



FACULTY MANUAL 2021



Acknowledgement of Receipt of MCC Faculty Manual

Signing on the space provided below signifies that I fully understand the content and provision of this manual. I hereby state that I will honestly, diligently and faithfully follow the College's rules and policies. Further, I understand that any violations of such shall be dealt with corresponding disciplinary actions.

Signature over printed name

Institute

FOREWORD

This revised edition of Mabalacat City College Faculty Manual brings together information that reflects our vision and leadership for our academic personnel. This is the compendium of policies governing the faculty and their rights and responsibilities as instructors, scholars, and community members. The information contained herein draws inspiration from the policies instituted by the Board of Trustees, decisions of the Executive and Management Committees, and the Academic Council. It also includes relevant guidelines and implementing rules from cross-functional units and offices of our institution and government regulating bodies.

In this revised manual, we have also incorporated the guidelines and considerations to be taken up now that the country is under a pandemic era, especially on academic rules and regulations governing faculty and students. Still, the information here may change as we journey this extraordinary situation in our midst and continue to collaborate with different stakeholders as we also pursue excellence in academic instructions.

Michelle Aguilar-Ong, DPA
College President

PREFACE

The Mabalacat City College Faculty Manual provides standards, policies and guidelines that govern aspects of academic life of the faculty of the College. It will serve as guidance of the teaching staff as it presents policies and processes on recruitment, selection and placement, promotion and academic information.

The policies in this Manual form part of the essential employment understandings between members of the faculty and the College.

This Manual will be revised as policies of the College evolve and its updated version will also be available to the faculty and via MCC website.

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HISTORY

The battle cry to provide universal, quality and affordable education to high school graduates of the Municipality who are unable to enter college due to high cost of tuition fees was realized through the establishment of Mabalacat City College (MCC).

A feasibility study was undertaken by a technical group composed mostly of academicians; and in September 2007, a decision was made that Mabalacat College will be opened in its temporary site at Northville 16 Resettlement, Barangay Atlu Bola, Mabalacat beginning June of 2008.

The legal foundation of the college was formulated by the Sangguniang Bayan (SB) members. On October 4, 2007, through Municipal Ordinance No. 2, series of 2007, titled "An ordinance establishing a local college in the Municipality of Mabalacat to be known as the MABALACAT COLLEGE and granting its charter providing for the Rules, Regulations and Pertinent Guidelines for its establishment and operation thereof" was passed.

On January 14, 2008, Mayor Marino "Boking" Morales appointed Dr. Leonardo C. Canlas as the First Ad Interim President of the College. The initial courses offered were B.S in Elementary Education, B.S in Secondary Education with major fields in Mathematics and Biological Science, and B.S Information Technology.

The College officially had its first day of classes on June 9, 2008 with 35 enrollees in the Institute of Teacher Education and 27 in the Institute of Information Technology Education.

In June 2009, the Institute of Hospitality Management was opened with course offerings: B.S in Hotel and Restaurant Management.

In accordance with the pertinent provisions of Republic Act. No. 7722, otherwise Known as the Higher Education Act of 1994, and by virtue of Resolution No. 457-2008, series of 2008, of the Commission en banc; the Government Recognition was granted to Mabalacat College to operate the Bachelor of Elementary Education program (Areas of concentration: General and Pre-School Education) and the Bachelor of Secondary Education program (Major fields of Specialization: Biological Science, Mathematics, Filipino, MAPEH, and English) on February 8, 2011; and the Associate in Computer Technology on March 3, 2011.

The Government Authority was granted to Mabalacat College to operate the Bachelor of Arts in History program on November 16, 2011, the Bachelor of Science in Customs Administration program on February 8, 2012, the Bachelor of Science in Biology on April 3, 2012, the Bachelor of Science in Tourism Management program on April 17, 2012, the Bachelor Science in Accountancy on January 22, 2013 and the Bachelor of Technical Teacher Education, major in Food Service Management on February 20, 2013. The TESDA granted the Certificate of TVET Program Registration to offer the Finishing Course of Call Center Agents for 100 hours on December 9, 2011, and the Computer Hardware Servicing NC II for 392 hours on March 5, 2012.

By virtue of Republic Act. 10164 which was signed by President Benigno Simeon C. Aquino III and the successful July 21, 2012 plebiscite favoring "Yes" to Cityhood, the Municipality of Mabalacat is converted into Mabalacat City; thus, the Board of Trustees, through its 41st Meeting resolved to change the name of the College to MABALACAT CITY COLLEGE.

VISION AND MISSION

Vision

The Mabalacat City College envisions itself to be the TOP CHOICE in the community it serves for QUALITY EDUCATION and TRAINING by 2025.

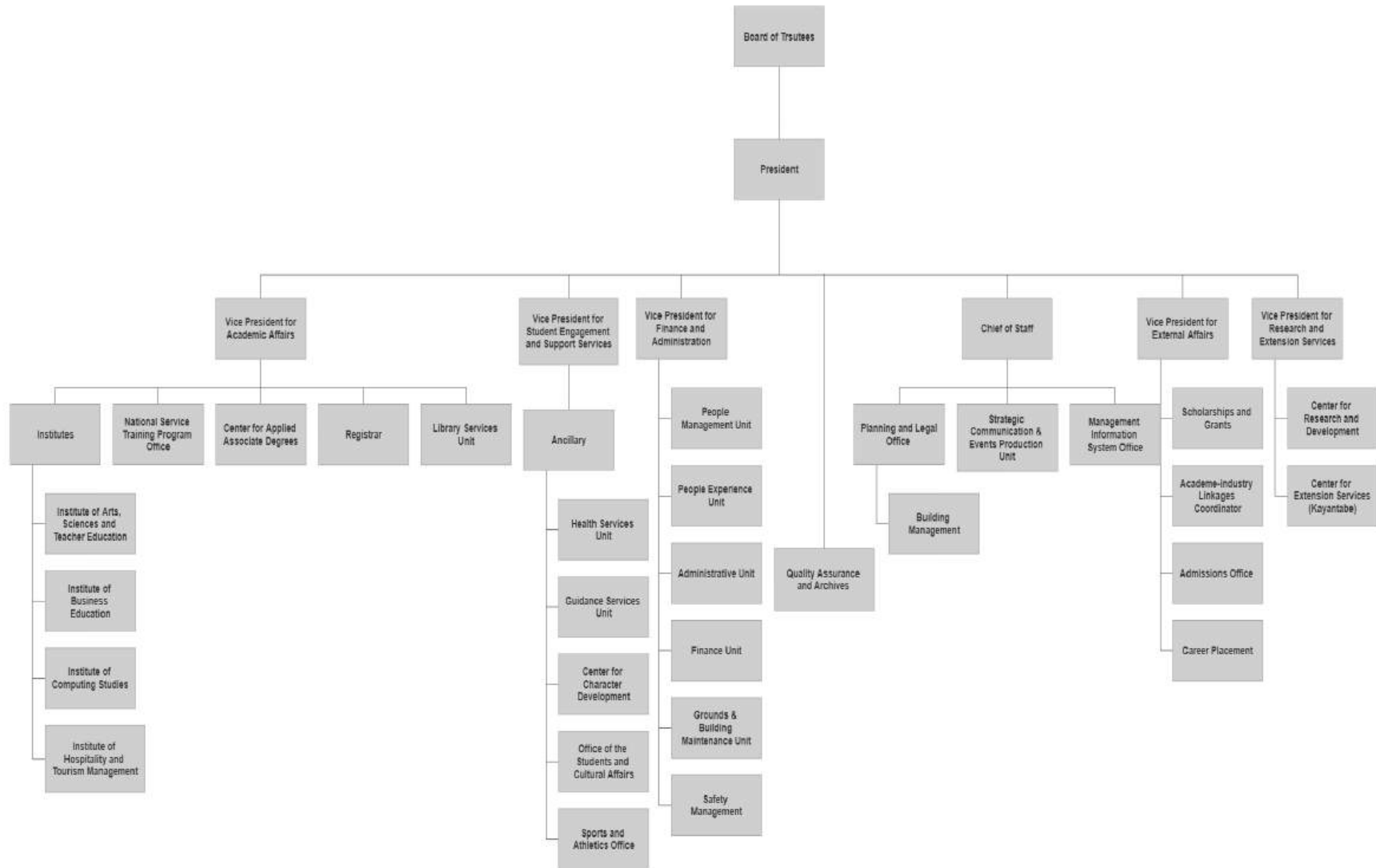
Mission

The mission of Mabalacat City College is to meet the needs of its community as a CENTER FOR LEARNING aiming for OPEN ADMISSION POLICY.

CORE VALUES

- **PASSION** – Operate as one team with STRONG DRIVE to attain purpose
- **INTEGRITY** – Cultivate environment with HONESTY and FAIRNESS in all dealings
- **EXCELLENCE** – Set and meet HIGH STANDARDS
- **SERVICE** – Extend SERVICE to the community

ORGANIZATION AND GOVERNANCE OF MABALACAT CITY COLLEGE



MCC Organizational Chart

THE MCC ADMINISTRATION AND THEIR KEY FUNCTIONS

The College is headed by a President and assisted by a Chief of Staff/Executive Vice President and five (5) Vice Presidents: Vice President for Administration, Vice President for Academic Affairs, Vice President for External Affairs, Vice President for Student Affairs and Services and Vice President for Research and Extension Services. The vice presidents lead the key functions of the College assisted by college deans and directors.

President

The College President serves as the Chief Executive Officer, Academic Leader, Institutional Builder and Resource Mobilizer of the College and is also responsible for the overall operation, development, and promotion of the College pursuant to the college charter. As the head of the Institution, the President shall provide leadership in policy development, fiscal management, personnel management, educational program planning, and communication to further the public image of the College and move the institution toward fulfilling its vision, mission and objectives.

The College President shall perform the following duties and responsibilities:

1. recommend to the Board changes and development of policies needed to reflect new government regulations, student and community needs, for efficient operation of the College;
2. adopt administrative regulations and procedures for the operation and administration of the College;
3. inform and exert leadership toward the development of local and national educational policies of the College;
4. prepare and submit an annual budget to the Board; make recommendations to the Board for budget changes, and implement the College budget as approved and amended;
5. make recommendations to the Board for the appointment of all administrative, faculty, professional and contract personnel; appoint non-contract personnel for approved positions; suspend employees with or without pay; and accept resignations of employees;
6. maintain the orderly functioning of the College and take appropriate action, within the limits of the College Charter, as may be necessary to prevent any interference with such orderly operation of the College;
7. provide for appropriate professional growth and development programs for the college for both Academic and Non-Academic personnel;
8. make recommendations to the Board for the adaption of programs of instruction and other educational and community services through its Academic Council;
9. provide leadership in the development and implementation of the institutional Development Plan of the College;
10. represent the College to the community, regulatory bodies, to the public, parents, media and to the community organizations;
11. provide the Board with the flow of information regarding the College and its needs;

12. maintain liaison with the leadership of other educational institutions to ensure articulation between the educational programs of cooperating institutions for the benefit of students and community;
13. maintain communication with faculty and staff and act as spokesperson to the Board of Trustees;
14. prepare agenda materials, with the approval of the Board officers, for board meetings and maintain a record of the proceedings;
15. perform miscellaneous administrative matters such as approvals of the constitution and by-laws of organizations or associations of faculty members and other personnel, and of student organizations;
16. sign all contracts and other documents requiring approval of the Board;
17. promulgate rules to govern the use of buildings and premises by individuals or organizations;
18. fix, revise and approve, regardless of the rate of increase, of the appropriate rules and other guidelines for the fees or charges on rental rates of charges for use of College equipment, facilities, buildings, premises and other properties or supplies, meal/food/snacks prices, selling prices of materials or commodities produced or reproduced or fabricated by the College or any unit thereof, and all other College services rendered or provided by the College or any official or employee thereof;
19. sign contracts of personnel under Job Order and Contract of Service;
20. designate employees or personnel below the level of a Dean; and
21. perform such other duties as the Board may assign.

Chief of Staff

The role of the Chief of Staff is recognized as primary leadership position and is expected to perform the following duties and responsibilities:

1. act as the Point-Person for the College President for various staff's concern;
2. attend meetings on behalf of the College President and report back with relevant information;
3. draft legal correspondence and official statements;
4. provide insight and feedback to the College President to assist with the decision-making process;
5. act as a sounding board to help with brainstorming relevant subject matter;
6. oversee staff and handle problems before reporting them up to the College President;
7. lead and implement various strategic planning processes across organization and provide leadership to all staffs to prepare them for upcoming meetings or presentations;
8. collaborate with executive team members to determine and prioritize strategies;
9. provide department leaders with recommendations and consultation to improve teamwork;
10. determine key performance indicators and how to measure team performance.

Vice President for Academic Affairs

The role of the Vice President for Academic Affairs is recognized as primary leadership position and is expected to perform the following duties and responsibilities:

1. plan and assure the smooth and continuous operation of all academic areas and functions;
2. develop new academic policies and procedures for the campus in consultation with appropriate constituencies;
3. plan, develop, implement, oversee and evaluate the academic curricula and programs of the College;
4. support the enrollment development initiatives of the College through the development of new courses and programs;
5. recommend new programs, program modifications, and termination of existing programs and courses as appropriate and secure all necessary approvals;
6. ensure that faculty teaching and advising assignments during the summer and throughout the academic year are equitable and conform to contractual terms of employment, in consultation with academic program heads;
7. oversee searches for all academic personnel, ensure that credentials requirements are satisfied, and recommend full-time and part-time faculty appointments, promotions, dismissals and non-renewals to the President;
8. manage the system of evaluation of all academic personnel, full and part time, including the administration of student evaluations of instructors;
9. oversee preparation and distribution of semester and session course schedules and approve and institute all course additions, deletions and modifications;
10. manage the preparation of the annual commencement exercises;
11. supervise government programs pertaining to instruction;
12. maintain liaison with the government agencies as appropriate, representing the College in various forums and settings;
13. ensure that rules, regulations, procedures and requests of government accrediting bodies and the Board of Trustees are followed and implemented in a timely fashion;
14. serve the college for at least 40 hours a week; and
15. perform other related duties as assigned by the President.

Vice President for Finance and Administration

The role of the Vice President for Administration is recognized as a primary leadership position and is expected to perform the following duties and responsibilities:

1. provide executive level direction and management oversight for budgeting and budget analysis, finance controls and reporting, campus maintenance and development, facilities and grounds operations;
2. oversee all unit operations under administration, which is divided into the Finance, Human Resources Management, Property and Supply, General Services/Maintenance and Security;
3. recommend fiscal procedures for efficient allocation of resources for all the College's operations;

4. responsible for timely and accurate preparation, submission and administration of the College budget;
5. oversee, administer and coordinate all expenditures within the College budget;
6. monitor all purchases for compliance with funding requirements and laws governing the use of public funds;
7. provide management and leadership to the functional areas of the Administration units;
8. assure the smooth and continuous operation of all administrative services and functions;
9. take immediate and appropriate actions to any administrative concerns;
10. review related policies and procedures and apprise others of pending or needed changes to current practice;
11. plan, develop, implement, oversee and evaluate new programs under the department;
12. supervise all unit heads under the Administration Department; and
13. perform other related duties as assigned by the College President.

Vice President for External Affairs

The role of the Vice President for External Affairs is recognized as a primary leadership position and is expected to perform the following duties and responsibilities:

1. provide leadership and coordination in the concerted planning and programming efforts required to amplify the college goodwill and financial benefits in both the short-and-long-term program;
2. work closely with President and Vice-Presidents, to plan, implement and monitor short-and-long-term external relations and fund-raising strategies, which will assist the college to gain the resources required to support research activities;
3. contribute to the overall effectiveness of the college through contact with and/or participation in various external institutions, corporations, organizations and other pertinent bodies in order to develop, maintain and enhance their financial support of the college;
4. continuously work to establish linkages and networking with local and foreign institutions and industry for student and faculty exchange programs;
5. ensures that miscellaneous assignments related to External affairs are completed in the best interest of the College by accepting and accomplishing tasks, which are delegated by the President;
6. lead strategic planning for the external affairs unit to ensure that the objectives are aligned with the College Strategic plans and objectives;
7. oversee the proper discharge of administrative duties of the external affairs unit including supervising personnel, managing its resources and operations; and
8. perform other related duties as assigned by the College President.

Vice President for Research and Extension Services

The role of the Vice President for Research and Extension Services is recognized as a primary leadership position and is expected to perform the following duties and responsibilities:

1. oversee and provide leadership for the full panoply of research issues related to the administration of the College's research department and institutes by acting as a chief advocate to cultivate relationships and providing a leadership role in the development and implementation of the College Research Agenda;
2. facilitate the development of an effective and competent faculty, staff and students researches and Programs;
3. promote a positive image and maintains the harmonious external relations for the College by communicating and interacting locally and nationally for both private and public sectors in matters relating to the College Research Agenda;
4. provide academic leadership to the College, embracing the range of disciplines represented, by providing a coherent vision for research services.
5. ensure that miscellaneous assignments related to Research are completed in the best interest of the College by accepting and accomplishing tasks which are delegated by the President;
6. lead strategic planning for the research unit to ensure that the objectives are aligned with the College Strategic plans and objectives;
7. oversee the proper discharge of administrative duties of the research unit including supervising personnel, managing its resources and operations; and
8. perform other related duties as assigned by the College President.

Vice President for Student Affairs and Services

The role of the Vice President for Student Affairs and Services is recognized as a primary leadership position and is expected to perform the following duties and responsibilities:

1. develop, manage and supervise the effective and efficient implementation of programs in student affairs and services consistent with the College's vision and mission;
2. oversee student admissions and records functions, student activities, student organizations and student government, guidance and counselling, financial aid, special programs and services, matriculation, career and transfer services, recruitment, athletics, scholarships, publications, culture and arts, and student success programs and services;
3. develop, monitor and maintain effective admission management processes and procedures;
4. take the lead in all student services planning activities;
5. work with the Vice President for Academic Affairs to develop community partnerships;
6. supervise assigned staff and coordinate the delivery of programs and services;
7. create strategies for the accomplishment of assigned responsibilities, participate in the College's annual strategic planning processes, and work with academic department to develop both short and long-term goals and objectives for the student services department;

8. work closely with the Vice President for Academic Affairs to create and maintain a student-centered curriculum, as well as programs and services;
9. coordinate student support activities with the Vice President for Academic Affairs;
10. recommend appointments, transfers, promotions, reclassifications, disciplinary action, layoff or termination of subordinates, assign work, communicate job expectations and performance measures, conduct performance evaluation and plan for staff development of SAS employees and monitor and approve use of paid leaves.
11. plan and implement systematic evaluations of all SAS personnel, programs and projects within student services; actively participate in office evaluations and other College evaluation processes;
12. conduct studies to determine the effectiveness of student development and support programs;
13. organize and conduct meetings with counselling staff members and with all members of the department on a regularly schedule basis;
14. develop goals and strategies for accomplishing assigned responsibilities; actively participate in College strategic and planning processes and develop personal professional development goals;
15. represent the college in conferences and workshops appropriate to the position;
16. conduct reviews of all student services programs on a scheduled basis;
17. maintain a high profile within the community, including public and private schools and area colleges and universities;
18. perform other tasks/duties as required by the institution that will contribute to its efficient and effective functions;
19. perform other work related duties as assigned.

Deans

Institute of Arts, Sciences and Teacher Education Dean

The Institute of Arts, Sciences and Teacher Education Dean is expected to fulfill the following duties and responsibilities:

1. prepare and implement strategic plans; short-and-long-range goals to meet the College Vision and Mission;
2. assist the Vice President for Academic Affairs (VPAA) in all matters affecting the general policies of the institution;
3. provide academic leadership in his institute or unit;
4. provide overall administrative supervision over all activities in his institute or unit;
5. recommend, through channels, the curriculum and program of study to be adopted for approval by the Commission on Higher Education;
6. recommend the appointment, promotion, or separation of faculty members in his institute or unit;
7. recommend subject assignment of faculty members in his institute or unit;
8. Help formulate educational policies in his institute, and to issue necessary rules and regulations for their effective implementation;

9. provide a definition program supervision to raise the efficiency of instruction;
10. supervise all the curricular and co – curricular activities of all units under his charge in collaboration with other officials concerned;
11. establish academic standards, rules and regulations on admission and registration of students, transfer of credits, subject sequence and subject pre-requisites, scholarships, residence, retention, advancement, and graduation of students;
12. recommend candidates for graduation of the institute or unit;
13. initiate curriculum development programs;
14. ensure adherence to established standards of instruction;
15. implement faculty development programs;
16. continuously assess and evaluate the program offerings vis-a-vis the performance of graduates;
17. promote linkages and networking with other schools, professional organizations and business and industry; and
18. perform other functions and responsibilities that is inherent to the position and as required by the higher authorities of the College.

Institute of Business Education Dean

The Institute of Business Education Dean is expected to fulfill the following duties and responsibilities:

1. participate in the formulation of plans and policies of the Institute and the College;
2. convene faculty and staff in the strategic preparation of the Calendar of Activities per academic year detailed per semester;
3. exercise supervision of all full time and part time teaching personnel through regular evaluation and classroom observation three times per semester to monitor the quality of teaching;
4. assure compliance with the Commission on Higher Education regarding the program offerings;
5. actively participate as member of the Academic Council, Management Committee (MANCOM), etc.;
6. conduct regular review of the curriculum through the evaluation of the Outcome-Based Teaching and Learning Plan for all professional and major courses offered by the institute;
7. conduct at least once a month faculty and staff meeting to discuss involving the institute and the students as well;
8. monitor the enrollment to maximize use of faculty loads and classroom/laboratories;
9. coordinate all academic and extra co-curricular student activities to ensure proper implementation and documentation, such as:
 - a. Seminars/trainings/assemblies;
 - b. College-wide activities (Buwan ng Wika, Apertura, Clausura/Graduation Ceremonies, College Days, Institute Days);
 - c. Orientation programs for new student, re-orientation program for old students;
 - d. Consultative meetings with Parents.

10. represent the institute in organizations such as the Philippine Institute of Certified Public Accountant (PICPA – National), Association of CPA's in Accounting Education (ACPAT), Association of CPA's in Public Practice (ACPAPP), and Philippine Institute of Certified Public Accountant (PICPA – Local);
11. monitor the Field of Study Heads in deployment and preparation of class schedules and faculty loadings;
12. coordinate to industries and agencies for the partnership and MOA signing for the OJT of IBE students;
13. coordinate the OJT deployment of 4th year Accountancy and Customs Administration Students;
14. work out possible linkages or partner with institutions or agencies for possible community extension services;
15. supervise and monitor the record keeping and preservation of essential documents in the institute;
16. respond and resolve difficult and sensitive inquiries and complaints by students and the general public;
17. submit monthly accomplishment report of the Institute; and
18. perform other duties assigned by higher authorities of the College.

Institute of Computing Studies Dean

The Institute of Computing Studies Dean is expected to fulfill the following duties and responsibilities:

1. prepare and implement strategic plans; short-and-long-range goals to meet the College Vision and Mission;
2. assist the Vice President for Academic Affairs (VPAA) in all matters affecting the general policies of the institution;
3. provide academic leadership in the Institute or unit;
4. provide overall administrative supervision over all activities of the Institute;
5. recommend, through channels, the curriculum and program of study to be adopted for approval by the Commission on Higher Education;
6. recommend the appointment, promotion, or separation of faculty members of the Institute;
7. recommend subject assignment of faculty members of the Institute;
8. help in the formulation of educational policies of the Institute and issue necessary rules and regulations for their effective implementation;
9. provide effective program supervision to raise the efficiency of instruction;
10. supervise all the curricular and co – curricular activities of all units under the Institute, in collaboration with other officials concerned;
11. establish academic standards, rules and regulations on admission and registration of students, transfer of credits, subject sequence and subject pre-requisites, scholarships, residence, retention, advancement, and graduation;
12. recommend candidates for graduation under the Institute;
13. initiate curriculum development programs;

14. ensure adherence to established standards of instruction;
15. implement faculty development programs;
16. continuously assess and evaluate the program offerings vis-a-vis the performance of graduates;
17. promote linkages and networking with other schools, professional organizations and business and industry; and
18. Perform other functions and responsibilities that are inherent to the position and as directed by higher authorities of the College.

Institute of Hospitality and Tourism Management

The Institute of Hospitality and Tourism Management Dean is expected to fulfill the following duties and responsibilities:

1. prepare and implement strategic plans; short-and-long-range goals to meet the College Vision and Mission;
2. assist the Vice President for Academic Affairs (VPAA) in all matters affecting the general policies of the Institution;
3. provide academic leadership in the Institute or unit;
4. provide overall administrative supervision over all activities of the Institute;
5. recommend, through channels, the curriculum and program of study to be adopted for approval by the Commission on Higher Education;
6. recommend the appointment, promotion, or separation of faculty members of the Institute;
7. recommend subject assignment of faculty members in the Institute;
8. assist in the formulation of educational policies of the Institute, and issue necessary rules and regulations for their effective implementation;
9. provide an effective program supervision to raise the efficiency of instruction;
10. supervise all the curricular and co – curricular activities of all units under the Institute, in collaboration with other officials concerned;
11. establish academic standards, rules and regulations on admission and registration of students, transfer of credits, subject sequence and subject pre-requisites, scholarships, residence, retention, advancement, and graduation of students;
12. recommend candidates for graduation of the institute or unit;
13. initiate curriculum development programs;
14. ensure adherence to established standards of instruction;
15. implement faculty development programs;
16. continuously assess and evaluate the program offerings vis-a-vis the performance of graduates;
17. promote linkages and networking with other schools, professional organizations and business and industry; and
18. Perform other functions and responsibilities that is inherent to the position and as directed by higher authorities of the College.

Center for Applied and Associate Degrees Director

The Center for Applied and Associate Degrees Director is expected to fulfill the following duties and responsibilities:

1. exercise overall supervision of all academic and non-academic personnel of the center and its units;
2. oversee the formation, implementation, and evaluation of plans and programs for development and the supervision/coordination of activities and services for the advancement of goals and objectives of the center;
3. exercise educational leadership and accountability over the assignment of academic load to faculty members, appointment, promotion, retirement, termination of and disciplinary actions against faculty members and non-teaching personnel;
4. undertake periodic curriculum review, revision, and development with the assistance of the program administrators in the degree program concerned;
5. prepare course offerings, center methodologies of instruction, adopt and recommend appropriate instructional and reference materials, and recommend books to add to the library;
6. initiate and monitor the development of academic and industrial linkages, extension and outreach programs, and career and internship placement programs;
7. prepare and comply with the Academic requirements for CHED, TESDA, and other governmental/regulatory agencies;
8. lead research and extension activities among faculty and students, including technology innovation and commercialization activities;
9. help enforce the college rules and laws affecting education;
10. assist in other relevant task as assigned by the President or VP for Academic Affairs.
11. adhere to all MCC Governance/Policies about the New Normal; and
12. perform other duties as may be assigned by higher authorities of the College.

Registrar Unit Head – Registrar III

The Registrar is expected to perform the following duties and responsibilities:

1. enforce government and school regulations regarding admission requirements, enrollment, teaching load, student shifting/leave/dropping/transfer, course requisites and pre-requisites, graduation, and other academic matters;
2. coordinate with the Commission on Higher Education (CHED) and ensures compliances with licenses, authority, pertinent notations, and/or recognition of curricula and program offerings of the College;
3. provide technical assistance in curriculum development or revisions, class scheduling and course cataloguing;
4. plan and execute the registration procedure in coordination with the Institute Deans;
5. supervise the staff of the Registrar's Office and direct the operations of the office;
6. formulate and implement regulations and guidelines in student records keeping, accessing, issuances, transmission, archiving, and/or disposal;
7. verify and certify correct the student records being issued by the Office;

8. attend to transactions with government offices or agencies regarding matters related to the functions of the Office, and;
9. perform other functions as needed in the College or as directed by its higher authorities.

Student Affairs and Services Director

The Student Affairs and Services Director is expected to perform the following duties and responsibilities:

1. organize and monitor Health, Library, Guidance and Office of the Disciplinary Services;
2. provides leadership and vision to ensure compliance in matters relating to student discipline service, alternative education, child welfare and attendance, guidance services, and school safety;
3. plans, implements, and evaluates educational programming in order to ensure continuous program improvement for the benefit of all students;
4. incorporates policies and procedures in accordance with laws and regulations;
5. guides, directs, and participates in serious discipline processes, including student suspensions and expulsions;
6. ensures that all practices in the Mabalacat City College are legal and ethical for each student suspensions and expulsions;
7. collaborates with school administration and instructional leadership team to plan and implement ongoing school-wide professional development consistent with social, emotional, and environmental factors impacting student learning;
8. collaborates with school staff and other school personnel to support and assist in implementing strategies and initiatives to promo student learning and wellness;
9. guides and assists service providers in conducting classroom meetings, psycho-educational groups and classroom presentations on identified areas of concern for the students, as needs are identified;
10. identifies and resolves ethical issues with guidance from senior director of student support engagement;
11. conduct other duties as assigned;
12. adheres to implements and performs within appropriate clinical and therapeutical treatment, assessments and strategies;
13. adheres to all MCC Governance/Policies about the New Normal at all times;
14. account for any loss or damage to any Mabalacat City College property which may be issued or assigned to the second party during the period of employment;
15. return all property issued or assigned and settle all accountabilities which the second party may have incurred upon termination of this contract.

Health Services Unit Head

The Head Nurse is expected to perform the following duties and responsibilities:

1. Plan, create, schedule, and organize a Health Services Program for students and personnel;
2. monitor the effective implementation of the Health Services Program;
3. supervise the delivery of health services of the staff;

4. conduct evaluation of the health services program and the performance of the staff;
5. participate in formulating health-related policies, procedures, and guidelines, as well as in budget preparations;
6. supervise the inventory and requisition of medical/dental/office supplies and equipment;
7. ensure the proper management of student/employee cumulative medical records;
8. participate in planning and promoting the personal-professional development of the health services staff;
9. lead the health services staff in the conduct of research and community outreach;
10. prepare action plans, performance targets, calendar, accomplishments, and other reports; and
11. perform other related duties as needed.

Guidance Head

The Guidance Head is expected to perform the following duties and responsibilities:

1. organize, supervise, monitor and coordinate the effective implementation of a comprehensive Guidance Program;
2. supervise the conduct of psychological counseling and educational information to students;
3. supervise the conduct of structured learning exercises, focused group sessions, seminars, workshops and psychological interventions to meet student needs;
4. administer faculty performance evaluation of students, peers, superior and self-faculty evaluation and prepare accomplished summary of evaluation to be furnished to the Human Resource Division and to concerned Insitutes;
5. review the scoring and interpretation of psychological test and approved the psychological assessments;
6. monitor the collection and maintenance of student data and cumulative records;
7. review and approved the periodic reports, modules, guidance forms and materials;
8. attend meetings and conferences with parents and other school personnel to represent Guidance Services Office;
9. conduct research studies for program development;
10. maintain coordination with the academic department, parents and other school personnel regarding students' concern and other guidance related activities;
11. provide counseling and consultation services to special target group or referred special cases;
12. evaluate the performance of the guidance personnel;
13. evaluate and develop the entire guidance program to ensure appropriate and timely activities and interventions are given;
14. ensure that the College Guidance Office maintains liaison and coordination with the following departments/units such as Office of the Institute Deans, Career and Testing Office, Admission's Office, Registrar's office, Office of Student Affairs, Discipline Office;
15. ensure that the office also extends its services and liaison with the government or non-government agencies as part of its linkages and community extension services; and

16. perform other related functions and duties as needed.

Head Librarian

The Head Librarian is expected to perform the following duties and responsibilities:

1. supervise daily library activities, monitors and guides the library staff;
2. plan and organize programs involving the use of library resources;
3. prepare developmental plan, annual reports and action plans;
4. consult the Vice President for Academic Affairs on the policies of the library;
5. prepare correspondences (request for renewal/new subscription, referral and linkages with other libraries and related matters);
6. participate in departmental meetings and discussions on planning and development and on administrative concerns;
7. establish networking with other libraries on joint projects and reciprocal usage of available resources;
8. plan, organize, and supervise programs for library users in order to encourage reading;
9. select and evaluate library materials for acquisition of books and other library resources;
10. classify books and other library resources;
11. maintain records of the library resources;
12. undertake the maintenance and order of physical lay-out of facilities, equipment, and furniture inside the library;
13. orient new faculty and staff about the proper use of the library and its resources; and
14. perform other duties assigned by the Vice President for Academic Affairs.

THE INSTITUTES

INSTITUTE OF ARTS, SCIENCES AND TEACHER EDUCATION

VISION

The IASTE envisions producing globally competent professionals with a moral sense of nationalism, integrity, and service to humanity.

MISSION

To provide quality education and support services from competent faculty and conscientious leaders who implement new curricula that provides the classroom readiness to enter the workforce and serve humanity.

OBJECTIVES

Arts and Sciences:

1. Provide instruction of the highest achievable standards and making utmost use of advanced educational technology and diverse teaching methodologies to maximize student learning.

2. Maintain an environment conducive to the propagation of great ideas, development of critical thinking, dynamic research, and penchant for knowledge in the fields of Humanities, Mathematics, Natural Sciences and Social Sciences.
3. Maintain Faculty and Staff who are physically, academically, and morally competent and implement programs for their continuous development, support, and security.
4. Produce quality graduates who are competent and skilled to meet national and international standards and become productive citizens
5. Expand social and environmental awareness among the constituents.

Teacher Education

1. Provide curricular offerings which are within the standards set by the Commission on Higher Education (CHED).
2. Provide institution-initiated enrichment courses to better equip the pre-service teachers with the essentialities of quality teaching.
3. Expose the pre-service teachers to community-based realities to equip them with competence to participate in various programs and projects.
4. Provide technical and expertise in research to develop, improve and practice innovations.
5. Provide the pre-service teachers with rich and strong foundation in values and principles of the profession to sustain their desire for service and morally-upright living.

INSTITUTE OF BUSINESS EDUCATION

VISION

The Institute of Business Education envisions itself to be the front-runner in the region for business education, producing fully-equipped entrepreneurs, managers, and professionals ready to be catalysts of change.

MISSION

The mission of the Institute is to provide inclusive, responsive, and quality education through experiential learning, research, and community engagement.

OBJECTIVES

1. To provide degree programs within the prescribed standards of the Commission on Higher Education (CHED);
2. To prepare learners to integrate their business knowledge in the different disciplines to contribute to the community, locally, and internationally;
3. To carry out a culture of research related to current business practices, issues, and concerns;
4. To equip learners with high standards educational programs by continuously evaluating the program's medium of instruction and service, teaching techniques, and innovation;
5. To enhance the students' competencies through actual training in the industry;
6. To strengthen the social and moral responsibilities of the students by integrating moral values and business and work ethics in the curriculum;

7. To ensure employability of the graduates by promoting a solid linkage, build an institution-industry relationship, and update job opportunity mapping in the industry;
8. To provide community extension programs to inculcate among learners the values of passion, integrity, excellence and service.

INSTITUTE OF COMPUTING STUDIES

VISION

The Institute of Computing Studies envisions itself to be the top choice in computing program in the region it serves, providing high-quality information technology education by 2025.

MISSION

The mission of Institute of Computing Studies is to serve the needs of its citizens as a center of quality computing education aiming for an open admission policy.

OBJECTIVES

1. To implement state of the art technology that will improve academic instruction and train both employees and students for a lifetime of success.
2. To behave ethically with integrity in all situations.
3. To maintain a high level of competence in order to meet academic and career goals.
4. To meet the needs of students by building an educational atmosphere in which they can achieve a range of objectives.

INSTITUTE OF HOSPITALITY AND TOURISM MANAGEMENT

VISION

IHTM envisions to be one of the renowned Institutions in the country that produces top caliber, globally competitive, and credible Hospitality and Tourism Professionals that can astound the Local and International business world.

MISSION

The IHTM mission is to provide exceptional Hospitality and Tourism education, experiential learning, future-ready curriculum, and community engaging education that will equip the students to be competitive Hospitality and Tourism Professionals locally and internationally.

OBJECTIVES

1. Train and develop the students on the relevant and necessary skills they need to fully prepare them in the fastest growing Industry of the Tourism and Hospitality;
2. Produces graduates that are in-demand and equip with strong managerial and entrepreneurial skills as future hoteliers, restaurateurs, and tourism professionals;
3. Build a profound understanding in the hospitality and tourism industry through reflective practices in the global competitive standards: and
4. Uplift the socio-economic lives of the community through action-based research and extension services.

Article 1
Recruitment, Appointment and Promotion

A. General Guidelines and Procedures

Section 1. All candidates must satisfy the minimum Qualifications Standards (QS) under Rule IV of the rank they are applying to before his/her Common Criteria for Evaluation (CCE) points may even be computed. Upon satisfying the minimum QS, only then will the candidate's CCE points be evaluated and reviewed.

- 1.1 If the candidate was able to satisfy the required CCE points for the rank applied for, he/she shall be subject to Qualitative Contribution Evaluation/s (QCE) as stated in Rule VI and must satisfy the required rating before he/she is screened by the Faculty Selection Board (FSB).
- 1.2 If the candidate passed the required rating for QCE, then he/she will be subject of screening by the FSB. The candidate must pass the Screening in order to be hired to the rank applied for.

Section 2. If and only if there are several candidates for a particular rank who satisfied all the requirements – from minimum QS, CCE points and QCE, to the Screening – the following criteria shall be applied in choosing the candidate/s to be hired.

20% - CCE points
40% - QCE
40% - Screening ratings
TOTAL: 100%

2.1 For sole applicants, only Section 1 shall be applied and criteria under this Section will not be applicable.

Section 3. Personal Data Sheet (PDS) accomplished and submitted for evaluation shall be subscribed and sworn to.

Section 4. The following mechanics of implementation on the evaluation and review of CCE points shall be observed:

- a. The faculty member or administrator shall accomplish the PDS and attach all supporting documents. The candidate shall do self-evaluation of his CCE points by filling in of the CCE Form and s.
- b. There will be two Committees – (1) Evaluators and (2) Reviewers – who shall sit en banc to evaluate and review faculty credentials.
 - a. Evaluators' Committee:
 - i. Chairman – Vice President for Administration
 - ii. Secretary – HR staff of MCC
 - iii. Member – to be designated by the Vice President for Academic Affairs under his/her office
 - b. Reviewers' Committee:
 - i. Chairman – FSB Secretariat
 - ii. Secretary – HR staff at MCC

- iii. Member – to be des designated by the Vice President for Academic Affairs under his/her office
- c. The Evaluators shall center the points in the CCE Form and sign the same.
- d. The Reviewers shall review the evaluation of all documents and submit the evaluated PDS and supporting documents to the MCC President.
- e. Where the two committees differ in their faculty assessment, they shall sit down together and come to a collegial decision.

Section 5. Faculty positions in MCC shall be limited to the rank of Associate Professor V, unless allowed by the Department of Budget and Management (DBM) through a circular or issuance.

Section 6. For appointment to Instructor I – Entry level, candidate must achieve a total of 65 CCE points, pass the interview of the FSB and receive at least 3 for teaching demonstration with the FSB. Teaching Demonstration criteria shall adapt the Teaching Effectiveness instrument.

Section 7. For appointment to the ranks of Instructor II to Assistant Professor IV, the candidates shall be subject to the following requirements:

- a. CCE points of at least 66 for the higher sub-rank of the Instructor position and at least 88 for the Assistant Professor position;
- b. Qualitative Contribution (QC) in instruction, otherwise known as Teaching Effectiveness (see Rule VI);
- c. Pass the Screening.

Section 8. Appointment to the rank of Associate Professor shall be subject to the following requirements:

- a. CCE points of at least 124;
- b. QC in any two (2) of the other four functional areas, namely, instruction, research, extension and production (see Rule VI)
- c. Pass the Screening.

Section 9. The College President may seek the promotion of faculty members for meritorious performance, provided that the aggregate number of sub-ranks involved in all such promotions shall not exceed 15% of the total number of current authorized full-time faculty members annually, provided further that such upward movements shall be limited to the highest sub-rank of the assigned rank as indicated in the CCE. Upward movement to Associate Professor ranks shall similarly be subjected to Screening.

B. Minimum Qualification Standards

Section 10. Based on the Civil Service Commission Memorandum Circular (CSC MC) No. 19, s. 2005 as amended by CSC MC No. 22, s. 2016, the following are the minimum qualification standards:

POSITION TITLE	SG	EDUCATION	EXPERIENCE	TRAINING	RESEARCH OUTPUT	COMMUNITY EXTENSION SERVICE	ELIGIBILITY
Instructor I	12	Masterate	None	None			None required: RA

							1080 (for courses requiring BAR or Board eligibility)
Instructor II	13	Masterate	1 year of relevant experience	4 hours of relevant training			None required: RA 1080 (for courses requiring BAR or Board eligibility)
Instructor III	14	Masterate	2 years of relevant experience + VS Performance Rating	15 hours of relevant training	<ul style="list-style-type: none"> - Local - Unpublished Research - Action/applied Research in any discipline 	<ul style="list-style-type: none"> - Outreach Program - Participative 	None required: RA 1080 (for courses requiring BAR or Board eligibility)
Asst. Professor I	15	Masterate	3 years of relevant experience + VS Performance Rating	20 hours of relevant training	<ul style="list-style-type: none"> - Local - Unpublished Research - Action/applied Research in any discipline 	<ul style="list-style-type: none"> - Outreach Program - Participative 	None required: RA 1080 (for courses requiring BAR or Board eligibility)
Asst. Professor II	16	Masterate + 12 units Doctorate	4 years of relevant experience + VS Performance Rating	20 hours of relevant training	<ul style="list-style-type: none"> - Local - Unpublished Research - Action/applied Research in any discipline 	<ul style="list-style-type: none"> - Outreach Program - Participative 	None required: RA 1080 (for courses requiring BAR or Board eligibility)
Asst. Professor III	17	Masterate + 24 units Doctorate	4 years of relevant experience + VS Performance Rating	25 hours of relevant training	<ul style="list-style-type: none"> - Local - Unpublished Research - Action/applied Research in any discipline 	<ul style="list-style-type: none"> - Outreach Program - Participative 	None required: RA 1080 (for courses requiring BAR or Board eligibility)
Asst. Professor IV	18	Masterate + 36 units Doctorate	4 years of relevant experience	28 hours of	<ul style="list-style-type: none"> - Local 	<ul style="list-style-type: none"> - Outreach Program 	None required: RA 1080 (for

			+ VS Performance Rating	relevant training	<ul style="list-style-type: none"> - Unpublished Research - Action/applied Research in any discipline 	- Participative	courses requiring BAR or Board eligibility)
Associate Professor I	19	Doctorate Degree	5 years of relevant experience + VS Performance Rating	30 hours of relevant training	<ul style="list-style-type: none"> - Local - Unpublished Research - Action/applied Research in any discipline 	Civic Welfare Service	None required: RA 1080 (for courses requiring BAR or Board eligibility)
Associate Professor II	20	Doctorate Degree	5 years of relevant experience + VS Performance Rating	30 hours of relevant training	Community Based Action Research	Civic Welfare Service	None required: RA 1080 (for courses requiring BAR or Board eligibility)
Associate Professor III	21	Doctorate Degree	6 years of relevant experience + VS Performance Rating	35 hours of relevant training	Community Based Action Research	Civic Welfare Service	None required: RA 1080 (for courses requiring BAR or Board eligibility)
Associate Professor IV	22	Doctorate Degree	6 years of relevant experience + VS Performance Rating	35 hours of relevant training	Community Based Action Research	Civic Welfare Service	None required: RA 1080 (for courses requiring BAR or Board eligibility)
Associate Professor V	23	Doctorate Degree	7 years of relevant experience + VS Performance Rating	40 hours of relevant training	Community Based Action Research	Civic Welfare Service	None required: RA 1080 (for courses requiring BAR or Board eligibility)

Section 11. Modified Point Allocation. The Common Criteria for Evaluation point equivalent of the rank shall be as follows:

Faculty Rank	Sub-Rank	SG	Point Bracket
Instructor	I	12	65
	II	13	66-76
	III	14	77-87
Assistant Instructor	I	15	88-96
	II	16	07-105
	III	17	106-114
	IV	18	115-123
Associate Professor	I	19	124-130
	II	20	131-137
	III	21	138-144
	IV	22	145-151
	V	23	152-158

C. Point System

Section 12. The Common Criteria for Evaluation (CCE) point system in determining faculty rank and sub-rank is as follows:

Factors	Maximum Number of Points
Educational Qualification	85
Experience and Professional Services	25
Professional Development, Achievement and Honors	90
Total	200

The specific factors and guidelines for determining credit points are in Appendix A.

Section 13. All claims for CCE points shall be supported by the appropriate and pertinent primary documents. Secondary documents shall not be accepted except in situations where the primary documents have been lost or damaged through force majeure.

D. Qualitative Contribution Evaluation (QCE)

Section 14. In addition to the CCE, promotions to higher rank and sub-rank shall be subject to QCE. QCE is the process of determining the eligibility of a faculty candidate for the particular rank and sub-rank indicated by the CCE.

Section 15. Qualitative Contribution (QC) is the continuous improvement towards excellence by a faculty member in all four (4) functional areas of the institution, namely: instruction, research, extension and production. For placement or entry, performance during the period of evaluation shall be considered.

Section 16. For those seeking promotion to the higher sub-ranks of the Instructor and the Assistant Professor positions, the QC shall be in the Teaching Effectiveness. The Teaching Effectiveness of Instructors and Assistant Professor is evaluated using the following assessment areas with the corresponding weighted points:

- a. Commitment – 20%
 - b. Knowledge of the Subject – 20%
 - c. Teaching for Independent Learning – 30%
 - d. Management of Learning – 30%
- B. The evaluation is done by the (a) faculty concerned, (b) his peers, (c) his supervisor, and (d) his student beneficiaries.
 - C. Each area of assessment has a number of criteria and allotted a total of 25 points. The total raw points for the assessment areas is 100. The raw points garnered in each of the four assessment areas is multiplied by the corresponding weight.
 - D. In rating using the criteria, the scale of 1 to 5 is used, with 5 as the highest.
 - E. The faculty shall be evaluated regularly and the average rating is obtained for the particular CCE implementation.
 - F. The following are the minimum points required under the QCE so that a faculty with the appropriate CCE credits can be promoted:

SUB-RANK	MINIMUM POINTS
Instructor II	80
III	90
Assistant Professor I	80
II	85
III	90
IV	95

Section 17. Teaching Effectiveness Criteria Definitions:

- A. *Commitment* – This refers to a faculty member’s deep sense of responsibility to render service for the development of the students’ well-being and for the advancement of his/her discipline.
- B. *Knowledge of subject* – This includes the faculty member’s scholarship and expertise in his/her chosen field or discipline.
- C. *Teaching for independent learning* – This pertains to the faculty member’s ability to organize teaching-learning processes to enable students to maximize their learning potentials.
- D. *Management of learning* – This refers to the faculty member’s ability to create and manage a conducive learning environment and at the same time guide, monitor and evaluate student learning.

Section 18. Qualitative Contribution Evaluation for Associate Professors

- A. Continuous improvement toward excellence shall include well-defined and well-executed approaches aimed at enhancing the value of collegiate/university education to the clientele the College pledges to serve. The improvements must be in all four (4) functional areas of the College, namely: instruction, research, extension and production.

- B. For those seeking promotion to the Associate Professor rank, the QC shall be in any two (2) functional areas chosen by the candidate prior to any assessment year.
- C. In each of the self-selected functional areas, the candidate's qualitative contribution shall be assessed based on clientele satisfaction, leadership, partnership development, and community responsibility. The weights applicable are as follows:

RANK	INSTRUCTION	RESEARCH	EXTENSION	PRODUCTION
Asso. Professor	0.50	0.30	0.10	0.10

- D. The evaluation is done by the ratee's client, by the direct supervisor, by the stakeholders in the completed projects, and by his external and internal communities.
- E. Each area of assessment has a number of criteria and allotted a total of 25 points. The total raw points for the assessment areas is 100. The raw points garnered in each of the four assessment areas is multiplied by the corresponding weight.
- F. In rating using the criteria, the scale of 1 to 5 is used, with 5 as the highest. The faculty shall be evaluated regularly at the end of every academic year and the average rating is obtained for the particular CCE implementation.
- G. The total weighted points (maximum being 100) shall have the equivalent points corresponding to the sub-ranks under the Associate professor rank as follows:

RANK	QCE Weighted Points	
	MINIMUM	MAXIMUM
Associate Professors		
1	76	80
2	80	85
3	86	90
4	91	95
5	96	100

Section 19. QCE Criteria Definitions:

- A. CLIENTELE SATISFACTION – This is a strategic concept for the overall institutional image as the College seeks continuous improvement toward excellence. It is based on the belief that the quality of education will improve as the clientele (i.e., students, parents, community) assume more responsibility for the value of education they draw from the institution. This demands constant sensitivity to clientele requirements and measurement of the factors that drive clientele satisfaction. Equally, this demands awareness of the latest developments in education and rapid response to the clientele-requirements thereby improving both the quality of education and the relationships with students, parents and the community.
- B. LEADERSHIP – Professors (including board members and administrators) must create clear and visible quality values within the educational system. Reinforcement of these values and expectations requires personal commitment and involvement. Professors in collaboration with administrators and instructors or board members, must create strategies, systems and methods for achieving educational excellence. These systems and methods guide activities and decisions of the college and encourage participation and creativity by all.

- C. PARTNERSHIP DEVELOPMENT – The college should seek to build internal and external partnerships that, promote cooperation/collaboration serving mutual and larger community interests. These should consider longer-term objective as well as short-term needs, thereby creating a basis for mutual investments. The building of partnerships should address means of regular communication, approaches to evaluating progress, means of modifying objectives, and methods to accommodate changing conditions.
- D. COMMUNITY RESPONSIBILITY – Education quality objectives should reflect areas of community citizenship and responsibility. These include ethics in education, support for public safety, environmental safety, and sharing of quality-related information with business, industry and government agencies within the community and the country. Community responsibility also includes responsiveness to community needs and processes to develop and maintain public trust.

Section 20. The Office of the Vice President for Research and Extension services shall verify the QCE results of the faculty candidates.

E. Screening

Section 21. Screening by the FSB is a process for validating the eligibility of a faculty candidate to the rank of Associate Professor or Professor. The process involves written exams, interviews and presentation, particularly on substantive issues/questions related to the field of specialization/discipline of the candidate. The written exams shall subject to the discretion of the FSB.

Section 2. The applicant must pass the screening process in order to be hired or promoted.

Article 2

Semestral Loading

Section 1. Full-time Faculty Members

1. Mabalacat City College adopt flexi core work schedule for its full-time faculty members. Full-time faculty members are required to render a total of thirty (30) hours of work per week at the college, divided as follows: twenty-four (24) hours of actual classroom instruction engagement and six (6) hours of consultation. As per Resolution No. 34 Series of A.Y. 2014-2015.
2. Only loads in excess of twenty-four (24) units/hours shall be considered overloads based on his/her educational rate considering that the overload courses are his/her area of specialization and faculty member received at least Very Satisfactory in Student's Evaluation and in his/her IPCR for two (2) preceding rating periods.
3. A faculty member should not be assigned more than four (4) different courses/subject within a semester as per CMO No. 52 s. 2007.
4. If in any case the faculty member assigned less than the required 24 units/hours of teaching, the faculty member will be given administrative work or additional assignment to complete the required number of working hours.
5. In no instance should the aggregate teaching load of faculty exceed 30 units (inclusive of overload and teaching loads in a semester).
6. Teaching load per day of the faculty member should not exceed six (6) hours. CMO
7. Faculty members designated as College Officials (President, Vice-President and College Secretary) and Institute officials (Dean, Program Head, Coordinator) are entitles to the same Flex core hours of work per week. The Thirty (30) hours shall include the embedded loads (if any), monitoring, planning, other administrative and supervisory activities, and other assign task based on their work descriptions. As per on MCC Charter 2016.
8. Faculty member with designation such as Field of Study Head are required to have 12-unit teaching load and 12-unit administrative work and Program Coordinators are required to have 18-unit teaching load and community outreach projects. Loads that excess of twenty-four (24) units/hours shall be considered overloads based on his/her educational qualification.
9. Since the Civil Service Commission requires a total of forty (40) hours a week, there is thus a difference of ten (10) hours. To compensate, faculty members must use the ten (10) hours for teaching-related activities such preparation of lessons, checking of papers, or research and community extension works. However, these may be done inside or outside the College premises. As per Resolution No. 34 Series of A.Y. 2014-2015.

Section 2. Part-time Faculty Members

1. In any case no full-time faculty member can teach courses/subjects, the FOSH or Program Coordinators or Deans can hire part-time faculty member who can teach

- the course /s based on area of specialization with Master's degree on that area of specialization.
2. Part time faculty member will be paid according to their educational qualification.
 3. Special rate will be given to the part time faculty member like CPA, Lawyers, Doctors of Medicine as per Resolution No. 11, Series of 2014.

Article 3

Duties and Responsibilities of Faculty Member

Section 1. Professionalism

1. Every faculty member should observe the code of ethics for professional teachers.
2. Every faculty member should observe proper dress code and wearing Official school OD all the times inside the campus. Thus, the Mabalacat City College will follow the provision of the dress code and its section to each violation stated in CSC Memorandum Circular No. 19, s. 2000.
3. Faculty member is strictly prohibited from smoking within the school premises.
4. No faculty member will accept any gifts, in any forms, as bribery from their students.
5. Faculty member is not allowed to sell anything his/her students.
6. No faculty member should ask for loan or financial assistance from students, and parents.
7. Faculty member should observe the sexual harassment law of Republic Act 7877.
8. Faculty member should not impose his/her personal beliefs in politics, religion, or norms to his/her students.
9. If any case, the faculty member has sentiments against in College policies, the faculty member is not allowed to post in social media that directly damaging the credibility of the College, instead he/she may raise his/her concern to the MCC Faculty Association Officers or to his/her immediate supervisors.
10. Faculty members is expected to follow the College rules, regulations or policies.
11. Faculty member should observe and comply on the deadline dates of the assigned documents.
12. Faculty member is expected to participate and/or support the College activities.
13. Faculty member is expected to attend faculty, institutional and college meetings. Faculty member is not expected to complain on the result of meeting of he/she is absent during the meeting.
14. All personal transactions of the faculty member should not perform during official hours.
15. Faculty member should observe the importance of confidential matters to the students or unauthorized or third parties that are not involve in the function of the College.
16. Faculty member should not reproduce the official documents of the college without permission with the school authorities.
17. Faculty member is expected to follow the proper communication flow if he/she has a concern that could affect his/her instruction or professionalism.
18. Faculty member should not have illicit relationship with the student of MCC.
19. Faculty member should refrain from assaulting or inflicting injury on other employees of the College either physically, emotionally or morally within the College premises or social media.

Section 2. Classroom Instruction

1. Faculty member should submit OBTL and Modules to their respective Deans one week before the start of the semester.

2. Faculty member should observe punctuality all the times in a semester and there is an appropriate sanction about tardiness.
3. Faculty member is expected to orient his/her students on the first days of the class together with MCC's Vision, Mission, and Core Values, course outline or OBTL plan, classroom policies and course/final requirements.
4. Faculty member is expected to start and dismiss his/her classes based on his/her class schedule.
5. Faculty member is expected to follow the course and room schedule. If in any case there is a conflict with the schedule, the faculty member should inform his/her immediate supervisor about the conflict. No faculty member is authorized to change his/her schedule and have internal arrangement with the students about the course schedule.
6. If the faculty member will be absent to his/her class schedule, the faculty member should inform his/her the immediate supervisor and students and/or leave an activity to their immediate supervisor.
7. Faculty member should return the corrected test papers to their students from Prelim, Midterms, and Final periods.
8. Faculty member should provide copy of grades to his/her students and entertain the student's clarification with their grades from Prelim, Midterms and Final periods.
9. Faculty member should be transparent in his/her students in assigning grades without prejudices.
10. Faculty member is expected to erase the writing on the board before leaving the classroom.
11. Faculty member should follow the content of the OBTL.
12. Faculty member should teach their course assigned to him/her in the best of his/her capacity leading to the realization of the College's Mission and Vision.
13. Faculty member should entertain student that are asking for a special examination for major exams if the student has a valid reason during examination day.
14. Faculty member should ensure that the names of their students are included in the official list given by the registrar.
15. Faculty member should submit the test paper/s or rubric one (1) week before the examination week.

Section 3. Submission of Grades and Clearance

1. Every faculty member should use the institutional template/format for computing the grades of their students upon the directives of their immediate supervisors.
2. Every faculty member shall submit the hard and soft copy of the grades on the assigned date of submission. All report of grades must be submitted not later than ten (10) days after the last day of the examination on Preliminary, Midterms and Final Periods.
3. No faculty member shall change any grade after the soft and hard copies of grades were submitted and she/he was clear on his/her clearance. In exceptional cases,

- where an error has been committed by the instructor, he/she may request authority from MIS Office and Vice President for Academic Affairs to make necessary changes.
4. A faculty member shall be only issued clearance until upon compliance of all the required submissions by their respective Institutes and by other concerned offices such the Registrar for grades and the Library for books loaned.

Section 4. Consultation Hours

Each member of the faculty shall be available for student consultation for at least six (6) hours a week during regular office hours. The faculty member shall determine his/her consultation hours at the beginning of every semester or term subject to the approval of the Dean. The time and day of consultation, as approved, shall be posted in a conspicuous place for information and guidance of the students. Consultation hours are provided to help and guide students in their registration, assignments, the progress of their academic work and other curricular problems regarding their subjects.

Section 5. Special Class

If a student of MCC needs to be enrolled a required or prerequisite subject in order for the student to complete the required academic requirement before graduation, the student needs to write a letter for special class to the Registrar Office and follow the required format. The student needs to secure the affirmation of the faculty member to teach the special class. The student's payment for this class is one hundred fifty pesos (PhP 150) multiply to the number of units of the subject to be enrolled and multiply to fifteen (15) students. The faculty member will be paid of 70% of the payment of the student the remaining 30% will serve as a payment to the school since the tutorial class will make use of the school facilities. The faculty member will only receive the payment for the tutorial class with proper documents to the finance office. The copies of documents are approved request letter of the student, proof of payment (full payment), enrolment form of the student, attendance sheet and copy of grades.

Section 6. Professional Responsibilities

Every faculty member should upgrade his/her professional competence to have up-to-date information, policies and trends on their area of specialization to provide quality education to their students and meet the College's Mission and Vision.

Section 7. Research Involvement

Every faculty member should engage on the institutional research and extension services. The Higher Education Institution is one of the prime sources of new knowledge, innovations, and is expected to implement researches on respective communities and this will lead to professional growth. Faculty members are also expected to mentor or encourage students to generate new knowledge that could lead to the development of themselves or their community.

Please refer to the MCC Research Manual and Research Agenda from the MCC Research Office for the guidelines provision and incentives in conducting research and mentoring research to students.

Section 8. Community Involvement

The MCC Community Extension Service Program provides opportunities for faculty to grow professionally and personally through community extension activities.

Every faculty member is required to participate in college-wide and institute initiated extension programs and is also highly encouraged to propose either developmental, facilitative or supplemental project either as a solo proponent or a member.

Please refer to the MCC Kayantabe Manual to be properly guided from MCC Extension Office.

Section 9. Organizational Advising

The College recognizes the importance of developing creative and responsible student leaders who will eventually assume the mantle of leadership in their chosen field of endeavor. For this purpose, it seeks to encourage the formation of student groups who will pursue clearly established common objectives and the initiation of directed endeavors set up along social, recreational, cultural, religions, literary and education lines.

It shall be the responsibility of the Club Advisers/Moderators with Student Affairs Coordinator to supervise and regulate the operations as well as the activities of all duly recognized student organizations. This is to provide needed guidance for maximum utilization of the students' human potentials/resources and efforts towards the attainment of goals and objectives as envisioned in their approved constitutions and by-laws.

Article 4 Faculty Attendance

Section 1. 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 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.

Section 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.

2.1 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.

2.2 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.

Section 3. 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.

Section 4. 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.

Section 5. *Part-time Teaching.* To maintain the quality of education in teaching areas, MCC may appoint teaching staff on a part-time basis provided that they meet the requirements of the position.

5.1 Part-timers are contacted through contract of service or a job order.

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

Section 6. *Flexi Time Schedule.* Each head of the division in the college may allow flexible working hours for faculty members 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.

Article 5
Classroom Observation and Evaluations

Section 1. Classroom Observation

The Dean and/or Field of Study Head or Subject Coordinator should have a periodic classroom observation of teaching approaches and the students' responses. After the classroom observation and evaluation, the faculty member will be called for a post conference by the Dean and/or Field of Study Head or Subject Coordinator to sign on the evaluation tool as a confirmation the result of evaluation and that the recommendations of the Dean and /or Field of Study Head or Subject Coordinator were clearly discussed to him/her.

Section 2. Individual Performance Commitment Rating/Strategic Performance Management System

- b. Faculty members are evaluated by their superiors on two aspects: teaching performance and administrative responsibilities.
- c. The teaching performance covers teaching effectiveness in the classroom as evaluated by their Deans or Field of Study Heads or Subject Coordinators, Peers and Students. (Evaluation Tool : Appendix H)
- d. The administrative responsibilities include compliance with school requisitions and other administrative requirements. They are also evaluated by their students every semester. Results of such evaluation may be used for supervision, promotion, and input faculty development planning.
- e. The performance efficiency rating of the faculty is based on the following distribution:

VPAA/Dean/Program Head	40%
Peer	15%
Self	15%
Students	<u>30%</u>
Weighted Score	100%

Article 6
Moonlighting and Private Practice of Profession

Section 1. No officer or employee shall engage directly in any private business, vocation, or without a written permission from the head of the Department. Provided, that this prohibition will be absolute in the case of those officers and employees whose duties and responsibilities require that their entire time be at the disposal of the Government. Provided, further, that if an employee is granted permission to engage in outside activities, the time so devoted outside of office hours should be fixed by the chief of the agency to the end that it will not impair in any way the efficiency of the other officer or employee. And provided, finally, that no permission is necessary in the case of investments made by an officer or employee which do not involve any real or apparent conflict between his private interest and public duties, or in any way influence him in the discharge of his duties, or in any way influence him in the discharge of his duties, and he shall not take part in the management of the enterprise or become an officer or member of the board of the directors. (*Section 12 Rule XVIII of the Revised CSC Rules under Republic Act No. 6713*)

Section 2. Pursuant to CSC Memorandum Circular No. 5 s. 1999 and other CSC Circulars, Republic Act. No. 6713 and RA 3019, all are enjoined to adhere to the following, to wit:

a. *On Teaching Job*

a.1. There shall be absolutely no teaching by Government officials and employees during office hours even if the time spent is covered by corresponding vacation leave.

a.2. Permission to teach may be granted only for subjects or courses which are related to the particular field of work of the official or employee concerned or for special fields or subjects where there is dearth of qualified teachers;

a.3. If permission is to be granted, teaching load shall be limited to twelve (12) hours a week, and in no case shall a government officer or employee be allowed to teach more than three hours a day on regular working days (Monday to Friday)

a.4. No official or employee shall be allowed to teach in any school or institution over which he directly exercises jurisdiction, control, supervision, or influenced by reason of his office or position in the Government in contemplation of the Anti-Graft and Corrupt Practiced and the Prohibited Acts under the Code of Ethics;

a.5. Officials and employees applying for permission to teach must be physically fit in order not to prejudice the performance of their duties, and for this purpose, they shall submit with their applications a record of their

physical and medical examination showing such fitness, duly certified by a government physician;

a.6. Request of teachers for permission to teach or practice of profession shall be accompanied by a statement of his/her official loads with the schedule, signed the College President.

a.7. To ensure compliance to load limitation, the applicant shall submit a certification from the authorized official of the private school or entity, where the profession is to be practiced, as to his/her loads with corresponding number of units and the schedule, addressed to the College President.

a.8. The permission shall be good for one year except for college teaching which shall be on a per Semestral basis;

a.9. Permission to teach may be withdrawn or revoked at any time whenever the exigencies of the service so require, or if the herein conditions prescribed has been violated. This is without prejudice to administrative on the part of the applicant.

b. Other Jobs

No official or employee shall hold in any school, college, or university any position or assignment involving management or administrative duties and/or responsibilities.

Section 3. Private school engaging the services of public school teachers and employees after official shall observe the limitation. The certification on load shall be deemed an official action of the school concerned unless proven otherwise. As such, any untruthful certification from the College on load or any entry thereof shall be acted upon accordingly.

Moonlighting shall be dealt with in accordance with law and rules.

Article 7

Complaints and Grievance Machinery

Section 1. MCC 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.

- 1.1 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.
- 1.2 The aggrieved party shall be assured freedom from coercion, discrimination, reprisal and biased action on the grievance.
- 1.3 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.
- 1.4 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.
- 1.5 If the party being complained of is the immediate supervisor, the grievance shall be presented to the next higher superior.

Section 2. Definition of Grievance. Grievance refers to work related issues giving rise to faculty members dissatisfaction. The following cases shall be acted upon through the grievance machinery:

- a. Non-implementation of policies, practices and procedures on economic and financial issues and other terms and conditions of employment fixed by law including salaries, incentives, working hours, leave benefits and related terms and conditions;
- b. Non-implementation of policies, practices and procedures which affect faculty and academic staff from recruitment to promotion, detail, transfer, retirement, termination, lay-offs, and related issues that affect them;
- c. Physical working conditions;
- d. Interpersonal 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.

Section 3. 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.

Section 4. Only permanent officials and faculty members, whenever applicable, shall be appointed or elected as members of the Grievance Committee.

Section 5. In the appointment or election of the Grievance Committee members, their integrity, probity, sincerity and celebrity shall be considered.

Section 6. The 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 complaint 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.

Section 7. 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.

Section 8. The procedures in the filing of complaint of faculty are as follows:

8.1 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 complaint 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.

8.2 The Committee shall resolve any complaint within five days.

8.3 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.

Article 8 Disciplinary Action

Section 1. Every faculty member is expected to comply and follow the College's rules, regulations and standards of acceptable behavior. Various level of disciplinary action has been established in accordance with the Civil Service Law, hence any violation in the Civil Service Law not written in this manual, the disciplinary action of Revised Rules in Administrative Cases in Civil Service will be applied.

Section 2. The faculty member cannot be dismissed in the service if there is no prior notification from the immediate superior or HRMO and/or does not undergo a due process.

Section 3. If the faculty member received at most Satisfactory Rating in IPCR/SPMS for at least 3 consecutive evaluations he/she will be dismissed in the service. For as long his/her immediate superior mentored him/her and/or consistently monitor the progress or improvement of his/her performance prior to the evaluation period.

Section 4. The guidelines of disciplinary action for various offenses shall be as follows:

OFFENSE	DISCIPLINARY ACTION				CLASSIFICATION
	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	
Professionalism					
Gross Insubordination or willful violation of written rules, policies and regulation of the College	Suspension for 6 months and one day to one year suspension	Dismissal			Grave Offense
Malingering or feigning illness to avoid assigned work	Memo from HRMO	Suspension for one to thirty days	Suspension for 6 months and one day to one year suspension	Dismissal	Light Offense
Receiving bribery from students	Memo from immediate supervisor or HRMO	Suspension for 6 months and one day to one year suspension	Dismissal		Less Grave Offense
Collecting/soliciting	Memo from immediate	Suspension for 6 months and	Dismissal		Less Grave Offense

contributions from students	supervisor or HRMO	one day to one year suspension			
OFFENSE	DISCIPLINARY ACTION				CLASSIFICATION
	1st Offense	2nd Offense	3rd Offense	4th Offense	
Dishonesty or Falsification of faculty member records or other College records	Memo from immediate supervisor or HRMO	Suspension for 6 months and one day to one year suspension	Dismissal		Less Offense Grave
Deliberate misuse or removal of college records and/or any confidential from the College premises without proper authorization	Memo from immediate supervisor or HRMO	Suspension for 6 months and one day to one year suspension	Dismissal		Less Offense Grave
Theft or plagiarism committed within the College	Suspension for 6 months and one day to one year suspension	Dismissal			Grave Offense
Unfair discrimination rendering public sieves due to party affiliation or preference, gender, economic status or ethnicity	Memo from immediate supervisor or HRMO	Suspension for 6 months and one day to one year suspension	Dismissal		Less Offense Grave
Moonlighting or teaching in other	Suspension for 6 months	Dismissal			Grave Offense

institution without the permission of the authorities of the college.	and one day to one year suspension				
Failed to performed the code of ethics for professional teachers	Memo from immediate supervisor or HRMO	Suspension for 6 months and one day to one year suspension	Dismissal		Less Grave Offense
Making, publishing or disseminating any false, vicious, or malicious statement concerning any employee of the College	Suspension for 6 months and one day to one year suspension	Dismissal			Grave Offense
	DISCIPLINARY ACTION				
OFFENSE	1st Offense	2nd Offense	3rd Offense	4th Offense	CLASSIFICATION
Smoking within the school premises	Memo from HRMO	Suspension for one to thirty days	Suspension for 6 months and one day to one year suspension	Dismissal	Light Offense
Have an illicit relationship with the student of the College	Suspension for 6 months and one day to one year suspension	Dismissal			Grave Offense
Deliberate assault or inflicting injury on other	Suspension for 6 months and one day to one	Dismissal			Grave Offense

employees of the College.	year suspension				
Not wearing uniform or inappropriate clothing inside the College	Memo from HRMO	Suspension for one to thirty days	Suspension for 6 months and one day to one year suspension	Dismissal	Light Offense
Instruction					
Loafing or leaving the class without approval	Memo from immediate supervisor or HRMO	Suspension for one to thirty days	Suspension for 6 months and one day to one year suspension	Dismissal	Less Grave Offense
Unauthorized changing rooms and time schedule	Memo from immediate supervisor or HRMO	Suspension for one to thirty days	Suspension for 6 months and one day to one year suspension	Dismissal	Less Grave Offense

OFFENSE	DISCIPLINARY ACTION				CLASSIFICATION
	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	
Tardiness regardless of number of minutes 1-4 times in 2 months 1-4 times a month or 5-9 times a month for a semester or a year	Memo from HRMO	Off-set of the accumulated minutes being late for at least 8 hours in Semestral or Christmas break			Light Offense

<p>Failed to off-set the accumulated late or 10 times in 2 months for a semester or a year</p> <p>10 times in a month</p>			<p>Suspension for 6 months and one day to one year suspension</p>	<p>Dismissal</p>	
<p>Unauthorized Absences</p> <p>1 day absent</p> <p>2 days absences</p> <p>Failed to off-set the accumulated late or 2.5 days absences in a month</p>	<p>Memo from HRMO</p>	<p>Off-set of the accumulated minutes being late for at least 8 hours in Semestral or Christmas break</p>	<p>Suspension for 6 months and one day to one year suspension</p>		<p>Less Grave Offense</p>

3 or more days absences in a month or in a year				Dismissal	
Accumulation of any three (3) offenses within a twelve (12) months period	Dismissal				Grave Offense

Article 9

Benefits Mandated by Law and Mabalacat City College

Section 1. GSIS, PAG-IBIG and PHILHEALTH Membership

Every faculty member is compulsory to be a member of the Government Service Insurance System (GSIS), PAG-IBIG and PHILHEALTH. These government agencies will promote security to every employee of the government. Upon retirement every employee will still have their compensations, grant loans and aid on hospital bills.

Section 2. 13th, 14th Month Pay and Clothing Allowance

As mandated by the government, permanent and casual employees are entitled to these monetary incentives.

Section 3. Phones and SIM Cards

A faculty member is given by the College a mobile phone and sim card which will serve as the official means of communication to students and to the administration.

Section 4. Health Card

A faculty member is also provided with a Health Card.

Section 5. Leave Benefits

1. As per Memorandum Circular No. 9 s. 2012 of Civil Service Commission, all faculty members are entitled to proportional vacation pay (PVP) of 70 days of summer vacation plus 14 days of Christmas vacation. A faculty member who has rendered continuous service in a school year without incurring absences without pay of not more than one-and-a half days (1-1/2) is entitled to 84 days of proportional vacation pay.

2. Vacation Service Credits. The term "teacher vacation service credits" refers to the leave credits earned for services rendered on activities during summer or Christmas vacation or in the course of regular academic year as authorized by proper authority.

3. There are other kinds of leave benefits that the faculty member can use. Please refer to the Appendix F and/or Omnibus Rules on Leave.

Section 6. Membership to Mabalacat Faculty Association

Chapter 8 of Memorandum Circular no. 19, s. 2005 of Civil Service Commission provides, "faculty members can form or join faculty association/union of their choice for the furtherance and protection of their interest. They can also form, in conjunction with appropriate authorities, labor-management committees, work councils and other forms to workers' protection schemes to achieve the same objectives. 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 and the faculty association, which been extended due to recognition by Local Colleges and Universities governing board, shall register with the Department of Labor and Employment (DOLE) and the Civil Service Commission (CSC)".

CHED Memorandum Order No. 42, s 2016, provides a policy that the president of the faculty association will be one of the members of the Board of Trustees in Local Colleges and Universities.

Section 7. Juana at Work Policy

In support of gender equality and diversity, MCC created the Juana at Work Policy (Appendix I), particularly for women in recognition of the dual function they do. The policy provides the following privileges for female faculty members:

1. 15-MINUTE NAP

To provide additional rest to women who are given the primary and ongoing responsibility for the care of a child one (1) year old and below, they shall be entitled to an extra 15-minute nap time during work hours. This may be availed at any time of the day on top of the regular breaktime at the health office/clinic provided that it will not delay urgent tasks.

2. PRIORITY GRANT FOR LEAVE

To enable women to attend to their child/children's special activities and milestones, their leave application shall be given priority for approval. This is in cases wherein in one office or department, two or more personnel file leave applications on the same date and not all can be simultaneously granted, the women's leave application shall be prioritized. These special activities and milestones include, but not limited to, school play, graduation, general assembly, card giving and birthday celebration.

3. FLEXIBLE WORK SCHEDULE

To allow women to carry out their duties and responsibilities as parents, they shall be entitled for flexible working schedule provided that the required working hours under the Civil Service Commission Memorandum Circular No. 01 series of 2017 are complied with. They shall file formal request to their immediate supervisor and shall be subject to approval of Human Resource Department.

4. ANSWERING PHONE CALLS DURING WORKING HOURS

To ensure that the needs of their child/children is/are properly addressed, the women shall be allowed to answer the phone call of their child/children even during the working hours.

Section 8. MCC Career Advancement and Pathing Program for Employee Development (MCC CAPPED). The Civil Service Commission (CSC) sanctions the

establishment of a program on career development and management in every department or agency as specified in the Implementing Rule VIII, under Book V E.O. 292 of the Civil Service Law.

The MCC Career Advancement and Pathing Program for Employees Development, also known as MCC CAPPED, is designed to provide College personnel, both teaching and non-teaching, a process through which they can chart their professional development goals within the context of the College's resources and needs. It necessitates the fusion of the personnel's career goals and the College's organizational needs.

The College, through the MCC CAPPED, shall invest in strengthening its capacity to build a culture of coaching and mentoring in the organization to improve the performance and effectiveness of its office/unit heads and employees.

8.1 Objectives:

The following are the specific objectives of MCC CAPPED:

1. To employ competent personnel in the fulfillment of the College's mandate, mission, vision, and goals;
2. To respond to the recognized need of individual personnel to grow in their respective professions; and
3. To support the personnel's career development by providing the structure and processes necessary to facilitate their professional growth.

8.2 Guiding Principles and Policies

The following are the guiding principles and policies of MCC CAPPED:

1. The College shall put together a clear structure for its Career Advancement and Pathing Program for Employee Development. The College shall treat the CAPPED as a continuing priority and shall provide reasonable time, available space, adequate funding, and other relevant resources.
2. All levels of management shall, within reason, accommodate the participants' need to attend their CAPPED-related responsibilities.
3. The College shall ensure that CAPPED is offered to all employees.
4. The College shall ensure that all documents and records pertaining to CAPPED shall be treated with utmost confidentiality.

8.3 Implementing Procedures:

The Career Advancement and Rewards section of People Experience shall be responsible in the development and implementation of the career planning and development program of the College. Furthermore, the Career and Rewards section shall act as the focal unit in monitoring and evaluating the implementation of MCC CAPPED.

1. The personnel shall assess one's own personal fit as an employee of the College. The personnel shall assess one's knowledge, skills, abilities, attitudes and values, and interests. These "data" combine to form the individual profile.
2. The office/unit head and the career advancement and rewards specialist shall act as career coaches to the personnel. The career coaches and the personnel shall agree on the latter's personal profile.
3. The personnel shall match one's personal profile with the possibilities of career movement in MCC. The personnel shall choose three potential career targets on which to base one's Career Development Plan (CDP).
4. The personnel and the career coaches shall agree on the appropriateness and practicality of the former's career targets. They shall then agree on one career path on which the personnel would focus.
5. The personnel shall design a CDP in pursuit of one's career path. The CDP shall lay out the personnel's proposed plans and activities, the projected time frame to complete each activity, as well as the resources that would be required for such activities.
6. The personnel and the career coaches shall agree on the former's CDP.
7. The personnel shall implement one's CDP based on an agreed concrete plan for monitoring and evaluating the extent to which the CDP objectives are being met.
8. The career coaches shall continue to provide a supportive atmosphere to the personnel and perform regular monitoring and appraisal.

Section 9. MCC Learning and Development Deals for Employment Readiness (MCC LADDER). The Rule VII of the Omnibus Rules Implementing Book V of Executive Order no. 292 mandated the creation of a work environment conducive to employees' development of knowledge, skills and attitude. Therefore, there must be an established continuing professional development program for all agency personnel at all levels.

The Learning and Development section of People Experience in Mabalacat City College is committed to the holistic development of employees. Specifically, it aims to elevate employees' professional qualifications, to equip them with the proficiencies and skills required of their job positions, and to improve their human relation skills. Thus, the creation of the MCC Learning and Development Deals for Employment Readiness, also known as MCC LADDER.

9.1 Objectives:

The following are the specific objectives of MCC LADDER:

1. Provide a program of development which shall be made up of existing and proposed development mechanisms;
2. Provide access to all employees to developmental opportunities suited to their identified needs for their current position and possible career advancement; and
3. Ensure that the development initiatives would reach the right employees and there will be return-on-investment from these programs.

9.2 Pertinent Policies

1. Permanent faculty or personnel, whenever possible or applicable, may be sent on training or seminar at the College's expense and with authorized Travel Order.
2. Faculty and personnel on casual status may also be sent on training or seminar as may be deemed necessary at the College's expense and with authorized Travel Order.
3. Permanent and casual faculty and personnel may also attend training or seminar at their own expense provided there is an approved Travel Order.
4. Faculty and personnel may take turns in undergoing trainings/seminars to give equal opportunity for all.
5. The faculty and personnel must participate only in training/seminar within his/her field of specialization or area, or to prepare him/her for future tasks or responsibilities.
6. For international paper presentations, the College may shoulder the registration fees of the concerned faculty/personnel. The faculty/personnel's counterpart shall be his/her travel expenses. In some cases, the College may fund in full the registration and other expenses depending on the availability of funds.

9.3 Implementing Guidelines

The College supports the personal-professional development of its people through the MCC LADDER program. On this premise, the following guidelines are adopted:

1. The MCC LADDER request form shall be accomplished by the participant or his/her supervisor to process the request for training. Attached to the request form is an official invitation from the sponsoring organization or institution. The invitation must be endorsed by CHED whenever applicable, and the sponsoring organization/institution must preferably be accredited by the Professional Regulations Commission (PRC).
2. The MCC LADDER request form shall be reviewed and evaluated by the committee composed of the immediate supervisor, the Vice President of the department where the participant belongs, the L&D Officer, and for approval by the President.
3. Upon approval of the training request, the L&D Officer shall process the Travel Order of the participant. No faculty/personnel shall be deemed to be on official business unless with an approved Travel Order.
4. The MCC Finance Officer shall process the release of registration fees and other allowances.

9.4 Responsibility of the Faculty/Personnel

1. The faculty/personnel sent on training is expected to complete the number of hours/days of the training, learn as much as he/she can, and conduct herself/himself in a manner as a representative of the College.

2. The faculty/personnel must submit to the MCC Finance Officer a liquidation form with attached official receipts on incurred expenses, within five (5) working days after the training.
3. The faculty/personnel must submit to the L&D section a copy of Certificate of Attendance/Participation/Completion within fifteen (10) working days from the completion of the training program.
4. A Feedback Report must be submitted to the supervisor or office/unit head and L&D section within ten (10) working days after the training.
5. The faculty/personnel must be willing to conduct echo seminar as may be required.

9.5 Service Obligation

The faculty/personnel who availed of the MCC LADDER program shall serve compulsory service obligation to MCC after the completion of training.

1. The duration or specific coverage of the obligation shall vary depending on the cumulative cost of training fee for the year, as follows:

Training Cost (cumulative per year)	Duration of Service Obligation
PHP50,000	6 months
In excess of PHP50,000	Pro-rated

2. There will be no service obligation if the cumulative cost per year is less than PHP50,000.
3. Technical training, whether held locally or abroad, are included in the determination of the cumulative training cost per year and the corresponding service obligation.
4. For coterminus employees, the duration of their service obligation shall be within the term of the officials to whom they are coterminus with.
5. For employees with temporary appointment, their service obligation shall be within the duration or term of their appointment.
6. Employees with existing service obligation are still eligible to attend training and certificate courses for the succeeding year. However, every new service obligation incurred shall be rendered immediately after the previous service obligation has been served.
7. Employees with existing service obligation are still eligible to attend training and certificate courses for the succeeding year. However, every new service obligation incurred shall be rendered immediately after the previous service obligation has been served.
8. However, if the reason is beyond the employee’s control (e.g., death, dreaded disease, imminent danger to his/her life or family, etc.) as validated by the L&D section, an employee will not be asked to refund the cost of training.

Section 10. MCC Significant and Top-Notch Achievements Reward System (MCC STARS). The College shall have an established incentive award system to motivate and reward employees and officers whether individually or as a group for their suggestions,

outputs, accomplishments and other contribution to the improvement, efficiency or excellence of the its services to foster ingenuity, innovation, integrity and productivity. This is the College's counterpart of Program on Awards and Incentives for Service Excellence (PRAISE) by the CSC.

However, MCC STARS shall not be limited to motivational awards customary to government agencies. It also recognizes other forms of awards such as those that promote relaxation, recreation and work-life balance for employees.

10.1 Objectives

The following are the specific objectives of MCC STARS:

1. To establish a system for identifying, selecting, rewarding and providing incentives to deserving College officials or officers, faculty members and non-teaching personnel or employees;
2. To identify outstanding accomplishments, best practices of College officials or officers, faculty members, non-teaching personnel or employees on a continuing basis;
3. To recognize and reward accomplishments and innovations periodically or as the need arises; and
4. To provide incentives and interventions to motivate College officials and officers, faculty members, non-teaching personnel or employees of the College who have contributed ideas, suggestions, inventions, discoveries, superior accomplishments and other personal efforts.

10.2 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 emphasize 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.
For this purpose, the System shall encourage the grant of non-monetary awards. Monetary awards shall be granted only when the suggestions, inventions, superior accomplishments and other personal efforts result in monetary savings, which shall not exceed twenty (20) percent of the savings, generated.
4. At least five (5) percent of the People Experience Funds shall be allocated for the System and incorporated in MCC's Annual Work and Financial Plan and Budget.

5. The System shall be institutionalized through the creation of STARS Committee.
6. The STARS Committee shall have the following composition:
 - a. Vice President for Administration (Chairperson)
 - b. Head of People Experience (Member)
 - c. Director of Quality Assurance (Member)
 - d. Faculty Association President (Member)
 - e. NTP Association President (Member)
 - f. Career Advancement and Rewards Specialist (Secretariat)
7. The Vice President for Administration shall be responsible in overseeing the System's operation and the Career Advancement and Rewards Unit shall serve as the System's Secretariat.
8. The STARS Committee shall ensure that productivity, innovative ideas, suggestions and exemplary behavior can be identified, considered, managed and implemented on a continuing basis.
9. The STARS Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the College. The College President, however, may employ an external independent body to assist the STARS Committee to judiciously and objectively implement the system of incentives and awards.
10. The STARS Committee shall establish its own internal procedures and strategies. Membership in the Committee shall be considered part of the member's regular duties and responsibilities.
11. All permanent employees 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 MCC.

10.3 Search/Screening Procedures

1. Competition among Candidates or Nominees.
Candidates/nominees for any of the awards, whether by individual or group categories, shall compete among themselves and be screened based on the criteria or standards, requirements and process provided by MCC STARS.
2. Grounds for Disqualification.
Notwithstanding as may be provided in pertinent provisions of CSC circulars, rules and regulations, candidates/nominees for any of the awards shall have no pending and/or had not been found guilty of any administrative, criminal or civil case relative to the performance of his/her duties and obligations in the College.

Provided, that a pending case shall refer to any complaint that has already gone through preliminary investigation and that a formal charged has been filed against a candidate or nominee before a competent tribunal before thirty (30) days the official acceptance of letter of intent or nomination. Provided, further, that a pending case that has already been considered dismissed and awaiting a

formal resolution shall not disqualify a candidate or nominee from participating in the screening process after submitting a certification issued by the investigation committee or body.

3. Prohibition of Multiple Claims of Incentives for Best Employees Award and Best Organizational Unit Award.

Given the multi-tasking mechanism observed in the College, multiple claims of incentives by any awardee for Best Employees Award and Best Organization Unit Award in a given year are strictly prohibited in whatever form and conditions. The awardee or awardees shall be entitled to the incentive whichever is higher.

4. Entitlement of Incentives for Awards Other Than Best Employees Award and Best Organizational Unit Award.

College officials or officers, faculty members, non-teaching personnel or employees shall be entitled to incentives for awards other than Best Employees Award and Best Organizational Unit Award based on the criteria, standards and requirements prescribed under existing laws, rules and regulations.

10.4 *Types of Awards*

1. International Awards

These are awards given to a permanent employee who has been recognized internationally by prestigious organization for his/her outstanding performance, innovative ideas and inventions, exemplary behavior and extra-ordinary acts and services in the public interest and other pre-determine criteria of such organization.

2. National Awards

The College may participate through nominations in the search for deserving employees who may be included in the screening of candidates for national awards given by other government agencies, private entities, NGOs and other award-giving bodies such as the:

- a. Presidential Lingkod Bayan Award
- b. Civil Service Commission of the PAGASA Award
- c. Outstanding Public Official/Employee or Dangal ng Bayan Award
- d. Other Awards (given by other government agencies, private institution or NGOs to an individual or team for contributions of an idea or performance that directly benefited the government)

Qualifications for Nomination

- Have rendered at least three (3) years of continuous government service as of deadline of nominations' submission. Accomplishments for which nominee is being recognized for should also be made with the last three (3) years immediately prior to nomination and have been consistent and continuously carried out by the nominee during the said period:
- Have a performance rating of at least Very Satisfactory for four (4) rating periods prior to the nomination; and

- Have not been found guilty of any administrative or criminal offense involving moral turpitude at the time of nomination.

3. Regional Awards

The College also seeks to recognize a permanent MCC employee who is a recipient of an award in a regional level for his/her excellent public service, exemplary behavior and other significant contributions.

4. Local Awards

These are awards given to permanent teaching and non-teaching personnel who received an award, honor and citation within the province, city or their municipality in recognition of their outstanding community service, exemplary behavior and conduct, and significant contributions in their field of specialization or profession.

5. College Awards

These are awards to recognize personnel who embody service excellence, dedication, admirable qualities and conduct or whose achievements and contributions have resulted to the successful attainment of the College goals and accomplishing the office/institute targets.

a. Best Faculty Award

The committee will select among all the awardees of the same award in the institute category to determine who has demonstrated the deepest commitment to teaching and has made notable contributions to his/her field of study/specialization.

b. Best Non-Teaching Staff Award

This is granted to a non-teaching personnel who excelled among all the winners from office category in terms of excellent service, exemplified key components of the College mission, and fostered admiration and leadership among colleagues.

c. Best Organizational Unit Award

This is granted to the top performing organizational unit which may be an office, unit, institute or section on the bases of meeting the organization's policies and targets, outstanding services and accomplishments, productivity, teamwork and cooperation and significant contributions for the improvements of the university.

d. Perfect Attendance Award

It is the award accorded to a non-teaching personnel who was never late and consistently arrives in the College earlier or on time and had not been absent nor on leave (except for Special Privilege Leave and Forced Leave) for one Academic Year.

e. Outstanding IPCR Rating Award

The College gives due recognition to all personnel who received an outstanding rating in their Individual Performance Commitment Review (IPCR) for every rating period.

6. Office/Institute Awards

a. Best Faculty Award

This is granted to a faculty member of each institute who has demonstrated an outstanding teaching initiative that inspired student learning through innovative pedagogy, and whose contributions in the attainment of the thrusts of the College as to instruction, research and extension directly benefited significant number of people in the institute and the community.

Recipients of this award will be automatically nominated by the Committee for the same title of award in College category.

b. Best Non-Teaching Staff Award

This award is given to an outstanding permanent non-teaching personnel of each office for exemplary performance in the delivery of services and exemplifying positive work attitude and values.

Recipients of this award will be automatically nominated by the Committee for the same title of award in College category.

10.5 Types of Incentives

1. Loyalty Incentive

This is a type of incentive presented to permanent personnel by virtue of the length of service they have rendered in the College.

- a. For 10 years of continuous service at MCC – Plaque of Appreciation and personalized MCC watch will be given.
- b. For 15 years of continuous service at MCC – Plaque of Appreciation and 18K Gold Plated MCC Service Pin will be given.
- c. For 20 years of continuous service at MCC – Plaque of Appreciation and 18K Gold MCC Ring will be given.
- d. For 25 years of continuous service at MCC – Plaque of Appreciation and 18K Gold MCC Bracelet will be given.
- e. For 30 years of continuous service at MCC – Plaque of Appreciation and 18K Gold MCC Necklace will be given.
- f. For 35 years of continuous service at MCC – Plaque of Appreciation and 18K Gold “35 years-engraved” MCC Pendant will be given.
- g. For 40 years of continuous service at MCC – Plaque of Appreciation and 18K Gold “40 years-engraved” MCC Pendant will be given.

2. Length of Service Incentive

This incentive is given to an employee who has at least three (3) years of continuous satisfactory service in the same position. The cash award shall be

incorporated in the salary adjustments following the Joint CSC-DBM Circular No.1, s. 1990.

3. Career and Self-Development Incentive

This is granted in recognition of an individual who has satisfactorily completed a course or degree within or outside the country at one's own expense. A plaque of recognition may be given to qualified individuals.

10.6 Forms of Awards and Incentives

1. Compensatory Time-Off – granted to an employee who has worked beyond his/her regular office hours on a project without overtime pay.
2. Flexiplace – work arrangement allowed for qualified employee/s who has demonstrated responsibility, initiative, and capacity to produce output/result and accomplishment outside of the workplace subject to the established guidelines.
3. "Salu-salo" Together – meal hosted by superiors or supervisors for employees who have made significant contributions.
4. Personal Growth Opportunities – incentives which may be in the form of attendance in conferences on official business, membership in professional organizations, books, journals, industry immersion, travel packages and other learning opportunities.
5. Trophies, Plaques and Certificates
6. Monetary Award
7. Travel Packages
8. Other Incentives – incentives in kind which may be in the form of merchandise, computers, cellular phones, reserved parking space, recognition posted at the Wall of Fame, feature in College publications, and others.

Section 11. MCC Scholarship for Professional Advancement through Continuing Education (MCC SPACE). The Presidential decree No. 907, also known as the Civil Service Law, is the legal basis of this program. Section 1, Chapter 6, Book V of Executive Order 292 of 1987 states that every department or agency needs to have a continuing program for career and personnel development for all agency personnel at all levels, and shall create an environment or work climate conducive to the development of personnel skills, talents and values for better public service.

Mabalacat City College is committed to providing opportunities for the growth and development of its people which are deemed as its most important assets. Thus, the creation of the MCC Scholarship for Professional Advancement through Continuing Education or MCC SPACE.

The implementation of the MCC SPACE program shall also provide an opportunity for employees to demonstrate their commitment to the College's mission, vision and values.

11.1 Objectives:

The following are the specific objectives of MCC SPACE:

1. To provide educational assistance to employees through scholarship grants;
2. To institutionalize a system of providing employees access to opportunities for continuing education; and
3. To enhance the competencies and capacities of employees for improved work performance.

11.2 Guiding Principles and Policies

1. The College shall ensure the equitable distribution of educational and professional development opportunities for all interested and qualified employees.
2. There shall be no discrimination in the selection of candidates with regards to gender, civil status, age, religious belief, ethnicity or political affiliation.
3. There shall be consultation and discussion between the interested employee and his/her immediate supervisor prior to application of scholarship.
4. Scholar/Grantee shall adhere to the terms and conditions specified in the scholarship contract between the scholar/grantee and the College to ensure return of investment to the College.

11.3 Continuing Education Committee

The Continuing Education Committee (CEC) shall be the mandated committee that will ensure the effective implementation and execution of these policies, and when appropriate, recommend enrichment to this program.

The CEC shall be composed of the following:

- a. VP for Administration (Chairperson)
- b. VP for Academic Affairs (Member)
- c. Head of People Experience (Member)
- d. Learning and Development Officer (Secretariat)

11.4 Qualification Requirements

An employee who is interested to avail of the scholarship may apply provided he/she possesses the following qualifications:

1. Must have rendered at least two (2) years work experience in the College as permanent, casual, contract of service or job order, and must have assumed and performed current function for at least two (2) years at the time of application;
2. Must have at least a Very Satisfactory performance rating for the last two (2) rating periods;
3. Must have no pending administrative and criminal case at the time of application;

4. Must have no current service obligation from previous scholarship or other educational assistance availed of except those who will be taking professional examinations for the first time;
5. Must have no pending local or foreign scholarship/training applications; and,
6. Must be willing to comply with the terms of the educational support and carry out responsibilities as scholar/grantee.

11.5 Implementing Procedures

This section describes the major processes involved in selecting scholars/grantees of MCC SPACE. The Learning and Development (L&D) Officer of People Experience shall be designated as officer-in-charge of this educational support mechanism and act as the Secretariat to the Continuing Education Committee (CEC).

1. Posting/Announcement

The L&D Officer shall prepare invitations for scholarship to all offices/units through a memorandum signed by CEC Chairperson. This shall be disseminated via Microsoft Teams.

2. Pooling of Applicants/Nominees

Interested and qualified employees shall express their intent to avail of scholarship through a formal letter addressed to the Continuing Education Committee with an endorsement letter from their respective office/unit head and will accomplish the application form for MCC SPACE.

In some cases, the office/unit head may nominate his/her qualified staff based on the relevance of the course of program to the function of the staff but the employee must be well-apprised and has agreed to the nomination prior to submission to the Committee.

3. Initial Screening

The L&D Officer as Secretariat shall initially review the qualifications of nominees based on the requirements set by the College and the completeness and accuracy of documents submitted by the nominating office/unit.

If application/nomination is in order, the Secretariat prepares a matrix of applicant/s for CEC deliberation. If not in order, the Secretariat informs the nominee through a memorandum indicating what is lacking or the necessary action needed to undertake.

The L&D Officer shall maintain a pool of employees who plan to pursue their studies and are potential candidates for scholarships. Anytime a slot is vacated, the L&D Officer shall call for nominations from offices/units.

4. Deliberation

The Continuing Education Committee shall convene and deliberate nominees for scholarship using the selection criteria below:

Criteria	Point System
	60 points

<p>Relevance to the course/ scholarship program to:</p> <p>a. Office/Unit mandate or functions b. Actual duties or position of the applicant c. Career development and potential of the applicant to assume higher functions and responsibilities</p> <p style="text-align: right;">Very relevant 20 Fairly relevant 15 Relevant 10 Less relevant 5 Not relevant 0</p>	(a+b+c)
<p>Actual years of service in the College:</p> <p style="text-align: right;">More than 10 years 15 More than 5 years to 10 years 10 2 years to 5 years 5</p>	15 points
<p>Performance rating:</p> <p style="text-align: right;">Outstanding 10 Very Satisfactory 5</p>	10 points
<p>Continuing education scholarship program availed in the past five years in the College</p> <p style="text-align: right;">has <i>not</i> availed 15 has availed <i>once</i> and complied all the requirements of the previous grant/s 10 has availed <i>more than once</i> and complied all the requirements of the previous grants 5</p>	15 points

Nominee/s who meet the criteria with a cut-off score of at least 80 points shall be recommended for scholarship slot/s or grant. Based on the results, the CEC will select/identify the most viable nominee of the College.

A personal interview or written examination may be conducted by the CEC as deemed necessary to select deserving employees for scholarship.

However, for the following cases, the CEC may recommend nominee/s thru a referendum based on the pool of potentials and/or endorsement of the office/unit heads, to wit:

- a. There is a lone candidate to the scholarship;
- b. The deadline for submission of nominee/s or scholar/s is within two weeks or 10 working days and there is not enough time for the CEC to conduct deliberations; and/or
- c. The CEC cannot convene due to lack of quorum.

5. Endorsement to Approving Authority

The results of the deliberation/screening shall be endorsed by the CEC to the College President for approval.

The L&D section will inform all applicants on the result of their applications through a memorandum.

6. Awarding of Scholarship

Employees who have been selected by the CEC shall be assisted by the L&D section in accomplishing the scholarship contract prior to academic undertaking and to require submission of all other documentary requirements.

7. Monitoring and Evaluation of Scholar

All scholars are required to provide the CEC, thru the Secretariat, updates/status of their academic undertaking/load quarterly for monitoring purposes.

Scholars shall submit a certified copy of his/her grades and enrolment/registration form with a month after the semester ends.

The L&D section acknowledges, reviews, and evaluates the submitted documents of the scholar.

11.6 Service Obligation

The scholar/grantee shall serve compulsory service obligation to MCC after the completion of grant to ensure return of investment (ROI). The duration or specific coverage of the obligation shall be determined accordingly and stipulated in the scholarship contract.

Duration of Scholarship	Service Obligation
--------------------------------	---------------------------

For every year or a fraction thereof not less than 6 months	one (1) year
Six (6) months and below	six (6) months

11.7 Penalties

As a general rule, a scholar/grantee who fails to meet the conditions of the grant through his/her own fault or neglect, resignation or voluntary separation, shall pay the actual amount of the grant and the total compensation and benefits received during the duration of the scholarship.

However, if the scholar has rendered at least 50% of the required service obligation, the proportionate refund of the monetary value of the scholar's obligation to the College shall be computed as follows:

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

where:

R = Refund

TCR = Total Compensation Received

(Gross salary, allowances, and other benefits received while on scholarship program)

SOS = Service Obligation Served

(Rounded off to the nearest month)

SOR = Service Obligation Required

(Rounded off to the nearest month)

An agreement of the refund shall be made between the scholar and MCC. Payment on installment basis through salary deduction should not exceed three (3) years.

In case of separation from MCC due to resignation, the employee shall pay in full the equivalent monetary cost of the remaining obligation.

However, in case of transfer to other government agencies, continuation of service obligation may be allowed given the following conditions:

- a. reason for transfer is due to promotion in position/rank; and
- b. the grantee has rendered at least 50% of the required service obligation in MCC.

The refund of all expenses may be condoned in the following instances:

- a. abolition of the office
- b. dissolution of the position being held by the scholar/grantee
- c. non-renewal for contractual employees
- d. death or permanent disability

7.

Section 12. Other Benefits

Based on Batas Pambansa Blg. 232 (The Education Act Of 1982), Section 10 (Right of All School Personnel) and Section 11 (Special Rights and/or Privileges of Teaching or Academic Staff), the following are enjoyed by a faculty member:

1. free expression of opinions and suggestions;
2. to be provided with free legal service by the appropriate government office in case of public-school personnel and the school authorities concerned in case of private school personnel, when charged in administrative, civil and/or criminal proceedings, by parties other than the school authorities concerned, for actions committed directly in the lawful discharge of professional duties and/or in defense of school policies;
3. establish join, maintain labor organization of their choice to promote their welfare and defend their interest;
4. to be free from involuntary contributions except those imposed by their own organizations;
5. right to be free compulsory assignment not related to their duties defined in their appointment or employment contracts unless compensated thereof. (Additional compensation Sec. 14 R.A. 4670- at least 25% his regular remuneration);
6. right to intellectual property;
7. teachers are persons in authority when in lawful discharge of duties and responsibilities...shall therefore be accorded due respect and protection (Commonwealth Act No. 578); and,
8. teachers shall be given opportunity to choose career alternatives for advancements.

Article 10
Program on Awards and Incentives for Service Excellence (PRAISE)

Mabalacat City College shall establish 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.

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

Section 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.

Section 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.

3.1 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.

Section 4. The College shall encourage improved productivity and efficiency among faculty members through appropriate recognition based on performance, innovations, ideas and exemplary behavior.

Section 5. 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.

Section 6. Recipients of honor awards shall be given preference in promotion and in training grants and scholarships.

Section 7. The HRMO of the Mabalacat City Government shall enter into the personnel file any award of honor received by any member of the faculty.

Article 11 Online and Social Media Etiquette

A faculty member is expected to conduct himself/herself online and on social media as he/she would anywhere being a person in authority in accordance with the core values of MCC.

Section 1. Online Decorum. A faculty member must exercise due diligence in all his/her posts and must use appropriate language and tone in all online posts.

Section 2. Data Privacy. A faculty member must strictly abide with confidentiality rule and must not disclose any proprietary and sensitive information of the school.
of your posts.

Section 3. Interacting with Students. A faculty member must use social media with utmost sense of responsibility and preferably through a group page with a particular class for academic concerns.

Section 4. On personal posts. Think before you click. A faculty member must take utmost precaution on his/her personal posts as such has a massive reach. What a faculty member posts, speaks not only about him/her but also of the Institution.

Article 12 Retirement

Section 1. Unless appropriate authorities extend the service, retirement shall be compulsory at sixty-five (65) years of age.

1.1 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.

1.2 Service 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 age of seventy (70).

Article 13 Transitory Provisions

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

Article 14 Responsibility

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

Article 15 Amendment

This Faculty Manual shall be subject to amendment/revision by the MCC Faculty Association, Academic Council and Board of Trustees.

Article 16 Effectivity

This Faculty Manual shall take effect upon approval by the Board of Trustees. Every faculty member shall be furnished a copy of the approved Faculty Manual.

APPENDIX A
**ALCU Unified Merit System for Faculty Members of Local Colleges
and Universities of the Civil Service Commission MC No. 19, s. 2005**



Republic of the Philippines
Civil Service Commission
Constitution Hills, Batasang Pambansa Complex, Diliman 1126 Quezon City

100 Years of Service:
Civil Service at its Best,

Mamamayan Muna

MC No. 19, s. 2005

MEMORANDUM CIRCULAR

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

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

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

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

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

KARINA CONSTANTINO-DAVID
Chairman

03 November, 2005

NLA\FCT\Balev\RES-Merit System for Faculty Members



Model Merit Systems for Faculty Members of State Universities
 and Colleges, and Local Colleges and Universities
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RESOLUTION 051404

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

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

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

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

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

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

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

Quezon City, **OCT 06 2005**

KARINA CONSTANTINO-DAVID
 Chairman

I. WALDEMAR V. VALMORES
 Commissioner

CESAR D. BUENAFLOR
 Commissioner

Attested by:

REBECCA A. FERNANDEZ
 Director IV
 Commission Secretariat and Liaison Office

MARIANO T. BAUTISTA
 Board Secretary V
 Commission Secretariat & Liaison Office
 Certified True Copy:

NLA/FCT/Mem-RES-Merit System for Faculty Members

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

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

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

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

CHAPTER 1. OBJECTIVE

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

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

CHAPTER 2. SCOPE

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

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

CHAPTER 3. DEFINITION OF TERMS

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

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

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

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

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

prescribed from time to time by a duly authorized agency.

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

CHAPTER 4. PERSONNEL MANAGEMENT SYSTEMS AND STANDARDS

I. QUALIFICATION STANDARDS

GENERAL POLICY

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

POLICIES

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

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

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

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

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

II. RECRUITMENT, SELECTION AND APPOINTMENT

A. RECRUITMENT AND APPOINTMENT

GENERAL POLICY

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

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

POLICIES

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

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

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

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

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

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

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

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

The probationary period may be from 6 months to 2 years, whichever is approved by the LCU governing board.
 - b. **Temporary** appointment shall be issued to a person who does not meet the education, experience, or training requirements of the position to which he/she is being appointed not exceeding one school year, including eligibility in appropriate cases.

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

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

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

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

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

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

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

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

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

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

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

PROCEDURES ON RECRUITMENT AND APPOINTMENT

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

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

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

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

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

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

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

To determine candidates who are comparatively at par, the FSB

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

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

B. PROMOTION

POLICIES

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

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

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

PROCEDURES FOR PROMOTION

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

III. CAREER AND PERSONNEL DEVELOPMENT

GENERAL POLICY

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

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

A. HUMAN RESOURCE DEVELOPMENT INTERVENTIONS

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

POLICIES

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

5. The LCU may adopt other human resource development interventions such as the following:

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

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

PROCEDURES

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

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

IV. PERFORMANCE MANAGEMENT/PERFORMANCE EVALUATION SYSTEM

GENERAL POLICY

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

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

POLICIES

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

LCU with composition and responsibilities as follows:

Composition

Chairman – Head of agency (or his authorized representative)

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

Responsibilities of PERC

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

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

GENERAL POLICY

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

POLICIES

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

institutionalized.

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

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

VI. PERSONNEL RELATION AND WELFARE SERVICES

GENERAL POLICY

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

POLICIES

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

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

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

CHAPTER 5. WORKING HOURS

GENERAL POLICY

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

POLICIES

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

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

A. PART-TIME TEACHING

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

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

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

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

B. FLEXI-TIME SCHEDULE

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

GENERAL POLICY

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

CHAPTER 7. COMPLAINTS AND GRIEVANCE MACHINERY

GENERAL POLICY

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

POLICIES

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

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

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

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

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

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

PROCEDURES

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

CHAPTER 8. PUBLIC SECTOR UNIONISM

GENERAL POLICY

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

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

POLICIES

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

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

CHAPTER 9. DISCIPLINE

GENERAL POLICY

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

POLICIES

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

CHAPTER 10. OTHER PERSONNEL ACTIONS

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

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

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

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

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

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

Secondment shall be governed by the policies on the matter.

CHAPTER 11. RETIREMENT

GENERAL POLICY

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

POLICIES

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

CHAPTER 12. TRANSITORY PROVISIONS

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

CHAPTER 13. RESPONSIBILITY

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

CHAPTER 14. AMENDMENT

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

**APPENDIX B
NATIONAL BUDGET CIRCULAR NO, 461**



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
MALACANANG, MANILA



NATIONAL BUDGET CIRCULAR

No. 461
June 1, 1998

T O : The Chairman, Commission on Higher Education (CHED), the Director-General, Technical Education and Skills Development Authority (TESDA), Heads of State Universities and Colleges (SUCs), and Heads of CHED-Supervised Higher Education Institutions (HEIs) and TESDA-Supervised Technical Education Institutions (TEIs), and All Others Concerned

S U B J E C T : Revising and Updating the Compensation and Position Classification Plan for Faculty Positions Embodied in National Compensation Circular (NCC) No. 69

1.0 Purpose

This Circular is issued to establish and prescribe rules and regulations governing the implementation of the Revised Compensation and Position Classification Plan for faculty positions in SUCs, HEIs and TEIs in accordance with the modified Common Criteria for Evaluation (CCE) of faculty positions.

2.0 Coverage and Exemption

This Circular shall apply to all faculty positions in SUCs, HEIs and TEIs, including teaching positions assigned to laboratory classes except teaching and related teaching positions in secondary and elementary schools which shall continue to be covered by the Teachers Preparation Pay Schedule of the Department of Education, Culture and Sports.

3.0 Revised Point Allocation

3.1 Consistent with the modified CCE and Qualitative Contribution Evaluation (QCE) jointly formulated and prescribed by the Chairman of CHED and the President of PASUC, per attached Implementing Guidelines and Annexes 1 and 2, the following point allocation for faculty positions is hereby adopted:



"Tulong-tulong sa pagsulong!"

JW

Faculty Rank	Sub-Rank	Salary Grade	Point Bracket
Instructor	I	12	65-below
	II	13	66-76
	III	14	77-87
Assistant Professor	I	15	88-96
	II	16	97-105
	III	17	106-114
	IV	18	115-123
Associate Professor	I	19	124-130
	II	20	131-137
	III	21	138-144
	IV	22	145-151
	V	23	152-158
Professor	I	24	159-164
	II	25	165-170
	III	26	171-176
	IV	27	177-182
	V	28	183-188
	VI	29	189-194
College/University Professor		30	195-200

- 3.2 Faculty positions in HEIs and TEIs shall be limited to the rank of Associate Professor V.
- 3.3 The accreditation of Professors in SUCs and Associate Professors, in the case of HEIs and TEIs, shall be governed by Section 4.4 of NCC No. 33.
- 3.4 The classification of existing College Professor positions shall be coterminous with the incumbents.
- 3.5 Faculty members who merited higher academic ranks but were constrained to occupy lower ranks due to the quota limitation shall be evaluated based on the modified CCE and QCE prescribed herein.

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4.0 Appointment to College/University Professor Positions.

4.1 The following are deemed qualified for appointment to College/University Professor positions:

4.1.1 Deserving faculty members occupying Professor positions duly accredited by the PASUC Accreditation Committee who have complied satisfactory with Section 3.1 hereof.

4.1.2 SUC Presidents and Vice-Presidents who opt to receive the basic salary pertaining to their assigned academic rank under the CCE, provided that they have complied with the requirements mentioned under Section 3.0 hereof and those who opt to return to the academe due to their resignation/retirement not for cause before the expiration of their fixed terms of office.

5.0 Modified Quota System

5.1 Effective upon implementation of this Circular, the quota for the rank of Associate Professor shall be withdrawn.

5.2 The quota for the rank of Professor shall be adjusted to 20% of the total number of faculty positions of each SUC.

5.3 Only one (1) position of College/University Professor per College/University shall be authorized for every six years, the total of which shall not exceed the number of authorized colleges and external campuses of the respective SUC. Candidates to said rank shall be required to undergo screening as stipulated in Section 4.3 of NCC No. 69.

6.0 Exercise of Presidential Discretion

The exercise of presidential discretion under Section 6.0 of NCC 69 is hereby extended to heads of HEIs and TEIs. To ensure standard implementation of the presidential discretion, the Chairman of CHED and President of PASUC shall formulate and prescribe separate guidelines which shall be observed by the heads of HEIs and TEIs.

7.0 Evaluation Cycle

The evaluation shall be undertaken every odd year starting 1999 for SUCs. In the case of HEIs and TEIs, the evaluation shall be undertaken every even year starting 1998.

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8.0 Funding Source

Funds needed to implement this Circular shall be included in the budgets of the respective institutions concerned in the annual General Appropriations Act. For this purpose, the evaluation results as evidenced by the computer print-out shall be submitted to the DBM not later than May 31 of the preceding budget year.

9.0 Repealing Clause

Any and all provisions of circulars, rules and regulations or parts thereof which are inconsistent with this Circular are hereby repealed and/or modified accordingly.

10.0 Effectivity

This Circular shall take effect immediately.


EMILIA T. BONCODIN
Secretary

4997

IMPLEMENTING GUIDELINES FOR NCC _____

I. GENERAL GUIDELINES:

1. All faculty members in higher education programs and heads/administrators of public higher education institutions (HEIs) composed of the State Universities and Colleges (SUCs) and CHED Supervised Higher Education Institutions (HEIs), including TESDA Technician Education Institutions (TEIs) shall be evaluated in accordance with the revised and updated Common Criteria for Evaluation (CCE) and the Modified Point Allocation (MPA).
2. All claims for CCE points shall be supported by the appropriate and pertinent primary documents. Secondary documents shall not be accepted except in situations where the primary documents have been lost or damaged through force majeure.
3. Personal Data Sheet (PDS) accomplished and submitted for evaluation shall be subscribed and sworn to.
4. The following mechanics of implementation shall be observed:
 - 4.1 The HEI concerned shall reproduce the Personal Data Sheet.
 - 4.2 The faculty member or the administrator shall accomplish the form and attach all supporting documents.
 - 4.3 The HEI shall form two Committees- One of Evaluators and One of Reviewers- which shall sit en banc to evaluate and review faculty credentials.
 - 4.4 The Evaluators shall enter the points in the Summary Sheet and shall sign the same.
 - 4.5 The Review Committee shall review the evaluation of all documents and submit the evaluated Personal Data Sheet and supporting documents to the Head of school for official transmittal to the PASUC CCE Computerization Center, which shall process the documents using approved computer program.
 - 4.6 Where the two committees differ in their faculty assessment, they shall sit down together and come to a collegial decision.
 - 4.7 The official printout from the PASUC CCE Computerization Center shall be released to the President/ Administrator or the authorized Representative of the HEIs concerned.
5. Upon authorization of the DBM, the PASUC CCE Computer Center shall be at the TUP-IRTC based on a Memorandum of Agreement (MOA) between PASUC and TUP.
6. For purposes of implementing the National Compensation Circular, cut-off date shall mean the most recent date of documents considered in the evaluation cycle.


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7. The hiring /promotion of faculty members shall be subject to the relevant educational qualification by rank/subrank and the Merit System Plan adapted by the Governing Boards of SUCs and the Merit System Plans for faculty promulgated for CHED-Supervised HEIs and TESDA TEIs provided that such Merit System Plans shall not be lower than the Qualification Standards (QS) prescribed by the Civil Service Commission (CSC). The CCE computer print-out shall be the basis of hiring new faculty members from Instructor I to Assistant Professor IV.
8. For upgrading and/or promotion to any sub-rank in the Instructor and Assistant Professor positions a faculty candidate should satisfy the CCE points corresponding to the rank/sub-rank plus the qualitative contributions in the area of instruction measured in terms of the Teaching Effectiveness (Annex I).
9. For the upgrading and/or promotion to the rank of Associate Professor I to V a faculty candidate should satisfy the CCE points corresponding to the rank/sub-rank plus qualitative contributions in at least two (2) of the four functional areas, namely, instruction, research, extension, and production. The standards and point values in the qualitative contributions are indicated in the attached matrix and guidelines (Annex II).
10. For upgrading and/or promotion to the rank of Professor I to VI, the faculty candidate shall be required to earn the CCE points corresponding to the rank/subrank plus qualitative contribution in at least three of the four functional areas.
11. Faculty positions in CHED-Supervised HEIs and TESDA TEIs shall be limited to the rank of Associate Professor V.

II. SPECIFIC FACTORS AND GUIDELINES FOR DETERMINING POINTS

1. Educational Qualifications-----85 pts.

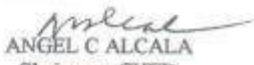
1.1 Highest relevant academic degree or educational attainment with the following maximum point credits

1.1.1 Doctorate.....	85
1.1.2 Master's Degree.....	65
1.1.3 LLB and MD.....	65

N.B. MD shall be considered a Doctorate degree if the holder is teaching in a College of Medicine.

1.1.4 Diploma course (above a bachelor's degree).....	55
1.1.5 Bachelor's degree (four years).....	45


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N.B. In the case of a Bachelor's degree which is more than four years, additional credit of five points is given for every year over four years.

1.1.6 Special courses

3-year post secondary course.....	30
2-year post secondary course.....	25

1.2 Additional equivalent and relevant degree earned

1.2.1 Additional Master's degree.....	4
1.2.2 Additional Bachelor's degree.....	3

N.B. An additional equivalent and relevant degree earned related to the present position refers to another degree on the same level as the advanced degree that the faculty has already earned.

Relevance is the applicability of the degree to teaching and to the subjects the faculty is teaching, or the duties and functions other than teaching which the faculty performs.

For example, a holder of an M.S. in Math acquired a degree in M.S. Physics. However, an M.A. holder, who acquired two bachelor degrees like A.B., BSE, shall be credited only for his/her M.A. degree.

1.3 Additional credits earned

1.3.1 For every 3 units earned toward a higher approved degree course (maximum of 10 pts.).....	1
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2. Experience and Professional Services..... 25 pts.


N.B. The services and experiences of a faculty who is designated to an administrative position like Vice president, Dean, Director, etc., shall be credited only once, whichever is highest, within the period of his designation.

2.1.1 For every year of full-time academic service in state institution of higher learning.....	1
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N.B. Academic Service refers to teaching in college or doing research and extension functions.

A year means at least 2 semesters.

Full-time service means the official full-time equivalent load (FTEL) hours of actual teaching or its equivalent in other functions approved by the institution's Board of Regents/ Board of Trustees.


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State institution of higher learning refers to chartered SUCs, CHED -Supervised and TESDA Schools whose main function and responsibility is tertiary education and offers degree programs.

- 2.1.2 For every year of full-time academic0.75
 service in an institution of higher
 learning other than SUCs, CHED-
 Supervised and TESDA Schools;
 service in a public or private research
 institution

N.B. Academic service refers to teaching in the tertiary level in an institution of higher learning which is not a SUC, a CHED-Supervised or TESDA School, or doing research on a professional level in a research institution.

- 2.2.1 For every year of administrative designation as:
 - a. President.....3.0
 - b. Vice-president..... 2.5
 - c. Dean/Director/School Superintendent..... 2.0
 - d. Principal/Supervisor/ Department..... 1.0
 Chairperson/ Head of Unit

2.3.1 For every year of full-time industrial/agricultural/ teaching experience as:

- a. Engineer, Plant /Farm Manager 1.5
- b. Technician..... 1.0
- c. Skilled Worker 0.5

2.3.2 For every year of experience as:

- a. Cooperating Teacher..... 0.5
- b. Basic Education Teacher 0.5

3. Professional Development Achievement and Honors.....90 pts.

3.1 Innovations, patented inventions, publications and other creative works (maximum of 30 pts)

- 3.1.1 For every cost and time saving1 to 7
 innovation, patented invention
 and creative work as well as
 discovery of an educational ,
 technical, scientific and/or
 cultural value


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Sub-categories under 3.1.1 are as follows:

A. Inventions

These are original patented (or must have patent pending) works which have direct contribution to education, science and technology. The basis for the weight is the patent score.

Criteria	Credits
1. If patented	Multiply patent score by weight assigned according to criterion of utility.
2. If patent pending	Multiply patent by weight according to utility.

N.B. Per invention or discovery the following additional criteria and point allocations are prescribed:

Commercial utility on:

- an international scale..... 7
- a national scale..... 5
- institutional level..... 2

The accrediting bodies for these factors on the international and national scale are:

- Science and technology——DOST
- Education———DECS/ CHED/ TESDA

For the institutional level, a University Committee shall accredit. The patent paper/ document must be presented to ascertain patent score. Credit points are divided equally among two or more individuals claiming credit for the same invention.

B. Discoveries

A discovery must be the first of its kind or not of common knowledge. It shall be the result or product of the research of an individual or a group of faculty.

Criteria	Credits
1. Originality, educational impact, documentation	60% of 7 (0.6 x 7)
2. Evidence of wide dissemination, e.g. exhibits, publications	40% of 7 (0.4 x 7)


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N.B. Where there are more than one proponent, the points are to be divided equally among them. If only one factor (e.g. (1) is satisfied, credit is awarded only for that factor).

C. Creative work has to satisfy one or more of the following criteria:

- | | |
|--|--------------------|
| 1. Originality | 25 % of 1 - 7 pts. |
| 2. Acceptability and recognition | 25 % of 1 - 7 pts. |
| 3. Relevance and value | 25 % of 1 - 7 pts. |
| 4. Documentation and evidence of dissemination | 25% of 1 - 7 pts. |

N.B. The scale of 1 - 7 is distributed on the basis of competitiveness, thus-

- International 7
- National..... 5
- Institutional..... 2

Credits are divided among two or more claimants. Examples of creative works are published articles, literary items, musical compositions and/or arrangement, painting, sculpture, and other performing arts.

D. Innovations consist of improvements/ modifications made on an existing design, process or product. The criteria for rating and the points for each criterion are:

Criteria	Credits
1. Use of indigenous materials.....	20 % of 7 pts.
2. Relevance and value to education, science and technology.....	20 % of 7 pts.
3. Cost/time/ energy / saving.....	20 % of 7 pts.
4. Acceptability of peers.....	20 % of 7 pts.
5. Dissemination/ documentation.....	20 % of 7 pts.

3.1.2 For every published book,; original, edited, or compiled, copyrighted/ published within the last ten years

- | | |
|-----------------------------|-------|
| a. As original author | 3 - 7 |
| b. As co-author..... | 2 - 5 |
| c. As reviewer | 1 - 4 |
| d. As translator..... | 1 - 4 |
| e. As editor..... | 1 - 3 |
| f. As compiler..... | 1 - 2 |


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The factors and their weights are:

Textbooks, including Science and Technology and references

Role	Tertiary	High School	Elementary
Single author	7 pts.	5 pts.	4 pts.
Co-author	5	3	2
Reviewer	4	2	1
Translator	4	2	1
Editor	3	2	1
Compiler	2	1	1

3.1.3 For every scholarly research/ monograph/ educational technical articles in a technical/scientific/ professional journal.

- a. International.....5
- b. National.....3
- c. Local.....2

3.1.4 For every instructional manual/audio-visual material developed and approved for use..... 1 - 3

Under this item are approved and published sets of complete modules, laboratory manuals, operation manuals, workbooks, teaching guides, including software, prototype and Computer-Aided Instruction materials. Syllabi, flip-charts, compiled copies of machine-copied documents, mock-ups are not considered under this item. Those which can be credited are approved by the department or college for instructional purposes.

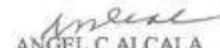


<u>Role</u>	<u>Credit</u>
Single author or maker	Full
Co-author, co-maker	Half

N.B. For credits to be granted, a sample of the material and a certification by the College/Department as to its usefulness and acceptability for instruction must be presented.

3.2 For expert services, training and active participation in professional/technical activities (Maximum of 30 pts.)

3.2.1 Training and Seminars (Maximum of 10-pts.)


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3.2.1.1 For every training course with a duration of at least one year (Pro-rated for less than a year and not to exceed 10 pts.)

- a. International.....5
- b. National/Regional.....3
- c. Local.....2

3.2.1.2 For certified industrial, agro-industrial or fishery training ... 1/120h (maximum. of 5 pts.)

3.2.1.3 For participation in conferences, seminars, workshops

- a. International.....3
- b. National/ Regional.....2
- c. Local1

3.2.2 Expert Services Rendered (Maximum of 20 pts.)

3.2.2.1 For serving as a short-term consultant/ expert in an activity of an educational, technological, professional, scientific or cultural nature (foreign or local) sponsored by the government or other agencies.

- a. International..... 5
- b. National/ Regional..... 3
- c. Local..... 2

3.2.2.2 For services rendered as coordinator, lecturer, resource person or guest speaker in conferences, workshops, and/or training courses.


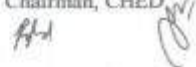
- a. International..... 5
- b. National/Regional..... 3
- c. Local..... 2

3.2.2.3 For expert services as adviser in doctoral dissertations, masteral and undergraduate theses (maximum of 10 points)

- a. Doctoral dissertation..... 1.00
- b. Masteral thesis 0.50
- c. Undergraduate thesis..... 0.25

3.2.2.4 For certified services as reviewer/ examiner in the Professional Regulations Commission (PRC) or in the Civil Service Commission (CSC)..... 1


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- 3.2.2.5 For expert services in accreditation work as member of the Board of Directors, member of the Technical Committee or Consultant Group.....1
- 3.2.2.6 For expert service in trade skill certification.....1
- 3.2.2.7 For every year of service as coach/trainer in sports or adviser of student organization.....1
- 3.3 Membership in professional organizations/ honor societies and honors received (Maximum. of 10 pts.)
- 3.3.1 For current individual membership in relevant professional organization (s)
- a. Learned Society
 - Full member..... 2
 - Associate member..... 1
 - b. Honor Society..... 1
 - c. Scientific Society..... 1
 - d. Professional
 - Officer..... 1
 - Member..... 0.5
- 3.3.2 For undergraduate academic honors earned:
- a. Summa Cum Laude..... 5
 - b. Magna Cum Laude..... 3
 - c. Cum Laude..... 1
- 3.3.3 Scholarship/Fellowship. This may be degree or non-degree granting.
- a. International, competitive
 - Doctorate.....5
 - Masteral.....4
 - Non-Degree.....3
 - b. International, non-competitive
 - Doctorate..... 3
 - Masteral.....2
 - Non-Degree.....2
 - c. National/ Regional, competitive
 - Doctorate..... 3
 - Masteral.....2
 - Non-Degree.....1

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 Chairman, CHED
PAH

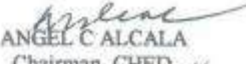

- d. National/Regional, non-competitive
 - Doctorate.....2
 - Masteral.....1
 - e. Local, competitive or non-competitive.....1
- 3.4 Awards of distinction received in recognition of achievement in relevant areas of specialization/profession and/or assignment of the faculty concerned.
- a. International.....5
 - b. National/Regional.....3
 - c. Local.....2
- 3.5 Community outreach (maximum of 5 points)
- 3.5.1 For every year of participation in service-oriented projects in the community.....1
- 3.6 Professional examinations
- 3.6.1 For every relevant licensure and other professional examinations passed (maximum of 10 pts.)
- a. Engineering, Accounting, Medicine, Law, Teacher's Board, etc.....5
 - b. Marine Board/ Seaman Certificate; Master Electrician/ Master Plumber Certificate, etc; Plant Mechanic Certificate; Professional Radio Operator Certificate.....2
 - c. Other trade skill Certificate.....1

IV. APPOINTMENT TO THE HIGHER SUB-RANK OF THE INSTRUCTOR AND THE ASSISTANT PROFESSOR POSITIONS

1. Appointment to the position of Instructor II and Assistant Professor IV be subject to the following requirements:

1.1 CCE points of at least 66 points for the higher sub-rank of the Instructor position and at least 88 points for the Assistant Professor position


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1.2 Earned MA degree for Assistant Professor II to IV

1.3 Qualitative contributions in instruction, otherwise known as Teaching Effectiveness. Annex includes the standards and guidelines for the appropriate evaluation of the same.

IV. APPOINTMENT TO THE POSITION OF ASSOCIATE PROFESSOR

1. Appointment to the position of Associate Professor shall be subject to the following requirements:

1.1 CCE points of at least 124

1.2 Earned MA degree

1.3 Qualitative contributions in instruction, research, extension and production. (Must have contributed significantly in at least two of the four functional areas .)

V. APPOINTMENT TO THE POSITION OF PROFESSOR

1. Appointment to the position of professor shall be subject to the following requirements:

1.1 CCE points of at least 159.

1.2 Earned doctorate for Professor 4 to 6.


1.3 Qualitative contributions in instruction, research, extension and production. (Must have at least three of the four functional areas)

1.4 In cases where a doctorate is not normally part of career preparation, or where such doctoral program is rare, the doctorate requirement may be waived provided that the candidate has an appropriate master's degree, has at least 159 CCE points (including educational qualification) and has earned at least 20 points in the following areas;

1.4.1 Books, monographs, compendiums and major bodies of published work

1.4.2 Scientific articles in publications of international circulation, and other works of similar nature


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- 1.4.3 Discoveries, inventions and other significant original contributions
- 1.4.4 Research recommendations transformed to public policy benefiting the country
- 1.4.5 Supervision, tutoring, or coaching of graduate scientists and technologies
- 1.4.6 Research results applied or utilized in industrial and/or commercial projects or undertaking.

1.5 Accreditation by a committee of experts duly constituted by PASUC for candidates entering the rank for the first time.

N.B. The members of the accreditation committee are recognized experts in the area of specialization of the faculty applying for accreditation.

An applicant who fails in the accreditation process shall be appointed to the position of Associate Professor 5.

2. Limitations

- 2.1 Quota - 20% of the total number of the faculty positions
- 2.2 The rank is not applied in TESDA and CHED supervised schools except those offering graduate programs

VI. APPOINTMENT TO THE POSITION OF COLLEGE AND UNIVERSITY PROFESSOR

1. Coverage

The following are deemed qualified for entitlement to appointment as College Professor and University Professor:

- 1.1 Deserving faculty members occupying Professor positions duly accredited by the PASUC Accreditation Committee who have complied satisfactorily with all the requirements stated in Part V hereof.
- 1.2 SUC / CHED/TESDA executives who opt to receive their basic salary pertaining to their assigned academic rank under the CCE, provided that they complied with the requirements mentioned under part V hereof and those who opt to return to the academic due to their resignation/retirement, not for cause before the expiration of their fixed terms of office.


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2. Requirements:

2.1 CCE Points

2.1.1 University Professor	198-200
2.1.2 College Professor	195-197

2.2 Earned Doctorate

2.3 A pass from a screening committee duly constituted by PASUC.

2.4 Professorial accreditation in case of the faculty

2.5 Qualitative contributions in instruction, research, extension and production. (Must have at least 3 out of 4).

N.B. A candidate who fails to satisfy all the requirements shall be appointed to the position of Professor 6.

3. Limitations

3.1 Only one (1) position of College Professor per College, shall be authorized for every six (6) years, the total of which shall not exceed the number of authorized colleges and external campuses of the respective SUC/ CHED-Supervised and TESDA Schools.

3.2 Only one (1) position of University Professor per University shall be authorized for every six (6) years, the total of which shall not exceed five percent (5 %) of the total number of accredited full professor in the University concerned.

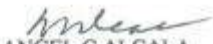
4. Mechanics and processes

Upon recommendation by the institution head concerned, all candidates for the rank of College Professor and University Professor shall undergo screening by an independent body, to be organized by PASUC.

5. Qualifications for Accreditation as College/University Professor

5.1 He must be an outstanding scholar and scientist as shown in the quality of his publications and researches in his principal field of study and in allied fields; or he must have manifested performance of his executive leadership role.


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5.2 He must have expert knowledge in one field or division and familiar with at least one other subject within another division.

5.3 He must be known for intellectual maturity and objectivity in his judgment.

5.4 He must have a high reputation among his colleagues and other scholars for his mastery of the subject of his specialization.

Recognition and esteem could be manifested in any of the following ways:

5.4.1 His contribution to the advancement of his field of specialization are recognized by colleagues, here and abroad.

5.4.2 He is published in the most respected learned journals in his field of specialization.

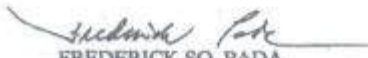
5.4.3 His works are widely acclaimed and provoke spirited discussions among scholars, often from various disciplines.

5.4.4 He is often invited to other universities and scholarly gatherings for the originality of his thoughts.

5.4.5 He is accorded various forms of honors (awards, chairs, titles, etc.)

VII. MODIFIED POINT ALLOCATION


Faculty Rank	Sub-Rank	Salary Grade	Point Bracket
Instructor	I	12	65-below
	II	13	66-76
	III	14	77-87
Assistant Professor	I	15	88-96
	II	16	97-105
	III	17	106-114
	IV	18	115-123
Associate Professor	I	19	124-130
	II	20	131-137
	III	21	138-144
	IV	22	145-151
	V	23	152-158



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Faculty Rank	Sub-Rank	Salary Grade	Point Bracket
Professor	I	24	159-164
	II	25	165-170
	III	26	171-176
	IV	27	177-182
	V	28	183-188
	VI	29	189-194
College/University Professor		30	195-200


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ANNEX 1
(Qualitative Contribution Evaluation, QCE, for
Instructors and Assistant Professors)

I. DEFINITION

A. Qualitative Contribution (QC)

This is the distinctive contribution by a faculty member seeking promotion to a higher rank or sub-rank and which generally accrues to the enhancement and sustenance of the overall image of the state universities and colleges in their constant endeavor towards excellence.

B. Qualitative Contribution Evaluation (QCE)

QCE is the process of determining the eligibility of a faculty candidate for the particular rank and sub-rank indicated by result of the application of the common criteria for evaluation (CCE).

D. Commitment

This refers to a faculty member's deep sense of responsibility to render service for the development of the students' well-being and for the advancement of his/her discipline.

E. Knowledge of Subject

This includes the faculty member's scholarship and expertise in his/her chosen field or discipline.



G. Teaching for Independent Learning

This pertains to the faculty member's ability to organize teaching-learning processes to enable students to maximize their learning potentials.

H. Management of Learning

This refers to the faculty member's ability to create and manage a conducive learning environment and at the same time guide, monitor and evaluate student learning.


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II. GENERAL GUIDELINES

- A. In addition to the common criteria for evaluation (CCE), promotion to higher rank and sub-rank shall be subject to Qualitative Contribution Evaluation (QCE).
- B. Continuous improvement toward excellence shall include well-defined and well-executed approach(es) aimed at enhancing the value of collegiate/university education to the clientele the SU/C pledges to serve. The improvements must be in all four (4) functional areas of the SU/C, namely: instruction, research, extension, and production.
- C. For those seeking promotion to the higher sub-ranks of the Instructor and the Assistant Professor positions, the QC shall be in the Teaching Effectiveness.

III. SPECIFIC GUIDELINES

- A. The Teaching Effectiveness of instructors and assistant professors is evaluated using the following assessment areas with the corresponding weighted points:
 - 1. Commitment 0.20
 - 2. Knowledge of Subject 0.20
 - 3. Teaching for Independent Learning 0.30
 - 4. Management of Learning 0.30
- B. A common evaluation instrument is prepared by a joint committee of CHED, PASUC, and TESDA. The evaluation is done by the faculty concerned, his peers, his supervisor, and his student beneficiaries.
- C. Each area of assessment has a number of criteria and allotted a total of 25 points. The total raw points for the assessment areas is 100. The raw points garnered in each of the four assessment areas is multiplied by the corresponding weight.
- D. In rating using the criteria, the scale of 1 to 5 is used, with 5 as the highest.
- E. The faculty shall be evaluated regularly and the average rating is obtained for the particular CCE implementation.


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F. The following are the minimum points required under the QCE so that a faculty with the appropriate CCE credits can be promoted.

SUB-RANK		MINIMUM POINTS
Instructor	II	80
	III	90
Assistant Professor	I	80
	II	85
	III	90
	IV	95

INSTRUMENT OF EVALUATION

I. COMMITMENT

Demonstrates sensitivity to students' ability to attend to and absorb content information.
 Integrates sensitively his/her learning objectives with those of the students in a collaborative process.
 Makes self available to students beyond official time slots.

II. KNOWLEDGE OF SUBJECT

Demonstrates mastery of the subject matter.
 Draws and share information on the state on the art of theory and practice in his/her discipline.
 Integrates subject to practical circumstances and learning intents/purposes of students.

III. TEACHING FOR INDEPENDENT LEARNING

Creates teaching strategies that allow students to practice using concepts they need to understand (interactive discussion).
 Enhances student self-esteem.
 Allows students to create their own course with objectives and realistically defined student-professor rules and make them accountable for their performance.
 Allows students to think independently and make their own decisions and holding them accountable for their performance based largely on their success in executing decisions.

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 Chairman, CHED
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IV. MANAGEMENT OF LEARNING

Creates opportunities for extensive contribution of students
(e.g. breaks class into dyads, triads or buzz/task groups)
Assumes roles as facilitator, resource, coach, inquisitor, integrator,
referee in drawing students to contribute to knowledge- and
understanding of the concepts at hand
Designs and implements learning conditions and experience that
promote healthy exchange and/or confrontations.
Structures/re-structures learning and teaching-learning context
to enhance attainment of collective learning objectives.



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Chairman, CHED
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ANNEX 2
(Qualitative Contribution Evaluation, QCE, for
Associate Professors and Professors)

I. DEFINITION

A. Qualitative Contribution (QC)

This is the distinctive contribution by a faculty member seeking promotion to a higher rank or sub-rank and which generally accrues to the enhancement and sustenance of the overall image of the state universities and colleges in their constant endeavor towards excellence.

B. Qualitative Contribution Evaluation (QCE)

QCE is the process of determining the eligibility of a faculty candidate for the particular rank and sub-rank indicated by result of the application of the common criteria for evaluation (CCE).

C. Common Criteria for Evaluation (CCE)

The CCE is a set of factors of services and achievements which establish the relative performance of a faculty in the state university or college for the period of evaluation.


This refers to a faculty member's deep sense of responsibility to render service for the development of the students' well-being and for the advancement of his/her discipline.

D. Clientele Satisfaction (CS)

This is a strategic concept for the overall institutional image as the SUC seeks continuous improvement toward excellence. It is based on the belief that the quality of education will improve as the clientele (i.e., students, parents, community) assume more responsibility for the value of education they draw from the institution. This demands constant sensitivity to clientele requirements and measurement of the factors that drive clientele satisfaction. Equally, this demands awareness of the latest developments in education and rapid response to the clientele requirements thereby improving both the quality of education and the relationships with students, parents and the community.

E. Leadership (L)

Professor (including board members and administrators) must create clear and visible quality values within the educational system. Reinforcement of these values and


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expectations requires personal commitment and involvement. Professors in collaboration with administrators and instructors or board members, must create strategies, systems and methods for achieving educational excellence. These systems and methods guide activities and decisions of the college or university and encourage participation and creativity by all

G. Partnership Development (PD)

The college or university should seek to build internal and external partnerships that promote cooperation/collaboration serving mutual and larger community interests. These should consider longer-term objectives as well as short-term needs, thereby creating a basis for mutual investments. The building of partnerships should address means of regular communication, approaches to evaluating progress, means of modifying objectives, and methods to accommodate changing conditions.

H. Community Responsibility (CR)

Education quality objectives should reflect areas of community citizenship and responsibility. These include ethics in education, support for public safety, environmental safety, and sharing of quality-related information with business, industry and government agencies within the community and the country. Community responsibility also includes responsiveness to community needs and processes to develop and maintain public trust.

II. GENERAL GUIDELINES

- A. In addition to the common criteria for evaluation (CCE), promotion to higher rank and sub-rank shall be subject to Qualitative Contribution Evaluation (QCE).
- B. Continuous improvement toward excellence shall include well-defined and well-executed approach(es) aimed at enhancing the value of collegiate/university education to the clientele the SU/C pledges to serve. The improvements must be in all four (4) functional areas of the SU/C, namely: instruction, research, extension, and production.
- C. For those seeking promotion to the Associate Professor rank, the QC shall be in any two functional areas chosen by the candidate prior to any assessment year.
- D. For those seeking promotion to the Professor rank, the QC shall be in any three functional areas chosen by the candidate prior to any assessment year.


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III. SPECIFIC GUIDELINES

A. In each of the self-selected functional areas the candidate's qualitative contribution shall be assessed based on clientele satisfaction, leadership, partnership development, and community responsibility. The weights applicable to the different ranks are as follows:

RANK	INSTRUCTION	RESEARCH	EXTENSION	PRODUCTION
Asso. Professor	0.50	0.30	0.10	0.10
Professor	0.20	0.65	0.10	0.05

N.B.: For placement or entry performance for the last five years shall be considered, while for promotion only the performance during the period of evaluation shall be considered.

B. A common evaluation instrument is prepared by a joint committee of CHED and PASUC. The evaluation is done by the ratee's client, by the direct supervisor, by the stakeholders in the completed projects, and by his external and internal communities.

C. Each area of assessment has a number of criteria and allotted a total of 25 points. The total raw points for the assessment areas is 100. The raw points garnered in each of the four assessment areas is multiplied by the corresponding weight.

D. In rating using the criteria, the scale of 1 to 5 is used, with 5 as the highest.

E. The faculty shall be evaluated regularly at the end of every academic year and the average rating is obtained for the particular CCE implementation.

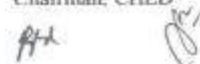
F. The total weighted points (maximum being 100) shall have the equivalent points corresponding to the sub-ranks under each of the Associate Professor and Full Professor ranks as follows:

RANK	QCE Weighted Points	
	MINIMUM	MAXIMUM
Associate Professor		
1	76	80
2	80	85
3	86	90
4	91	95
5	96	100


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Develops community support system through the alliance for sustaining effective learning and working environment
Works with members of the faculty, staff, and community to identify and implement ways to improve quality of education and education and educational processes

IV. Community Responsibility (To be rated by parties from the external and internal communities)

Strives to create safe learning and working environment
Makes everyone aware of their responsibility to the community
Focuses on helping staff, students and colleagues understand community needs
Develops programs that support community activities
Supports community initiatives to improve environment
Adopts a strong sense of business ethics


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Chairman, CHED
 

APPENDIX C
ADOPTING A FLEXICORE WORK SCHEDULE FOR FACULTY



Republic of the Philippines
Province of Pampanga
City of Mabalacat



MABALACAT CITY COLLEGE

EXCERPTS FROM THE MINUTES OF THE 77TH MEETING OF THE BOARD OF TRUSTEES OF MABALACAT CITY COLLEGE HELD ON APRIL 20, 2015, 3:45 P.M. AT MABALACAT CITY COLLEGE, MABALACAT CITY, PAMPANGA.

Present:

Chairperson:	Hon. Marino P. Morales	Mayor, Mabalacat City, Pampanga
Vice Chairperson:	Mrs. Carmelita P. Sotto	President, Mabalacat City College
Secretary:	Atty. Robert John I. Donesa	Secretary, Mabalacat City College
Members:		
	Hon. Froylan L. Galang	Chairperson, Committee on Education, <i>Sangguniang Panlungsod</i> , Mabalacat City, Pampanga
	Mrs. Charo B. Halili	Representative, Women Sector of Mabalacat City
	Hon. Tomas P. Manalo, Jr.	Representative, Prominent Citizens of Mabalacat City
	Mrs. Remedios Jocson	Representative, Business Sector of Mabalacat City
	Mr. Jayson Andrew G. Mallari	President, MCC Alumni Association
	Mrs. Rebecca Q. Lising	President, MCC Faculty Association
	Ms. Aileen C. Narciso	President, MCC Student Council

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RESOLUTION NO.34

Series of A.Y. 2014-2015

ADOPTING A FLEXICORE WORK SCHEDULE FOR FACULTY MEMBERS

WHEREAS, pursuant to Article III, Section 5 (k) of the Municipal Ordinance No. 2 s. 2007 generally known as the Charter of Mabalacat City College, the College is empowered to exercise such other powers and perform such other functions and duties not inconsistent with existing law... or an ordinance and as it may deemed necessary for the effective and efficient governance of the College;

WHEREAS, Civil Service Commission Resolution 051404 dated October 6, 2005 has approved a Model Merit System for Faculty Members of Local College and Universities (LCUs). While it mandates a forty (40)-hour work week, it also provides that LCUs "shall prescribe its own rules and regulations governing working hours and attendance of its faculty members."

WHEREAS, studies show that flexible employment results to increased economic and social cohesion, maintained economic competitiveness and enhanced equal opportunities between women and men.

NOW, THEREFORE, be it resolved as it is hereby **RESOLVED** by Board of Trustees, through its 77th Meeting herein assembled, to decree:



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order). This resolution also extends faculty members designated as Director, Coordinator, Program Head, Dean, College Secretary, Trustee, Vice President or President.

This resolution does **not** cover College guidance counselors, librarians, nurses, physicians, dentists, and other employees.

II. Definitions:

- a. **Flexicore** shall mean variable work schedule. Under flexicore, there is a core period of the day when the faculty member is expected to be at work while the rest of the working day is "flexible time" in which the faculty member can choose when they work, subject to achieving a total of thirty (30) weekly hours of physical presence at the College.
- b. **Faculty member** shall mean, all persons employed at Mabalacat City College, on full-time basis, *holding a plantilla position of a Teacher, Instructor or Professor*, either engaged in classroom teaching or performing supervisory and/or administrative functions as Director, Coordinator, Program Head, Dean, College Secretary, Trustee, Vice President or President.
- c. **Core period** shall mean the time of the day when Faculty members have classes or are required to attend College activities. During the core periods, faculty members are expected to be at the College, whether or not their students are present.
- d. **Embedded load** shall mean teaching loads embedded in a designation.
- e. **Soft load** shall mean other assignments treated as a teaching for purposes of compensation.

III. General Policies:

- a. MCC shall adopt flexicore work schedule for its full-time faculty members. Full-time faculty members are required to render a total of thirty (30) hours of work per week at the College, divided as follows: Twenty-one (21) hours of actual classroom instruction engagement; three (3) hours devoted to the conduct of publishable research to be submitted at the end of the Academic Year; and six (6) hours of consultation.
- b. Since the Civil Service Commission requires a total of forty (40) hours a week, there is thus, a difference of ten (10) hours. To compensate, faculty members must use the ten (10) hours for

MABALACAT CITY COLLEGE



- c. Faculty members designated as College Officials (President, Vice President and College Secretary) and Institute Officials (Dean, Program Head, Coordinator) are entitled to the same Flexicore Work Schedule and are also required to render a total of thirty (30) hours of work per week. The thirty (30) hours shall include the embedded loads (if any), monitoring, planning, other administrative and supervisory activities.
- d. The twenty-one (21) hour actual classroom instruction engagement as reflected in the faculty loadings shall be a **core period**. Being absent during the core period means being absent for one (1) whole day. Being late during the core period means being late for the day. Leaving the College during the core period means being under time.
- e. Monday mornings (7:30 A.M. to 10:30 A.M.) are core periods for the purpose of observing the flag-raising ceremonies, general assemblies, weekly meetings, social gatherings, community extension activities and others.
- f. Any load assigned to Faculty Members in excess of the regular loads or embedded loads shall be considered overload and shall entitle the faculty member to appropriate honoraria. However, the faculty member is also required to extend work beyond thirty (30) hours corresponding to the number of hours overload.
- g. The Civil Service Commission requires a total of forty (40) hours a week, exclusive of lunch breaks. For the lunch breaks to be included in the flexicore work schedule, it must not exceed forty-five (45) minutes.

Handwritten notes and signatures:
- 8/3/15
- Davao
- M. Molano
- 8/3/15
- [Signature]

RESOLVED further that a copy of this resolution be furnished *Sangguniang Panlungsod* of Mabalacat City, Pampanga, Commission on Higher Education, Civil Service Commission and other concerned offices.

APPROVED 20 April 2015.

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I certify that the MCC Board of Trustees deliberated and approved the above-quoted resolution.

Witness my hand, this 29th day of July 2015 at Dolores, Mabalacat City, Pampanga.


ATTY. ROBERT JOHN I. DONESA

APPENDIX D
PRESCRIBING RATES FOR CERTIFIED PUBLIC ACCOUNTANTS, LAWYERS, AND DOCTOR OF MEDICINE



Republic of the Philippines
 Province of Pampanga
 City of Mabalacat



MABALACAT CITY COLLEGE

EXCERPTS FROM THE MINUTES OF THE 68TH MEETING OF THE BOARD OF TRUSTEES OF MABALACAT CITY COLLEGE HELD ON JUNE 7, 2014, 5:30 P.M. AT TAI WOO CHINESE RESTAURANT, SANTA INES ROAD, MABALACAT CITY, PAMPANGA.

Present:

Chairman:	Hon. Marino P. Morales	Mayor, Mabalacat City, Pampanga
Vice Chairman:	Dr. Leonardo C. Canlas	President, Mabalacat City College
Secretary:	Atty. Robert John I. Donesa	Secretary, Mabalacat City College
Members:	Dr. Caridad O. Abuan	Director, Commission on Higher Education, Region III
	Mrs. Carmelita P. Sotto	Representative, MCC Non-Teaching Personnel
	Hon. Tomas P. Manalo, Jr.	Representative, Prominent Citizens of Mabalacat City
	Mrs. Remedios Jocson	Representative, Business Sector of Mabalacat City
	Mr. Jayson Andrew G. Mallari	President, MCC Alumni Association
	Mrs. Rebecca Q. Lising	President, MCC Faculty Association
	Mr. Michael R. Maglaque	President, MCC Student Council

On-Leave:

Hon. Froylan L. Galang	Chairman, Committee on Education, <i>Sangguniang Panlungsod</i> , Mabalacat City, Pampanga
Mrs. Charo B. Halili	Representative, Women Sector of Mabalacat City

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RESOLUTION NO. 11
 Series of 2014

PRESCRIBING RATES FOR CERTIFIED PUBLIC ACCOUNTANTS, LAWYERS DOCTORS OF MEDICINE

WHEREAS, the 1987 Philippine Constitution mandates that the State shall promote and protect the right of all citizens to quality education at all levels and shall take appropriate steps to make education accessible to all;

WHEREAS, article III, section 5 (k) of the Municipal Ordinance No. 2 s. 2007 generally known as the Charter of Mabalacat City College, the *Sangguniang Panlungsod* of Mabalacat City empowers the Board of Trustees to exercise such other powers and perform such other functions and duties not inconsistent with existing law... or an ordinance and as it may deemed necessary for the effective and efficient governance of the City College;

WHEREAS, as an Institution of Higher Learning, Mabalacat City College, intends to deliver quality education to its students and to hire qualified individuals to become members of its Faculty and Staff;

WHEREAS, the College pays the Certified Public Accountants (CPAs) PhP 200.00 per hour of lecture and the Attorneys at Law (Lawyers) PhP 250.00 per hour of lecture;



Republic of the Philippines
Province of Pampanga
City of Mabalacat



MABALACAT CITY COLLEGE

WHEREAS, it is difficult to attract Certified Public Accountants, Attorneys at Law and Doctors of Medicine with the current rate offered by the College;

NOW, THEREFORE, be it resolved as it is hereby **RESOLVED** by Board of Trustees, through its 68th Meeting herein assembled, to increase the rates of per hour of lecture by the Certified Public Accountants and Attorneys at Law and doctors of medicine as follows:

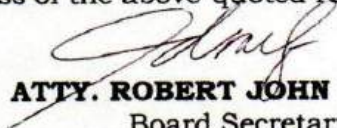
1. Certified Public Accountant – PhP. 300.00 rate per hour of lecture
2. Attorney at Law – PhP. 350.00 rate per hour of lecture
3. Doctor of Medicine – PhP. 350.00 rate per hour of lecture

RESOLVED further that this resolution shall take effect on June 16, 2014.

APPROVED 7 June 2014.

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I certify the correctness of the above-quoted resolution.


ATTY. ROBERT JOHN I. DONESA
Board Secretary II

**APPENDIX E
GRIEVANCE PROCEDURE**



Republic of the Philippines
Province of Pampanga
Municipality of Mabalacat



MABALACAT COLLEGE

<p>Quality</p> <p>Performance</p> <p>Our</p> <p>Way</p> <p>of</p> <p>Life</p>	<p>EXCERPTS FROM THE MINUTES OF THE 1st SPECIAL MEETING OF THE BOARD OF TRUSTEES OF MABALACAT COLLEGE HELD ON FEBRUARY 10, 2011 AT SHANGHAI RESTAURANT, ANGELES CITY, PAMPANGA.</p> <p>Respectfully submitted by Atty. Robert John I. Donesa, Secretary</p> <p align="center">Present:</p> <p>Chairman: Hon. Marino P. Morales – Mayor, Municipality of Mabalacat Vice Chairman: Dr. Leonardo C. Canlas – President, Mabalacat College Members: Hon. Froylan L. Galang – Chairman, Committee on Education, Sangguniang Bayan; Dr. Virginia D. Akiate –Director, Commission on Higher Education, Region III; Prof. Carmelita P. Sotto – Representative, Teaching and Non-Teaching Personnel; Hon. Tomas P. Manalo – Representative, Prominent Citizens of Mabalacat.</p> <p align="center">-----X-----</p> <p align="center">RESOLUTION NO. 7 Series of 2011</p> <p align="center">GRIEVANCE PROCEDURE</p> <p>WHEREAS, Article III, section 3 (h) of the charter of the Mabalacat College, the Sangguniang Bayan of the Municipality of Mabalacat empowers the Board of Trustees to prescribe specific and regulations for the administration and management of the College;</p> <p>WHEREAS, Article III, section 3 (j) of the charter of the Mabalacat College, the Sangguniang Bayan of the Municipality of Mabalacat empowers the Board of Trustees to promulgate and enforce rules of discipline governing the officers, faculty, teaching and non-teaching personnel;</p> <p>WHEREAS, the Manual of Regulations of Private Higher Education (MRPHE) provides that: "Every higher education institution shall provide for amicable internal procedures or remedies, as a preferable measure in the settlement of any issue, dispute or grievance arising from employment relations."¹</p> <p>WHEREAS, though, Mabalacat College follows the Civil Service Commission Rules and Regulations in defining offenses and providing for penalty thereof, the internal procedures for the establishment any offense and enforcing penalty given remained unwritten.</p> <p>WHEREAS, With the upsurge of the number of employees, the College recognizes the necessity of spelling out the procedures and providing for remedies in case of infractions committed by any employee against the College, his co-employee or the students.</p> <p><small>¹ § 124, Manual of Regulations for Private Higher Education made applicable to Local Colleges via CMO 30 s. 2009.</small></p>
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MC aimed to be one of the leading institutions of higher learning in Region III. As such, MC aimed to: (1) provide for expeditious adjudication of administrative cases; (2) inculcate sense of justice among its employees through proper venues; (3) maximize the employee productivity through discipline; (4) provide for remedies to redress a wrong; and (5) protect the interests of her stakeholders and the students.

NOW, THEREFORE, be it resolved as it is hereby **RESOLVED** by the Board of trustees of Mabalacat College, through its 1st Special Meeting, to promulgate Grievance Procedure as follows:

Section 1. The College Administrative Council²

The College Administrative Council (CAC) shall be composed of:

1. The Vice President for Administration and Finance sitting as the Chairman, ex officio.
2. The Dean of College of the erring employee
3. The Human Resources Management Officer
4. President of the Non-teaching personnel
5. President of the Faculty club
6. The College Secretary

Section 2. Jurisdiction of the College Administrative Council

The College Administrative Council (CAC) has the jurisdiction to hear and decide the following cases, without prejudice to the complainant's right to seek redress of grievances in proper venue:

1. Violation of the Faculty Manual
2. Violation of the Non-Teaching Personnel Manual
3. Violation of a Memorandum
4. Violation of Philippine laws involving moral turpitude
5. Violation of the Revised Penal Code and Special Criminal Laws
6. Violation of the Manual of Regulation of Private Higher Education
7. Violation of the Code of Conduct and Ethical Standards for Public Officials and Employees
8. Violation of the Civil Service Commission Rules and Regulations
9. Violation of the Code of Ethics for Professional Teachers
10. Commission of acts unbecoming of a Mabalacat College Employee

Section 3. Filing a Complaint and Reply Thereof

A. A complaint should be in writing, dated and signed. Oral complaint will not be accepted. The complainant should personally submit the written complaint to the Human Resource Management Office in five copies. Additional copies shall be required if there are more than one respondents.

B. A complaint should state:

² § 25, Municipal Ordinance no. 02 series of 2007, popularly known as the Charter of Mabalacat College. See also, Memo # 25 s. 2010 by the Office of the President.



<p>Quality Performance Our Way of Life</p>	<ol style="list-style-type: none">1. The name of the complainant and the name of the faculty or personnel who caused him damage or prejudice. When the offense is committed by more than one person, all of them shall be included in the complaint.2. The complaint should specify in details the acts or omissions complained of, the damages it caused to the complainant, and the remedy the complainant sought to obtain.3. If the offense is specified in the any of the set of laws enumerated in Section 2 hereof, its designation should be stated.4. The complaint should also indicate the date of the commission of the offense and the place where it was committed. <p>C. The Human Resource Management Officer (HRMO) shall evaluate the complaint and shall determine whether or not the acts or omissions complained of constitute an infraction as specified in the complaint. The HRMO shall also determine whether there is enough ground to hold the respondent for due process.</p> <p>D. If the HRMO, in a sound exercise of discretion, find the complaint to be sufficient in form and substance, and that there is a strong possibility that the act complained of, which constitutes an offense, had been committed, shall order the respondent to file and answer within 48 hours.</p> <p>E. The respondent should submit the answer to the HRMO in five copies. Additional copies shall be required if there are more than one complainants. Failure to submit the reply within the time required, the respondent shall be deemed to have waived his right to file said answer.</p> <p>F. Upon the receipt of the answer, the complainant at his option may make a reply to the answer within forty-eight (48) hours from receipt thereof. Upon the receipt of the reply, the respondent at his option, may also make a comment to the reply within forty-eight (48) hours from receipt thereof. After the lapse of forty-eight (48) hours without comment or reply filed, the submission of said pleadings shall be deemed waived.</p> <p>Section 4. Alternative Dispute Resolution</p> <p>A. In a personal case between two employees, not involving the school in any way, the HRMO may, with the agreement of both parties to the case, subject the cause to arbitration.</p> <p>B. The HRMO may act as the arbiter. But a third disinterested person may be appointed at the election of the parties.</p> <p>C. Agreements arrived at during the arbitration shall be in writing and signed by both parties. It shall be binding among the parties and shall dispose of the case.</p> <p>Section 5. Hearing</p> <p>A. For cases not subject to arbitration, a hearing is required. After the submission of the last pleading, the parties are notified by the HRMO of the date and time of hearing. The parties are requested to bring along with them their witnesses and documentary evidence to support their claims.</p> <p>Equal Opportunity... Quality Education... Productive Citizenry...</p>
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MABALACAT COLLEGE

<p>Quality Performance Our Way of Life</p>	<ol style="list-style-type: none">1. The name of the complainant and the name of the faculty or personnel who caused him damage or prejudice. When the offense is committed by more than one person, all of them shall be included in the complaint.2. The complaint should specify in details the acts or omissions complained of, the damages it caused to the complainant, and the remedy the complainant sought to obtain.3. If the offense is specified in the any of the set of laws enumerated in Section 2 hereof, its designation should be stated.4. The complaint should also indicate the date of the commission of the offense and the place where it was committed. <p>C. The Human Resource Management Officer (HRMO) shall evaluate the complaint and shall determine whether or not the acts or omissions complained of constitute an infraction as specified in the complaint. The HRMO shall also determine whether there is enough ground to hold the respondent for due process.</p> <p>D. If the HRMO, in a sound exercise of discretion, find the complaint to be sufficient in form and substance, and that there is a strong possibility that the act complained of, which constitutes an offense, had been committed, shall order the respondent to file and answer within 48 hours.</p> <p>E. The respondent should submit the answer to the HRMO in five copies. Additional copies shall be required if there are more than one complainants. Failure to submit the reply within the time required, the respondent shall be deemed to have waived his right to file said answer.</p> <p>F. Upon the receipt of the answer, the complainant at his option may make a reply to the answer within forty-eight (48) hours from receipt thereof. Upon the receipt of the reply, the respondent at his option, may also make a comment to the reply within forty-eight (48) hours from receipt thereof. After the lapse of forty-eight (48) hours without comment or reply filed, the submission of said pleadings shall be deemed waived.</p> <p>Section 4. Alternative Dispute Resolution</p> <p>A. In a personal case between two employees, not involving the school in any way, the HRMO may, with the agreement of both parties to the case, subject the cause to arbitration.</p> <p>B. The HRMO may act as the arbiter. But a third disinterested person may be appointed at the election of the parties.</p> <p>C. Agreements arrived at during the arbitration shall be in writing and signed by both parties. It shall be binding among the parties and shall dispose of the case.</p> <p>Section 5. Hearing</p> <p>A. For cases not subject to arbitration, a hearing is required. After the submission of the last pleading, the parties are notified by the HRMO of the date and time of hearing. The parties are requested to bring along with them their witnesses and documentary evidence to support their claims.</p> <p>Equal Opportunity... Quality Education... Productive Citizenry...</p>
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B. During the hearing, the complainant shall first establish his cause in the presence of the respondent. He shall produce testimonial, documentary and object pieces of evidence to prove his claims. He shall be examined, through questions and answers, either by the CAC or by the respondent himself to ascertain the veracity of his claims.

C. The respondent may, during the same hearing, present testimonial, documentary and object pieces of evidence in defense of himself. He shall also be examined, through questions and answers, by the CAC ascertain the veracity of his claims.

D. Unjustified absence of any party during the hearing shall not postpone the hearing. The absent party's right to present any form of evidence apart from those submitted as part of his pleadings shall be waived.

Section 6. Decision

After the hearing, the case shall automatically be submitted for resolution. Based on the appreciation of facts and the pertinent rules violated, the HRMO office shall pen the Recommendation and send the same to the members of the CAC. The members of the CAC shall register their concurrence or dissention indicating it before their signatures.

The decision shall be only be recommendatory. The Board of Trustees reviews the recommendation and executes a memorandum decision. The memorandum decision shall be final and executory.

Section 8. Repealing Clause

All executive orders, administrative orders, resolutions, practices whether based on written order or not are hereby repealed or modified accordingly.

Section 9. Effectivity

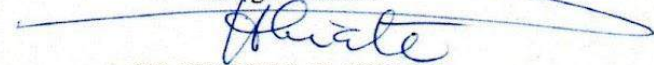
This rule shall become effective during the 1st Semester Academic Year 2011-2012.

Adopted: February 10, 2011

APPROVED:


HON. MARINO P. MORALES
Municipal Mayor


DR. LEONARDO C. CANLAS
College President


DR. VIRGINIA D. AKIATE
Director, Commission on Higher Education Region III



Republic of the Philippines
Province of Pampanga
Municipality of Mabalacat

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F.L.G.
HON. FROYLAN L. GALANG

Chair, Committee on Education, Sangguniang Bayan

csotto
PROF. CARMELITA P. SOTTO

Representative, Teaching and Non-Teaching Personnel

[Signature]
HON. TOMAS P. MANALO

Representative, Prominent Citizens of Mabalacat

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I hereby certify the correctness of the above-quoted excerpts of the enrolled resolution.

[Signature]
ATTY. ROBERT JOHN L. DONESA

Secretary to the Board of Trustees

APPENDIX F TEACHER'S LEAVE

TEACHER'S LEAVE

- ❖ Teachers are entitled 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 one-and-a-half days (1-1/2) is entitled to 84 days of proportional vacation pay.
- ❖ Day care workers and all other appointive employees whose work schedule is the same as that of teachers, earn leave credits in accordance with teacher's leave and vacation service credits of teachers.

Kinds of Leave

MATERNITY LEAVE

- Granted to every woman in the government service.
- Rendered an aggregate of two (2) or more years of service is entitled to maternity leave of 60 calendar days with full pay.
 - ❖ 1 year or more but less than 2 years of government service - 60-day ML with proportionate pay
 - ❖ Less than 1 year of service - 60-day ML with half pay
 - ❖ In case of those in the teaching profession:
If the delivery occurs during long vacation, the teacher is entitled to both the maternity benefits and PVP.

- Granted in every instance of pregnancy, irrespective of its frequency

- Female employee can report back to duty before the expiration of ML, provided she presents a medical certificate that she is physically fit for work.

PATERNITY LEAVE

Granted to:

- ❖ Married male employee
- ❖ 7 working days
- ❖ Legitimate spouse who has delivered a child or suffered a miscarriage
- ❖ First 4 deliveries or miscarriage of the legal spouse
- ❖ Continuous or intermittent manner
- ❖ Non-cumulative and non-convertible to cash

MATERNITY AND PATERNITY LEAVE TO ADOPTIVE PARENTS

- Granted to adoptive parents upon the birth of a child shall be enjoyed if the adoptee is below seven (7) years of age.

PARENTAL LEAVE TO SOLO PARENTS

- Granted to any solo parent employee to perform parental duties and responsibilities where physical presence is required for seven (7) days.

- Granted in every instance of pregnancy, irrespective of its frequency

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TEN-DAY LEAVE UNDER RA 9262

Granted to:

- ❖ Any woman employee in the government service regardless of employment status, who is victim of violence
- ❖ Any woman employee whose child is a victim of violence as defined therein and whose age is below eighteen (18) or above 18 but unable to take care of himself/herself.

INDEFINITE LEAVE

- Teachers are also entitled to an indefinite sick leave of absence when the nature of the illness demands prolonged treatment of more than one year.

REHABILITATION LEAVE

- Granted to all officials and employees for a maximum period of six (6) months for wounds and/or injuries sustained while in the performance of official duties.

STUDY LEAVE

- Teachers shall be entitled to study leave not exceeding one school year after seven (7) years of service.

During the period of such leave the teachers shall be entitled to at least sixty percent of their monthly salary.

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functions or beyond regular work hours/days where payment of honorarium or overtime pay is not possible.

Vacation Service Credits refers to the leave credits earned for services rendered on activities during summer or Christmas vacation or in the course of the regular school year, as authorized by the proper authority.

Uses of Vacation Service Credits

- Vacation service credits are used to offset absences of a teacher due to illness. To offset absences on account of illness, one (1) work day service credit, is used to offset one (1) day of absence.

Activities Eligible for the Grant of Service Credits

- > Services rendered during registration and election days as along as these are mandated duties under existing laws;
- > Services rendered during calamity and rehabilitation when schools are used as evacuation centers;
- > Services rendered in connection with the conduct of remedial classes during the summer or Christmas vacation or outside of regular school days;
- > Services rendered in connection with early opening of the school year;
- > Services rendered during schools sports competitions held outside of regular school days;

EXHAUSTION OF LEAVE

- Granted to an official or employee for non-reporting for work for a number of days corresponding to the accrued leave credits immediately prior to the intended date of resignation, retirement or separation from the service.

Other Salient Features on Leave

Transfer of Leave Credits

- A teacher who transferred to the non-teaching service ten days before the close of the school year or during summer vacation is entitled to proportional vacation pay inasmuch as the right thereto has already accrued.

Period within Which to Act on Leave Application

- An application for leave of absence, including terminal leave, is deemed approved if it is not acted upon by the head of agency or the duly authorized representative within five (5) working days after receipt thereof.

Absence on a Regular Day for which Suspension of Work is Announced

- When employees fail to report for work on a regular day for which suspension of work is declared after the start of regular working hours, they are not considered absent for a whole day but only corresponding to the time when official hours start up to the time the suspension was announced.

> Services rendered by those who train teachers in addition to their normal teaching loads;

> Attendance/participation in special DepEd projects and activities which are short-term in duration such as English, Science and Math Mentors' Training, curriculum writing workshop, planning workshop, etc., if such are held during the summer vacation or during weekends or during holidays.

Activities Not Eligible for the Grant of Service Credits

- > Assignment in connection with exhibits at a fair;
- > Postponement of a regular teacher's vacation; and
- > Time spent in travelling to and from station to the place where services are rendered.

Procedure in the Grant of Service Credits

1. Head of office/school recommends approval of request to render vacation service
2. School Division Superintendent approves/disapproves request
3. If reason for request is not among those listed above, request should be forwarded to the Regional Director for action if activity is region-wide and to the Central Office through the Regional Director if activity is DepEd-wide. For attendance/participation in DepEd-wide programs and projects, the central Office shall make the necessary issuances on the grant of vacation service credits.

Absence without Leave (AWOL)

- Continuous absence without approved leave for at least thirty (30) working days will be considered on absence without leave (AWOL) and the employee can be separated from the service or dropped from the rolls without prior notice.

However, when it is clear under the obtaining circumstances that the official or employee concerned, has established a scheme to circumvent the rule by incurring substantial absences though less than 30 working days 3x in a semester, such that a pattern is already apparent, dropping from the rolls without notice may likewise be justified. (MC No. 13, s. 2007)

- If the number of unauthorized absences incurred is less than thirty (30) working days, a written Return-to-Work will be served at the employee's last known address on record. Failure to report for work within the period stated in the order will be a valid ground to drop the employee from the rolls.

DepEd ORDER No. 53, s. 2003 dated June 24, 2003 (Updated Guidelines on Grant of Vacation Service Credits to Teachers)

Statement of Policy

- The basic policy in the grant of vacation service credit is that it should be given only for work beyond regular

The documents/requirements shall be accomplished/submitted after the completion of vacation service:

1. Accomplishment report.
2. Duly signed DTR/CS Form 48

Other Rules

- One work day of vacation service credit is granted for one day (eight hours) of service.
- The number of days of vacation service credits granted to a teacher shall not exceed 15 work days in one year except in cases authorized by the Secretary upon the recommendation of the Regional Director.
- Vacation service credits shall not be granted for services rendered without previous authority.
- Teachers on detail in offices or assigned to non-teaching jobs are on the vacation-sick leave basis and should not therefore be granted vacation service credits.
- In the monetization of teachers leave credits, unused vacation service credits shall be converted into vacation-sick leave credits. After monetization, the remaining vacation-sick leave credits shall be converted back to vacation service credits

Formula in the conversion of Vacation Service Credits to Vacation and Sick Leave:

$$\text{Vacation and Sick Leave}^* = 30Y/69$$

DepEd MEMORANDUM No. 328, s. 2009 dated July 24, 2009 (Guidelines on the Grant of Vacation Service Credits to Teachers Designated as District/School Property Custodians)

Teachers designated as Property Custodians but who continue to have regular teaching loads (of least 2 but not beyond 4) shall render services on part-time basis and shall remain in the teachers' leave basis. Any work done within the school premises in excess of 8 hours during regular school days shall be given additional compensation or overtime pay.

When funds are not available for the grant of additional compensation or overtime pay, vacation service credits may be granted for services rendered beyond the required working hours during regular school days, which is exclusive of the 15 days limitation under DepEd Order No. 53, s. 2003.

Teachers designated on part-time basis as Property Custodians and who are required to render services during the summer vacation to conduct property inventory after the closing and before the opening of classes shall likewise be granted vacation service credits of not more than 15 days, also exclusive of the 15 days limitation.

Procedures/Requirements:

1. The designation of a teacher to perform as Property Custodian whether on part-time or full-time basis shall be recommended by the School Head to the Schools Division Superintendent (SDS) provided that a certification is issued by the School Head that all teacher needs have been met and no additional teachers are needed in the near future.

Where: 30 = Number of days in a month
Y = Total number of teacher's service credits
69 = 58 days of summer vacation plus 11 days of Christmas vacation

* Number of days derived shall be divided equally into vacation and sick leave credits

Formula in the conversion of Vacation and Sick Leave to Vacation Service Credits:

$$Y = \frac{VL + SL}{30} \times 69$$

- The vacation service credits of a teacher who transfers to a non-teaching position may be converted into vacation-sick leave credits and vice-versa; and
- Unused vacation service credits of teaching credits of teachers who resigned, retired, or are separated from the service through no fault of their own on or after January 16, 1986 shall be paid the money value of their unused vacation service credits converted to vacation and sick leave credits.

DepEd ORDER No. 5, s. 2004 dated February 12, 2004 (Eligibility of Remedial Instruction Classes for Grant of Vacation Service Credits)

The conduct of remedial instruction to assist students who perform poorly in periodical and other written tests, in excess of the maximum actual teaching time, shall similarly qualify as eligible for the grant of vacation service credits to teachers.

2. The SDS shall issue an Order designating the teacher as Property Custodian, which shall include the specific tasks to be performed.
3. Only duly designated Property Custodians may be paid additional compensation or overtime pay or may be granted vacation service credits under these guidelines.
4. The School Head shall submit to the SDS the request for the grant of vacation service credits, clearly indicating the total number of days served by the designated Property Custodian during the summer vacation together with the duly signed daily time record (DTR) for approval.
5. The discretion to determine the allowable number of vacation service credits that may be allowed is vested with the SDS.

The accumulated vacation service credits of teachers shall be used to offset absences of teachers due to illness. Subject to availability of funds and approval of the SDS, monetization or payment of the money value of unused vacation service credits may be allowed, using the approved formula for computation, conversion and reversion under existing CSC rules and regulations

DepEd ORDER No. 19, s. 2011 dated February 23, 2011 (Granting of Vacation Service Credits to Teachers Implementing Dropout Reduction Program and Open High School Program)

In recognition to the work of teachers who have to render overtime teaching services on weekends in order to reach children who are out-of-school, the SDS are authorized to grant

vacation service credits to teachers of Open High School Program (OHSP) and those involved in the implementation of Dropout Reduction Program (DORP) in schools.

The school head/principal shall submit to the Division Coordinator the class schedule of DORP and OHSP classes. The DTR, original copy and/or certified copy together with the quarterly accomplishments shall be submitted to the Division Office for proper assessment and recording.

The SDSs upon the recommendation of the Division Coordinator shall issue the final approval of the vacation service credits.

**DepEd MEMORANDUM No. 291, s. 2008
(Government Teachers' Work Hours)**

1. Public school teachers shall render at most six (6) hours of actual classroom teaching a day, except when undertaking academic activities that require presence outside the school premises, i. e., educational trips;
2. School heads shall assign teaching loads to public school teachers to fully utilize the six (6) hour actual classroom teaching, i.e., six teaching loads at one hour per teaching load, with due regard for possible teaching intervals.

All advisorship and/or special assignments for the entire school year combined shall be considered as one teaching load;

3. A teacher with less than six (6) hours of actual classroom teaching shall render additional hours of appropriate

5. In the exigencies of the service, a public school teacher may be required to render more than six (6) hours of actual classroom teaching or more than eight (8) hours of work in a day; Provided that additional compensation computed at the same hourly rate of the regular compensation, plus a premium of twenty-five percent (25) of the hourly rate shall be paid for actual classroom teaching in excess of six (6) hours and for work performed in excess of eight (8) hours.

Overtime pay can only be claimed for actual teaching and/or work performed within the school premises. In the event of non-availability of funds, service credits shall be granted and one hour overtime work shall be 1.25 hours for purposes of determining the service credits.

6. In addition to the general guidelines herein provided, specific guidelines shall be formulated at the school level taking into account the unique conditions in schools such as the shifting of classes, if applicable, the availability of faculty rooms, classrooms and teachers, and the nature of the teaching-related duties to be given priority.

LEAVE BENEFITS OF NON-TEACHING PERSONNEL

A leave of absence is a right granted to officials and employees in the government to be absent and not report for duty for one or more days with their positions held for them until their return. A leave of absence may either be with or without pay and may be taken any officer or employee in the national, provincial and municipal governments, state colleges and universities, including government-owned or controlled corporations.

teaching-related activities and duties enumerated below within the school premises to complete six (6) hours;

4. A teacher with six (6) hours of actual classroom teaching and/or equivalent teaching-related activities and duties shall render the remaining two (2) hours of work within or outside the school premises to comply with the eight-hour workday by engaging in the following teaching-related activities and duties:

- a. Preparation of lesson plans, action/work plans, instructional materials, evaluation/assessment tools/rubrics;
- b. Preparation and checking of exercises; recording of academic performance results and classroom accomplishments;
- c. Conduct of research;
- d. Attendance to seminars, workshops and similar programs;
- e. Counseling, mentoring, coaching of students including home visits;
- f. Consultations and conferences with parents;
- g. Performance of coordination activities and duly recognized community social services;
- h. Participation in the maintenance and improvement of school facilities and equipment; and,
- i. Other activities identified in the specific guidelines.

Kinds of Leave

VACATION LEAVE

- Absences for personal reasons must be *contingent upon the needs of the service*.
- The grant of vacation leave shall be at the *discretion* of the head of department/ agency.
- All applications for 1 full day or more shall be submitted on the prescribed form for the action of the proper head of the agency, whenever possible, five days prior to the effective date of such leave.

SICK LEAVE

- Granted only on *account of sickness or disability on part of the employee or any member of the employee's immediate family*, and should be filed immediately upon the employee's return from such leave.
- ✓ However, the employee must *send a notice of such absence* to the immediate supervisor and/or to the agency head.
- ✓ For absences of *more than five successive days*, the employee is required to submit a *proper medical certificate* with the application for sick leave.
- A sick leave application, supported by a medical certificate, *may be filed in advance when an employee has to undergo a medical examination or operation or is advised to rest due to ill health*.
- In case of doubt, the head of the department or agency may require the submission of a medical certificate to support an application for sick leave of *less than five days* already taken by the employee.

MATERNITY LEAVE

- Granted to every woman in the government service.
- Rendered an aggregate of two (2) or more years of service is entitled to maternity leave of 60 calendar days with full pay.
 - 1 year or more but less than 2 years of government service = 60-day ML with proportionate pay
 - Less than 1 year of service = 60-day ML with half pay.
- Granted in every instance of pregnancy, irrespective of its frequency.
- Female employee can report back to duty before the expiration of ML, provided she presents a medical certificate that she is physically fit for work.
- Granted even if the delivery occurs not more than 15 calendar days after the termination of an employee's service.
- Granted even on an extended leave of absence without pay immediately prior to delivery.
- Granted even with pending administrative case.
- Granted to a contractual female employees, whether or not receiving 20% premium on their salary.

PATERNITY LEAVE

Granted to:

- Married male employee
- 7 working days
- Legitimate spouse who has delivered a child or suffered a miscarriage.
- First 4 deliveries or miscarriage of the legal spouse

More than 1 legal spouse?

16

- He will be entitled to paternity leave for a maximum of 4 deliveries regardless of who among his legal spouses gives birth.

- ✓ Continuous or Intermittent manner
- ✓ Non-cumulative and non-convertible to cash.

MATERNITY AND PATERNITY LEAVE TO ADOPTIVE PARENTS

- Granted to adoptive parents upon the birth of a child shall be enjoyed if the adoptee is below seven (7) years of age

PARENTAL LEAVE TO SOLO PARENTS

- Granted to any solo parent employee to perform parental duties and responsibilities where physical presence is required for seven (7) days
 - Woman who gives birth as a result of rape
 - Unmarried person
 - Duly licensed foster parent or duly appointed legal guardian
 - Any family member who assumes the responsibility of head of family as a result of death, abandonment, disappearance or prolonged absence of the parents or solo parent (at least 1 year)
 - Parent left solo or alone with the responsibility of parenthood:
 - Death of spouse
 - Detention of the spouse or serving sentence for a criminal conviction for at least one (1) year;



MC No. 9, s. 2012

MEMORANDUM CIRCULAR

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

SUBJECT : Amendment to Section 6 (Teacher's Leave) Rule XVI of the Omnibus Rules on Leave

Pursuant to CSC Resolution No. 1200647 dated April 17, 2012, Section 6 (Teacher's Leave), Rule XVI of the Omnibus Rules on Leave, is amended to read as follows:

"Sec. 6. Teacher's Leave. - Teachers shall not be entitled to the usual vacation and sick leave credits but to proportional vacation pay (PVP). The total PVP that shall be earned by teachers shall be based on the computation to be provided by the Department of Education (DepEd) every school year.

"A teacher who has rendered continuous service in a school year without incurring absences without pay of not more than 1 1/2 days shall be entitled to the total PVP earned from the number of summer and Christmas vacation days as determined by the DepEd. x x x"

The amended Rule shall take effect after fifteen (15) days from the publication of CSC Resolution No. 1200647 in a newspaper of general circulation.

FRANCISCO T. DUQUE III, MD, MSc
Chairman

MAY 11 2012

Note: CSC Resolution No. 1200647 dated April 17, 2012 was published in the Philippine Star on May 11, 2012.

In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service

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- 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 he/she has custody of the children;
- Declaration of nullity or annulment of marriage as decreed by a court or by a church, provided he/she has custody of the children;
- Abandonment of spouse for at least one (1) year.

Requirements:

- ✓ Solo Parent I.D from the City/Municipal Social Welfare and Development Office.
- ✓ The I.D is valid for one (1) year;
- ✓ C.S Form 6 supported with certified copies of solo parent ID and birth certificate of child/children or other requirements such as medical certificate,

Ten-Day Leave Under RA 9262

Granted to:

- Any woman employee in the government service regardless of employment status, who is victim of violence
- Any woman employee whose child is a victim of violence as defined therein and whose age is below eighteen (18) or above 18 but unable to take care of himself/herself.

When to File:

The application for leave shall be filed, before the actual leave of absence or immediately upon the woman employee's return from such leave.

- ✓ Personal milestones
- ✓ Parent al obligations
- ✓ Filial obligations
- ✓ Domestic emergencies
- ✓ Personal transactions
- ✓ Calamity, accident, hospitalization

- This leave privilege may be availed of when the occasion is personal to the employee and that of his/her immediate family.
- Non-cumulative and non commutative.

REHABILITATION LEAVE

- Granted to all officials and employees including those with fixed term of office may avail themselves of rehabilitation privilege for a maximum period of six (6) months for wounds and/or injuries sustained while in the performance of official duties.

- ✓ Application for leave of absence should be filed on the prescribed form within one week from the time of the accident.
- ✓ Supported by relevant reports such as police report, if any,
- ✓ Medical certificate on the nature of the injuries, the course of treatment involve, and the need to undergo rest, recuperation and rehabilitation as the case maybe.
- ✓ The head of agency shall direct that absence during the period of disability thus occasioned to be on full pay but not to exceed six months.
- ✓ Authorize the payment of the medical attendance, necessary transportation, subsistence and hospital fees.

Requirements:

- Barangay Protection Order (BPO)
- Temporary/Permanent Protection Order (TPO/PPO) from the court;
- If the protection order is not yet issued by the barangay or the court, a certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for BPO, TPO or PPO has been filed with the said office shall be sufficient to support the application for the ten-day leave; or
- In the absence of the BPO/TPO/PPO or the certification, a police report specifying the details of the occurrence of violence on the victim and a medical certificate may be considered, at the discretion of the immediate supervisor of the female employee concerned.

Anti-Violence Against Women and their Children (RA 9262)

- Manner of Availment
Continuous or intermittent manner
- Nature of Ten-Day Leave
Non-cumulative and not convertible to cash.
Leaves not availed of are considered waived.
- Administrative Liability
The official who denies the application for leave female employee-victim of VAW, despite submission of BPO/TPO/PPO, shall be held liable for conduct prejudicial to the best interest of the service.

SPECIAL LEAVE PRIVILEGES

Granted to officials and employees *except teachers* and those covered by special leave laws:

- ✓ Absence in this case is not charged against sick or vacation leave, if there are any.

- Official and employees on rehabilitation privilege do not earn and accumulate vacation leave and sick leave credits, but shall receive their salaries and regular benefits such as PERA, ADCOM, Year-End Bonus and Cash Gift mandated by law.

TERMINAL LEAVE

- ❖ Granted to an official or employee who intends to sever his connection with his employer.
- ❖ Terminal leave will be paid only upon the actual resignation, retirement, or separation of the employee from the service.
- ❖ Paid on a lump sum or staggered basis.

- is the money value of the total accumulated unused leave credits of an official or employee based on the *highest monthly salary received at anytime* during the period of employment

- Clearance from the Office of the Ombudsman is not necessary for the processing and payment of terminal leave pay or in availing of the exhaustion of accrued leave credits.

EXHAUSTION OF LEAVE

- non-reporting for work for a number of days corresponding to the accrued leave credits immediately prior to the intended date of resignation, retirement or separation from the service

FORCED/MANDATORY LEAVE

- ❖ Officials and employees with 10 days or more vacation leave credits are required to go on vacation leave for a minimum of five (5) working days annually.
- ❖ The enjoyment of this leave need not be successive.
- ❖ If not taken during the year, this will be forfeited.
- ❖ However, in the exigency of the service, a scheduled forced leave may be cancelled by the agency head and the leave not enjoyed will no longer be deducted from the total accumulated vacation leave.
- ❖ In case of retirement or resignation from the service without completing the calendar year, employee opted not to avail leave credits for that particular year will not be forfeited.
- ❖ An employee with accumulated vacation leave of less than ten (10) days has the option to go on forced leave or not.

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. The study leave is the 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.

Qualification Requirements:

- Must have a bachelor's degree
- Profession/field of study to be pursued must be relevant to the agency's mandate or to the duties and responsibilities of the concerned official/employee

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- At least two (2) years of service with VS performance for the last two (2) rating periods
- No pending administrative case and/or criminal charges
- Must not have any current foreign/local scholarship grant
- Must have fulfilled the service obligation of any previous training/scholarship/study leave grant
- Permanent employee/Coterminous (not related to the agency head or to any member of a collegial body/board within the 4th degree of affinity or consanguinity)

<u>Period of Grant</u>	<u>Service Obligation</u>
1 month	6 months
2-3 months	1 year
More than 3-6 months	2 years

Special Leave Benefits for Women under RA 9710 (Magna Carta of Women)

- Granted to any female public sector employee, regardless of age and civil status, provided she has rendered at least 6 months aggregate service in any or various government agencies for the last 12 months prior to undergoing surgery for gynecological disorders.
- The special leave may be availed for every instance of gynecological disorder requiring surgery for a maximum of 2 months per year.

Classification of Procedure:

- MINOR - Surgical procedures requiring a maximum period of recuperation of 2 weeks
- MAJOR - Surgical procedures requiring a minimum period of recuperation of 3 weeks to a maximum period of 2 months

- Non-cumulative and non-convertible to cash
- CS Form 6 shall be accompanied by medical certificate, clinical summary reflecting the gynecological disorder, histopathological report, operative technique used for the surgery, duration of the surgery including pre-operative period, as well as employee's estimated period of recuperation
- May be applied for in advance, at least 5 days prior to the scheduled date of the gynecological surgery; or immediately upon the employee's return from such leave
- Submit medical certificate (physically fit to assume the duties of the position) upon employee's return to work
- The guidelines shall take effect retroactively starting September 15, 2009.

Who are entitled to leave:

- ✓ Permanent Employees
- ✓ Temporary Employees
- ✓ Casual Employees
- ✓ Contractual Employees
- ✓ Elective Officials
- ✓ Employees on Extended Service
- ✓ Part-time employees

Covered by Special Leave Law:

- ✓ Justice of the Supreme Court, Court of Appeals and Sandiganbayan;
- ✓ Judges of Regional Trial Courts, Municipal Trial Courts, Metropolitan Trial Courts, Court of Tax Appeals, Shari'a Circuit Court and Shari'a District Court;
- ✓ Justice of the Supreme Court, Court of Appeals and Sandiganbayan;

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- ✓ Judges of Regional Trial Courts, Municipal Trial Courts, Metropolitan Trial Courts, Court of Tax Appeals, Shari'a Circuit Court and Shari'a District Court;
 - ✓ The Chairmen and the Commissioners of the constitutional commissions (e.g. COA, CSC, COMELEC, Human Rights); and
 - ✓ Other officials and employees covered by special laws. (Sec. 10)
- Other Salient Features on Leave

Accumulation of Vacation and Sick Leave

Vacation and sick leaves are cumulative and any part portion thereof not taken within the calendar year are carried over to the succeeding year.

Commutation of Leave Credits

Commutation of leave credits or leave with pay is the conversion of unused accumulated leave credits to their corresponding money value while the official or employee is on leave.

Commutation of Salary Prior to Leave

In the exercise of discretionary power, the head of the agency may authorize the commutation of salary that would be received during the period of an employee's vacation and sick leave and direct its payment at the beginning of such leave from the fund out of which the salary would have been paid.

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Period Within Which To Act on Leave Application

An application for leave of absence, including terminal leave, is deemed approved if it is *not acted upon* by the head of agency or the duly authorized representative within *five (5) working days* after receipt thereof.

Effect of Unauthorized Leave

Employees who are absent without approved leave are not entitled to receive their salary corresponding to the period of the unauthorized leave of absence. It is understood, however, that the absence will no longer be deducted from the accumulated leave credits, if there are any.

Absence Without Leave (AWOL)

- Continuous absence without approved leave for at least thirty (30) working days will be considered an *absence without leave (AWOL)* and the employee can be separated from the service or dropped from the rolls without prior notice.
- However, when it is clear under the obtaining circumstances that the official or employee concerned, has established a scheme to circumvent the rule by incurring substantial absences though less than 30 working days 3x in a semester, such that a pattern is already apparent, dropping from the rolls without notice may likewise be justified. (MC No. 13, s. 2007)
- If the number of unauthorized absences incurred is less than thirty (30) working days, a written *Return-to-Work* will be served at the employee's last known address on record. Failure to report for work within the period stated in the

order will be a valid ground to drop the employee from the rolls.

Actual Service

- Upon exhaustion of the accumulated sick leave credits, an employee can use the accrued vacation leave credits but not vice versa. Thus, an employee who goes on vacation leave and has exhausted all vacation leave credits is considered on leave without pay although he/she may still have sick leave credits.
- A fraction of one-fourth or more but less than three-fourths shall be considered as one-half day and a fraction of three-fourths or more shall be counted as one full day for purposes of granting leave of absence.

Leave without Pay

- Leave without pay not exceeding one (1) year may be granted in addition to vacation and/or sick leave earned. Leave without pay in excess of one month requires a clearance from the agency head.
- Leave without pay will not be granted whenever the employee still has leave with pay to his/her credit, except in the case of secondment.
- A seconded employee will be on leave without pay from the mother agency for the duration of the secondment. During such period, an employee may earn leave credits which are commutable immediately thereafter and payable by the receiving agency.
- An employee who is on leave without pay and fails to report for work at the expiration of one year from the date of such

leave is considered automatically separated from the service.

Monetization of Leave Credits

- Employees in the career and non-career service whether permanent, provisional, temporary, co-terminous or casual employee, and have accumulated fifteen (15) days vacation leave credits are allowed to monetize a minimum of ten days but at least five (5) days must be retained after monetization.
- Monetization of leave credits can be availed once a year. An employee who has availed of monetization of leave credits continues reporting for work and should be paid the corresponding salary for services actually rendered.
- A maximum of thirty (30) days may be monetized in a given year. Monetization of fifty percent (50%) or more of the accumulated leave credits may also be allowed for valid and justifiable reasons upon favorable recommendation of the agency head and the availability of funds.

Transfer of Leave Credits

- Employees who transfer from one government agency to another have the option either to have their unused vacation and sick leave credits commuted or transferred to the new agency.
- The second option can be exercised as a matter of right only when the employee does not have gaps in service. A gap of not more than one month may be allowed provided the same is not due to the employee's fault.

- The option to transfer the accumulated leave credits can be exercised within one year from the date of transfer to the new agency.
- A teacher who transferred to the non-teaching service ten days before the close of the school year or during summer vacation is entitled to proportional vacation pay inasmuch as the right thereto has already accrued.

Intervening Saturdays, Sundays or Holidays

Saturdays, Sundays or public holidays occurring during the period of leave will not be charged against the accrued vacation or sick leave. Employees paid on a daily basis are not entitled to compensation for a Saturday, Sunday or public holiday unless their services are especially required and rendered on that day.

Leave of Absence Without Pay on a Day Immediately Preceding or Succeeding Saturday, Sunday, or Holiday

Employees who are absent on a day immediately preceding or succeeding a Saturday, Sunday or holiday, whether such absence is continuous or not, shall not be considered absent on said Saturdays, Sundays, and holidays. Only absence on a working day shall be deducted from their leave credits.

Absence on a Regular Day for which Suspension of Work is Announced

When employees fail to report for work on a regular day for which suspension of work is declared after the start of regular working hours, they are not considered absent for a

whole day but only corresponding to the time when official hours start up to the time the suspension was announced.

- ❖ Tardiness and undertime are deducted from vacation leave credits and are not charged against sick leave credits, unless the undertime is for health reasons supported by medical certificate and application for leave.
- ❖ When employees are on vacation or sick leave with or without pay, their positions are not considered vacant. During the period of the leave therefore, only substitute appointment can be made to temporarily fill the position.
- ❖ For purposes of computing the length of service for the grant of step increment, the approved vacation leave without pay for an aggregate of fifteen (15) days will not interrupt the continuity of the three-year service requirement for the grant of step increment. However, if the total number of authorized vacation leave without pay (included within the three-year period) exceeds fifteen (15) days, the grant of one-step increment will only be delayed for the same number of days absence without pay.
- ❖ A pending formal administrative case will not bar the employee from enjoying leave privileges.

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Government Office Hours

- SEC. 1. It shall be the *duty of each head of the department* or agency to require all officers and employees under him to strictly observe the prescribed office hours. "When the head of office, in the exercise of his discretion allows government officials and employees to leave the office during office hours and not for official business, but to *attend social events/functions and/or wakes/internants, the same shall be reflected in their time cards and charged to their leave credits.*" (As amended by CSC MC No. 1, s. 1994 dated January 6, 1994)
- SEC. 2. Each head of department or agency shall *require a daily record of attendance* of all the officers and employees under him including those serving in the field or on the water, to be kept on the proper form and, whenever possible, *registered on the Bundy clock.* Service "in the field" shall refer to service rendered outside the office proper and service "on the water" shall refer to service rendered on the board a vessel, which is the usual place of work.
- SEC. 3. Chiefs and Assistant Chiefs of agencies who are appointed by the President, officers who rank higher than these chiefs and assistant chiefs in the three branches of the government, and other presidential appointees need not punch in the Bundy clock, but attendance and all absences of such officers must be recorded.
- SEC. 4. Falsification or irregularities in the keeping of time records will render the guilty officer or employee administratively liable without prejudice to criminal prosecution as the circumstances warrant.
- SEC. 5. Officers and employees of all departments and agencies 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.* As a general rule, such hours shall be from eight o'clock in the morning to twelve o'clock noon and from one o'clock to five o'clock in the afternoon on all days except Saturdays, Sundays and Holidays.
- SEC. 6. *Flexible working hours may be allowed subject to the discretion of the head of department or agency.* In no case shall the weekly working hours be reduced in the event the department or agency adopts the flexi-time schedule in reporting for work.
- SEC. 7. In the exigency of the service, or when necessary by the nature of the work of a particular agency and upon representations with the

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Commission by the department heads concerned, requests for the rescheduling or shifting of works schedule of particular agency for a number of working days less than the required five (5) days may be allowed provided that government officials and employees render a total of forty (40) hours a week and provided further that the *public is assured of core working hours of eight in the morning to five in the afternoon* continuously for the duration of the entire work week.

- SEC. 8. "Officers and employees who have incurred tardiness and undertime regardless of the number of minutes per day, ten (10) times a month for at least two (2) consecutive months during the year or for at least two (2) months in a semester shall be subject to disciplinary action." (As amended, CSC Resolution No. 98-2025 dated August 11, 1998).
- SEC. 9. Off-setting of tardiness or absences by working for an equivalent number of minutes or hours by which an officer or employee has been tardy or absent, beyond the regular or approved working hours of the employees concerned, shall not be allowed.
- SEC. 10. When the interest of public service so requires, the daily hours or work for officers and employees may be extended by the head of the agency 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.*

CSC MC 16, s. 2010: Policy on Undertime

- 1. Any officer or employee who incurs undertime, regardless of the number of minutes/hours, ten (10) times a month for at least two months in a semester shall be liable for Simple Misconduct and/or Conduct Prejudicial to the Best Interest of the Service, as the case may be; and,
- 2. Any officer or employee who incurs undertime, regardless of the number of minutes/hours, ten (10) times a month for at least two (2) consecutive months during the year shall be liable for Simple Misconduct and/or Conduct Prejudicial to the Best Interest of the Service, as the case may be.

CSC MC 17, s. 2010: Policy on Half-Day Absence

- 1. Any officer or employee who is absent in the morning is considered to be tardy and is subject to the provisions on Habitual Tardiness; and,
- 2. Any officer or employee who is absent in the afternoon is considered to have incurred undertime, subject to the provisions on Undertime.

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Appendix G

MABALACAT CITY COLLEGE POLICY ON INTELLECTUAL RIGHTS, ATTRIBUTION AND DISHONESTY

Republic of the Philippines
Province of Pampanga
Mabalacat City

MABALACAT CITY COLLEGE

EXCERPTS FROM THE MINUTES OF THE 3rd QUARTER MEETING OF THE BOARD OF TRUSTEES OF MABALACAT CITY COLLEGE HELD ON SEPTEMBER 4, 2020, 2:00 P.M. VIA GOOGLE MEET (VIRTUAL)

Present:
Chairperson: Hon. Crisostomo C. Garbo
Members: Hon. Krizzanel C. Garbo
Imelda DP. Soriano, Ed.D.
Ms. Irene Cristy M. Bacolod
Neil P. Rigdao
Rosanel L. Dimaricut
Guests: Michelle Aguilar-Ong

Mayor, Mabalacat City, Pampanga
OIC President, MCC
Chairperson, Committee on Education,
Sangguniang Panlungsod, Mabalacat City,
Pampanga
Representative, ALCU-National
President, MCC Faculty Association
President, MCC Alumni Association
President, MCC Student Council
Chief Administrative Officer

RESOLUTION NO. 24
Series of 2020

APPROVING THE MABALACAT CITY COLLEGE POLICY ON INTELLECTUAL RIGHTS, ATTRIBUTION AND DISHONESTY

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;

WHEREAS, Article II section 7 (g), 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, this policy outlines the standards on intellectual property rights, zero tolerance of intellectual dishonesty and the proper attribution of Open Education Resources.

RESOLVED by the Board of Trustees of Mabalacat City College that:

I. SCOPE AND COVERAGE
This policy shall cover all students, researchers, visiting professors, lecturers, and employees, namely: regular, probationary, temporary, contractual, casual, and personnel under contracts of service and job orders.

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MABALACAT CITY COLLEGE

These policies shall cover all types of intellectual property rights recognized under Philippine laws, including applicable international laws.

II. DEFINITION OF TERMS

- A. **Intellectual Property** refers to creations of the mind such as inventions; literary and artistic works; and designs, symbols, names and images used in commerce.¹
- B. **Open Education Resources (OER)** refers to electronic resources, including those in multimedia formats, and such materials are generally released under a Creative Commons or similar license that supports open or nearly open use of the content. It may include textbooks, course readings, and other learning content; simulations or games; quizzes and assessment tools; and other educational materials.²
- C. **Creative Commons license** is issued to creators to retain copyright while allowing others to copy, distribute, and make some uses of their work. It ensures licensees to get credit for their work they deserve.³

III. INTELLECTUAL PROPERTY RIGHTS

- A. Faculty members and students alike are treated as the owners of inventions, works and other intellectual creations they produce without the use of College and/or third party funding, and without the use of substantial College and/or third party resources, which are resources that are not ordinarily available to all faculty and students for traditional academic purposes. Otherwise, such creation is deemed owned by the College.
- B. Other intellectual properties that are owned by the College, regardless of who the author is:
 1. Commissioned or contracted work
 2. Teaching or training materials or modules created as part of the regularly-assigned duties of College personnel
 3. Assignment to the College
 4. Financially supported by the College through tuition waiver, stipend, allowance, scholarship and other means, regardless of amount
 5. Unknown or undetermined authorship

¹ World Intellectual Property Organization. (n.d.). *What is Intellectual Property?*. Retrieved from https://www.wipo.int/edocs/pubdocs/en/iproperty/010/wipo_pub_450.pdf

² Sarvi, J., Dhanarajan, G. & Pillay, H. (2015). Open Educational Resources: Enhancing Education Provision and Practice. *ADP Resch*, No. 48. Retrieved from <https://www.aib.org/sites/default/files/publication/176951/open-educational-resources-enhancing-education.pdf>

³ Creative Commons. (n.d.). *About the Licenses*. Retrieved from <https://creativecommons.org/licenses/>



MABALACAT CITY COLLEGE

- C. The College or any member of the academic community shall be allowed free access to the use of works not owned by the College to pursue or develop the same for academic purposes, without infringing the author's intellectual property rights.
- D. All faculty members are encouraged to exercise full freedom in research and in the publication of their results subject to the adequate performance of their other academic obligations.
- E. All trademarks, service marks, logos, emblems, symbols, and marks used by the College to depict ownership shall exclusively be owned by the College.
- F. All persons covered by this policy must keep all information confidential and must not disclose the same, especially if it arose from research, patentable works, trade secrets and other properties that the College did not expressly allow to be disclosed.

[Handwritten signature]

IV. INTELLECTUAL ATTRIBUTION AND DISHONESTY

[Handwritten signature]

- A. All students and employees, especially instructors, teachers, professors, lecturers, coaches and other educators, must always attribute intellectual properties to the owners when producing written works such as but not limited to assignment papers, theses, journals, articles, books and other publications. Proper citation must always be observed (e.g., APA, MLA 8, Harvard, etc.).
- B. When using OERs, the user must always be cautious of creative commons license and should observe the new intellectual property recognition and attribution system. He/she must also use the said intellectual work based on the permutation of creative commons license attached to it.
- C. Anyone found to be plagiarizing any intellectual work shall be dealt with in accordance with the provisions of the Code of Student Conduct, Code of Conduct for the Faculty and/or Code of Conduct and Ethical Standards for Public Officials and Employees, and other applicable law, manuals and handbooks.

[Handwritten signature]

NOW, THEREFORE, BE IT RESOLVED, as it is hereby RESOLVED by the Board of Trustees, through its 3rd Quarter Meeting herein assembled to approve the Mabala City College Policy on Intellectual Rights, Attribution and Dishonesty.

RESOLVED further that a copy of this resolution be furnished to the Sangguniang Pambansod of Mabala City, Pampanga and other concerned offices.

[Handwritten signature]



Republic of the Philippines
Province of Pampanga
Mabalacat City



MABALACAT CITY COLLEGE

APPROVED this 4th day of September 2020.

Approved by:


HON. CRISOSTOMO C. GARBO
City Mayor/BOT Chair


HON. KRIZZANEL C. GARBO
Member, Chairperson-Committee on Education
Sangguniang Panlungsod

IMELDA DP. SORIANO, Ed.D.
Representative, ALCTU-National


MS. IRENE-CHRISTY M. JACOLOD
Member, President – MCC Faculty Association


MS. ROSANEL DIMARUCUT
Member, President- MCC Student Council


MR. MEL NEIL P. RIGDAO
Member, President- MCC Alumni Association

Appendix H EVALUATION TOOL



Republic of the Philippines
Province of Pampanga
Mabalacat City



Mabalacat City College
Rizal St. Brgy. Dolores Mabalacat City, Pampanga

TEACHING EFFECTIVENESS

Name: _____

Date: _____

Position: _____

Instruction: Please rate the following statements on a scale of 1 to 5 by checking the corresponding box.

Scale	Qualitative Description
5	The performance almost always exceeds the job requirements. The faculty is an exceptional role model.
4	The performance meets and often exceeds the job requirements.
3	The performance meets job requirements.
2	The performance needs some development to meet the job requirements.
1	The faculty fails to meet job requirements.

I. COMMITMENT 20%	1	2	3	4	5	Remarks
1. Demonstrates sensitivity to students' ability to attend to and absorb content information.						
2. Integrates sensitively his/her learning objectives with those of the students in a collaborative process.						

3. Makes himself/herself available to students beyond the official time slots using MS Teams or other appropriate Social Media Platform						
4. Punctuality. Meets the class on time or earlier than the schedule time for their virtual classes.						

II. KNOWLEDGE OF SUBJECT 20%						
1. Demonstrates mastery of the subject matter.						
2. Draws and share information on the state on the art of theory and practice in his/her discipline.						
3. Integrates subject to practical circumstances and learning intents/purposes of students.						
4. Utilizes the art of questioning to develop higher level of thinking.						

III. TEACHING FOR INDEPENDENT LEARNING 30%						
1. Creates virtual teaching strategies that allow students to actively engage and discuss the topic/lesson using concepts they to understand (interactive discussion).						
2. Enhances student self-esteem by properly acknowledging inputs and showing respect during discourse.						
3. Allows students to create their own course with objectives and realistically defined student-professor rules and make them accountable for their performance.						
4. Allows students to think independently and make their own decisions and holding them accountable for their performance based largely on their success in executing decisions.						

IV. MANAGEMENT OF LEARNING 30%						
1. Creates opportunities for extensive contribution of students (e.g. breaks class into dyads, triads or buzz/task groups).						

2. Effectively assumes the role as facilitator, resource, coach, inquisitor, integrator, referee in drawing students to contribute to knowledge and understanding of the concepts at hand.						
3. Shows mastery in the utilization of the learning mangament platform and designs and implements learning conditions and experience that promote healthy exchange and/or confrontations.						
4. Structures/re-structures learning and teaching-learning context to enhance attainment of collective learning objectives.						

TOTAL POINTS						
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Evaluated by:

Appendix I
JUANA AT WORK POLICY



Republic of the Philippines
Province of Pampanga
Mabalacat City



MABALACAT CITY COLLEGE

FROM THE MINUTES OF THE 1st SPECIAL MEETING OF THE BOARD OF TRUSTEES OF MABALACAT CITY COLLEGE HELD ON MARCH 02, 2021, 2:00 P.M. VIA MICROSOFT TEAMS (VIRTUAL)

PRESENT:

Vice Chairperson - Dr. Michelle A. Ong College President
Members -
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 Kyle 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
Hon. Krizzanel C. Garbo Chairperson, Committee on Education, Sangguniang Panlungsod, Mabalacat City, Pampanga

RESOLUTION NO. 08
Series of 2021

APPROVING THE POLICY ON FAMILY CAREGIVING FOR WORKING MOTHERS (JUANA AT WORK POLICY)

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;

WHEREAS, Article II section 7 (a), 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 prescribe implementing rules and regulation for the administration and management of the College;

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WHEREAS, The State shall provide the necessary mechanisms to enforce women's rights and adopt and undertake all legal measures necessary to foster and promote the equal opportunity for women to participate in and contribute to the development of the political, economic, social, and cultural realms.

NOW THEREFORE, BE IT RESOLVED, as it is hereby RESOLVED, by the Board of Trustees in its 1st Special Meeting herein assemble to approve the following policy:

POLICY ON FAMILY CAREGIVING FOR WORKING MOTHERS "Juma At Work Policy"

Mabalacat City College supports gender equality and diversity. This policy is created particularly for women in recognition of the dual function they do. It is committed to foster a supportive environment that contributes to the improvement of their health, wellness, and family relationship. As a school institution, Mabalacat City College is also committed to raise awareness about society's wrong expectation of women to still be the primary source of childcare even if they are on a full-time job.

SCOPE AND COVERAGE

This policy shall cover all teaching and non-teaching personnel of Mabalacat City College.

DEFINITION

For purposes of this policy, women shall be defined as biologically female and those who identify themselves as female.

OBJECTIVES

To support Mabalacat City College personnel as parent and promote their wellbeing as working parents.

GENERAL POLICIES

I. 15-MINUTE NAP

To provide additional rest to women who are given the primary and ongoing responsibility for the care of a child one (1) year old and below, they shall be entitled to an extra 15-minute nap time during work hours. This may be availed

[Handwritten signatures and initials on the left margin]





MABALACAT CITY COLLEGE

at any time of the day on top of the regular breaktime at the health office/clinic provided that it will not delay urgent tasks.

II. PRIORITY GRANT FOR LEAVE

To enable women to attend to their child/children's special activities and milestones, their leave application shall be given priority for approval. This is in cases wherein in one office or department, two or more personnel file leave applications on the same date and not all can be simultaneously granted, the women's leave application shall be prioritized. This special activities and milestones include, but not limited to, school play, graduation, general assembly, card giving and birthday celebration.

III. FLEXIBLE WORK SCHEDULE

To allow women to carry out their duties and responsibilities as parents, they shall be entitled for flexible working schedule provided that the required working hours under the Civil Service Commission Memorandum Circular No. 01 series of 2017 are complied with. They shall file formal request to their immediate supervisor and shall be subject to approval of Human Resource Department.

IV. ANSWERING PHONE CALLS DURING WORKING HOURS

To ensure that the needs of their child/children is/are properly addressed, the women shall be allowed to answer the phone call of their child/children even during the working hours.

In the event that local legislative standards are more generous towards Women/parents than the benefits set forth in this policy, the local legislative standards shall apply.

The Human Resource Management Office shall draft regulations/orders to implement this policy to ensure that it would achieve its purpose and to prevent abuse of the privileges enumerated in this policy.

RESOLVED FURTHER, That a copy of this resolution be furnished to the concerned offices.

APPROVED this 02 day of March 2021.

*With Respectfully,
D. Jimenez*





Republic of the Philippines
Province of Pampanga
Mabalacat City



MABALACAT CITY COLLEGE

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 D.P. SORIANO
Representative, ALCU - National


MS. REBECCA O. LISING
Member, President - MCC Faculty Association


MR. NIEL P. RIGDAO
Member, President - MCC Alumni Association


MR. JOHN KYLE DAVID B. VILLANUEVA
Member, President - MCC Student Council

RESOLUTION NO. 88
Series of 2021

APPROVING THE POLICY ON
FAMILY CAREGIVING FOR
WORKING MOTHERS
(QUAN'S AT WORK POLICY)

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