual Work and Financial Plan and Budget.
6. The System shall be institutionalized through the creation of a PRAISE Committee in the LCU.
7. The PRAISE Committee shall preferably have the following composition:
 - a. President/Vice-President of the LCU or authorized representative who will act as chairperson;
 - b. Head of the financial unit or equivalent;
 - c. Head of the planning unit or equivalent;
 - d. Highest ranking employee in charge of human resource management or the career service employee directly responsible for personnel management; and
 - e. Two (2) representatives from the faculty who shall serve for two (2) years and elected at large or designated by the registered faculty union in the absence of an accredited faculty union.
8. The LCU President shall be responsible in overseeing the System's operation and the Human Resource Management Unit shall serve as the System's Secretariat.
9. The PRAISE Committee shall ensure that productivity, innovative ideas, suggestions and exemplary behavior can be identified, considered, managed and implemented on a continuing basis to cover all faculty ranks.
10. The PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the LCU. The LCU may, however, employ an external or independent body to assist the PRAISE Committee to judiciously and objectively implement the system of incentives and awards.
11. The PRAISE Committee shall establish its own internal procedures and strategies. Membership in the Committee shall be considered part of the member's regular duties and functions.

-
12. The LCU shall encourage improved productivity and efficiency among faculty members through appropriate recognition based on performance, innovations, ideas and exemplary behavior.
 13. All permanent members of the faculty with regular plantilla items who meet the criteria for each specific award shall be entitled to receive the award including those whose responsibilities include the making of suggestions, formulation of plans and policies or making recommendations to achieve greater efficiency and economy in the LCU.
 14. Recipients of honor awards shall be given preference in promotion and in training grants and scholarships.
 15. The HRMO shall enter into the personnel file any award of honor received by any member of the faculty.
 16. The LCU shall develop its own Program on Awards and Incentives for Service Excellence (PRAISE) incorporating therein the types of incentive that may be given.
 17. Establishment of a CSC-approved PRAISE shall be the basis for the grant of the Productivity Incentive Bonus (PIB), other awards and incentives. The Annual Praise Report shall be submitted by the LCU to the CSC Regional Office concerned on or before the thirtieth of January to enable its faculty members to qualify for nomination to the CSC-sponsored national awards.

VI. PERSONNEL RELATION AND WELFARE SERVICES

GENERAL POLICY

The LCU shall take all proper steps toward the creation of an atmosphere conducive to sound management-faculty relations, which shall improve faculty members' morale. It shall make provisions for the health, welfare, counseling, recreation and related services.

POLICIES

To maintain a high level of productivity and morale among the faculty, the LCU shall:

1. Make arrangements for annual medical and dental services and take proper action on the recommendation resulting from such physical examinations;
2. Provide a system of informing the faculty members of their rights and privileges as well as the rules governing their obligations and conduct;

-
3. Facilitate the dissemination of information and discussion of ideas among the department heads and faculty members. It shall encourage their participation in the development of policies, procedures and other matters affecting them and their work;
 4. Encourage voluntary activities whether athletic, social, recreational or financial, provided these are conducive to faculty members' well-being and consistent with the objectives of personnel welfare;
 5. Encourage faculty members to form and join or assist faculty organization of their own choosing subject to the laws on government service, for the furtherance and protection of their interests. They can also form work council and other forms of worker participation schemes.

CHAPTER 5. WORKING HOURS

GENERAL POLICY

Faculty members, except those covered by special laws, shall render not less than eight (8) hours of work a day for five (5) days a week or a total of forty (40) hours a week, exclusive of time for lunch. The forty hours a week shall include time for teaching, student consultation, research and extension work, and other activities relevant to teaching, e.g. preparation of lessons, checking of papers, etc., which shall be left to the discretion of the governing board of the LCU.

POLICIES

1. The LCU shall prescribe its own rules and regulations governing working hours and attendance of its faculty members.
2. It shall be the duty of the head of the department in the LCU to require all faculty members under him/her to strictly observe the prescribed office hours, which may be apportioned to teaching hours per week, student consultation per week, lesson preparation per week, and research and extension services.
3. When the head of the department, in the exercise of his/her discretion, allows a faculty member to leave the office during office hours not for official business but to attend social events/functions and/or wakes/interments, the same shall be reflected in his/her daily time record and charged against his/her leave credits.
4. Each head of department in the LCU shall require a daily record of attendance of all the faculty members under him/her to be kept on the proper form and, whenever possible, registered on the bundy clock or other verifiable recording system. The head of department or the LCU governing board has the prerogative to decide on the proper form of monitoring the daily record of attendance of all faculty members.
5. When the interest of public service so requires, the daily hours of work of faculty members may be extended by the head of the LCU concerned, which extension shall be fixed in accordance with the nature of the work: *Provided*, That work in

excess of eight (8) hours must be properly compensated.

A. PART-TIME TEACHING

To maintain the quality of education in teaching areas, the LCU may appoint teaching staff on a part-time basis provided that they meet the requirements of the position.

Part-time appointment may either be to a regular plantilla faculty position or hiring through a contract of service or a job order.

Working hours of part-time teaching staff shall be as follows:

1. Part-time teaching staff may be allowed to render an accumulated twenty (20) hours per week instead of the four-hour continuous service every working day, provided, the needs of the LCU are served.
2. The Head of the department may, with the approval of the President of the LCU and in the exigency of the service, further reschedule the time of part-time teaching staff to satisfy the 20-hour work week requirement, provided, that continuous service is available to the LCU at all times during the week.
3. Part-time teaching staff may not be required to use the bundy clock. However, they shall be required to keep records of their attendance in a logbook and accomplish CS Form 48 (DTR) consistent with the entries in the logbook for accounting and auditing requirements.
4. Part-time contract of service shall be submitted to the CSC Regional Office (CSCRO) having jurisdiction over the LCU for review of its stipulations within thirty (30) days from the execution and signing of the contract of service, MOA or job order which shall be the date indicated on the said instruments. (*CSC MC No. 17, s. 2002*)
5. The LCUs shall establish a mechanism of accountability with appropriate sanctions relative to part-timers covered by contract of service/job order.

B. FLEXI-TIME SCHEDULE

Each head of the department in the LCU may allow flexible working hours for his/her faculty members so they can perform their four-fold functions of instruction, consultation, research and extension services, provided that the prescribed forty hours of work per week shall strictly be implemented.

CHAPTER 6. LEAVE BENEFITS

GENERAL POLICY

In the absence of specific provisions on leave credits of faculty members of the LCUs, the general leave law and the Omnibus Rules on Leave shall be applicable. Each LCU should promulgate its own implementing rules relative thereto. Said implementing rules should be submitted to the Civil Service Commission for recording.

CHAPTER 7. COMPLAINTS AND GRIEVANCE MACHINERY

GENERAL POLICY

There shall be established a Grievance Machinery (GM) in the LCU to promote harmony in the workplace and foster the productivity of each faculty member.

POLICIES

1. A grievance shall be resolved expeditiously at all times at the lowest level possible in the LCU. However, if not settled at the lowest level possible, an aggrieved party shall present his/her grievance step by step following the hierarchy of positions.
2. The LCU shall establish a grievance machinery that is the best way to address grievance between or among faculty members.
3. The aggrieved party shall be assured freedom from coercion, discrimination, reprisal and biased action on the grievance.
4. Legal rules and technicalities shall not bind grievance proceedings. Even verbal grievance must be acted upon expeditiously. The services of a legal counsel shall not be allowed.
5. The aggrieved party shall present a grievance verbally or in writing in the first instance to his/her immediate supervisor. The latter shall, within three (3) working days from the date of presentation, inform verbally the aggrieved party of the corresponding action.

If the party being complained of is the immediate supervisor, the grievance shall be presented to the next higher supervisor.

-
6. Grievance refers to work related issues giving rise to faculty members' dissatisfaction. The following cases shall be acted upon through the grievance machinery:
 - a. Non-implementation of policies, practices and procedures on economic and financial issues and other terms and conditions of employment fixed by law including salaries, incentives, working hours, leave benefits, and related terms and conditions;
 - b. Non-implementation of policies, practices and procedures which affect faculty and academic staff from recruitment to promotion, detail, transfer, retirement, termination, lay-offs, and related issues that affect them;
 - c. Physical working conditions;
 - d. Interpersonal relationships and linkages;
 - e. Protest on appointments; and
 - f. All other matters giving rise to faculty members' dissatisfaction and discontentment outside of those cases enumerated herein.
 7. The following cases shall not be acted upon through the grievance machinery:
 - a. Disciplinary cases which shall be resolved pursuant to the Uniform Rules on Administrative Cases;
 - b. Sexual harassment cases as provided for in RA 7877 and its implementing rules; and
 - c. Union-related issues and concerns.
 8. Only permanent officials and faculty members, whenever applicable, shall be appointed or elected as members of the Grievance Committee.

In the appointment or election of the Grievance Committee members, their integrity, probity, sincerity and credibility shall be considered.
 9. The LCU shall constitute a "Complaints Grievance Committee" to receive, hear, and resolve complaints and grievances. This Committee shall be composed of the following:
 - a. A ranking officer chosen by the president as Chairman;
 - b. The administrative officer;
 - c. The chairman of the department or head of the unit where the complainant is assigned;
 - d. The HRM Officer as Secretary; and
 - e. A representative of the CSC-accredited Faculty Association/Union, or if there is no accredited faculty association/union, representative chosen through general election.

If any member is the one facing a complaint, another faculty shall be designated in his place.

-
10. The Grievance Committee shall establish its own internal procedures and strategies. Membership in the Grievance Committee shall be considered part of the members' regular duties.

PROCEDURES

1. Any faculty member with a complaint or grievance may air his/her complaint or grievance orally to his/her immediate superior who shall resolve the complaint at his/her level by holding a dialogue with the persons involved. If the complainant is not satisfied with the result, he/she may request his/her immediate supervisor to endorse in writing his/her complaint to the committee through channels. In case the complaint or grievance is against the immediate supervisor, it may be aired directly to the next higher supervisor.
2. The Committee shall resolve any complaint within five days.
3. In case any dispute remains unresolved after exhausting all the available remedies under existing laws and procedures, the grievance may be elevated to the Civil Service Commission Regional Office concerned only upon submission of a Certification on the Final Action on the Grievance (CFAG) issued by the grievance committee. The CFAG shall contain, among other things, the following information: history and final action taken by the agency on the grievance.

CHAPTER 8. PUBLIC SECTOR UNIONISM

GENERAL POLICY

Faculty members can form or join faculty association/union of their choice for the furtherance and protection of their interests. They can also form, in conjunction with appropriate government authorities, labor-management committees, work councils and other forms of workers' protection schemes to achieve the same objectives.

In no case shall membership in a union consist of both teaching and non-teaching personnel of the LCU.

POLICIES

1. High-level faculty members whose duties are normally considered policy-making or managerial or highly confidential shall not be eligible to join the faculty association/union.
2. The faculty association/union, which has been extended due recognition by the LCU governing board, shall register with the Department of Labor and Employment (DOLE) and the Civil Service Commission (CSC).
3. Representatives of the accredited faculty association/union shall sit as members of the different committees such as Training and Development Committee, Faculty Selection Board, Grievance Committee, PRAISE Committee and PERC.

-
4. LCUs shall be governed by the rules and policies on Public Sector Unionism.

CHAPTER 9. DISCIPLINE

GENERAL POLICY

No faculty member shall be removed or suspended except for cause as provided by law and after due process.

POLICIES

1. The provisions of the Uniform Rules on Administrative Cases in the Civil Service (CSC Resolution No. 991936 dated August 31, 1999) shall apply in proceedings against members of the faculty.
2. Each LCU shall submit its rules and regulations on sexual harassment for approval, including the list of members of the Committee on Decorum and Investigation (CODI), to the CSC Regional Office concerned.

CHAPTER 10. OTHER PERSONNEL ACTIONS

The LCU may formulate its own internal rules on the following personnel actions subject to CS rules and regulations on the matter:

1. **Transfer** - the movement of a faculty member from one LCU to another or from one college to another within the same LCU or from one position in the administrative department to a faculty position in the academic department within the LCU without break in the service. It involves issuance of an appointment.
2. **Reassignment** - movement of a faculty member across the organizational structure within the same LCU, which does not involve a reduction in rank, status or salary, and does not require issuance of an appointment but an office order by duly authorized official.
3. **Detail** - temporary movement of a faculty member from one department or agency to another, which does not involve a reduction in rank, status or salary. A detail requires issuance of an office order by duly authorized official.

The faculty member who is detailed receives his/her salary only from his/her mother unit/agency.

Detail shall be allowed only for a maximum of one year.

If the faculty member believes that there is no justification for the detail, he/she may appeal his/her case to the CSC. Pending appeal, the detail shall be executory, unless otherwise ordered by the Commission.

-
4. **Secondment** - movement of a faculty member from one department or institution to another which is temporary and which may or may not require the issuance of an appointment but may either involve reduction or increase in compensation.

Secondment shall be governed by the policies on the matter.

CHAPTER 11. RETIREMENT

GENERAL POLICY

Unless appropriate authorities extend the service, retirement shall be compulsory at sixty-five (65) years of age.

POLICIES

1. Extension of service may be requested by the President or the appropriate authority to complete the fifteen-year service requirement. A faculty may be allowed to continue in the service in accordance with civil service rules and regulations.
2. Services of the President of the LCU, whose performance has been unanimously rated as Outstanding and recommended by the Search Committee, may be extended by the governing board beyond the compulsory age of retirement but not later than the age of seventy (70).

CHAPTER 12. TRANSITORY PROVISIONS

Except as otherwise provided in this Merit System, rights vested or acquired under established system prior to the effectivity of this System shall be respected.

CHAPTER 13. RESPONSIBILITY

The President, the Board of Regents/Trustees, Vice-President for Administration, the deans, the directors, the heads of departments/units, the administrative officer, and the Human Resource Management Officer (HRMO) shall be responsible for the implementation and maintenance of this Merit System. The initiative and active participation of the HRM Officer shall be expected in the proper implementation of this Merit System.

CHAPTER 14. AMENDMENT

This Merit System shall be subject to amendment/revision by any DBM National Compensation Circulars, DBM National Budget Circulars, CHED Circulars, and Civil Service Commission rules and regulations.

CHAPTER 15. EFFECTIVITY

This Merit System shall take effect upon approval by the governing board. The Civil Service Commission shall be furnished a copy of the approved LCU Merit System.

A MODEL
MERIT SYSTEM
for
FACULTY MEMBERS
of
STATE UNIVERSITIES AND COLLEGES

Pursuant to the provision of Item No. 2, Section 7, Book V of Executive Order No. 292, otherwise known as the Administrative Code of 1987; Memorandum Circular No. 38, s. 1993 dated September 10, 1993; and Memorandum Circular No. 40, s. 1998 dated December 14, 1998 and in consonance with CHED Circulars, DBM Circulars and the SUC Charter, this model Merit System for Faculty Members of State Universities and Colleges is hereby established for the guidance of all SUCs.

The Governing Board of the university or college shall approve the SUC Merit System, which shall be submitted to the Civil Service Commission. The approved SUC Merit System shall be used as one of the bases for the expeditious approval or attestation of appointments, and SUC accreditation to take final action on appointments.

The SUC is enjoined to adopt this model merit system or to use another name or title for its Merit System. Non-submission of a Merit System for Faculty Members by the SUC within a specified period shall be construed as adopting the herein model Merit System established by the Commission.

CHAPTER 1. - OBJECTIVES

The State Universities and Colleges (SUC) shall strictly adhere to the principles of merit and fitness and equality. The selection of employees shall be based on their relative qualifications and competence to perform the duties and responsibilities of the position. There shall be no discrimination in the selection of the employees on account of gender, civil status, disability, religion, ethnicity, or political affiliation.

The objectives of this Merit System are the following:

- a. To establish a sound procedure for recruitment, selection and appointment;
- b. To create and provide equal opportunities for career development;
- c. To enhance organizational effectiveness and productivity;
- d. To develop highly educated and motivated professional staff;
- e. To provide a guide for speedy and fair resolution of complaints and grievances;
and
- f. To provide a framework for personnel discipline.

CHAPTER 2. - SCOPE

This Merit System shall apply to the closed career positions of the SUC. These are positions or ranks in the faculty such as the following:

FACULTY RANK	SUB-RANKS
Instructor	I-III
Assistant Professor	I-IV
Associate Professor	I-V
Professor	I-VI
College/University Professor	

The classification of ranks and sub-ranks shall be subject to changes by the Philippine Association of State Universities and Colleges (PASUC) Common Criteria for Evaluation of Faculty Members and in accordance with policies that may be prescribed from time to time.

CHAPTER 3. - DEFINITION OF TERMS

As used in this System, the following words or terms shall mean or refer, thus:

- a. *Appointing Authority* - the person or body authorized by law to issue appointments.
- b. *Career Service* - positions in the civil service characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.
- c. *Closed Career Position* - any position in the faculty of the SUC.
- d. *Faculty* - regular plantilla-based set of people of the SUC appointed to a faculty rank who are directly engaged in teaching, research and extension services.
- e. *Faculty Rank* - the classification of faculty into Professor, Associate Professor, Assistant Professor, and Instructor, which is further classified into sub-ranks pursuant to applicable laws, rules and regulations.
- f. *FSB* - refers to the Faculty Selection Board. This body shall assist the University/College President in selecting applicants or candidates for recommendation to the governing board, which shall appoint faculty members to positions/ranks.
- g. *FTDC* - refers to the Faculty Training and Development Committee. This body shall be responsible for selecting and recommending faculty members who should attend specific training programs conducted by the SUC or by government agencies or duly accredited non-governmental organizations, local or foreign.

-
- h. *Full Timer* – regular faculty members occupying permanent plantilla positions and rendering an equivalent of forty (40) hours of work a week. The 40 hours may consist of academic full load plus quasi-teaching administrative duties (consultation, preparation of lesson, checking of papers, and research and extension services).
- i. *Full Load* - consists of a number of hours spent in teaching or academic units plus quasi-teaching/administrative duties (consultation, preparation of lesson, checking of test papers, and research, extension services), the total of which is 40 hours of work a week.
- j. *Governing Board* – refers to the highest policy-making body of a chartered SUC. For chartered state universities, it is called the Board of Regents (BOR). For chartered state colleges, it is called the Board of Trustees (BOT).
- k. *Insider* – refers to an employee of the SUC who is interested in joining the faculty or the members of the faculty who are aspiring for promotion.
- l. *Merit System* - a personnel system in which comparative merit or achievement governs the selection, utilization, training, retention and discipline of the faculty in the SUC.
- m. *Outsider* – refers to an applicant for a faculty position who is not yet employed by the SUC.
- n. *Part Timer* – a teaching staff member who is either occupying a regular plantilla position or hired through a contract of service or a job order, whose work is part-time. (A contract of service or job order part timer is not a government employee, as his/her service is not considered government service.)
- o. *PES* – refers to the performance evaluation system for faculty positions/ranks. It shall be an organized, methodical and standardized system of evaluating the individual performance of faculty members for organizational effectiveness.
- p. *Personnel Action* - any action denoting the movement or progress of personnel in the civil service.
- q. *Philippine Association of State Universities and Colleges (PASUC)* - the CHED-recognized organization of all chartered SUCs.
- r. *Qualification Standards* – is a statement of minimum qualifications for a position, which shall include education, experience, training, and physical characteristics and personality traits, required for the performance of the job or set of duties.
- The civil service eligibility can be dispensed with for appointment to faculty ranks; however, RA 1080 shall be required if the subjects to be taught are covered by bar/board laws.
- s. *Rank* – refers to academic rank or sub-rank assigned to a member of the faculty after evaluation in accordance with the common criteria and point allocation as may be prescribed from time to time by a duly authorized agency.

- t. *Recruitment* - the process of searching for and attracting potential applicants through announcements, assessments and related procedures to select the most qualified applicant for appointment to an appropriate position in the faculty.
- u. *Reclassification* - involves a change in the classification of a position either as a result of a change in its duties and responsibilities sufficient to warrant placing the position in a different class, or as a result of a reevaluation of a position without a significant change in its duties and responsibilities.
- v. *Selection* - the process of thoroughly screening qualified applicants for certain positions to determine the most qualified among them or to rank them based on their qualifications and professional potentials.
- w. *SUC* - refers to the chartered state university or college
- x. *Upgrading* - involves the reallocation of the salary grade assignment of positions to a higher salary grade without change in its duties and responsibilities. The term upgrading refers to a class of positions and is not applied in individual cases. A class is upgraded in view of its perceived relative worth as compared to other classes of positions with similar salary grade assignments.

CHAPTER 4. PERSONNEL MANAGEMENT SYSTEMS AND STANDARDS

I. QUALIFICATION STANDARDS

GENERAL POLICY

The qualification standards for appointment and other personnel actions for faculty shall be those provided under CSC MC No. 1, s. 1997 and such other issuances that may henceforth be issued.

POLICIES

- 1. Hereunder are the minimum qualification standards for appointment to faculty positions/ranks provided under MC No. 1, s. 1997.

CSC MC No. 1, s. 1997	
<u>INSTRUCTOR I TO II</u>	
<i>Education</i>	: Bachelor’s Degree in the area of specialization
<i>Experience</i>	: None required
<i>Training</i>	: None required
<i>Eligibility</i>	: None required RA 1080 (For courses requiring BAR or BOARD eligibility)

INSTRUCTOR III

Education : Bachelor's Degree in the area of specialization
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : None required
RA 1080 (For courses requiring BAR or BOARD eligibility)

ASSISTANT PROFESSOR I TO III

Education : Bachelor's Degree relevant to the job
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : None required
RA 1080 (For courses requiring BAR or BOARD eligibility)

ASSISTANT PROFESSOR IV

Education : Bachelor's Degree relevant to the job
Experience : 2 year of relevant experience
Training : 8 hours of relevant training
Eligibility : None required
RA 1080 (For courses requiring BAR or BOARD eligibility)

ASSOCIATE PROFESSOR I - III

Education : Relevant Master's degree
Experience : 2 years of relevant experience
Training : 8 hours of relevant training
Eligibility : None required
RA 1080 (For courses requiring BAR or BOARD eligibility)

ASSOCIATE PROFESSOR IV TO V

Education : Relevant Master's degree
Experience : 3 years of relevant experience
Training : 16 hours of relevant training
Eligibility : None required
RA 1080 (For courses requiring BAR or BOARD eligibility)

PROFESSOR I

Education : Relevant Master's degree
Experience : 4 years of relevant experience
Training : 24 hours of relevant training
Eligibility : None required
RA 1080 (For courses requiring BAR or BOARD eligibility)

CSC MC No. 1, s. 1997

PROFESSOR II – III

Education : Relevant Master’s degree

Experience : 5 years of relevant experience

Training : 32 hours of relevant training

Eligibility : None required
RA 1080 (For courses requiring BAR or BOARD eligibility)

PROFESSOR IV – VI

Education : Relevant doctorate degree

Experience : 5 years of relevant experience

Training : 32 hours of relevant training

Eligibility : None required
RA 1080 (For courses requiring BAR or BOARD eligibility)

COLLEGE/UNIVERSITY PROFESSOR

Education : Relevant doctorate degree

Experience : 5 years of relevant experience

Training : 32 hours of relevant training

Eligibility : None required
RA 1080 (For courses requiring BAR or BOARD eligibility)

2. The National Budget Circular pertaining to compensation and position classification plan for faculty positions in SUCs shall govern the compensation and position classification of faculty positions in SUCs.

II. RECRUITMENT, SELECTION AND APPOINTMENT

A. RECRUITMENT AND APPOINTMENT

GENERAL POLICY

The SUC, through its governing board, shall establish its own internal policies, procedures and guidelines for the recruitment and appointment of faculty members, which shall be submitted to the CSC for approval.

The established SUC policies and procedures on recruitment and appointment of faculty shall be in accordance with the following Civil Service policies and procedures:

POLICIES

1. Recruitment shall be limited to those who meet the minimum requirements prescribed for the rank.

-
2. Transferees from other state or local universities and colleges may be admitted at their present faculty rank in the absence of qualified faculty members in the SUC.
 3. Vacant positions marked for filling shall be published in accordance with Republic Act No. 7041 (Publication Law). The published vacant positions shall also be posted in at least three (3) conspicuous places in the SUC for at least ten (10) calendar days and should be sent to other educational institutions within the region to inform other interested people. Other appropriate modes of publication shall be considered.

The filling of vacant positions in the SUC shall be made after ten (10) calendar days from their publication.

The publication of a particular vacant position shall be valid until filled but not beyond six (6) months reckoned from the date the vacant position was published.

In the issuance of appointments, the requirement for publication is deemed complied with if the process of application and screening started within six (6) months from publication and if the vacancy is filled not later than nine (9) months from date of publication.

Should no appointment be issued within the nine (9)-month period, the agency has to cause the re-publication of the vacant position.

4. If a faculty member is appointed as SUC President, he/she loses his/her faculty rank. However, if it is a designation, he/she retains his/her faculty rank.
5. The statuses of appointment for the members of the faculty are the following:
 - a. **Permanent** appointment shall be issued to a person who meets the qualification standards established for the faculty rank and who shall have successfully completed the probationary period. The SUC, through its governing board, shall determine the probationary period for original appointment in each rank, unless the Charter provides otherwise.

The probationary period may be from 6 months to 2 years, whichever is approved by the SUC governing board.

- b. **Temporary** appointment shall be issued to a person who does not meet the education, training or experience requirements of the position to which he/she is being appointed not exceeding one school year.

Appointees under temporary status do not have security of tenure and may be separated from the service, with or without

cause. As such, they shall not be considered illegally terminated and; hence, not entitled to claim back wages and/or salaries and reinstatement to their positions.

The employment or services of appointees under temporary status may be terminated without necessarily being replaced by another. Temporary appointees may also be replaced within the twelve-month period by qualified eligibles or even by non-eligibles.

A 30-day written notice signed by the appointing authority shall be given to the temporary appointee prior to termination of service/removal or replacement.

- c. A **contractual** appointment may be issued to a faculty member when the exigency of the service requires, subject to existing policies. Such appointment is for a limited period not to exceed one school year. The appointing authority shall indicate the inclusive period covered by the appointment for crediting services.

A contractual appointment should not be confused with contract of service since the service under the latter is not considered as government service. Contract of service does not give rise to employer-employee relationship between the individual and the government, which is not true with contractual appointment.

- d. A **part-time** appointment may be issued to a regular plantilla position, either as permanent, if the requirements of the position are met; or as temporary, if one of the requirements is not met.

Part-time appointment to a regular plantilla position is different from part-time teaching covered by a contract of service or a job order. The former is submitted to the CSC as it involves appointment to a regular plantilla position, only that the work is part-time.

Service under a part-time appointment is government service and forms part of the faculty member's service record.

On the other hand, part-time teaching covered by a contract of service or a job order does not give rise to employer-employee relationship between the SUC and the person hired, and it is stipulated in the contract that services rendered cannot be accredited as government service. Furthermore, the teaching staff member covered by a contract of service or a job order is not entitled to benefits enjoyed by government employees.

PROCEDURES

The College or University shall recruit and appoint its faculty in accordance with the following procedures:

- a. Publish vacant positions in accordance with RA 7041 (Publication Law) for transparency. The published vacant positions shall also be posted in at least three (3) conspicuous places in the SUC for at least ten (10) calendar days and should be sent to other educational institutions within the region for the information of other people who may be interested in them. Other appropriate modes of publication shall be considered. Men and women shall be encouraged to apply.
- b. The SUC shall create a “Faculty Selection Board” herein referred to as the FSB. This body shall assist the University/College President in selecting applicants or candidates for recommendation to the governing board, who shall confirm the appointment of faculty members to positions/ranks.
- c. The members of the FSB of the University/College are the following:
 1. The Vice President for Academic Affairs as Chairman;
 2. The Dean/Director of the College/Unit where the vacancy exists;
 3. The Human Resource Management (HRM) Officer as the FSB Secretary, who shall continuously make an inventory of all vacant positions and coordinate with the department chairman/head in determining qualified insiders who may be considered for appointment. He/She shall keep records of the proceedings of the FSB and maintain all records or documents, keeping them in readiness for inspection and audit by the Civil Service Commission;
 4. The President of the CSC-accredited Faculty Association/Union in the SUC, or if there is no accredited faculty association/union, representative chosen through general election;
 5. A ranking faculty member chosen by the University/College President;
 6. Chairman of the department to which the appointee will be assigned;
 7. A ranking professor whose specialization is in line with the nature of the teaching position to be filled and who shall be chosen by the head of the college/department requiring such expertise.
- d. The FSB shall make its activities and decisions as transparent as possible.
- e. The HRMO shall list candidates aspiring for the vacant position, either from within or outside the SUC.

-
- f. The HRMO shall conduct preliminary evaluation of the qualifications of all candidates. Those initially found qualified shall undergo further assessment such as written examination, skills test, interview and others. After which, a selection line-up shall be prepared and posted in three (3) conspicuous places in the SUC for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice.
 - g. The HRMO shall notify all applicants of the outcome of the preliminary evaluation.
 - h. The HRMO shall submit the selection line-up to the FSB for its deliberation en banc.
 - i. The FSB shall make a systematic assessment of the competence and qualifications of candidates for appointment to the corresponding level or positions, evaluate and deliberate en banc the qualifications of those listed in the selection line-up.
 - j. The FSB shall submit a comprehensive evaluation report of all the candidates screened for appointment so that the appointing authority will be guided in choosing the one who can efficiently perform the duties and responsibilities of the position to be filled. This evaluation report should not only specify whether the candidates meet the qualification standards of the position but should also include observations and comments on the candidates' competence and other qualifications that are important in the performance of the duties and responsibilities of the position to be filled. Likewise, information about the candidate's preference of assignment should be mentioned in the report.

The evaluation report should specify the top five ranking candidates whose over-all point scores are comparatively at par based on the comparative assessment in terms of performance, education and training, experience and outstanding accomplishments, and other relevant criteria.

- k. The governing board or the SUC President, as the case may be, shall assess the merits of the FSB's evaluation report of candidates screened for appointment and in the exercise of sound discretion, select, in so far as practicable, from among the top five ranking candidates deemed most qualified for appointment to the vacant position.

The top five ranking candidates, however, should be limited to those whose overall point scores are comparatively at par based on the comparative assessment.

To determine candidates who are comparatively at par, the FSB shall set reasonable differences or gaps between point scores of candidates for appointment.

- l. The governing board or the SUC President, as the case may be, shall issue the appointment in accordance with the provisions of the SUC's Merit

Selection Plan as approved by the governing board, and submitted to the CSC.

- m. The HRMO shall post a notice announcing the appointment of an employee in three (3) conspicuous places in the SUC a day after the issuance of the appointment for at least fifteen (15) days. The date of posting should be indicated in the notice.
- n. For upgrading of rank, the criteria and procedures for evaluation provided in the National Budget Circular pertaining to compensation and position classification plan for faculty positions in SUCs shall be followed.

B. PROMOTION

POLICIES

1. A faculty member may be considered for promotion to a higher faculty rank/sub-rank on the basis of the minimum requirements (education, training and scholarship grants) of the position, including performance rating of at least Very Satisfactory during the last two (2) rating periods.
2. In cases where the competence and qualification of two or more faculty members are comparatively at par, preference shall be given to the candidate in the department where the vacancy exists.
3. The filing and pendency of an administrative case against a faculty member shall not constitute a disqualification from promotion.
4. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
5. Positions belonging to the closed career system are exempted from the three-salary grade limitation on promotion.
6. A faculty member who is on local or foreign scholarship or training grant or on maternity leave or on secondment may be considered for promotion.

For this purpose, the performance ratings to be considered shall be the two ratings immediately prior to the scholarship or training grant or maternity leave or secondment.

If promoted, the effectivity date of the promotional appointment, including those on secondment, shall be after the scholarship or training grant or maternity leave or upon assumption to duty.

PROCEDURES

- a. The HRMO or a duly authorized representative of the SUC upon approval of the President/Governing Board shall cause the publication and posting of all vacant positions or ranks to be filled.
- b. The FSB shall evaluate the candidates' credentials or documents submitted to it by the HRMO of the SUC or its duly authorized representative and submit a comprehensive evaluation report of candidates screened for promotion to the President/Governing Board accordingly, informing the candidates of the results of the evaluation through the HRMO.
- c. All promotional appointments, including the upgrading/reclassification of positions/ranks, shall be posted in conspicuous places throughout the SUC to enable aggrieved parties to file their protest within fifteen (15) days from the date of notice of the promotion/upgrading/reclassification.

III. CAREER AND PERSONNEL DEVELOPMENT

GENERAL POLICY

The SUC shall develop a career and personnel development program for faculty members which shall include provisions on training, including foreign and local scholarships and training grants, job rotation, counseling, mentoring and other HRD interventions.

The career and personnel development program shall form part of the SUC merit system.

A. HUMAN RESOURCE DEVELOPMENT INTERVENTIONS

To achieve the main objective of the SUC's personnel development program in bringing about highly educated and professional faculty members, the following policies are promulgated:

POLICIES

1. The SUC shall develop and implement a continuing program of training and development for its faculty members.
2. The SUC shall encourage its faculty members to pursue relevant local and foreign-assisted training/scholarship grants, attend seminars, conferences, workshops or related human resource development courses.
3. Selection of participants in training programs shall be based on actual needs for specialization and enhancement of competence, taking into consideration organizational priorities.
4. Preference shall be given to candidates with permanent appointment.

-
5. The SUC may adopt other human resource development interventions such as the following:
- a. **Counseling** - entails a one-on-one close interaction between a faculty member and a supervisor to jointly look at problems besetting him/her, which affect his/her performance and relationships with others. It is used generally as a corrective approach in helping an employee overcome his/her problem, which may be either personal or work related.
 - b. **Mentoring** - a mechanism that guides a faculty member to the inner network of the SUC, which may assist him/her in career advancement. It involves a manager's investment on a high potential faculty member, providing an objective assessment of one's strength and weaknesses and ensuring opportunities to address them. This mechanism allows the faculty member to clarify "ambiguous" expectations of the SUC and facilitates career growth.
 - c. **Job Rotation** - the sequential or reciprocal movement of a faculty member from one office to another or from one division to another within the same SUC as a means for developing and enhancing his/her potentials in an organization by being exposed to the various functions of the SUC.

The duration of the job rotation shall be within the period prescribed by the SUC head but shall not exceed twelve (12) months.

PROCEDURES

- a. The SUC shall create a "Faculty Training and Development Committee (FTDC)" to be composed of the Vice-President for Academic Affairs as Chair; Vice-President for Administration and Business Affairs as Vice-Chair; President of CSC-accredited Faculty Association, or if there is no accredited faculty association/union, representative chosen through general election, as member; Department or unit heads where the field of grant/scholarship/training occurs, as member; and, the HRMO as Secretary. The term of its members shall be two (2) years. This Committee shall formulate its own rules for approval by the President subject to established CHED, CSC, and SUC policies. Its main function shall be that of selecting and recommending those who should attend specific training programs conducted by the SUC or by government agencies or duly accredited non-governmental organizations, local or foreign.
- b. Each department/unit head shall determine the training needs of his/her faculty members through training needs analysis in accordance with organizational priorities. He/She shall submit annually to the President, through the FTDC, his/her plan embodying the kind of training programs and the names of those who shall attend such program.

-
- c. The FTDC, through the HRMO, shall inform all faculty members concerned about the study grants and scheduled seminars/conferences or workshops and invite qualified faculty members to avail of such program.
 - d. The participant or recipient of a training grant/scholarship agreement, in accordance with existing rules and regulations, shall submit a report on the prescribed form on the training he/she has completed and furnish the HRMO a copy of the training certificate he/she has received and report of activities for entry in his/her personnel files. The trainee shall also be given the opportunity to share with his/her colleagues what he/she has learned.

IV. PERFORMANCE MANAGEMENT/PERFORMANCE EVALUATION SYSTEM

GENERAL POLICY

The SUC shall develop its own performance management system (PMS)/performance evaluation system (PES) for faculty positions/ranks to be administered in such manner as to continuously foster the improvement and efficiency of the faculty members as well as effectiveness of the organization. It shall be an organized, methodical and standardized system of evaluation for faculty members for organizational effectiveness. Said system shall be administered in accordance with the rules and regulations and standards established by the Civil Service Commission. The CSC may assist the SUC in establishing its performance evaluation system.

The CSC-approved PMS/PES shall form part of the SUC merit system.

POLICIES

1. The performance rating of a faculty member shall be used as basis for promotion or giving of incentives and rewards.
2. The performance evaluation system may provide for at least five adjectival ratings:
 - a. Outstanding
 - b. Very satisfactory
 - c. Satisfactory
 - d. Unsatisfactory
 - e. Poor
3. No faculty member shall be considered for promotion without a record of at least two (2) successive performance ratings of at least Very Satisfactory immediately preceding the assessment of candidates for advancement to higher ranks or positions.
4. The SUC shall develop its own PES/PMS in accordance with CSC policies to be approved by the CSC Regional Office concerned.

-
5. A Performance Evaluation Review Committee (PERC) shall be created in the SUC with composition and responsibilities as follows:

Composition

- Chairman - Head of agency (or his authorized representative);
- Member
1. VP for Personnel Administration (or highest ranking official in-charge of personnel management);
 2. Vice President for Academic Affairs;
 3. Dean encompassing non-teaching academic units;
 4. Director for Planning (or head of the Planning Unit or its equivalent); and
 5. Two (2) Representatives nominated by the duly accredited faculty association or union in the SUC, or if there is no accredited faculty association, representatives chosen through general elections. The term of office of the representatives shall be determined by the PERC.

Responsibilities of the PERC

- a. Review of Faculty Member's Performance Targets
 - b. Review of Performance
 - c. Determination of Final Rating
 - d. Monitoring and Evaluation of SUC PES/PMS
 - e. Setting of Internal Rules and Procedures
6. Other features and details of the performance evaluation system shall be reflected in the system that the SUC will adopt as approved by the Civil Service Commission.

V. PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)

GENERAL POLICY

There shall be an established suggestions and incentive awards system in the SUC which shall encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding officials and faculty members individually or in group for their suggestions, inventions, superior accomplishment and other personnel efforts which contribute to the efficiency, economy or other improvement in government or for other extraordinary acts or services in the public service.

POLICIES

1. The System shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.
2. The System shall give emphasis on the timeliness of giving award or recognition. Aside from conferment of awards during the traditional or planned awarding ceremonies, the spirit of on-the-spot grant of recognition shall be institutionalized.
3. The System shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of faculty members through formal and informal modes.
4. For this purpose, the System shall encourage the grant of non-monetary awards. Monetary awards shall be granted only when the suggestions, inventions, superior accomplishments and other personal efforts result in monetary savings, which shall not exceed 20 percent of the savings generated.
5. At least five (5) percent of the HRD Funds shall be allocated for the System and incorporated in the SUC's Annual Work and Financial Plan and Budget.
6. The System shall be institutionalized through the creation of a PRAISE Committee in the SUC.
7. The PRAISE Committee shall preferably have the following composition:
 - a. President/Vice-President of the SUC or authorized representative who will act as chairperson;
 - b. Head of the financial unit or equivalent;
 - c. Head of the planning unit or equivalent;
 - d. Highest ranking employee in charge of human resource management or the career service employee directly responsible for personnel management; and
 - e. Two (2) representatives from the CSC-accredited faculty association/who shall serve for two years and elected at large or designated by the registered faculty association/union in the absence of an accredited faculty association/ union.
8. The SUC President shall be responsible in overseeing the System's operation and the Human Resource Management Unit shall serve as the System's Secretariat.
9. The PRAISE Committee shall ensure that productivity, innovative ideas, suggestions and exemplary behavior can be identified, considered, managed and implemented on a continuing basis to cover all faculty ranks.

-
10. The PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the SUC. The SUC may, however, employ an external or independent body to assist the PRAISE Committee to judiciously and objectively implement the system of incentives and awards.
 11. The PRAISE Committee shall establish its own internal procedures and strategies. Membership in the Committee shall be considered part of the member's regular duties and functions.
 12. The SUC shall encourage improved productivity and efficiency among the faculty through appropriate recognition based on performance, innovations, ideas and exemplary behavior.
 13. All permanent members of the faculty with regular plantilla items who meet the criteria for each specific award shall be entitled to receive the award including those whose responsibilities include the making of suggestions, formulation of plans and policies or making recommendations to achieve greater efficiency and economy in the SUC.
 14. Recipients of honor awards shall be given preference in promotion and in training grants and scholarships.
 15. The HRMO shall enter into the personnel file any award of honor received by any member of the faculty.
 16. The SUC shall develop its own Program on Awards and Incentives for Service Excellence (PRAISE) incorporating therein the types of incentive that may be given which shall form part of this merit system.
 17. Establishment of a CSC-approved PRAISE shall be the basis for the grant of the Productivity Incentive Bonus (PIB), other awards and incentives. The Annual Praise Report shall be submitted by the SUC to the CSC Regional Office concerned on or before the thirtieth of January to enable its faculty to qualify for nomination to the CSC-sponsored national awards.

VI. PERSONNEL RELATIONS AND WELFARE SERVICES

GENERAL POLICY

The SUC shall take all proper steps toward the creation of an atmosphere conducive to sound management-faculty relations, which shall improve faculty morale. It shall make provisions for the health, welfare, counseling, recreation and related services.

POLICIES

To maintain a high level of productivity and morale among the faculty, the SUC shall:

1. Make arrangements for annual medical and dental services and take proper action on the recommendation resulting from such physical examinations;
2. Provide a system of informing the faculty members of their rights and privileges as well as the rules governing their obligations and conduct;
3. Facilitate the dissemination of information and discussion of ideas among the department heads and faculty members. It shall encourage their participation in the development of policies, procedures and other matters affecting them and their work;
4. Encourage voluntary activities whether athletic, social, recreational or financial, provided these are conducive to faculty members' well-being and consistent with the objectives of personnel welfare;
5. Encourage faculty members to form and join or assist faculty organization of their own choosing subject to the laws on government service, for the furtherance and protection of their interests. They can also form work council and other forms of worker participation schemes.

CHAPTER 5. - WORKING HOURS

GENERAL POLICY

Faculty members, except those covered by special laws, shall render not less than eight (8) hours of work a day for five (5) days a week or a total of forty (40) hours a week, exclusive of time for lunch. The forty hours a week may include time for teaching, student consultation, research and extension work, and other activities relevant to teaching, e.g. preparation of lessons, checking of papers, etc., which shall be left to the discretion of the governing board of the SUC.

POLICIES

1. The SUC shall prescribe its own rules and regulations governing working hours and attendance of its faculty members.
2. It shall be the duty of the head of the department in the SUC to require all members of the faculty under him/her to strictly observe the prescribed office hours, which may be apportioned to teaching hours per week, student consultation per week, lesson preparation per week, and research and extension services.
3. When the head of the department, in the exercise of his/her discretion, allows members of the faculty to leave the office during office hours not for official

business, but to attend social events/functions and/or wakes/interments, the same shall be reflected in their daily time record and charged against their leave credits.

4. Each head of department in the SUC shall require a daily record of attendance of all the faculty members under him/her to be kept on the proper form and, whenever possible, registered on the bundy clock or other verifiable recording system. The head of department or the SUC governing board has the prerogative to decide on the proper form of monitoring the daily record of attendance of all faculty members.
5. When the interest of public service so requires, the daily hours of work of faculty members may be extended by the head of the SUC concerned, which extension shall be fixed in accordance with the nature of the work: *Provided*, That work in excess of eight (8) hours must be properly compensated.

A. PART-TIME TEACHING

To maintain the quality of education in teaching areas, the SUC may appoint teaching staff on a part-time basis provided that they meet the requirements of the position.

Part-time appointment may either be to a regular plantilla faculty position or hiring through a contract of service or a job order.

Working hours of part-time teaching staff shall be as follows:

1. Part-time teaching staff may be allowed to render an accumulated twenty (20) hours per week instead of the four-hour continuous service every working day provided the needs of the SUC are served.
2. The Head of the department may, with the approval of the President of the SUC and in the exigency of the service, further reschedule the time of part-time teaching staff to satisfy the 20-hour work week requirement provided that continuous service is available to the SUC at all times during the week.
3. Part-time teaching staff may not be required to use the bundy clock. However, they shall be required to keep records of their attendance in a logbook and accomplish CS Form 48 (DTR) consistent with the entries in the logbook for accounting and auditing requirements.
4. Part-time contract of service shall be submitted to the CSC Regional Office (CSCRO) having jurisdiction over the SUC for review of its stipulations within thirty (30) days from the execution and signing of the contract of service, MOA or job order which shall be the date indicated on the said instruments. (*CSC MC No. 17, s. 2002*)
5. The SUCs shall establish a mechanism of accountability with appropriate sanctions relative to part-timers covered by contract of service/job order.

B. FLEXI-TIME SCHEDULE

Each head of the department in the SUC may allow flexible working hours for his/her faculty members so they can perform their four-fold functions of instruction, consultation, research and extension services, provided that the prescribed forty hours of work per week shall strictly be implemented.

CHAPTER 6. - LEAVE BENEFITS

GENERAL POLICY

Leave benefits of faculty members of SUCs shall be at the discretion of the SUC governing board pursuant to Section 4 (h) of the Higher Education Modernization Act of 1997 (RA 8292). However, in the absence of such specific provisions, the general leave law and the Omnibus Rules on Leave shall be applicable. Hence, SUCs should promulgate their own implementing rules relative thereto. Said implementing rules should be submitted to the Civil Service Commission for recording.

CHAPTER 7. - COMPLAINTS AND GRIEVANCE MACHINERY

GENERAL POLICY

There shall be established a Grievance Machinery (GM) in the SUC to promote harmony in the workplace, and foster the productivity of each faculty member.

POLICIES

1. A grievance shall be resolved expeditiously at all times at the lowest level possible in the SUC. However, if not settled at the lowest level possible, an aggrieved party shall present his/her grievance step by step following the hierarchy of positions.
2. The SUC shall establish a grievance machinery that is the best way to address grievance between or among faculty members.
3. The aggrieved party shall be assured freedom from coercion, discrimination, reprisal and biased action on the grievance.
4. Legal rules and technicalities shall not bind grievance proceedings. Even verbal grievance must be acted upon expeditiously. The services of a legal counsel shall not be allowed.
5. The aggrieved party shall present a grievance verbally or in writing in the first instance to his/her immediate supervisor. The latter shall, within three (3) working days from the date of presentation, inform verbally the aggrieved party of the corresponding action.

If the party being complained of is the immediate supervisor, the grievance shall be presented to the next higher supervisor.

6. Grievance refers to work related issues giving rise to faculty members' dissatisfaction. The following cases shall be acted upon through the grievance machinery:

- a. Non-implementation of policies, practices and procedures on economic and financial issues and other terms and conditions of employment fixed by law including salaries, incentives, working hours, leave benefits, and related terms and conditions;
- b. Non-implementation of policies, practices and procedures which affect faculty members from recruitment to promotion, detail, transfer, retirement, termination, lay-offs, and related issues that affect them;
- c. Physical working conditions;
- d. Interpersonal relationships and linkages;
- e. Protest on appointments; and,
- f. All other matters giving rise to faculty dissatisfaction and discontentment outside of those cases enumerated herein.

7. The following cases shall not be acted upon through the grievance machinery:

- a. Disciplinary cases which shall be resolved pursuant to the Uniform Rules on Administrative Cases;
- b. Sexual harassment cases as provided for in RA 7877 and its implementing rules; and,
- c. Union-related issues and concerns.

8. Only permanent officials and faculty members whenever applicable shall be appointed or elected as members of the Grievance Committee.

In the appointment or election of the Grievance Committee members, their integrity, probity, sincerity and credibility shall be considered.

9. The SUC shall constitute a "Complaints Grievance Committee" to receive, hear, and resolve complaints and grievances. This Committee shall be composed of the following:

- a. A ranking officer chosen by the president as Chairman;
- b. The administrative officer;
- c. The chairman of the department or head of the unit where the complainant is assigned;
- d. The HRM Officer as Secretary; and
- e. A representative of the CSC-accredited Faculty Association/Union, or if there is no accredited faculty association/union, representative chosen through general election.

If any member is the one facing a complaint, another faculty shall be designated in his place.

-
10. The Grievance Committee shall establish its own internal procedures and strategies. Membership in the Grievance Committee shall be considered part of the member's regular duties.

PROCEDURES

- a. Any faculty member with a complaint or grievance may air his/her complaint or grievance orally to his/her immediate superior who shall resolve the complaint at his level by holding a dialogue with the persons involved. If the complainant is not satisfied with the result, he/she may request his/her immediate supervisor to endorse in writing his/her complaint to the committee through channels. In case the complaint or grievance is against the immediate supervisor, it may be aired directly to the next higher supervisor.
- b. The Committee shall resolve any complaint within five days.
- c. In case any dispute remains unresolved after exhausting all the available remedies under existing laws and procedures, the grievance may be elevated to the Civil Service Commission Regional Office concerned only upon submission of a Certification on the Final Action on the Grievance (CFAG) issued by the grievance committee. The CFAG shall contain, among other things, the following information: history and final action taken by the agency on the grievance.

CHAPTER 8. PUBLIC SECTOR UNIONISM

GENERAL POLICY

Faculty members can form or join faculty association/union of their choice for the furtherance and protection of their interests. They can also form, in conjunction with appropriate government authorities, labor-management committees, work councils and other forms of workers' protection schemes to achieve the same objectives.

In no case shall membership in a union consist of both teaching and non-teaching personnel of the SUC.

POLICIES

1. High-level faculty members whose duties are normally considered policy-making or managerial or highly confidential shall not be eligible to join the faculty association/union.
2. The faculty association/union, which has been extended due recognition by the SUC governing board, shall register with the Department of Labor and Employment and the Civil Service Commission.
3. Representatives of the accredited faculty association/union shall sit as members of the different committees such as Training and Development Committee, Faculty Selection Board, Grievance Committee, PRAISE Committee, and PERC.
4. SUCs shall be governed by the rules and policies on Public Sector Unionism.

CHAPTER 9. - DISCIPLINE

GENERAL POLICY

No faculty member shall be removed or suspended except for cause as provided by law and after due process.

POLICIES

1. The provisions of the Uniform Rules on Administrative Cases in the Civil Service (CSC Resolution No. 991936 dated August 31, 1999) shall apply in proceedings against members of the faculty.
2. Each SUC shall submit its rules and regulations on sexual harassment for approval, including the list of members of the Committee on Decorum and Investigation (CODI), to the CSC Regional Office concerned.

CHAPTER 10. - OTHER PERSONNEL ACTIONS

The SUC may formulate its own internal rules on the following personnel actions subject to CS rules and regulations on the matter:

1. **Transfer** - the movement of a faculty member from one SUC to another or from one college to another within the same SUC or from one position in the administrative department to a faculty position in the academic department within the SUC without break in the service. It involves issuance of an appointment.
2. **Reassignment** - movement of a faculty member across the organizational structure within the same SUC, which does not involve a reduction in rank, status or salary, and does not require issuance of an appointment but an office order by duly authorized official.
3. **Detail** - temporary movement of a faculty member from one department or agency to another, which does not involve a reduction in rank, status or salary. A detail requires issuance of an office order by duly authorized official.

The faculty member who is detailed receives his/her salary only from his/her mother unit/agency.

Detail shall be allowed only for a maximum of one year.

If the faculty member believes that there is no justification for the detail, he/she may appeal his/her case to the CSC. Pending appeal, the detail shall be executory, unless otherwise ordered by the Commission.

-
4. **Secondment** - movement of a faculty member from one department or institution to another which is temporary and which may or may not require the issuance of an appointment but may either involve reduction or increase in compensation.

Secondment shall be governed by the policies on the matter.

CHAPTER 11. - RETIREMENT

GENERAL POLICY

Unless appropriate authorities extend the service, retirement shall be compulsory at sixty-five (65) years of age.

POLICIES

1. Extension of service may be requested by the President or the appropriate authority to complete the fifteen-year service requirement. A faculty member may be allowed to continue in the service in accordance with civil service rules and regulations.
2. Services of the President of the SUC, whose performance has been unanimously rated as Outstanding and unanimously recommended by the Search Committee concerned, may be extended by the governing board beyond the compulsory age of retirement but not later than the age of seventy (70).

CHAPTER 12. - TRANSITORY PROVISIONS

Except as otherwise provided in this Merit System, rights vested or acquired under established system prior to the effectivity of this System shall be respected.

CHAPTER 13. - RESPONSIBILITY

The President, the Board of Regents/Trustees, the Vice-President for Administration, the Vice-President for Academic Affairs, the deans, the directors, the heads of departments/units, the administrative officer, and the Human Resource Management Officer (HRMO) shall be responsible for the implementation and maintenance of this Merit System. The initiative and active participation of the HRMO shall be expected in the proper implementation of this Merit System.

CHAPTER 14. - AMENDMENT

This Merit System shall be subject to amendment/revision by any DBM National Compensation Circulars, DBM National Budget Circulars, CHED Circulars, and Civil Service Commission rules and regulations.

CHAPTER 15. - EFFECTIVITY

This Merit System shall take effect upon approval by the SUC governing board. The Civil Service Commission shall be furnished a copy of the approved SUC Merit System.