



Republic of the Philippines  
Province of Pampanga  
Mabalacat City



# MABALACAT CITY COLLEGE

EXCERPTS FROM THE MINUTES OF THE 4<sup>th</sup> QUARTER REGULAR MEETING OF  
THE BOARD OF TRUSTEES OF MABALACAT CITY COLLEGE  
HELD ON OCTOBER 29, 2020, 2:00 P.M. VIA MICROSOFT TEAMS (VIRTUAL)

**PRESENT:**

*Vice Chairperson* - Dr. Michelle A. Ong                      College President

*Members -*

Hon. Krizzanel C. Garbo    Chairperson, Committee on Education,  
Sangguniang Panlungsod, Mabalacat  
City, Pampanga

Dr. Imelda DP. Soriano    Representative, ALCU-National

Ms. Rebecca Q. Lising    President, MCC Faculty Association

Mr. Niel P. Rigdao    President, MCC Alumni Association

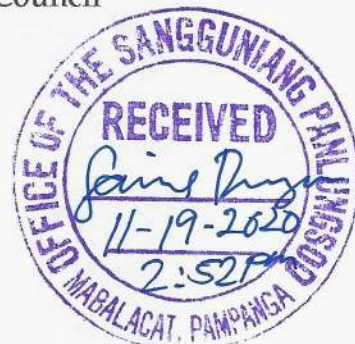
Mr. John Khyle David B. Villanueva                              President, MCC Student Council

*Secretary of the Meeting -*

Atty. Charmaine P. Lansangan-Venturina

**ABSENT:**

*Chairperson* - Hon. Crisostomo C. Garbo                      Mayor, Mabalacat City, Pampanga



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**RESOLUTION NO. 35**  
Series of 2020

**APPROVING THE FACULTY MERIT SYSTEM OF MABALACAT CITY COLLEGE**

WHEREAS, Article III Section 6 of the City Ordinance No. 60 s. 2016 generally known as The New Charter of Mabalacat City College, the Sangguniang Panlungsod empowers Mabalacat City College to exercise the general powers prescribed by this Ordinance in order to carry out and perform the powers and functions are hereby vested exclusively by the Board of Trustees;



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WHEREAS, Article II section 7 (q), of the City Ordinance No. 60 s. 2016 generally known as The New Charter of Mabalacat City College, the Sangguniang Panlungsod of Mabalacat City empowers the Board of Trustees to exercise and perform such other powers and functions not inconsistent with existing law or ordinance as it may deem necessary for the effective and efficient governance of the College;

WHEREAS, it is the policy of the Mabalacat City College to strictly adhere to the principles of merit, fitness and equality. The selection of faculty shall be used on their relative qualifications and competence to perform the duties and responsibilities of the position.

NOW THEREFORE, BE IT RESOLVED, as it is hereby RESOLVED, by the Board of Trustees in its 4<sup>th</sup> Quarter Regular Meeting herein assembled, to approve the following policies:

## MABALACAT CITY COLLEGE MERIT SYSTEM FOR FACULTY MEMBERS

Pursuant to the provisions of Section 32, Chapter 5, Subtitle A, Title I (Constitutional Commissions) of the Administrative Code of 1987 (Executive Order No. 292); Civil Service Commission (CSC) Memorandum Circular No. 19, s. 2005; Chapter 7 of the Department of Budget and Management (DBM) Manual on Classification and Compensation 2017 and CSC Memorandum Circular No. 1800692, July 3, 2018 - 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), this shall be known as **Mabalacat City College Merit System for Faculty Members**. In case of conflict in the interpretation and implementation of the provisions of this MCCMSFM, the interpretation shall always uphold transparency.

### CHAPTER I - OBJECTIVES

The Mabalacat City College shall strictly adhere to the principles of merit and competence, fitness and equality. The selection of employees shall be based on the qualification standards, competence to perform the duties and responsibilities of the position and adherence to moral standards. There shall be no discrimination in the selection of employees on account of gender, civil status, residence, religion, disability, ethnicity, or political affiliation in consonance with accepted ethical standards.

The objectives of this Merit System are the following:

1. Establish a sound procedure for recruitment, selection and appointment; reward and promotion;
2. Create and provide equal opportunities for career development;
3. Enhance individual and organizational effectiveness and productivity;
4. Develop qualified, committed and motivated academic staff;



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5. Provide a guide for speedy and fair resolution of complaints and grievances;
6. Provide framework for personnel discipline; and
7. Strictly adhere to the existing standards on selection and promotion as mandated by the Civil Service Commission, DBM, CHED, and the Mabalacat City College Charter.

### CHAPTER II - SCOPE

This Merit System shall cover all closed career positions based on DBM LBC No. 61, March 18, 1996. These are the following positions or ranks in the faculty of the College, based on Section 7.2.2.2.1 of the DBM Manual on Classification and Compensation 2017:

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

### CHAPTER III - DEFINITION OF TERMS

1. **APPOINTING AUTHORITY** - the Local Chief Executive (LCE) authorized by law to issue appointments.
2. **GOVERNING BOARD** - the highest policy-making body of Mabalacat City College known as the BOARD OF TRUSTEES.
3. **ASSOCIATION OF LOCAL COLLEGES AND UNIVERSITIES** - the recognized organization of all chartered local colleges and universities established by the different local government units.
4. **CAREER SERVICE** - position 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.
5. **CLOSED CAREER POSITION** - any position in the faculty staff of MCC.
6. **COMMUNITY EXTENSION SERVICE** - any development-oriented program or service provided internally or externally by the college.
7. **ELIGIBILITY** - refers to the result of passing a merit and fitness test which may be determined as far as practicable by competitive examination, or based on highly technical qualifications or other tests of merit and fitness conducted by the Civil Service Commission, or other examinations jointly designed and coordinated by the department or agencies with the assistance of or in coordination with the CSC,



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or the Professional Regulation Commission (PRC) conducted board of examinations, the Supreme Court Conducted bar examinations, or TESDA conducted crafts and trades examinations.

8. **FACULTY** - regular plantilla-based set of people of the college appointed to a faculty rank who are directly engaged in teaching, research and extension services.
9. **FACULTY RANK** - the classification of faculty which further classified into sub-ranks pursuant to applicable laws, rules and regulations to wit:
  - a. Instructor I, II and III,
  - b. Assistant Professor I, II, III and IV,
  - c. Associate Professor I, II, III, IV and V,
10. **FACULTY SELECTION BOARD (FSB)** - the body shall assist the College President in selecting the applicants for recommendation to the local chief executive, which shall confirm the appointments of the faculty members to the positions/ranks.
11. **FACULTY TRAINING AND DEVELOPMENT COMMITTEE (FTDC)** - the body shall be responsible for selecting and recommending faculty members who should attend specific training programs conducted by MCC or by government agencies or duly accredited non-governmental organizations, local or foreign.
12. **FULL TIME** - regular faculty member occupying permanent plantilla positions or casual and rendering an equivalent of forty (40) hours of work a week. The 40 hours may consist of academic full load plus quasi-teaching administrative duties (consultation, preparation of lesson, checking of papers, and research and extension services).
13. **FULL LOAD** - consist of a number of hours spent in teaching academic units plus quasi-teaching/administrative duties (consultation, preparation of lesson, checking of test papers, and research and extension services), the total of which is forty (40) hours of work a week.
14. **MERIT SYSTEM** - a personnel system in which comparative merit or achievement governs the selection, utilization, training, retention and discipline of the faculty members of Mabalacat City College which is accredited and approved by the Civil Service Commission.
15. **PART TIMER** - teaching staff member who is either occupying a regular plantilla position or hired through a contract of service or job order whose work is part-time. (A contract of service or job order part time is not a government employee as his/her service is not considered government service.)
16. **PERSONNEL ACTION** - any action denoting the movement or progress of personnel in the civil service.



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17. **PERFORMANCE EVALUATION SYSTEM (PES)** - refers to the evaluation system for the faculty positions/ranks. It shall be an organized, methodical and standardized system of evaluating the individual performance of faculty members for organizational effectiveness.
18. **RATING PERIOD** - refers to the duration of the performance evaluation to be conducted. Rating periods will be January 1 to June 30 and July 1 to December 31.
19. **QUALIFICATION STANDARD** - is a statement of the minimum qualification for a position which shall include education, experience, training, civil service eligibility, and physical characteristics and personality traits required for the performance of the job or set of duties.  
  
The Civil Service eligibility can be dispensed with for appointment to faculty ranks, however, RA 1080 shall be required if the subjects to be taught are covered by bar/board laws.
20. **RANK** - refers to the 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 duly authorized agency.
21. **RECRUITMENT** - the process of searching for and attracting potential applicants through announcement, assessments and related procedures to select the most qualified applicant for appointment to an appropriate position in the faculty.
22. **RESEARCH OUTPUT** - relevant scientific, technical, educational studies made.
23. **SELECTION** - the process of thoroughly screening qualified applicant for certain position to determine the most qualified among them or to rank them based on their qualifications and professional potentials.
24. **TEACHING EXPERIENCE** - refers to the acquired number of years of service and quality teaching performance.

### CHAPTER IV - PERSONNEL MANAGEMENT SYSTEM AND STANDARDS

#### I. QUALIFICATION STANDARDS

##### GENERAL POLICY

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

##### POLICIES



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1. Hereunder are the minimum qualification standards for appointment to faculty positions in MCC, based on the CSC Memorandum Circular No. 19, s. 2005 as amended by CSC Memorandum Circular 22, s. 2016:

POSITION TITLE	SG	EDUCATION	EXPERIENCE	TRAINING	RESEARCH OUTPUT	COMMUNITY EXTENSION SERVICE	ELIGIBILITY	NBC 461 POINTS REQUIREMENT
Instructor I	12	Masterate Degree	none	none			None required: RA 1080 (for courses requiring BAR or Board eligibility)	65 - below
Instructor II	13	Masterate Degree	1 year of relevant experience	4 hours of relevant training			None required: RA 1080 (for courses requiring BAR or Board eligibility)	66 - 76
Instructor III	14	Masterate Degree	2 years of relevant experience + VS Performance Rating	8 hours of relevant training			None required: RA 1080 (for courses requiring BAR or Board eligibility)	77 - 87
Asst. Professor I	15	Masterate Degree	3 years of relevant experience + VS Performance Rating	15 hours of relevant training	- Local - Unpublished Research - Action/applied Research in any discipline	- Outreach Program - Participative	None required: RA 1080 (for courses requiring BAR or Board eligibility)	88 - 96
Asst. Professor II	16	Masterate Degree + 12 units Doctorate	4 years of relevant experience + VS Performance Rating	20 hours of relevant training	- Local - Unpublished Research - Action/applied Research in any discipline	- Outreach Program - Participative	None required: RA 1080 (for courses requiring BAR or Board eligibility)	97 - 105
Asst. Professor III	17	Masterate Degree + 24 units Doctorate	4 years of relevant experience + VS Performance Rating	25 hours of relevant training	- Local - Unpublished Research - Action/applied Research in any discipline	- Outreach Program - Participative	None required: RA 1080 (for courses requiring BAR or Board eligibility)	106 - 114

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Asst. Professor IV	18	Masterate Degree + 36 units Doctorate	4 years of relevant experience + VS Performance Rating	28 hours of relevant training	- Local - Unpublishe d Research - Action/app lied Research in any discipline	- Outreach Program - Participative	None required: RA 1080 (for courses requiring BAR or Board eligibility)	115 - 123
Associate Professor I	19	Doctorate Degree	5 years of relevant experience + VS Performance Rating	30 hours of relevant training	- Local - Unpublishe d Research - Action/app lied Research in any discipline	Civic Welfare Service	None required: RA 1080 (for courses requiring BAR or Board eligibility)	124 - 130
Associate Professor II	20	Doctorate Degree	5 years of relevant experience + VS Performance Rating	30 hours of relevant training	Community Based Action Research Published Research	Civic Welfare Service	None required: RA 1080 (for courses requiring BAR or Board eligibility)	131 - 137
Associate Professor III	21	Doctorate Degree	6 years of relevant experience + VS Performance Rating	35 hours of relevant training	Community Based Action Research Published Research	Civic Welfare Service	None required: RA 1080 (for courses requiring BAR or Board eligibility)	138 - 144
Associate Professor IV	22	Doctorate Degree	6 years of relevant experience + VS Performance Rating	35 hours of relevant training	Community Based Action Research Published Research	Civic Welfare Service	None required: RA 1080 (for courses requiring BAR or Board eligibility)	145 - 151
Associate Professor V	23	Doctorate Degree	7 years of relevant experience + VS Performance Rating	40 hours of relevant training	Community Based Action Research Published Research	Civic Welfare Service	None required: RA 1080 (for courses requiring BAR or Board eligibility)	152 - 158

## II. RECRUITMENT, SELECTION AND APPOINTMENT

### A. RECRUITMENT AND APPOINTMENT

#### GENERAL POLICY

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The Management of Mabalacat City College, through its College President will establish the internal policies, procedures and guidelines for the recruitment, appointment and promotion of faculty members, to be approved by the Board of Trustees.

The established policies and procedures on recruitment and appointment shall in accordance with the following Civil Service policies and procedures.

Section 7.12 of the DBM Manual on Position Classification and Compensation 2017, the evaluation may be undertaken every even year.

## POLICIES

A. Recruitment shall be limited to those who meet the minimum requirements prescribed for the position.

B. Qualification standards for faculty members shall be those provided in the ALCU Unified Merit System, in consonance with Chapter 7 of the DBM Manual on Classification and Compensation 2017.

C. Vacant positions marked for filling shall be published in accordance with Republic Act No. 7041 (Publication Law). The published vacant position shall also be posted in at least three (3) conspicuous places in the college for at least 15 days and should be sent to other educational institution within the region to inform other interested people. Other appropriate modes of publication shall be considered.

The filling up of vacant position in MCC shall be made after 15 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 of the vacant position was published.

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

D. If a faculty member is appointed as MCC President, he/she loses his/her faculty rank. However, if it is a designation, he/she retains her faculty rank.

E. The statuses of appointment for the faculty members are the following:

1. Permanent appointment shall be issued to faculty members who successfully completed twelve (12) months probationary period with Very Satisfactory performance for two (2) semesters.

2. Temporary appointment shall be issued to a person who does not meet the education, experience, or training requirements of the position to which he/she is being appointed not exceeding one school year, including eligibility in appropriate cases. Appointees under temporary status do not have security of tenure and may be separated from the service, with or without cause. As such, they shall not be considered illegally terminated





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and; hence, not entitled to claim back wages and/or salaries and reinstatement to their positions. The employment or service of appointees under temporary status may be terminated without necessarily being replaced by another. Temporary appointees may also be replaced within the twelve-month period by qualified eligible or even by a non-eligible. 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.

3. Part Time appointment may be issued to faculty member covered by a contract of service or job order and paid on hourly basis depending on the educational qualification and/or most recent monthly compensation. On the other hand, part-time teaching covered by a contract of service or job order does not give rise to employer-employee relationship between MCC and the person hired, and it is stipulated in the contract that the services rendered cannot be accredited as government service and they are not entitled to benefits enjoyed by government employees.
4. All appointments shall be issued in accordance with ORAOHRA and others civil rules and laws.

F. The appointing authority shall appoint a faculty member based on criteria established by the College.

## B. COMPOSITION OF FACULTY SELECTION BOARD (FSB).

1. The members of the FSB of Mabalacat City College are the following:

- a. The President as Chair
- b. The Vice President for Academic Affairs as Co-Chair;
- c. The Dean of Institute where the vacancy exists;
- d. The Human Resource Management Officer (HRMO) of the Mabalacat City government as the FSB Secretary, who shall continuously make an inventory of all vacant positions and coordinate with the institute head for determining qualified insiders who may be considered for appointment. She shall keep records of the proceedings of the FSB and maintain all records or documents, keeping them in readiness for inspection and audit by the Civil Service Commission;
- e. The President of the CSC-accredited Faculty Association or if there is no accredited faculty association, representative chosen through election.

If any of the FSB members is an applicant for ranking, the Vice President for Administration shall seat as alternate member in the FSB for the former's evaluation.

2. The FSB shall make its activities and decision as transparent as possible.

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3. The HRMO shall list candidates aspiring for the vacant position, either from within or outside MCC.
4. The HRMO shall conduct preliminary evaluation of the qualifications of all candidates. Those initially found qualified shall undergo further assessment such as written examinations, skills test, interview, demo and others. After which, a selection line-up shall be prepared and posted in three (3) conspicuous places in the college for at least fifteen calendar days. The date of posting shall be indicated in the notice.
5. The HRMO shall notify all applicants of the outcome of the preliminary evaluation.
6. The HRMO shall submit the selection line-up to the FSB for its deliberation en banc.
7. The FSB shall make a systematic assessment of the competence and qualifications of candidates for appointment to the corresponding level or position, evaluated and deliberate en banc the qualifications of those listed in the selection line-up.
8. The FSB shall submit a comprehensive evaluation report of all the candidates screened to the President so that she/he will be guided in choosing the candidate to be recommended for appointment and who can efficiently perform the duties and responsibilities of the position to be filled.
9. The President shall assess the merits of the FSB 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.
10. The Local Chief Executive shall issue the appointment in accordance with the provisions MCC's Merit System approved by the Board of Trustees and Sangguniang Panlungsod, and submitted to the Civil Service Commission.
11. The HRMO shall post a notice announcing the appointment of a faculty member in three (3) conspicuous places in the college a day after the issuance of the appointment for at least fifteen (15) days. The date of posting should be indicated in the notice.

### C. PROMOTION

#### POLICIES

1. A faculty member may be considered for promotion to a higher faculty rank/sub-ranks on the basis of meeting the minimum required qualification for faculty position set on the ALCU Merit System, in consonance with



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National Budget Circular No. 461, June 1, 1998 and the DBM Manual on Classification and Compensation 2017 including performance rating of at least Very Satisfactory performance in 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 institute where the vacancy exists.
3. The filing and pendency of an administrative case against a faculty member shall not constitute a disqualification from promotion.
4. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
5. Positions belonging to the closed career system are exempted from the three-salary grade limitation on promotion.
6. A faculty member who is on local or foreign scholarship or training grant or pregnant or 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.

## PROCEDURES FOR PROMOTION

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

## III. CAREER AND PERSONNEL DEVELOPMENT

### GENERAL POLICY



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The Mabalacat City College Career and Personnel Development program for faculty members which include provision on training/seminar, scholarship grants, job rotation, counseling, mentoring and other HRD interventions.

Objective of Career and Personnel Development:

- a. To provide professional growth for faculty members
- b. To develop skills and capabilities development to be able to work efficiently and respond rapidly to the changes in the organization.
- c. To improve their performance.

### A. HUMAN RESOURCE DEVELOPMENT INTERVENTIONS

To achieve the main objective of the Mabalacat City College personnel development program in bringing about highly educated and professional faculty members the following policies and guidelines are promulgated:

#### POLICIES

1. The Mabalacat City College shall develop and implement a continuing program of training and development for its faculty members.
2. The Mabalacat City College 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 on organizational priorities.
4. Preference shall be given to candidates with permanent appointment.
5. The Mabalacat City College 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 college, 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 college and facilitates career growth.



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- c. Job Rotation – the sequential or reciprocal movement of a faculty member from one office to another or from one department/institute to another within the college as a means for developing and enhancing the potentials of people in an organization by exposing them to the various functions of the college.

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

### PROCEDURES

1. The Mabalacat City College shall create a “Faculty Training and Development Committee (FTFC)” to be composed of the following:
 

a. Vice President for Academic Affairs	-	Chair
b. Vice President for Finance and Administration	-	Vice Chair
c. President of CSC-Accredited Faculty Association or representative chosen through general election	-	Member
d. Dean of Institute where field of grant/scholarship/training occurs	-	Member
e. HRMO of the College	-	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 MCC policies. its main function shall be that of selecting and recommending those who should attend specific training programs conducted by the MCC or by government agencies or duly accredited non-governmental organizations, local or foreign.

2. Each institute/unit head shall determine training needs of his/her faculty members through training needs analysis in accordance with organizational priorities. He/she shall submit annually to the President, through the FTDC, his/her plans embodying the kind of training programs and the names of those who shall attend such program.
3. FTDC, through the HRMO shall inform all faculty members concerned about the study grants and scheduled seminars/conferences or workshops and invite qualified faculty members to avail of such program.
4. The participant or recipient of a training grant/scholarship agreement in accordance with the existing rules and regulations shall submit a report on the prescribed form on the training he/she has completed and furnish the HRMO a copy of the training certificate he/she has received and report of activities for entry in her/his personnel files. The trainee shall also be given the opportunity to share with his/her colleagues what she/he learned.

### IV. PERFORMANCE MANAGEMENT/PERFORMANCE EVALUATION SYSTEM



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## GENERAL POLICY

The CSC-approved Strategic Performance Management System (SPMS) shall be the evaluation system to be used in measuring the performance of the faculty members. All developed and approved performance evaluation tools such as VPAA, Dean, Student, Peer and Self-evaluation shall be included in the computation of the employee's performance rating.

### POLICIES

1. The performance rating of a faculty member shall be used as basis for promotion or giving incentives and rewards.
2. The performance evaluation system is consists of five (5) adjectival ratings:

- 5 - Outstanding
- 4 - Very Satisfactory
- 3 - Satisfactory
- 2 - Unsatisfactory
- 1 - Poor

3. No faculty member shall be considered for promotion without a record of at least two (2) successive performance ratings of at least Very Satisfactory immediately preceding the assessment of candidates for advancement to higher positions or ranks.
4. A Performance Evaluation Review Sub-Committee (PERSC) shall be created with the composition and responsibilities as follows:

- Chairman - Vice President for Academic Affairs
- Members - Deans of Institutes
- HRMO
- Two (2) representatives nominated by the duly accredited faculty association or chosen through general election. The term of office of the representative shall be determined by the PERSC

#### Responsibilities of PERSC

- a. Review of Faculty Performance Targets
- b. Review of Performance
- c. Determining the Final Rating
- d. Monitoring and Evaluation of Performance Target and Accomplishment
- e. Setting of Internal Rules and Procedures

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

### GENERAL POLICY



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Mabalacat City College shall established its own faculty suggestions and incentive awards system which shall encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding faculty members individually or in group for their suggestions, inventions, superior accomplishment and other personal efforts which contribute to the efficiency, economy and other improvement in government or for other extraordinary acts or service in the public service.

### POLICIES

1. The PRAISE shall adhere to the principles of providing incentives and awards based on performance, innovative ideas and exemplary behavior.
2. The PRAISE 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 PRAISE shall 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.

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.

4. At least five percent (5%) of the HRD Funds shall be allocated for the PRAISE and incorporated in the MCC Annual Work and Financial Plan and Budget.
5. The PRAISE shall be institutionalized through the creation of PRAISE Committee in all agencies of the government.
6. The President shall be responsible in overseeing the System's operation and the Human Resource Management Unit of the College shall serve as the System's Secretariat.
7. The PRAISE Committee shall ensure the productivity, innovative ideas, suggestions and exemplary behavior can be identified, considered, managed and implemented on a continuing basis to cover all faculty ranks.
8. The PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the college, however, MCC may employ an external or independent body to assist the PRAISE Committee to judiciously and objectively implement the system of incentives and awards.



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9. The PRAISE Committee shall establish its own internal procedures and strategies. Membership in the committee shall be considered part of the regular member's regular duties and responsibilities.
10. Mabalacat City College shall encourage improved productivity and efficiency among faculty members through appropriate recognition based on performance, innovations, ideas and exemplary behavior.
11. All permanent members of the faculty with regular plantilla items who meet the criteria for each specific award shall be entitled to receive the awards including those whose responsibilities include the making of suggestion, formulation of plans and policies or making recommendations to achieve greater efficiency and economy in the institution.
12. Recipients of honor awards shall be given preference in promotion and in training grants and scholarships.
13. The HRMO of the Mabalacat City Government shall enter into the personnel file any award of honor received by any member of the faculty.
14. Mabalacat City College shall develop its own Program on Awards and Incentives for Service Excellence (PRAISE) incorporating therein the types of incentive that may be given.
15. Establishment of a CSC-approved PRAISE shall be the basis for the grant of the Productivity Enhancement Incentives (PEI), other awards and incentives. The annual Praise Report shall be submitted by the college to the CSC Regional Office concerned on or before the thirtieth of January to enable its faculty members to qualify for nomination to the CSC-sponsored national awards.

### CHAPTER V. WORKING HOURS

#### GENERAL POLICY

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

#### POLICIES

1. The Management, through its College President, shall prescribe the rules and regulations governing working hours and attendance of the faculty members, to be approved by the Board of Trustees.





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2. It shall be the duty of each head of the division in the college to require all faculty members under him/her to strictly observe the prescribed office hours, which may be apportioned to teaching hours per week, student consultation per week, lesson preparation per week, and research and extension services.
3. When the head of the division, in the exercise of his/her discretion, allows a faculty member to leave the office during office hours not for official business but to attend social events/functions and/or wakes/interments, the same shall be reflected in his/her daily time record and charged against his/her leave credits.
4. Each head of the division in the college shall require a daily record of attendance of all 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.
5. When the interest of public service so requires, the daily hours of work of faculty members may be extended by the President, which extension shall be fixed in accordance with the nature of work. Provided, that work in excess of eight (8) hours must be properly compensated.
6. Faculty members who have incurred tardiness and under-time regardless of minutes per day exceeding ten (10) times a month for two (2) consecutive months or two (2) months in a semester shall be subject to disciplinary action.

### A. PART TIME TEACHING

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

Part timer are contracted through contract of service or a job order.

Working hours of part-time faculty shall be as follows:

1. Part-time faculty members may be allowed to rendered an accumulated twenty (20) hours per week instead of 4-four continuous service every working day, provided, the needs of the college are served.
2. The head of the division may, with the approval of the President and in the exigency of the service, further reschedule the time of part-time faculty to satisfy the 20-hour work week requirement, provided, that continuous service is available to the college at all times during the week.
3. Part-time faculty may not be required to use the Bundy clock/biometrics. However, they shall be required to keep records of their attendance in a



## MABALACAT CITY COLLEGE

logbook and accomplish CS Form 48 (DTR) consistent with the entries in the logbook for accounting and auditing requirements.


### B. FLEXI TIME SCHEDULE

Each head of the division in the college may allow flexible working hours for his/her faculty member so they can perform their four-fold functions of instruction, consultation, research and extension services, provided that the prescribed forty (40) hours per week shall be strictly implemented. Allocation of hours shall be accordance with CHED Memorandum No. 30 s. 2009 and other applicable issuances and laws.





### CHAPTER VI. COMPLAINTS AND GRIEVANCE MACHINERY

#### GENERAL POLICY



Mabalacat City College shall establish its Grievance Machinery (GM) that is the best way address grievance between and among faculty member and to promote harmony in the workplace and foster the productivity of each faculty member.

#### POLICIES

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1. A grievance shall be resolved expeditiously at all times at the lowest level possible in the college. 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 aggrieved party shall be assured freedom from coercion, discrimination, reprisal and biased action on the grievance.
  3. Legal rules and technicalities shall not bind grievance proceedings. Even verbal grievance must be acted upon expeditiously. The services of legal counsel shall not be allowed.
  4. 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.
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If the party being complained of is the immediate supervisor, the grievance shall be presented to the next higher supervisor.

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



## MABALACAT CITY COLLEGE

- a. Non-implementation of policies, practices and procedures on economic and financial issues and other terms and conditions of employment fixed by law including salaries, incentives, working hours, leave benefits and related terms and conditions;
  - b. Non-implementation of policies, practices and procedures which affect faculty and academic staff from recruitment to promotion, detail, transfer, retirement, termination, lay-offs, and related issues that affect them;
  - c. Physical working conditions;
  - d. Interpersonal relationship and linkages;
  - e. Protest on appointments; and
  - f. All other matters giving rise to faculty members' dissatisfaction and discontentment outside of those cases enumerated herein.
6. The following case shall not be acted upon through the grievance machinery:
- a. Disciplinary cases which shall be resolved pursuant to the Revised Rules on Administrative Cases (RRACS);
  - b. Sexual harassment cases as provided for in RA 7877 and its implementing rules; and
  - c. Union related issues and concerns.
7. 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.
8. Mabalacat City College shall constitute a "Complaints Grievance Committee" to receive, hear, and resolve complaints and grievances. The committee shall be composed of the following:
- |        |   |   |
|--------|---|---|
| Chair  | - | Vice President for Academic Affairs               |
| Member | - | Vice President for Administration                 |
|        |   | Dean of Institute where complainant is assigned   |
|        |   | HRMO as Secretary                                 |
|        |   | Representative CSC-accredited Faculty Association |
|        |   | If there is no accredited faculty association,    |
|        |   | Representative chosen through general election    |
- If any member is the one facing a complaint, another faculty shall be designated in his place.
9. The Grievance Committee shall establish its own internal procedures and strategies, Membership in the Grievance Committee shall be considered part of the members' regular duties.

### PROCEDURES




## MABALACAT CITY COLLEGE

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



### CHAPTER VII. PUBLIC SECTOR UNIONISM


#### GENERAL POLICY



Faculty members can form or join a 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 scheme to achieve the same objectives.

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

#### POLICIES

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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 to recognition by the college governing board, shall register with the Department of Labor and Employment (DOLE) and the Civil Service Commission (CSC).
  3. Representative of the accredited faculty association/union shall sit as member of the different committees such as Training and Development Committee, Faculty Selection Board, Grievance Committee, PRAISE Committee and PERSC.

### CHAPTER VIII. DISCIPLINE



# MABALACAT CITY COLLEGE


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

## POLICIES

1. The provisions of the Revised Rules on Administrative Cases (RRACS) in the Civil Service (CSC Resolution No. 1101502 dated November 8, 2011) shall apply in proceedings against members of the faculty.
2. Each local colleges and universities shall submit its rules and regulations on sexual harassment for approval, including the list of members of the Committee on Decorum and Investigation (CODI) to the CSC Regional Office concerned.




## CHAPTER IX. OTHER PERSONNEL ACTIONS



The following personnel movements which shall not require issuance of an appointment shall nevertheless require an office order by duly authorized officials:


1. Reassignment - movement of a faculty across the organizational structure within the same agency/department which does not involve a reduction in rank, status or salary, and does not require issuance of appointment by an office order by duly authorized official.
2. 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 agency.

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

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

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3. 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 appointment but may either involve reduction or increase in compensation.

Secondment shall be governed by the policies on the matter.

## CHAPTER X. RETIREMENT



## MABALACAT CITY COLLEGE

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

### POLICIES

1. Extension of service may be requested by the President or the appropriate authorities 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, whose performance has been unanimously rated as Outstanding and recommended by the Search Committee, may be extended by the governing board beyond the compulsory age of retirement by not later than the age of seventy (70).

### CHAPTER XI. TRANSITORY PROVISIONS

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

### CHAPTER XII. RESPONSIBILITY

The President, Board of Trustees, Vice Presidents, the Deans, Heads of Units and Human Resource Management Officer (HRMO) shall be responsible for the implementation and maintenance of this Merit System. The initiative and active participation of the HRM Officer shall be expected in the proper implementation of this Merit System.

### CHAPTER XIV. AMENDMENT

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

### CHAPTER XV. EFFECTIVITY

This Merit System shall take effect upon approval by the governing board. The Civil Service Commission shall be furnished a copy of the approved Mabalacat City College Merit System for Faculty Members.

**RESOLVED FURTHER**, that a copy of this resolution be furnished to the Sangguniang Panlungsod of Mabalacat City, Pampanga and other concerned offices.



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Province of Pampanga  
Mabalacat City



# MABALACAT CITY COLLEGE

APPROVED this 29<sup>th</sup> day of October 2020.

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Approved by:

**HON. CRISOSTOMO C. GARBO**  
Chairperson, Mayor of the LGU of Mabalacat City

**DR. MICHELLE A. ONG**  
Vice Chairperson, College President

**HON. KRIZZANEL C. GARBO**  
Member, Chairperson - Committee on Education  
Sangguniang Panlungsod of the LGU of Mabalacat City

**DR. IMELDA DP. SORIANO**  
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Member, President - MCC Alumni Association

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