



I. INTRODUCTION

1.1. General Information:

The OMSC Administrative Manual gives the stakeholder a clear vision of the organizational structure of the institution, the hierarchal flow of authority from the highest Governing Board to the lowest rank and file officer of the OMSC System.

Duties and responsibilities of the officers of the Institution are clearly defined to easily trace responsibility and pinpoint accountability.

1.2. Batas Pambansa Blg. 531:

An act converting the San Jose National High School in the Municipality of San Jose, Province of Occidental Mindoro, into Occidental Mindoro National College, providing a charter for this purpose and funds thereof.

1.3. Brief History of the College:

The College had its humble origin as a barrio high school in 1966. In 1969, former Congressman Pedro C. Medalla filed a bill, which later became R.A. 6568, converting San Jose Municipal High School into San Jose National High School.

On June 24, 1983, by virtue of B.P. Blg. 531 sponsored by the late Congressman Pedro T. Mendiola Sr., San Jose National High School was elevated into Occidental Mindoro National College.

1.4. Republic Act No. 9747 dated November 10, 2009:

An act renaming the Occidental Mindoro National College in the Municipality of San Jose, Province of Occidental Mindoro as the Occidental Mindoro State College.

1.5. Operational Sites of OMSC:

The OMSC has expanded physically and is currently servicing six (6) operational sites.

The first is OMSC Main Campus which stands in a .500 ha. located in the heart of the town and is a stone-throw away from the Municipal Hall and Cathedral. It offers Doctor of Philosophy in Development Education, Master of Arts in Development Education, Master in Public Administration, Bachelor in Elementary Education, Bachelor in Secondary Education: major in English, Filipino, and Mathematics, Bachelor of Science in Information Technology, Two-year Course in Midwifery, High School Laboratory, and Elementary Laboratory.



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One kilometer away from the Main Campus is OMSC Labangan. It has an area of 8.7 hectares. It offers Bachelor of Science in Business Administration: major in Financial Management, Operational Management, and Management Accounting, Bachelor of Science in Criminology, Associate in Hotel and Restaurant Management (2 years), Bachelor of Science in Hotel and Restaurant Management, Diploma in Electrical Technology, Ladderized Bachelor in Technology Teachers Education: major in Electrical Technology, Electronics Technology, Automotive Technology, Civil Technology, Welding and Fabrication Technology, and Food Technology and Service Management, Associate in Technology Teachers Education (2 years), and General Education.

OMSC Murtha is seven (7) kilometers away from the Main Campus. It is located in a 39 ha. land and it offers Bachelor of Science in Agriculture, Bachelor of Science in Agricultural Education and Bachelor of Agricultural Technology.

Another operational site which is directly under the supervision of OMSC Murtha is the Experimental Forestry. It is eight (8) kilometers away from the Main Campus and has an area of 24.48 hectares. It is adjacent to the Damayan Center which is seven (7) kilometers away from the Main Campus and has an area of two hectares.

A newly opened operational site is the OMSC Sablayan Campus which is seventy (70) kilometers away from the Main Campus. It is temporarily housed at the old provincial hospital awaiting the construction of 7 classroom-building in the donated land by Mr. Fraterno T. Mendoza, Jr. of Sablayan, Occidental Mindoro. It offers Bachelor of Secondary Education (Major in English and Filipino), Bachelor of Science in Criminology, Bachelor of Science in Information Technology, and General Education. Its operations started last June 2011.

The farthest operational site is OMSC Mamburao, a satellite campus of OMSC Main. It is 170 kilometers away from the OMSC - Main, a six-hour travel by land from San Jose during summer, and seven to eight hour travel during rainy season. It is located in a one hectare land in Barangay Tayamaan, Mamburao, Occidental Mindoro.

Each major campus has its own skeletal administrative and financial services staff Directors/Coordinators who shall take care of the PIER (Production, Instruction, Extension and Research) Functions of the College. They are directly under the Campus Directors in coordination with the Vice President for Academic Affairs, Vice President for Administration, Finance and Support Services, and the Chief Administrative Officer.

SERVICE AREAS

1. OMSC Main
in front of the Municipal Hall - .500 ha.
2. OMSC Labangan
1 km. away from the Main - 8.7 has.



3. OMSC Murtha
7 kms. away from the Main - 39 has.
4. Experimental Forestry
8 kms. away from the Main - 28.48 has.
5. OMSC Sablayan
70 kms. away from the Main - .500 ha
6. OMSC Mamburao
170 kms. away from the Main - 1 ha.

1.6. Vision, Mission, Goals:

Vision:

The **OCCIDENTAL MINDORO STATE COLLEGE** is envisioned to be an agent of change for the development of the total person responsive to the challenges of globalization.

Mission:

To train and develop a new breed of highly competitive, innovative, resourceful and values-oriented graduates through quality instruction, relevant research, community-based extension, and sustainable production.

I Involvement	C Commitment	E³ Economy Efficiency Effectivity	R Responsibility
<p>Level One</p> <ul style="list-style-type: none"> - shared vision, mission goals, values, attitudes - improved climate/ atmosphere - achievement of internal efficiency - developed input mix 	<p>Level Two</p> <ul style="list-style-type: none"> - external productivity - accountable public servants - responsive citizens 	<p>Level Three</p> <ul style="list-style-type: none"> - cost effectiveness of the human physical and material resources 	

I which stands for **INVOLVEMENT** is being a part of the solution to the problem to facilitate the achievement of the vision, mission, goals and objectives of the Institution

C which stands for **COMMITMENT** is what transforms one's promise to reality. It is the word that speaks boldly of one's intentions and the actions which speak louder than the words. It is the stuff by which character is made of. It is the power to change. It is the daily triumph of integrity over skepticism.

E³ stands for **EFFICIENCY, EFFECTIVITY, ECONOMY**. Efficiency is doing the right thing; Effectivity is doing the thing right; and Economy is making do with whatever limited resources we have and come out the best out of these limited resources.

R stands for **RESPONSIBILITY** per se. It is doing, acting, and thinking what is expected of us as public servants.



GOALS:

1. Quality and Excellence
2. Access and Equity
3. Relevance and Responsiveness
4. Efficiency and Effectiveness

1.7. Four-Fold Functions of the Institution:

1.7.1. Instruction

Instruction focuses on the process of facilitating the acquisition of knowledge and skills to develop the analytical and creative faculties of learners. It also includes other specific tasks, such as: student consultation, academic advising, and all other initiatives that facilitate the process of learning.

1.7.2. Research

The office of Research Unit shall be responsible for generating, developing, verifying, piloting and commercializing priority technologies and economically feasible, socially acceptable and environmentally sound agricultural enterprises. Other outputs, such as: instructional materials, new ideas, new practices, new programs or systems, and others are also expected to be developed by researchers, in coordination with the concerned unit/s.

1.7.3. Extension

The Extension Office shall be in-charge of facilitating the adoption and diffusion of appropriate agriculture, fisheries and social technologies through the use of integrated, multi-disciplinary and participatory programs and services.

The Extension Programs work on the socio-economic cultural and environmental development which shall include: community needs assessment; identification and dissemination of appropriate technologies; human resource development especially of indigenous people; environment conservation and preservation, and strengthening of linkages toward total development of the community thru education and trainings.

1.7.4. Production

Faculty members at the tertiary level are encouraged to produce scholarly outputs that showcase their expertise and scholarship. These knowledge-based projects can help generate additional income for the institution.

1.8. OMSC Rationalization Program (BOT Res. No. 3, s. 2004)

Rationale:

The Rationalization Program of OMSC is in consonance with the specific Guidelines as provided in CHED Order No. 27, S. 2000 and in response to the goals on efficiency and effectiveness.



The *PIER Paradigm, which stands for the four-fold functions; Production, Instruction, Extension and Research serves as springboard in fleshing-out the IRR of the Program Rationalization.

Objectives:

To achieve Good Governance, the Rationalization Program aims to:

1. Rationalize campuses through the DISCIPLINE-BASED CLUSTERING;
2. Rationalize program distribution across campuses based on faculty competence, efficiency ratio and resource availability; and
3. Outline a strategic implementation plan for program and campus rationalization. (IRR)

Issues, Concerns and Challenges: The Implementing Rules and Regulations for the OMSC Program and Campus Rationalization are comprehensively classified as follows:

CONCERNS

CHALLENGES

Student Welfare	: Policies on: Admission Retention Promotion
Personnel Matters	: Strict Implementation of the MSB on: Recruitment Selection Promotion
Curriculum & Instruction	: Adherence to the goals on: Quality & Excellence Relevance & Responsiveness Equity & Access Efficiency & Effectivity
Research	: Responsive to the: Economic Social Cultural Political Aspects of the Input Mix
Extension/ & Community Outreach	: Functional, Service-Oriented and Voluntary Services
Production	: Responsive to the Corporate Image on Income Generating Project (IGP)



Needs Assessment and Analysis:

Guided by a situational analysis of the institution's existence which metamorphosed from a mere Barangay High School then into a State College, the proposal focuses on restructuring the system adopting the **DISCIPLINE-BASED CLUSTERING** to maximize strengths and minimize weaknesses and expect future effects such as:

1. Faculty force will be consolidated (OMPC as one of the absorbed CSI is basically an agriculture college and a grantee of the AUS-AID).
2. Designations of official and faculty shall be minimized.
3. Better student performance and outputs with facilities to enhance effective operation are identified and provided in a campus offering a specified discipline. (The Speech Clinic at the Main Campus shall effect delivery of services to College students)
4. Generation of savings can be utilized for staff development. (Expand trainings and scholarships not only locally but internationally as well)

FRAMEWORK OF THE IMPLEMENTING RULES AND REGULATIONS

Rule 1 Title and Policies

Section 1. Title: This IRR shall be known and cited as the “Implementing Rules and Regulations for Program and Campus Rationalization of the Occidental Mindoro State College”.

Section 2. Policies: It is the avowed mission of the College to provide excellent quality higher instruction services to the people of the province of Occidental Mindoro in the most efficient and effective manner. The College is and shall remain accountable to the State in so far as the use of government resources in the delivery of instructional services is concerned.

The PIER Paradigm, which stands for the four-fold functions; Production, Instruction, Extension and Research serves as springboard in fleshing-out the IRR of the Program Rationalization.

Rule 2 Program Rationalization (BOT Res. No. 3, s. 2004)

Section 3. Discipline-Based Clustering: The campuses of the OMSC shall be clustered around specialized higher education disciplines, namely:

OMSC Main : Doctor of Philosophy in Development Education, Master of Arts in Development Education, Master in Public Administration, Bachelor in Elementary Education, Bachelor in Secondary Education: major in English, Filipino, and Mathematics, Bachelor of



Science in Information Technology, Two-year Course in Midwifery, High School Laboratory, and Elementary Laboratory.

- OMSC Labangan** : Bachelor of Science in Business Administration: major in Financial Management, Operational Management, and Management Accounting, Bachelor of Science in Criminology, Associate in Hotel and Restaurant Management (2 years), Bachelor of Science in Hotel and Restaurant Management, Diploma in Electrical Technology, Bachelor in Technology Teacher Education: major in Electrical Technology, Electronics Technology, Automotive Technology, Civil Technology, Welding and Fabrication Technology, and Food Technology and Service Management, Associate in Technology Teacher Education (2 years), and General Education.
- OMSC Murtha** : Bachelor of Science in Agriculture, Bachelor of Science in Agricultural Education and Bachelor of Agricultural Technology.
- Experimental Forestry:** Research, Development and Extension
- OMSC Sablayan** : BS Information Technology, BS Criminology, Bachelor in Secondary Education, and General Education.
- OMSC Mamburao** : Satellite Campus with Teacher Education, Business Education, Information Technology, and General Education.

Section 4. Retention and Transferring of Programs: A Committee created by the President of the College shall determine the programs that shall be maintained, phased-out, phased-down and proposed by the campus in view of the discipline-based clustering. The President shall implement the Committee recommendation after the BOT's approval.

Section 5. Phase-out and Phase-in: Campus programs not in accordance with Section 3 will be gradually phased-out effective June 2004. Current enrollees in all the campuses shall be allowed to complete their courses until SY 2006-2007. New freshmen enrollees shall follow the rationalized College programs effective upon approval of this IRR.

Section 6. New Courses: A campus shall be allowed to open new courses within its cluster expertise provided that all of its existing programs are accredited at Level II by a duly recognized accrediting body subject to availability of resources.



Section 7. Common General Educational Program: Courses in all campuses shall follow a uniform general education program, pursuant to the approved policy set by CHED.

Section 8. Specialized Program: Thereafter, a student shall complete his/her course of study in the campus where his/her specialization is offered, as provided for in the Section 3 of the IRR.

Rule 3 **Program Funding**

Section 9. Trust Fund: Only a maximum of 50% of the total college income can be utilized to defray costs of other services including contractual faculty while the remaining 50% shall be allocated for the College's different programs. The President shall submit Special Budget to the Governing Board annually for this purpose, provided, Fiduciary Funds are to be expended for their own purposes.

Rule 4 **Faculty and Academic Staff**

Section 10. Change of Place of Assignment within the System: Faculty/staff member shall be assigned to the Campus where his/her specialization fits pursuant to Civil Service Rules and Regulations (Omnibus Rules on Appointment and other personnel actions; Memorandum Circular No. 40, s. 1998, Book V of Executive Order No. 292).

Rule 5 **Student Fees**

Section 11. Tuition and Miscellaneous Fees: There shall be uniform tuition and miscellaneous fees to be paid by all students across all year levels in all campuses.

11.1 Tuition fee

11.2 Miscellaneous and Other fees

Rule 6 **Properties/Equipment**

Section 12. Retention/Transfer: The Retention/Transfer of properties/ equipment from one campus to another shall be based on program need.

Rule 7 **Governance**

Section 13. Organizational Structure: The College President shall evolve a transitory structure to facilitate the implementation of OMSC Program and Campus Rationalization.

Section 14. Policy: There shall be a Governance Policy to easily trace responsibility and pinpoint accountability.

Section 15. Term of Office of Key Officials: The key officials in structure shall hold office as approved by the Board of Trustees.



Section 16. Funding: The framing of the structure shall be guided by NBC 12 and NBC 404 for funding purposes. The sources shall be derived from the General Fund, Student Trust Fund, and income generated from projects and programs.

Rule 8
Separability Clause

Section 17. Separability Clause: If for any reason, any part or provision of this IRR is declared invalid, the remaining parts or provisions not affected thereby shall remain in full force and effect.

Rule 9
Effectivity Clause

Section 18. Effectivity Clause: This IRR shall take effect at the start of academic year 2004-2005 for all incoming freshmen and shall be fully implemented until AY 2008-2009.

1.9. Monitoring and Evaluation Methods/Tools

In accordance with the pertinent provisions of Republic Act (R.A.) No. 7122, otherwise known as the “Higher Education Act of 1994” and in view of the Commission en banc Resolution No. 2002-2005 dated May 9, 2005, the Quality Assurance System in Philippine Higher Education was adopted and promulgated by the Commission.

Institutional Monitoring and Evaluation for Quality Assurance of all Higher Education Institutions in the Philippines shall have the following objectives:

1. To enhance capacity of the institution in designing, delivering and managing programs and services;
2. To identify areas for reform and intervention;
3. To provide accurate, up-to-date information on performance of higher education institutions to enable stakeholders to make informed choices; and
4. To enable the institution to set up its own Institutional Quality Assurance Management System (IQUAMS). In view of this, OMSC System tries to formulate its own Monitoring and Evaluation Methods/Tools, in order to evaluate the outcomes of its programs, processes and services as supported by governance and management of resources.



II. GOVERNANCE AND ADMINISTRATION

2.1. OMSC Board of Trustees

- (a) Composition – As Stipulated in Sec. 3, RA 8292 (An Act Providing For The Uniform Composition And Powers Of The Governing Boards, The Manner Of Appointment And Term Of Office Of The President Of Chartered State Universities And Colleges, and For Other Purposes), the governing body of state universities and colleges is hereby in the Board of Regents for universities and in the Board of Trustees for colleges which shall be composed of the following:
- i Chairman of the Commission on Higher Education (CHED), Chairman;
 - ii President of the university or college, Vice Chairman;
 - iii Chairman of the Congressional Committees on Education and Culture;
 - iv Regional Director of the National Economic Development Authority (NEDA) where the main campus of the university or college is located;
 - v Regional Director of the Department of Science and Technology (DOST) in case of science and technological colleges; or the Regional Director of the Department of Agriculture colleges; or the Secretary of Education for an Autonomous Region. In lieu of such representation, the commanding generals of the Philippine Air Force and the Philippine Navy shall sit as members of the Board of the Philippine State College of Aeronautics and the Philippine Merchant Marine Academy, respectively;
 - vi President of the faculty association;
 - vii President of the supreme student council or the student representative elected by the student council: Provided, That in the absence of a student council president of student representative elected by the student council, the university or college shall schedule one (1) weekly for the campaign and election of student representative;
 - viii President of the alumni association of the institution concerned;
 - ix Two (2) prominent citizens who have distinguished themselves in their professions or fields of specialization chosen from among lists of at least five (5) persons qualified in the city or the province where the school is located, as recommended by the search committee constituted by the President consultation with the Chairman of the CHED based on the normal standards and qualifications for the position;

The faculty and the student council shall be represented by their respective federations in multi-campus universities and colleges. The private sector representatives shall be appointed by the Board of Regents/Trustees upon recommendation of a duly constituted search committee.



- (b) Term of office – The president of the faculty and alumni associations and the student regents or trustees shall sit in the board until expiration of their term of office in such capacities.

The prominent citizens shall serve for a term of two (2) years.

- (c) Meetings; quorum – The Board of Regents/Trustees shall regularly convene at least once every quarter. The Chairman of the Board of Regents/Trustees may call a special meeting whenever necessary: Provided, that members are notified in writing at least three (3) days prior to said meeting.

A majority of all members holding office shall constitute a quorum for board meetings: Provided that the Chairman of the CHED who is the chairman of the Board or the president of the university or college is among those present in the meeting. In the absence of the Chairman of the CHED, a commissioner of the CHED, duly designed by him, shall represent him in the meeting with all the rights and responsibilities of a regular member: Provided, however, That in the said meeting, the president of the university or college as vice chairman shall be the presiding officer: Provided, further, That this provision notwithstanding, the Chairman of the CHED is hereby authorized to designate a CHED Commissioner the regular Chair to the Board of a particular university or college, in which case said CHED Commissioner shall act as the presiding officer.

The members shall serve without compensation, but they shall be reimbursed for necessary expense incurred in their attendance of meetings of the Board or in connection with their official business authorities by resolution of the Board.

2.1.1. Powers and Duties of Governing Boards

The governing board shall have the following specific powers and duties in addition to its general powers of administration and the exercise of all the powers granted to the board of directors of a corporation under Section 36 of Batas Pambansa Blg. 68 otherwise known as the Corporation Code of the Philippines;

- (a) to enact rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the university or college;
- (b) to receive and appropriate all sums as may be provided, for the support of the university or college in the manner it may determine, in its discretion, to carry out the purposes and functions of the university or college;
- (c) to receive in trust legacies, gifts and donations of real and personal properties of all kinds, to administer and dispose the same when necessary for the benefit of the university or college, subject to limitations, directions and instructions of the donors, if any. Such donations shall be exempt from all taxes and shall be considered as deductible items from the income tax of the donor: Provided, however, That the rights, privileges and exemptions extended by this Act shall likewise be extended to non-stock, non-profit private universities and colleges: Provided, finally, That the same privileges shall also be



extended to city colleges and universities with the approval of the local government to city colleges and universities with the approval of the local government unit concerned and in coordination with the CHED;

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

Such fees and charges, including government subsidies and other income generated by the university or college, shall constitute special trust funds and shall be deposited in any authorized government depository bank, and all interests shall accrue therefrom shall part of the same fund for the use of the university or college: Provided, That income derived from university hospitals shall be exclusively earmarked for the operating expenses of the hospitals.

Any provision of existing laws, rules and regulations to the contrary notwithstanding, any income generated by the university or college from tuition fees and other charges, as well as from the operation of auxiliary services and land grants, shall be retained by the university or college, and may be disbursed by the Board of Regents/Trustees for instruction, research, extension, or other programs/projects of the university or college: Provided, That all fiduciary fees shall be disbursed for the specific purposes for which they are collected.

If, for reason of control, the university or college, shall not be able to pursue any project for which funds have been appropriated and, allocated under its approved program of expenditures, the Board of Regents/Trustees may authorize the use of said funds for any reasonable purpose which, in its discretion, may be necessary and urgent for the attainment of the objectives and goals of the university or college;

- (e) to adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students;
- (f) to authorize the construction or repair of its buildings, machineries, equipment and other facilities and the purchase and acquisition of real and personal properties including necessary supplies, materials and equipment. Purchases and other transactions entered into by the university or college through the Board of Regents/Trustees shall be exempt from all taxes and duties;
- (g) to appoint, upon the recommendation of the president of the university or college, vice presidents, deans, directors, heads of departments, faculty members and other officials and employees;
- (h) to fix and adjust salaries of faculty members and administrative officials and employees subject to the provisions of the revised compensation and classification system and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper; to grant them, at its discretion,



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leave of absence under such regulations as it may promulgate, any provisions of existing laws to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law;

- (i) to approve the curricula, institutional programs and rules of discipline drawn by the administrative and academic councils as herein provided;
- (j) to set polices on admission and graduation of students;
- (k) to award honorary degrees upon persons in recognition of outstanding contribution in the field of education, public service, arts, science and technology or in any field of specialization within the academic competence of the university or college and to authorize the award of certificates of completion of non-degree and non-traditional courses;
- (l) to absorb non-chartered tertiary institutions within their respective provinces in coordination with the CHED and in consultation with the Department of Budget and Management, and to offer therein needed programs or courses, to promote and carry out equal access to educational opportunities mandated by the Constitution;
- (m) to establish research and extension centers of the SUC where such will promote the development of the latter;
- (n) to establish chairs in the university or college and to provide fellowships for qualified faculty members and scholarships to deserving students;
- (o) to delegate any of its powers and duties provided for hereinabove to the president and/or other officials of the university or college as it may deem appropriate so as to expedite the administration of the affairs of the university or college;
- (p) to authorize an external management audit of the institution, to be financed by the CHED and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;
- (q) to collaborate with other governing boards of SUCs within the province or the region, under the supervision of the CHED and in consultation with the Department of Budget and Management, the restructuring of said colleges and universities to become more efficient, relevant, productive, and competitive;
- (r) to enter into joint ventures with business and industry for the profitable development and management of the economic assets of the college or institution, the proceeds from which to be used for the development and strengthening of the college or university;
- (s) to develop consortia and other forms of linkages with local government units, institutions and agencies, both public and private, local and foreign, in furtherance of the purposes and objectives of the institution;



- (t) to develop academic arrangements for institution capability building with appropriate institutions and agencies, public or private, local or foreign, and to appoint experts/specialists as consultants, or visiting or exchange professors, scholars, researchers, as the case may be;
- (u) to set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual system, open learning, community laboratory, etc., for the promotion of greater access to higher education;
- (v) to establish policy guidelines and procedures for participative decision-making and transparency within the institution;
- (w) to privatize, where most advantageous to the institution, management and non-academic services such as health, food, building or grounds or property maintenance and similar such other objectives; and
- (x) to extend the term of the president of the college or university beyond the age of retirement but not later than the age of seventy (70), whose performance has been unanimously rated as outstanding and upon unanimous recommendation by the search committee for the president of the institution concerned.

2.2. The Administrative Council

2.2.1. Composition and General Function of the Administrative Council

1. There shall be an Administrative Council consisting of the President as Chairman, the Vice Presidents; Directors, Deans, Department Chairs, Coordinators, Graduate School Head, Image Adviser and other officials of equal rank, the Faculty Trustee and the Student Trustee, as members, whose duties shall be to formulate and implement policies governing the administrative, financial management and development of the College, subject to approval by the Governing Board.
2. The Administrative Council will function as a Standing Committee and will consist of one authorized representative from each member institution. The Executive Director shall serve as an ex-officio member. The Administrative Council shall meet quarterly. Minutes of the Council's meetings shall be submitted to all Board members and members of the Administrative Council. Subcommittees or Task Forces may be created by the Administrative Council. The Administrative Council shall be responsible for the following:

2.2.2. Functions:

1. Review and recommend the annual budget to the Board.
2. Review policies and procedures of the Council and make recommendations to the Board for any necessary changes in policies and/or procedures.



3. Review membership requests and make recommendations to the Board for action.

2.3. The Academic Council

2.3.1. Composition and General Function of the Academic Council

1. There shall be an Academic Council consisting of the President as chairman and all full-time faculty members teaching in the tertiary level with an academic rank of Assistant Professor up, the Faculty Trustee, and Student Trustee.

2.3.2. Functions:

1. The maintenance of academic standards within the University, and the planning, co-ordination, development oversight, validation and review of the curriculum and all academic work of the College/University.
2. The making of recommendations to the BOT relating to the academic structure and organization of the College/University.
3. The fostering and maintenance of close connections with industry, commerce, the professions, universities, other educational establishments and research organizations.
4. The making of recommendations to the BOT for the establishment of advisory committees as it deems to be necessary.
5. The oversight of all arrangements for teaching in the College/University.
6. The regulation of the academic conditions for the admission of students to and their progression within the University.
7. The regulation of policies and procedures for assessment and examination of students within the University.
8. The power to confer the award of academic qualifications, prizes or other distinctions including honorary academic titles as may be agreed by the Council.
9. The development of teaching methods and courses.
10. The organization of facilities for research and scholarship and for the publication of papers relating thereto.
11. The giving of advice on the arrangements for the appointment and promotion of teaching and research staff.
12. The nomination of academic representatives to external bodies.
13. The making to the Council of such reports and recommendations as the Academic Council may consider appropriate on any academic and



related matters including those matters referred to the Academic Council by the body.

14. The exercise of functions relating to exclusion of students from courses of study for academic reasons.
15. The exercise of any other functions which may be delegated to it by the Council or referred to it by the Vice Presidents.

2.3.2. Power (P.D. 1437)

1. The Council has the following powers, subject for review and approval:
 - a. To review and recommend the curricular offerings and rules of discipline of the college subject for appropriate action of the Board of Trustees;
 - b. To fix the requirements for the admission of students as well as for graduation and the conferment of degrees subject to review and/or approval of the Board of Trustees through the President of the College.

2.3.3. Officer

1. The President of the Institution shall be the presiding officer of the Academic Council. In his absence, the Vice President, if there is any shall preside, and the absence of both, the next ranking officer shall preside.
2. Any qualified member of the Academic Council can be designated secretary of the council by the College President, it shall be his duty to issue the notices for meetings of the council, to keep the minutes of its proceedings and to send to each member of the Council a copy of such minutes and attendance for every regular meeting at least two days before meeting.
3. The Academic Council shall meet at such times as the President may determine, provided that there shall be at least one regular meeting each term. The President shall call a special meeting upon the written request of at least one-fifth of the members of the council.
4. Every member of the Council shall be required to attend all its meetings, but any member may be excused from attendance for justifiable reasons.
5. Members of the faculty who have to attend Council meeting are authorized to assign some work for their students to do within the meeting time or period.
6. The quorum of the Council shall consist of a majority of its members.



2.3.4. Amendment

1. Save as to matters specifically provided for by law, the provisions of this Chapter may be amended at any regular meeting by a majority of the Council members present.

2.3.5. Committees

1. The Academic Council may create an Executive Committee and committees, standing or special, as it may deem necessary and convenient for the proper performance of its functions.

2.4. Governance Guidelines on the Organizational Chart (Explanatory Notes) Including Duties and Responsibilities (BOT Resolution No. 3, S. 2004)

2.4.1. Objectives: The following guidelines are hereby promulgated with the Organizational Chart (Board of Trustees Res. No.16, s. 2004) as frame of reference,

- a. To easily trace responsibility and pinpoint accountability;
- b. To be aware of the principle of academic hierarchical responsibility;
- c. To understand what to manage and how to manage in the Institution.
- d. To flesh-out the discipline-based clustering of Programs (Res. No. 2, s. 2004)

2.4.2. This applies to the following designated officials, divided up to three (3) hierarchic levels: (NCC 12-A, B, and C)

1. Vice Presidents
2. Deans or Equivalent Ranks
3. Directors/Coordinators – directly under the Campus Administrators

2.4.3. In terms of structural units, OMSC as a state institution of higher learning is autonomous, with a charter (BP Blg. 531), and a Governing Board. The College is headed by a President. Pursuant to Sec. 6 of RA 8292, the administration of the College is vested upon the President of the College who shall be assisted by a VP for Academic Affairs appointed by the BOT upon the former's recommendation without prejudice to the appointment of more than one Vice President when so warranted. Sec. 4(o), under Powers and Duties of the GB's, delegation of powers and duties for to the President and/or other officials to expedite the administration of the affairs of the College.

2.4.4. As the Chief Executive of the College, the President has the following offices directly under him:

- a. Academic and Administrative Councils
- b. Planning, Research, Extension and Production Council



- c. Selection, Promotion and Incentive Board
- d. Internal Control and Management Office
- e. Legal Office and Institutional Ombudsman
- f. Office of the Vice Presidents

The following are the major campuses, headed by the Campus Administrators, with the Discipline-based Clustering of Programs as frame of reference (BOT Resolution No. 3, s. 2004):

- OMSC Main** : Doctor of Philosophy in Development Education, Master of Arts in Development Education, Master in Public Administration, Bachelor in Elementary Education, Bachelor in Secondary Education: major in English, Filipino, and Mathematics, Bachelor of Science in Information Technology, Two-year Course in Midwifery, High School Laboratory, and Elementary Laboratory.
- OMSC Labangan** : Bachelor of Science in Business Administration: major in Financial Management, Operational Management, and Management Accounting, Bachelor of Science in Criminology, Associate in Hotel and Restaurant Management (2 years), Bachelor of Science in Hotel and Restaurant Management, Diploma in Electrical Technology, Ladderized Bachelor in Technology Teachers Education: major in Electrical Technology, Electronics Technology, Automotive Technology, Civil Technology, Welding and Fabrication Technology, and Food Technology and Service Management, Associate in Technology Teachers Education (2 years), and General Education.
- OMSC Murtha** : Bachelor of Science in Agriculture, Bachelor of Science in Agricultural Education and Bachelor of Agricultural Technology including Production.
- OMSC Sablayan** : BS Information Technology, BS Criminology, Bachelor in Secondary Education, and General Education.
- OMSC Mamburao** : Satellite Campus with Teacher Education, Business Education, Information Technology, and General Education.



The OMSC Mamburao AND Sablayan shall serve as a satellite Campus while the Experimental Forestry Center shall be directly under the OMSC Murtha Campus Administrator.

Each major campus shall have skeletal administrative and financial services staff. There shall also be Directors/Coordinators who shall take care of the PIER Paradigm and shall be directly under the Campus Administrators, in coordination with the VPAA on academic matters and with the VPAFSS on administrative services.

- 2.4.5. The Selection, Promotion and Incentive Board shall base its functions from Civil Service Commission Res. No. 990568 dated March 5, 1999 and from the Revised Merit Selection Plan (MSP) dated November 4, 2002 (Authority granted to OMSC to take final action on appointments, etc.)

The PSB as contained therein composed the following:

- a. As Chairman
 - a.1. Agency Head or the authorized representative;
- b. Division Chief or the authorized career service representative of the organizational unit where the vacancy is;
- c. The Administrative Officer or the Designated Vice President for General Administrative and Support Services
- d. Human Resource Management Officer or official or employee directly responsible for personnel management
- e. Two representatives of the rank-and-file employees, one from the first level and from the second level, who shall be both chosen by the duly accredited Employee Association in the Agency.

- 2.4.6. Legal Office and Institutional Ombudsman.

- a. The office shall conduct:
 1. Administrative Cases
 2. Appeals relative to the AGENCYPES; and
 3. Hear and decide conflicts filed vs. any member of the academic community
- b. The following is its composition:

Chair : Vice President for Administrative/Academic Affairs as the case maybe

Members : 1. Legal Consultant – Non-Voting Member

2. Department Chair



3. President of the Faculty Federation

4. Head of the unit of the concerned faculty/employee

- c. Res. No. 94-0521 dated January 24, 1994 of the Civil Service Commission on the Uniform Rules and Procedures in the Conduct of Administrative Investigations

2.4.7. Internal Control and Management Office.

The Internal Control and Management Office takes charge of the management and control of items by type such as office and school supplies, accountable forms, Medical and Dental Laboratory Supplies, Food/Non-Food Inventory, etc. which are owned by the agency, for efficient, effective, and economical delivery of services.

It makes an inventory, recording and reporting of the physical and material resources acquired by the agency.

It is headed by an independent Internal Control Officer with the assistance of the Property and Supply Clerks, a Property Inspector and a representative from the Auditor's Office.

- 2.4.8. There shall be an Academic Council consisting of the ***President as chairman and all full-time faculty members teaching in the tertiary level with an academic rank of Assistant Professor up***, and the Faculty and Student Trustees.

The Council has the following powers, subject for review and approval:

- a. To review and recommend the curricular offerings and rules of discipline of the college subject for appropriate action of the Board of Trustees;
- b. To fix the requirements for the admission of students as well as for graduation and the conferment of degrees subject to review and/or approval of the Board of Trustees through the President of the College.

- 2.4.9. There shall be an Administrative Council consisting of the ***President as Chairman, the Vice Presidents; Directors, Deans and other officials of equal rank, the Faculty Trustee and the Student Trustee, as members***, whose duties shall be to formulate and implement policies governing the administrative, financial management and development of the College, subject to approval by the Governing Board.

- 2.4.10. There shall be a Planning, Research, Extension and Production Council consisting of the ***Vice President for Planning, Research, Extension and Production as Chairman and all the Campus Research and Development, Extension and Production Directors/Coordinators as members***. The powers are spelled-out in the institutional policy in implementing the Planning, Research, Extension and Production function of the institution.



2.5. The College Officials Duties and Responsibilities

The Administration Officials of the Institution shall be the President, the Vice President, Director of Programs, Department Heads, Principals, Coordinators, and other similar ranks.

2.5.1. The President of the Institution

Leadership in the Institution is vested in the President who shall be the Chief Executive Officer of the Institution. He shall be qualified for the position and appointed by the President of the Philippines upon recommendation of the Commission on Higher Education (CHED) after consulting the Board. In case of vacancy by reason of death, absence or resignation, the Commission on Higher Education shall have the authority to designate an Officer-in-Charge of the College pending appointment of the President.

1. S/he shall be ex-officio head of the Institution, of every college, or school or any other unit of the institution;
2. S/he shall have general supervision of all business and financial operations of the Institution;
3. All officials, members of the teaching staff and employees shall be responsible to and under the direction of the President;
4. The President shall carry out the general policies laid down by the Board of Trustees and shall have power to act within limits of said general policies;
5. S/he shall have the power to determine the agenda of all meetings of the Board of Trustees, Academic Council; and of the Administrative Council; Provided, however that any member of the Board/Administrative Council/Academic Council shall be entitled to have any matter included in its agenda;
6. S/he shall preside at commencement and other public exercises of the Institution, and confer such degrees and honors as are granted by the Board of Trustees. All diplomas and certification issued by the Institution shall be signed by the President of the Institution and attested by the Secretary, Registrar and Dean/ Director of the College concerned. Should a permission or an authorization given to any person to engage in any work or activity within the campus of the Institution be used by many persons to arouse disloyalty to the Government of the Philippines, or to discourage students from attending Institution, or to create by avert act, disturbance or dissension among students, faculty members or employees, or to interfere directly or indirectly with the discipline of the College, the President of the Institution shall, after due hearing, cancel them permanently from staying or remaining on the campus. The President shall thereafter inform the Board of Trustees of his/her action and the Board may take any action that it may deem appropriate in connection therewith;



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7. S/he shall be the official medium of the communication between the teaching force, employees and students of the Institution on one hand, and the Board of Trustees or Board of Visitors, on the other; and
8. S/he shall appoint qualified and competent person to fill all vacancies and new positions as per approved criteria of recruitment of personnel upon recommendation of the appropriate recruitment accruing between meetings of the Board so that the work of the Institution will not suffer; and to make special appointments as are permitted by the Board of Trustees.

2.5.1.1. S/He shall exercise the following powers:

1. Acceptance of resignation and authorization of transfer of faculty members and employees to be confirmed by the Board of Trustees;
2. Grant or denial of leave of absence with pay or without pay;
3. Grant or denial of extension of fellowships or scholarships;
4. Approval of retirement of members of the faculty and employees to be confirmed by the Board of Trustees;
5. Authority to renew appointments;
6. Authority to transfer/detail faculty members and employees from one department or unit of the Institution to another;
7. Authority to appoint, without the necessity of submitting to the Board of Trustees for approval, qualified members of the faculty as fellows to the Institution (full) or (partial);
8. Authority to grant or deny permission for members of the faculty to accept training grants, fellowships, scholarships, assistantships or invitation without any financial obligation on the part of the college;
9. Authority to grant monthly gasoline allowances;
10. Supervision and control, through the Dean/Director of Student Affairs, over extracurricular activities of student;
11. Authority to promulgate such rules which in his/her judgment are necessary for the safekeeping and proper disbursement of funds of property;

The President shall inform the Board of Trustees of action taken by him/her in accordance with this article; provided however, that with respect to paragraph one the Board of Trustees may take action that it may deem appropriate in connection therewith.



12. S/he shall have the authority to change the leave status of the faculty;
13. S/he shall hold officers, teachers and employees responsible to the full discharge of their duties;
14. S/he shall prepare an Annual Report to the Board of Trustees on the work of the past year and the needs of the current year;
15. S/he shall, upon approval by the Board, execute and sign in behalf of Institution contracts, deeds and other instruments necessary for the proper conduct of business of the Institution; where action is virtually ministerial, conditions and terms thereof having been fixed in the Institution's existing regulations, and general laws, s/he may direct through appropriate written instruction that approval in specified cases be made in his/her behalf by officers of Administration or heads of institution officer or Units, subject to such safeguard s/he may impose;
16. S/he shall have general responsibility for the enforcement of discipline in the institution and for the maintenance of satisfactory academic standards in all units;
17. S/he shall have the right to modify or disapprove any action or resolution of the College faculty and administrative body; if in his/her sound judgment the greater interests of the institution so require. Should s/he exercise such power, the President shall communicate his/her decision in writing to the body immediately affected, stating the reasons for his/her action and thereafter shall accordingly inform the Board of Trustees which may take any action it may deem appropriate in connection therewith;
18. The President may invite, from time to time, scholars of eminence and other persons of prominence who have achieved distinction in some learned profession or career; to deliver a lecture or a series thereof and for this purpose, s/he may authorize honoraria for such service, to be taken from the miscellaneous fund and at rates determined by him/her, and approved by the Board of Trustees;
19. S/he shall have such other powers as are elsewhere provided in this Code or by the Charter of the Institution or as may be especially authorized by the Board of Trustees and such as are usually pertaining to the Office of the President of the Institution. S/he may delegate in writing any of his/her specific functions to the office; and
20. The President of the Institution is authorized in case of his/her absence for brief periods of time, to designate a ranking officer of administration to act as Officer-in-Charge of the Office of the President.



2.5.1.2 The President's Rights and Obligations (Education Act 1982)

The College President shall:

1. Perform his duties to the school by discharging his responsibilities in accordance with the philosophy, goals and objectives of the school;
2. Be accountable for the efficient and effective administration and management of the school;
3. Develop and maintain a healthy school atmosphere;
4. Assure and maintain professional behavior in his/her work, and in dealing with students, teachers, academic non-teaching personnel/ administrative staff, and parents or guardians;
5. Render adequate reports to teachers, academic teaching personnel and non-academic staff of their actual performance and counsel them on ways of improving the same;
6. Observe due process, fairness, promptness, privacy, constructiveness and consistency in disciplining his/her teachers and other personnel; and
7. Maintain adequate records and submit required reports to the agency concerned.

2.5.2. The Executive Assistant

The Executive Assistant is an advanced level secretarial and administrative support class responsible for coordinating and participating in a wide variety of complex activities in support of the College President:

Duties and Responsibilities. S/He shall:

1. Perform a full range of secretarial and administrative duties in support of the College President;
2. Serve as contact liaison for assigned functions and programs with other departments of the College, the general public and outside agencies and organizations; interacts with the government officials, representatives from business community organizations, the public, and all levels of personnel; resolves sensitive and controversial issues or refers to executive/management staff as appropriate; explains various programs, policies and activities;
3. Collect, compile and analyze information from various sources on a variety of specialized topics related to programs administered by the position or by executive/management staff; write reports that present and interpret data, identify alternatives, and make and justify recommendations;



4. Perform a wide variety of complex, responsible, and confidential duties and assigned office and staff; relieve executive and management staff of administrative work including investigating and answering complaints and providing assistance in resolving operational and administrative problems;
5. Type, word process, and proofread a wide variety of reports, letters, memoranda, correspondence, resolutions, ordinances, statistical charts, and other documents; type from rough draft, verbal instruction, or transcribing machine; independently compose correspondence and report related to assigned area of responsibility;
6. Maintain a calendar of activities, meeting and various events for assigned staff; coordinates activities with other departments;
7. Collect information, designs and produces newsletters, brochures and other specialized documents
8. Direct, train, assign and review the work of office support staff as required; and
9. Perform related duties as required.

2.5.3. The Board/College Secretary

The Board shall appoint a secretary upon the recommendation of the President who shall serve both the Board and the university and shall keep all records and minutes of proceedings of the BOT. (Sec. 7, RA 8292 and Sec. 33 IRR).

2.5.4. The Vice Presidents

The VPs shall assist the President in providing policy and program direction in running the academic, planning, research, extension and production matters/affairs of the College. They shall recommend policies to the President for implementation.

They shall exercise the following general powers and functions:

1. Execute policy decisions;
2. Follow-up implemented programs based on the performances, commitments and Calendar of Activities;
3. Assume position as acting President when the College President is absent/out on official business, when so designated;
4. Act on matters involving personnel actions;
5. Submit consolidated semestral report to the President;
6. Work on special problems;
7. Establish and manage an efficient Management Information System for the Academic Program that shall continuously monitor needed data and information to top level management and other appropriate



offices, from within and without, when needed, as the case may be (Statistical Bulletin, Student and Faculty Manuals, etc.);

8. Promote harmonious interaction between and among the faculty and staff of the Program through regular faculty conference and Director/Dean/ Council meetings;
9. Cause resolution of conflicts/problems arising from among Directors/ Department Chairmen/ faculty/ students in accordance with sound management and operations practices; and
10. Do other related works.

2.5.4.1. The **Vice President for Academic Affairs**, the chief administrator of instruction in the College, shall be directly responsible to the President for carrying-out the educational policies and programs of the Institution approved by the Board thru the President in promoting and supervising the instructional research and other academic activities of the Institution. S/He shall direct the planning, implementation and evaluation of the instructional programs/ activities to ensure effective training and education of the students and graduates. Under these general functions are the following duties and responsibilities:

Duties and Responsibilities. S/He shall:

1. Determine available resources (physical/human/material) for efficient use of such resources from within the inter-projects of the academic programs; and for the efficient use of such resources through and inter-program scheme from without;
2. Determine resource needs of the academic program to be mentioned to top level management for decisions;
3. Represent academic program in the Administrative Council and the College President, as the case may be;
4. Establish linkages with other SUCs and private institutions of higher learning with the aims to promote and improve the academic programs of the College;
5. Represent the academic program of the College from within and without. As such, shall continuously cause the promotion and the development of noteworthy academic standards commensurate to a college via a regular consultation with outside agencies/institutions/programs similar to his own; with his College Deans/Directors on how under circumstances, the academic program can be best improved; with the Department Chairpersons and faculty on how the academic activities can be carried out in the best interests of the students;
6. Cause the Accreditation of all academic programs of the Institution;



7. Submit a written semestral report (on or before the first week of the fourth month of the first quarter) to the Office of the President coursed thru the Executive Assistant on how his/her functions have been carried out and a written summary annual report, 15 days before the commencement of the first quarterly reports, and the remaining last quarter;
8. Sign memorandum to students on the decision of students' cases involving suspension from classes for two weeks or less;
9. Determine and approve relevant co-curricular activities of the College;
10. Form a committee to screen graduate and undergraduate theses, schedule titles and theses defense and assign panelists for such;
11. Schedule the comprehensive exams of candidates for the graduate degrees; and
12. Administer the comprehensive exams of candidates for graduate degrees.

2.5.4.2. The Vice President for Administration, Finance and Support Services, is the chief administrator of the administrative, financial and support services in the college, shall be directly responsible to the President for carrying-out the approved Board administrative policies, financial and support services policies and programs of the Institution. S/He shall direct the planning, implementation, and evaluation of the administrative, financial and support services of the Institution.

Duties and Responsibilities. S/He shall:

1. Issue policy memos on administrative matters as decided upon on Administrative Council level and/those inherent to his/her general functions abovementioned;
2. Coordinate recruitment of faculty and staff;
3. Submit a monthly memo of work progress to the President;
4. Approve purchase request for books and periodicals;
5. Sign the monthly certificates of service and daily time records of the heads of the different offices and units of the College;
6. Sign letters of orders and awards for books and periodicals;
7. Approve applications for leave of absence of non-academic personnel covering the period from 16-30 days, including directors, head of offices and units;
8. Sign contracts for study leave and to take charge of the release of financial support to staff members on scholarships;



9. Supervise the Research and Extension operation of the College;
10. Monitor the Business Affairs Office operation and management;
11. Supervise the cleanliness and orderliness of the different campuses;
12. Perform other functions that may be assigned from time to time by the President.

2.5.5. The Dean of Instruction

Duties and Responsibilities. S/He shall:

1. Implement academic policies and guidelines and shall serve as the liaison between the Vice President for Academic Affairs and the teaching faculty.
2. Consolidate the formulated set of goals and targets for each academic department and Project Procurement Management Plan;
3. Monitor and supervise the management function of the academic chairs;
4. Consolidate quarterly reports of the unit and submit the same to the College President thru the Executive Assistant duly noted by the Vice President for Academic Affairs;
5. Assist the Vice President for Academic Affairs in the accreditation of curricular programs of the College;
6. Come up with a monitoring and evaluation mechanism of all the academic activities;
7. Form a special committee on Curriculum and Instructional Material Developments;
8. Do other related work.

2.5.6. The Dean of Student Affairs

Duties and Responsibilities. S/He shall:

1. Formulate, establish and disseminate policies and guidelines on students' clubs, organizations and activities;
2. Submit policies and guidelines and constitution and by-laws of all clubs and organizations for comment and/or approval;
3. Supervise all student leaders in the implementation of their respective clubs and organizations' action plan and projects, monitor and evaluate the same before the end of the academic year;



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4. Coordinate with students, advisers, faculty and other personnel of the College regarding assemblies, programs and related activities held inside and outside the campus, for approval;
5. Oversee the students and employees' ID system and its operation;
6. Screen and formulate guidelines in hiring student assistants;
7. Establish linkages with local, regional and national agencies for student scholarship programs;
8. Come up with policies on the organization of Alumni Associations and of the Federation
9. Supervise the operations and activities of the Guidance Office, Student Publication, Medical and Dental Services and other student services;
10. Supervise the Committee on Student Conduct and Discipline and set policies and guidelines for its effective implementation; and
11. Do other related work.

2.5.7. The Director for Research and Extension

Duties and Responsibilities. S/He shall:

1. Initiate and coordinate the overall planning, implementation and evaluation of the research and extension programs of the entire College;
2. Coordinate, monitor and appraise the research and extension performance of the OMSC Campuses;
3. Exercise general supervision and coordination of all programs, projects and activities;
4. Recommend and implement policies and guidelines governing the Research and Extension programs of the College;
5. Plan, promote and carry out working relations and linkages with appropriate government agencies and non-government organizations;
6. Submit consolidated quarterly report of accomplishment to the Office of the Executive Assistant; and
7. Do other related work.

2.5.8. The Campus Directors

The Campus Directors are the Chief Administrators of their respective campuses. They are responsible in implementing policies and guidelines and shall serve as liaison officer between the President of the College and the faculty and staff. They perform substantial (executive) functions and have direct supervision and control over the different



Coordinators/Chairmen of units directly under them. The Campus Administrators shall be directly under the supervision and control of the President in coordination with the Administrative Officer (VP for Administration, Finance and Support Services), and/or the Vice President for Academic Affairs, and the Vice President for Planning, Research and Development, Extension and Production as the case maybe, and may exercise over their respective campuses on matters like;

Specifically:

1. Co-liable in disbursing the amount directly released to their respective campuses as per GAA Provisions: (For the absorbed CSI's only);
2. Co-sign the checks of disbursement as per Board Res, No. 11, s. 2002;
3. Determine and recommend needed resources for their respective campuses in coordination with the concerned VPs for approval of the President;
4. Implement policies and sign memorandum in smoothly carrying the programs and activities of the Institution as cascaded down to their respective campuses;
5. Act on conflicts at their respective level before elevating them to the proper authorities;
6. Work closely with the Vice President for Academic Affairs on academic policies; with the Vice President for Administration, Finance and Support Services on administrative, financial, and support services matters; and with the Vice President for Planning, Research, Extension and Production on matters regarding planning, research, extension and production functions;
7. Monitor the theses and feasibility studies of undergraduate students;
8. Submit consolidated quarterly reports of accomplishment to the Office of the Executive Assistant; and
9. Do other related work.

2.5.9. The Director of Business Affairs Office

Duties and Responsibilities. S/He shall:

1. Prepare a consolidated Business Plan of all the Income Generating Projects of the College;
2. Monitor the smooth operations of all projects of the unit;
3. Ensure the productivity and the Return of Investment (ROI) of all IGPs by more than 16 percent;
4. Come up with a functional marketing strategy;



5. Establish an appropriate bookkeeping scheme and accounting procedures of all financial transactions of the unit;
6. Submit a quarterly report to the Office of the Executive Assistant noted by the College Accountant and the Campus Director as the case maybe; and
7. Perform other related tasks as directed.

2.5.10. The Director of Institutional Quality Assurance

Duties and Responsibilities. S/He shall:

1. Prepare and submit programs of the College and the institution in general for various quality assurance mechanisms;
2. Assist all Campus Accreditation Coordinators in the preparation of Program Performance Profile and other necessary documents/materials in preparation for accreditation;
3. Conduct internal assessment to ensure readiness of the program/s prior to any accreditation process;
4. Prepare and consolidate Internal Quality Assurance Procurement Plan of the different campuses;
5. Update the program profiles of the College/Campus;
6. Issue needed documents as requested by other offices/agencies;
7. Monitor the compliance of the College on the recommendations of the concerned accrediting agency.
8. Establish benchmarking among other SUCs;
9. Perform other related tasks as directed.

2.5.11. The Director of Publication and Media Center

Duties and Responsibilities. S/He shall:

1. Initiate public relations activities of the College in coordination with the Executive Assistant to the College President;
2. Establish linkages with other SUCs, GOs and NGOs in the areas of information, education and communication;
3. Receive and submit for publication the research, extension, production, faculty and graduate school journals of the College;
4. Facilitate the publication of the Manual of Operations and Instructional Materials including brochures and flyers of the different academic and administrative offices of the College;



5. Issue quarterly updates relative to the four-fold functions of the College;
6. Prepare the midterm and annual reports and other reports of the college due for submission to regional and national agencies; and,
7. Perform other related tasks as directed.

2.5.12. The Director of Sports and Cultural Development

Duties and Responsibilities. S/He shall:

1. Prepare the annual Project Procurement Management Plan of the unit;
2. Assume custody of all office supplies and equipment of sports, cultural and college band offices;
3. Designate coordinators for sports, cultural and in charge of the college band;
4. Formulate comprehensive policies on Sports and Cultural Development programs in coordination with the Deans of Instruction and Student Affairs;
5. Establish linkages with other SUCs and other private institutions of higher learning in the fields of sports and culture;
6. Submit a quarterly report of accomplishments to the Office of the Executive Assistant duly noted by the Vice President for Academic Affairs;
7. Ensure the smooth implementation of all sports and cultural related activities of the College;
8. Perform other related tasks as directed.

2.5.13. The Director of Planning and Development

Duties and Responsibilities. S/He shall:

1. Review the College's vision, mission, goals and objectives;
2. Formulate and develop long and medium-term strategic plans and annual action plans;
3. Harmonize and integrate long- and medium-term strategic plans and annual action plans;
4. Develop mechanisms in the implementation, monitoring and evaluation of the strategic plans and individual development programs and projects;
5. Prepare and develop format and style to be used in performance reports;



6. Develop and implement a planning and budgeting management system;
7. Undertake other activities upon orders of higher authorities;
8. Integrate the initial draft of the plan and approve the same; and,
9. Do other related work.

2.5.14. The Director of National Service Training Program (NSTP)

Duties and Responsibilities. S/He shall:

1. Coordinate and exercise academic and administrative supervision on the implementation of the NSTP programs and activities;
2. Prepare periodic reports to CHED Regional Office, TESDA Provincial/District Office and DND-AFP (through the Major Service Reserve Commands) for them to oversee and monitor the implementation of the NSTP/CWTS of the HEI's, to determine if the trainings conducted are in consonance with the Act.
3. Recommend to school authorities budget for programs and activities including facilities for the effective and efficient implementation of the program;
4. Coordinate / communicate with school authorities on matters relating to the National Service Training Program (NSTP) – Civic Welfare and Training Service (CWTS) subject for final actions and approval, which shall be disseminated further to all concerned offices or agencies;
5. Submit a quarterly accomplishment reports to the Office of the Executive Assistant of the College duly noted by the Vice President for Academic Affairs; and
6. Do other related work.

2.5.15. The Department Chairs

2.5.15.1. The Chairman of Teacher Education Department

Duties and Responsibilities. S/He shall:

1. Prepare the annual Project Procurement Management Plan of the department;
2. Supervise the formulation of set of goals and objectives (targets) of the department in relation to instruction, research, extension and production functions;
3. Review and determine the extent of the curricular programs being offered;



4. Comply with the program accreditation requirements of the College;
5. Monitor regularly the classroom-based activities of the faculty specifically on teaching strategies and classroom management;
6. Maintain a bulletin board for the department and come up with a bulletin of information and a student paper.
7. Identify and establish linkages with the different appropriate local schools relative to the Off-Campus Internship Training Program of the students;
8. Monitor regularly the In-Campus and Off-Campus activities of the students with the aim to ensure that the learning competencies spelled out in the program are carried out;
9. Ensure that field trip activities of the students are reflected in the subject syllabus and proper documentary requirements are complied with prior to the commencement of the said activities;
10. Participate in all co and extra-curricular activities of the College as required;
11. Come up with implementing guidelines relative to the conduct of thesis writing of the undergraduate students;
12. Form a special committee that would formulate In-House Board Exam Review Program for graduating students and conduct review classes in coordination with the Dean of Instruction and the Vice President for Academic Affairs;
13. Supervise and control all activities of the laboratory schools of the College;
14. Submit consolidated quarterly reports of accomplishment to the Office of the Executive Assistant noted by the Vice President for Academic Affairs, Dean of Instruction, and Campus Director as the case maybe; and
15. Do other related work.

2.5.15.2. The Chairman of Information Technology Department

Duties and Responsibilities. S/He shall:

1. Prepare the annual Project Procurement Management Plan of the department;
2. Supervise the formulation of set of goals and objectives (targets) for the department in relation to instruction, research, extension and production functions;



3. Review and determine the extent of the curricular programs being offered;
4. Comply with the program accreditation requirements of the College;
5. Monitor regularly the classroom-based activities of the faculty specifically on teaching strategies and classroom management;
6. Maintain a bulletin board for the department and come up with a bulletin of information and a student paper;
7. Identify and establish linkages with the different appropriate local, regional and national agencies relative to the On-the-Job Training Program of the students;
8. Monitor regularly the OJT activities of the students with the aim to ensure that the learning competencies spelled out in the program are carried out;
9. Ensure that field trip activities of the students are reflected in the subject syllabus and proper documentary requirements are complied with prior to the commencement of the said activities;
10. Participate in all co and extra-curricular activities of the College as required;
11. Come up with an implementing guidelines relative to the conduct, writing and publication of the Special Case Studies of the undergraduate students;
12. Form a special committee that would formulate In-House Civil Service Exam Review Program for graduating students and conduct review classes in coordination with the Dean of Instruction and the Vice President for Academic Affairs;
13. Submit consolidated quarterly reports of accomplishment to the Office of the Executive Assistant noted by the Vice President for Academic Affairs, Dean of Instruction, and Campus Director as the case maybe; and
14. Do other related work.

2.5.15.3. The Chairman of Midwifery Department

Duties and Responsibilities. S/He shall:

1. Prepare the annual Project Procurement Management Plan of the department;
2. Supervise the formulation of set of goals and objectives (targets) for the department in relation to instruction, research, extension and production functions;



3. Review and determine the extent of the curricular programs being offered;
4. Comply with the program accreditation requirements of the College;
5. Monitor regularly the classroom-based activities of the faculty specifically on teaching strategies and classroom management;
6. Maintain a bulletin board for the department and come up with a bulletin of information and a student paper;
7. Identify and establish linkages with the different appropriate local, regional and national agencies relative to the On-the-Job Training Program of the students;
8. Monitor regularly the OJT activities of the students with the aim to ensure that the learning competencies spelled out in the program are carried out;
9. Ensure that field trip activities of the students are reflected in the subject syllabus and proper documentary requirements are complied with prior to the commencement of the said activities;
10. Participate in all co and extra-curricular activities of the College as required;
11. Come up with an implementing guidelines relative to the conduct, writing and publication of thesis of the undergraduate students;
12. Form a special committee that would formulate In-House Board Exam Review Program for graduating students and conduct review classes in coordination with the Dean of Instruction and the Vice President for Academic Affairs;
13. Submit consolidated quarterly reports of accomplishment to the Office of the Executive Assistant noted by the Vice President for Academic Affairs, Dean of Instruction, and Campus Director as the case maybe; and
14. Do other related work.

2.5.15.4. The Chairman of Business Education Department

Duties and Responsibilities. S/He shall:

1. Prepare the annual Project Procurement Management Plan of the department;
2. Supervise the formulation of set of goals and objectives (targets) for the respective department in relation to instruction, research, extension and production functions;



3. Review and determine the extent of the curricular programs being offered;
4. Comply with the program accreditation requirements of the College;
5. Monitor regularly the classroom-based activities of the faculty specifically on teaching strategies and classroom management;
6. Maintain a bulletin board for the department and come up with a bulletin of information and a student paper;
7. Identify and establish linkages with the different appropriate local, regional and national agencies relative to the On-the-Job Training Program of the students;
8. Monitor regularly the OJT activities of the students with the aim to ensure that the learning competencies spelled out in the program are carried out;
9. Ensure that field trip activities of the students are reflected in the subject syllabus and proper documentary requirements are complied with prior to the commencement of the said activities;
10. Participate in all co and extra-curricular activities of the College as required;
11. Come up with an implementing guidelines relative to the conduct, writing and publication of the feasibility studies of the undergraduate students;
12. Form a special committee that would formulate In-House Civil Service Exam Review Program for graduating students and conduct review classes in coordination with the Dean of Instruction and the Vice President for Academic Affairs;
13. Submit consolidated quarterly reports of accomplishment to the Office of the Executive Assistant noted by the Vice President for Academic Affairs, Dean of Instruction, and Campus Director as the case maybe; and
14. Do other related work.

2.5.15.5. The Chairman of Hotel & Restaurant Management Department and Vocational Technology

Duties and Responsibilities. S/He shall:

1. Prepare the annual Project Procurement Management Plan of the department;
2. Supervise the formulation of set of goals and objectives (targets) for the department in relation to instruction, research, extension and production functions;



3. Review and determine the extent of the curricular programs being offered;
4. Monitor regularly the classroom-based activities of the faculty specifically on teaching strategies and classroom management;
5. Identify and establish linkages with the different appropriate local, regional and national establishments relative to the On-the-Job Training Program of the students;
6. Maintain a bulletin board for the department and come up with a bulletin of information and student paper;
7. Monitor regularly the OJT activities of the students with the aim to ensure that the learning competencies spelled out in the program are carried out;
8. Designate a focal person who will be in charged for the safety and security of the HRM laboratory equipment, and maintain the functionality of the same;
9. Ensure that field trip activities of the students are reflected in the subject syllabus and proper documentary requirements are complied with prior to the commencement of the said activities;
10. Participate in all co and extra-curricular activities of the College as required;
11. Come up with an implementing guideline relative to the conduct of thesis writing of the undergraduate students;
12. Formulate a business plan for the capital investment outlay accorded the department and supervise the operations of the catering services, canteen and bakery;
13. Submit consolidated quarterly reports of accomplishment to the Office of the Executive Assistant noted by the Vice President for Academic Affairs, the Dean of Instruction, and Campus Director as the case maybe; and
14. Do other related work.

2.5.15.6. The Chairman of Criminology Department

Duties and Responsibilities. S/He shall:

1. Prepare the annual Project Procurement Management Plan of the department;
2. Supervise the formulation of set of goals and objectives (targets) for the respective department in relation to instruction, research, extension and production functions;



3. Review and determine the extent of the curricular programs being offered;
4. Monitor regularly the classroom-based activities of the faculty specifically on teaching strategies and classroom management;
5. Identify and establish linkages with the different appropriate local police and security agencies relative to the On-the-Job Training Program of the students;
6. Monitor regularly the OJT activities of the students with the aim to ensure that the learning competencies spelled out in the program are carried out;
7. Designate a focal person who will be in charged for the safety and security of the Criminology laboratory equipment and maintain the functionality of the same;
8. Ensure that field trip activities of the students are reflected in the subject syllabus and proper documentary requirements are complied with prior to the commencement of the said activities;
9. Participate in all co and extra-curricular activities of the College as required;
10. Come up with implementing guidelines relative to the conduct of thesis writing of the undergraduate students;
11. Form a special committee that will formulate In-House Board Exam Review Program for graduating students and conduct review classes in coordination with the Dean of Instruction and the Vice President for Academic Affairs;
12. Submit consolidated quarterly reports of accomplishment to the Office of the Executive Assistant noted by the Dean of Instruction, and Campus Director as the case maybe; and
13. Do other related work.

2.5.15.7. The Chairman of Agriculture Department

Duties and Responsibilities. S/He shall:

1. Prepare the annual Project Procurement Management Plan of the department;
2. Supervise the formulation of set of goals and objectives (targets) for the respective department in relation to instruction, research, extension and production functions;
3. Review and determine the extent of the curricular programs being offered;



4. Comply with the program accreditation requirements of the College;
5. Monitor regularly the classroom-based activities of the faculty specifically on teaching strategies and classroom management;
6. Maintain a bulletin board for the department and come up with a bulletin of information and a student paper;
7. Identify and establish linkages with the different appropriate local, regional and national agencies relative to the On-the-Job Training Program of the students;
8. Monitor regularly the OJT activities of the students with the aim to ensure that the learning competencies spelled out in the program are carried out;
9. Ensure that field trip activities of the students are reflected in the subject syllabus and proper documentary requirements are complied with prior to the commencement of the said activities;
10. Participate in all co and extra-curricular activities of the College as required;
11. Come up with an implementing guidelines relative to the conduct, writing and publication of the feasibility studies of the undergraduate students;
12. Form a special committee that would formulate In-House Civil Service Exam Review Program for graduating students and conduct review classes in coordination with the Dean of Instruction and the Vice President for Academic Affairs;
13. Submit consolidated quarterly reports of accomplishment to the Office of the Executive Assistant noted by the Vice President for Academic Affairs, Dean of Instruction, and Campus Director as the case maybe; and
14. Do other related work.

2.5.15.8. The Head of Graduate School

Duties and Responsibilities. S/He shall:

1. Prepare the annual Project Procurement Management Plan (PPMP) of the department;
2. Submit the PPMP to the Vice President Academic Affairs for approval;
3. Supervise the formulation of set of goals and objectives (targets) of the unit;



4. Maintain a bulletin board and come up with an Annual Graduate Research Journal;
5. Monitor regularly the classroom-based activities of the graduate faculty;
6. Ensure the field trips of the graduate students are reflected in the syllabus and proper documentary requirements are complied with prior to the commencement of the said activities;
7. Coordinate with the Vice President for Academic Affairs the schedule of classes, pre-oral and final defense of the graduate students;
8. Review and/or revise curriculum of the graduate school when necessary in coordination with the Vice President for Academic Affairs and with the Commission on Higher Education; and
9. Do other related work.

2.5.16. The Coordinators

2.5.16.1. The Coordinator of English Subject

Duties and Responsibilities. S/He shall:

1. Coordinate all academic and administrative activities of the unit with the Dean of Instruction;
2. Prepare the annual Project Procurement Management Plan of the unit and submit the same to the Dean of Instruction;
3. Supervise the formulation of set of goals and objectives (targets) of the unit;
4. Harmonize the formulated goals and objectives with that of the Dean of Instruction;
5. Assume custody and maintenance of the Speech Laboratory Clinic of the College;
6. Comply with the program accreditation requirements of the College;
7. Monitor regularly the classroom-based activities of all English faculty specifically on teaching strategies and classroom management;
8. Maintain a bulletin board for the unit and come up with a bulletin of information;
9. Ensure that field trip activities of the students are reflected in the subject syllabus and proper documentary requirements are complied with prior to the commencement of the said activities;



10. Come up with an Operation Manual of the Speech Laboratory Clinic;
11. Participate in all co and extra-curricular activities of the College as required;
12. Submit consolidated quarterly reports of accomplishment to the Dean of Instruction; and
13. Do other related work.

2.5.16.2. The Coordinator of Science Subject

Duties and Responsibilities. S/He shall:

1. Coordinate all academic and administrative activities with the Dean of Instruction;
2. Prepare the annual Project Procurement Management Plan of the unit and submit the same to the Director of Instruction;
3. Supervise the formulation of set of goals and objectives (targets) of the unit;
4. Harmonize the formulated goals and objectives with that of the Dean of Instruction;
5. Assume custody of the Science Laboratories and maintain its functionality;
6. Come up with an Operations Manual of the Science Laboratories;
7. Comply with the program accreditation requirements of the College;
8. Monitor regularly the classroom-based activities of the Science faculty specifically on teaching strategies and classroom management;
9. Maintain a bulletin board for the unit and come up with a bulletin of information;
10. Ensure that field trip activities of the students are reflected in the subject syllabus and proper documentary requirements are complied with prior to the commencement of the said activities;
11. Participate in all co and extra-curricular activities of the College as required;
12. Submit consolidated quarterly reports of accomplishment to the Dean of Instruction; and
13. Do other related work.



2.5.16.3. The Coordinator of Math Subject

Duties and Responsibilities. S/He shall:

1. Coordinate all academic and administrative activities with the Dean of Instruction;
2. Prepare the annual Project Procurement Management Plan of the unit and submit the same to the Director of Instruction;
3. Supervise the formulation of set of goals and objectives (targets) of the unit;
4. Harmonize the formulated goals and objectives with that of the Dean of Instruction;
5. Assume custody of the Math Laboratory and maintain its functionality;
6. Come up with an Operations Manual of the Math Laboratory;
7. Comply with the program accreditation requirements of the College;
8. Monitor regularly the classroom-based activities of the Math faculty specifically on teaching strategies and classroom management;
9. Maintain a bulletin board for the unit and come up with a bulletin of information;
10. Ensure that field trip activities of the students are reflected in the subject syllabus and proper documentary requirements are complied with prior to the commencement of the said activities;
11. Participate in all co and extra-curricular activities of the College as required;
12. Submit consolidated quarterly reports of accomplishment to the Dean of Instruction; and
13. Do other related work.

2.5.16.4. The Coordinator of Elementary and High School Laboratory

Duties and Responsibilities. S/He shall:

1. Coordinate all academic and administrative activities with the Chairman of TED.
2. Prepare the annual Project Procurement Management Plan of the unit and submit the same to the Chairperson of the Teacher Education Department;



3. Supervise the formulation of set of goals and objectives (targets) of the unit;
4. Harmonize the formulated goals and objectives with that of the Teacher Education Department;
5. Comply with the program accreditation requirements of the College;
6. Monitor regularly the classroom-based activities of the faculty specifically on teaching strategies and classroom management;
7. Maintain a bulletin board for the department and come up with a bulletin of information and a student paper;
8. Coordinate with the Department of Education in all academic and non-academic activities with the prior approval of the Chairman of TED;
9. Ensure that field trip activities of the students are reflected in the subject syllabus and proper documentary requirements are complied with prior to the commencement of the said activities;
10. Initiate programs and activities that would create an environment conducive to the internship program of TED students;
11. Participate in all co and extra-curricular activities of the College as required;
12. Submit consolidated quarterly reports of accomplishment to the Chairman of the Teacher Education Department; and
13. Do other related work.

2.5.17. The Chief Accountant

Duties and Responsibilities. S/He shall:

1. Supervise the proper recording of financial transactions;
2. Act as an adviser on financial and budgetary matters;
3. Prepare statements on the financial status;
4. Assist in the preparation of budget estimates;
5. Implement administrative and financial policies;
6. Sign journal vouchers, bills, statements of accounts, trial balances, and other financial statements and records;
7. Initial treasury warrants, treasury checks and requisitions of supplies and materials;



8. Draft or review correspondents;
9. Plan distributions of work among employees; supervise, and give instructions and guidance;
10. Recommend the promotion of deserving accounting personnel;
11. Maintain discipline and efficiency of personnel; and
12. Do related work.

2.5.18. The Administrative Officers

Duties and Responsibilities:

1. All officers of administrative agencies and offices of the Institution function primarily for the purpose of serving the educational program of the Institution. Their relationship with the faculty should therefore, be based on sympathetic and intelligent interest in the work, of all divisions/departments/units with due consideration to the policies and needs of the Institution as a center of learning.
2. All administrative officials whose duties are not specifically defined by the Board of Trustees shall perform their duties implied by their titles and those assigned by the Board of Trustees and the President from time to time.

Pursuant to the Institution's Discipline-Based Rationalization Program and by virtue of Res. No. 3, s. 2004, stated in the Office Memo of the President No. 63, s. 2006, dated June 29, 2006, additional duties and responsibilities have been issued to the Chief Administrative Officer.

2.5.18.1. The Chief Administrative Officer

Duties and Responsibilities. S/He shall:

1. Prepare appointment and relevant documents/ reports for submission to the CSC Field Office;
2. Directly supervise and monitor the financial processes and transactions of the Institution in coordination with the Cashier, Accountant, Budget Officer and Supply Officer;
3. Sign vouchers and attachments as an alternate of the President; and
4. Do other tasks in coordination with the concerned units.



2.5.18.2. The Administrative Officer V (Budget Officer III)

Duties and Responsibilities. S/He shall:

1. Supervise and coordinate activities of the agency, budget and fiscal staff, confers with division chiefs of the agency to determine their work activities;
2. Supervise and participate in the preparation of annual, supplemental, especially of deficiency budgets for the agency;
3. Prepare supporting justifications and explanations for such budget proposal;
4. Supervise the control and allocation of funds;
5. Prepare forms, orders and circulars embodying instructions of budget and appropriations control for the signature of agency head;
6. Study and analyze reports on status of appropriations and trend of expenditures;
7. Prepare the necessary budget reports and related statements for the management of Budget Commission officials;
8. Attend budget hearing of the agency and reviewing officials;
9. Perform related financial, accounting, personnel and administrative functions, such as approving requisitions for furniture, equipment, supplies and other materials, payroll and other vouchers, supervision of record personnel and general services; and
10. Do related work.

2.5.18.3. The Administrative Officer V (Human Resource Management Officer III)

Duties and Responsibilities. S/He shall:

1. Prepare action on leave of absences;
2. Collate and submit periodic and other required reports;
3. Keep and maintain systematic records of personnel;
4. Maintain Index Employment of Faculty and Staff;
5. Attend meetings of development planning with chairman of administrative groups;
6. Conducts daily monitoring of tardiness and absences of employee/faculty in all campuses;



7. Act as member of Interview Committee;
8. Disseminate copies of the agency Merit Selection Plan (MSP) and its annexes to all agency personnel after approval thereof by the Civil Service Commission. An orientation shall also be conducted by the HRD Unit within six (6) months upon approval of the MSP. This orientation is meant to ensure awareness and understanding of the plan. A report on the same shall be submitted to the Civil Service Field Office concerned for record purposes;
9. Develop a System of Ranking Positions which will be submitted for approval of the appointing authority, copy furnished the Civil Service Commission and its Field Office concerned, for reference purposes;
10. Identify vacant positions that may be enrolled in the Brightest for the Bureaucracy Program (BBP);
11. Develop a plan which shall set forth the number, knowledge and skills of personnel needed to achieve the organization's goals, objectives and programs;
12. Develop and maintain an updated qualification database of employees of the agency to include education, training experience, skills, competencies, and other similar information;
13. Develop a program to fast track the career movement of employees with superior qualifications;
14. Publish vacant position in the CSC Bulletin of Vacant Position or through other mode of publication and post the same in three (3) conspicuous places in the agency for at least ten (10) calendar days;

Vacant positions which are not filled within six (6) months should be re-published, except those enumerated in Basic Policies I, No. 5.

15. Prepare a list of candidates for the vacant position either from within or outside the agency, including qualified next-in-rank employees within fifteen (15) days from completion of the preliminary evaluation. In the process, the following should be considered: the pre-determined ratio of applicants for appointment or hiring quota. An employee may be promoted or transferred to a position which is not more than three (3) salary, pay or job grades higher than the employee's present position except, in very meritorious cases, such as: if the vacant position is next-in-rank as identified in the SRP approved by the head of agency, or the lone or entrance position indicated in the agency staffing pattern. An employee who is on local or foreign scholarship or training grant or pregnant or on maternity leave may be considered for promotion. Promotion within six (6)



months prior to compulsory retirement shall not be allowed except as otherwise provided by law;

16. Conduct preliminary evaluation of the qualification of all candidates. Those initially found qualified shall undergo further assessment such as: written examination, skills test, interview and others. After which, selection line-up shall be prepared and posted in three (3) conspicuous places in the agency for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice;
17. Notify all applicants of the outcome of the preliminary evaluation;
18. Submit selection line-up to the PSB for deliberation en banc, except the appointments of the positions; and
19. Do other related works.

2.5.18.4. The Administrative Officer V (Records Officer III)

Duties and Responsibilities. S/He shall:

1. Plan, direct and supervise the activities of the section performing a variety of skilled clerical tasks such as receiving, processing and assigning of incoming correspondence;
2. Check and classify official communications and filing;
3. Assist in establishing and maintaining a continuing program for management preservation and disposition of records;
4. Participate in staff meetings and conferences;
5. Check and classify official communications for release and filing;
6. Check and update Personal Services Itemization Plantilla of Personnel (PSIPOP);
7. Prepare summary/supplemental Plantilla of Step Increment;
8. Prepare summary of Performance Evaluation System (PES) for Performance Incentive Benefit;
9. Prepare reports for Loyalty Benefits;
10. Assist in training of field personnel on records management;
11. Meet regularly with the staff members of the unit to discuss problem regarding planning and programming activities;
12. Prepare budget estimate for the unit;



13. Determine the needs of the unit as to supplies and equipments;
14. Prepare annual and other required reports;
15. Keep in his/her custody right amount worth of stamps for mailing official correspondence and a cash advance for payment of official calls; and
16. Do related work.

2.5.18.5. The Administrative Officer V (Cashier III)

Duties and Responsibilities. S/He shall:

1. Safeguard cash collections;
2. Supervise issuance of official receipts;
3. Check the correctness of daily cash collections and deposits;
4. Deposit daily cash and check collections to AGDB;
5. Monitor daily cash in bank balances;
6. Review and issues checks to approve disbursement vouchers;
7. Withdraw cash advances and pay salaries of faculty and employees;
8. Liquidate all cash advances made;
9. Update daily check and cash disbursement records;
10. Submit monthly remittances of the agency on or before the deadline date;
11. Review daily, weekly and monthly reports acquired by Accounting Department and Commission on Audit;
12. Issue official receipt by the other staff; and
13. Do other related work.

2.5.18.6. The Administrative Officer V (Supply Officer III)

Duties and Responsibilities. S/He shall:

1. Act as official custodian of College's properties and supplies in coordination with the Internal Auditor's Office;
2. Canvass and purchase relevant supplies, furniture, equipment, machineries, etc. for the College, as ordered and approved by the SUC President;



3. Sign relevant documents pertaining to purchases of school supplies;
4. Regulate distribution and monitoring of school supplies and equipment;
5. Conduct annual inventory of school properties, equipment and supplies with the Inventory Team;
6. Coordinate with Auditor's Office for relevant auditing activities;
7. Supervise printing of questionnaires for the examinations of students in all levels;
8. Coordinate with the Accounting Office in relation to payment of vouchers;
9. Supervise Supply Office staff;
10. Establish harmonious relationship with the staff;
11. Perform other duties relevant to the office function as ordered by the SUC President and other officials; and
12. Do other related work.

2.5.19. The Internal Control and Management Officer

Duties and Responsibilities. S/He shall:

1. Take charge of the management and control of items by type such as office and school supplies, accountable forms, medical and dental laboratory supplies, food/non-food inventory, etc. which are owned by the agency, for efficiency, effectivity and economical delivery of services;
2. Make an inventory, recording and reporting of physical and material resources acquired by the agency;
3. Act as bidding BAC Secretariat; and
4. Do other related works

2.5.20. The Registrar

Duties and Responsibilities. S/He shall:

1. Take charge of admission, registration and enrollment procedures;
2. Schedule classes and examinations;
3. Act as custodian of students scholastic records;
4. Prepare of diplomas/awards and certificates;



5. Chair commencement exercises;
6. Publish general catalogues on curricular offerings;
7. Prepare and submit relevant reports; and
8. Do other related works.

2.5.21. The Admission Officer

Duties and Responsibilities. S/He shall:

1. Provide definite procedures and information through printed materials regarding admission to the college;
2. Ensure proper and complete identification of all incoming college students;
3. Maintain systematic filing of all records of students for perpetual use; and
4. Provide complete list of students.

2.5.22. The Librarian

Duties and Responsibilities. S/He shall:

1. Manage the operation of unit activities to ensure that proper library services to the college students, faculty, staff and outside clientele on one hand, and personal needs of unit personnel on the other, are met to induce effective/efficient implementation of services;
2. Initiate continuous enrichment of resources, methodologies, and techniques for the development/improvement of unit activities;
3. Represent the unit in appropriate bodies/offices, chair staff meetings and cause resolution of conflicts in accordance with established policies and sound management practices;
4. Update display materials (library information e.g. news arrivals) in bulletin board with monthly theme;
5. Orient students about the rules and regulations of the library;
6. Assist students in borrowing library materials;
7. Record entries in the circulation;
8. List all names of students who apply for new library card;
9. Monitor and supervise researchers, students and teachers using library materials;



10. Conduct shelf reading and shelving of books;
11. Arrange books and other reading materials;
12. Record and accession of new books;
13. Put book pocket and book card for newly arrived books;
14. Replace old book cards and book jackets;
15. Cover and repair books and related materials;
16. Maintain and update vertical files;
17. Supervise encoding list of books, book titles and library reports;
18. Consolidate lists of the titles of books requested by the department chairmen for their references to be submitted to the Supply Office;
19. Prepare documents needed for accreditation;
20. Submit and file monthly report;
21. Maintain library cleanliness; and
22. Do other related works.

2.5.23. The Medical Officer

Duties and Responsibilities. S/He shall:

There shall be at least one complete dental/physical/medical examination of each member of the faculty, officers and employees under the supervision of the head of the medical and dental offices of the College. The medical and dental clinics maintain the physical and mental health of each college constituent by performing the following functions.

- **Medical Services**

1. Offer first aid, curative and preventive treatment
2. Conduct physical examination & consultation
3. Issue referrals
4. Issue medical certificates
5. Do other related works

2.5.24. The Dental Officer

- **Dental Services**

1. Conduct tooth extraction/oral prophylaxis



2. Conduct dental/oral check ups

2.5.25. The Guidance Counselors

Guidance and counseling services shall be extended to all bonafide students.

Duties and Responsibilities. S/He shall:

1. Administer/check and interpret results of entrance examinations and battery tests;
2. Conduct evaluation of faculty every semester;
3. Disseminate information through posters, radio announcements and bulletin board display;
4. Assist students in their personal, emotional and academic problems whenever necessary;
5. Maintain student's profile and relevant information;
6. Conduct individual inventory of all freshmen and transferees in all levels;
7. Sponsor the Career Conference for the fourth year high school students;
8. Serve as proctor during the University of the Philippines College Admission Test (UPCAT), Civil Service Examinations (CSC) and other government-sponsored examinations; and
9. Do other related works.



III. ADMINISTRATIVE PROCEDURES

3.1. Flow of Communication

Members of the academic community are encouraged to raise issues through a variety of channels. If the issue is administrative in nature, it is highly encouraged to first resort to the administrative structure including the department heads. If the issue is within the province of a committee, it is appropriate to communicate directly with the members of the committee or through the committee chair. In other cases, the issue may be brought to the officers of the Faculty Association, an elected body in-charged with representing the interests of the faculty.

Courtesy and diplomacy should be observed in all official communications. All official letters and documents should always be addressed to the head of the office concerned. Except in emergencies, official communications, no matter to whom it is addressed, it should be sent through official channels, that is, through the office next higher or lower in rank than the originating or transmitting office.

In line with the College structure, official communications of faculty members shall be coursed through the Department Head, then the College Dean and to the Vice President concerned. In the case of faculty members based at the academic centers/units, official communications shall pass through the Director of the Center and the Vice President for Academic Affairs.

3.2. Correspondence

3.2.1. Language to be used in Official Correspondence

All official communications prepared by officials and employees of the University/College shall be written in the English language. Consistent with the policy of the government, Filipino may also be used in official correspondence. Where it is definitely known that the person to whom the communication is addressed cannot understand English or Filipino, a translation to a language or dialect understood by him/her shall be attached.

All correspondence shall be prepared single-spaced except short letter of six lines or less. The left margins should be at least 1-1/2 inches, and the first line of each paragraph indented ten spaces. Each paragraph should be double-spaced. Two-stroke spaces should be left between the period of a sentence and the opening of the following sentence and one space after comma or other marks within a sentence. The last page of a letter, should however, always contain at least three (3) lines of writing in addition to the complimentary closing and signature. Only one side of the paper should be used.

Where a letter or endorsement requires more than one sheet, the number of each page after the first should be indicated at the top of the page. When enclosures accompany correspondence, they should be listed in the lower left-hand corner.



Confidential letters should be marked “Confidential” on the page immediately above the address, and the word “Confidential” should also be placed in the lower left-hand corner of the envelope.

Official correspondence, including enclosures, should reach its ultimate destination in duplicate, except narrative reports that are not to be forwarded from the office to which they are addressed, and letters sent direct to persons not in the Government service. Therefore, in case a communication has to go through several offices, enough copies should be made by the writer to ensure that the communication will reach the addressee in duplicate.

So far as is consistent with adequacy of statement and the free expression of opinion, letters should be brief, clear, and concise.

3.2.2. Promptness in Attending to Correspondence

Request for action, information, or reports must be attended to with the least possible delay. The efficiency record of officials and employees who are persistently delinquent in this regard is seriously affected thereby. If it is necessary to delay action on correspondence, a letter of explanation should be sent to the interested official. Academic and administrative officials should have their offices so organized as to have correspondence attended to in their absence by some responsible persons delegated for this purpose. Communications, which can be acted upon without the need of research or consultations with other officials, should be answered within 24 hours after receipt thereof.

3.2.3. The Coursing and Indorsement of Correspondence

Official letters should always be addressed to the head of the office, never to a subordinate in the office.

Except in emergencies, the rules require that official correspondence, no matter to whom addressed, should be sent through official channels, i.e., through the office next higher or lower than the one transmitting it.

All exaggerated forms of endorsement heading should be avoided.

Communications should not be endorsed to firms or persons outside the Government service.

An endorsement should furnish information, comment, or recommendation on the matter in hand. Noncommittal endorsements of those that fail to reply fully to the inquiry or request may be interpreted as attempts to evade responsibility for recommendation and cannot be justified.

The use of the third person in endorsements is prescribed. “I” “We,” and “You” should not be used, unless direct quotations are made. The person writing the endorsement may refer to himself as “the writer,” “the undersigned,” or “this office,” or by his official title, such as “the Vice President.” No complimentary close is used in endorsements, the signature and title being given directly after the close of the endorsement.



IV. CONDUCT OF OFFICIAL BUSINESS

4.1. Travels

When faculty members deem it necessary to travel domestically or internationally for research purposes, observation or study or other legitimate purposes, the President, in his discretion, may authorize the College to allot from its appropriation for Traveling Expenses of Personnel, such amount as may be necessary for the travel. Faculty members should inform the President in writing the details at least two (2) weeks before the planned travel to obtain the approval and confirmation of support from the College.

4.2. Request for Use of Facilities

4.2.1. Venues for Conferences, Workshops, Seminars, etc.

At times when a faculty member needs a bigger venue for conferences, seminars, workshops, special class presentations, programs, celebrations, and the like, s/he can use the College auditorium, audio-visual room. Reservations have to be made with the Office of the Vice-President for Administrative Affairs or its representative not less than a week before the event. Venue transfers are not allowed without due notice

4.2.2. Gymnasium/Athletics Facilities

To ensure physical fitness and well being of all faculty members, the College allows them to use the gymnasium and other athletic equipment. Faculty members should coordinate with the Sports Coordinator to avoid conflict with the Physical Education classes. Permit to use the gym and other school facilities are scheduled in the Campus Director's Office three (3) days before the activity.

4.2.3. Others

All faculty members are enjoined to use the Laboratory School facilities and resources for academic activities such as observation of classes, demonstration of new and emerging strategies, try out of instrument and researches provided necessary arrangements have been made with the Office of the Principals for Elementary and High School Laboratory and with the Campus Director's Office for College affairs.

They may also avail of the technology room equipment or services after accomplishing the necessary forms issued by the concerned department chair. Borrowed equipment must be returned in good condition immediately after use.

College properties such as equipment supplies and others shall be under the immediate custody and responsibility of the Supply Officer. At the request of any college official and with the approval of the President or his duly authorized representative; the heads of offices shall assume responsibility and accountability over the property in their respective offices.



The photocopying of official documents and mimeographing of tests for achievement tests, mid-terms and final examinations, shall be made only after submission by the Department Chairs as scheduled by the Director for Instruction and approved for photocopying by the Campus Director.

4.3. Services

4.3.1. The College Library

All faculty members are issued a library card by the Chief Librarian and may borrow materials, references, journals, and books for as long as s/he observes the library rules and regulations.

A faculty member may also take out not more than two (2) non-reserved books for two (2) weeks. Overnight loans are available from 4:30 PM -6:30 PM and those should be returned on or before 10:00 AM the next school day.

The library also offers special services to faculty members. A reservation system for required course readings and researches can be availed. In addition, the library provides assistance to faculty members looking for specific information or library materials relevant to the subject they teach. It also provides information about the library, its collection and services, as well as links to a selection of high quality web resources. The library welcomes all faculty suggestions for materials, print or electronic, to be considered as additional collection.

4.4. Technology and Media Resources

All faculty members can borrow equipment or avail the services of the technology room after accomplishing the necessary forms/papers issued and required by the center. Faculty members are required to take good care of the equipment and return borrowed items in good condition.

Reservations should be made at least three (3) days before the scheduled use to avoid overlaps/conflicts of schedule. In case borrowed equipment is damaged, the borrower will be held responsible for its repair or replacement.

4.5. Transportation Services

The College vehicle can be used by the faculty only for official business and with the approval of the Campus Director. Request for the use of school vehicles should be filed at least one (1) week prior to the reserved date. Trip ticket must be secured from the Board/College Secretary at least a day before the use of the vehicle.

4.6. Rental Fee for Institutional Services

OMSC facilities are available for accommodation to government employees on training or official business.



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Nature/Description of Government Facility	Maximum Capacity	Regular Government Rate/Hour/Day
OMSC-Main Campus		
Multi-Purpose Hall (Gym) with electric fans <ul style="list-style-type: none"> - with light* - with light and sound system (available only on weekends and holidays) 	500	P 1,500.00/day P 2,000/day P2,500/day P150/hour if regular basis available only during weekends and summer.
Guest House w/ aircon, w/ 2 semi-double bed	4	P 250.00/head
Guest House w/ aircon, w/ 3 semi-double bed	6	P 300.00/head
PTM Social Hall (Training/Seminar Room) w/ aircon	150	P 2,000.00/day
Classrooms with electric fans (available only on weekends, holidays and summer)		P300.00/day
OMSC Band		P2,500.00/day

Nature/Description of Government Facility	Maximum Capacity	Regular Government Rate/Hour/Day
Labangan, SJOM		
Multi-Purpose Hall (Gym) only <ul style="list-style-type: none"> - with lights* - with Lights and Sound System (available only on weekends and holidays) 		P 1,500.00/day P 2,000/day P 2,500/day
Classroom (available only on Weekends, holidays and summer)	40	P 300.00/day

**Electric supply is provided by OMECO. In case of brown outs, the lessee will shoulder the fuel expense and the honorarium of the electrician if he needs to work beyond his official working hours.*

Rental Fee for other Institutional Services

Chairs (to be picked up & returned in good condition)	P3.50/chair
Copy Printer (master and ink provided)	P150.00/ream
Shuttle Jeep (w/out gasoline provided) Short Distance – within San Jose Area	P1,000.00/day



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Long Distance – outside San Jose Area P1,500.00/day

Note: During weekends and holidays, the one who rents takes charge of the OMSC driver's honorarium equivalent to his daily salary

Lodging Fee of Manila Staff House (as per approved Resolution No. 17, s. 1998)

For Staff/Faculty per day as transient P50.00

For Staff/Faculty Scholars per month P500.00

Hand Tractor: a. rotovator (w/o fuel) P1,700.00/ha.
b. squadron (w/o fuel) P1,300.00/ha.

Costumes: a. barong P85.00
b. Mangyan costume (w/ accessories) P85.00
c. kundiman (pants) P50.00
d. gown P200.00

Letterhead P1.00/pc.
Internet Café P12.00/hr.

**20% discount for other government agencies.

Vehicle Stickers

* Vehicle stickers will be issued by the Cashier's office to accommodate vehicles inside the campus at the following costs good for one (1) year:

Four (4) wheels - P 200.00
Tricycle - P 150.00
Motorcycle - P 100.00

*Rates in the rental of institutional facilities are subject to adjustment after deliberation by the appropriate OMSC committee or council.



V. HUMAN RESOURCES ADMINISTRATION

5.1. OMSC Merit System

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 adopted by the Occidental Mindoro State College of San Jose, Occidental Mindoro.

5.1.1. 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.

5.1.2. 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.



5.1.3. 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 employees 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, 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).



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- 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 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 such as promotion, designation, etc.
- 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.

5.1.4. Personnel Management Systems and Standards

5.1.4.1. Qualification Standards

General Policy

Pursuant to CSC Resolution No. 1200638 dated April 17, 2012, the Commission amends CSC Memorandum Circular No. 19, s. 2005 dated November 3, 2005 (Model Merit Systems for Faculty Members of State Universities and Colleges and Local Colleges and Universities) and adopts the minimum education requirement for the following faculty positions in SUCs and LCUs:

Faculty Positions	Educational Requirement
Instructor I to III (SUCs & LCUs) Assistant Professor I to IV (SUCs) Assistant Professor I (LCUs)	Master's degree in the area of specialization

The above qualification standards shall be the bases of the Civil Service Commission in attesting appointments for the above positions in the State Universities and Colleges and Local Colleges and Universities.

5.1.5. Recruitment, Selection and Appointment

5.1.5.1. Recruitment and Appointment

A. 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:



B. 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 may 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. 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 range 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 s/he 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.



C. Procedures

The College 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” hereafter 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 College are the following:
 1. The Vice President for Academic Affairs as Chairman;
 2. Director for Instruction;
 3. The Chief Administrative Officer/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. S/He 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 Federation/Faculty Association;
 5. Campus Director;
 6. Chairman of the department to which the appointee shall be assigned; and
 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 Chief Administrative Officer/HRMO shall list candidates aspiring for the vacant position, either from within or outside the SUC.
- f. The Chief Administrative Officer/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 Chief Administrative Officer/HRMO shall notify all applicants of the outcome of the preliminary evaluation.
- h. The Chief Administrative Officer/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 (5) 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 (5) ranking candidates, however, should be limited to those whose overall point scores are comparatively at par based on the comparative assessment.



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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 submit to the CSC.
- m. The Chief Administrative Officer/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.
- o. Existence of a quorum shall be determined by the majority of all the members of the Board of Trustees. For this purpose, majority shall mean 50% plus 1 of the total number of BOT members.



5.2. Policies and Guidelines Governing the Hiring of Job Order/s (JOs) and Student Aides (SAs) who will be assigned in the different units of the institution (Administrative Council Resolution No. 1, 2009)

5.2.1. Rationale

The college programs and projects are expanding in response to the challenges of the government to deliver the goods to the clientele in the multifaceted areas of disciplines. Concomitant with the performance of the college of its thrust is the increasing demands for human resources who will assist the unit heads realize its purported VMGO. The limited plantilla positions to augment the workforce, Job Orders (JO) and students assistants (SAs) are hired to facilitate the flow of transactions in the different units of the college. The magnitude of human resource requirement/s particularly JOs and SAs are usually determined by the bulk of works being performed by a specific unit of the College.

The SAs are selected based on the income brackets of the family. This is designed to help them augment the financial requirements of their education. Provision for SAs is articulated in GAA.

The different categories of the JOs and SAs and the manner by which they are hired are discussed vividly in the preceding portions of the guidelines.

5.2.2. The Job Orders (JOs) and Student Aids (SAs) shall have four (4) types/categories such as:

1. Administrative Functions. JOs and SAs under this function are tasked to perform administrative related activities mostly related to office works such as accounting, procurement and supply related tasks, preparation of papers, maintenance and acting as messenger and similar tasks, which are designed to help the office heads perform their primordial tasks to their clientele.

- 1.1. President's Office
- 1.2. VPAA's Office
- 1.3. Director of Instruction
- 1.4. Campus Directors
- 1.5. Accounting Office
- 1.6. Budget Office
- 1.7. Cashier's Office
- 1.8. Supply office
- 1.9. Records Office
- 1.10. Internal Control/BAC Office
- 1.11. Maintenance

2. Academic Functions. JOs and SAs under this offices on top of their administrative functions are expected to assist the concerned head facilitate academic related activities of the department, collate and compile documents for accreditation, maintain the cleanliness of laboratory equipment to ensure its sustainability, among others.



- 2.1. Departments
- 2.2. Accreditation
- 2.3. Laboratories
- 2.4. Registrar

3. Academic Support Services. The JOs and SAs under these functions, that in addition to their administrative functions, they are expected to assist the support services activities of the college for the students. The nature and extent are purely dedicated to assist the officials deliver to students basic services that will promote health services, guidance and worthwhile exposure in sports, culture and publication, scholarships, organization and students related activities to mention a few.

- 3.1. Student Affairs, Discipline and Support Services
- 3.2. Guidance
- 3.3. Publication
- 3.4. Sports
- 3.5. NSTP/CWTS
- 3.6. Medical Dental
- 3.7. Cultural Affairs
- 3.8. Library

4. Research, Extension and Production Functions. The JOs and SAs under this category are expected, in addition to their administrative functions, to assist the officials in research, extension and production activities of the college as data analyst, program and community organizer and similar undertakings related to research, extension and production works of the College.

- 4.1. Research, Extension Office
- 4.2. Production and Marketing Office

5.2.3. Hiring of JOs for four (4) categories shall be determined by the following Guidelines:

A. General Guidelines/Policies for the Hiring of JOs and SAs

1. The head of Unit/s shall request JOs/SAs at the beginning of every academic year to the College President.
2. The concerned head of unit/department shall request for the JO/s and SAs stating the nature and quantity of work that will be performed by the concerned JOs/SAs.
3. Hiring of JOs and SAs shall be determined by the following criteria:
 - 3.1. Quantity/Volume of Work (work flow functions and expected outputs to be performed by JOs and SAs to be attached to the request letter of the concerned head/s)
 - 3.2. Quality of works (Evaluation Report to be attached for the renewal of contracts)



3.3 Relevance of training, exposure and educational background.

4. The nature of work of JOs and SAs shall be distinguished by the following selected work assignments:

Job Orders:	Student Assistants
a. Cost Controlling / Financial Document Transactions	a. Encode reports/memo/documents
b. Research Abstract & Thesis Dissertations -Data Analyst, Data Collector, Community Organizer, Researcher & Research Assistant	b. Photocopy / compile / arrange files and documents
c. Minutes Recorder / Pre and Post Affairs Arrangements for the Meetings / Seminars/Conferences/Trainings	c. Maintain the cleanliness of the office
d. Supervision of the transactions in office in the absence of the Officer in Charge / Bankability, Reliability and Availability of personnel	d. Serve as the messenger in the office
e. Release and maintain the confidentiality of documents such as Certifications, Transcript of Records, Diploma, Good Moral, ID's of Students & Employees	e. Log/receive and serve communication letters/documents/memo
f. Issue Official Receipts (OR) for Cash Transactions, Admission Slips and Clearances of Students	f. Mail / Fax / E-mail communication letters
g. Assess Fees of Students, Requirements needed during Enrollment / College ID Processing	g. Assist students and personnel in the regular transactions not requiring confidentiality
h. Compile Accreditation Data / Conduct Color Coding of Documents / Prepare Program Performance Profile (PPP) / Collect Important Documents Related to Accreditation	
i. Troubleshoot, repair and maintain laboratory equipment and ensure its functionality all the time.	

5. Students should be allowed to work as student assistants (SAs) to supplement their transportation, book and lodging allowances to be provided by their parents. However, priority should be given to low income groups whose family annual incomes belong to bracket 1-3.

6. Student assistants may be hired to do research projects and similar academic activities but priority should be given to those with the required academic background and qualifications (e.g. TED majoring students for research projects in communication and agriculture, IT and management projects).

7. Renewal of contract shall be based on the performance of the JOs/SAs.



8. The JOs/SAs may be terminated at any time when recommended by the concerned head due to inefficiency and gross negligence of work.
9. Hiring and termination of SAs shall be determined by the Office of the Student Affairs guidelines.

B. Specific Guidelines for the Hiring of JOs / SAs for Academic and Academic Support services

1. The VPAA and the designated Directors are entitled to one (1) JO and one (1) SA per office.
2. The Academic Programs (Research, Extension, Laboratories) and Academic Support Services (Sports, Cultural and Publication) serving the whole system shall be entitled to one (1) JO and two (2) student aides after presenting/submitting sustainable program/projects duly approved by the president showing that the whole system will benefit from it. It is expected that the JOs/SAs shall assist the concerned official in the implementation and realization of institutional goal/s and programs.
3. The Accreditation Center is entitled to two (2) JOs and two (2) students aides who shall be assisting the coordinator in the preparation of PPPs, compilation of documents of the all the programs in the different levels of accreditation.
4. The departments with more than eight hundred enrollees (>800) are entitled to one (1) JO and four (4) students aides each. However, departments with less than eight hundred (<800) enrollees shall be entitled to four (4) SAs only. On the other hand, departments with less than five hundred (<500) enrollees shall be entitled to two (2) SAs only.
5. Departments with laboratories such as Criminology, IT, HRM, Science Laboratory, Speech Clinic, Demo Laboratory of the Midwifery and Sports GYM shall be entitled to one (1) JO each and two (2) SAs who shall maintain the orderliness, cleanliness and functionality of the laboratories.
6. Salaries of the JOs shall be borne by the Special Trust Fund (STF) of the concerned Units to be spelled out in the PPMP.

C. Specific Guidelines for the Hiring of JOs and SAs for Administrative Related Functions

1. The Administrative Council shall determine the number of JOs/SAs per Administrative Unit.
2. The JO/s who will be hired shall submit a detailed works to be performed for a month duly approved by the concerned head.
3. Maintenance personnel that will be hired shall be informed of the designated place/s to clean. Failure to maintain the cleanliness and



orderliness of the area assigned to them shall be ground for termination.

D. Supplementary Guidelines for the Hiring of JOs for Academic Support Services

1. Academic Support Services shall be entitled to a JO/s if they are implementing a sustainable program for the whole year round such as: Medical and Dental Program and Services, Scholarship and Organizations Activities Monitoring Program to cite some specific examples.
2. Cultural Affairs Program shall be entitled to a JO if they are implementing a system wide program with duly approved activities by the President of the College wherein JO's assistance is very crucial to the attainment of the predetermined programs.
3. Other support services offices requesting for JO shall be governed by provisions 1&2 of the specific guidelines.

5.2.4. Promotion

A. 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 (2) 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.

B. Procedures

- a. The Chief Administrative Officer/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/Chief Administrative Officer/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.

4.3. Career and Personnel Development

A. 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.

B. 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:

C. 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.

D. 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. S/He 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 s/he has completed and furnish the HRMO a copy of the training certificate s/he 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 s/he has learned.

5.4. Performance Management/ Performance Evaluation System (PES)

A. 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.

B. 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, SUC President II (or his authorized representative);

Member : 1. VP for Personnel Administration (or highest ranking official in-charge of personnel management)/Chief Administrative Officer;
2. Vice President for Academic Affairs;
3. Director for Instruction;
4. Director for Planning (or head of the Planning Unit or its equivalent);
5. Faculty Federation President/ Faculty Association President; and
6. Campus Director.

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.

5.5. Program on Awards and Incentives for Service Excellence (PRAISE)

A. 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.

B. 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.



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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 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;
 - e. Faculty Federation President/Faculty Association President; and
 - f. Campus Director.
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 Chief Administrative Officer/HRMO shall submit to the Records Officer to 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.

5.6. Loyalty Cash Award

As per Civil Service Commission Memorandum Circular No. 17, s. 1999 effective July 1, 1999, the Loyalty Cash Award from P100 – to P300 per year of experience shall be awarded to all government officials and employees who will complete at least ten (10) yrs. and quintuple years of continuous and satisfactory service effective July 1, 1999. Such MC was signed by the former CSC chairman, Corazon Alma G. de Leon.

Pursuant to the CSC Resolution No. 02-0295 dated Feb. 26, 2002, the Commission amends the policies on the grant of loyalty award. These revised policies M.C. was signed by the present CSC chairperson, Karina Constantino-David.

The revised policies are as follows:

1. A Loyalty Award is granted to all officials and employees, in the national and local governments, including those in the state colleges and universities (SUCs) and government-owned and controlled corporations (GOCCs) with original charter, who rendered ten (10) years of continuous and satisfactory service in the government.
2. The particular agency where the employee or official completed ten (10) years of continuous and satisfactory service shall grant the award.
3. An official or employee who incurred an aggregate of no more than 50 days authorized vacation leave without pay within the 10 year period shall considered as having rendered continuous service for purposes of granting the Loyalty Award.

In the same way, an official or employee who incurred an aggregate of not more than twenty five (25) days authorized vacation leave without pay



within the 5-year period may qualify for the 5 year milestone Loyalty Award.

4. Effective January 1, 2002, continuous and satisfactory services in government for the purposes of granting the Loyalty Award shall include services in one or more government agencies without any gap.
5. The awardee shall receive a loyalty memorabilia/souvenir as may be provided in the agency PRAISE.
6. In addition to the loyalty souvenir, a cash gift which shall not be less than Php500.00 but not more than Php 1,000.00 for every year of service shall be given to qualified officials or employees.

5.7. Productivity Incentive Benefit (PIB)
(Policies/Guidelines for the release of the OMSC's Employees, Teaching and Non-Teaching Productivity Incentive Benefits (PIB) authorized under Administrative Order No. 161, Dated December 6, 1994 Thru NCC NO. 73 S. 1994.)

A. Objective/Purpose

These policies/guidelines are being issued to prescribe the rules and regulations of the grant of **Productivity Incentive Benefit (PIB)**, authorized under Administrative Order No. 161, dated December 6, 1994 thru NCC No. 73 S. 1994.

B. Coverage

The benefit herein referred shall apply to all permanently employed faculty members and staff. Casual and temporary employees are likewise authorized to receive said benefit provided they had served the College for at least two (2) rating periods.

C. Amount of Benefit/Incentive

The amount of Productivity Incentive Benefit shall not exceed two thousand pesos (P2,000.00) annually.

D. Bases for Award of Benefit (National Compensation Circular No. 73 S. 1994)

1. The incentive pay shall be based on individual personnel productivity and Performance as evaluated by respective heads,
2. The amount of incentive that will be given to employees/officials may vary for each employee/official depending on his/her Performance Evaluation Rating; and
3. To be entitled to the PIB, officials/employees shall have at least satisfactory rating for the two semesters immediately preceding the year in which the incentive pay shall be released.



E. Entitlement to PIB (Based on the Agreement Made last July 9, 2003, Orientation/General Assembly, OMSC Main)

1. An employee or official whose Performance Evaluation System got an overall rating of Outstanding or Very Satisfactory (upper quadrant) shall receive in full the amount of two thousand pesos (P2,000.00)
2. An employee/official whose PES rating is Very Satisfactory (VS), or within the lower quadrant shall receive one thousand seven hundred fifty pesos (P1, 750.00).

PES Overall Rating Equivalent	Adjectival Rating
9.50 – 10	Outstanding (O)
7.51 - 9.49	Very Satisfactory (VS)
4.01 – 7.50	Satisfactory (S)
2.01 – 4.00	Unsatisfactory (US)
2.00 or below	Poor (P)

Ranges of Overall Ratings and Equivalent PIB

8.51 - 10.00	P 2,000.00
7.51 - 8.50	P 1,750.00
7.50 or below	P 1,500.00

The above policies and guidelines shall be the bases of the grant of the PIB starting Academic year 2004 – 2005.

5.8. Personnel Relations and Welfare Services

A. 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.

B. 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.

5.9. Working Hours

A. 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.

B. 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.



C. 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.

D. Flexi-Time Schedule

Flexi time or sliding flexible work schedule is an arrangement where an employee works at least eight (8) hours each working day but may start and stop work at his/her convenient time provided that this does not disrupt the daily operation and delivery of service of the establishment.

E. Legal Basis for Flexi Time for Government Employees

Flexible working hours is allowable based on CSC OM # 35, s. 2010 which emphasize 8 hours a day working scheme. For the Civil Service Commission employees, OFFICIAL TIME is any 8 hours between 7:00 am to 6:30 pm provided any staff should be in his/her office station at 9:00-11:00 am & 2:00-4:00pm, the peak working hours. The official time is exclusive of 1 hour lunch break.

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.

CSC Office Memorandum No. 44, s. 2003 dated August 1, 2003 provided the Revised Guidelines on Flexible Working Hours. This was reiterated in OM No. 58. s. 2003 specifically on the enhanced Computerized Attendance Tracking System (CATS) which incorporated the new flexitime schedules of employees.

F. Who Can Avail of Flexi Time Schedule

F.1. Regular, Casual and Job Order

Regular, Casual and Job Order Employees are expected to be in the office from 8:00 to 12:00 am and 1:00 to 5:00 pm with 15 minutes allowance each in the morning and in the afternoon provided the 15 minutes allowance shall be recouped in the afternoon. For example a Regular, Casual and Job Order employee may come in up to 8:15 and 1:15 pm without being late provided the timeout in the afternoon shall be 5:30 pm. An employee will be considered late only after exhausting the 15 minute each allowance for the morning and the afternoon time-ins. The excess cannot be off-set in the afternoon timeout anymore even if said employee will go home after 5:30pm and shall be deducted from leave credits. Those who are on duty at the 12:00 TO 1:00 NOON LUNCHBREAK may come an hour later than the prescribed time-in.

F.2. Unit Heads and Designated Heads

For those who enjoy vacation/sick leave privileges, the OFFICIAL TIME shall be choice between 8:00 to 12:00 am , 1:00 to 5:00 pm and 8:30 to 12:00 am, 2:00 to 6:30pm. The said OFFICIAL TIME shall be posted at the entrance of their respective offices, however, they may come earlier or anytime between 8:00 to 8:30 am or between 1:00 to 2:00 pm to complete the 8-hour day. Time-in after 8:30 am and after 2:00 pm shall be considered late and shall be correspondingly deducted from leave credits.

F.3. Faculty Members

OFFICIAL TIME for teaching personnel shall be any 40-hour schedule per week provided actual teaching hours as specified in each Faculty Schedule of Loads shall be covered on a day-to-day basis. This shall vary from Faculty to Faculty and from day to day which schedule must be agreed upon and fixed by each faculty and their respective Department Chairs at the start of each semester. A 15-minute each allowance for time-in in the morning and in the afternoon/evening may be granted provided the faculty was not late for actual class/ teaching schedule and time-out in the morning/ afternoon/ evening was correspondingly adjusted.



G. Offices That Should Be Available Even At Lunch Break (12:00 -1:00)

CASHIER
LIBRARY
CLINIC
REGISTRAR
MAINTENANCE

There should be a roving electrician up to 8:30 pm or up to the end of evening class

H. Provisions

1. A full flexitime shall be allowed, provided that the required 40 hours per week shall be rendered or satisfied.
2. While the official work hours shall be until 6:00 pm, employees are not precluded from staying or working beyond 6:00 pm., if necessary, but only until 8:00 p.m. However, tardiness shall not be off-set by staying beyond 6:00 pm.
3. Except for undertimes, an employee who leaves the Office, either for official or personal reasons shall be required a pass slip. Copies of pass slips shall be attached to the Daily Time Record of the concerned employee that is submitted to the HRMO monthly.

* Activities such as to pay bills, to withdraw from personal savings accounts, to purchase personal needs, to file/follow up loans, to visit wakes, to attend parental or filial obligations, medical checkup, and other similar or related activities are considered personal. Undertimes or tardiness incurred out of these personal reasons shall be deducted from one's leave credits.

4. There is no flexitime on Mondays. All officials and employees are required to attend the flag raising ceremony on Mondays at 7:00 a.m. Officials and employees who are in the vicinity, particularly on Fridays at 5:00 p.m. during the flag retreat are required to pay respect to the flag. Heads of Offices shall monitor employees' attendance to, or participation in flag ceremonies, and shall consider their attendance or participation thereto, in compliance with office rules and regulation.

* Failure to attend the flag rituals during Monday mornings shall tantamount to a 30-minute undertime which shall be deducted from the Vacation Leave credits of personnel under VL/SL or to be deducted from the salary of faculty. Henceforth, undertime shall not be deductible from the faculty's service credits but shall be deducted the money value thereof from their salary

5.10. Leave Benefits

A. 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.

RULE I

(From the Omnibus Rules Implementing Book V of Executive Order No. 292 [The Administrative Code of 1987])

(p.) The following terms used in Rule XVI Shall be construed as follows:

Leave of absence is generally defined as a right granted to officials and employees not to report for work with or without pay as may be provided by law as the rules prescribe in Rule XVI hereof.

Commutation of leave credits refers to conversion of unused leave credits to their corresponding money value.

Cumulation of leave credits refers to incremental acquisition of unused leave credits by an official or employee.

Immediate family refers to the spouse, children, parents, unmarried brothers and sisters and any relief relative living under the same roof or dependent upon the employee for support. (Amended by CSC MC 6, s.1999)

Sick leave refers to leave of absence granted only on account of sickness or disability on the part of the employee concerned or any member of his immediate family.

Vacation leave refers to leave of absence granted to officials and employees for personal reasons, the approval of which is contingent upon the necessities of the service.

Monetization refers to payment in advance under prescribed limits and subject to specified terms and conditions of the money value of leave credits of an employee upon his request without actually going on leave.

Pregnancy refers to the period between conception and delivery or birth of a child. For purposes of maternity leave, miscarriage is within the period of pregnancy.

Maternity leave refers to leave of absence granted to female government employees legally entitled thereto in addition to vacation and sick leave. The primary intent or purpose of granting maternity leave is to extend working mothers some measures of financial help and to provide her a period of rest and recuperation in connection with her pregnancy.

Paternity leave refers to the privilege granted to a married male employee allowing him not to report for work for seven (7) days while continuing to earn the compensation thereto, on the condition that his legitimate spouse has delivered a child or suffered a miscarriage, for purposes of enabling him to effectively lend care and support to his wife before, during and after childbirth as the case may be and assist in caring for his newborn child.



Vacation Leave Credits refers to the leave credits earned by public school teachers for services rendered during activities authorized by proper authorities during long and Christmas vacation. These credits are used to offset their absences due to illness or to offset proportional deduction in vacation salary due to absences for personal reasons or late appointment.

Terminal leave refers to money value of the total accumulated leave credits of an employee based on the highest salary rate received prior to or upon retirement date/voluntary separation.

Special leave privileges refers to leave of absence which officials and employees may avail of for a maximum of three (3) days annually over and above the vacation, sick, maternity and paternity leaves to mark personal milestones and/or attend to filial and domestic responsibilities.

Relocation leave refers to a special leave privilege granted official/employee whenever s/he transfers residence.

Parental leave (Solo Parent Leave) refers to leave benefits granted to a solo parent to enable said parent to perform parental duties and responsibilities where physical presence is required;

B. Leave of Absence

1. Entitled to leave privileges. – In general, appointive officials up to the level of heads of executive departments, heads of departments, undersecretaries and employees of the government whether permanent, temporary, or casual, who render work during the prescribed office hours, shall be entitled to 15days vacation and 15days sick leave annually with full pay exclusive of Saturdays, Sundays, Public Holidays, without limitation as to the number of days of vacation and sick leave that they may accumulate. (Amended by CSC MC Nos. 41, s. 1998 and 14, s. 1999)

Leave of absence of part-time employees. – Employees rendering services on part-time basis are entitled to vacation and sick leave benefits proportionate to the number of work hours rendered. A part-time employee who renders four (4) hours of work five (5) days a week or a total of 20 hours a week is entitled to 7.5 vacation leave and 7.5 days sick leave annually with full pay. (Amended by CSC MC No. 41, s. 1998)

Leave of absence of employees on rotation basis. – Employees on rotation basis shall be entitled to vacation and sick leave corresponding to the periods of service rendered by them. If any employee has been allowed to work in two or more shifts or rotation, the periods of actual service covered by each shift or rotation should be added together to determine the number of years, months and days during which leave is earned. (Amended by CSC MC No. 41, 1998)

Leave of contractual employees. – Contractual employees are likewise entitled to vacation and sick leave credits as well as special leave



privileges provided in Section 21 hereof. (Amended by CSC MC No. 41, 1998 and 14, s. 1999)

Leave credits of local elective officials – Local elective officials are entitled to leave privileges effective May 12, 1983 pursuant to Batas Pambansa 337 and Local Government Code of 1991 (RA 7160). Said leave credits shall be commutative and cumulative. (Amended by CSC MC No. 41, 1998 and 14, s. 1999)

2. ***Teachers' leave.*** – Teachers shall not be entitled to the usual vacation and sick leave credits but to proportional vacation pay (PVP) of 70 days of summer vacation plus 14 days of Christmas vacation. A teacher who has rendered continuous service in a school year without incurring absences without pay of not more than 1 ½ days is entitled to 84 days of proportional vacation pay.

Other leave benefits of teachers such as study leave and indefinite sick leave are covered by section 24 and 25 of RA 4670 (Magna Carta for Public School Teachers). (Provided under CSC MC No. 41, s. 1998)

Other employees under teachers leave basis. – Day care Workers and all other appointive employees whose work schedule is the same as that of teachers, earn leave credits in accordance with Sections 6 and 9 hereof. (Provided for under CSC MC No. 41, s. 1998)

Teachers who are designated to perform non-teaching functions. – Teachers who are designated to perform non-teaching functions and who render the same hours of service as other employees shall be entitled to vacation and sick leave. (Provided for under CSC MC No. 41, s. 1998)

3. ***Vacation service credits of teachers.*** – Teachers' vacation service credits refer to the leave credits earned for services rendered on activities – during summer or Christmas vacation, as authorized by proper authority. These vacation service credits are used to offset absences of a teacher due to illness or to offset proportional deduction in vacation salary due to absences for personal – reasons or late appointment. The manner by which service credits may be earned by teachers is subject to the guidelines issued by the Department of Education, Culture and Sports (DECS). (Provided for under CSC MC No. 41, s. 1998)

4. ***Leave credits of officials and employees covered by special leave law.*** – The leave credits of the following officials and employees are covered by special laws:

- a. Justices of the Supreme Court, Court of Appeals and Sandiganbayan;
- b. Judges of Regional Trial Courts, Municipal Trial Courts, Metropolitan Trial Courts, Court of Tax Appeals and Shari'a Circuit Court; and Shari'a District Court;
- c. Chairmen and Commissioners of constitutional Commissions;
- d. Filipino officers and employees in the Foreign Service;



- e. Faculty members of state universities and colleges 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 these rules shall be applicable; (Amended by CSC MC No. 14, s. 1999)
- f. Other officials and employees covered by special laws.

Hence, members of the judiciary and other government officials and employees covered by special laws should promulgate their own implementing rules relative thereto. Said implementing rules should be submitted to the Civil Service Commission for record purposes. (Amended by CSC MC Nos. 41, s. 1998 and 14, s. 1999)

5. ***Conditions for the grant of maternity leave.*** – Married women in the government service who have rendered an aggregate of two (2) or more years of service, shall, in addition to the vacation and sick leave granted them, be entitled to maternity leave of sixty (60) calendar days with full pay.

In the case of those in the teaching profession, maternity benefits can be availed of even if the period of delivery occurs during the long vacation, in which case, both the maternity benefits and the proportional vacation pay shall be received by the teacher concerned.

Maternity leave of those who have rendered one (1) year or more but less than two (2) years of service shall be computed in proportion to their length of service, provided, that those who have served for less than one (1) year shall be entitled to 60-days maternity leave with half pay.

It is understood that enjoyment of maternity leave cannot be deferred but it should be availed of either before or after the actual date of delivery in a continuous and uninterrupted manner not exceeding 60 calendar days. (Amended by CSC MC Nos. 41, s. 1998 and 14, s. 1999)

Formula for the computation of maternity leave. – Employees who have rendered less than two (2) years of service may only receive full pay for a number of days based on the ratio of 60 days to two years of service.

Where:	y	=	the no. of days in the service
	x	=	the no. of days to be paid
	Two years	=	720 days
	60	=	x
	---	=	--
	720	=	y
	720x	=	60y
		=	60y
	x	=	---
		=	720
		=	y
	x	=	---
		=	12



For Example, an employee has rendered one year and six months of service:

Where: x = number of days to be paid
 y = 1 year and 6 months (540 days)
 y
 x = ---
 12
 540
 x = ---
 12
 x = 45days

(Provided under CSC MC No. 41, s. 1998)

Paternity Leave – non-cumulative/non-cumulative /non-commutative. – Paternity leave of seven (7) days shall be non-cumulative and strictly non-convertible to cash. The same may be enjoyed either in a continuous or in an intermittent manner by the employee on the days immediately before, during and after the childbirth or miscarriage of his legitimate spouse. (Provided under CSC MC No. 41, s. 1998 and amended by CSC MC No. 14, s. 1999)

Special leave privileges. – In addition to the vacation, sick, maternity and paternity leave, officials and employees with or without existing or approved Collective Negotiation Agreement (CNA), except teachers and those covered by special leave laws, are granted the following special leave privileges subject to the conditions hereunder stated:

- a. Personal milestones such as birthday/wedding/wedding anniversary celebrations and other similar milestones, including death anniversaries.
- b. Parental Obligations such as attendance in school programs, PTA meetings, graduations, first communion; medical needs, among others, where a child of the government employee is involved.
- c. Filial obligations to cover the employee's moral obligation toward his parents and siblings for their medical and social needs
- d. Domestic emergencies such as sudden urgent repairs needed at home, sudden absence of a yaya or maid, and the like.
- e. Personal transactions to cover the entire range of transactions an individual does with government and private offices such as paying taxes, court appearances, arranging a housing loan, etc.
- f. Calamity, accident, hospitalization leave pertain to force majeure events that affect the life, limb, and property of the employee or his immediate family.



1. An employee can still avail of his birthday or wedding anniversary leave if such occasion falls on either a Saturday, Sunday or Holiday, either before or after the occasion.
2. Employees applying for special privilege leaves shall no longer be required to present proof that they are entitled to avail of such leaves.
3. Three-day limit for a given year shall be strictly observed: an employee can avail of one special privilege leave for three (3) days or a combination of any of the leaves for maximum of three days in a given year. Special leave privileges are non-cumulative and strictly non-convertible to cash.
4. Immediate family in Rule (Definition of Terms) refers to spouse, children, parents, unmarried brothers and sisters or any relative living under the same roof or dependent upon the employee for support. (Provided under CSC MC No. 41, s. 1998 and further amended by CSC MC 6, s. 1999)

Monetization of leave credits. – Officials and employees in the career and non-career service whether permanent, temporary, casual, or co-terminous, who have accumulated fifteen (15) days of vacation leave credits shall be allowed to monetize a minimum of ten (10) days: Provided, that at least five (5) days is retained after monetization and provided further that a maximum of thirty (30) days may be monetized in a given year. (Provided under CSC MC No. 41, s. 1998)

Five days forced/mandatory leave. – All officials and employees with 10days or more vacation leave credits shall be required to go on vacation leave whether continuous or intermittent for a minimum of five (5) working days annually under the following conditions:

- a. The head of agency shall, upon prior consultation with the employees, prepare a staggered schedule of the mandatory five-day vacation leave of officials and employees, provided that he may, in the exigency of the service, cancel any previously scheduled leave.
- b. The mandatory annual five-day vacation leave shall be forfeited if not taken during the year. However, in cases where the scheduled leave has been cancelled in the exigency of the service by the head of the agency, the scheduled leave not enjoyed shall no longer be deducted from the total accumulated vacation leave.
- c. Retirement and resignation from the service in a particular year without completing the calendar year do not warrant forfeiture of the corresponding leave credits if concerned employees opted not to avail of the required five-day mandatory vacation leave.
- d. Those with accumulated vacation leave of less than ten (10) days shall have the option to go on forced leave or not. However, officials and employees with accumulated vacation leave of 15days who availed of monetization for 10 days, under Section 22 hereof, shall still be



required to go on forced leave. (Amended by CSC MC No. 41, s. 1998)

Absence on a regular day for which suspension of work is announced. – Where an official or an employee fails to report for work on a regular day for which suspension of work is declared after the start of regular working hours, he shall not be considered absent for the whole day. Instead, he shall only be deducted leave credits or the amount corresponding to the time when official working hours start up to the time the suspension of work is announced. (Provided under CSC MC No. 41, s. 1998 and further amended by CSC MC No. 14, s. 1999)

Leave of absence without pay on a day immediately preceding or succeeding Saturday, Sunday or Holiday. – When an employee, regardless of whether he has leave credits or not is absent on a day immediately preceding or succeeding a Saturday, Sunday or Holiday whether such absence is continuous or not, he shall not be considered absent on said Saturdays, Sundays, and Holidays and shall not be deducted leave credits. He shall neither receive salary for those days. (Amended by CSC MC No. 41, s. 1998 and 14, s. 1999)

Tardiness and undertime are deducted against vacation leave credits. - Tardiness and undertime are deducted from vacation leave credits and shall not be charged against sick leave credits, unless the undertime is for health reasons supported by medical certificate and application for leave. (Provided under CSC MC No. 41, s. 1998)

Terminal leave. – Terminal leave is applied for by an official or an employee who intends to sever his connection with his employer. Accordingly, the filing of application for terminal leave requires as a condition sine qua non, the employee's resignation, retirement or separation from the service. It must be shown first that public employment ceased by any of the said modes of severances. (Provided under CSC MC No. 41, s. 1998)

Approval of terminal leave. – Application for commutation of vacation and sick leave in connection with separation through no fault of an official or employee shall be sent to the head of department concerned for approval. In this connection, clearance from the Ombudsman is no longer required for processing and payment of terminal leave as such clearance is needed only for payment of retirement benefits. (Amended by CSC MC No. 41, s. 1998)

Study leave. – Officials and employees, excluding those in the teaching profession who are covered by different provisions of law, may be entitled to study leave subject to the following conditions:

- a. The study leave is a time off from work not exceeding six (6) months with pay for the purpose of assisting qualified officials and employees to prepare for their bar or board examinations or to complete their masteral degree. The leave shall be covered by a contract between the beneficiary thereof and the agency head or his representative.
- b. The beneficiary for such leave shall be selected based on the following qualification requirements:



1. The official/employee must have graduated with a bachelor's degree which consequently requires the passing of government bar and board licensure examinations. For thesis writing or comprehensive examination, the official/employee must have completed all the academic requirements for a masteral degree.
2. The profession or field of study to be pursued must be relevant to the agency or to the official duties and responsibilities of the concerned official or employee.
3. Must be a permanent employee.
4. Must have rendered at least two years of service with at least very satisfactory performance for the last two rating periods immediately preceding the application.
5. Must have no pending administrative and criminal charges.
6. Must not have any current foreign or local scholarship grant.
7. Must have fulfilled the service obligation of any previous scholarship and training contract.

The service obligation must be on the basis of the following formula:

PERIOD	SERVICE OBLIGATION
One (1) month to Three (3) months	Two (2) years
More than three (3) Months to six (6) months	Three (3) years

In case the official or employee fails to render in full the service obligation referred to in the contract on account of voluntary resignation, optional retirement, separation from the service through his own fault, or other causes within his control, he shall refund the gross salary, allowances and other benefits received while on study leave based on the following formula:

$$R = \frac{(SOR - SOS)}{SOR} \times TCR$$

- Where:
- R = Refund
 - TCR = Total compensation received (gross salary, allowances and other benefits received while on study leave)
 - SOS = Service obligation served
 - SOR = Service obligation required

The official/employee beneficiary of the study leave shall inform his agency in writing, through the personnel office, of his failure to pursue his



studies or his failure to take the bar/board examination for which he was granted the study leave.

The agency shall formulate its own internal rules on procedure for an equitable and rational availment of this leave by its own officials and employees subject to the general guidelines stated herein. (Provided under CSC MC No. 14, s. 1999)

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS, AGENCIES AND INSTRUMENTALITIES OF THE NATIONAL GOVERNMENT, LOCAL GOVERNMENT UNITS, GOVERNMENT OWNED AND CONTROLLED CORPORATIONS AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : SUPPLEMENTAL POLICY ON LEAVE WITHOUT PAY

In line with CSC Resolution No. 99-2502, the last sentence of Section 33, CSC Memorandum Circular No. 14, s. 1999 has been deleted and is reconstructed to form part of the penultimate paragraph of Section 56 of the said MC. The same reads as follows:

X X X

“However, in case of continuous absence for over ten (10) working days, the divisor in the above formula shall be the actual number of working days instead of calendar days.”

It is informed that CSC MC 14, s. 1999 was published in the manila Standard on September 11, 1999 and the same took effect on September 27, 1999.

5.11. Complaints and Grievance Machinery

A. 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.

B. 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 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.



OCCIDENTAL MINDORO STATE COLLEGE
Administrative Manual of Operations
1st Revision

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. President of Faculty Federation/Faculty Association President.
- f. Campus Director.

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.

C. 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, s/he 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.

5.12. Public Sector Unionism

A. 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.



B. 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.

5.13. Discipline

A. General Policy

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

B. 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.

5.14. 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, s/he 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.

5.15. Retirement

A. General Policy

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

B. 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).

5.16. 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.

5.17. 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.

5.18. 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.

5.19. 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.

5.20. Commitment

I hereby commit to implement and abide by the provisions of this Merit Selection Plan. It is understood that this MSP shall be the basis for expeditious approval of appointments.



VI. STRATEGIES ON FISCAL DISCIPLINE

Pursuant to Administrative Order Nos. 05 and 06 the following cost-saving measures are hereby issued as per Office Memorandum from the office of the SUC President, Sofronio S. Sanqui No. 375, effective 03 July 2001.

6.1. Overtime Services:

6.1.1. Rendering overtime services shall be discouraged.

6.2. Use of Communication Facilities:

6.2.1. Long distance telephone call shall be limited to urgent matters only.

6.3. Supplies:

6.3.1. A10% reduction shall be placed on all CY 2001 supplies.

6.3.2. Recycling of supplies must be strictly observed.

6.3.3. The issuance of teachers' personal supplies such as lesson plans, record books, and the like, shall be stopped (depending on the availability of funds).

6.3.4. The purchase of medals for students' awards/accomplishments shall be limited.

6.4. Lights:

6.4.1. A schedule in turning on and off all lights inside the campus shall be strictly followed.

6.4.2. Guards on duty shall be held responsible in putting off unnecessary lights.

6.5. Water:

6.5.1. Pupils and students should be oriented on the proper use of all drinking faucets inside the campus.

6.5.2. Water conservation should be strictly enforced.

6.5.3. Janitors shall be held responsible for an hourly inspection of all water facilities inside the campus.

6.6. Equipment:

6.6.1. All electrical and electronic equipment should be turned off when not needed. Users of such equipment are advised to comply with this specific provision.



6.7. Vehicles:

- 6.7.1. The Toyota Land Cruiser shall be limited only to bank transactions and canvassing purposes; the Stainless service vehicles shall be used in disposing garbage to be dumped in the shallow portion at the back of the kitchen of the JTV Hall; and the Shuttle Jeepney shall be used to transport students and faculty at discounted cost to and fro for the Labangan Campus and the main streets of town proper.

Likewise, the Shuttle Jeepney could be used to serve interment of OMSC's deceased employees and their immediate family members depending on the availability of the vehicle. An approved request to this purpose from SUC President, thru the Chief Administrative Officer should be accomplished. Proper coordination with the Supply Officer and the concerned driver should be done.

6.8. Policies and Guidelines Governing the Use of OMSC Photocopier

A. General Guidelines

1. Pursuant to the continuing program of the College in providing equal access and equity and improving the services that will facilitate learning amongst the studentry, a Photocopier per Campus Library will be installed.
2. The concerned Librarian of every Campus shall supervise the management and operation of the Photocopier.
3. The College shall hire Job Order/ Student Aide to take charge of the operation of the Photocopier.
4. OMSC academic community may avail of the services of the Photocopier for a just and fair charge. (P.70 for long and P.45 for short)
5. The Campus concerned shall provide materials that shall be used in the Photocopier such as: ink, bond paper and toner.
6. Electrical consumption, supplies in the operation and the maintenance of the machine are chargeable against the income of the project.

B. Specific Guidelines

1. Secure duly signed pay slip from the Photocopier in charges for the approval of the Librarian.
2. Present Pre-numbered Temporary Receipt issued by the Librarian before getting photocopied materials.
3. Concerned Librarian shall remit daily sales/collections to the cashier office.
4. Concerned Librarian per Campus shall prepare monthly report with official receipt (s) on the Photocopier transactions.



5. Approved Instructional Materials Compiled/Prepared by the Instructors as an end term report shall be free of charge. However, additional copies shall be charged the usual fee.

C. Monitoring and Regulation of Income Generated by the Photocopier

1. The sales must at least reconcile with the reams of bond paper release for the copier.
2. The Cashier's office shall maintain a separate account on the sales of the copier.
3. Return on investment shall be computed every end of semester by considering the depreciation cost, cost of labor, materials, electric consumption and net income.

6.9. Official Travels:

- 6.9.1. Attendance to meetings, conferences, etc., shall be limited to very important matters addressing the functions and needs of the Institution;
- 6.9.2. Unnecessary items in the TEV's like porter age fee and the like shall not be allowed.
- 6.9.3. Per diem while on board the one-night long travel on ship shall not be allowed.
- 6.9.4. Submission and follow-up of official papers/documents shall be limited to
- 6.9.5. Only CHED-sponsored in-training programs shall be allowed on official time only.

6.10. Absences and Undertime:

The Civil Service Commission (CSC) guidelines on absences and undertimes shall be strictly imposed to incur savings.

6.11. Others:

- 6.11.1. Services rendered by full-time instructors in handling overload teaching shall be converted into service credits.
- 6.11.2. An enrolment of at least 25 students shall be required to open a new subject (undergraduate). An enrolment of at least 15 students shall be required to open a new subject (Graduate).
- 6.11.3. The Board of Trustees' (BOT) approved Full-Time Equivalent (FTE) shall be implemented strictly.



VII. OFFICE WORKFLOW

7.1. REGISTRAR'S OFFICE / CASHIER / GUIDANCE CENTER (Concerned Offices)

ENROLMENT OPERATION PROCEDURE

Step I

REGISTRAR
Issues needed form.

Step II

STUDENT
Fills up needed form and submits to Registrar's Staff

Step III

REGISTRAR
Receives form and submits to assigned staff for processing (5 minutes)

Step IV

STUDENT
Pays 200 at Cashier's Office and submits receipt to Guidance Office

Step V

STUDENT
Takes test and waits for result (after 2 days)

Step VI

STUDENT
Gets test result from Guidance Staff and presents to Department Head

Step VII

STUDENT
Goes to Registrar for encoding of Registration Form

Step VIII

STUDENT
Goes to Cashier's Office and pays fees, to be officially enrolled



7.2. CASHIER'S OFFICE

CASH

COLLECTION

DEPOSIT

COLLECTION STAFF

STEP I
Receive payment and issue Office Receipt

STEP II
Record to Cash Receipts

STEP III
Check Cash Receipts against Official Receipts issued

ADMINISTRATIVE OFFICER V/AUTHORIZED REPRESENTATIVE

STEP IV
Prepares Bank Deposit, Report

STEP V
Deposits money at the bank



CHECK DISBURSEMENT

CASHIER'S STAFF

STEP I

Reviews completeness of supporting documents and signatures of disbursement vouchers received (3-5 minutes)

STEP II

Prepares and Issues check (5-8 minutes)

STEP III

Records Check/s in Disbursement Records (3-5 minutes)

STEP IV

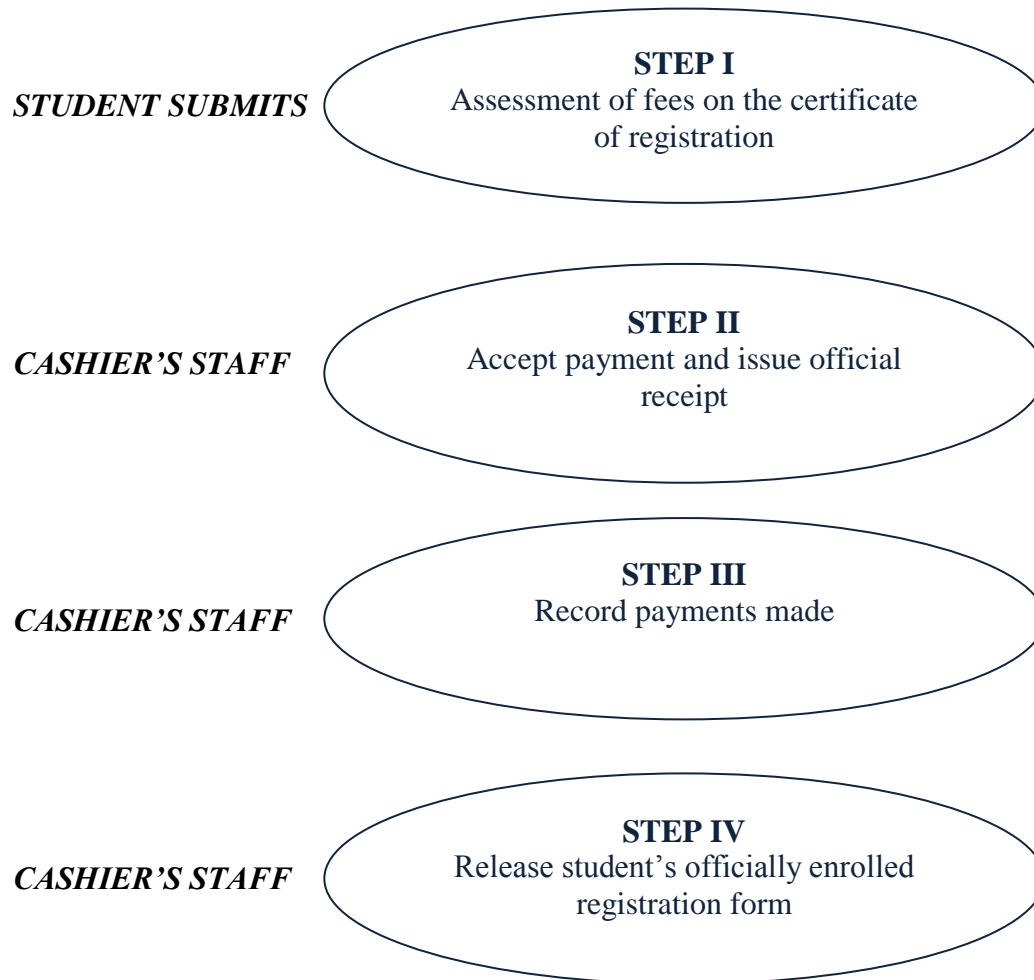
Submits Check/s for signature (5-15 minutes)

STEP V

Releases Check/s to the owner/s



PAYMENT OF ENROLMENT FEE FLOW PROCESS





**ADDING/DROPPING/CHANGING SUBJECTS
ASSESSMENT ----- PAYMENT**

STUDENT

STEP I

Submits approved adding/
dropping/changing subject form

STEP II

Receives approved form and
computes adjustment of fees

STEP III

Student pays adjusted fees

STEP IV

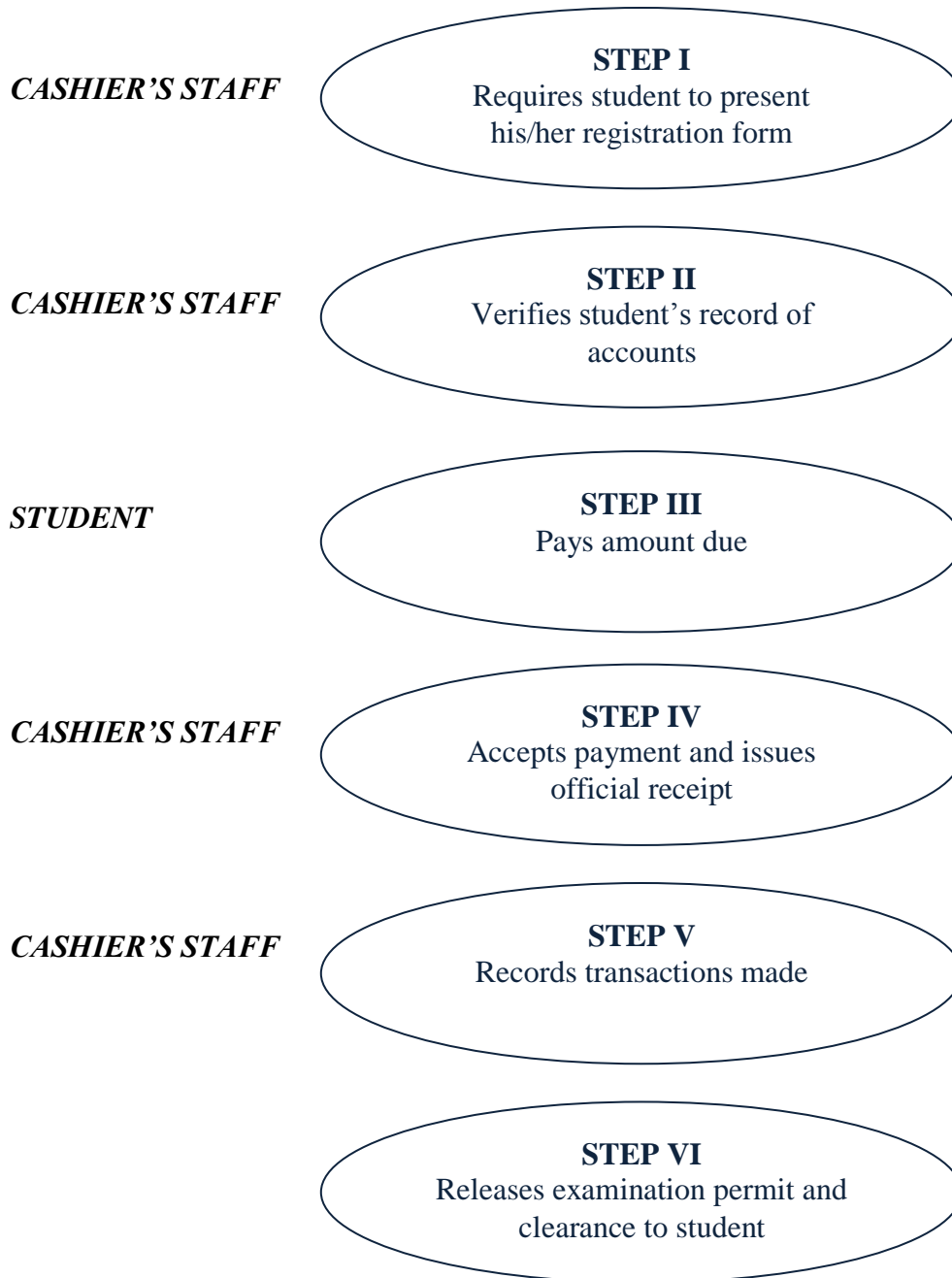
Records adjustments to masterfile
and receipt number

STEP V

Releases registration form with
adjusted fees to student



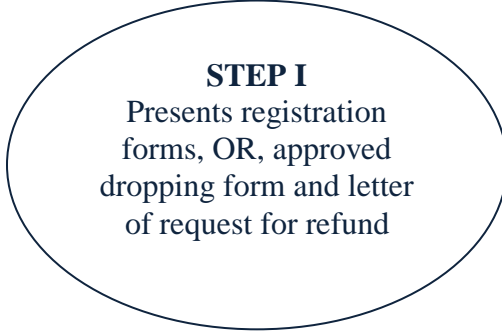
ISSUANCE OF STUDENT'S EXAMINATION PERMITS AND CLEARANCES



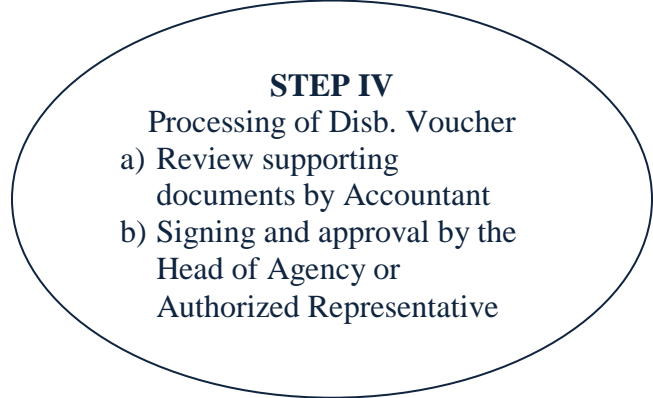


REFUND PAYMENT OF TUITION FEES

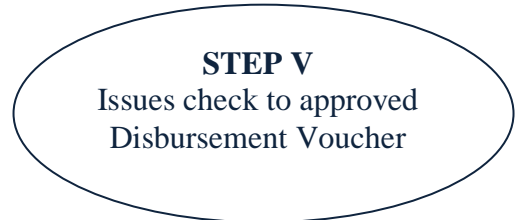
STUDENT/CLIENT



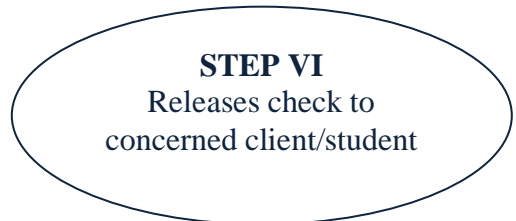
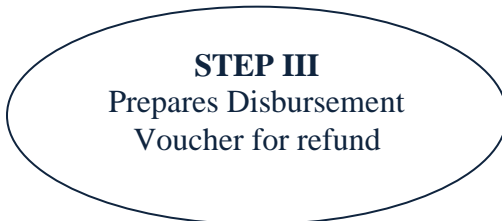
CASHIER'S STAFF



CASHIER'S STAFF



CASHIER'S STAFF





PAYMENT OF MISCELLANEOUS FEES
(Certification, 2nd copy of Transcript, Diploma, Registration Form and ID)

CASHIER'S STAFF

STEP I

Requires filled out request form from
the Registrar's Office

STEP II

Verifies student's record

STUDENT

STEP III

Client pays amount due

CASHIER'S STAFF

STEP IV

Accepts payment and issues official
receipt

STUDENT

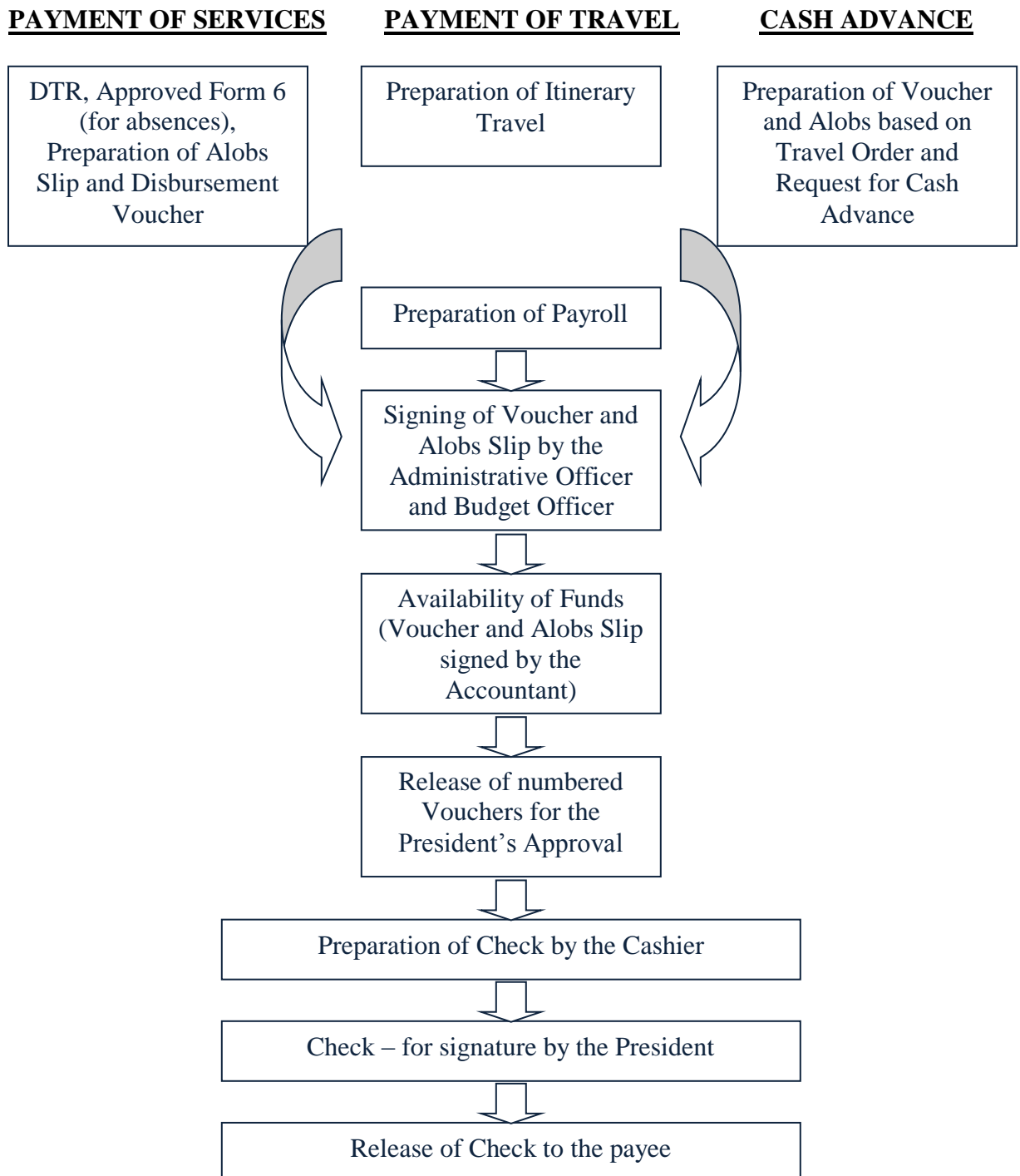
STEP V

Presents Official Receipt/s to
Registrar's staff to get requested
document/s



7.3. ACCOUNTING OFFICE

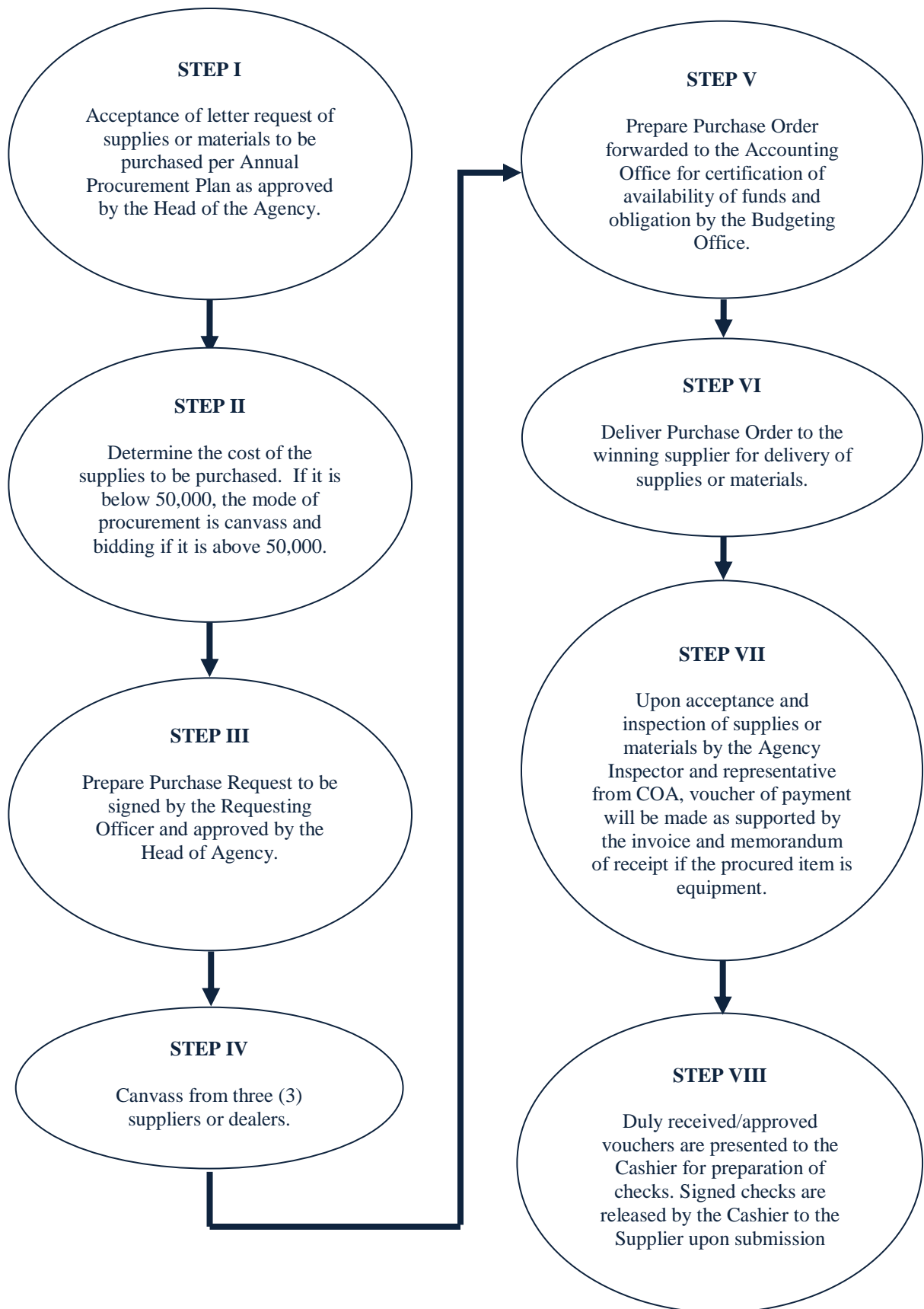
FLOW OF TRANSACTIONS





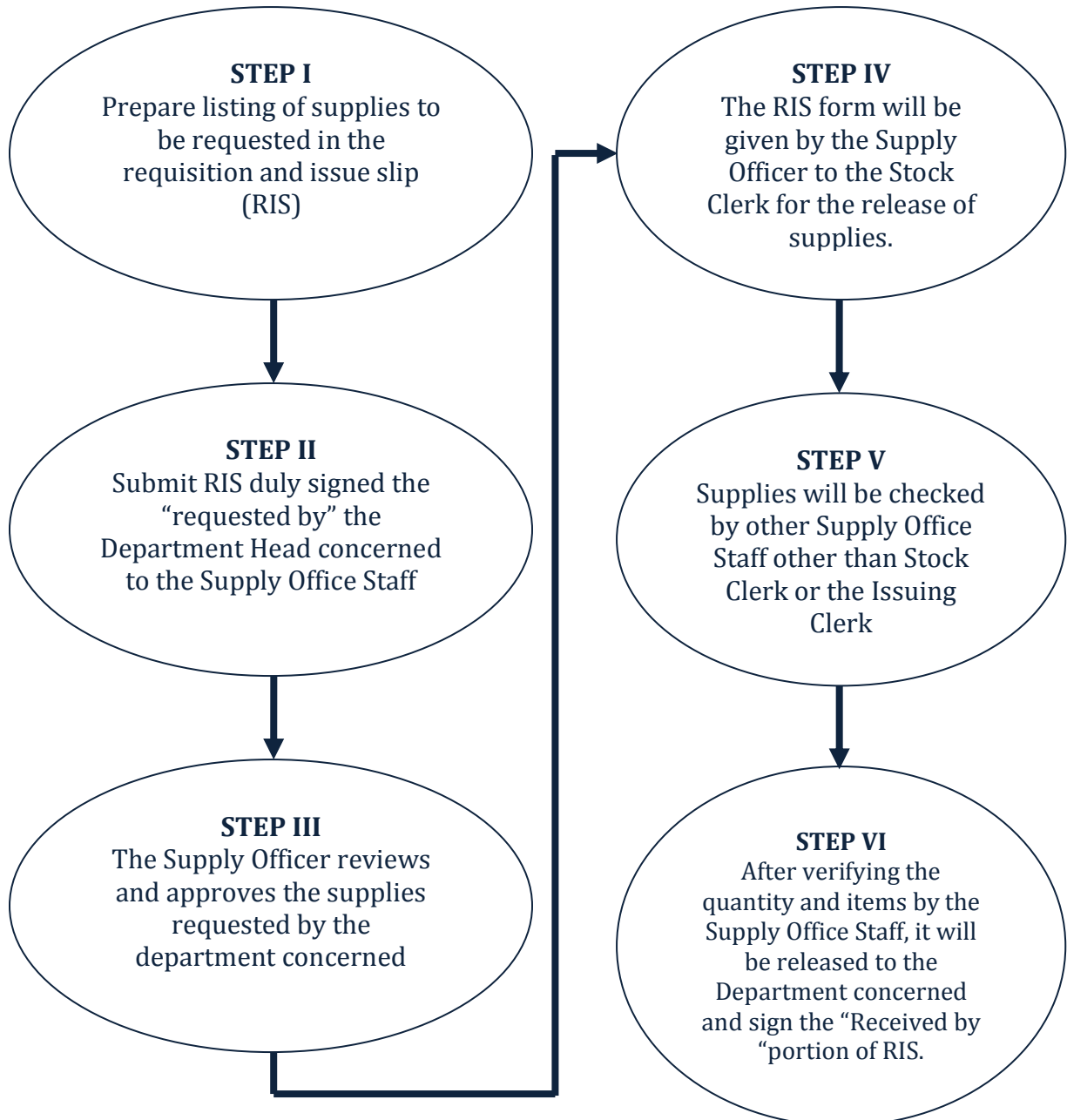
7.4. SUPPLY OFFICE

PROCUREMENT OF SUPPLIES





ISSUANCE OF SUPPLIES FLOW PROCESS





7.5. Internal Control Unit Workflow

- Step I Secure copy of trial balance for three (3) fund codes:
- 101 General Fund
 - 184 Trust Fund
 - 164 Special Trust Fund
- Step II Determine monthly totals for all asset accounts booked by the accounting section so with the adjusting entries
- Step III Gather documents:, Purchase Orders and MR's for all entries booked for the month for all three (3) fund codes.
- Step IV Encode each item in their respective account title in the inventory report.
- Step V Assign property number to each item booked.
- Step VI Mark each item with the assigned property number and check and verify each item description.
- Step VII Prepare index card for each item complete with property number, description and to whom MR'd.
- Step VIII File index card under their respective account codes.
- Step IX File documents gathered in their respective file folders for future reference

7.6. Medical/Dental Workflow

7.6.1. Procedure on Visits to the Different Satellite Campuses

- Step I The Campus Director of the different Satellite Campuses coordinates with the Campus Director of the Main Campus on their request for visit.
- Step II The Campus Director of the Main Campus will coordinate with the Medical Officer III and Dentist II on the probable schedule of the visit.
- Step III The Medical-Dental Unit will proceed to the satellite campus as scheduled unless there are other unforeseeable circumstances that will not permit the staff to do so.



7.6.2. Procedure on Issuing Medical/Dental Certificates

- Step I The patient requesting Medical/Dental certificate shall present himself/herself to the Medical/Dental Staff.
- Step II The patient should present whenever possible present documents pertaining to his possible illness.
- Step III The Medical-Dental Staff shall release the medical/dental certificate if it is deemed necessary.
- Step IV If the medical certificate for special purpose is needed for claims such as GSIS, SIS, PhilHealth, the patient shall pay a minimal amount to the Cashier Office prior to release of the medical certificate.

7.6.3. Procedure on Dispensing of Medicines, Medical and Dental Supplies to the Different Satellite Campuses

- Step I An allocation of basic first aid medicine shall be given for each satellite campus (Mamburao, Caminawit, Labangan). The allocation will be released by the Supply Officer and next allocation will only be given if the previous medicines, be medical and dental supplies are properly liquidated.
- Step II If there are special occasions that the campus would need supplies not available, the assigned person in the campus with the concurrence of the Campus Director concerned shall forward a request to the Chief Administrative Officer of the Main Campus.
- Step III Request will be forwarded to the Head of the Medical-Dental Unit and shall be evaluated and analyzed if it is deemed necessary.
- Step IV If their request is deemed necessary, such shall be forwarded for purchase depending on the availability of funds.

7.6.4. Procedure on Dental Extractions

- Step I The patient shall submit himself/herself to the Dentist for oral examination
- Step II The Dentist shall then schedule the patient for extraction which is done in the morning. The patient should bring with him water and tissue paper/handkerchief on the said day. If the patient is having her monthly period, her schedule extraction shall be changed.
- Step III If in some cases, the procedure is difficult, the patient shall be asked to purchase his own medications if not available in the clinic. Patients with minor dental procedures shall be given medications available in the unit.



7.6.5. Procedure in Dispensing of Medicines

- Step I The patient shall present himself/herself to the Staff of the Medical-Dental Unit.
- Step II S/He shall be interviewed and examined. If medications are needed and is available in the clinic, s/he shall be given the necessary medications available. If not, patient shall be given a prescription and shall purchase his own medicine.
- Step III No medication shall be released to teachers, employees and staff if s/he is not the patient himself.



**VIII. RELEVANT CIVIL SERVICE COMMISSION POLICIES,
MEMORANDUM CIRCULARS AND CODE OF ETHICS**

RULE IV. PENALTIES

Section 52. **Classification of Offenses.** – Administrative offenses with corresponding penalties are classified into grave, less grave or light, depending on their gravity or depravity and effects on the government service.

A. The following are grave offenses with their corresponding penalties:

1. Dishonesty
1st offense – Dismissal
2. Gross Neglect of Duty
1st offense – Dismissal
3. Grave Misconduct
1st offense – Dismissal
4. Being Notorious Undesirable
1st offense – Dismissal
5. Conviction of a crime involving moral turpitude
1st offense – Dismissal
6. Falsification of official document
1st offense – Dismissal
7. Physical or mental incapacity or disability due to immoral or vicious habits
1st offense – Dismissal
8. Engaging directly or indirectly in partisan political activities by one holding non-political office
1st offense – Dismissal
9. Receiving for personal use of a fee, gift or other valuable thing in the course of official duties or in connection there, with when such fee, gift or other valuable thing is given by any person in the hope or expectation of receiving a favor or better treatment than that accorded to other persons, or committing acts punishable under the anti-graft laws.
1st offense – Dismissal
10. Contracting loans of money or other property from persons with whom the office of the employee has business relations.
1st offense – Dismissal
11. Soliciting or accepting directly or indirectly, any gift, gratuity, favor, entertainment, loan or anything of monetary value which in the course of his official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of his office.
1st offense – Dismissal



12. Nepotism
1st offense – Dismissal

13. Disloyalty to the Republic of the Philippine and to the Filipino people
1st offense – Dismissal

14. Oppression
1st offense – Suspension (6 mos. 1 day to 1 year)
2nd offense – Dismissal

15. Disgraceful and immoral conduct
1st offense – Suspension (6 mos. 1 day to 1 year)
2nd offense – Dismissal

16. Inefficiency and incompetence in the performance of official duties
1st offense – Suspension (6 mos. 1 day to 1 year)
2nd offense – Dismissal

17. Frequent unauthorized absences, or tardiness in reporting for duty, loafing or frequent unauthorized absences from duty during regular office hours
1st offense – Suspension (6 mos. 1 day to 1 year)
2nd offense – Dismissal

18. Refusal to perform official duty
1st offense – Suspension (6 mos. 1 day to 1 year)
2nd offense – Dismissal

19. Gross insubordination
1st offense – Suspension (6 mos. 1 day to 1 year)
2nd offense – Dismissal

20. Conduct prejudicial to the best interest of the service
1st offense – Suspension (6 mos. 1 day to 1 year)
2nd offense – Dismissal

21. Directly or indirectly having financial and material interest in any transaction requiring the approval of his office
1st offense – Suspension (6 mos. 1 day to 1 year)
2nd offense – Dismissal



22. Owning, controlling, managing or accepting employment as officer, employee, consultant, counsel, broker, agent, trustee, or nominee in any private enterprise regulated, supervised or licensed by his office, unless expressly allowed by law
1st offense – Suspension (6 mos. 1 day to 1 year)
2nd offense – Dismissal
23. Disclosing or misusing confidential or classified information officially known to him by reason of his office and not made available to the public, to further his private interests or give undue advantage to any one, or to prejudice the public interest
1st offense – Suspension (6 mos. 1 day to 1 year)
2nd offense – Dismissal
24. Obtaining or using any statement filed under the Code of Conduct and Ethical Standards for Public Officials and Employees for any purpose contrary to morals of public policy or any commercial purpose other than by news and communication media for dissemination to the general public.
1st offense – Suspension (6 mos. 1 day to 1 year)
2nd offense – Dismissal
25. Recommending any person to any position in a private enterprise which has a regular or pending official transaction with his office, unless such recommendation or referral is mandated by (1) law, or (2) international agreements, commitment and obligation, or as part of the function of his office
1st offense – Suspension (6 mos. 1 day to 1 year)
2nd offense – Dismissal

B. The following are **less grave offenses** with the corresponding penalties:

1. Simple Neglect of Duty
1st offense – Suspension 1 mo. 1 day to 6 mos.
2nd offense – Dismissal
2. Simple Misconduct
1st offense – Suspension 1 mo. 1 day to 6 mos.
2nd offense – Dismissal
3. Gross Discourtesy in the course of official duties
1st offense – Suspension 1 mo. 1 day to 6 mos.
2nd offense – Dismissal
4. Violation of existing Civil Service Law and rules of serious nature
1st offense – Suspension 1 mo. 1 day to 6 mos.
2nd offense – Dismissal



5. Insubordination
1st offense – Suspension 1 mo. 1 day to 6 mos.
2nd offense – Dismissal
6. Habitual Drunkenness
1st offense – Suspension 1 mo. 1 day to 6 mos.
2nd offense – Dismissal
7. Unfair discrimination in rendering public service due to party affiliation or preference.
1st offense – Suspension 1 mo. 1 day to 6 mos.
2nd offense – Dismissal
8. Failure to file sworn statements of assets, liabilities and net worth, and disclosure of business interest and financial connections including those of their spouses and unmarried children under eighteen (18) years of age living in their households.
1st offense – Suspension 1 mo. 1 day to 6 mos.
2nd offense – Dismissal
9. Failure to resign from his position in the private business enterprise within thirty (3) days from assumption of public office when conflict of interest arises, and/or failure to divest himself of his shareholdings or interest in private business enterprise within sixty (60) days from assumption of public office when conflict of interest arises.
1st offense – Suspension 1 mo. 1 day to 6 mos.
2nd offense – Dismissal

C. The following are **Light Offenses** with corresponding penalties:

1. Discourtesy in the course of official duties
1st offense – Reprimand
2nd offense – Suspension 1-30 days
3rd offense – Dismissal
2. Improper or unauthorized solicitation of contributions from subordinate employees and by teachers or school officials from school children
1st offense – Reprimand
2nd offense – Suspension 1-30 days
3rd offense – Dismissal
3. Violation of reasonable office rules and regulations
1st offense – Reprimand
2nd offense – Suspension 1-30 days
3rd offense – Dismissal



4. Frequent unauthorized tardiness (Habitual Tardiness)
 - 1st offense – Reprimand
 - 2nd offense – Suspension 1-30 days
 - 3rd offense – Dismissal

5. Gambling prohibited by law
 - 1st offense – Reprimand
 - 2nd offense – Suspension 1-30 days
 - 3rd offense – Dismissal

6. Refusal to render overtime service
 - 1st offense – Reprimand
 - 2nd offense – Suspension 1-30 days
 - 3rd offense – Dismissal

7. Disgraceful, immoral or dishonest conduct prior to entering the service
 - 1st offense – Reprimand
 - 2nd offense – Suspension 1-30 days
 - 3rd offense – Dismissal

8. Borrowing money by superior officers from subordinates
 - 1st offense – Reprimand
 - 2nd offense – Suspension 1-30 days
 - 3rd offense – Dismissal

9. Lending money at usurious rates of interest
 - 1st offense – Reprimand
 - 2nd offense – Suspension 1-30 days
 - 3rd offense – Dismissal

10. Willful failure to pay just debts or willful failure to pay taxes due to the government
 - 1st offense – Reprimand
 - 2nd offense – Suspension 1-30 days
 - 3rd offense – Dismissal

The term “just debts” shall apply only to:

 1. Claims adjudicated by a court of law, or
 2. Claims the existence and justness of which are admitted by the debtor.

11. Lobbying for personal interest or gain in legislative halls and offices without authority
 - 1st offense – Reprimand
 - 2nd offense – Suspension 1-30 days
 - 3rd offense – Dismissal

12. Promoting the sale of tickets in behalf of private enterprises that are not intended for charitable or public welfare purposes and even in the latter cases, if there is no prior authority
 - 1st offense – Reprimand
 - 2nd offense – Suspension 1-30 days
 - 3rd offense – Dismissal



13. Failure to act promptly on letters and request within fifteen (15) days from receipt, except as otherwise provided in the rules implementing the Code of Conduct and Ethical Standards for Public Officials and Employees
 - 1st offense – Reprimand
 - 2nd offense – Suspension 1-30 days
 - 3rd offense – Dismissal

14. Failure to process documents within a reasonable time from preparation
 - 1st offense – Reprimand
 - 2nd offense – Suspension 1-30 days
 - 3rd offense – Dismissal

15. Failure to attend to anyone who wants to avail himself of the services of the office, or act promptly and expeditiously on public transactions
 - 1st offense – Reprimand
 - 2nd offense – Suspension 1-30 days
 - 3rd offense – Dismissal

16. Engaging in private practice of his profession unless authorized by the Constitution, law, or regulation, provided that such practice will not conflict with his official functions.
 - 1st offense – Reprimand
 - 2nd offense – Suspension 1-30 days
 - 3rd offense – Dismissal

17. Pursuit of private business, vocation or profession without the permission required by Civil Service rules and regulations
 - 1st offense – Reprimand
 - 2nd offense – Suspension 1-30 days
 - 3rd offense – Dismissal

Reference:

Uniform Rules on Administration Cases in the Civil Service



THE NORMS OF CONDUCT FOR PUBLIC OFFICIALS AND EMPLOYEES

RA 6713, otherwise known as the "*Code of Conduct and Ethical Standards for Public Officials and Employees*" was passed by the Senate and the House of Representatives on October 21, 1988 and February 1, 1989, respectively and approved on February 20, 1989. The law took effect on March 25, 1989 after its publication in the Official Gazette. The proponents of the law were Senators Jovito Salonga and Rene V. Saguisag. The Civil Service Commission (CSC) was tasked to promulgate and enforce this law. On April 2, 1989, the implementing rules of the Code was issued by the Commission.

RA 6713 as well as its Implementing Rules covers all officials and employees in the government, elective and appointive, permanent or temporary, whether in the career or non-career service, including military and police personnel, whether or not they receive compensation, regardless of amount.

One basic policy of government concerning employee's conduct and discipline states:

"It is the policy of the State to promote a high standard of ethics in public service. Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest."

Public Service is a Public Trust

In this light, government officials and employees, like us are therefore obliged to prove that we deserve the people's trust. Trust is the basis of your employment and tenure in public service. Once this trust is broken through misdeed or misconduct, we are held liable. We are answerable to the people for whom the government derives its power. The people's taxes sustain our salaries and other benefits. Hence, they expect that we serve them well.

NORMS OF CONDUCT

The following are the norms of conduct for government employees to be observed by us.

1. Commitment to Public Interest
2. Professionalism
3. Justness and Sincerity
4. Political Neutrality
5. Responsiveness to the Public
6. Nationalism and Patriotism
7. Commitment to Democracy
8. Simple Living

I. COMMITMENT TO PUBLIC INTEREST

Section 4 (a), R.A. 6713 states:

"Commitment to Public Interest - Public officials and employees shall always uphold the public interest over and above personal interest. All government resources and powers of their respective offices must be employed and used efficiently, effectively, honestly, and economically, particularly to avoid wastage in public funds and revenues."



In doing our work in our respective workplaces, we should be guided by public interest. Our decision should always promote the well-being or welfare of the community at large. Our decision should be for the interest of the common good or for the good of the people. *Commitment to. Common good means we have the ability to look beyond selfish or personal interest with a sense of justice and outrage at its violation.*

Moreover, commitment to public interest also means that you must not use your position, office, government affiliation, information or property to pursue your personal interest.

II. PROFESSIONALISM

Pursuant to Sec. 4. of RA 6713:

"Professionalism - Public officials and employees shall perform and discharge their duties and responsibilities with the highest degree of excellence, professionalism, intelligence and skill. They shall enter public service -with utmost devotion and dedication to duty. They shall endeavor to discourage wrong perceptions of their roles as dispensers or peddlers of undue patronage."

The professional is a person equipped with certain qualities and has a supportive environment behind him/her. There are five (5) dimensions to professionalism.

1. **Specialized Knowledge.** Professional work that involves a distinct area of knowledge or technology; a specialization, about which a high level of proficiency or familiarity is required.
2. **Skills** - is the application of knowledge or techniques to a particular situation or task. It is the way you put your specialized knowledge into practice.
3. **Standards** - is a measure or something established to serve as a ruler or basis of comparison in measuring or judging a capacity, quantity, quality, extent and/or value. Standard is also a criterion. Simply, standard in this case, refers to anything which measures the quality of your work.
4. **Spirit** - Refers to the *esprit d' corps* which is shared by people who have something in common. A positive spirit contributes to your feeling of empowerment and importance and creates a healthy environment in the workplace.
5. **Supportive Environment** - Licensure examinations are indicators of the support government that gives certain professionals like doctors and engineers. In the government, this supportive environment refers to external factors which foster support for professionalism. For example, the position title in your job provides you a sense of recognition. Organization rewards for performance as well as monetary and non-monetary benefits are also other forms of support mechanisms.

You cannot deny that there are some blocks outside your control. But there are blocks you can control. And one of these is your individual output.

An output is the thing you produced as part of your job, i.e., a course design, a letter-reply, approved permit, a clean office, etc.. As a professional government employee, you want your client to leave your office satisfied with your service.



You want your output to reflect your professionalism. Because you have the power or control over the results of your outputs, you can strive to produce an excellent output so that the public may best be served and you feel happy when you see your client leaves your office with a smile. So you also experience joy in your work, the positive side, that tells you it is worth after all to stay in public service.

III. POLITICAL NEUTRALITY

"Political Neutrality - Public officials and employees shall provide service to everyone without unfair discrimination and regardless of party affiliation or preference."

The concept of political neutrality may serve as an ethical guideline in the actions and decisions of government official and employees. It is a concept that promotes impartiality and objectivity in the exercise of your duties and responsibilities in the face of political bias and/or pressure.

To be neutral is to refrain from taking part directly or indirectly in a conflict/struggle between two or more competing groups. Hence, you are not supposed to favor any individual or group because of his/her political party affiliation.

Many politicians regard government service as part of the national spoils system. The attitude of many politicians is *"if-we win, woe to all of you, for I will replace you with my own people."* To move away from depending on politicians you can run to, you must see to it that you move up within the career ladder on the basis of merit.

Politicians must also see to it that they follow the principle of merit and fitness in personnel actions.

Administration officials and elective officials, therefore, as a rule, should not favor for instance those officials belonging to the political party of the administration in the release of funds in the implementation of government policies/projects.

As an employee in the government, you are prohibited to participate actively in political campaigns. Your only duty is to vote. However, this rule does not apply to informal private discussions among your co-workers. You are free to say whatever you wish. So you can say why you like this particular candidate. But you must not use your position to further the ends of your candidate.

IV. JUSTNESS AND SINCERITY

Section 4, RA 6713 states:

Justness and Sincerity - Public officials and employees shall remain true to the people at all times. They must act with justness and sincerity and shall not discriminate against anyone, especially the poor and the underprivileged. They shall at all times respect the rights of others, and shall refrain from doing acts contrary to law, good morals, good customs, public policy, public order, public safety, and public interest. They shall not dispense or extend undue favors on account of their relatives whether by consanguinity or affinity except -with respect to appointments of such relatives to positions considered strictly confidential or as members of their personal staff whose terms are coterminous -with theirs.



Justness and sincerity are virtues which you must possess to "remain true to the public at all times." In the context of the law, justness means an impartial decision of conflicting claims; a fair determination of a problem or situation requiring action. Sincerity, on the other hand may be defined as a state of mind which is truthful, free from hypocrisy or deceit. As applied to public officials, justness requires open-mindedness, sincerity and humility. You have to have an open mind before making a decision so that it will be free from prejudice and an honest and humble mind disposed to admit a mistake and to correct it.

An unjust decision is perpetuated by intellectual pride and mental dishonesty. Discrimination is caused by religious or political affiliation, regionalism or social status. Favoritism, on the other hand, is caused by family relationship, or by any of the abovementioned considerations. Justness and sincerity come into play in the following areas: office discipline, promotion/demotion of the staff, incentives and rewards, performance appraisal, and decisions/actions on grievances of the people.

To be just and sincere means to serve people without discrimination. You must serve them just like everybody else, regardless of where they come from, how they look or how they dress; regardless of position, rank or status and religious affiliation. It also means to be fair, honest and truthful.

Justness and sincerity stemmed from a basic value called **honesty**. Honesty leads not only to justness and sincerity, but also to loyalty, fairness and the truth.

V. RESPONSIVE TO THE PUBLIC

***Responsiveness to the Public** - Public officials and employees shall extend prompt, courteous, and adequate service to the public. Unless otherwise provided by law or when required by the public interest, officials and employees shall provide information on their policies and procedures in clear and understandable language, ensure openness of information, public consultations and hearings and whenever appropriate, encourage suggestions, simplify and systematize policy, rules and procedures, avoid red tape and develop an understanding and appreciation of the socio-economic conditions prevailing in the country, especially in the depressed rural and urban areas.*

Responsiveness refers to your awareness of other people's needs with the ability to give the appropriate assistance to such needs. It is being sensitive to the needs and demands of the client where delivery of public goods and services are concerned.

It is simply serving people courteously, promptly and adequately. You are responsive if you are mindful of how the people who go to your office feel. They must not be kept waiting for so long. How would you feel if you have to wait for three hours or sometimes the whole day before you can get a clearance or a passport or a permit? Responsiveness means "*Mamamayan Muna, Hindi Mamaya Na*". It means, serving the citizens first.

Responsiveness also means making government systems, administrative procedures, routines easy for the public to access to your agency's services, (it is making the clients comfortable by providing them administrative ease and convenience such as setting up public assistance counter in an office or agency, waiting sheds, and even wash/rest rooms.



VI. NATIONALISM AND PATRIOTISM

Section 4, RA 6713 states:

***Nationalism and Patriotism** - Public officials and employees shall at all times be loyal to the Republic and to the Filipino people, promote the use of locally-produced goods, resources and technology, and encourage appreciation and pride of country and people. They shall endeavor to maintain and defend Philippine sovereignty against foreign intrusion.*

You may feel happy because you are a Filipino. You may not want to imagine yourself other than as a Filipino. You may also feel sad, dissatisfied or even disgusted about being a Filipino. Whatever the feelings maybe, it is good to be aware of them.

Nationalism and patriotism is anchored on love for one's country. It encompasses active awareness, appreciation and being proud of the Philippines. It is that feeling of having a sense of national identity and/or a sense of nationhood. It is being aware of the binding forces that unite Filipino people such as common soil, common ancestry/kinship of blood, and a common destiny.

Today, you don't have to be a martyr to show your love for your country. In your own small ways, you can show your love for the country in the proper disposal of garbage, keeping your place clean and green, saving water and electricity, serving people with utmost diligence, patronizing Filipino products, voting in an election and a lot more ways.

On a higher plane, you can show your nationalism and patriotism if you are courageous enough to fight drug addiction, guard the sanctity of the ballot, expose graft and corruption in government, protect the threatened environment, shield the gullible against the rapacious, and/or defend the rights of the defendless.

VII. COMMITMENT TO DEMOCRACY

Section 4, RA 6713 states:

***Commitment to democracy** - Public officials and employees shall commit themselves to the democratic way of life and values, maintain the principle of public accountability, and manifest by deeds the supremacy of civilian authority over the military. They shall at all times uphold the Constitution and put loyalty to country above loyalty to persons or party.*

Democracy is both a form of government and a way of life. As a form of government, it simply means "a government for the people, by the people and of the people." In a democratic form of government, the people enjoy freedom and sovereignty, justice as well as human rights.

The Prominent Features of Democracy are:

- (a) rule of law and not of men;
- (b) sovereignty of the people;
- (c) government officials and employees are accountable to, and are merely trustees of the people;
- (d) supremacy of the civilian authority over the military at all times;



- (e) separation of Church and State;
- (f) existence of three branches of government (executive, legislative and judiciary) that have separate powers and that balance/check one another;
- (g) judicial independence;
- (h) inviolability of the civil and political rights of citizens as well as their human rights
- (i) presence of at least a two-party system;
- (j) regular elections to enable the people to select their officials;
- (k) fixed term elective positions;
- (l) presence of a civil service system that is founded on merit and fitness; and
- (m) governance and decision-making through transparent process, consensus, majority rule and popular consultations.

As a way of life, it is founded on the following cardinal principles:

- (a) Man is a rational being, capable of resolving his problems and improving his life by the application of reason;
- (b) Man is moral being — basically respectable, has dignity, considerate at the rights of others, and able to balance the public interests against his own corporate or self-interest;
- (c) Men are equal before the law in terms of rights, opportunity, dignity and honor; and
- (d) Men will use their morality and rationality to achieve a better life for themselves, their families and groups, as well as for their country.

VIII. SIMPLE LIVING

Simple Living - Public officials and employees and their families shall lead modest lives appropriate to their positions and income. They shall not indulge in extravagant or ostentatious display of wealth in any form.

It is safe to assume that most government employees are neither rich nor poor. A lifestyle beyond this perceived standard, extravagance and ostentatious display of wealth is subjected to public suspicion and criticism, and of indignation, specially when the officials' or employees' income does not conform with their extravagant lifestyles. Such suspicion and/or criticism results in degradation of public service.

The provision on simple living is one of the values that you must inculcate in your mind and in your heart. It is not an affront or impingement on your private rights, specially, if you say you can anyway afford the jewelries and fashionable clothes.

Simple living is not just a value. It is an alternative lifestyle. It is living within one's means or income.



8.3. CIVIL SERVICE COMMISSION MC 14, S. 1991

SUBJECT: DRESS CODE PRESCRIBED FOR ALL GOVERNMENT OFFICIALS AND EMPLOYEES

In line with RA 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) CSC hereby prescribes the following as the Dress Code for all government officials and employees when reporting for work:

1. Office uniform shall be worn as scheduled;
2. On days when exempted from wearing office uniform, they must be dressed appropriately; (No party attire, picnic clothes, sandos, tight-fitting, seductive, micro-mini, transparent dresses – (for female employees);
3. Walking shorts, pedal pushers, leggings, tights, jogging and maong pants shall likewise be prohibited;
4. The use of too much costume, jewelry, flashy bangles and similar accessories shall likewise be prohibited; display of expensive jewelry is strongly discouraged except in official and special celebrations.
5. Wearing of heavy make-up is likewise prohibited;
6. Wearing of slippers, sandals, bakya is banned;
7. It is likewise, considered taboo to use curlers, turbans and bandannas during office hours within office premises.

Any violation of this circular shall be a ground for disciplinary action.

For strict compliance.

(SGD.) PATRICIA A. STO. TOMAS
Chairman

April 23, 1991



8.4. CIVIL SERVICE COMMISSION MC 11, S. 2005

SUBJECT: REVISED POLICIES ON CSC ACCREDITATION PROGRAM

The Civil Service Commission, in CSC Resolution NO. 050312 dated March 2, 2005, prescribes the following revised policies on Civil Service Accreditation Program (CSCAP)

I. The CSC Accreditation Program

The CSC Accreditation Program empowers constitutional bodies, departments or agencies of the national government, local government units, government-owned or controlled corporations with original charters, and state universities and colleges to take final action on appointments to positions in the first, second and third levels of the career service, including equivalent positions in the non-career service.

The Agency will be accredited on the basis of its capability for accreditation after assessment and response to the assistance rendered by the CSCRO/CSCFO through the Personnel Management Assessment and Assistance Program (PMAAP) pursuant to CSC Resolution No. 041365 dated December 7, 2004, otherwise known as the "Revised Policies on Personnel Inspection and Audit."

II. Objectives

The Revised CSC Accreditation Program is designed to empower agencies to become self-managed in human resource management and development. Towards this end, the CSC will assist agencies in improving their performance on personnel management and development, and ensuring compliance with the Civil Service Law and rules on personnel actions.

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XI. Effectivity. This Memorandum Circular shall take effect after fifteen (15) days from publication in a newspaper of general circulation.

(SGD.) KARINA CONSTANTINO-DAVID
Chairman

31 March 2005

** OMSC is an accredited institution by CSC since 1999*



8.5. CIVIL SERVICE COMMISSION MC 02, S. 1992

SUBJECT: PROHIBITION AGAINST PARTISAN POLITICAL ACTIVITY/CAMPAIGN

To ensure the holding of free, orderly, honest, peaceful and credible registration of voters on February 1, 1992 and the national and local elections on May 11, 1992, the Commission on Elections, in its Resolution No. 2331 promulgated on January 2, 1992, deputized the Civil Service Commission, through the Chairman and other officials, among others, to enforce and implement the prohibition against electioneering or partisan political activity/campaign specifically provided in paragraph 4, Section 2(b), Article IX-B of the 1987 Constitution which reads, thus:

“(4) No officer or employee in the Civil Service shall engage, directly or indirectly, in any electioneering or partisan political campaign.”

In relation thereto, Section 55, Chapter 8, Subtitle A, Book V of Executive Order No. 292 (Administrative Code of 1987), reads:

“Section 55. **Political Activities.**- No officer or employee in the civil service including members of the Armed Forces, shall engage directly or indirectly in any partisan political activity or take part in any election except to vote nor shall he use his official authority or influence to coerce the political activity of any other person or body. Nothing herein provided shall be understood to prevent any officer from expressing his views on current political problems or issues, or from mentioning the names of candidates for public office whom he supports: Provided, That public officers and employees holding political offices may take part in political and electoral activities but it shall be unlawful for them to solicit contributions from their subordinate or subject to any of the acts involving subordinates prohibited in the Election Code.”

x - x - x

It is further informed that the offense of engaging directly or indirectly in partisan political activities by one holding non-political office is classified as a grave offense, punishable by the penalty of **DISMISSAL** from the service pursuant to CSC MC No. 30, S. 1989 (Guidelines in the Application of Penalties in Administrative Case)

For strict compliance.

This Memorandum Circular shall take immediately.

(SGD.) SAMILO N. BARLONGAY
Acting Chairman

January 28, 1992



8.6. CIVIL SERVICE COMMISSION MC 07, S. 1999

SUBJECT: POLICY ON WORKING CONDITIONS AT THE WORKPLACE RELATIVE TO SMOKING PROHIBITION

Pursuant to CSC Resolution No. 98-3023 dated November 19, 1998 and in line with the need to guarantee a smoke-free environment and healthy workforce, the Civil Service Commission hereby adopts and promulgates the policy of NO SMOKING in 1) government agency premises to include state colleges and universities: offices and grounds, except for designated smoking areas and 2) during work hours whether the employees is in the office or in the field.

To ensure strict implementation of the above policy, all government agencies are hereby enjoined to undertake the following courses of action:

Assign or designate smoking areas within or outside office premises. Whenever possible, these should be open spaces or separate areas away from crowds or aggregates of people, should have proper ventilation and with exhaust fans, potted plants and cigarette bins for proper disposal of cigarette butts. Agencies should strictly prohibit smoking in places clearly specified in Memorandum Circular No. 30, S. 1991 and places other than those designated as smoking areas.

The act of smoking covers carrying of lighted cigarettes, cigars, pipes of other smoking paraphernalia whether or not it is being puffed, inhaled or smoked.

Conduct a study to identify smokers in the organization and adopt a program that will encourage and assist said smokers to control and eventually give up smoking. This program may include conduct of symposia and other education and information campaign, counseling and rehabilitation, and other health and physical fitness program.

Every government agency is hereby encouraged to aim and achieve a smoke-free organization and smoke-free workplace. A smoke-free organization is one where there are no smokers or no body smokes and a smoke-free workplace is one where clean air abounds.

X – X – X

This Memorandum shall take effect immediately.

(SGD.) CORAZON ALMA G. DE LEON
Chairman

15 March 1999



8.7. CIVIL SERVICE COMMISSION MC 02, S. 1995

SUBJECT: RECITATION OF “PANUNUMPA NG KAWANI NG GOBYERNO” AND SINGING OF “AWIT NG SERBISYO SIBIL” AS PART OF THE FLAG RAISING AND LOWERING CEREMONIES ON MONDAYS AND FRIDAYS

Consistent with the government’s effort to institutionalize behavioral reforms in the bureaucracy with the end view of enhancing the delivery of public services for total client’s satisfaction, and pursuant to CSC Resolution No. 95-0598, the recitation of “Panunumpa ng Kawani ng Gobyerno” and singing of “Awit ng Serbisyo Sibil”, henceforth, shall be part of the raising and lowering ceremonies of Mondays and Fridays.

As reform mechanisms, the regular recitation of Panunumpa ng Kawani and singing of Awit ng Serbisyo Sibil aim to reorient the work attitude of government officials and employees by constantly reminding them of how they must conduct themselves as public servants to bring about a more responsive, efficient and committed public service.

Copies of the “Panunumpa” and “Awit” are attached for reference. The CSC Regional or Provincial Offices shall render the technical assistance necessary in the implementation of this Memorandum Circular.

This Memorandum Circular takes effect immediately.

(SGD.) PATRICIA A. STO. TOMAS
Chairman

February 07, 1995



8.8. CIVIL SERVICE COMMISSION MC 01, S. 1997

SUBJECT: REVISED QUALIFICATION STANDARDS

Pursuant to Resolution No. 97-0404 dated January 24, 1997, the Civil Service Commission repeals MC No. 46, s. 1993 and adopts the new Qualification Standards Manual for positions in the civil service and the following policies:

1. The qualification standards prescribed in the Manual are the minimum and basic requirements of the position. Agencies, however, are not precluded from establishing higher standards for their positions without any need of approval from the Commission. Where higher standards are established by the agencies, these should be maintained and serve as their guide in the selection of appointees;
2. In determining the relevance of the education and experience requirements, reference shall be made to the duties and responsibilities attached to the positions and the occupational groupings where they belong;
3. Appointees to Police Officer and Senior Police Officer positions in the Philippines National Police must have passed any of the following examinations:
 - a. INP Entrance Examination;
 - b. Police Office 3rd Class Examination; and
 - c. CSC Police Officer Entrance Examination.

Eligibilities resulting from the above examinations shall be appropriate not only for uniformed but also for non-uniformed first level positions in the Fire and Jail Bureaus.

Holders of Career Service Sub-professional eligibility may be considered for appointment under temporary status to Police Officer I position in the absence of Police Officer eligibility;

4. Contractual and casual employees must meet the requirements prescribed by the qualification standards except eligibility, unless special laws such as Board Laws require otherwise;
5. Qualification Standards for newly created positions shall be prescribed by the Commission upon receipt of the list of the newly created positions;
6. The educational requirement for appointment to division chief positions which are categorized as such based on the following criteria shall be a masteral degree:
 1. Career positions;
 2. Salary Grade 24; and
 3. The highest positions in the division/department or in the hierarchy as reflected in the Index of Occupational Services (IOS) carrying a Salary Grade of 24;
7. The degree of Doctor of Medicine, Bachelor of Laws, Doctor of Dental Medicine/Dental Surgery, and Doctor of Veterinary Medicine shall be considered the appropriate educational attainment for appointment to Division Chief positions;



OCCIDENTAL MINDORO STATE COLLEGE
Administrative Manual of Operations
1st Revision

8. Appointees to the following positions shall not be required to have a masteral degree:
 1. Non-career positions such as: Casual, Contractual, Confidential or Coterminous;
 2. Positions with Salary Grade allocation lower than 24;
 3. Staff positions with SG 24 or above, such as Executive Assistant VI, Conciliator and others;
 4. Other positions under the Career Executive Service (CES) with salary grade 25 and above;
9. For certain positions under CSC M.C. No. 11, s. 1996, the Career Service Professional and/or Subprofessional eligibilities are also appropriate. Applicants to these positions need take the skill test if they already possess the CS Professional or Subprofessional eligibility;
10. The Career Service Executive Eligibilities (CSEE) shall be appropriate to all positions in the third level.

This Memorandum Circular takes effect 15 days after its publication in a newspaper of general circulation.

(SGD.) RAMON P. EREÑETA, JR.
Acting Chairman

January 24, 1997



8.9. CIVIL SERVICE COMMISSION MC 08, S. 2004

SUBJECT: GUIDELINES ON THE GRANT OF PARENTAL LEAVE TO SOLO PARENTS

Pursuant to CSC Resolution No. 040284, dated March 22, 2004, the following guidelines on the grant of parental leave to solo parents are hereby prescribed for the guidance of all concerned:

I. OBJECTIVES:

1. To identify employees considered solo parents;
2. To clarify the scope and conditions on the grant of parental leave; and
3. To provide uniform interpretation and implementation of the Rules on the grant of parental leave.

II. DEFINITION OF TERMS:

As defined in Section 6, Article III of the Implementing Rules and Regulations (IRR) of Republic Act 8972, the following terms shall mean as follows:

1. Parental Leave – shall refer to leave benefits granted to a solo parent to enable said parent to perform parental duties and responsibilities where physical presence is required;
2. Parental responsibility – with respect to minor children shall refer to the rights and duties of the parents as defined in Article 220 of Executive Order No. 209, as amended, otherwise known as the “Family Code of the Philippines”, and hereunder enumerated as follows:

To keep them in their company, to support, educate and instruct them by right precept and good example and provide for their upbringing in keeping with their means;

To give them love and affection, advice, counsel, companionship and understanding;

To provide them with moral and spiritual guidance; inculcate in them honesty, integrity, self-discipline, self-reliance, industry and thrift; stimulate their interest in civic affairs, and inspire in them compliance with the duties of citizenship;

To furnish them with good and wholesome educational materials, supervise their activities, recreation and association with others, protect them from bad company, and prevent them from acquiring habits detrimental to their health, studies and morals;

To represent them in all matters affecting their interest;

To demand from them respect and obedience;

To impose discipline on them as may be required under the circumstances; and

To perform such other duties as imposed by law and upon parents and guardians.

Omnibus Rules on Leave
Rule XVI of the Omnibus Rules



Implementing Book V of E.O. 292

1. *Maternity Leave* refers to leave of absence granted to female government employees legally entitled thereto in addition to vacation and sick leave. The primary intent or purpose of granting maternity leave is to extend working mothers some measures of financial help and to provide her a period of rest and recuperation in connection with her pregnancy.
2. *Paternity Leave* refers to the privilege granted to a married male employee allowing him not to report for work for seven (7) days while continuing to earn the compensation there for, on the condition that his legitimate spouse has delivered a child or suffered a miscarriage, for purposes of enabling him to effectively lend care and support to his wife before, during and after childbirth as the case may be and assist in caring for his newborn child.

III. COVERAGE

Any individual in the government service who falls under any of the following categories shall be considered a Solo Parent for the availment of Parental Leave.

1. A woman who gives birth as a result of rape and other crimes against chastity, even without a final conviction of the offender: Provided, That the mother keeps and raises the child;
2. Parent left solo or alone with the responsibility of parenthood due to any of the following circumstances:
 - death of spouse
 - detention of the spouse or service sentence for a criminal conviction for at least one (1) year;
 - physical/mental incapacity of spouse as certified by a public medical practitioner;
 - legal separation or de facto separation from spouse for at least one (1) year provided s/he has custody of the children;
 - declaration of nullity or annulment of marriage as decreed by a court or by a church, provided s/he has custody of the children; and
 - abandonment of spouse for at least one year;
3. Unmarried person who has preferred to keep and rear the children instead of having others care for them or give them up to a welfare institution;
4. Any other person who solely provides parental care and support to a child or children provided said person is duly licensed as a foster parent by the DSWD or duly appointed legal guardian by the court;
5. Any family member who assumes the responsibility of head of family as a result of the death, abandonment, disappearance or prolonged absence of the parents or solo parent: Provided, that such abandonment, disappearance, or absence lasts for at least one (1) year.



IV. CONDITIONS FOR AVAILING OF PARENTAL LEAVE

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

1. The solo parent must have rendered government service for at least one (1) year, whether continuous or broken, reckoned at the time of the effectivity of R.A. 8972 on September 22, 2002 and regardless of employment status.
2. The parental leave shall be availed of every year and shall not be convertible to cash unless specifically agreed upon previously. If not availed of within the calendar year, said privilege shall be forfeited within the same year.
3. The parental leave shall be availed of on a staggered or continuous basis, subject to the approval of the head of agency/office. In this regard, the solo parent shall submit the application for parental leave at least one (1) week prior to its availment, except on emergency cases.
4. The solo parent employee may avail of parental leave under any of the following circumstances:
 - attend to personal milestones of a child such as birthdays, first communion, graduations and other similar events;
 - perform parental obligations such as enrollment and attendance in school programs, PTA meetings and the like;
 - attend to medical, social, spiritual and recreational needs of the child; and
 - other similar circumstances necessary in the performance of parental duties and responsibilities, where physical presence of a parent is required.

V. CONDITION FOR TERMINATION OF PARENTAL LEAVE PRIVILEGES

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

VI. PROCEDURES IN AVAILING OF PARENTAL LEAVE

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

1. Secure a Solo Parent Identification Card from the City/ Municipal Social Welfare and Development Office. The Identification Card is valid for one year from issuance but renewable yearly. Failure to renew the card means that his/her status as solo parent has ceased or has changed.



2. Submit the accomplished application form (CS Form No. 6) duly supported with certified true copies of the Solo Parent ID and birth certificate of the child/children or other requirements such as medical certificate, if necessary.

VII. RESPONSIBILITY/ OBLIGATION

1. Solo Parent Employee submits the application for parental leave duly supported with the necessary requirements.

Falsification of supporting documents or any misrepresentation in the application of parental leave will render the solo parent employee administratively liable without prejudice to criminal liability.

2. Immediate Supervisor/Division Chief recommends approval/ disapproval of the application based on the supporting documents submitted.
3. Head of Agency/ Office approves/ disapproves the application.
4. Human Resource Management Officer/ Personnel Officer shall:
 - 4.1. Evaluate the application for parental leave;
 - 4.2. Verify the authenticity of the documents submitted;
 - 4.3. Monitor the status of the solo parent and conduct the necessary investigation to determine if ground for termination and withdrawal of the benefit exist;
 - 4.4. Ensure the proper implementation of the guidelines; and
 - 4.5. Record availment of parental leave.

Please be guided accordingly.

This shall take effect fifteen (15) days after publication of CSC Resolution 04 – 0284 dated March 22, 2004 in a newspaper of general circulation.

(SGD.) KARINA CONSTANTINO – DAVID
Chairperson

24 March 2004

* CSC Resolution No. 04 – 0284 was published on March 24, 2004 in the Today newspaper.



8.10. CIVIL SERVICE COMMISSION MC 19, S. 2012

SUBJECT: OBSERVANCE OF FLAG CEREMONIES

Republic Act No. 8491, otherwise known as the “Flag and Heraldic Code of the Philippines” requires all government offices and educational institutions to observe the flag-raising ceremony every Monday morning and the flag-lowering ceremony every Friday afternoon.

It has been observed that if the regular or special holidays fall on Mondays and Fridays, some government offices do not hold flag-raising and flag-lowering ceremonies.

To ensure that government employees regularly accord respect to the Philippine Flag and to provide a venue where they will be constantly reminded of how they must conduct themselves as public servants, all heads of government agencies are enjoined to schedule a flag raising ceremony every Monday, or the next working day if Monday is declared a holiday, and a flag-lowering ceremony every Friday or on the last working day of each week. Agencies are advised to conduct the flag-raising and flag-lowering ceremonies at 8 o’clock in the morning and 5 o’clock in the afternoon, respectively.

Agency heads are, likewise, enjoined to establish internal guidelines to strictly monitor the attendance of their personnel in the flag ceremonies and ensure strict compliance.

This Memorandum Circular shall take effect immediately.

Please be guided accordingly.

(SGD) FRANCISCO T. DUQUE III, MD, MSc
Chairman

12 November 2012



IX. OPERATIONAL POLICIES AND PROCEDURES

9.1. Policies on the Maintenance, Supervision and the Use of the Computer Laboratory

To improve the laboratory services in and ensure safekeeping/maintenance of ICT equipment the following policies are hereby formulated.

A. Students

1. Only students who are enrolled in computer laboratory are allowed entry at their scheduled laboratory meetings.
2. Students are only allowed to enter the computer laboratory in the presence of their instructor.
3. No student will be allowed to open/use the computer without any instructions from the instructor or his authorized representative or the IT Custodian.
4. Each student will be assigned a specific and a permanent computer terminal throughout the semester as documented by a seat-plan.
5. Upon entering the computer laboratory room, students must leave their bags on the shelves found at the entrance of computer laboratory. Only cell phones and wallets can be brought inside the premises. Any other important devices may be deposited at the Laboratory Custodian for safekeeping during the Laboratory period.
6. In case any problem arises in a particular terminal, the student must inform his/her instructor immediately, who in turn shall require a student aide/IT Custodian to perform trouble-shooting. An Incidence Report in 3 copies shall be prepared, the original for the Dep't Chair, duplicate for the Supply Officer and triplicate for the Laboratory File. Repairs involving replacement of parts and general checking of PC hardware must be done under the supervision of the School Technician.
7. Students should never interfere with the original computer configuration or setup: BIOS setup, operating system setup, files and directory created and the like.
8. Any damage or loss of equipment of peripherals will be charged to the class or individual concerned who failed to practice due care in the use of equipment and peripherals.
9. Five minutes shall be allotted by each class for housekeeping before leaving the premises. Trash should be disposed on the appropriate bins.
** Students who violate any of the rules shall be reported to and sanctioned by the office of the Students Affairs*

B. The Following are prohibited inside the Laboratory



1. Bringing of sign pens, pentel pens, permanent markers and the like; likewise CD, radio, walkman, pager, cellular phones must not be used within the premises at all times.
2. Bringing of diskettes/USB; Students are advised to save their files on the network's common disk.
3. Unauthorized copying of software or using illegally copied software.
4. Vandalism such as writing on PCs, taking parts of keyboard, mouse, etc. Violators are directly liable for losses or damage.
5. Booting up computers from floppy disk.
6. Adding, deleting, or modifying any PC configuration and settings.
7. Playing games and creating noise.
8. Viewing, copying, downloading, or scanning pornographic materials in any form.
9. Eating, drinking and smoking inside the laboratory room.

**Only laboratory personnel/IT Technician has the right to perform modification, repairs or alterations of any hardware in the laboratory room.*

C. Responsibilities of the Faculty Members:

1. Faculty members who use the laboratory should discuss the policies on the use of Computer Laboratory to their classes and make sure that their students observe the policies.
2. Instructor should stay inside the computer laboratory during the entire duration of the laboratory class.
3. Once inside the laboratory room, the instructor must sign the Daily Computer Laboratory Inventory Report Form and indicate the time s/he conducted her class, likewise if s/he is about to leave s/he must also sign the log book indicating the time s/he had left the laboratory.
4. Laboratory seating arrangements must be strictly implemented. In case the instructor wants to change the seating arrangement of the students in a particular laboratory class, the instructor should ask the computer laboratory assistant to provide a logbook to be filled-out by the students.
5. If the instructor encounters any problems with regard to peripherals or any hardware inside the laboratory room, s/he must fill out the hardware problem log form provided. Likewise if there are any problems encountered in application programs or operating system, the instructor must log/fill out the software problem log form provided and hand it over to the Laboratory Custodian.



6. The instructor must allow the computer laboratory custodian to check the completeness of all computer peripherals five minutes before the end of his/her class. This will establish accountability for losses, if any.
7. Every class should leave the laboratory room clean and orderly. For this purpose, the last five minutes of the laboratory class will be spent for housekeeping. The Instructor will supervise the activity.

D. Responsibilities of the Custodian/ Student Aides:

D.1. Custodian

1. In-charge of maintaining all computer equipment (desktops, servers, computer peripheral and accessories) in the computer laboratory.
2. Performs troubleshooting, configuration/reconfiguration of computer hardware in the Computer Lab.
3. Keeps an updated inventory of facilities, equipment and all other properties and prepares an inventory report of all items at the end of each quarter specifying the item, location, status and recommendation. Maintains an inventory of and monitors access to and disposal of all the properties/ equipment/ supplies used by the computer laboratories.
4. Implements prescribed policies and operating guidelines set for all school personnel who will use the computer laboratory. Reports promptly in writing, all incidents that may threaten data security, system security and the likes.
5. Assists network administrator when needed.
6. Custodian of the following logs:
 - 6.1. Borrower's Slip
 - 6.2. Log book for teachers who enter the laboratory rooms.
 - 6.3. Laboratory Clearance for the teachers with laboratory classes
 - 6.4. LOGBOOK OF ITEMS for safekeeping.
7. Organizes lab schedules in cooperation with the instructors.
8. Keeps records of equipment and lab supplies, and maintain the security of the lab.
9. Supervises Student Aides in the following areas:
 - 9.1. Opening and closing of the IT Laboratory (with the involvement of the last period faculty member)
 - 9.2. Preparation of incident report of computer failure/s in booting up.
 - 9.3. Preparation of Request for maintenance check-up and repair of equipment
 - 9.4. Accomplishment of Pre and Post-repair inspection reports.
10. Performs other related functions in the exigency of the service.



D.2. Student Aides/Custodians

1. Accomplish Checklist of Equipment Inventory indicating therein their presence/absence and the status of each whether operational or malfunctioning at the start and end of their duty or official time duly acknowledged by the Lab Instructor.
2. Maintain logbook of accountability for IT equipments that are not within the Laboratory premises and are on loan to Instructors/Dep't Chair.
3. Maintain overall cleanliness of the Laboratory Room.
4. Conduct general maintenance servicing of computer twice a year during Summer Break and Semestral Break.

9.2. HRM Laboratory Policies

A. Hot and Cold Kitchen

1. **Hot kitchen** - is built for the purpose of providing the students with spacious and complete laboratory tools and equipment for their activities and income generating project of the institution. It is situated in one of the six classrooms in the new HRM building with 7x8 sq. m. floor area. It has two demonstration tables, six individual sink with gooseneck faucet, one industrial oven and six la Germania oven attached in every sink. The room is provided also with one ceiling fan, one exhaust fan and six fluorescent lamps. It is also the venue for food preparation and storage during catering functions.
2. **Cold kitchen** – is adjacent to the hot kitchen with the same floor area. Found in it are the different tools being used by the students every laboratory period. This is where cold dishes are being prepared.

Hot and Cold kitchen have the same rules to follow, headed by the custodian under the office of the department chairman and campus director.

The instructor in charge shall be the authorized Custodian of the Hot and Cold Kitchen Laboratory together with the Laboratory Assistant of the HRM Department.

B. General rules on the use of the HRM laboratory

1. Hot and Cold kitchen is strictly for HRM students who are taking food laboratory subjects
1. The laboratory instructor shall conduct an orientation on good laboratory practices and laboratory rules and regulation.
3. The hot and cold kitchen shall only be opened during regular laboratory and catering schedule.
4. Instructors must submit their laboratory schedule prior to arrangement in the use of laboratory.



5. Before entering in the laboratory, students are obliged to log in.
6. Belongings of students may be put in shelves, inside the laboratory, as assigned by the laboratory instructor.
7. Rules and regulation (see section 4) shall be followed at all times.

C. Seminar and Workshop

1. A formal letter stating the date and reason for requesting the usage of HRM laboratory must be submitted one week before the actual date of the event.
2. Initial approval from the laboratory custodian must be sought by the group or individual requesting for the use of the laboratory.
3. Department Chair approves the request
4. Accountability for all the tools and equipment to be used during the seminar/workshop will be on the participant/s and organizer/s of the aforementioned event.

D. Monitoring and Accountability

D.1. Regular Laboratory Use

1. The laboratory instructor assigned to an HRM laboratory class will be directly and generally responsible for the HRM laboratory activities, maintenance of discipline and implementation of safety and first-aid measure during laboratory hours.
2. The laboratory assistant/helper shall help the laboratory instructor in the HRM laboratory activities such as:
 - 2.1. Opening and closing of the HRM laboratory room;
 - 2.2. Issuing of borrower's slip and giving the requested tools and equipment;
 - 2.3. Supervising laboratory activities;
 - 2.4. Maintaining cleanliness of the HRM laboratories at all times;
 - 2.5. Implementing safety policies and environmental management system of the school;
 - 2.7. Provide first aid, if necessary in case of medical emergencies;
 - 2.8. Reporting any loss or breakage of HRM laboratory tools and equipment for replacement purposes.

D.2. Borrowing Laboratory Tools and Equipment

1. The borrower shall secure HRM laboratory borrower's slip from the custodian. The duly-accomplished form together with the identification card of the group representative approved by the HRM laboratory custodian.



2. The laboratory assistant shall issue those materials to the borrower's in good condition before the laboratory hours.
3. Only the group representative will go inside the stockroom to get the necessary tools and equipment.
4. The borrowers shall check and count the quantity of the borrowed materials against the slip.
5. The borrowers shall return the materials, clean, dry and in good condition after the laboratory activity and shall claim their ID card.
6. In case of breakage and loss of the borrowed materials, the student (s) concerned shall be made liable to replace the broken/damaged materials.

D.3. Laboratory Cleaning

1. All the users of the HRM laboratory shall be responsible for maintaining the general cleanliness of the HRM laboratory.
2. The laboratory instructor together with the laboratory assistant shall be responsible in supervising the maintenance of the HRM laboratory at all during laboratory hours.
3. The laboratory custodian and assistant shall require cleaning of tools and equipment every Monday.
4. Professional cleaning shall be done two times per academic year for proper safekeeping.

E. Repair and Maintenance

1. The laboratory assistant, upon supervision of the laboratory custodian, shall be responsible for the maintenance of the tools, equipment, facilities and general laboratory area.
2. The laboratory custodian and assistant will do the inventory activity together with the supply officers, and inventory which will be done every end of the semester.
 - 2.1. Only physically counted materials and equipment will be included in the inventory
 - 2.2. Damaged or non-functioning HRM tools, equipment and other facilities shall be reported by the laboratory custodian for repair/replacement.

F. Safety and Emergency Procedure

1. Conduct an orientation on the first meeting of the term regarding good laboratory practices, including safety precautions in a laboratory setting.



2. Ensure the safety of all the (expendable) materials to be used by the students.
3. Ensure the general safety of the HRM laboratory before actual use by the students
4. Ensure that the students are wearing personal protective equipment or proper uniform inside the laboratory at all times.
5. Get help in moving heavy hot containers.
6. Minor and major injuries due to laboratory activity should be reported to any laboratory personnel for first aid administration
7. Locate exits, fire extinguisher, eyewash and first aid kit in case of accident.
8. Use flame only when necessary and as directed by the laboratory instructor.
9. Use tongs and heat resistant mittens in handling hot objects.
10. Use knives and other sharp or pointed instrument with caution.
11. Pull plugs, not cord when inserting and removing electrical plugs.
12. Do not touch metal conductors

G. Food Preparation Operations

1. Do not spit or dump any bodily fluid in the sink or in any trash bins.
2. Keep floor clean and dry.
3. Never use a handkerchief in lieu of a towel.
4. Never taste food from the mixing bowl or cooking spoon.
5. Never leave in the kitchen food which will spoil easily.
6. Never engage in unnecessary conversation while food is being prepared.
7. Never use jewelry while cooking.
8. Never allow fruit and vegetable peelings to drop on the working table.
9. Never sweep or dust while preparing food.
10. Never leave the stove unclean after cooking.
11. Place food scraps in proper container.
12. Protect food from foreign substance by covering it after the preparation.
13. Wear facemask if you have cough/colds.
15. Wash hands before and after performing food operations.
16. Wipe spills using clean rags and mop.

H. Chef's Proper Uniform

1. Chef's Toque
2. Hairnet
3. White t-shirt
4. Chef's Jacket
5. Black Slacks
6. Black Sock
7. Apron
8. Side White Towel



9. Black Shoes
10. Shoe Rug

9.3. Criminalistics Laboratory Policies and Procedures

A. Computer Laboratory

A.1. Students

1. Only students who are enrolled in computer laboratory are allowed entry at their scheduled laboratory meetings.
2. Students are only allowed to enter the computer laboratory in the presence of their instructor.
3. Each student will be assigned a specific and permanent computer terminal throughout the semester as documented by a seat plan.
4. Any damage or loss of peripherals will be charged to the class or individual concerned who failed to practice due care in the use of equipment and peripherals.

A.2. Faculty Members

Faculty members should:

1. Discuss the policies on the use of Computer laboratory to their students and make sure they observe the policies.
2. Stay inside the laboratory during the entire duration of the laboratory class.
3. Sign the Daily Computer Laboratory Inventory Report indicating the time he conducted his class and the time he left the laboratory.
4. Implement the seating arrangement strictly or ask the laboratory assistant to provide a logbook, to be filled-out by the students in case he wants to change the seating arrangement.
5. Fill out the hardware problem log form provided if he encounters any problems with regards to peripherals or any hardware, or the software problem log form if he encounters problems in application programs or operating system, and hand it over to the Laboratory Custodian.
6. Allow the computer laboratory custodian to check the completeness of all computer peripherals five minutes before the end of his class. This will establish accountability for losses, if any.
7. Leave the room clean and orderly by allowing the class to clean five minutes before the end of the laboratory class.

A.3. Custodian

1. Maintain all computer equipment in the computer laboratory.



2. Perform troubleshooting, configuration and reconfiguration of computer hardware in the Computer Laboratory.
3. Keep an updated inventory of facilities, equipment and all other properties and prepare an inventory report of all items at the end of each quarter specifying the item, location, status and recommendation.
4. Maintain an inventory of and monitors access to and disposal of all the properties/equipments/supplies used by the computer laboratory.
5. Implement prescribed policies and operating guidelines set for all school personnel who will use the computer laboratory.
6. Report promptly in writing all incidents that may threaten data security, system security and the likes.
7. Assist network administrator when needed.
8. Keep the following logs:
 - 8.1. Borrower's Slip,
 - 8.2. Log book for teachers who enter the laboratory room,
 - 8.3. Laboratory clearance for teachers with classes, and
 - 8.4. Logbook of items for safekeeping
9. Organize laboratory schedules in cooperation with the instructors.
10. Keep records of equipment and laboratory supplies, and maintain the security of the laboratory.
11. Supervise Student Aides in the following areas:
 - 11.1. Opening and closing laboratory (with the involvement of the last period faculty member)
 - 11.2. Preparing incident report of computer failure/s in booting up.
 - 11.3. Preparing of request for maintenance check up and repair of equipment.
 - 11.4. Accomplishing Pre and Post-repair inspection report.
12. Perform other related functions in the exigency of the service

A.4. Student Aides/Custodians

Student aides/Custodians should:

1. Accomplish Checklist of Equipment Inventory indicating therein their presence/absence and the status of each whether operational or malfunctioning at the start and end of their duty or official time duly acknowledged by the Laboratory Instructor.
2. Maintain logbook of accountability for IT equipments that are not within the Laboratory premises and are on loan to Instructors/Department Chair.



3. Maintain overall cleanliness of the Laboratory Room.
4. Conduct general maintenance servicing of computer twice a year during summer break and semestral break.

A.5. Do's inside the Laboratory

1. Upon entering the laboratory, students must leave their bags on the shelves found in the entrance of the laboratory. Only cell phones and wallets can be brought inside the premises.
2. Deposit any other important devices at the laboratory custodian for safekeeping during the laboratory period.
3. Inform the instructor in case any problem arises in a particular terminal.
4. Clean and dispose trash on the appropriate bins five minutes before leaving the premises.
5. Save files on the network's common disk.

A.6. Don'ts inside the Laboratory

1. Don't open/use the computer without any instructions from the instructor or his representative or the IT custodian.
2. Don't interfere with the original computer configuration or set up: BIOS, operating system, files, directory and the like.
3. Don't bring sign pens, pentel pens, permanent markers and the like.
4. Do not use CD, radio, walkman, pager, cellular phones and the like.
5. Don't use diskettes or USB's.
6. Unauthorized copying of software or using illegally copied software.
7. Vandalism such as writing on PC's
8. Booting up computers from floppy disk.
9. Viewing, copying, downloading or scanning pornographic materials in any form.
10. Eating, drinking and smoking inside the laboratory.



B. Forensic Ballistic Laboratory

B.1. Students

1. Only students who are enrolled in Forensic Ballistic and Marksmanship and Combat Shooting are allowed entry at their scheduled laboratory meetings.
2. Students are only allowed to enter the Forensic Ballistic laboratory in the presence of their instructor.

B.2. Faculty Members

Faculty members should:

1. Give the necessary orientation and instruction for the safety of the students and third parties.
2. Take direct control of the activity before, during and after the instruction until such time that the firearm is returned to the custodian.
3. Secure the necessary receipt from the custodian upon issuance and upon return of the firearm in order to effectively monitor the whereabouts of said firearm.
4. See to it that students are properly inspected and/or monitored for any possession of extra ammunitions and other accessories of the firearm to secure maximum security and safety of the students, and:
5. Personally supervise the cleaning, maintenance and use purposely for the safety of the students and third persons.

B.3. Custodian

The Department Chairman and/or Supply Officer shall be the authorized Custodian of the firearms/ hand guns, and shall:

1. Take steps to ensure that said properties are well kept and maintained.
2. Be responsible for any unauthorized use, issuance or illegal discharge in violation of existing laws.
3. Ensure that the said firearms/hand guns, ammunitions and accessories are properly received, countersigned by the borrower and the Chairman of the Department prior to its issuance or use and must be returned to the Custodian within the specified time and place so designated in the receipt.
4. Take the sole responsibility thereof and restitution of which be made by returning a similar model/unit as specified the actual value reflected in the receipt, except losses caused by Force Majeure or fortuitous events.



5. Ensure laboratory access is controlled at all times (lock doors when laboratory is unoccupied). Unauthorized persons are not allowed to enter the laboratory.

B.4. Do's inside the Laboratory

It shall be the primordial duty and responsibility of every student to:

1. Wear laboratory apron or coat to protect your clothing.
2. Wear safety goggles whenever reactions of an explosive or spattering nature are used.
3. Keep hands and other items away from the mouth and eyes as well as any open skin wounds.
4. Report all injuries incurred during the laboratory classes to the instructor.
5. Take steps for the safe, peaceful and educationally related laboratory activities.
6. Take care of the school properties like a good father of a family as the circumstances require.

B.5. Don'ts inside the Laboratory

1. Food, drinks, tobacco, gum, medication or cosmetics are not allowed inside the laboratory.
2. Avoid practical joke or any disruptive behavior.
3. Improper and illegal use of the firearms/hand guns by any student shall be considered a serious violation of the Department Rules and Regulations and the existing laws on firearms and ammunitions which the Department shall have the duty to inflict disciplinary actions for their infractions.
4. Pointing a gun/ firearm, loaded or unloaded to fellow students, teachers, school employees or anybody.
5. Firing gun indiscriminately without prior instruction from his Instructor.
6. Bringing the firearm, its ammunitions or accessories at home or elsewhere.
7. Any other acts or omissions which are likely to harbor accidents and jeopardize instructions, and;
8. Violation of the preceding provisions and similar acts shall constitute an automatic failing mark to student or students involve.



C. Chemistry Laboratory

C.1. Students

1. Only students who are enrolled in General and Forensic Chemistry are allowed entry at their scheduled laboratory meetings.

C.2. Faculty Members

Faculty members should:

1. Discuss the policies on the use of Chemistry laboratory to their students and make sure they observe the policies.
2. Stay inside the laboratory during the entire duration of the laboratory class.
3. Personally supervise the cleaning, maintenance and use purposely for the safety of the students and third persons.

C.3. Do's inside the Laboratory

1. Before the Experiment

1. Wear laboratory coat or apron.
2. Tie back long hair and secure loose clothing when preparing to work with open flames.
3. Remove hand jewelry like bracelets, rings and watches.
4. Wear laboratory safety glasses at all times.
5. Wear gloves when handling some plants, animals, chemicals or heated equipment.
6. Identify the location and know how to use fire extinguishers, hoses, alarms, emergency eyewash, sink and other emergency apparatus.
7. Check wires to see if there are exposed and non-isolated sections.
8. If there is a need for additional equipment, make sure there is enough space and ventilation for it.
9. For new, electrical equipment, check the electrical requirement so as not to cause an electrical overload which may damage the equipment.
10. Always inspect equipment before using. Keep damaged equipment away and out of reach. If possible, surrender non-functional equipment to the supply office.



2. During the Experiment

1. Be alert.
2. Keep work area dry.
3. If equipment was damaged, stop and inform the teacher.
4. Light burners and other heat sources properly.
5. Use tongs, test tubes holders or heat resistant gloves when holding heated glassware.
6. Point glassware container away from your body when heating substance.
7. Turn off gas and heat sources after using.

3. After the Experiment

1. Wash hands properly after doing the experiment.
2. Check if all heat sources are turned off.
3. Return all used equipment to their proper storage places.
4. Check for broken or cracked glassware. These must be disposed of properly.
5. Clean and dry all glassware. Use a non-chromate containing cleaning solution for cleaning.
6. Practice garbage segregation. Dispose of all waste in designated containers.
7. When washing, separate lab coats and aprons from other laundry as these may have toxic reagents from the last laboratory activity.

C.4. Don'ts inside the Laboratory

1. During the Experiment

1. Horseplay, pushing and shoving are inappropriate inside the laboratory.
2. Never use mouth to pipette chemicals, water or other liquids.
3. Never taste or sniff anything unless instructed to do so by the teacher.
4. Do not reach across an open flame.



2. After the Experiment

1. Don't dispose of chemical. Liquids, corrosives, toxics, or other hazardous waste in the "trash can" or just by pouring it in the sink.
2. Radioactive materials (if any, and even in minute traces) must not be disposed of. Contact Philippine Nuclear Research Institute.

D. Questioned Documents, Photography, Personal Identification (Dactyloscopy) and Polygraphy

D.1. Students

1. Only students who are enrolled in Questioned Documents, Photography, Personal Identification and Polygraphy are allowed entry at their scheduled laboratory meetings.
2. Students are only allowed to enter the laboratory in the presence of their instructor.

D.2. Faculty Members

Faculty members should:

1. Discuss the policies on the use of equipments in the laboratory to their students and make sure they observe the policies.
2. Give the necessary orientation and instruction for the safety of the students and third parties.
3. Take direct control of the activity before, during and after the instruction until such time that the equipments are returned to its proper place of storage.
4. Stay inside the laboratory during the entire duration of the laboratory class.
5. Personally supervise the cleaning, maintenance and use purposely for the safety of the students and third persons.

D.3. Do's inside the Laboratory

1. Wear laboratory apron or coat to protect your clothing.
2. Wear safety goggles whenever reactions of an explosive or spattering nature are used.
3. Keep hands and other items away from the mouth and eyes as well as any open skin wounds.
4. Report to the instructor all injuries sustained during the laboratory classes.
5. Wear gloves when handling some plants, animals, chemicals or heated equipment.



6. Identify the location and know how to use fire extinguishers, hoses, alarms, emergency eyewash, sink and other emergency apparatus.
7. Check wires to see if there are exposed and non-isolated sections.
8. If you are going to bring additional equipment, make sure there is enough space and ventilation to it.
9. For new, electrical equipment, check the electrical requirement so as not to cause an overload.
10. Return all used equipment to their proper storage places.
11. When washing, separate lab coats and aprons from other laundry.

D.4. Don'ts inside the Laboratory

1. Food, drinks, tobacco, gum, medication or cosmetics are not allowed inside the laboratory.
2. Avoid practical joke or any disruptive behavior.
3. Horseplay, pushing and shoving are inappropriate inside the laboratory.
4. Never use mouth to pipette chemicals, water or other liquids.
5. Never taste or sniff anything unless instructed to do so by the teacher.
6. Don't dispose of chemical. Liquids, corrosives, toxics, or other hazardous waste in the "trash can" or just by pouring it in the sink.
7. Improper and illegal use of the equipments by any student shall be considered a serious violation of the Department Rules.
8. Any other acts or omissions which are likely to harbor accidents and jeopardize instructions.

9.4. Policies and Regulations in the Use of Science Laboratory

1. Teacher and students using the Science laboratory are held responsible for any instruments that are damaged or destroyed in the time of experiment. Payment will be given at the teacher's office.
2. Science teachers should acquaint their students with the rules and regulations on the use of the laboratory facilities before the actual performance of experiments.
3. Laboratory teachers should submit list of the needed materials a day before the experiment.
4. Laboratory teachers should instruct the students to clean and dry the laboratory equipments before returning them.



5. Science teachers are obliged to arrange schedules on the use the Science laboratory room with the laboratory in-charge.
6. Schedule should be strictly followed. Nobody is allowed to use the Science laboratory facilities without an approved schedule.
7. Science laboratory room can be used only by students who are taking Science subjects with laboratory.

A. Guidelines on the Use of the Science Laboratory

1. Before entering the laboratory for the assigned experiment, read carefully all safety precautionary measures.
2. Wear an apron or laboratory gown while you are performing a laboratory activity.
3. Never work in the laboratory unless the instructor is present.
4. In the laboratory, concentrate your mind on your work. Avoid unnecessary conversations or loud talk as this may disturb or annoy your classmates.
5. To avoid accidents, handle the laboratory apparatus, equipments, and reagents carefully. In case of doubt, always consult your instructor before starting any experiments. **DO NOT** perform any experiment when the laboratory instructor is not around.
6. In heating a test tube containing a liquid, see to it that the mouth is not directed towards you or your neighbor. Remember hot liquid is always dangerous.
7. Be careful not to spill the reagents. They are corrosive, if any has been spilled in your clothes or skin, wash off immediately with plenty of water.
8. Keep your working space clean and orderly. A clean and orderly surrounding is necessary in scientific and scholarly work.
9. Record the results of your experiments immediately. Your data should reflect faithfully the result of your observation. The results maybe either be right or wrong. It is your duty, however, to explain the possible cause of such results.
10. To facilitate the submissions of reports, the manual is provided with perforated sheets which maybe detached. Additional sheets maybe attached if necessary to complete the reports.
11. Eating, drinking, and smoking are strictly prohibited inside the laboratory room.
12. Turn off all Electronic Devices (such as cellular phones, radios and the like) while inside the laboratory room.



9.5. Policies and Guidelines on the Use of the Speech Laboratory

A. General Policy

In espousing the mandate of the College in providing quality instruction and equal access and equity and improving the service that will facilitate learning among students, the speech laboratory was established and opened to all speech laboratory classes.

B. Guidelines

1. The speech Laboratory is open daily during office hours from 8:00 AM to 12:00 N and from 1:00 to 5:00 PM;
2. Speech classes shall be conducted at the Speech Laboratory;
3. Participants to elocution contest may avail of the services of the Speech Laboratory;
4. Students should be accompanied by their instructors when using the facility;
5. Students are requested to log in and sign their name opposite the number of their corresponding booth to determine liability in case of destruction not due to normal use of the equipments;
6. Before the students leave the laboratory/ the instructor should check the equipment and devices to ensure the upkeep of the laboratory.

C. Safety And Precautionary Measures In The Use Of The Speech Laboratory

1. Be attentive to all verbal instructions given by your instructor.
2. Consult your instructor on the parts and functions of the equipment or devices for proper handling;
3. No unauthorized students are permitted to stay inside the laboratory especially when class is going on;
4. Never work nor stay inside the laboratory unless the instructor is present;
5. Keep your area clean;
6. Report any untoward incident to the instructor for proper handling and treatment.
7. Any student who breaks or destroys anything within the premises shall be required to pay or replace the equipment or device in part or in full depending on the extent of the damage.

9.6. Policies in Maintaining Sports Supplies and Fitness Center Equipment

A. General Policies

1. Only OMSC Students, Faculty and Employee are allowed to use the Fitness Center.



2. The Fitness Center is open from 7:00 am to 10:00 am and 4:00 pm to 6:00 pm. during weekdays.
3. Cleanliness and Orderliness shall always be observed inside the Fitness Center.

B. Responsibilities of the Custodian/Instructor

1. Ensure that all Facilities and Equipment are in working condition.
2. Clean the Fitness Center daily or after every use.
3. Keep an updated inventory of Sports supplies and Fitness Centers Equipment.
4. Specify in the Inventory of sports supplies and Fitness Center Equipment to be replaced, repaired or condemned.
5. Report promptly all unusual incidents before, during or after the use of Fitness Equipment.
6. Keep the following logs.
 - 6.1. Borrowers log book
 - 6.2. Log book of Fitness Center
7. Keep records of the Fitness Center and sports supplies.
8. Prepare and request replacement and repair of Sports Supplies and Fitness Center Equipment.
9. Perform other related task that may be assigned from time to time.

C. Responsibility of the Users

C.1. Before the exercise

1. Wear athletic attire
 - a. Shorts
 - b. Sando/Shirts
 - c. Jogging Pants
 - d. Rubber Shoes
2. Check cables of the equipment (if electrically powered)
3. Do not hesitate to ask the Instructor on:
 - a. WHAT equipment I am going to use?
 - b. HOW will I use the equipment?
 - c. WHY do I need to use the equipment?
 - d. WHEN do I need to use the equipment?



C.2. During the exercise

1. Do not create unnecessary noise while using the equipment.
2. Be careful when handling the weights to avoid accidents.

C.3. After the exercise

1. Return all the equipment in their proper places after use.
2. Check and report all broken or cracked plates.

9.7. Laboratory Policies - OMSC Murtha

A. Lunch Counter/Function Room

A.1. Borrowing of Utensils, Equipment and Furniture.

1. A letter of request shall be prepared by the borrower/renter noted by the BAO Director and approved by the Campus Director.
2. Approved request should be presented to the Project In-charge.
3. A checklist of all utensils, equipment and furniture (borrowed/rent) must be prepared by the Project In-charge in triplicate forms (for Project in-charge, borrower and Security Guard).
4. Payments shall be done to the Cashier's Office. Receipt shall be presented to the Project In-charge.
5. Gate pass duly signed by Project In-charge and Inspector for borrowed/rented utensils, furniture and equipment must be presented and signed by the security guard on-duty.
6. In case of loss or damaged the borrower/user should make a report within 48 hours. This must be noted by the Department Chairman and be submitted to the Campus Director for evaluation.
7. Overdue Borrowed Items shall be charged a penalty of 5% of the total rental cost per day.
8. Any liabilities or accounts shall be settled at least within 5 days after the due date.

A.2. Catering Service

1. A Memorandum of Agreement shall be forged between the Client, and Campus Director, the Project In-charge and BAO Director as witnesses.
2. A Billing Statements must be issued by the Cashier to the Clientele right after the activity.



B. Food Laboratory (Baking/Food Processing)

B.1. On- Campus Use

1. Student shall present a duly accomplished borrowers slip to the Instructor In-charge.
2. The Instructor In-charge shall issue the items/materials indicated in the borrowers slip.
3. Borrowed items shall be returned cleaned after use.
4. Instructor shall see to it that the returned items are in good condition.
5. In case of loss or damage the borrower/user should make a report within 48 hours. This must be noted by the Department Chairman which is submitted to the Campus Director for evaluation.

B.2. Off-Campus Use

1. A letter of request shall be prepared by the concerned Instructor, recommended by Dean and Approved by the Campus Director.
2. List of items must be checked by the Inspector for the issuance of gate pass.
3. All borrowed items must be presented to the Inspector upon return.
4. In case of loss or damage the borrower/user should make a report within 48 hours. This must be noted by the Department Chairman and is submitted to the Campus Director for evaluation. Should a replacement be recommended, the renter/borrower shall make the replacement of the same make or model of the tool/equipment.

B.3. Catering Service

1. A Memorandum of Agreement shall be forged between the Client, and Campus Director, the Project In-charge and BAO Director as witnesses.
2. A Billing Statements must be issued by the Cashier to the Clientele right after the activity.

C. Animal Projects (Goat, Cattle, Swine, Poultry)

C.1. Maintenance/Inventory

1. The In-charge shall keep a monthly inventory of stocks, supplies and equipment to be verified by the Inspector designated by the Campus Director.
2. The Project In-charge shall keep an updated bulletin of information of the project, posted in the bulletin board and record book.



C.2. For Instructional Purpose/s

1. A letter of request on the use of the Laboratory shall be prepared by the concerned Instructor, recommended by the Department Chair at least one week before the activity to be approved by the BAO Director.
2. The Concerned Instructor shall present the approved letter to the Project In-charge and note the approved schedule of activity.
3. The In-charge shall prepare and assist the student and Instructor while in the Laboratory.
4. Orientation about the project's rules and policies shall be conducted before the start of the activity.
5. Instructor and student shall strictly follow project rules and regulations.
6. Supplies and materials needed in the laboratory activity shall be provided and prepared by the Project In-charge.
7. The use of animals in any laboratory activity shall be undertaken with necessary precautions (ex. Castration, casting down, etc.).
8. Spillage or contamination of veterinary drugs, feeds etc., due to student's mishandling shall be replaced by the student/s.
9. Activities resulting to incidental injuries and deaths of the animal/s shall be shouldered by the whole class. The monetary value of which shall be assessed by the Project In-charge. Such assessment shall be approved by the Inspector and BAO Director. Payment in cash or in kind shall be made within a grace period of three months.

C.3. For Research Purpose/s

1. A letter of request on the use of the animals/projects for research must be forwarded to the Campus Director and recommended by the Research Director shall be secured.
2. A Memorandum of Agreement/Understanding shall be forged between the Campus Director and the Researcher (Student or Faculty) for the use of the animal in research.

D. Other Production Projects (Vegetable, Rice, Coconut, Banana, Nursery, Agro-forestry Center, Microbial Inocula, Organic Fertilizer)

D.1. Maintenance/Inventory

1. The In-charge shall keep a monthly inventory of produced, supplies, materials, tools and equipment to be verified by the Inspector designated by the Campus Director.



2. The Project In-charge shall keep an updated bulletin of information of the project, posted in the bulletin board and record book.

D.2. For Instructional Purpose/s

1. A letter of request on the use of the Laboratory shall be prepared by the concerned Instructor, recommended by the Department Chair at least one week before the activity to be approved by the BAO Director.
2. The Concerned Instructor shall present the approved letter to the Project In-charge and note the approved schedule of activity.
3. The In-charge shall prepare and assist the student and Instructor while in the Laboratory.
4. Orientation about the project's rules and policies shall be conducted before the start of the activity.
5. Instructor and student shall strictly follow project rules and regulations. Any violation shall be subjected to OMSC-BAO Manual of Operations.
6. Supplies, materials, tools and equipment needed in the laboratory activity shall be provided and prepared by the Project In-charge.
7. The use of facilities of the project shall be undertaken with necessary precautions under the strict supervision of the instructor.
8. Mishandling of agricultural supplies resulting to spillage or contamination shall be replaced by the student/s.
9. Activities resulting to incidental damage of crops, tools and facilities shall be shouldered by the student concerned or by the whole class. The monetary value of which shall be assessed by the Project In-charge. Such assessment shall be approved by the Inspector and BAO Director. Payment in cash or in kind shall be made within a grace period of three months.

D.3. For Research/Micro-projects Purpose/s

1. A letter of request on the use of the animals/projects for research to the Campus Director as recommended by the Research Director/Microproject Coordinator shall be secured.
2. A Memorandum of Agreement shall be forged between the Campus Director and the Researcher/Microproject proponent/s (Student or Faculty) for the use of the project in research.

D.4. For Research Purpose/s

1. A letter of request on the use of the animals/projects for research shall be forwarded to the Campus Director recommended by the Research Director shall be secured.



2. A Memorandum of Agreement shall be forged between the Campus Director and the Researcher (Student or Faculty) for the use of the animal in research.

D.5. For Educational Field Trip

1. A letter of request by the Agency/Institution/Organizations on the conduct of Educational Field Trip in the campus shall be submitted to the Campus Director at least 1 month before the actual date of visitation.
2. The Campus Director shall inform the concerned project units the details of the educational field trip.
3. Orientation about the project's rules and policies shall be conducted before the start of the activity.
4. Visitors shall be held liable for damaged done in the area. Any violation shall be dealt with accordingly.

D.6. Disposal/Sales and Acquisition of Stock

Disposal, sale and acquisition of stocks of SIUs which had been converted into Income Generating Projects shall be subject to the eFIPP Manual of operations

E. Science Laboratory

E.1. Maintenance/Inventory

1. The In-charge shall keep a monthly inventory of supplies and equipment to be verified by the Inspector designated by the Campus Director.
2. The Project In-charge shall keep an updated bulletin of information of the project, posted in the bulletin board and record book.

E.2. For Instructional Purpose/s

1. A letter of request on the use of the Laboratory shall be prepared by the concerned Instructor to be approved by the Science Lab. In-charge.
2. The In-charge shall inform the technician (if any) to be considered approved schedule.
3. The In-charge/technician shall prepare the lab tools, apparatus, and equipment; and assist the students and Instructor while in the Laboratory.
4. Orientation about the Laboratory and Safety rules and policies shall be conducted by the Instructor concerned before the start of the activity.
5. Supplies and materials needed in the activity that are not available shall be provided and prepared by the Instructor Concerned.



6. The use of supplies, materials, tools, apparatus and equipment in the activity shall be undertaken with necessary precautions.
7. Mishandling of the apparatus, equipment, materials resulting to spillage or contamination, damage, breakage shall be replaced by the student/s concerned. The monetary value of which shall be assessed by the Project In-charge. Such assessment shall be approved by the Inspector and Campus Director. Payment/Replacement shall be made within a grace period of three months.
8. Procedures and policies in the laboratory shall be strictly followed by the students and Instructor Concerned. Any violation shall be subjected to OMSC Revised Administrative Manual (2nd Revision).

E.3. Borrowing of Tools, Apparatus and Equipments

1. Student/s shall not be allowed to take out/borrow any Science lab holdings.
2. In case of Instructors/employees, A letter of request shall be prepared by the Instructor concerned addressed to the Laboratory In-charge recommended by the Department Chair and approved by the Campus Director.
3. Approved request should be presented to the Project In-charge.
4. Acknowledgement receipt shall be prepared by the In-charge and shall be signed by the concerned Instructor upon receipt.
5. A gate pass duly signed by Lab. In-charge and Inspector for borrowed and equipment must be presented and signed by the guard on-duty.
6. Overdue Borrowed Items shall be charged a penalty of 3% of the total cost per day.
7. Any liabilities or accounts shall be settled at least within 5 days after the due date.
8. In case of loss or damage the borrower/user should make a report within 48 hours. This must be noted by the Department Chairman and be submitted to the Campus Director for evaluation.

E.4. For Research Purpose/s

1. A letter of request on the use of the Science laboratory for research shall be forwarded to the Campus Director and recommended by the Research Director shall be secured.
2. A Memorandum of Agreement shall be forged between the Campus Director and the Researcher (Student or Faculty) for the use of the Laboratory.



E.5. For Educational Field Trip

1. A letter of request by the Agency/Institution/Organizations on the conduct of Educational Field Trip in the campus shall be submitted to the Campus Director at least 1 week before the actual date of visitation.
2. The Campus Director shall inform the concern details of the educational field trip.
3. Orientation about the project's rules and policies shall be conducted before the start of the activity.
4. Visitors shall be held liable for damaged done in the area. Any violation shall be dealt with accordingly.

F. Computer Laboratory

F.1. Maintenance/Inventory

1. The In-charge shall keep a monthly inventory of supplies and equipment to be verified by the Inspector designated by the Campus Director.
2. The Project In-charge shall keep an updated bulletin of information of the project, posted in the bulletin board and record book.

F.2. For Instructional Purpose/s

1. A letter of request on the use of the Laboratory shall be prepared by the concerned Instructor to be approved by the In-charge.
2. The In-charge shall inform the technician (if any) to be considered approved.
3. The In-charge/technician shall prepare the equipment; and assist the students and Instructor while in the Laboratory.
4. Orientation about the Laboratory and Safety rules and policies shall be conducted by the Instructor concerned before the start of the activity.
5. Supplies and materials needed in the activity that are not available shall be provided and prepared by the Instructor Concerned.
6. The use of equipment in the activity shall be undertaken with necessary precautions.
7. Damaged computer unit/s/furniture due to misuse/ mishandling shall be replaced/paid by the student/s concerned. The monetary value of which shall be assessed by the Project In-charge. Such assessment shall be approved by the Inspector and Campus Director. Payment/Replacement shall be made within a grace period of three months.



8. Procedures and policies in the lab shall be strictly followed by the students and Instructor Concerned. Any violation shall be subjected to OMSC Administrative Manuals.

F.3. For Educational Field Trip

1. A letter of request by the Agency/Institution/Organizations on the conduct of Educational Field Trip in the campus shall be submitted to the Campus Director at least 1 week before the actual date of visitation.
2. The Campus Director shall inform the concern details of the educational field trip.
3. Any violation committed or items damaged shall be dealt accordingly.

G. Agricultural Mechanics' Shop

G.1. Maintenance/Inventory

1. The In-charge shall keep a monthly inventory of supplies and equipment to be verified by the Inspector designated by the Campus Director.
2. The Project In-charge shall keep an updated bulletin of information of the project, posted in the bulletin board and record book.
3. Broken or damaged tools which are beyond repair should be reported by the shop in-charge to the supply office. Inspection report shall be prepared by the inspector for this purpose.

G.2. Hand Tools

1. Hand tools are kept inside the tool store. Anybody who wishes to use tools inside the shop should log in said tools on the logbook provided for the purpose. These may be borrowed from the laboratory custodian.
2. Borrowed tools should be properly returned after use to the designated tool keeper for checking and validation.
3. If the borrower will bring the tool outside the shop, he should properly fill out the borrower's slip provided for the purpose. He shall return borrowed item(s) the following day. A penalty of P100.00 per day shall be charged for unreturned/replaced tool by the borrower.
4. A gate pass shall be issued by the shop in-charge for the borrowed items to be brought outside.

G.3. For Instructional purposes

1. Both faculty and students are allowed to use tools and equipment provided a letter of request shall be complied.



2. Shop in-charge shall assist concerned instructor during their laboratories.
3. Orientation about the Laboratory and Safety rules and policies shall be conducted by the Instructor concerned before the start of the activity.
4. The use of equipment in the activity shall be undertaken with necessary precautions.
5. Instructors and students shall abide by the policies on the use of the different tools and equipment and should observe and practice the different Safety Precaution in the shop.

9.8. Policies on the Maintenance of Building and other Infrastructures

A. Objectives

1. To ensure a safe, efficient and sanitary work environment for all officials, faculty and employees of Occidental Mindoro State College;
2. To maintain the safety and physical integrity of the school facilities; and
3. To ensure that facilities are kept in a condition where they are sanitary, safe and pleasant to visit or occupy; hence these policies.

B. Responsibilities of the Planning Unit Director

1. Supervises the daily routine maintenance to protect the integrity of buildings, grounds, comfort room and landscaping in a condition that reflects good planning and maintenance.
2. Assigns janitors/tress to specific area in the campus
3. Submits a monthly maintenance report or as the need arises on the following:
 - a. Overall condition of each facility
 - b. All areas which require maintenance or repair
 - c. Lost of any materials/equipments in the campus
 - d. Estimate cost for repair of each deficiency specified.
 - e. Any additional information that the planning unit feels necessary, to provide a complete picture of the facility's condition.

C. Routine Building Maintenance

C.1. Maintenance of Restrooms

1. Special attention shall be given to restroom cleanliness because of the need for sanitation and the threat to health.
2. The restrooms shall be thoroughly cleaned on a daily basis.
3. Janitors/tress assigned in the restrooms should provide soap regularly.



4. Standard safety practices shall be observed and stressed, like use of disposable latex gloves while cleaning/using wet floor signs and disinfection methods by assigned maintenance services.

C.2. Floor Maintenance

1. Tile floor shall be inspected on a daily basis by assigned maintenance personnel to determine if repairs are needed.
2. Broken tiles should be promptly replaced.
3. Tile floors should be waxed once a semester.

C.3. Interior Walls, Ceilings and Attics

1. Planning unit director should pay attention to walls, peeling paint, failing plaster and evidence of moisture.
2. Ceilings should be checked for water leakage starting June – September of the first semester.
3. Attics should be checked for ventilation flow, moisture and proper storage of any materials there, before the opening of the first semester and after the end of the second semester.

C.4. Doors and Windows

1. Windows and screen should be cleaned and checked for damage a month before the opening of each semester.
2. Grills, sashes, sills etc. should be inspected and repaired before the opening of each semester.
3. Doors should be checked regularly to see to it that they do not drag but adjusted to close fully.

C.5. Lighting

1. Each building shall have lights checked and repaired regularly by assigned electrician.
2. Exit and emergency lights should be checked monthly by the occupants of buildings.
3. Special lights such as halogen ceiling lights should be changed by assigned electrician as soon as their failure is noticed.

C.6. Gutters, Downspouts, Roof Drains

1. Gutters and downspouts must be cleaned twice a year by concerned maintenance personnel.
2. Corroded gutters should be promptly replaced by the planning unit personnel.



3. Flat roofs should be checked twice a year to make sure drains are not blocked.

C.7. Heating, Ventilation and Air Conditioning Unit

1. Heating, ventilation and air conditioning unit must be inspected/cleaned before the opening of classes by concerned personnel to maintain systems in good condition.

C.8. Roof Maintenance

1. The roof of each building should be inspected before the opening of the first semester to see to it that roof flashings are in good condition.

C.9. Paintings and Exterior Maintenance

1. Masonry cleaning, repainting and patching shall be accomplished as soon as possible, after damage is detected by concerned planning unit personnel.
2. A record of inspections and schedules, for maintenance shall be kept by the planning unit.

C.10. Fire Extinguishers

1. Planning Unit Director/Personnel should see to it that extinguishers are properly hung on their designated areas.
2. Planning Unit Director/Personnel should see to it that access to fire extinguishers shall not be blocked or impeded.
3. Planning unit personnel should request an annual inspection of fire extinguishers by certified company/authority to maintain fire apparatus.

C.11. Storage

1. Planning Unit Director/Personnel should see to it that no storage of any materials shall be allowed in prohibited areas.
2. Electrical cabinets and circuit breaker boxes shall be marked off on the floors to provide adequate access in accordance with safety regulations.

C.12. Garbage Disposal

1. Garbage shall be collected daily by janitors/tress in their assigned areas for proper disposal in the garbage bin of the campus.
2. All collected garbage shall be disposed every Friday by assigned driver with one janitor for proper disposal to Canwaling.



9.9. Institutional Procurement Policies

A. Procurement of Goods

1. Request from concerned department shall be submitted to the Marketing Coordinator from each campus, who will in turn forward the request to the EFIPP Director.
 2. Request should indicate the complete specification of goods as well as the date/month of the expected usage of goods/product.
 3. Concerned department/office must forward its request to the EFIPP Director one month before the expected usage of product/goods.
 4. The eFIPP Director will then forward the list/s of orders (with complete specification and expected date of usage) to the Supply Office.
 5. Canvass of goods/product shall be advertised by the Supply Office upon acceptance of request.
 6. Purchase of goods/products shall be done by the Supply Office and ensure that the same are available on the date when the consumers need them.
- * Price of goods/products must be lower than the prevailing price in the local market.

B. Procurement of Books

1. Recommendation from the Elementary and High School Laboratory about list of books to be purchased must be forwarded to the Book Review Committee one (1) month before the start of the academic year.
 2. Indorsement from the Book Review Committee must be forwarded to the Marketing Center in-charge.
 3. eFIPP Director will forward the list of books to the Supply Office for canvass (including the prevailing price) procurement documentation and purchase.
 4. Price of books shall be determined by the Book Review Committee.
- * Price of books must be lower than the prevailing price in the local market.

C. Distribution System and Procurement

1. Representative from the Supply Office will conduct an inventory of consigned goods before the Marketing Center may dispose/sell them.
2. Purchased goods/products shall be inspected by the assigned inspector in the Marketing Center before it is forwarded and accepted by the eFIPP Director.
3. Upon receipt, the eFIPP Director will inform the concerned department regarding the arrival of goods/products.



4. Concerned department receives all ordered goods/products from the eFIPP Director.
5. Concerned department will be held responsible for the payment of delivered goods/products on agreed/date.

D. Pricing of Goods/Products

D.1. Locally Procured/Products

1. Pricing of goods/products will be determined by the Marketing Center and the Supply Office.
 2. Locally procured and custom made products such as jogging pants, T shirts, etc. will be charged 20-25% mark up but lower than the private market price.
 3. The Supply Officer and the eFIPP Director will jointly talk with the supplier of consigned goods regarding price and supply security.
 4. Department chair/Unit heads shall be informed of the pricing procedure followed in the whole OMSC System.
- * Price of locally procured goods/products must be lower than the prevailing price in the local market.

D.2. Commercial Meat Products

1. 10 pesos/kilo or 10% of the price whichever is applicable will be charged to commercial meat products consigned in the Marketing Center.
 2. Meat products supplied by the swine or poultry IGP of the College will have a markup of P10.00/kilo.
- * Price of commercial meat products must be lower than the prevailing price in the local market.

E. Internal Control and Procurement of Supplies

1. Concerned Unit Heads/Department Chairs should request for the balance of the concerned unit from the Accounting Office.
2. Program of Receipts and Expenditures (PRE) and the Project Procurement Management Plan (PPMP) shall be:
 - a. Prepared by the Fund Administrator
 - b. Initialled by the Accountant
 - c. Recommended by the VPAFSS
 - d. Approved by the President
3. Letter of request for the purchase of the requested supplies, materials, equipment and payment of services (Attached approved PRE) shall be:



- a. Prepared by the Fund Administrator
 - b. Noted by the Campus Director
 - c. Certified by the Budget Officer and Accountant
 - d. Recommended by the VPAFSS
 - e. Approved by the President
4. Provide the copies of the approved requests to the Supply and Accounting Offices.
- * Submission of PRE will be on the last week of August while the bidding process and submission of PPMP will be on the last week of September.

F. Bakery Operation

1. The bakery must create a program of schedule of baked products which are viable to the customers
 2. A variety of bread (requested by the eFIPP Director) must be produced depending on salability.
- * Price of bakery products must be lower than the prevailing price in the local market.

G. Monitoring/Reporting and Auditing System

1. The Supply Office will designate an inspector exclusively for the Marketing Center transactions.
2. The inspector will count all purchased goods whether consignment stocks or those purchased in cash before its distribution to the different department/unit.
3. The Monitoring Committee shall assign an auditor from the Accounting Office to check the monthly financial report from the Marketing Center.
4. A monthly financial report must be submitted to the office of the VPAFSS and CAO (indicating the detailed list of goods/commodities, its purchase and selling price as well as the gross income from each item).

H. Profit Sharing Among Department Concerned

H.1. Guidelines for the profit sharing:

1. It should be emphasized that incentives shall be given only if the Return of Investment (ROI) is 15% or higher during a production year (12 Months) for any projects under IGPs and at least 10% for the whole program.
2. At the end of any fiscal year, the income statement shall be prepared for the net profit of each project.
3. The net profit shall be distributed on allocated as follows:



- 3.1. Twenty-five percent (25%) shall be allotted as a school share. This can be used by the Institution to augment its resources to support its program in instruction, research, extension, and other worthwhile activities of the Institution.
- 3.2. Twenty percent (20%) shall be for capital build up. This amount is intended as a source of additional project capital in case there is a need to expand its operation.
- 3.3. Twenty percent (20%) as incentives for Project Manager and project workers. If possible, ten percent (10%) shall go to the Project Manager and the remaining ten percent (10%) shall be shared equally by the project workers.
- 3.4. Five percent (5%) as share to the IGP Director.
- 3.5. Fifteen percent (15%) as incentive to facilitative committee. The sharing of this incentive shall be proportionate to the committee members' involvement as approved by the PMB.
- 3.6. Eight percent (8%) shall go to the Head of the Institution and other support staff, the sharing of which shall be determined by the SUC President.
- 3.7. Integrated campuses shall observe similar profit sharing scheme provided in this Manual except for some modification as follows:
 1. Twenty percent (20%) shall form part of the pooled funds handled by the host SUC. This amount serves as the stand-by capital that can be used for any special/new project or viable projects that need expansion.
 2. The deployment of an additional IGP Director in each integrated campus who shall take charge of all its IGPs shall be decided upon by the Program Management Board, subject to the following conditions:
 - a. Distance from the host SUC.
 - b. and size of IGP.
 - c. Number Convenience and expediency.
 3. The facilitative staff of the host SUC shall be the one to determine and identify who among the integrated campus personnel shall be involved in facilitating the IGPs.

I. Transactions Involving OMSC Faculty and Employees

1. All faculty and employees must inhibit themselves in any marketing transactions to foster transparency; this includes direct supply of goods to the Marketing Center.

9.10. Policies on the Use of Internally Generated Income

- A. Specific Budgetary Allocation of Student Trust Fund (STF)



1. Specific allocation for the following may be made by each responsible fund administrator after deduction of the SUC –wide common Fund.
2. A department with less than 1,000 students shall have a 50%-50% sharing on the STF fund i.e. 50% shall proceed to the administration and 50% to the respective departments while a department with more than 1,000 students shall have a 25%-75% sharing on the fund following the same breakdown scheme.
 - 2.1. **Budget allocation for Instruction (50% of the tuition Fees)** – The primary function of the SUC is instruction and shall be allocated a total of fifty per cent (50%) of the actual tuition fees collected within the current calendar year. It shall be broken down into the following components:
 - 2.2. **Faculty and Staff Development (12.5%)** – Budget allocation shall be used for overload (faculty member with permanent status) trainings and seminars, supplies and materials and MOOE.
 - 2.3. **Curriculum development (12.5%)** – Budget allocation shall be used for honoraria of part time faculty, subscription to journals and such other MOOE as may be deemed directly and indirectly related and necessary to accomplish delivery of curricular requirements.
 - 2.4. **Student development (12.5%)** – Budget shall be used for in-house trainings of student leaders or officers, SAS, scholarships and other similar activities in furtherance of the goal in support of the welfare of the general student population.
 - 2.5. **Facilities development (12.5%)** – Budget shall be used for AV equipment, maintenance and repair of physical plant and facilities and such other expenses that would contribute to the delivery of effective curricular and extra-curricular services to the general student population.
 - 2.6. **Budget Allocation for Research (10%)** – Budget shall be used for wages of personnel, honoraria and incentives of researchers and lecturers, IT equipment, facilities, supplies used in research activities.
 - 2.7. **Budget Allocation for Extension Services (10%)** – Budget shall be used for instructional materials necessary for the effective technology transfer of research outputs to the community, skills training in livelihood related to research output, outreach programs, skills training and other similar activities.
 - 2.8. **Budget Allocation for Production (10% of tuition fees)** – In view of the corporatization initiatives for all SUCs to render them self-reliant and sustainable, the SUC hereby allocates a fixed ten percent (10%) budget allocation for the establishment of a project or income-generating activity, or for investment outlay in the form of commercial structures that would generate additional revenues for the SUC. Maintenance expenses for the maintenance of the said



income generating project shall thereafter be financed out of its collections as soon as it becomes viable.

9.11. Guidelines for Student Security

The College will provide the students with a safe and secure environment and atmosphere conducive to learning thus the following shall be observed:

1. Procurement of one additional guard for Labangan campus due to increased enrollment and number of high valued equipment and facilities.
2. Student activities not academically related shall be avoided inside the campus during week-ends or holidays i.e. practices during intramurals and other co and extracurricular activities.
3. Students shall be properly oriented with safety measures by concerned teachers before conducting an activity.
4. Student waiver shall be issued if accompanied by guardian on safety measures.
5. No student shall be allowed to enter the campus during non-school days unless a duly approved permit from the chairman or concerned authority is issued.
6. No students shall be allowed to stay in the campus after class hours unless a duly approved permit from the chairman or concerned authority for a particular activity is issued.
7. A College vehicle's sticker shall be required in all vehicles entering the campus.

9.12. Guidelines on the Use of Firing Range

A. Students Users:

1. The Firing Instructor shall orient/familiarize students on the safety rules and procedures on the use of the firing range before his/her class be allowed to use the range.
2. The firing instructor shall secure permit from the office of the chief range officer for proper scheduling/booking.
3. The firing instructor along with his/her students should sign in the Logbook for record purposes.
4. The firing instructor has the responsibility to his/her students, hence, s/he should be with the students in the duration of the marksmanship and combat shooting training.
5. Criminology students enrolled in Ballistics, Marksmanship and combat shooting classes shall be given priority in the use of firing range.



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6. Criminology students not enrolled in ballistics, marksmanship, and other students of different courses will duly be entertained only when the firing range is available for an entrance fee of P 100.00 maximum of 3 hours payable at the Department Chair Office.
 7. For safety and security reasons, students are required to read and follow strictly the safety measures posted inside the firing range.
 8. Observe cleanliness and orderliness of the firing range.
 9. Log-out properly.
- B. Faculty/employees/Non-Criminology Students Users:
1. Request for a range officer to assist them.
 2. Log – in, read and strictly follow the rules.
 3. Observe cleanliness.
 4. Range officer and school officials are not responsible for any untoward incident that may happen inside the firing range.
 5. Log out properly.
- C. Guest Users:
1. The firing range is open to guest shooters only during Saturday and Sundays upon request to the Department Chair or Range Officer.
 2. Security guards are expected to perform their functions in the entrance of guest shooters.
 3. Pay an entrance fee of Php.100.00 and secure a stub from the Department Chair's Office for scheduling prior to the use of firing range.
 4. On the scheduled day, present the stub at the guard house before entering the campus and submit it to the Range Officer assigned.
 5. Register the caliber and serial no. of firearms in the logbook.
 6. Log-in and log-out in the logbook provided for the purpose.
 7. Follow strictly the existing rules and regulations.
 8. The school management is for responsible to any untoward incident that may happen inside the firing range.
 9. Sign for an agreement concerning the rules, regulations and procedures for the use of firing range.
- D. Rules and Regulations in the Firing Range
1. Persons allowed to use the firing range



2. Criminology Students and faculty, visitor/s in good standing and of good moral character who hold unexpired identification card;
3. Member/s of gun clubs duly recognized by the PNP-FED;
4. Legitimate firearms holder/s supported by an authenticated license, permit to transport, and/or permit to carry outside residence, mission order, or other special permits issued by the PNP-FED;
5. No shooter is allowed to use the firing range if under the influence of liquor or drugs.
6. Minors are not allowed to use the firing range.

E. Registration

1. All persons or organization/s who requested to use the firing range should register to the Log Book and submit the following requirements to the Range Officer prior to the use of the firing range:
 - 1.1. Entrance Stub/permit
 - 1.2. Firearms and ammunitions
 - 1.3. Safety equipment

F. Firearms and Ammunition Coverage

F.1. Firearms allowed are:

1. Target firearms or rifles
2. Pistols and revolvers such as cal .45; cal.40; 9mm; 10mm; cal .380; super 38; 38 specials; cal .357 magnum or any firearm with lower caliber.

F.2. Allowed ammunitions

1. Full metal jacket (for paper and board target only).
2. Reload ammunitions re loaded by Criminology Department.
3. Plated round nose and bare soft or hand lead ammunitions.
4. Other special ammunitions shall be subjected to inspection by the Range Officer.

G. Safety Equipment Required

1. Safety eye glasses
2. Ear protection such as ear muffs or ear plugs



3. Gun case and holster with belt

H. Range safety and etiquette

1. In addition to the four basic safety rules, the following rules shall also be observed strictly
2. Make sure that your firearm is unloaded upon entering a firing range.
3. The uncasing and casing of firearms must always take place at a Safe Area.
4. The handling of ammunition in any Safe Area is strictly prohibited.
5. Once holstered, the firearms may not, under any circumstances, be handled in any fashion outside the Safe Area without the authorization of the Range Officer. It must always be unloaded, with the hammer down, and no magazine inserted. If holstering of firearms is not allowed, the firearm shall remain in a case or bag.
6. Eye and ear protection must be worn at all times while in the range whether shooting or not.
7. Observe the 180 degrees rule on safety all the time. When allowed to handle the firearm, always point the muzzle of your firearm downward. Never hold the firearms if there are people around.
8. In firing line with no barriers, the person to your right should always go first unless otherwise stated.
9. Always announce that you are firing before you start shooting to allow people to prepare for your firing.
10. Load firearm only upon the command of the Range Officer.
11. Strictly follow the Range Officers' command and instructions.

9.13. General RDE Policies

1. The research and extension project should be in-line with the approved S&T Agenda and RDE program components.
2. The proponents should observe all the terms and conditions stipulated in the RDE Manual and MOA/MOU.
3. Research and extension proposals should be submitted during the Call for Proposals at the beginning of the first semester. Proposals submitted beyond deadline shall be considered for deliberation in the succeeding year.
4. A proponent is allowed only one research/extension program at a time. Engaging in more than one RD&E project is allowed depending on the need.



5. Research and extension output should pass the AIHR or undergo review/evaluation by the RECO before it can be submitted for presentation in national/international conference.
 6. Research and extension output submitted for publication in scientific journal should seek recommendation by the RECO.
 6. A MOA is required for a faculty and staff who opts for the deloading scheme. However, if s/he fails to produce a published output, s/he should pay back the Institution.
 7. Overload is granted to a faculty and staff after the publication of his/her output.
 8. Faculty and staff on study leave who produce published research and extension cannot claim payments for their outputs. They can use the points for the NBC 461 evaluation.
- * They are allowed to participate in AIHR and national/international research paper presentation.