

# **E A R I S T**

## **FACULTY MANUAL**



**2018-2019**

# **EARIST FACULTY MANUAL**

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Eulogio “Amang” Rodriguez Institute of Science and Technology

Nagtahan, Sampaloc, Manila

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## **(2018-2019)**

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Approved by the EARIST Board of Trustees (BOT) through Board Resolution No. 182-2017, during its Regular Meeting held on 14 December 2017 at the CHED Central Office, Diliman, QC.



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# FOREWORD

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The Faculty Manual sets forth the institution's policies and procedures regarding the faculty, their rights and their responsibilities. It articulates the contractual elements that define the employment relationship between faculty and the Institute, including the responsibilities, benefits, and privileges of faculty status. It is considered to be a very vital document in the operation of a school system, hence, a required exhibit during AACUP Accreditation.

In the past, several attempts have been launched by the EARIST Faculty to craft a Faculty Manual for the Institute but none of them was successful in endorsing a copy to the Board of Trustees for approval. Considering the great importance of the document, the Council of Deans, in coordination with the College Faculty Club Presidents, spearheaded the re-development of the Faculty Manual sometime in mid-2017. In August 2017, the Council of Deans was able to present to the Administrative Council the draft of the proposed Faculty Manual during the EARIST Summit in Tagaytay.

The proposed Faculty Manual was deliberated article by article, section by section. Suggestions were made by the members of the Administrative Council. Their recommendations were discussed back by the Council of Deans with the College Faculty Club Presidents until collegial agreements were achieved. The final draft of the Manual was developed and forwarded by the Council of Deans to the Board of Trustees in November 2017 through the Academic Council. The BOT approved the Manual during its Regular Meeting at the CHED Central Office in December 2017.

The approved Faculty Manual provides every faculty member with valuable information that helps define the role of the faculty at EARIST and outlines policies and procedures affecting faculty, including those which delineate faculty responsibilities and opportunities. It provides faculty members with valuable information about the important role that they play at EARIST. It is hoped that faculty members will review the Manual in its entirety and to become familiar with its contents as a means of increasing their potential for success as a faculty member.



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## Article I

**THE FACULTY**

**Section 1. Definition.** The faculty includes all academic personnel engaged in actual teaching, research, extension and production assignment either on a full-time or part-time basis. Its statutory duty, which may not be delegated, is to recommend to the Board of Trustees the candidates for suitable degrees and certificates.

**Section 2. Responsibilities of Faculty Members.** The EARIST faculty members are expected to teach, build up a productive record of research or creative work, and engage actively in activities that serve the Institute and the larger community. The following are the minimum expectations from EARIST faculty members in relation to the four-fold functions of State Universities and Colleges (SUCs).

- 2.1. **Instruction.** Instruction focuses on the process of facilitating the acquisition of knowledge and skills to develop the analytical and creative faculties of learners. It also includes other specific tasks, such as student consultation, academic advising, and all other initiatives that facilitate the process of learning.
  - 2.1.1.1. Every faculty member is expected to:
    - 2.1.1.1.1. identify learner needs;
    - 2.1.1.1.2. prepare and follow a course syllabus based on the needs identified;
    - 2.1.1.1.3. facilitate the learning process through active engagement in classroom tasks and activities;
    - 2.1.1.1.4. develop students' analytical and creative thinking skills through purposive activities with focus on higher order thinking skills;
    - 2.1.1.1.5. design alternative and innovative models of teaching for all types of students: regular, gifted and those with special needs;
    - 2.1.1.1.6. make oneself available for consultation, academic advising and other relevant functions that help improve the students' well-being;

- 2.1.1.7. manifest a strong commitment to development of highly competent and qualified graduates by constantly improving one's craft;
  - 2.1.1.8. vary teaching methodologies and techniques in the pursuit of effective teaching and learning process; and,
  - 2.1.1.9. attend Institute affairs such as academic councils, commencement rites, foundation and Institute week activities and faculty development programs.
- 2.2. **Research.** Faculty members need to continually explore areas of inquiry through active participation in research endeavors.
- 2.2.1. Every faculty member is expected to:
    - 2.2.1.1. participate in formulating the research agenda for the Institute;
    - 2.2.1.2. generate research paradigms to enhance instruction in their field of specialization;
    - 2.2.1.3. encourage students to become creative, innovative and productive researchers;
    - 2.2.1.4. study recently published papers on basic and applied researches, materials development, feasibility studies, and others;
    - 2.2.1.5. participate actively in local, national, and international conferences; and,
    - 2.2.1.6. publish articles/monographs in recognized and refereed journals and magazines.
- 2.3. **Extension.** Faculty members are strongly encouraged to participate or to render service either in Institute-sponsored community extension projects or in their own community, sectoral and/or professional organizations. Faculty participation in these activities is regarded as part of their professional and personal commitment to the academic profession.
- 2.3.1. To strengthen the institutional linkages, collaboration and networking, faculty members are expected to:
    - 2.3.1.1. conduct in-service training programs to teachers, school administrators and other educators in both public and private sectors;

- 2.3.1.2. contribute in strengthening institutional ties and network with other national and international educational institutions;
  - 2.3.1.3. be involved in developing and implementing activities on literacy, political education, environment education, multicultural and values education; and,
  - 2.3.1.4. participate in extension programs aimed at developing and implementing projects that help preserve indigenous cultures.
- 2.4. **Production.** Faculty members are encouraged to produce scholarly outputs that showcase their expertise and scholarship. These knowledge-based projects can help generate additional income for the institution.
- 2.4.1. Faculty members are expected to:
    - 2.4.1.1. publish and develop scholarly works like books, magazines, journals, research articles, and monographs, lectures, modules, instructional materials.
    - 2.4.1.2. design, develop and share multimedia courseware and resources such as tapes, videotapes, power-point presentation and other courseware packages; and,
    - 2.4.1.3. design and produce materials for presentation and production in the performing arts.

**Section 3. Faculty Recruitment and Appointment.** The Institute shall seek to attract faculty members of the highest standard. It shall recruit appropriately skilled and qualified individuals who can perform the job requirements and make a positive contribution to the Institute's objectives, values and culture.

- 3.1. Hiring of faculty members is primarily based on the need of the College, which cannot be fulfilled by full time members of the College. This need shall be determined by the department head, be reported to the Dean of the College, and be submitted to the Human Resource Management Services (HRMS) Chief. The HRMS Chief, upon verification of available plantilla items, shall approve the commencement of the hiring process.

- 3.2. The hiring process for faculty members, which shall adopt an open competitive selection, shall be composed of three phases: (i) Recruitment; (ii) Selection; and, (iii) Placement and Hiring.
- 3.3. **Recruitment Procedures.** The following recruitment procedures shall be observed.
  - 3.3.1. There shall be an institutional Human Resource Development Program designed for faculty recruitment.
  - 3.3.2. In consonance with the Civil Service Commission's rules, the minimum educational qualification for recruitment for faculty positions shall be a master's degree in the appropriate specific area of specialization. Recruitment shall be limited to those who meet the prescribed minimum requirements.
  - 3.3.3. The Institute shall strongly commit to promote employment equity within its community and to recruit a diverse faculty. The Institute shall encourage applications from all qualified candidates, including women, members of visible minorities, aboriginal persons, members of sexual minorities, and persons with disabilities.
  - 3.3.4. All vacant academic positions shall be advertised through various means of communication (such as, but not limited to, print media, broadcast media, EARIST Website, and bulletin boards) to ensure that all qualified individuals will have an opportunity to learn of the vacancy. Advertising shall run for at least ten (10) calendar days.
  - 3.3.5. Recruitment of faculty member may also be done through:
    - 3.3.5.1. search and recommendation from colleagues who are aware of the need; and,
    - 3.3.5.2. search from the college or department data file of previous applicants. Files of applications sent to the Office of the President and forwarded to the Office of the Vice President for Academic Affairs and/or Human Resource Management Services (HRMS) are sorted and sent to the Deans of Colleges for their evaluation and filing.

- 3.3.6. In the absence of one qualified applicant, temporary appointments may be issued until the required Master's degree is complied with within 12 months or one (1) year from the date of issuance of the temporary appointment.
  - 3.3.7. Transferees from other state or local universities and college may be admitted at their present faculty rank in the absence of qualified faculty members in the Institute.
- 3.4. **Selection Procedures.** The following selection procedures shall be observed.
- 3.4.1. The Institute shall create the "Faculty Selection Board (FSB)" which shall assist the Institute President in selecting applicants or candidates for recommendation to the Board of Trustees. The members of the Board shall be in accordance with the CSC-approved EARIST Merit Selection and Promotion Plan.
  - 3.4.2. Selection of faculty members shall be done through the following procedures:
    - 3.4.2.1. the Department Head shall list candidates aspiring for the vacant position;
    - 3.4.2.2. the Department Head shall conduct preliminary evaluation of the qualification of all the candidates vis-à-vis the CSC Qualification Standards for the vacant position; the Department Head shall determine primarily the appropriateness of the educational qualification and the adequacy of the teaching experiences required by the position as well as the scholastic standing of the applicants as revealed in their transcripts of records;
    - 3.4.2.3. the Department Head shall interview the applicants to validate the credentials and to determine the communication skills and predispositions of the applicants;
    - 3.4.2.4. the applicants shall be required by the Department Head to demonstrate an actual teaching episode and to take psychological exams to further validate performance, potentials, and capabilities;

- 3.4.2.5. the Department Head endorses the applicants to the Dean of the College/Campus Administrator by submitting a preliminary ranking of the applicants based on the following criteria:
  - 3.4.2.5.1. academic qualifications;
  - 3.4.2.5.2. personal qualities;
  - 3.4.2.5.3. communication skills;
  - 3.4.2.5.4. teaching ability;
  - 3.4.2.5.5. medical examination results;
  - 3.4.2.5.6. psychological examination results;
  - 3.4.2.5.7. technical/special skills & abilities;
  - 3.4.2.5.8. computer literacy;
  - 3.4.2.5.9. research productivity;
  - 3.4.2.5.10. licensure (if applicable);
  - 3.4.2.5.11. relevant/professional experiences (if any);
  - 3.4.2.5.12. previous record of employment (if any); and,
  - 3.4.2.5.13. previous performance rating (if any).
- 3.4.2.6. the Dean of the College/Campus Administrator shall interview the applicants to validate the evaluation of the Department Head; the Dean/Campus Administrator and the Department Head shall confer with each other to reconcile any contradiction in their observations;
- 3.4.2.7. the Dean of the College/Campus Administrator shall endorse the preliminary ranking together with the application documents of the candidates to the FSB for its deliberation *en banc*;
- 3.4.2.8. the FSB shall make a systematic assessment of the competence and qualifications of the candidates for appointment to the corresponding level or positions in order to validate the preliminary rating; the FSB shall thoroughly evaluate and deliberate *en banc* the qualifications of those included in the preliminary ranking;

- 3.4.2.9. The FSB shall submit a comprehensive evaluation report of all candidates screened for appointment so that the Institute President will be guided in choosing the one who can efficiently perform the duties and responsibilities of the position to be filled; the evaluation report should specify the top five ranking candidates (not necessarily the same as the top ranking candidates in the preliminary ranking) whose overall point scores are comparatively at par based on the comparative assessment in terms of the given criteria; and,
  - 3.4.2.10. The Institute President shall assess the merits of the FSB's evaluation report of candidates screened for appointment, and in 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.
- 3.4.3. Measures to avoid professional in-breeding shall be adopted by the Institute.
- 3.5. **Placement and Hiring Procedures.** The following placement and hiring procedures shall be observed.
- 3.5.1. The Institute President shall submit the recommendation for hiring to the Board of Trustees;
  - 3.5.2. The Board of Trustees shall issue the appointment in accordance with the provision of the EARIST Merit Selection and Promotion Plan;
  - 3.5.3. The HRMS shall post in three (3) conspicuous places in the Institute a notice announcing the appointment of a faculty member a day after issuance of the appointment or at least fifteen (15) days; the date of posting shall be indicated in the notice;
  - 3.5.4. The appointee shall without delay submit all documentary requirements for appointment to the HRMS;

- 3.5.5. The HRMS shall process the Appointment Papers of the appointee;
  - 3.5.6. Upon approval of the appointment by the CSC (that is, when CSC Form 33 has already been attested by the CSC Field Director), the appointee shall be furnished with a copy by the HRMS; and,
  - 3.5.7. The institution shall conduct orientation for newly-hired faculty on its institutional vision and mission as well as CSC, PRC, DBM, and administration policies on their duties, responsibilities, benefits and other academic concerns.
- 3.6. **Status of Appointment.** The status of appointment for the members of the faculty may either be permanent appointment, temporary appointment, part-time appointment, or substitute appointment.
- 3.6.1. A permanent appointment shall be given to a faculty who meets the qualification standards established for the faculty rank in accordance with CHED policies and CSC laws, rules and regulations.
  - 3.6.2. In exigencies of service, a temporary appointment may be issued to a person who does not meet the education, training or experience requirements of the position to which he/she is being appointed not exceeding one (1) school year.
    - 3.6.2.1. A faculty member appointed under temporary status does not have security of tenure and shall therefore consider the employment strictly temporary. He/She may be separated from the service, with or without cause. As such, he/she shall not be considered illegally terminated and hence not entitled to claim back wages and/or salaries and reinstatement to their positions.
    - 3.6.2.2. The employment of appointees under temporary status may be terminated without necessarily being replaced by another temporary appointees. He/She may also be replaced within the twelve-month period by qualified or even by non-eligible.

- 3.6.2.3. A 30-day written notice signed by the Institute President shall be given to the temporary appointee prior to termination of service, removal, or replacement.
- 3.6.2.4. The renewal of temporary appointment issued in the absence of qualified faculty shall be limited to five (5) times only reckoned from the issuance of the first temporary appointment.
- 3.6.3. A part-time appointment may be issued to faculty member when the exigency of the service requires subject to existing policies. Such appointment is for a limited period not to exceed one term (i.e., 1 semester or 1 summer). The Institute President shall indicate the inclusive period covered by the appointment for crediting services.
  - 3.6.3.1. A part-time employment may either be to a regular plantilla faculty position of hiring through a contract of service (see Appendix A). The service under this status of appointment is not considered as government service.
- 3.6.4. A substitute appointment may be issued to an appointee when the regular incumbent of the position is temporarily unable to perform the duties of the position. It shall be effective until the return of the incumbent.
- 3.7. **Types of Faculty Appointments.** Faculty members can be appointed either as regular or non-regular faculty.
  - 3.7.1. Regular (Full-Time) Faculty. These are faculty members who are hired on a full-time basis and whose main functions include instruction, research, extension services, and production in pursuance of the vision-mission of the Institute.
  - 3.7.2. Non-Regular Faculty. Non-regular faculty members are classified as follows:

- 3.7.2.1. **Part-Time Faculty.** These are faculty members employed to teach on a term basis (semester or summer). They receive remuneration on an hourly rate. Though their presence is required during class hours only, they are also expected to undertake assigned tasks and spend time to conduct research, improve and augment productivity, and promote and develop extension services in pursuance of the vision-mission of the Institute.
  - 3.7.2.2. **Visiting Professor.** Visiting professors are those invited by the Institute from other institutions to render services in the form of instruction, research, extension, and the like for the duration of a program. Foreign professors who are invited to speak in a forum, symposium, or a lecture series fall under this category.
  - 3.7.2.3. **Exchange Professor.** Exchange professors are those coming from the campuses and invited to render services in the form of instruction, research, extension, and the like in the main campus or vice versa for a fixed period of time, usually from six (6) months to two (2) years.
  - 3.7.2.4. **Professor Emeritus.** This is a retired faculty member or administrator who holds the rank of at least Full Professor at the Institute upon his/her retirement and is given the title in recognition of exceptional competence in his/her field of specialization. He/she is likewise invited to render instructional or research services.
- 3.8. **Appointment of Full-Time Faculty.** The appointment of full-time faculty members shall be in accordance with the Position Classification and Compensation Scheme for Faculty Positions in State Universities and Colleges issued by the Department of Budget Management (see Appendix B).

- 3.8.1. The ranks and sub-ranks for full-time faculty appointments and the corresponding salary grade and education requirement for these positions shall be the following:

Rank	Sub-Rank	Salary Grade	Education Requirement	
Instructor	I	12	Master's degree in the area of specialization or its allied/related fields	
	II	13		
	III	14		
Assistant Professor	I	15		
	II	16		
	III	17		
	IV	18		
Associate Professor	I	19		
	II	20		
	III	21		
	IV	22		
	V	23		
Professor	I	24		Doctorate degree in the area of specialization or its allied/related fields
	II	25		
	III	26		
	IV	27		
	V	28		
	VI	29		
College Professor		30		

- 3.8.2. Where a masters or doctorate degree is not normally part of career preparation, or where such masters or doctorate programs are rare as determined by CHED, the education requirement may be waived, subject to other provisions mandated by CSC, DBM, CHED, and/or the PASUC.
- 3.8.3. The classification of ranks and sub-ranks of faculty shall be subject to changes by the PASUC-DBM-CHED Common Criteria for evaluation (CCE) and Qualitative Contribution Evaluation (QCE) and in accordance with policies that may be prescribed from time to time.

- 3.9. **Appointment of Part-time Faculty.** Appointment of part-time faculty members shall be based on the needs of a department. Being hired under contract of service, part-time faculty members are not covered by Civil Service law and rules thus, not creditable as government service. They shall not enjoy the benefits enjoyed by government employees, such as leave, PERA, RATA and thirteenth month pay.
- 3.9.1. Part-time faculty members may be appointed as Lecturer, Assistant Professorial Lecturer, Associate Professorial Lecturer, or Professorial Lecturer.
- 3.9.1.1. Lecturer. Appointment to the rank of Lecturer requires a Bachelor's Degree in the required field of specialization.
- 3.9.1.2. Assistant Professorial Lecturer. Appointment to Assistant Professorial Lecturer requires the completion of a Master's Degree in the required field of specialization and a CCE point of at least 88 points as assessed by the Local Evaluation Committee. Completion of a specialized degree (LIB, MD) may be considered equivalent to a master's degree when applicable to the area to which the faculty member belongs.
- 3.9.1.3. Associate Professorial Lecturer. Appointment to Associate Professorial Lecturer requires a Master's Degree in the required field of specialization and a CCE point of at least 124 points as assessed by the Local Evaluation Committee.
- 3.9.1.4. Professorial Lecturer. Appointment to this rank requires a Doctorate Degree in the required field of specialization and a CCE point of at least 159 points as assessed by the Local Evaluation Committee.
- 3.9.2. Part-time faculty members are obliged to submit a permission to teach from their mother agency or school, if applicable.
- 3.9.3. The regular number of loads for a part-time faculty member is nine (9) units. This number may be increased if the faculty member meets the following criteria:
- 3.9.3.1. obtains a very satisfactory teaching performance as determined from the evaluation of students, peers,

- Department Head, and whenever applicable, the Dean;
- 3.9.3.2. complies reasonably with school regulations and administrative requirements for attendance, punctuality, and deadline for grades, among other factors; and,
  - 3.9.3.3. participates actively in the activities of the department, college, and the Institute.
- 3.9.4. The maximum teaching loads of a part-time faculty member shall be twenty (20) hours.
  - 3.9.5. Part-time faculty members should be informed of their tentative teaching loads at least two (2) weeks before the start of classes; if there are changes in the schedule, these shall be communicated to the faculty member concerned at least twenty-four (24) hours before the start of classes.
  - 3.9.6. Contracts of part-time faculty members expire at the end of every term (semester or summer). The Department Head shall recommend renewal after consultation with the Department Faculty and if the part-time faculty member has passed all the criteria set for evaluating faculty performance.
  - 3.9.7. Part-time faculty members are expected to serve the entire term of their employment. Any violation of the contract will result to non-renewal of contract.
- 3.10. **Discipline and Termination of Appointment.** The service of a faculty member, regardless of status of appointment, may be terminated due to major offense and after due process has been undertaken.
  - 3.11. **Transfer and Resignation.** A faculty member who opts to transfer or resign must secure a clearance from the following offices: Department Head, Dean/Campus Administrator, Chief Librarian, Accountant, Registrar, and other units concerned. This clearance form is available at the HRMS. Transfers within the semester shall not be allowed.

**Section 4. Faculty Performance Appraisal.** The Institute shall establish a faculty performance appraisal system with primary purpose of promoting continuous

improvement and professional growth of faculty. The performance appraisal system shall be administered in such manner as to continually foster the improvement of individual faculty member's efficiency and organizational effectiveness.

- 4.1. The faculty performance appraisal system shall adhere to these objectives:
  - 4.1.1. assess the strengths and weaknesses of faculty for the purpose of encouraging continuous improvement and professional growth;
  - 4.1.2. assess teaching and learning effectiveness through a comprehensive, purposeful, and meaningful process;
  - 4.1.3. assess performance of temporary and part-time faculty for the purposes of retention and/or awarding permanent status; and,
  - 4.1.4. assess performance of all faculty to ensure faculty excellence.
  
- 4.2. The performance appraisal system shall include assessment of teaching effectiveness and strategic performance review.
  - 4.2.1. The guidelines on the assessment of teaching effectiveness stipulated in National Budget Circular No. 461, as updated by the TUP CCE Computerization Center or by other current issuances, shall be followed.
    - 4.2.1.1. Appraisal of teaching effectiveness shall be conducted at the end of each term (that is, semester and summer).
  - 4.2.2. The strategic performance review of the faculty performance shall be conducted in consonance with the guidelines stipulated in the CSC-approved EARIST Strategic Performance Management System (SPMS).
    - 4.2.2.1. The SPMS rating of faculty members shall be the main basis in the granting of the production incentive bonus, if available.
    - 4.2.2.2. Strategic performance review shall be conducted once a year.
  
- 4.3. The performance appraisal system shall incorporate four components: (i) Faculty Observation (*by Supervisors*); (ii) Feedback from Others (*Peers and Students*); (iii) Reflection (*Self*); and, (iv) Goal Setting (*Coaching and Mentoring*).

- 4.4. The performance appraisal system shall provide for at least five adjectival ratings: (i) outstanding; (ii) very satisfactory; (iii) satisfactory; (iv) unsatisfactory; and, (v) poor.

**Section 5. Faculty Promotion.** The Institute shall maintain a system of promotion in rank and tenure based on the implementing guidelines for National Budget Circular No. 461 (NBC 461).

- 5.1. All faculty members shall be evaluated in accordance with the revised and updated Common Criteria for Evaluation (CCE) and the Modified Point Allocation (MPA).
- 5.2. 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.
- 5.3. Personal Data Sheet (PDS) accomplished and submitted for evaluation shall be subscribed and sworn to.
- 5.4. The following mechanics of implementation shall be observed.
  - 5.4.1. The Institute shall reproduce the Personal Data Sheet.
  - 5.4.2. The faculty member or those with academic rank shall accomplish the PDS form and shall attach all supporting documents.
  - 5.4.3. The Institute shall form two Committees – one of evaluators and one of reviewers – who shall sit *en banc* to evaluate and review faculty credentials.
  - 5.4.4. The NBC 461 Evaluators shall enter the points in the Summary Sheet and shall sign the same.
  - 5.4.5. The Review Committee shall review the evaluation of all documents and submit the evaluated Personal Data Sheet and supporting documents to the Institute President for official transmittal to the TUP CCE Computerization Center, which shall process the documents using approved computer program.
  - 5.4.6. Where the two committees differ in their faculty assessment, they shall sit down together and come to a collegial decision.
  - 5.4.7. The official printout from the TUP CCE Computerization Center shall be released to the President or the authorized Representative of the Institute.

- 5.5. For purposes of implementing the National Compensation Circular, cutoff date shall mean the most recent date of documents considered in the evaluation cycle.
- 5.6. The hiring/promotion of faculty members shall be subject to the relevant educational qualification by rank/sub-rank and the EARIST Merit Selection and Promotion Plan adapted by the Board of Trustees provided that such Merit Selection and Promotion Plan shall not be lower than the Qualification Standards (QS) prescribed by the Civil Service Commission (CSC). The CCE computer printout shall be the basis of hiring new faculty members from Instructor I to Assistant Professor IV.
- 5.7. For upgrading and/or promotion to any sub-rank, a faculty candidate should satisfy the CCE points corresponding to the rank/sub-rank plus the qualitative contributions in the area of instruction, research, extension, or production as shown in Appendix C.

## Article II

**FACULTY WORKLOAD**

**Section 1. Workload.** A regular faculty member shall serve thirty (30) hours per week within the school premises, spread from Monday to Saturday (or at least four days) depending on his/her assigned number of loads or full time equivalent. Full Time Equivalent (FTE) refers to handling a subject and providing classroom instructions to students. It may also include administrative functions and other special functions. The remaining ten (10) hours of the 40-hour weekly workload required by the Revised Administrative Code of the Philippines, shall be spent by the faculty member performing non-teaching and other teaching-related activities, within or outside of the school premises, as permitted by the Magna Carta for Public School Teachers (RA 4670).

**1.1. Regular Load**

- 1.1.1. A full time faculty member shall render thirty (30) hours of service per week with fifteen (15) credit units of Full Time Equivalent at a given corresponding number of hours. The remaining hours shall be divided, as much as possible, equally among accreditation, production, research, and extension functions of the faculty.
- 1.1.2. Teaching loads of faculty members from their home department or college should be no less than corresponding 9 credit units.
- 1.1.3. To give faculty members ample time to prepare their lessons, conduct research or continue their study, load assignments shall be limited to three (3) preparations.
- 1.1.4. Faculty members are not allowed to conduct more than three (3) consecutive courses for optimum performance.

## 1.2. Equivalent Credit Unit per Week

1.2.1. Faculty workload shall be based mainly on the Full Time Equivalent credit units. One credit unit (or 1 unit) shall be based on the following:

Type of Teaching Activity	Equivalent Credit Units	
	Undergraduate Courses	Graduate Courses
Lecture	1 unit per contact hour	1.5 units per contact hour
Laboratory	0.75 unit per contact hour	1 unit per contact hour
Number of Preparations	1/3 unit after the 3 <sup>rd</sup> preparation	½ unit after the 3 <sup>rd</sup> preparation
	5/12 unit after the third preparation if teaching loads consist of undergraduate and graduate courses.	
A class or section with more than the maximum number of students.	0.05 unit per student but not to exceed 4 units per class. The maximum students per class is fifty (50) in lecture class, but twenty five (25) in laboratory class.	0.05 unit per student but not to exceed 4.5 units per class. The maximum students per class is twenty (25).

## 1.3. Overload

1.3.1. A faculty member may have an extra teaching load or overload but will not to exceed 30 credit units including his/her regular load. A faculty shall be allowed to have an overload provided

he/she maintains a very satisfactory efficiency rating during the last two consecutive semesters.

- 1.3.2. The time for overloads must be after the regular official time. Faculty members desiring to do extra teaching in other departments or colleges including in the general education unit should secure permission from their department head and college dean/campus administrator or director.
- 1.3.3. An overload shall be in honorarium basis or in service credits. The maximum honorarium is equivalent to 12 credit units only and the remaining overload shall be converted to service credits.
- 1.3.4. When the schedule of the overloads fall, partly within 6:00 PM to 6:00 AM, the night-shift differential pay shall be paid only for the hours within 6:00 PM to 6:00 AM of the following day.
- 1.3.5. The computation of overload per credit unit shall be based from the annual salary of the faculty member. The formula shall be as follows:
  - 1.3.5.1. Undergraduate Honorarium per hour =  $0.000781 \times \text{Annual Salary}$
  - 1.3.5.2. Graduate Honorarium per hour =  $0.0014 \times \text{Annual Salary}$   
[Master's Degree]
  - 1.3.5.3. Graduate Honorarium per hour =  $0.0015 \times \text{Annual Salary}$   
[Doctorate Degree]
- 1.3.6. The conversion of over load unit to a service credit shall be 6 hours to 1 day.
- 1.3.7. For the night differential pay, the basic salary rate per hour derived by (a) dividing the monthly rate by 22 working days, and (b) dividing the quotient derived in (a) by 8 hours.

#### 1.4. **Emergency Load**

- 1.4.1. When no qualified faculty member is available to teach a subject, an additional load of no more than twelve (12) credit units, may be given to a faculty member carrying 12 credit units overload. This load is considered an emergency load.
- 1.4.2. An emergency load must be justified by the department head in writing, recommending approval by the dean/director/campus administrator through the VPAA and approved by the President.
- 1.4.3. The schedule for an emergency overload must be outside the regular official time. Payment for an emergency overload will be made only if it is reflected in the Report on Faculty Load.

#### 1.5. **Substitution**

- 1.5.1. Substitution is given only to faculty members who take over for those on short-term leave (e.g. maternity leave, sick leave, on official business). It is allowed only if it is arranged and authorized by the department head, recommended by the dean/director/campus administrator through the VPAA and approved by the President. Internal arrangements involving substitutions are not allowed among faculty members.
- 1.5.2. The schedule for a substitution must be outside the regular official time, the time for overload teaching, and the emergency overload teaching.

#### 1.6. **Outside Teaching Load**

- 1.6.1. Outside teaching load refers to academic instruction rendered in other colleges or universities. The schedule for outside teaching should be outside the regular official time and overload teaching time.

- 1.6.2. Faculty members who wish to teach outside should secure the form and to be signed by the School Doctor, the Dean/Director/Campus Administrator, VPAA and the Office of the President.
  - 1.6.3. An outside teaching may be allowed to a faculty member provided the total number of loads including the outside teaching load does not exceed twenty seven (27) credit units at any given week. However, priority should be given to the mother institution.
  - 1.6.4. Faculty on study leave with pay or on scholarship is **NOT** allowed to render outside teaching loads. Outside teaching loads should not conflict with the faculty members' duties and responsibilities at the Institution. In times when their services are needed, their commitment to the institution must be given first priority.
  - 1.6.5. Faculty members are **NOT** allowed to work or render service as full-time employees of other public or private institutions or universities, agencies, business institutions and others. Those found guilty of violating this provision will be asked to resign or be dismissed from service. Note, however, that faculty members may own a business for as long as it does not interfere with their official responsibilities.
- 1.7. **Academic Non-Teaching Load.** Academic non-teaching load refers to supervisory functions for a department, unit or division. This also includes assigned special projects such as accreditation, research, extension and production activities. A full time faculty member with an academic non-teaching load which shall be rendered for eight (8) hours a week and that academic non-teaching load is equivalent to at least 6 credit units load.

## Section 2. Guidelines for Faculty Members with Administrative Assignments.

The equivalent workload credit units of a faculty having administrative assignments rendering 40 hours shall be as follows:

Administrative Assignment	Equivalent FTE units		Allowable FTE units to get the regular FTE units
Vice President	12 credit units		3 credit units
Dean, Director, and Campus Administrator	9 credit units		6 credit units
Head of a Unit, Supervisor, Associate Dean, and Chairperson or Program Chair in relation to the number of faculty members under him/her	with 5 subordinates and below	3 credit units	12 credit units
	with 6 – 10 subordinates	4 credit units	11 credit units
	with 11 – 15 subordinates	5 credit units	10 credit units
	with 16 subordinates and above	6 credit units	9 credit units

### 2.1. Guidelines for Faculty Members with Special Assignments

- 2.1.1. Substantiated by work plan, faculty members who are designated to handle academic related activities without additional compensation during the semester shall earn the following units as follows:

Special Assignments, Instructional or Academic Activities	Credit Units Per Semester
Conducting Approved Research	3 units per project but a maximum of 9 credit units and shall be credited for 1 school year only.
Conducting Approved Extension Program	3 units per project but a maximum of 6 credit units and shall be credited for 1 school year only.
Adviser to Graduate Thesis or Dissertation	1 unit per advisee but a maximum of 3 credits units and shall be credited for 1 school year only.
Adviser to Undergraduate Thesis	0.5 unit per advisee/team/group but a maximum of 3 credit units and shall be credited for 1 school year only.
Varsity Coach or Trainor	2 units per team, but a maximum of 4 credit units

2.1.2. Other guidelines for Research & Development activities, production works, and engagement to extension projects of the faculty member, which are outlined in the BOT-approved EARIST Research Manual and the EARIST Extension Manual, shall be observed and followed.

### Section 3. Other Provisions

- 3.1. Activities with pay or incentives would not earn workload units.
- 3.2. In concurrent designations, higher workload equivalent must be considered.
- 3.3. All unpaid overloads or any excess FTE units regardless it falls within the official time of the faculty shall be given equivalent service credits.

- 3.4. In case a faculty member is under loaded (or below the 15 FTE units) the following guidelines shall be followed:
  - 3.4.1. A faculty member teaching in a course program shall be given load in any department within a college as allowed by the Dean/Campus Administrator. On the other hand, he/she may be given load in any college of the Institute as allowed by respective dean of the college, or in the General Education unit as allowed by the Director of Instruction.
  - 3.4.2. A General Education faculty member shall be given load in any department within the unit by the Director for Instruction. On the other hand, he/she may be given load in any college of the Institute to be approved by the VPAA.
  - 3.4.3. In case there are no available load in a given semester, a faculty member shall be given research, extension, production or other special tasks with equivalent credit units.
- 3.5. Faculty members who are on Teachers' Leave shall be given commensurate services in accordance with service credit guidelines:
  - 3.5.1. for assisting during enrolment or other special assignment given to him/her with the approval of the President; or,
  - 3.5.2. with research and extension activities during summer and/or Christmas break.
- 3.6. Flexi-Time Schedule may be applied for the faculty members rendering thirty (30) hours per week during before the opening of classes of the first semester, and during the semestral break. Flexi-Time means accumulating 30 hours in a week with at least 6 hours per day and 4 days per week, not necessarily with common time in a week.

## Article III

**ACADEMIC PROCESSES****Section 1. Scheduling and Conduct of Classes**

- 1.1. **Course Scheduling.** The Course Schedule shall be published before advising and registration begin for each semester and summer term. It shall list each class being offered, its time, location, and instructor (if available) – which students must know in order to register.
  - 1.1.1. The Office of the Vice President for Academic Affairs is tasked to provide policy and oversight to course scheduling.
  - 1.1.2. The College/Department prepares a tentative schedule of courses two months before each term, which will be used to decide faculty assignment. The Department Head, coordinates with the College Dean/Campus Administrator and the Director of Instruction on matters concerning the final scheduling of courses as well as room assignment. Faculty schedules are prepared by the Department Head after due consultations with the faculty members. The assignment of loads shall be based on the existing policies of the institution governing faculty loads.
  - 1.1.3. The tentative schedule is given to faculty members at least two (2) weeks before the enrolment for the semester to give them enough time to prepare. Loads are considered final once approved by the Vice President for Academic Affairs. The Faculty Member, the Department Head, and the Dean of the College/Campus Administrator sign the official report of Faculty Assignment before it is forwarded to the HRMS.
- 1.2. **Change of Class Schedule**
  - 1.2.1. The regular schedule of classes, as approved by the Department Head and the Dean/Campus Administrator, shall be observed strictly. Faculty members shall conduct their classes for instruction or consultation purposes on the scheduled time and venue.

1.2.2. In case of a plan to change the class schedule, faculty members shall first inform, consult, and get the approval of their department head and the dean/campus administrator. Internal arrangements between faculty members and students are not allowed. Any deviation from the approved schedule shall be reflected in “EARIST Enrolment System”.

### 1.3. Class Size

1.3.1. A minimum number of students are required to open a class:

- Undergraduate – thirty five (35) students
- Specialization/Majorship – fifteen (15) students
- Masters – ten (10) students
- Doctoral – eight (8) students

1.3.2. Should the class size fall below the minimum number, the Department Head shall be informed immediately by the Dean/Campus Administrator to decide whether to dissolve the class or to maintain it as a special class, to be approved by the VPAA. Should the class be dissolved, faculty members shall advise the students to transfer to other classes.

### 1.4. First Day of Classes

1.4.1. During the first day of classes, faculty members shall sign the Certificate of Registration of their students.

1.4.2. A student is considered officially enrolled only after the following steps are satisfied:

- the Registrar has duly certified the enrollment on the Certificate of Registration;
- the Cashier has stamped on the required forms an acknowledgment of payment of fees; and,
- professors/instructors have placed their initials or signatures on the Certificate of Registration.

1.4.3. Moreover, faculty members shall orient the students about the objectives, contents and requirements of the course, and explain the bases for evaluating students’ performance even if these details are already written in the course syllabus. It is

recommended that the students be provided with a copy of the course syllabus.

- 1.5. **Official Class List.** The official class list will be issued by the Office of the Registrar after the Adjustment Period. The Class List provides the name of students, regular or irregular, officially enrolled in a course. Faculty members shall get their class lists from their Department Head during the third week of classes. Faculty members are expected to just allow only those students who are in the official Class List to continue attending the class.
- 1.6. **Class Meetings and Dismissal of Classes.** Punctuality shall be observed at all times in the conduct of classes. If the class should start at 7:00 A.M., the faculty should be in the classroom at exactly 7:00 A.M. Classes shall be dismissed at least ten (10) minutes before the end of each period to allow students to move and transfer to their next class.
- 1.7. **Make-Up Classes**
  - 1.7.1. Faculty members who miss their classes due to official functions shall conduct make-up activities/classes. Make-up activities/classes shall be for both extra and regular teaching assignments. Request forms for make-up classes are available at the Dean/Campus Administrator's Office.
  - 1.7.2. The faculty member may organize any of the following activities to make up their missed classes:
    - 1.7.2.1. Regular Class
      - provided that a classroom is available for the make-up class and that at least 50% of the class will be able to attend the session
      - examination shall not be given during make-up classes
    - 1.7.2.2. Alternative Class
      - activities may include film showing, symposium/talk, independent study, research break, library work, online session
      - shall not exceed 11.1% of total number of hours (e.g., 6 out of 54 hours)

#### 1.7.2.3. Seatwork

- shall not exceed 5.6% of total number of class hours (e.g., 3 out of 54 hours)

1.7.3. “Late” and “early dismissal” classes need no make-up. However, instances of late and early dismissal will be counted and will be used as additional basis for the faculty member’s Performance Review.

### 1.8. Substitution

1.8.1. In case of absence by a faculty, the Faculty, with the approval of the Department Head, assigns another faculty to substitute. The substitute faculty must be competent to teach the course and whose schedule does not conflict with that of the substitute class. Although payment for the substitute faculty is not required, arrangement for payment may be arranged by the substitute faculty with the faculty being substituted.

1.8.2. Substitution shall not exceed 11.1% of total number of class hours (e.g., 6 out of 54 hours)

### 1.9. Suspension of Classes

1.9.1. Classes shall not be dismissed or suspended without authority from the Institute President, the LGU, or from an authorized official.

1.9.2. However, in case Typhoon Signal Number Three (3) has been raised, or other natural disasters have occurred, or a force majeure has happened, classes shall be automatically suspended.

1.9.3. In case of a sudden suspension of classes as declared by the Institute President, the LGU, or by an authorized official, all academic personnel (full time and part time) shall be automatically relieved from their academic responsibility.

## Section 2. Examinations and Quizzes

- 2.1. **Schedule of Examinations.** The schedule for the mid-term and final examination in the school calendar shall be strictly followed. Any deviation shall be communicated to the Department Head, who shall endorse said deviation for approval of the Dean/Campus Administrator.
- 2.2. **Types of Examinations.** Faculty members shall enjoy the full academic freedom of deciding the type of examination to be given. It is suggested that the examinations shall assess the significant learning outcomes covered in the course particularly the Higher Order Thinking Skills (HOTS) such as creative and critical thinking skills. Performance-based examination shall be scored by using rubrics. The department head may assign a committee who shall prepare the examination for each course.
- 2.3. **Preparation and Reproduction of Examination Questions.** The individual faculty member prepares his/her own examination and uses the resources of the department, if available, for reproducing it. As much as possible, the students must not be made to pay for reproduction expenses. In case of departmental examinations, the department shoulders the expenses for the reproduction of the exam questions.
- 2.4. **Examination Proctors and Correctors**
  - 2.4.1. As a matter of policy, faculty members shall act as proctors and correctors of the examinations given to their respective classes. Faculty members, upon the approval of the Department Head, may be allowed, however, to assign the checking of objective type tests to staff or students.
  - 2.4.2. In cases where no faculty member is available to proctor an examination, the Dean/Campus Administrator may allow staff and students (who are not part of the class taking the exam) to serve as proctors. In such cases, the Faculty and the Department Head shall seek for the Dean/Campus Administrator's approval prior to the conduct of the examination.
- 2.5. **Reporting Cases of Cheating and other Forms of Dishonesty.** Any form of dishonesty and/or deceit committed during examination or any class work shall be subject to penalty ranging from reprimand to suspension for a year or the remainder of the school year. Faculty members shall report violators to the department head, who in turn shall endorse the

case to the College Prefect of Discipline for investigation and for the corresponding penalty.

### Section 3. Grading System

#### 3.1. Guidelines

- 3.1.1. At the beginning of the semester, faculty members shall inform their students on the criteria for grading. Some aspects that can be considered for grading are: periodic examinations; term papers; projects; oral report/presentation; and class participation.
- 3.1.2. The weight allocation for each aspect is dependent on what needs to be given emphasis by the faculty. The weight allocation shall however be specified in the course syllabus used by the faculty duly approved by the Dean/Campus Administrator.
- 3.1.3. Only duly registered students shall be given ratings and this can be double checked through the official class list.
- 3.1.4. The following guidelines shall be observed in preparing reports on rating: (1) Grading Sheets shall be printed from the “EARIST Enrolment System;” and, (2) submitted in duplicate to the Office of the Registrar.

- 3.2. **Policies on Reporting Failure and Dropping of Courses.** Approved policies on reporting failures and dropping of courses shall be properly observed. The following rating system shall be used:

<u>Undergraduate</u>		<u>Masters / Doctoral</u>	
1.00	97-100	1.00	97-100
1.25	94-96	1.25	94-96
1.50	91-93	1.50	91-93
1.75	88-90	1.75	88-90
2.00	85-87	2.00	85-87
2.25	82-84	5.00	Failure
2.50	79-81		
2.75	76-78		
3.00	75		
5.00	Failure		

### 3.3. Submission of Grades and Class Records

- 3.3.1. Every faculty member shall submit his/her report of grades as soon as possible after the final examination at the end of each term through the “EARIST Enrolment System.” The Grade Sheets may be generated from the System after report of grades have been posted.
- 3.3.2. Grading sheets shall be submitted to the Office of the Department Head during the designated dates and forwarded to the Office of the Registrar within fourteen (14) days after the last day of the final examinations (or earlier, as specified in the School Calendar) for the regular non-graduating students. For graduating students, however, their grading sheets shall be submitted not later than 5 days after the last day of their final examinations.
- 3.3.3. A clear copy of the class records and the report on computed ratings shall also be submitted to and filed at the Department for reference in cases of inquiries regarding computations and incomplete grades.

### 3.4. Changes in Grades

- 3.4.1. A change of grade is valid only if the faculty member has erroneously entered a grade in the “EARIST Enrolment System” or made an error in the computation. To safeguard the integrity of the records of grades, the petition shall be officially made by the concerned faculty, endorsed by appropriate Institute officials, and approved by the EARIST President.

3.4.2. The following criteria shall be observed in terms of required documents and endorsements for the petition:

<u>Time that the Petition for Change of Grade was Made</u>	<u>Required Documents</u>	<u>Endorsing School Officials</u>
<ul style="list-style-type: none"> <li>• Not later than 5 days (excluding Saturdays and Sundays) after the deadline of posting of grades</li> </ul>	<ul style="list-style-type: none"> <li>• Petition Form</li> </ul>	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Registrar</li> </ul>
<ul style="list-style-type: none"> <li>• 6-10 days (excluding Saturdays and Sundays) after the deadline of posting of grades</li> </ul>	<ul style="list-style-type: none"> <li>• Petition Form</li> <li>• Affidavit/Sworn Statement</li> <li>• Class Records</li> <li>• Copy of Report of Grades</li> <li>• Copy of Certificate of Registration of Affected Student/s</li> </ul>	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Registrar</li> <li>• Dean/Campus Administrator</li> <li>• VPAA</li> </ul>
<ul style="list-style-type: none"> <li>• 11 days (excluding Saturdays and Sundays) up to 1 year after the deadline of posting of grades</li> </ul>	<ul style="list-style-type: none"> <li>• Petition Form</li> <li>• Affidavit/Sworn Statement</li> <li>• Class Records</li> <li>• Copy of Report of Grades</li> <li>• Copy of Certificate of Registration of Affected Student/s</li> <li>• Resolution of the EARIST Grievance Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Department Head</li> <li>• Registrar</li> <li>• Dean/Campus Administrator</li> <li>• VPAA</li> <li>• Chairman, EARIST Grievance Committee</li> </ul>

3.4.3. In addition, if petition for change of grades is granted, faculty members shall provide the Management Information System and Technology Services (MISTS) with a copy of the approved Petition Form so the latter can implement the change of grade in the “EARIST Enrolment System”. The faculty member shall likewise affix their signature for any correction done on the Grade Sheets originally submitted to the Office of the Registrar.

### 3.5. **Penalty for Late Submission of Grades**

- 3.5.1. In case a faculty member fails to submit the grading sheets on time, in the first offense, his/her salary for the last month of the term shall be withheld until a clearance from the Office of the Registrar is secured. He/She too shall be given a written warning by the Dean/Campus Administrator.
- 3.5.2. In the event that a faculty member fails to submit the grading sheets on time once again, the salary for the last month of the term shall be withheld until a clearance from the Office of the Registrar is secured. He/She shall be given a written reprimand by the EARIST President thru the HRMS. Non-submission of grading sheets by a part-time faculty for the second time is a ground for non-renewal of contract in the succeeding semesters.
- 3.5.3. Succeeding infractions of regular faculty members on submission of grades shall be dealt as simple or gross neglect of duty and shall be sanctioned as described in prevailing CSC rules and regulations on the matter.

### 3.6. **Incomplete Grades**

- 3.6.1. Students who were not able to take the final examinations with valid reasons may receive an incomplete (INC) grade. Some of the valid reasons are: grave illness as certified by a licensed physician, death of an immediate relative as supported by a death certificate, for being an official representative of the school in conferences or contests with supporting documents, and other similar reasons as determined by the faculty member in consultation with the Department Head.
- 3.6.2. Students who fail to take the final examinations without any valid reason shall receive a failing grade for the final exam and their grade shall be computed based on their previously earned points or ratings.
- 3.6.3. Students having academic difficulties such as those who failed to complete a requirement (e.g., a project or assignment) may also

receive an INC. Completion shall be done within one semester for both graduate and undergraduate students.

### 3.7. Guidelines for Completion of Grades

3.7.1. Once the student is ready to submit the requirements set by the professor to complete the subject, the student secures an Application for Completion of Grades from the Office of the Registrar to be given to the professor concerned.

3.7.2. The professor concerned and the Dean/Campus Administrator sign and submit the form with the assigned rating to the Office of the Registrar.

### 3.8. Failing Grades

3.8.1. Failing grades, i.e. lower than 75%, are given to students who do not perform satisfactorily according to standards required in the course.

3.8.2. In the event that a faculty member gives a grade of 5.0, the faculty shall be ready to present evidence(s) of the student's unsatisfactory performance.

### 3.9. Dropping from a Course

3.9.1. A faculty member may drop a student from a course if the student has accumulated absences equivalent to at least twenty percent (20%) of the total number of class hours in a semester.

3.9.2. A faculty member may allow a student to drop from a course only before the conduct of the Midterm Examination, except in meritorious cases.

## Section 4. Advising

4.1. **Academic Advising.** The Dean of the College/Campus Administrator assigns an academic adviser to each class or group of majors. The assigned faculty shall monitor students' academic progress and ensure

that they live up to the Institute's standard of excellence. Specifically, academic advisers are expected to:

- 4.1.1. keep a Cumulative Academic Folder (CAR) for each student;
- 4.1.2. update the CAR every semester by asking the students to enter the grades obtained during the previous semester;
- 4.1.3. post a schedule for consultation at the faculty room;
- 4.1.4. advise and sign the Advisement Record Form and the Pre-Enrolment Form of students during enrolment;
- 4.1.5. refer to Counseling and Testing Office students who need professional guidance and counseling; and,
- 4.1.6. meet the advisory class on a regular basis.

4.2. **Thesis/Dissertation Advising.** Faculty members are expected to mentor undergraduate and graduate researches. Faculty members, who are selected by the candidates to be the thesis/dissertation advisers, are asked to sign the Adviser Nomination form to indicate their conformity with the appointment.

4.3. **Guidance and Counseling Services.** Faculty members are encouraged to refer students who have problems to the Office of Student Affairs and Student Services (OSAS). Faculty members shall have at hand the phone number and hours of operation of the services available for the students. Above all, they shall listen and be sympathetic to students, express concern, and make referrals, but not to take on the role of a trained counselor.

#### 4.4. **Advising Student Organizations**

4.4.1. Each student organization recognized by the institution shall have a faculty adviser. For College-Based Organizations, the College Dean/Campus Administrator shall appoint the adviser/s. In the case of Institutional Organizations, the Director of Student Affairs and Services shall appoint the adviser/s upon recommendation of the members and officers of the club/organization. The faculty adviser shall:

- 4.4.1.1. be available for consultation with club officers and members;
- 4.4.1.2. attend general meetings of the organization and if unable to attend, be informed about the minutes of the meeting;

- 4.4.1.3. be well-versed with the constitution and by-laws of the organization;
  - 4.4.1.4. be consulted and shall assist in the planning of activities, ensuring that they attain the organization's objectives;
  - 4.4.1.5. be present or be with the students, if the organization's activity is held off-campus, or when the organization is representing the Institute;
  - 4.4.1.6. require the parent's written permission for students who join off-campus activities;
  - 4.4.1.7. check and recommend the posters/notices/announcements of the organization before seeking approval for posting from the OSAS;
  - 4.4.1.8. evaluate the performance of the organization and submit a report of this to the OSAS and department head concerned which will be used as one of the bases for re-accreditation and for determining awards; and,
  - 4.4.1.9. act as a liaison between the organization and the Institute administration, hence, can sign the organization's communications and requests for reservation of rooms and facilities.
- 4.4.2. Activities of department organizations must be conducted only after the prior approval of the Department Head is obtained. To avoid delays, the adviser shall secure a schedule of activities of the organization at the beginning of the school year and help the students prepare the permits and necessary documents in pushing through with the activities.
- 4.4.3. The adviser of a student organization may, upon accomplishing the Permit to Hold an Activity (available at the OSAS), request the use of Institute facilities needed for a specific event or activity sponsored by the organization. The adviser shall be held responsible for any untoward incident that may occur during the conduct of said activity.
- 4.4.4. At least three weeks before the end of the second semester, the faculty adviser shall require and secure a copy of the financial report of the organization. This report includes the membership fees collected, if any, the expenses incurred during all activities,

the receipt and disbursement of funds, and all the funds obtained through solicitation and/or donation. The financial report shall be submitted to the Office of the Department Head at least a week before the semester ends.

- 4.4.5. Financial statements are to be submitted to the Department Head and shall be duly signed by the President and Auditor of the organization and noted by the adviser.

#### 4.5. **Classroom Regulations and Management**

##### 4.5.1. **Student Attendance**

- 4.5.1.1. A student may be dropped from the class roll after having been absent for twenty percent of the total number of hours of recitation, lecture, laboratory, or any other scheduled work. The Registrar and the Director of Office of Student Affairs and Services (OSAS) shall, at the same time, be advised of the action taken by the professor by submitting a List of Drop-outs available at the faculty member's department.
- 4.5.1.2. Excused absences (i.e., one authorized by the College Associate Dean because a student has been sick or has to attend an official function or activity) shall not be counted against the student's attendance if supported by.
- 4.5.1.3. However, if majority of the absences incurred by a student are excused, the student may not be given a grade of FAILED instead may just be DROPPED from the roll. When a student has been absent from class for one whole week, the professor shall send a Form on Report of Absences to the Guidance and Testing Office through the class secretary. The form is available from OSAS upon request.
- 4.5.1.4. A student may be accepted in class even after arriving beyond the grace period (i.e., 1/6 of the scheduled class time) but the student shall be marked absent

during that session. If a student is habitually late, the professor shall refer the student to OSAS for appropriate sanction.

- 4.5.1.5. Any absence incurred immediately after a short vacation (Christmas, Election Day, and others) is normally considered unexcused unless there is a clear and valid reason for the absence.

#### 4.5.2. **Classroom Discipline**

- 4.5.2.1. Faculty members must ensure that students are doing meaningful tasks inside the classroom, that any noise produced would be wholly productive. Disruptive behavior are discouraged.
- 4.5.2.2. Faculty members have the right to discipline a student who commits infractions, such as shouting, making unnecessary noise, using vulgar language, for being impolite and for cheating. However, no faculty member shall inflict corporal punishment on offending students; nor shall he/she make deductions in their scholastic ratings for acts that are clearly not manifestations of poor scholarship.

#### 4.5.3. **Class Participation**

- 4.5.3.1. Class participation of students means their being present and attentive in class. When applicable, at least 10% of the final grade shall be accorded to class participation.
- 4.5.3.2. When class participation is part of the criteria for grading as manifested in the approved course syllabus, faculty members shall conduct a period of recitation to test students' knowledge, reasoning/thinking ability and preparation. Faculty members shall encourage students to interact by reciting, by asking questions and by taking part in group activities.

#### 4.5.4. Evaluating Student Performance

- 4.5.4.1. Faculty members shall evaluate students' performance objectively by constructing valid and reliable tests and examinations.
- 4.5.4.2. For classes with departmental exams, questions for the midterm and final examinations are submitted to the Department Head at least two weeks before the scheduled date of examination.
- 4.5.4.3. All quizzes and tests shall be returned promptly to the students after the test for immediate feedback.
- 4.5.4.4. A new set of questions must be prepared for a special midterm or final examination should this be needed.
- 4.5.4.5. Exemptions from taking the final examinations may be extended to deserving students. Moreover, faculty members shall strictly observe the schedule on the ban of co-curricular activities to enable students to concentrate on their academic requirements and review for final examinations.
- 4.5.4.6. Course professors shall identify students with academic difficulty such as those failing a mid-term exam, having excessive absences, failing to submit a required paper and others, and inform them of their class standing. Professors shall be sympathetic to students who seek assistance for the proper course of action to be taken to improve their performance. They shall give regular feedback to the students.

#### 4.5.5. Preparation of Course Syllabi/Other Requirements

- 4.5.5.1. Faculty members handling the same subject shall cooperate to update the course syllabi in terms of content and reforms. The faculty shall be guided by the course syllabus.

- 4.5.5.2. Each faculty member shall furnish their respective Department Heads with copies of the most recently updated syllabi of all the subjects they are handling at least 2 weeks after the start of the term so that the department will be able to update its compilation of subject syllabi.

## Article IV

**BENEFITS, INCENTIVES,  
PRIVILEGES & AWARDS**

**Section 1. Benefits.** The Institute shall ensure that the following non-wage compensation are provided to the faculty members in addition to their normal wages or salaries: GSIS Benefits, Pag-IBIG Benefits, PhilHealth Benefits, and Leave Benefits.

1.1. **GSIS Benefits.** The Government Service Insurance System (GSIS) of the Philippines, a government-owned and controlled corporation which acts as a trustee for government sector, of which all permanent faculty members are covered on compulsory basis, provides the following benefits: Retirement, Separation, Compulsory Life Insurance, Sickness Income Benefits, Medical Benefits, Death, Accidental Death and Burial Benefits, Survivorship Benefit, Cash Surrender Value, and GSIS Loans.

1.1.1. **Retirement.** Retirement requires a specified age and a minimum number of years in service. Separation from the service at the mandatory age of sixty-five (65) is called **compulsory retirement**. A retirement at any earlier age is referred to as **optional retirement**. Both retirement schemes require a minimum number of years of service rendered.

1.1.1.1. A member is eligible for retirement when he/she has satisfied the following conditions:

1.1.1.1.1. has rendered at least fifteen (15) years of service;

1.1.1.1.2. at least sixty (60) years of age at time of retirement; and,

1.1.1.1.3. not receiving a monthly pension benefit from permanent total disability.

1.1.1.2. The following are other features of the retirement benefit:

1.1.1.2.1. retirement shall be compulsory at age 65;

- 1.1.1.2.2. employees who entered the service before June 1, 1977 and who have not received any separation or retirement benefits have the option to retire under Republic Act Nos. 1616, 660 or 8291; and,
  - 1.1.1.2.3. retirement benefits shall be paid on the last day of service in the government if all requirements are submitted to the GSIS at least thirty (30) days prior to the effective date of retirement.
- 1.1.2. **Separation.** A cash payment of 18 times the basic monthly pension at the time of separation and a life pension to start at age 60 will be given to those who separate from the service with at least 15 years of service and are below 60 years of age.
- 1.1.2.1. The two types of separation benefits, and their corresponding eligibility requirements, are discussed below:
    - 1.1.2.1.1. A member who has rendered at least three years but less than 15 years of service is eligible for separation benefit in the form of a cash payment equivalent to one-hundred percent (100%) of the Average Monthly Compensation for every year of service payable upon reaching the age of 60 or upon separation, whichever comes later, if he/she is not receiving a monthly pension benefit from an incurred permanent total disability.
    - 1.1.2.1.2. A member who has rendered at least 15 years of service and who is below 60 years of age at the time of resignation or separation is eligible for separation benefit in the form of a cash payment equivalent to 18 times the Basic Monthly Pension payable at the time of separation plus the basic monthly pension for life starting at age 60.

- 1.1.3. **Compulsory Life Insurance.** A permanent faculty is entitled to an automatic endowment insurance based on the following criteria:

Age at Issue	Endowment Plan
Up to 30 years	E-45
Over 30 to 40 years	E-55
Over 50 to 59 years	E-65
60 and above	whole life

- 1.1.3.1. The amount of insurance is based on the member's insurance plan, age and salary. If the salary increases, the amount of insurance correspondingly increases effective on the date of aforesaid salary increase. However, if the salary decreases, the member has the option to maintain the amount of his/her insurance by paying the difference in premium within ninety (90) days of such decrease. Otherwise, the amount is automatically reduced.
- 1.1.3.2. If the employee is still in the service at the time of endowment plan, insurance coverage is automatically renewed.
- 1.1.3.3. Non-permanent employees who have been in the service for not less than sixty (60) days are also entitled to a term insurance renewable yearly.
- 1.1.4. **Sickness Income Benefits.** This is for non-work connected sickness or injury that results in temporary or total disability. It is available after a member has exhausted all his/her sick leave credits but not earlier than the fourth day of sickness or injury. The member cannot avail himself/herself of the sickness income benefits and sick leave simultaneously. Benefit of not less than four pesos (₱ 4.00) or more than twenty pesos (₱ 20.00) a day can be availed of by the member who has paid at least six

monthly contributions in the twelve-month period preceding the sickness or injury.

- 1.1.5. **Medical Benefits.** All eligible members of the GSIS under Medicare Program (now PhilHealth) shall immediately and automatically be made members of the National Health Insurance Program (NHIP) and are entitled to free medical services. Upon retirement, a member is entitled to the same benefits, which he/she had as an active member.
- 1.1.6. **Death, Accidental Death and Burial Benefits.** The member's beneficiaries receive this if a member dies prior to the maturity of the policy. When a member's death is accidental or death occurred within ninety (90) days after the accident, the accidental death benefits are twice the value of the insurance. Moreover, the beneficiaries can claim burial expenses as stipulated by the GSIS.
- 1.1.7. **Survivorship Benefit.** This is for non-work connected deaths, which will be paid to primary and secondary beneficiaries of deceased members or pensioners. The basic survivor pension is equivalent to 50% of the basic monthly pension plus dependent pension not exceeding 50% of the basic monthly pension.
- 1.1.8. **Cash Surrender Value.** This is paid to a member who resigns or is separated from the service, provided that the insurance has been in force for one year. If the member is dismissed, only half of the value will be paid.
- 1.1.9. **GSIS Loans.** GSIS offers various loans to assist members with their financial needs: Consolidated Loan, Policy Loan, Emergency Loan, and Housing Loan.
  - 1.1.9.1. **Consolidated Loan.** The Consolidated loan (Conso-loan) combines five different loan products into one— Salary Loan, Restructured Salary Loan, Enhanced Salary Loan, Emergency Loan Assistance, and Summer

One-Month Salary Loan. Members availing of a conso-loan for the first time receive a one-time automatic condonation from the outstanding penalties or surcharges incurred from these loans.

- 1.1.9.2. **Policy Loan.** The Policy loan is a loan program which a member may avail from his/her GSIS life insurance policy. It is granted to a faculty who has been insured for at least one (1) year. The gross loanable amount depends on the type of the policy of the faculty member: Enhanced Life Policy (ELP) offers 70% of the accumulated termination value of the policy, while Life Endowment Policy (LEP) offers 50% of the cash value. The loan, bearing an 8% interest rate, may be paid either through monthly amortization or deduction from a member's existing life insurance policy contract.
- 1.1.9.3. **Emergency Loan.** The Emergency loan provides assistance to GSIS to members affected by natural calamities. When the President of the of the Philippines declares by law that a specified of area is in a state of calamity, the faculty member residing/working in the area may avail of the Emergency Calamity Loan equivalent to eighty percent (80%) of his/her total contribution or the amount as mandated by GSIS.
- 1.1.9.4. **Housing Loan.** Through the National Home Mortgage and Finance Corporation (NHFC), any qualified member may be granted a housing loan by the GSIS.

- 1.2. **Pag-IBIG Benefits.** Pag-IBIG or the Home Development Mutual Fund (HDMF a Philippine government-owned and controlled corporation under the Housing and Urban Development Coordinating Council, of which all permanent faculty members are covered on compulsory basis, provides faculty members with an integrated nationwide savings and housing credit system. Fixed dividends of 7.55 percent per annum are distributed to all members. These are tax free, and are credited to the total accumulated value of the members' personal contribution and the employer's counterpart share. Pag-IBIG likewise offers the following

member benefits: Short-Term Loan, Expanded Housing Loan Program and Employees Compensation Program.

1.2.1. **Short Term Loan.** The short-term loan program in the form of the Multi- Purpose Loan benefits members who have made at least 24 monthly contributions to the fund and have been contributing members upon loan application. The amount of loan depends upon the member's total accumulated value.

1.2.2. **Expanded Housing Loan Program.** Primarily, the fund promotes home ownership through the establishment of an affordable and adequate housing credit system for each member. Thus, an expanded housing loan program is offered for construction of a residential unit, purchase of a lot only; purchase of a lot and construction of a residential unit on this lot; home improvement; refinancing of existing loan, and redemption of a foreclosed mortgage.

1.2.3. **Employees Compensation Program (ECP).** In the event of work-related injury or death, a member is given adequate, tax-exempt income benefit and medical or related benefits. Work- related injury, resulting to disability or death is to be compensated, i.e., the injury must have been sustained during working hours and at the work place, and the member must have been performing official functions. Moreover, the sickness and the resulting disability or death to be compensated must be the result of an occupational disease or the chances for contracting it have been increased by the working conditions. ECP benefits include Cash Income that covers:

- 1.2.3.1. Temporary Total Disability (TTD)
- 1.2.3.2. Permanent Partial Disability (PPD)
- 1.2.3.3. Permanent Total Disability (PTD)
- 1.2.3.4. Death Benefit
- 1.2.3.5. Funeral Benefits
- 1.2.3.6. Medical and/or Related Services
- 1.2.3.7. Rehabilitation Services

- 1.3. **PhilHealth Benefits.** Faculty members, whose term of office is not less than 60 days, are automatically covered by Philippine Health Insurance Corporation (PhilHealth), a government-owned and controlled corporation of the Philippines attached to the Department of Health. The membership of the faculty members in PhilHealth ensures a sustainable health insurance program for them. The dependents of the faculty are likewise covered under the plan of hospitalization, surgical and medical.
  - 1.3.1. Medical benefits are not cumulative. They are forfeited if not utilized within a calendar year.
  - 1.3.2. The State Insurance Fund (SIF) policy of the state is to promote and develop a tax-exempt employee's compensation program whereby employees and their dependent, may promptly secure adequate income benefits, medical and related benefits. The employer contributes 1% of the employee's monthly salary but not to exceed P30.00 for SIF.
  - 1.3.3. SIF covers all employers and their employees not over 60 years of age, those above 60 years old and those paying contributions to qualify their retirement under the GSIS life insurance benefit. It also includes employees covered by the Commonwealth Act No. 186 as amended including casuals, emergency, temporary, substitute or contractual employees.
- 1.4. **Leave Benefits.** The Institute shall recognize that it is important for faculty members to have time away from work. Leave benefits are a valuable asset to EARIST Faculty by providing both financial compensation and accommodating family, professional and personal needs.
  - 1.4.1. **Leave of Absence.** Leave of Absence (LOA) is a privilege to be absent from duty for one or more days, with his/her positions held for him/her until his/her return. A leave of absence requires authorization and consent of the faculty's immediate supervisor/head or his/her designated representative.

- 1.4.1.1. All kinds of leave of absence taken by the faculty should be applied for and submitted to the Dean/Campus Administrator. The prescribed form for leave application is Civil Service Form No. 6 series (revised 1984), where the purpose/reason for such Leave has to be clearly indicated.
  - 1.4.1.2. A faculty member who is continuously absent without approved leave for at least thirty (30) calendar days shall be considered on absence without official leave (AWOL) and shall be separated from the service or dropped from the roll without prior notice. However, when it is clear under the obtaining circumstances that the faculty member concerned, has established a scheme to circumvent the rule by incurring substantial absences though less than thirty (30) working days three times in a semester, such that a pattern is already apparent, dropping from the rolls without notice may likewise be justified. In either case, a notice of separation for service shall be sent to his/her last known address not later than five (5) days.
  - 1.4.1.3. If the number of unauthorized absences incurred is less than thirty (30) calendar days, a written Return-to-Work Order shall be served to him/her at his/her last known address on record. Failure on his/her part to report for work within the period stated in the order shall be a valid ground for dismissal.
- 1.4.2. **Vacation Leave.** All applications for vacation leave of absence for one (1) full day or more shall be filed in advance or whenever possible five (5) days before the effective date of such leave and shall be submitted on the prescribed form for proper action by the head of agency.
- 1.4.3. **Sick Leave.** A faculty, who is unable to report for work due to illness, may apply for sick leave with pay provided he/she has accumulated service credit. He/she is entitled to a sick leave of absence after presenting a medical certificate.
- 1.4.3.1. All applications for sick leave of absence for one full day or more shall be made on the prescribed form and

filed immediately upon employee's return from such leave. Notice of absence, however, should be sent to the immediate supervisor and/or to the agency head. A proper medical certificate shall accompany an application for sick leave in excess of five (5) successive days.

- 1.4.3.2. Sick leave may be applied for in advance in cases where the faculty will undergo medical examination or operation or advised to rest in view of ill health duly supported by a medical certificate.
  - 1.4.3.3. In ordinary application for sick leave already taken not exceeding five days, the head of the department concerned may duly determine whether or not granting of sick leave is proper under the circumstances. In case of doubt, a medical certificate may be required.
  - 1.4.3.4. Sick leave shall be granted only on account of sickness or disability on the part of the faculty concerned or any member of his/her immediate family. A sick faculty member can take an indefinite sick leave of absence stating in his/her application form the appropriate maximum number of days on leave as recommended by a government physician.
- 1.4.4. **Leave without Pay.** A faculty member may apply for Leave Without Pay (LWOP) not exceeding one year in addition to vacation and sick leave. Any leave beyond 30 days require clearance from proper authorities.
- 1.4.5. **Teacher's Leave.** A regular faculty member (that is, one who does not have administrative functions) shall not be entitled to the usual vacation and sick leave credits but to proportional vacation pay (PVP) of 70 days summer vacation plus 14 days of Christmas vacation. A faculty who has rendered continuous service in a school year without incurring absences without pay of not more than 1 ½ days is entitled to 84 days of proportional vacation pay.
- 1.4.5.1. Faculty members with administrative functions and whose services are needed during summer and

Christmas vacation shall be entitled to accumulate vacation and sick leave credits; provided that their functions are covered by a designation lasting for at least one (1) year.

- 1.4.6. **Special Leave.** Faculty members with administrative functions, whose designation lasted for at least one (1) year, are granted the following special leave privileges – personal milestone, parental obligations, filial obligations, domestic emergencies, personal transactions, and calamity, accident hospitalization leave – subject to the following conditions:
  - 1.4.6.1. the faculty can still avail of its birthday or wedding anniversary leave if such occasion falls on wither a Saturday, Sunday, or holiday, wither before or after the occasion;
  - 1.4.6.2. faculty applying for special privilege leaves shall no longer be required to present proof that they are entitled to avail of such leaves;
  - 1.4.6.3. three-day limit for a given year shall be strictly observed;
  - 1.4.6.4. special leave privileges are non-cumulative and strictly non-convertible to cash;
  - 1.4.6.5. immediate family refers to spouse, children, parents, unmarried brothers and sisters or any relative living under the same roof or dependent upon the employee for support.
- 1.4.7. **Mandatory Leave.** EO 1077 requires all officials and employees in the government to go on a mandatory leave of absence of 5 working days which need not be successive. If not availed, it is automatically forfeited except if the scheduled leave has been cancelled in the exigency of the service, in which case the leave will not be deducted from the total accumulated leave.
- 1.4.8. **Maternity Leave.** A married female faculty can avail of a 60-day maternity leave after rendering an aggregate of two or more years of service. She can avail herself of maternity benefits even

if the period of delivery occurs during the long vacation, in which case, both the maternity benefits and the proportional vacation pay shall be received by the faculty concerned.

- 1.4.8.1. Maternity leave of those who have rendered one (1) year or more but less than two (2) years of service shall be computed in proportion to their length of service, provided that those who have served for less than one (1) year shall be entitled to 60-day maternity leave with half pay.
  - 1.4.8.2. The maternity leave cannot be deferred but it should be availed of either before or after the actual period of delivery in a continuous manner, not exceeding sixty (60) calendar days.
  - 1.4.8.3. When a married female faculty wants to report back to duty before the expiration of her maternity leave, she may be allowed to do so provided she presents a medical certificate that she is physically fit to assume the duties of her position.
  - 1.4.8.4. The commuted money value of the unused portion of the leave need not be refunded and so that when the faculty returns to work before the expiration of her maternity leave, she may receive both the benefits granted under the maternity leave law and the salary for actual services rendered effective the day she reports back for work.
- 1.4.9. **Paternity Leave.** A married male faculty may go on paternity leave of seven (7) days that shall be nonconvertible to cash.
- 1.4.10. **Terminal Leave.** A faculty who resigns or retires or to be terminated may apply for a terminal leave with unspent leave service converted to cash based on existing civil service rules.
- 1.4.11. **Other CNA Leave Benefits.** Faculty members shall enjoy other leave benefits stipulated in Article VI: Employee Benefits Program of the CSC-approved EARIST Collective Negotiation Agreement (see Appendix D).

**Section 2. Incentives.** The Institute shall provide faculty members with Incentive Programs aimed at motivating faculty members to improve productivity and make them feel more content. The Incentive Programs shall include: Basic Incentives, Study Grants, and Professional Development Activities.

2.1. **Basic Incentives.** The following basic incentives shall be enjoyed by EARIST Faculty:

2.1.1. **Personal Emergency Relief Allowance (PERA) and Additional Compensation (ADCOM).** All faculty members, permanent or temporary, are entitled to a monthly PERA and ADCOM, amount of which shall be determined by the DBM.

2.1.2. **Year-end Bonus and Cash Gift.** Republic Act. No. 6686 provides for an annual year-end bonus equivalent to one-month basic salary known as “Thirteenth Month Bonus” and a cash gift of to all government officials and employees who have rendered at least four months of service with pay within the year.

2.1.3. **Mid-Year Bonus.** A Mid-Year Bonus equivalent to one (1) month basic salary as of May 15, shall be granted to faculty members who have rendered at least 4 months of satisfactory service and are still in the service as of the same date, to be given not earlier than May 15 of every year.

2.1.4. **Clothing Allowance.** The provision on annual clothing allowance is an additional economic aid for permanent faculty members. This is given to a regular faculty provided he/she renders six (6) months of service at the time of payment and should stay another 6 months after payment.

2.1.5. **Performance Based Bonus.** Incentive granted to faculty members in recognition of the achievement of performance targets or commitments and compliance with good governance and other conditions, subject to guidelines issued by the Inter-Agency Task Force on Harmonization of National Government

Performance Monitoring, Information and Reporting System (Administrative Order No. 25, s 2011).

- 2.1.6. **Productivity Enhancement Incentive.** A monetary incentive granted to faculty members not earlier than December 15 of every year for the purpose of improving the faculty's productivity.
- 2.1.7. **Length of Service Incentive (Longevity Award).** This is given to a faculty member who has rendered at least three (3) years of continuous very satisfactory service in a particular position. This incentive shall consist of salary step increments in accordance with the provisions of Joint CSM – DBM Circular No. 1 s, 1990.
- 2.1.8. **Anniversary Bonus.** The Anniversary Bonus is a monetary incentive granted to faculty members only during milestone years. A milestone year refers to the 15th anniversary of EARIST and to every fifth year thereafter.
- 2.1.9. **Loyalty Award.** The Loyalty Award is a monetary incentive granted initially to faculty members at the 10th and thereafter, every 5th year of continuous service.
- 2.1.10. **Honoraria for conducting research, extension or production of scholarly works.** Incentive awarded to faculty members for approved and funded research, extension or production projects.

## 2.2. Study Grants

- 2.2.1. **Professional Development Incentive Program (PDIP).** This is an incentive program giving financial support to faculty members who have completed and have successfully defended a thesis/dissertation. Support comes in the form of cash as stipulated in the CSC-approved Collective Negotiations Agreement (CNA).

- 2.2.2. **Financial Assistance for Graduate Studies.** To encourage professional growth, the Institute extends support to faculty members pursuing higher degrees. This subsidy is valid throughout the length of their study, but shall not exceed five (5) years for those pursuing a master's degree and seven (7) years for those pursuing a doctorate degree.
- 2.2.2.1. If the faculty member is enrolled in EARIST, he/she shall enjoy 100% tuition fee waiver.
- 2.2.2.2. If the faculty member is enrolled in CHED-recognized programs outside EARIST, he/she shall be provided with fifty percent (50%) refund of tuition fee but not to exceed an amount determined in the CNA.
- 2.2.2.3. Likewise, children of faculty and staff who are currently enrolled in the Institute can enjoy free tuition fee during the entire duration of their study. This privilege is valid only if they continue to enroll and have no failing grades. In addition, this privilege is good until they have finished their degree at the Institute.
- 2.2.3. **Sabbatical Leave.** A sabbatical leave is a privilege granted to an individual who has demonstrated above average ability in instruction, scholarship, research, or other creative accomplishment as seen in one's publication, teaching, exhibition or performance. The program aims to maintain and improve the quality of the educational programs of the Institute by creating opportunities for the faculty to enhance professional competence through study, research, and other professional development activities.
- 2.2.3.1. **Eligibility**
- 2.2.3.1.1. A faculty member who has rendered a minimum of seven (7) years of continuous service is entitled to a sabbatical leave of one full school year (2 terms and 1 summer).
- 2.2.3.1.2. Services outside the Institute are considered part of the seven-consecutive-

year requirement provided that they are rendered by the applicant on secondment to a government institution, either locally or internationally and that the year immediately before the filing is spent in the Institute. The required continuous service for the subsequent leave shall be counted from the date of return. In cases where the sabbatical leave applied for in writing is deferred due to scheduling difficulties, years of continuous service for the next leave shall include the period of deferment.

- 2.2.3.1.3. A sabbatical leave for not more than one year with full payment of salary may be granted to a faculty member if in the judgment of the President and the Board of Regents, the applicant's record as a teacher or researcher shows reasonable assurance of fulfillment of the aforementioned purpose of the sabbatical leave.
- 2.2.3.1.4. No person shall receive a sabbatical leave more often than once in seven years.

#### 2.2.3.2. **Priority Categories**

- 2.2.3.2.1. An applicant for a sabbatical leave may do one of the following options:
- 2.2.3.2.2. To finish post-graduate studies on a particular discipline. For those requesting a leave for a study leading to advanced terminal degrees, recent and consistent effort toward the attainment of the degree should be shown;
- 2.2.3.2.3. To conduct research. The completed research study shall be published in reputable journals within or outside the Institute;
- 2.2.3.2.4. To write/translate a book in relation to one's field of specialization;

- 2.2.3.2.5. To write and produce a play or engage in any artistic production;
- 2.2.3.2.6. In case of publication of outputs of the sabbatical leave, rules and regulations on publication as stipulated in the EARIST code must be observed.

### 2.2.3.3. **Procedures**

- 2.2.3.3.1. Application for sabbatical leave should be submitted to the Office of the President, through channels, at least one semester prior to the intended leave. Those who apply for sabbatical leave should submit their plan at least one (1) term before the intended leave to the Vice-President for Academic Affairs for approval. The merit of the sabbatical plan will be evaluated by the Sabbatical Leave Award Committee composed of the following:
  - 2.2.3.3.1.1. The Vice -President for Academic Affairs as Chairperson.
  - 2.2.3.3.1.2. The Vice-President for Research, Planning and Extension, as Member
  - 2.2.3.3.1.3. The Vice-President for Administrative Affairs, as Member
  - 2.2.3.3.1.4. The Dean of the College/Campus Administrator where the applicant belongs, as Member
  - 2.2.3.3.1.5. The chair and committee members may also choose:
    - 2.2.3.3.1.6. One representative from the Full Professor rank and
    - 2.2.3.3.1.7. One representative from the Associate Professor rank
- 2.2.3.3.2. If any of the members listed above is himself/ \herself an applicant, he/she

shall be replaced by a member chosen by the remaining members of the Committee.

- 2.2.3.3.3. The Committee's recommendation shall be forwarded to the Office of the President for appropriate action. Unless the research to be undertaken requires teaching, a faculty on sabbatical leave shall not be engaged in teaching at any institution.

#### 2.2.3.4. **Obligations**

- 2.2.3.4.1. A faculty member granted a sabbatical leave assumes a professional obligation to return and render service to the Institute for a period of at least two (2) full academic years subsequent to his/her leave.

- 2.2.3.4.2. Three (3) months after the completion of a sabbatical leave, the faculty member must file a written report to the Office of the President, through channels. This report shall detail the accomplishments of the sabbatical leave specifically in terms of benefits accruing to the Institute and the specific activities listed in the original sabbatical proposal. He/she may be required to present a report in an appropriate forum.

- 2.2.3.4.3. In the event that the grantee was not able to fulfil the requirements of his/her sabbatical leave, he/she shall be required to refund the full amount spent.

- 2.2.4. **Scholarships (Study Leave with Pay).** Qualified faculty members may apply for scholarship grants sponsored by local or international organizations. These scholarships are categorized into two: local or international scholarships.

- 2.2.4.1. Local Scholarship. These are scholarships sponsored by such agencies as the Commission on Higher Education (CHED), Philippine Association of State Universities and Colleges (PASUC), Department of Science and Technology (DOST) and Professional Development Incentive Program (PDIP) of EARIST.
- 2.2.4.2. International Scholarships. International scholarships are those sponsored by agencies such as NEDA (National Economic and Development Agency), PROBE (Australia), Fulbright Foundation (USA), the Japan Ministry of Education (MONBUSHO) among others.
- 2.2.4.3. A faculty member who qualifies and maintains a scholarship receives the regular monthly salary and all benefits given to any faculty of EARIST, aside from the scholarship allowances. He/she is required to sign a contract prepared by the HRMS. Immediately after finishing the scholarship, he/she is expected to return and serve the Institute in exchange for all the benefits granted.
- 2.2.4.4. Every year or fraction thereof that a faculty member has enjoyed a local scholarship is equivalent to one (1) year of service at EARIST. On the other hand, every year or fraction thereof that a faculty member has enjoyed an international scholarship is equivalent to two (2) years of service at the Institute. Failure to fulfil this service obligation implies that the faculty member must pay back the Institute the full amount spent. The President, in coordination with the Accountant, arranges the payment procedures for non-fulfilment of the service obligation.
- 2.2.4.5. A faculty member not able to maintain a scholarship and has received a leave-with-pay benefit is also required to refund the Institute all the expenses spent one year after the termination of the scholarship.

Similarly, the EARIST President, in coordination with the Accountant, arranges the payment procedures.

- 2.2.4.6. Faculty members on scholarship with pay are not allowed to do outside teaching unless they have permission from the EARIST President. They are also required to submit a return-to-service report to their respective heads who in turn forwards it to the Dean, then to the VP for Academic Affairs and finally to the President upon the termination of their scholarship leave.

### 2.3. Professional Development Activities

- 2.3.1. **Educational, Social, Cultural, and Athletic Functions.** At all social affairs and athletic events held or sponsored by the Institute, faculty members are to be admitted free of charge unless specified otherwise. Where an admission fee or charge is required, the Institute endeavors as much as possible to provide special and adequate seating arrangements rates for faculty members.
- 2.3.2. **SCUAA Athletic Events.** The Institute is a member of the State Colleges and Universities Athletic Association (SCUAA), the faculty members are to be admitted free of charge to any and all athletic events authorized by the Institute unless specified otherwise.

**Section 3. Right and Privileges.** Faculty members shall enjoy rights and privileges, including the right to academic freedom, the privilege of tenure, health services privileges, library privileges and attendance in training programs charged to Faculty Development Fund (FFDP).

#### 3.1. Right to Academic Freedom

#### 3.2. Privilege of Tenure

- 3.3. **Health Services.** Medical consultation and services for the EARISTIANS shall be free of charge. (**EARISTIANS** refers to college students, officials, faculty and employees of the College), as well as to the immediate family members of the faculties and employees.
- 3.4. **Library Privileges**
- 3.5. **Attendance in training programs charged to Faculty Development Fund (fdf)**

**Section 4. Awards and Recognition.** There shall be an established suggestions and incentives awards system in the Institute 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 accomplishments 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.

- 4.1. All permanent members of the faculty who meet the criteria for each specific award shall be the 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 Institute.
- 4.2. Recipients of honor awards shall be given preference in promotion and training scholarship grants.
- 4.3. The Institute shall create a Suggestion and Incentive Award Committee headed by a ranking officer chosen by the President, with the Director for Human Resource Management as secretary which shall formulate rules and procedures to attain the objectives of the program in accordance with established guidelines.
- 4.4. Guided by established policies, awards shall be in any form, kind or category for each idea or accomplishment in addition to those already adopted by the government.
- 4.5. All awards shall be in accordance with the CSC-approved EARIST Program on Awards and Incentives for Service Excellence (EARIST-PRAISE Revised Edition) (see Appendix E).

## Article V

# ADMINISTRATIVE PROCEDURES

### Section 1. Flow of Communication

- 1.1. Members of the academic community are encouraged to raise issues through a variety of channels. For example, if the issue is administrative in nature, it may be most appropriate to utilize the administrative structure including the department head and the dean. If the issue is within the province of a committee, it may be appropriate to communicate directly with members of the committee or through the committee chair. In other cases, the issue may be brought to the Officers of the Faculty Association, an elected body charged with representing the interests of the faculty.
- 1.2. Courtesy and diplomacy should be observed in all official communications. All official letters and documents should always be addressed to the head of the office concerned. Except in emergencies, official communications, no matter to whom it is addressed should be sent through official channels, that is, through the office next higher or lower in rank than the originating or transmitting office.
- 1.3. In line with the Institute structure, official communications of faculty members shall be coursed through the Department Head, then the College Dean and to the Vice President concerned.

### Section 2. Correspondence

- 2.1. **Language to be used in Official Correspondence.** All official communications prepared by officials and employees of the Institute shall be written in the English language. Where it is definitely known that the person to whom the communication is addressed cannot understand English, there is no objection to inclosing a translation into the language, which the addressee would understand. Consistent with the policy of the Government, Filipino may also be used in official correspondence.

## 2.2. Preparation of Correspondence

- 2.2.1. Except when otherwise necessary, only official paper (A4), should be used for official correspondence and reports. Letterheads should be used only for the first page of the original copy of communications and good bond paper for succeeding original pages.
- 2.2.2. All correspondence shall be prepared single-spaced except short letters of six lines or less. The left margin should be at least 1-1/2 inches. Each paragraph should be started double-spaced, except in endorsements where it may be single-spaced. Two stroke spaces should be left between the period of a sentence and the opening of the following sentence and one space after a comma or other marks within a sentence. The margin at the right should be at least 1 inch. If the written matter occupies considerably less than a single page, it should be so placed that too great a space is not left at the bottom in comparison with that at the top. A letter which cannot be accommodated on one page without narrowing the margin should be begun somewhat lower on the page than usual, and finished on the following page. The last page of a letter should, however, always contain at least three lines of writing in addition to the complementary closing and signature. Only one side of the paper should be used.
- 2.2.3. Where a letter or endorsement requires more than one sheet, the number of each page after the first should be indicated at the top of the page. When enclosures accompany correspondence, they should be listed in the lower left-hand corner.
- 2.2.4. Confidential letters should be marked "Confidential" on the page immediately above the address, and the word "Confidential" should also be placed in the lower left-hand corner of the envelope. The distinction between the words "Confidential" and "Personal" should be carefully observed. Confidential communications should never be forwarded to other branches of the Government, nor their contents

divulged to persons other than those for whom they are intended.

- 2.2.5. Official correspondence, including enclosures, should reach its ultimate destination in duplicate, except narrative reports that are not to be forwarded from the office to which they are addressed, and letters sent direct to persons not in the Government service. Therefore, in case a communication has to go through several offices, enough copies should be made by the writer to insure that the communication will reach the addressee in duplicate.
- 2.2.6. So far as is consistent with adequacy of statement and the free expression of opinion, letters should be brief, clear, and concise. In letter writing (as distinguished from endorsement-writing), the use of the first and second persons is prescribed when reference is made to the writer and to the recipient. A letter should be limited to only one subject, but several letters may be enclosed in one envelope. It is not considered a good practice to make notations on original correspondence, unless the papers are ready for file.
- 2.2.7. The salutation in official letters addressed to a higher authority, should uniformly be "Sir" or "Madam." In letters addressed to one of equal rank or to a subordinate, the less formal salutation of "Dear Sir" and "Dear Madam" may be used. Official letters should, as a rule, open with the statement, or introduce the main thought by the expression, "I have the honor to . . ." The complimentary close of formal official letters should be "Very truly yours."
- 2.2.8. In addressing an official by letter or endorsement, and in referring to one in the body of a letter or endorsement, the title pertaining to a person's office should be used, not his/her name (unless necessary for identification) nor the signatory title of a temporary incumbent.

### 2.3. Promptness in Attending to Correspondence

- 2.3.1. Request for action, information, or reports must be attended to with the least possible delay. The efficiency record of officials and employees who are persistently delinquent in this regard is seriously affected thereby. If it is necessary to delay action on correspondence, a letter of explanation should be sent to the interested official. Academic and administrative officials should have their offices so organized as to have correspondence attended to in their absence by some responsible person delegated for this purpose. Communications which can be acted upon without the need of research or consultations with other officials, should be answered within 24 hours after receipt thereof.
- 2.3.2. The faculty members are mandated to respond to letters, telegrams, or other means of communications sent by the public within 5 working days for simple requests and 10 working days for complex requests from receipt thereof (ARTA; FOI Manual).

### 2.4. The Coursing of Correspondence

- 2.4.1. Official letters should always be addressed to the head of the office, never to a subordinate in the office.
- 2.4.2. Except in emergencies, the rules require that official correspondence, no matter to whom addressed, should be sent through official channels, i.e., through the office next higher or lower than the one transmitting it. Very rarely may an urgent letter be sent direct. In such case, a copy should be sent through channels. However, this need not be applied strictly in the case of correspondence among deans of colleges and heads of departments about minor matters, such as transfer of student, athletic meets, etc.

### 2.5. Endorsement

- 2.5.1. With the exceptions noted in the preceding paragraphs, official letters should be answered by return endorsements

(numbered consecutively) thereon in order that the complete correspondence may show all facts relative to a definite case without the necessity of looking up various separate letters. In disposing of papers by endorsement the original copies (not the duplicate copies) of the whole correspondence, including all endorsements, should be sent in their next destination, the last endorsement being sent in duplicate. The under-endorsement system is prescribed. By this method, each endorsement is commenced in the space which may remain on a sheet following the conclusion of the letter or preceding endorsement, or it may be commenced on a fresh sheet of paper. The briefs on the original letter formerly used to precede a first endorsement on a fresh sheet of paper are no longer required. There is no objection into having an endorsement partly on one page and partly on another, but for layout and face validity no endorsement should be commenced at the bottom of a page if only four or five lines of the body of the endorsement can be accommodated on that page.

- 2.5.2. All exaggerated forms of endorsement headings should be avoided. Between two lines containing the number of the endorsement and the office and date respectively, only one other line should appear, as for example, "Office of the Registrar," or "College of Education," or "Office of the Director for Admissions."
- 2.5.3. A communication being sent by endorsement to a superior office is always "Respectfully forwarded" or "Respectfully submitted" and never "referred" or "transmitted." If sent to an office of equal rank, it is "Respectfully transmitted"; if sent to a subordinate, it is "Respectfully referred." Correspondence returned to an office where it originated or where it has been recorded is "Respectfully returned" regardless of the rank of the two offices concerned.
- 2.5.4. Communications should not be endorsed to firms or persons outside the Government service. A separate letter should take up the matter in hand and the file of papers retained. Frequently, also, there are matters, which should be presented

to faculty and other employees by letter rather than be endorsement on the original communication.

- 2.5.5. An endorsement should furnish information, comment, or recommendation on the matter in hand. Noncommittal endorsements or those that fail to reply fully to the inquiry or request are rightly interpreted as attempts to evade responsibility for recommendation and cannot be justified. No endorsement at all should be placed on correspondence unless useful and necessary information is given therein. Mere “forwarding” or “returning” endorsements should be avoided, and a “contents noted” stamp used in place thereof. Where only approval is necessary, an “Approved” stamp should be used. Many short endorsements are so similar in form that a rubber stamp may be easily used for the important parts thereof and a few blanks left for handwritten data.
- 2.5.6. The use of the third person in endorsements is prescribed. “I,” “We,” and “You” should not be used therein, unless direct quotations are made. The person writing the endorsement may refer to himself as “the writer,” “the undersigned,” or “this office,” or by his official title, such as “the Vice President.” No complimentary close is used in endorsements, the signature and title being given directly after the close of the endorsement.

**Section 3. Grievance Procedures.** Any member of the faculty and academic staff shall have the right to present his/her complaints or grievances to the management which shall be resolved as expeditiously as possible in accordance with the following policies and procedures.

### 3.1. Policies

- 3.1.1. Complaints, grievance and grievance procedures are defined as follows:
  - 3.1.1.1. Complaint: a written or spoken dissatisfaction related to work conditions, superior-subordinates relation on interpersonal relations among the work forced that have been brought to the attention of the immediate supervisor.

- 3.1.1.2. Grievance: a complaint which has in the first instance been ignored, overridden or dropped without due consideration.
  - 3.1.1.3. Grievance Procedure: the method of determining and finding the best way to remedy the specific causes of conflicts, to help promote wholesome and desirable personal relation within an office to prevent personal discontent and dissatisfaction and to have complaint and grievance resolved expeditiously as possible at the lowest possible level.
- 3.1.2. The following are complaints and grievances which can be acted through the grievance procedure:
- 3.1.2.1. implementation of policies, practices and procedures on economic and financial issues such as terms and conditions of employment fixed by law, salaries, incentives, work hours, leave benefits, delay in processing of overtime pay, unreasonable withholding of salaries and inaction on application for leave;
  - 3.1.2.2. implementation of policies, practices and procedures on recruitment, promotion, detail, transfer, retirement, termination, lay-off, failure to observe selection process in appointment, undue delay in the processing of retirement papers;
  - 3.1.2.3. inadequate physical working conditions such as lack of proper ventilation in the workplace, insufficient facilities and equipment necessary for the safety and protection of employees whose nature and place of work are classified as high risk or hazardous;
  - 3.1.2.4. interpersonal relationships and linkages such as unreasonable refusal to give official information by one employee to another; and,
  - 3.1.2.5. all other matters giving rise to employee dissatisfaction and discontentment outside of those cases enumerated above.
- 3.1.3. The following are complaints and grievances which can NOT be acted through the grievance machinery:

- 3.1.3.1. disciplinary cases which shall be resolved pursuant to the Section 52, Article IV of the Uniform Rules on Administrative Cases in the Civil Service (URACCS), CSC Resolution No. 991936, August 31, 1999 as well as the Revised Rules on Administrative Cases in the Civil Service (RRACCS) (CSC Resolution No. 1101502, November 08, 2011);
    - 3.1.3.2. protest on appointments which shall be resolved pursuant to CSC MC No. 4, s.2010 (Revised Policies in the Resolution of Protest Cases) and Rule 17 (Protest) of the RRACCS;
    - 3.1.3.3. sexual harassment cases as provided for in RA 7877 shall primarily governed by the Administrative Rules on Sexual Harassment Cases (CSC Resolution No. 01-0940 dated May 21, 2001; and,
    - 3.1.3.4. union-related issues and concerns must be governed by the EARIST-Collective Negotiation Agreement (CNA)- CSC Certificate of Registration No. 720 with the intervention of the Public Sector Labor-Management Council (PSLMC) and Personnel Relations Office (PRO).
  - 3.1.4. Members of the faculty and academic staff who express their complaints or grievance for adjustment shall be assured of freedom from any form of reprisal or discrimination.
  - 3.1.5. A complainant shall have the right to appeal the decision of his complaint or grievance to the next higher authority.
- 3.2. **Procedure.** The procedures for seeking redress of grievances, as discussed in the CSC-approved EARIST Grievance Machinery (Revised Edition) (see Appendix F), shall be as follows:
  - 3.2.1. Discussion with Immediate Supervisor.
  - 3.2.2. Appeal to the Higher Supervisor.
  - 3.2.3. EARIST-Faculty and Employees Union (EARIST-FEU) Intervention.
  - 3.2.4. Appeal to the EARIST Complaints and Grievance Committee (ECGC).
  - 3.2.5. Conduct of investigation by the ECGC.
  - 3.2.6. Appeal to Top Management.

- 3.2.7. Appeal to the CSC Personnel Relations Office (CSC-PRO).
- 3.2.8. CSC Public Sector Labor-Management Council (PSLMC) level for final decision.

#### **Section 4. Conduct of Official Business**

- 4.1. **Travels.** Faculty members may be allowed to travel domestically or internationally provided that the travel is beneficial to the Institute. Travels may be official, religious, social or personal in nature contingent on the needs of the service.
  - 4.1.1. **Approval of Travel.** Approval of the Institute President to travel is required when a faculty represents the Institute functions, regardless whether the trip is sponsored by the Institute or by a sponsoring, inviting agency. Faculty members should inform the Institute President in writing the details of the travel at least two weeks before the planned travel to obtain the approval and confirmation of support from the Institute.
  - 4.1.2. **Financial Support from the Institute.** When faculty members are allowed to travel for research purposes, observation or study, the Institute President, in his/her discretion, may authorize the Institute to allot from its appropriation for Traveling Expenses of Personnel, such amount as may be necessary for travel, subject to existing accounting rules and regulations.
- 4.2. **Off-Campus Activities.** Faculty members may plan off-campus activities to promote quality education for the continuing intellectual growth, the advancement of learning and research, and the education of high level professionals while enriching historical and cultural heritage. It is expected that these off-campus activities are part of a duly approved curriculum as noted by CHED or part of the Institute's particular context or mission.
  - 4.2.1. Off-campus activities may be classified as curricular or non-curricular activities.
    - 4.2.1.1. Curricular activities shall include but not limited to:
      - (a) Educational Tours/Field Trips (visits to reputable

firms or government sites and other areas identified by the concerned LGUs safe for students, visits to museums and other culture and arts related activities, and plant industry visits); (b) Participation and/or Attendance in Degree Program-relevant Events; and, (c) Field Study/Experiential Learning/Related Learning Experience.

4.2.1.2. Non-curricular activities shall include but not limited to: (a) mission-based activities (such retreats, recollection, etc.); (b) conventions, seminars, conferences, symposiums, trainings and teambuilding; (c) volunteer works (including community outreach and immersion); (d) advocacy projects and campaigns; (e) participation in sports activities; (f) activities initiated by recognized student groups; (g) interschool competitions/tournaments; and, (h) culture and arts performance and competitions.

4.2.2. The Faculty Adviser/Person-in-Charge shall submit all the required documents for off-campus activities (as stipulated in CMO No. 63, s. 2017) to secure the permission of the Institute President not later than 30 days before the planned activity.

4.2.3. If a school transport facility is desired, the faculty member should accomplish and submit an application form for this purpose available at the office of the Vice President for Administration and Finance for approval and confirmation.

4.2.4. It shall be the responsibility of the Faculty Adviser/Person-in-Charge to observe due diligence and strict adherence to the adopted mechanisms for safety and welfare of all participants, and to the requirements stipulated in the CHED policies on off-campus activities.

### 4.3. Requests for Use of Facilities

4.3.1. **Venues for Conferences, Workshops, Seminars, etc.** At times when a faculty member needs a bigger venue for conferences, seminars, workshops, special class presentations, programs,

celebrations, and the like, he/she can use the Institute's amphitheater, quadrangles or other special rooms. Reservations have to be made with the Office of the Vice President for Administration and Finance or concerned Officer-in-Charge of the venue not less than a week before the event. Conditions apply for use of specific venues. Venue transfers are not allowed without due notice.

- 4.3.2. **Worship Center.** The ecumenical chapel is open to all faculty members regardless of religion and faith.
- 4.3.3. **Athletics Facilities.** To ensure physical fitness and well-being of all faculty members, the Institute allows them to use the weights room and other athletic equipment for physical fitness activities. Faculty members should consult the Head of the PE Department for the permit and reservation.
- 4.3.4. **Parking Spaces.** Faculty with vehicles may secure a pass/sticker from the Office of the Chief of Motorpool Services to avail of a parking space at the Institute. With limited parking spaces, this facility is on a first come, first served basis.
- 4.3.5. **Instructional Materials Equipment.** Faculty members may use educational technology and other instructional materials equipment for official classroom activities free of charge provided that necessary coordination will be made with Colleges or individuals to whom the items were awarded custody. Borrowed equipment must be returned in good condition.

## Section 5. Conduct and Discipline.

- 5.1. **General Code of Conduct.** All faculty members, whether full-time or part-time, shall strictly adhere to, observe, and practice the set of ethical and moral principles, standards, and values outlined in the Code of Ethics for Professional Teachers (Appendix G).
- 5.2. **EARIST Code of Conduct and Discipline.** To warrant an environment conducive to the pursuit of academic excellence and the formation of productive, self-sufficient, effective, responsible and disciplined Filipino

citizens, every faculty member shall strictly adhere to the EARIST Code of Conduct and Discipline: “**Do the right things right!**”

5.3. **Faculty Discipline.** Faculty members are not only expected to be outstanding scholars in their respective fields. They ought to embody the values that EARIST upholds which, apart from academic freedom and rigorous scholarship, also include excellence, accountability, resourcefulness, integrity, service-oriented, and teamwork.

5.3.1. The Institute shall encourage a supportive problem-solving approach to workplace problems, but it shall recognize as well that misconduct may require disciplinary action. The Institute shall normally use progressive discipline to address possible misconduct. Progressive discipline is intended to be corrective, not punitive in nature. It is designed to provide faculty with notice of deficiencies and an opportunity to improve. However, some violations of policies and procedures, or continued negative behavior, may be of such serious nature that suspension without pay or discharge pursuant to existing policies may be appropriate.

5.3.2. As a general rule, cases of misconduct of faculty members shall be filed with the Institute President who is the disciplining authority of the Institute. Administrative proceedings may also be initiated by the Institute President *motu proprio*.

5.3.3. To address administrative cases in the Institute, both disciplinary and non-disciplinary, the provisions of the Revised Rules on Administrative Cases in the Civil Service (RRACCS) shall be the guide in all proceedings against faculty members.

5.3.4. No faculty member shall be disciplined except for cause as provided by law and after due process. In line with this, there shall be an Investigating Body, duly formed by the Institute President, which has the following duties and responsibilities:

5.3.4.1. devise its own rules of procedure and evidence, which does not necessarily strictly adhere to technical rules

- of procedure and evidence applicable to judicial proceedings, using the RRACCS as guide;
  - 5.3.4.2. conduct a preliminary investigation to determine whether a *prima facie* case exists to warrant the issuance of a formal charge;
  - 5.3.4.3. spearhead formal hearing or investigation; and,
  - 5.3.4.4. submit Investigation Report containing a narration of the material facts established during the investigation, the findings and the evidence supporting said findings, as well as the recommendations, to the disciplining authority.
- 5.3.5. Any member of the faculty, including any serving as an academic administrator, who violates a published policy may be subject to warning, censure, suspension without pay, or dismissal.
- 5.3.5.1. "Warning" means an oral reprimand or expression of disapproval.
  - 5.3.5.2. "Censure" means a written reprimand or expression of disapproval, which should include an explanation of the nature of the misconduct, and the specific action to be taken by the faculty member and/or chair to correct the problem, including mentoring, if appropriate, and a statement that further disciplinary action could occur should the problem persists.
  - 5.3.5.3. "Suspension without pay" means disciplinary suspension without regular salary for a stated period of time.
  - 5.3.5.4. "Dismissal" means termination of employment.
- 5.3.6. The following shall be grounds for disciplinary action:
- 5.3.6.1. dishonesty;
  - 5.3.6.2. oppression;
  - 5.3.6.3. neglect of duty;
  - 5.3.6.4. misconduct;
  - 5.3.6.5. disgraceful and immoral conduct;
  - 5.3.6.6. being notoriously undesirable;
  - 5.3.6.7. discourtesy in the course of official duties;

- 5.3.6.8. inefficiency and incompetence in the performance of official duties;
- 5.3.6.9. receiving for personal use of a fee, gift or other valuable thing in the course of official duties or in connection therewith when such fee, gift, or other valuable thing is given by any person in the hope or expectation of receiving a favor or better treatment than that accorded other persons, or committing acts punishable under the anti-graft laws;
- 5.3.6.10. conviction of a crime involving moral turpitude;
- 5.3.6.11. improper or unauthorized solicitation of contributions from subordinate employees and by teachers or school officials from school children;
- 5.3.6.12. violation of existing Civil Service Law and rules or reasonable office regulations;
- 5.3.6.13. falsification of official document;
- 5.3.6.14. frequent unauthorized absences or tardiness in reporting for duty, loafing or frequent unauthorized absences from duty during regular office hours;
- 5.3.6.15. habitual drunkenness;
- 5.3.6.16. gambling prohibited by law;
- 5.3.6.17. refusal to perform official duty or render overtime service;
- 5.3.6.18. disgraceful, immoral or dishonest conduct prior to entering the service;
- 5.3.6.19. physical or mental incapacity or disability due to immoral or vicious habits;
- 5.3.6.20. borrowing money by superior officers from subordinates or lending by subordinates to superior officers;
- 5.3.6.21. lending money at usurious rates of interest;
- 5.3.6.22. willful failure to pay just debts or willful failure to pay taxes due to the government;
- 5.3.6.23. contracting loans of money or other property from persons with whom the office of the employee concerned has business relations;

- 5.3.6.24. pursuit of private business, vocation or profession without the permission required by Civil Service rules and regulations;
  - 5.3.6.25. insubordination;
  - 5.3.6.26. engaging directly or indirectly in partisan political activities by one holding a non-political office;
  - 5.3.6.27. conduct prejudicial to the best interest of the service;
  - 5.3.6.28. lobbying for personal interest or gain in legislative halls or offices without authority;
  - 5.3.6.29. promoting the sale of tickets in behalf of private enterprises that are not intended for charitable or public welfare purposes and even in the latter cases if there is no prior authority; and,
  - 5.3.6.30. nepotism.
- 5.3.7. Without prejudice to the provisions of the Labor Code, and related laws/regulations, faculty member who commits any of the following non-exclusive offenses may be disciplined in accordance with the Table set forth hereunder after due investigation and establishment of guilt according to proper procedure.

OFFENSES	OCCURRENCE AND PENALTY			
	W	C	S	D
1. Non-performance of any of the prescribed functions and contractual obligations.	1st	2nd	3rd	4th
2. Tardiness/absences without justification, part from sickness, beyond 10% of the class meetings of the faculty during the semester	1st	2nd	3rd	4th
3. Repeated and unjustified failure to submit grades and other required documents according to deadlines	1st	2nd	3rd	4th
4. Non-attendance in Institute/College/ Department meetings and other official Activities without justification	1st	2nd	3rd	4th

Legend: W = Warning; C = Censure; S = Suspension; D = Dismissal

OFFENSES	OCCURRENCE AND PENALTY			
	W	C	S	D
5. Absence for at least a week without previous notice or arrangement with and approval by the Department Head/Dean/Campus Administrator except for emergencies	1st	2nd	3rd	4th
6. Inflicting bodily injury on a faculty member or administrative personnel or a student within the Institute/College		1st	2nd	3rd
7. For part-timers, teaching in other school and/or working full-time in other institution without permission		1st	2nd	3rd
8. Making malicious, obscene or libelous statements about the person of any member of the academic community		1st	2nd	3rd
9. Disorderly behavior or promoting or participating in gambling and/or drinking during class or office hours		1st	2nd	3rd
10. Misuse of Institute/College name, property, or equipment for personal and/or commercial purposes		1st	2nd	3rd
11. Illegal possession of drugs or deadly weapons on campus			1st	2nd
12. Discrediting of Institute/College's name in public			1st	2nd
13. For full-timers, working full-time in other institution without permission			1st	2nd
14. Grave public scandal			1st	2nd
15. Tampering with official or faculty grading records				1st
16. Changing of a grade of a student in consideration of some remuneration or favor				1st

Legend: W = Warning; C = Censure; S = Suspension; D = Dismissal

- 5.3.8. Deliberate participation of faculty members to these activities may likewise comprise a disciplinary case:
- 5.3.8.1. **Illegal Collection of Monies.** Faculty members shall abide by the Institute's "No Collection Policy" unless a resolution or approval is granted by the Institute President for the collection of such fees.
    - 5.3.8.1.1. No solicitation for funds, canvassing for the sale of merchandise, subscriptions for securities, insurance, publications, sale of tickets, and any other promotional or charity schemes shall be conducted within the Institute without a previously written approval of the President.
    - 5.3.8.1.2. No faculty member should directly or indirectly solicit, require, collect, or receive any money, service or anything of value from any person or entity, in exchange for grades or for promotion of any political, religious, or other partisan interests.
  - 5.3.8.2. **Tutorial and Remedial Services for a Fee.** Faculty members are not allowed to conduct personal tutorial services of any kind for a fee within the Institute. They should not require their students to attend other tutorial services elsewhere, if with a cost.
  - 5.3.8.3. **Unauthorized Use and Sale of Textbooks and Other Course Materials.** No book, outline, manual, or compilation, whether printed or duplicated, shall be used as a basis or required textbook in any class unless approved by the Instructional Materials Development Evaluation Committee (IMDEC), in accordance with the rules prescribed by the Institute President. Prices shall be determined in accordance with the rules issued by the textbook committee.
    - 5.3.8.3.1. No faculty member shall be involved in the direct selling of the textbook to the students. All approved materials for the

use of students shall be secured by the students from the Institute's Business Development Center (BDC).

- 5.3.8.4. **Study without Permission.** Faculty members shall possess the privilege of enrolling in a degree or non-degree program, either in EARIST or other academic institution, to no more than nine units a semester in courses that shall be beneficial to their regular work, subject to the President's approval. Permission to enroll in more than nine units a semester may be granted depending on the individual merits of each case.
- 5.3.8.4.1. No member faculty shall enroll as a student in the Institute or in an outside institution without the permission of the Institute President.
- 5.3.8.4.2. Permission may be granted only when, considering the teaching load of the faculty member, the nature and scope of the course he/she intends to take and the time the course requires, such study will not impair his/her efficiency as a member of the faculty.
- 5.3.8.5. **Smoking on Campus.** Faculty members are not allowed to smoke inside the Campus (classrooms, cafeterias, shops, laboratories, libraries, hallways or corridors). The Institute shall be a smoke-free zone.
- 5.3.8.6. **Taking Prohibited Drugs, Alcohol, and Gambling.** Faculty members are prohibited from gambling, drinking alcoholic beverages, smoking marijuana or taking prohibited drugs. Equally, a faculty shall not be allowed to enter the Institute premises under the influence of alcohol or of prohibited drugs. Penalty for the violation of this rule ranges from suspension to dismissal from service.

- 5.3.8.6.1. The consumption of alcoholic beverages inside the campus premises, in some instances however, may be within reason. Given the EARIST's nature as an academic institution, the following policies need to be observed:
- 5.3.8.6.1.1. The campus shall be deemed off-limits to alcoholic beverages, except when granted a permit by the Office of the Vice President for Administration and Finance.
  - 5.3.8.6.1.2. Faculty member in possession of alcoholic beverages shall be presumed responsible for their entry.
  - 5.3.8.6.1.3. When originating from external sources, such as in the case of gifts, these alcoholic beverages shall be temporarily impounded at the Office of the Security Services Chief. These may be claimed by the faculty member upon exit from the campus.
  - 5.3.8.6.1.4. In requesting for permission to bring into the campus alcoholic beverages, the following information need to be provided: Accountable Person, Name of Function/Activity/Event, Quantity and Type of Alcoholic Beverages, Number of Expected Guests, and Consumption Date/Time.

5.3.8.6.1.5. The consumption of alcoholic beverages shall be allowed during the following:

5.3.8.6.1.5.1. institute-wide celebrations, such as the Community Christmas Party, and the like;

5.3.8.6.1.5.2. during departmental /office community-building activities, after the official program has ended; and,

5.3.8.6.1.5.3. during other functions, activities or events, with significant community value, such as celebrations of Institute milestones, those which are historic in character, and the like.

5.3.8.7. **Carrying Firearms and Dangerous Weapons.** Carrying of firearms and other deadly weapons such as long-bladed knives, ice picks, blunt and sharp instruments

and others is absolutely prohibited inside the Institute. Penalty ranges from suspension to dismissal from service.

5.3.8.8. **Other Prohibited Activities.** The participation of faculty members in parades, demonstrations, mass-meetings, programs, rallies and the like, organized or promoted by political parties or other groups whose interests are not expressly authorized by the Institute/College should not in any way interfere with the duties and functions of the faculty at the Institute/College. Faculty members who take part in any of the aforesaid activities should not exhibit signs of any kind, to give the impression that they represent the Institute/College. Their participation is to be strictly indicated that it is on their own free will and individual responsibility.

5.3.9. If the final determination is that no misconduct occurred, efforts shall be undertaken to the extent possible and appropriate to fully protect, restore, or maintain the reputation of the faculty member.

5.4. **Academic Freedom of Faculty Members.** Academic freedom shall be enjoyed by all faculty members. Academic freedom refers to the freedom of teachers and students to teach, study, and pursue knowledge and research without unreasonable interference or restriction from law, institutional regulations, or public pressure. All faculty members shall have the freedom to inquire into any subject that evokes their intellectual concern; to present their findings to their students, colleagues, and others; to publish their data and conclusions without control or censorship; and to teach in the manner they consider professionally appropriate.

5.4.1. Members of the teaching staff shall enjoy academic freedom; Provided, however, that no faculty member in the Institute shall inculcate sectarian tenets in any of the teachings, nor attempt either directly or indirectly, under the penalty of dismissal by the Board of Trustees, to influence students or

attendants at the Institute for or against any particular church or religious sect or political party.

5.4.2. Academic freedom shall provide the faculty members with the right to teach the subject of her/his specialization according to her/his best lights; to hold, in other subjects, such ideas as s/he believes sincerely to be right; and to express her/his opinions on public questions in a manner that shall not interfere with her/his duties as a member of the faculty or render her/him negative in her/his loyalty to the department or college that employs her/him. Within this specific framework, the following principles are hereby declared:

5.4.2.1. EARIST shall not impose any limitation upon the teacher's freedom in the exposition of his/her own subject in the classroom or in addresses and publications;

5.4.2.2. No teacher may claim as his/her right the privilege of discussing in his/her classroom controversial topics that are not pertinent to the course of study that is being pursued;

5.4.2.3. EARIST shall not place any restraint upon the teacher's freedom in the choice of subjects for research and investigation undertaken on his/her own initiative;

5.4.2.4. EARIST shall recognize that the teacher, in speaking or writing outside of the institution on subjects beyond the scope of his/her own field of study, is entitled to the same freedom and is subject to the same responsibilities as attached to all other citizens but in added measure;

5.4.2.5. It is clearly understood that EARIST assumes no responsibility for views expressed by members of its staff; and the faculty members themselves should, when necessary, make it clear that they are

expressing only their personal opinions and that they are not speaking for the Institute;

- 5.4.2.6. If the conduct of a teacher in her/his classroom or elsewhere should give rise to doubts concerning her/his fitness for her/his position, the question should in all cases be submitted first to a committee of the faculty, and in no case should any member of the teaching staff be dismissed before the normal termination of her/his period of appointment without full and open hearing before the Board of Trustees, should s/he desires it, and only upon sufficient notice. Academic tenure shall protect academic freedom by ensuring that faculty members can be fired only for causes such as gross professional incompetence or behavior that evokes condemnation from the academic community itself.

5.5. **Policy on Sexual Harassment.** The Institute shall adopt the Anti-Sexual Harassment Act of 1995 (Republic Act No. 7877) which deplores any unwelcome sexual advances, requests or demands for sexual favor, or other verbal or physical behavior of sexual nature, committed by a faculty in the Institute to any member of the academic community, including students (see Appendix H).

5.6. **Dress and Grooming Code.** As proper grooming and attire have a positive impact on the teaching and learning environment, faculty members are expected to dress and groom in a professional and appropriate manner.

- 5.6.1. All faculty members shall wear a decent attire befitting of an educator of higher institution of learning. Suggested decent attires for gentlemen and ladies are provided in the table below:

Gender	Attire	Footwear	Others
Male	<ul style="list-style-type: none"> <li>Any shade of short or long sleeved polo or collared shirt</li> <li>Formal pants, slacks or maong pants</li> </ul>	Any shoes appropriate to the attire	EARIST Faculty ID; perfume, cologne or aftershave with subtle, unobtrusive scent
Female	<ul style="list-style-type: none"> <li>Any shade of blouse with or without blazer</li> <li>Formal dresses or skirt</li> <li>Formal tailored pants, jeans, or slacks</li> </ul>	Any shoes or sandals with strap appropriate to the attire	EARIST Faculty ID; perfume or cologne with subtle, unobtrusive scent

5.6.2. **Physical Education faculty members.** Physical Education faculty members may wear shirts **with** collars and shorts or jogging pants or pants during their classes.

5.6.3. **Summer Break and Term Break Attire.** Faculty shall be allowed to wear any acceptable attire except for those who shall be holding classes/training/seminars during this period.

5.6.4. **Grooming for Male Faculty Members.** Beards are not acceptable. Mustaches are not encouraged, but if worn, should not extend beyond or below the corners of the mouth. Long or bushy sideburns are not acceptable. Men's hair styles should be clean, neat, and trim. Hair that covers part of the ear is not encouraged. Hair must, in any case, be cut and styled so that it leaves the major portion of the ear uncovered and visible. Hair must be above the collar in the back. Earrings and other body piercing are not acceptable. Shoes should be worn in all public campus areas.

- 5.6.5. **Grooming for Female Faculty Members.** Women should wear appropriate hosiery. Excessive ear piercing (more than one per ear) and other body piercing are not acceptable. Shoes should be worn in all public campus areas.
- 5.6.6. **Prohibited Attire for Teachers.** Pursuant to CSC rules and regulations, the following attire shall be prohibited for all government employees when performing official functions inside the workplace:
- 5.6.6.1. Gauzy, transparent or net-like shirt or blouse;
  - 5.6.6.2. Sando, strapless or spaghetti-strap blouse (unless worn as an undershirt), tank-tops, blouse with over-plunging necklines;
  - 5.6.6.3. Micro-mini skirt, walking shorts, cycling shorts, leggings, tights, jogging pants;
  - 5.6.6.4. Rubber sandals, rubber slippers, “bakya”.
- 5.6.7. Extreme or immodest clothing styles are likewise unacceptable. These include such styles as tight-fitting trousers and shirts unbuttoned below the collar button (for male faculty members) and dresses or skirts above the knee or those with slits above the knee (for female faculty members).
- 5.6.8. The following shall also be prohibited during office hours and within office premises:
- 5.6.8.1. Ostentatious display of jewelry, except for special occasions and during official celebrations;
  - 5.6.8.2. Wearing of heavy or theatrical make-up.
- 5.6.9. The dress code shall be enforced in a way that respects the personal circumstances of each faculty member including his or her race, religion, physical and mental condition, nationality, and family status. Faculty may request the Office of the Vice President for Academic Affairs for exemptions and accommodations to this dress code on these and other grounds.
- 5.6.10. In accordance with CSC rules and regulations, the following exemptions may be allowed:

- 5.6.10.1. when the nature of work of the official or employee demands that he/she wears clothing other than those prescribed above;
- 5.6.10.2. when religious affiliation or creed or any legitimate practice by the employee in relation thereto, requires him/her to wear a particular clothing;
- 5.6.10.3. physical disabilities, and other legitimate health reasons;
- 5.6.10.4. pregnant female employees are allowed to wear maternity dress during the period of their pregnancy;
- 5.6.10.5. employees who lost a loved one can wear mourning clothes during the period of mourning; and,
- 5.6.10.6. other circumstances analogous to the foregoing.

5.6.11. **Penalty in Case of Violation.** Any violation of the provisions of this Dress and Grooming Code shall be considered as ground for disciplinary action, for violation of Reasonable Office Rules and Regulations, under Section 22.C, Rule XIV, Revised Omnibus Rules Implementing Book V of the Administrative Code of 1987 (Executive Order No. 292). Thus, subject to the requirements of due process, the following penalties shall be strictly imposed in administrative disciplinary proceeding for non-compliance with the guidelines:

- 5.6.11.1. 1st Offense - Reprimand
- 5.6.11.2. 2nd Offense - Suspension for one (1) day to thirty (30) days
- 5.6.11.3. 3rd Offense - Suspension for two (2) months
- 5.6.11.4. 4th Offense - Dismissal from the Service

5.7. **Use of Institute/College Names and Insignia.** Institute/College names, insignias and similar materials that are used to announce, advertise or publicize events, products, or the like shall be posted only after a written permission from the President is obtained.

5.8. **Attendance in Institute/College Activities.** Several times during the academic year, the presence of all faculty members may be required. The Institute/College affairs in which faculty members are expected to attend, even if the activity is within or outside of their official time, include:

- 5.8.1. **Final Examination.** A faculty member is responsible for ensuring that final examinations for his or her courses are adequately staffed, that he or she is available for related questions and to resolve problems, and that final course grades are turned in on time.
- 5.8.1.1. Unless a faculty member has received approval for travel under regular institute's policy, he or she must be available on campus during final examinations in his or her courses, or available in the school area and easily reachable by telephone or e-mail.
- 5.8.1.2. The faculty member must remain in the school area until his or her grades are finalized. If a faculty member must travel during this time, he or she must include on the request for travel authorization how final examination matters will be handled and how he or she can be reached in case of an emergency.
- 5.8.2. **Convocations.** From time to time, the Institute invites distinguished guests and individuals to speak before the student body on some topics of current interest. If a faculty member receives a notice from the department head to attend the convocation, he or she may opt to dismiss the class or if the attendance of the class is required, the faculty member may bring the whole class to the program. If the faculty member attends the convocation, then the credit is the same as having conducted the class. Notably, however, that not all classes suspended during convocations may be admitted, in view of the limited capacities of the assembly rooms. Only those classes having a more direct bearing upon the topic of the speaker may attend. If the faculty member receives no notice, he/she should first consult the Department Head as to whether he/she shall dismiss or bring the class to the convocation.
- 5.8.3. **Foundation Week/College Week.** All faculty members are required to report and participate in the activities for the Institute/College Day celebrations.

- 5.8.4. **Commencement Activities.** The commencement week of the Institute is usually held during the last week of March or in certain circumstances spilling over the first week of April. When required, faculty members shall attend the activities during the commencement week.
  - 5.8.4.1. The faculty members need to coordinate with the Office of the Registrar and their Department Head on matters concerning their attendance.
  - 5.8.4.2. Attendance to these activities shall be monitored by the Department Head and coordinated with the College Dean/Campus Administrator.
- 5.8.5. **Academic Council Meetings.** These meetings are attended only by those teachers who have rank of at least Assistant Professor or higher. Attendance is a must.
- 5.8.6. **Institutional/Department/Faculty Meetings.** The Faculty are expected to participate fully in the governance activities of the institution/department as part of the SPMS. All Faculty are expected to attend departmental, Budget Council or Executive Committee meetings of the department, or they should make prior arrangements with the Department Head/Dean/Campus Administrator if they must be absent.
- 5.9. **Involvement in Institute/College Ad Hoc Committees.** Faculty members in most cases, hold appropriate credentials in their teaching discipline to be involved in formulated Ad-Hoc Committees as competent member.
  - 5.9.1. The Institute creates ad-hoc committees to take responsibilities in planning, implementing, and evaluating Institute activities such as Foundation Day, Institute/College Week, Commencement Exercises, and other curricular and co-curricular activities sponsored by the Institute.
  - 5.9.2. Communications requiring the involvement of a faculty member in any Institute ad-hoc committee should be coursed through the Dean/Campus Administrator, to the head, then to the faculty concerned. If a faculty accepts an invitation to be a member of an ad-hoc committee, the faculty should make the necessary arrangement in order not to miss his/her class. In case the faculty has missed a class, he/she should conduct make-up classes.

- 5.9.3. A faculty member should serve on no more than three standing committees at any one time. Exceptions may be essential but should be documented.
- 5.10. **Receiving and Accepting Invitation for Extension Services.** Faculty members are allowed to accept invitations and engagements to speak in symposiums, act as judges in competitions, serve as AACUP accreditors, reviewers, and others, outside the Institute as long as these activities do not conflict with their duties in the Institute.
- 5.10.1. As much as possible, the invitation should not disrupt the normal flow of classes, otherwise faculty members should arrange make-up classes with their students. The number of accepted engagements and invitations outside EARIST should not exceed 20% of the total number of days in a semester.
  - 5.10.2. Formal letters of invitations from outside the Institute should be coursed through the President, the Vice-President for Academic Affairs, the Dean/Campus Administrator, the Department Head concerned, and finally the faculty member. In accepting invitations, faculty members should send to the Office of the VPAA the details of the invitations together with other relevant documents.



## APPENDICES

- A. Contract for Part-Time Faculty Members
- B. Position Classification and Compensation Scheme for Faculty Positions in State Universities and Colleges
- C. Qualitative Contribution Evaluation
- D. EARIST Collective Negotiation Agreement
- E. EARIST-PRAISE (Revised Edition)
- F. EARIST Grievance Machinery (Revised Edition)
- G. Code of Ethics for Professional Teachers
- H. Anti-Sexual Harassment Act of 1995 (Republic Act No. 7877)
- I. Sample Computation of Work Load
- J. Administrative Council Resolution No. 55, s. 2017
- K. Executive Brief
- L. EARIST Board Resolution No. 182-2017



## Appendix A

# Contract for Part-Time Faculty Members



Republic of the Philippines  
**EULOGIO 'AMANG' RODRIGUEZ**  
**INSTITUTE OF SCIENCE AND TECHNOLOGY**  
 Nagtahan, Sampaloc, Manila

## PART-TIME FACULTY CONTRACT

\_\_\_\_\_ Date

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Dear \_\_\_\_\_,

You are hereby appointed as **PART-TIME FACULTY MEMBER** of **EULOGIO "AMANG" RODRIGUEZ INSTITUTE OF SCIENCE AND TECHNOLOGY** for the \_\_\_\_\_ semester, school year 20\_\_-20\_\_ from \_\_\_\_\_ to \_\_\_\_\_. Any renewal of this contract shall be in writing. Your compensation shall be \_\_\_\_\_ per equivalent lecture hour and \_\_\_\_\_ per equivalent laboratory hour.

Your appointment shall be subject to all existing rules and regulations of **EULOGIO "AMANG" RODRIGUEZ INSTITUTE OF SCIENCE AND TECHNOLOGY** Faculty Manual, and such other pronouncements as may be adopted from time to time regarding part-time faculty members. This contract shall be in full force and effect unless your appointment is terminated in writing for cause and after observance of due process.

Among others, you are mandated to abide by the following terms and conditions, to wit:

1. You must meet your student's classes as scheduled, observing punctuality in their time slot at the beginning and end of their class periods.
2. You must meet the deadline set for the submission of grades and the required reports.
3. You must attend all faculty meetings, academic convocations and such other official school activities wherein your attendance is required by the Chairperson,

Dean/Director, Vice President for Academic Affairs or his/her duly authorized representative.

4. You agree and understand that your salary corresponding to the last salary period of the term shall not be released without prior clearance in that all grades have been submitted and that you have no other obligations pending from the General Education / College of «College», SARMS, Library, HRMS and Accounting Office.
5. You must continuously render your teaching services during the entire duration of this contract. No faculty member shall be allowed to abandon any existing period of the contract without prior consent of the school. Any faculty member who shall deliberately abandon the said unexpired portion of the contract, shall be liable for **BREACH OF CONTRACT** and the consequent damage thereto, together with the forfeiture of any claim accruing from the school. For the same reason, the faculty concerned hereby agrees that the school can secure a Court Hold Departure Order to prevent said faculty from travelling abroad until compliance of his/her responsibility to the school.

**CONFORME:**

Part-Time Faculty Signature Over Printed Name	Date	Witness Signature Over Printed Name
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Recommended by:

Department Chair	Dean/Director
Chief, Human Resource Management Service	Vice President for Academic Affairs
President	

**Appendix B**

# **Position Classification and Compensation Scheme for Faculty Positions in State Universities and Colleges**

Prior to the issuance of PD No. 985, State Universities and Colleges (SUCs) which were exempted from the coverage of the National Position Classification and Compensation Plans adopted individual staff credentials and qualifications, position classification and pay plans. The disparities in pay and compensation among similar comparable positions brought about by the different schemes adopted by the various SUCs gave rise to demoralization and dissension among the ranks of faculty members and further complicated the process of compensation administration in SUCs.

When the SUCs were placed within the ambit of PD No. 985, the need to rationalize the academic ranks/salaries/advancement of faculty members in SUCs became apparent due to the application of varied faculty evaluation instruments. As early as 1982, the Philippine Association of State Universities and Colleges (PASUC), together with the DBM, started deliberating on a scheme of upgrading/promoting qualified and deserving faculty members through a process of objective evaluation. This paved the way to the development and adoption of a Common Criteria for Evaluation (CCE) across programs and disciplines which aimed to rationalize academic ranks and salaries.

National Compensation Circular (NCC) No. 33 was issued on January 2, 1985 with retroactive effect on July 1, 1984. This Circular established the position classification and compensation scheme for faculty positions in SUCs. Since then, amendments of certain provisions including improvements of the CCE have been introduced through NCC No. 68, NCC No. 69 and the latest, National Budget Circular (NBC) No. 461. NBC No. 461 is a revision and an update of NCC No. 69 which was exclusively for the faculty positions in SUCs. Under NBC No. 461, Commission on Higher Education (CHED)-supervised higher education institutions (HEIs), Technical Education and Skills Development Authority (TESDA)-supervised Technical Education Institutions (TEIs) and SUCs are covered.

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**Reference:**

*Department of Budget and Management. (2001). Manual on Position Classification and Compensation. Quezon City: Position Classification and Compensation Bureau.*

## 7.1 Coverage

The Position Classification and Compensation Scheme For Faculty Positions (PCCSFP) covers all teaching positions involved in instruction, research and extension activities in all SUCs, CHED-Supervised HEIs and TESDA-Supervised TEIs.

## 7.2 Common Criteria for Evaluation

As part of the PCCSFP, a CCE is established which shall be the primary basis for recruitment, classification and promotion of a faculty. The CCE is a set of factors consisting of services and achievements which establishes the relative performance of a faculty in the institution for the period of evaluation through the application of a point system in determining faculty rank and sub-rank. The new CCE which was developed by the CHED and PASUC places more emphasis on advancement and performance rather than on educational qualifications.

### 7.2.1 The CCE Concept and Objectives

To implement a standardized PCCSFP, it is imperative for all faculty to pass through a CCE that can distinguish the different faculty ranks within institutions, across institutions and across disciplines and fields. The CCE has the following objectives:

- 7.2.1.1 To standardize faculty ranks among institutions;
- 7.2.1.2 To rationalize the salary rate appropriate to a faculty rank;
- 7.2.1.3 To have an instrument for generating the faculty profile across SUCs, HEIs and TEIs;
- 7.2.1.4 To serve as basis for policy decisions for accelerated faculty development; and
- 7.2.1.5 To motivate a faculty to upgrade his/her rank and compensation by improving his/her academic qualifications, achievements and performance.

### 7.2.2 The Point System

The CCE point system in determining faculty rank and sub-rank is as follows:

#### 7.2.2.1 Major Factors and Maximum Points

Factors	Maximum Number of Points
Educational Qualification	85
Experience and Professional Services	25
Professional Development, Achievement and Honors	90
<b>TOTAL</b>	<b>200</b>

The specific factors and guidelines for determining credit points are in “Annex A: Specific Factors and Guidelines for Determining Credits Points Under the Common Criteria for Evaluation”.

#### 7.2.2.2 Point Allocation Under NBC No. 461

Faculty Rank	Sub-Rank	SG	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

7.2.2.2.1 The highest rank that can be allowed in HEIs and TEIs is Associate Professor V.

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

### 7.3 Qualitative Contribution Evaluation

7.3.1 In addition to the CCE, promotions to higher rank and sub-rank shall be subject to 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 the CCE.

7.3.2 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.

7.3.2.1 For those seeking promotion to the higher sub-rank of Instructor and Assistant Professor, the QC shall be on Teaching Effectiveness.

- 7.3.2.2 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.
- 7.3.2.3 For those seeking promotion to the Professor rank, the QC shall be in any three (3) functional areas chosen by the candidate prior to any assessment year.
- 7.3.3 For the QC of Instructors and Assistant Professors, a common evaluation instrument is prepared by a joint committee of CHED, PASUC and TESDA. The evaluation is done by the faculty concerned, his/her peers, his/her supervisor and his/her student beneficiaries.
- 7.3.4 For the QC of Associate Professors and Professors, 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/her external and internal communities.

#### **7.4 Accreditation**

Accreditation is a screening process for validating the eligibility of a faculty candidate to the rank of Associate Professor or Professor. The process involves written exams and interviews, particularly on substantive issues/questions related to the field of specialization/ discipline of the candidate.

Classification and Compensation Scheme for Faculty Positions

#### **7.5 Determination of Appropriate Faculty Rank and Salary**

- 7.5.1 A faculty member who is assigned on the basis of the CCE and QCE to a sub-rank higher than his/her present rank, or subsequently promoted through presidential discretion, shall be given the rank and salary corresponding to that higher rank.
- 7.5.2 A faculty member who merited a higher rank based on the CCE but assigned a lower rank based on the QCE shall be given the rank and salary corresponding to that lower rank.
- 7.5.3 In the initial implementation of NBC No. 461, a faculty member who is assigned on the basis of the CCE and QCE to a sub-rank lower than his/her present rank shall retain his/her present rank and salary.

#### **7.6 Presidential Discretion**

The Head of the SUC, HEI or TEI, may subsequently grant promotions to 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 movements to Professor ranks in SUCs and to Associate Professor ranks, in HEIs and TEIs shall similarly be subject to prior evaluation by the Accreditation Committee, to the requirement for appointment to such ranks, and to the quota system prescribed for Professors, in the case of SUCs.

## **7.7 Appointment to Ranks Below Professor**

- 7.7.1 Instructor I – Entry level, total of CCE points is 65 or less.
- 7.7.2 Appointment to the ranks of Instructor II to Assistant Professor IV shall be subject to the following requirements:
  - 7.7.2.1 CCE points of at least 66 for the higher sub-rank of the Instructor position and at least 88 for the Assistant Professor position;
  - 7.7.2.2 Earned MA degree for Assistant Professor II to IV; and,
  - 7.7.2.3 QC in instruction, otherwise known as Teaching Effectiveness.
- 7.7.3 Appointment to the rank of Associate Professor shall be subject to the following requirements:
  - 7.7.3.1 CCE points of at least 124;
  - 7.7.3.2 Earned MA degree;
  - 7.7.3.3 QC in at least 2 of the 4 functional areas; and
  - 7.7.3.4 Accreditation by a committee of experts constituted by PASUC for candidates entering the Associate Professor rank for the first time; in the case of those in HEIs and TEIs.

## **7.8 Appointments to Professor Ranks**

- 7.8.1 The minimum criteria for appointment to full Professor ranks are as follows:
  - 7.8.1.1 Education - This refers to the relevant doctoral academic degree from a college or university of recognized standing either locally or abroad. However, in highly meritorious and extremely exceptional cases as in areas of specialization or fields of discipline where there is a dearth of doctoral programs or the same are not readily available, the foregoing doctoral degree requirement may be waived.
  - 7.8.1.2 Productivity - This refers to significant outputs, contributions and applications and/or use of research results in commercial or industrial projects in relevant fields of applied and natural sciences and includes the following:
    - 7.8.1.2.1 Scientific articles in publications of international circulation, and other works of similar nature;

- 7.8.1.2.2 Discoveries, inventions and other significant original contributions;
  - 7.8.1.2.3 Books, monographs, compendiums and major bodies of published work;
  - 7.8.1.2.4 Transformation of research recommendations to public policy benefiting the country's training of science graduates or significant contribution to manpower development and/or science and technology, practical application of research results in industrial or commercial projects and/or undertakings; and
  - 7.8.1.2.5 Such other criteria which the Accreditation Committee may require as may be warranted by new developments in science and technology.
- 7.8.1.3 Professional standing - This refers to the level of acceptance and recognition in the academic community in terms of professional, moral and ethical integrity.
- 7.8.2 The appointment to Professor ranks shall be subject to the following requirements:
- 7.8.2.1 CCE points of at least 159;
  - 7.8.2.2 Earned doctorate, in the case of Professors IV to VI; where a doctorate is not normally part of career preparation, or where such doctoral program is rare as determined by CHED, the doctoral requirement may be waived, provided that the candidate has an appropriate master's degree, and has earned 20 points in the following areas:
    - 7.8.2.2.1 Books, monographs, compendiums, and major bodies of published work;
    - 7.8.2.2.2 Scientific articles in publications of international circulation, and other works of similar nature;
    - 7.8.2.2.3 Discoveries, inventions and other significant original contributions;
    - 7.8.2.2.4 Research recommendations transformed to public policy benefiting the country;
    - 7.8.2.2.5 Supervision, tutoring or coaching of graduate scientists and technologists; and
    - 7.8.2.2.6 Research results applied or utilized in industrial and/or commercial projects or undertaking.
  - 7.8.2.3 QC in at least 3 of the 4 functional areas; and
  - 7.8.2.4 Accreditation by a committee of experts constituted by PASUC for candidates entering the Professor rank for the first time.

### 7.8.3 Limitations

The following guidelines set the limitations for appointment to Professor ranks:

- 7.8.3.1 The number of Professor positions shall not exceed 20% of the total number of faculty positions in the SUC concerned; and
- 7.8.3.2 An applicant who fails in the accreditation process including those who qualify as Professors but are in excess of the quota for Professor ranks shall be appointed to the position of Associate Professor V.

## 7.9 Appointments to College/University Professor Ranks

7.9.1 The following are deemed qualified for appointment as College/University Professors:

- 7.9.1.1 Deserving faculty members, occupying Professor positions who satisfy the qualification for accreditation under item 7.9.5 hereof and duly accredited by the PASUC Accreditation Committee;
- 7.9.1.2 SUC Presidents and Vice-Presidents or their equivalents who opt to receive the basic salary pertaining to their assigned academic rank under the CCE, and those who opt to return to teaching due to their resignation/retirement not for cause before the expiration of their fixed terms of office provided that they have complied with the requirements prescribed for College/University Professors; and
- 7.9.1.3 SUC Presidents/Vice-Presidents who opt to return to teaching after the expiration of their fixed terms of office may be appointed as College/University Professors subject to the provisions of NBC No. 461, insofar as pertinent, in addition to the slots available for deserving faculty members.

Thereafter, any vacancy arising from the retirement/resignation of a faculty member appointed as College/ University Professor, shall not be filled until such time that the SUC President/Vice-President similarly appointed as College/University Professor has retired/resigned from the government service.

7.9.2 The following are the requirements for appointment as College/University Professor:

- 7.9.2.1 CCE points of at least 195;
- 7.9.2.2 Earned doctorate;
- 7.9.2.3 Professorial accreditation, in case of a faculty;
- 7.9.2.4 A pass from a Screening Committee, duly constituted by PASUC; and
- 7.9.2.5 QC in at least 3 out of the 4 functional areas.

### 7.9.3 Limitations

The following guidelines set the limitations for appointment as College or University Professor:

- 7.9.3.1 Only one position of College Professor, per college, is authorized for every 6 years, the total of which shall not exceed the number of authorized colleges and external campuses of the respective SUC;
- 7.9.3.2 Only one position of University Professor, per University, is authorized for every 6 years, the total of which shall not exceed 5% of the total number of accredited full professors in the university concerned; and
- 7.9.3.3 The classification of existing College Professor positions at SG-29 whose incumbents were appointed based on the previous point allocation under NCC No. 69 shall be coterminous with the incumbents. Hence, upward movements of incumbents of positions of College Professor, SG-29, to the new rank of College/University Professor, SG-30, is not automatic. The salary grade of incumbents thereof who were accredited under NCC No. 69 shall remain at SG-29 until they qualify as College/University Professor based on the point allocation under NBC No. 461.

#### 7.9.4 Screening Process

Upon recommendation by the institution head concerned, all candidates for the rank of College/University Professor shall undergo screening by an independent body, to be organized by the Philippine Association of State Universities and Colleges (PASUC).

#### 7.9.5 Qualifications for Accreditation as College/University Professor

- 7.9.5.1 He/She must be an outstanding scholar and scientist as shown in the quality of his/her publications and researches in his/her principal field of study and in allied fields; or he/she must have manifested outstanding performance in his/her executive leadership role.
- 7.9.5.2 He/She must have expert knowledge in one field or division and familiar with at least one other subject within another division.
- 7.9.5.3 He/She must be known for intellectual maturity and objectivity in his/her judgment.
- 7.9.5.4 He/She must have a high reputation among his/her colleagues and other scholars for his/her mastery of the subject of his/her specialization.
- 7.9.5.5 Recognition and esteem could be manifested in the following ways:
  - 7.9.5.5.1 His/her contributions to the advancement of his/her fields of specialization are recognized by colleagues, here and abroad.
  - 7.9.5.5.2 He/She is published in the most respected learned journals in his/her field of specialization.

- 7.9.5.5.3 His/Her works are worldly acclaimed and provoke spirited discussions among scholars, often from various disciplines.
- 7.9.5.5.4 He/She is often invited to other universities and scholarly gatherings for the originality of his thoughts.
- 7.9.5.5.5 He/She is accorded various forms of honors (awards, chairs, titles, etc.).

## **7.10 Conversion of Teaching and Teaching-Related Positions in CHED-supervised HEIs and TESDA-supervised TEIs Integrated into SUCs**

- 7.10.1 To preclude position downgrading implications, the existing teaching/teaching related positions integrated with the staffing pattern of newly converted SUCs shall be initially converted/retitled to their lateral equivalent SUC faculty positions based on salary grades without the need for prior evaluation under NBC No. 461.

Examples:

<u>From</u>	<u>To</u>
Secondary School Principal II, SG-19	Associate Professor I, SG-19
Master Teacher II, SG-17	Assistant Professor III, SG-17
Head Teacher III, SG-15	Assistant Professor I, SG-15

- 7.10.2 All positions of Teacher I, SG-10, Teacher II, SG-11, and Teacher III, SG-12, shall be automatically converted/retitled to Instructor I, SG-12.
- 7.10.3 The initial faculty ranks shall serve as bases for future movements/promotions to higher level positions. Should the ensuing evaluation under NBC No. 461 result in the downgrading of the initial ranks, the faculty concerned shall retain his/her assigned rank and salary grade at conversion until he/she qualifies for a higher rank.
- 7.10.4 Teaching positions handling laboratory classes in teacher education courses may be converted/retitled to faculty positions provided they serve as critic teacher in such teacher education courses and each attends to at least three (3) practicum students at the senior level.

## **7.11 Role of Agencies in the Implementation of NBC No. 461**

### **7.11.1. Role of SUCs, HEIs and TEIs**

The heads of SUCs, HEIs and TEIs shall submit the Personal Services Itemization and Plantilla of Personnel (PSIPOP) reflecting the modifications in rank/sub-

rank and the corresponding salary adjustments of faculty members concerned together with the CCE Computer Print-out and pertinent evaluation documents.

#### 7.11.2. Role of DBM

The DBM Regional Offices (ROs) shall verify and post-audit the PSIPOP. The DBM ROs shall then prepare the Notice of Organization, Staffing and Compensation Action (NOSCA) reflecting the changes in the rank/sub-rank and salaries of faculty members concerned in the respective institution.

### 7.12 Evaluation Cycle

As a matter of policy, the evaluation may be undertaken every odd year for SUCs. In the case of HEIs and TEIs, the evaluation may be undertaken every even year.

### 7.13 Additional Compensation for Faculty

#### 7.13.1 Honoraria for Teaching Overload

Faculty members are entitled to honoraria for services rendered in excess of the regular teaching load. Honoraria shall be based on the Prime Hourly Teaching Rate (PHTR) which shall be computed as follows:

##### 7.13.1.1 For undergraduate program

$$PTHR = \frac{AR}{W} T = \frac{AR}{1600} \times 1.25 = 0.000781 AR$$

where:

*AR* = annual salary rate of each faculty proposed to be paid honoraria

*W* = Total teaching hours (40 hrs/week multiplied by 40 weeks or 1600 hrs.)

*T* = 1.25 or 125% of the faculty's remuneration for services in excess of 6 hours of actual teaching per day but not more than 2 hours

##### 7.13.1.2 For graduate program

##### 7.13.1.2.1 For faculty members with Bachelor's degrees and with special vocational preparation

$$PTHR = \frac{AR}{1,296} \times 1.5 = 0.0012 AR$$

##### 7.13.1.2.2 For faculty members with Master's degrees

$$PTHR = 0.0014 AR$$

##### 7.13.1.2.3 For faculty members with Doctorate Degrees

$$PTHR = 0.0015 AR$$

##### 7.13.1.3 Reduced Teaching Load for Faculty Assigned with Workload Other than Teaching in the determination of the load of a faculty who is

given assignments other than teaching, the following allowable percentage weights are adopted:

- 25% of the official time of faculty members concerned shall be credited to actual teaching load; and
- 75% of the official time of faculty members concerned shall be allotted for workload other than teaching in connection with research and extension functions, or as a Dean/Department Head or Director.

#### 7.13.2 Representation and Transportation Allowances (RATA)

Faculty members who are designated as Vice- Presidents/Deans/Directors/ Department Heads are authorized RATA based on their rank equivalence at the rates provided in the annual General Appropriations Act (GAA).

##### 7.13.2.1 Vice-Presidents

SUC Level	Rank Equivalence
4	Bureau Director
3	Assistant Bureau Director
2	Bureau Regional Director
1	Bureau Assistant Regional Director

##### 7.13.2.2 Deans equivalent to Assistant Bureau Regional Director

7.13.2.2.1 Designated Dean of the Graduate School with at least a Master of Arts/Master of Science Program with 15 faculty members.

7.13.2.2.2 Designated Deans of Colleges with at least four (4) degree programs and a teaching complement of 40 full-time faculty members.

In case the SUC cannot meet the minimum number of programs required, it may still be entitled to a Dean, if it meets the following:

No. of Programs	No. of Full-Time Faculty Members
4	40
3	50
2	60
1	70

##### 7.13.2.3 Directors/Department Heads equivalent to Chiefs of Division

7.13.2.3.1 Designated Director of Research Services, with at least P500,000 appropriation for research service function; when no authorized research function in the GAA, the SUC to have at least 10 research projects with a total cost of P500,000 per annum.

- 7.13.2.3.2 Designated Director of Extension Services, with at least P500,000 appropriation for extension service function; when no authorized extension services function in the GAA, the SUC to have at least 10 extension services projects with a total cost of P500,000 per annum.
  - 7.13.2.3.3 Designated Director of Auxiliary Services, provided the SUC has a yearly income from its operations of at least P60,000 and at least 7 personnel involved in such income generating projects.
  - 7.13.2.3.4 Designated Director of each satellite campus/branch/center/institute, duly mandated by law, provided each campus/branch/center/institute has a complete administrative staff, i.e., at least a budget officer, an accountant/bookkeeper, an administrative officer/administrative assistant, a supply officer/property custodian, a cashier/disbursing officer and other support positions such as clerks, janitors and security guards and at least 1,000 students in the tertiary level.
  - 7.13.2.3.5 Designated Director of Student Affairs Services for SUCs with at least 4,000 college students.
  - 7.13.2.3.6 Designated Department Heads of different departments/colleges, each one having at least 4 degree programs with each program differentiated from each other by 33% (the distinction of the programs to be certified by the CHED).
- 7.13.3 Compensation of faculty/non-faculty members designated as Vice- Presidents (VP)
- 7.13.3.1 Faculty and non-faculty members who are designated as VPs shall be entitled to the difference between their present salaries and the 1st step of the salary grade of the VP positions corresponding to the level of the SUCs concerned. Said salary differentials shall form part of their actual salaries as designated VPs. The year-end benefits (YEB) and retirement and life insurance premiums (RLIP) shall be adjusted accordingly during their periods of designation.
  - 7.13.3.2 A designated VP who is already receiving a salary higher than the 1st step of a permanent VP position shall only be entitled to the corresponding RATA for the position. In no case shall the designee's basic salary plus the salary differential exceed the hiring rate prescribed for a permanent VP position for the particular SUC level.
  - 7.13.3.3 The aggregate salary received during the designation cannot be used as previous salary for purposes of future appointment. It shall not be

considered for purposes of the computation of terminal leave benefits (TLB).

7.13.3.4 During the period of designation, the VP shall continue to be entitled to step increment in his/her regular position but not as VP. In case his/her step increment in his/her lower position overtakes the 1st step of the VP position, he/she shall be allowed to receive the higher salary.

7.13.3.5 In the event that the designation, being of a temporary nature, is revoked by the Governing Board of the SUC concerned, he shall revert to his/her salary in his/her regular position plus any step increment he/she earned during the period of designation.

7.13.4 Night Pay of Faculty/Non-Faculty of the Polytechnic University of the Philippines (PUP)

7.13.4.1 The PUP is authorized by law to compensate its faculty and non-faculty including those from outside of the University for night services rendered on top of their regular services.

The night service is considered as a separate and distinct program from the regular 8-hour service. The night pay does not partake of the nature of overtime pay which is not part of basic salary. The night pay partakes more of the nature of basic salary, as a matter of right for recompense of services rendered in the night program of the University.

7.13.4.2 The night pay, therefore, is integrated into the basic salaries of the University's employees for purposes of retirement benefits. This authority, however, is applicable only to PUP.

7.13.5 Step Increment of Faculty Members

7.13.5.1 In cases of promotion or movements from one rank/sub-rank to another, the step increment earned by a faculty member in his/her previous faculty rank cannot be carried over to his/her salary in the higher level faculty rank. His/Her next step increment shall be reckoned from the date of his/her appointment to the higher level faculty rank.

7.13.5.2 In case of conversion of a teaching position to a faculty rank, the step increment earned by a teacher in his/her previous position cannot also be carried over to the converted faculty rank. His/Her step increment shall be reckoned from the date of his/her appointment to the newly converted faculty rank.

Annex A

**Specific Factors and Guidelines for Determining Credits Points  
Under the Common Criteria for Evaluation**

- |       |  |         |
|-------|--|---------|
| 1.    | Educational Qualifications -----   | 85 pts. |
| 1.1   | Highest relevant academic degree or educational attainment with the following maximum points credits   |         |
| 1.1.1 | Doctorate Degree .....   | 85      |
| 1.1.2 | Master's Degree .....  | 65      |
| 1.1.3 | LLB and MD .....   | 65      |
|       | <i>The MD shall be considered a Doctorate degree if the holder is teaching in a College of Medicine</i>  |         |
| 1.1.4 | Diploma course (above a bachelor's degree) .....   | 55      |
| 1.1.5 | Bachelor's degree (4 years) .....  | 45      |
|       | <i>In the case of a Bachelor's degree which is more than 4 years, additional credit of 5 points is given for every year over 4 years</i>   |         |
| 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       |
|       | <i>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.</i>  |         |
|       | <i>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.</i>   |         |
|       | <i>For example, a holder of an M.S. in Math acquired a degree in M.S. Physics. However, an M.A. holder, who acquired 2 bachelor degrees like A.B., BSE, shall be credited only for his/her M.A. degree.</i>                              |         |
| 1.3   | Additional credits earned  |         |
| 1.3.1 | For every 3 units earned toward a higher approved degree course (maximum of 10 pts.) .....   | 1       |
| 2.    | Experience and Professional Services -----   | 25 pts. |
|       | <i>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/her designation.</i> |         |

- 2.1 For every year of full-time academic ..... 1  
 service in a state institution of higher  
 learning  
*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.  
 State institution of higher learning refers to a chartered SUC,  
 CHED-Supervised HEI or TESDA-Supervised TEI whose main  
 function and responsibility is tertiary education and which offers  
 degree programs.*
- 2.2 For every year of full-time academic ..... ¾  
 service in an institution of higher  
 learning other than SUCs, CHED-Supervised  
 HEIs and TESDA-Supervised TEIs;  
 service in a public or private research institution  
*Academic service refers to teaching in the tertiary level in an  
 institution of higher learning which is not a SUC, CHED-Supervised  
 HEI or TESDA-Supervised TEI, or doing research on a  
 professional level in a research institution.*
- 2.3 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
- 2.4 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
- 2.5 For every year of experience as:
- a. Cooperating Teacher ..... 1.5
  - b. Basic Education Teacher. .... 1.0
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-saving ..... 1 to 7  
 innovation, patented invention  
 and creative work as well as

discovery of an educational,  
technical, scientific and/or  
cultural value

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.

<u>Criteria</u>	<u>Credits</u>
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

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 be the accrediting body. The patent paper/document must be presented to ascertain patent score. Credit points are divided equally among 2 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)

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

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.

- 3.1.2 For every published book, original, edited, or compiled, copyrighted/published within the last 10 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

The factors and their weights are:

Textbooks, including Science and Technology and references

<u>Role</u>	<u>Tertiary</u>	<u>High School</u>	<u>Elementary</u>
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, flipcharts, 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

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.)
- 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 .....      | 3 |
| c. Local .....         | 2 |
- 3.2.1.2 For certified industrial, agro-industrial or fishery training (maximum of 5 pts.) ..... 1/120h
- 3.2.1.3 For participation in conferences, seminars, workshops
- |                       |   |
|-----------------------|---|
| a. International..... | 3 |
| b. National.....      | 2 |
| c. Local.....         | 1 |
- 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 .....	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 .....	3
	c. Local .....	2
3.2.2.3	For expert services as adviser in doctoral dissertations, masteral and undergraduate theses (maximum of 10 pts.)	
	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 .....	1
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 services 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: Summa Cum Laude.....	5

	Magna Cum Laude .....	3
	Cum Laude .....	1
3.3.3	Scholarship/Fellowship - This may be degree or nondegree 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
	d. National/Regional, non-competitive	
	Doctorate .....	2
	Masteral .....	1
	e. Local, competitive or non-competitive	
3.4	Awards of distinction received in recognition of achievements 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 Certificate, Master Plumber Certificate, Plant Mechanic Certificate; Professional Radio Operator Certificate .....	2
	c. Other trade skill certificate .....	1

## Appendix C

# Qualitative Contribution Evaluation

### General Guidelines

1. In addition to the common criteria for evaluation (CCE), promotion to a higher rank and sub-rank shall be subjected to QCE. The QCE is a validation instrument of CCE.
2. Appropriate supporting documents for each of these four functional areas: INSTRUCTION, RESEARCH, EXTENSION AND PRODUCTION must be satisfied.
3. For those seeking promotion to Associate Professor rank, the QCE shall be in any two functional areas chosen by the candidate prior to the assessment year.
4. For those seeking promotion to the Professor rank, the QCE shall be in any three functional areas chosen by the candidate prior to the assessment year.
5. Faculty with CCE equivalent of Instructor I to Assistant Professor shall not be evaluated for QCE under Research, Extension and Production. They shall be evaluated 100 percent for QCE on Instruction only.
6. A commitment form shall be duly accomplished by the faculty at the beginning of every semester. This form shall be the basis of evaluation for any of the four functional areas the faculty chooses.

### Functions

#### President

- The President of the Zonal institution, in coordination with the identified regulatory body will generate policies, standards, priorities and fund allocations, etc. Approves related proposals, authorizes fund disbursements; enters into contract and other agreements pertaining to the business operation of the center. Approves the official print out.

#### Center Director

- The Director of the Zonal Center recommends to the College President policies, strategies, guidelines, activities budgetary allocations, etc. pertaining to the business operation of the center. Directs the planning, implementation and monitoring of work at the center;

collaborates with institutional linkages for center needs and operation.

**Coordinator** - The coordinator assists the Director in the formulation of policies, strategies, guidelines, etc. pertaining to the functions of the center. Coordinates, packages, consolidates and operationalizes the center plans; takes charges of initial review of documents to determine compliance; certifies the authenticity of printout.

**Reviewers** - The center reviewers validate the results of institutional evaluation. Maintains the standards across the client institutions articulates the actions taken on particular faculty evaluation; endorses valid records to the encoder for processing.

**Encoders** - The center encoders take charge of data entry into the computer. Maintains databases and other files; produces the official printout of evaluation; endorses soft and hard files and other documents to the records clerk.

**Records Clerk** - The center records clerk officially accepts and issues/releases all documents relevant to the functions of the center. Organizes monitors files and resources; supervises the storage of documents and properties; submits regular reports on the progress and status of his work.

### **Process Flow at the Zonal Computer Center**

**Center Director** - Receives the CCE and QCE documents and the communication from the head of the institution requesting for evaluation.  
- Endorses the documents to the Project Coordinator

**Center Coordinator** - Reviews the CCE documents

- sequencing
- certifications
- relevancy

- true photo copy
  - Checks the personal data sheet
  - signature of faculty
  - notarization
  - Reviews the Summary of CCE per faculty
    - signature of evaluators
    - proper notation of points
  - Endorses the documents to the reviewers
- Center Reviewers**
- Review the points assigned to each document
    - Makes a check if claim is in order
  - If not in order, inform the institutional evaluators of the discrepancies for rectification
  - Endorse the documents to the encoder
- Encoders**
- Encode the CCE points checked by the center reviewers
  - Encode the QCE points
  - Print the draft evaluation for review of the institutional evaluators
    - if OK, institutional evaluators accept the draft print-out
- Project Coordinator**
- Reviews the draft printed evaluation with the acceptance signature of the institutional evaluators
  - Returns to the encoder with his/her notation "For finalization"
- Encoders**
- Print the final evaluation
  - Endorse it to the Project Coordinator for final review.
- Project Coordinator**
- Reviews and sign the final evaluation print-out
  - Endorses it to the Project Director
- Project Director**
- Signs the final print-out
  - Releases it to the Authorized representative/evaluator upon submission of the photocopy of the receipt of payment for the processing.

## QCE for NBC 461 Area: INSTRUCTION

**I. DEFINITION**

Teaching effectiveness refers to the delivery of instruction that eventually results in academic excellence.

**II. SPECIFIC GUIDELINES****A. Areas of Evaluation**

Teaching Effectiveness of faculty members is evaluated using the assessment areas listed below with their corresponding points.

AREAS		POINTS
Area 1. Commitment	-	25
Area 2. Knowledge of Subject Matter	-	25
Area 3. Teaching for Independent Learning	-	25
Area 4. Management of Learning	-	<u>25</u>
		Total 100

**B. Scale to Use**

1. The scale below will be used during the process of evaluation.

Numerical Rating	Descriptive Rating	Qualitative Description
5	Outstanding	Exhibits the behavior described <u>at all times</u> when the occasion occurs.
4	Very Satisfactory	Exhibits the behavior described <u>most of the time</u> when the occasion occurs.
3	Satisfactory	Exhibits the behavior described <u>sometimes</u> when the occasion occurs.
2	Fair	Exhibits the behavior described <u>rarely</u> when the occasion occurs.
1	Poor	The behavior described <u>has not been exhibited at all times</u> when the occasion occurs.

2. The scale below will be used after obtaining the total score of the four functional areas of the faculty under evaluation.

Numerical Rating	Descriptive Rating	Qualitative Description
5	Outstanding	81 – 100%
4	Very Satisfactory	61 – 80%
3	Satisfactory	41 – 60%
2	Fair	21 – 40%
1	Poor	1 – 20%

### C. Computation

The over-all rating of the faculty member for QCE in instruction is the weighted average of the rating given by all four categories of evaluators: supervisor (30%), students (30%), peers (20%), and self (20%).

### D. Mode of Evaluation

- The evaluation is done every semester or twice a year.
- The score is the average of the ratings for six semesters (three years).

### E. Evaluation Period

A faculty shall be evaluated in instruction covered within the cycle and the average rating is obtained for the particular NBC 461 cycle.

## III. PROCESS OF EVALUATION

### A. Areas of Evaluation

#### 1. 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.

## 2. Knowledge of Subject Matter

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

## 3. 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.

## 4. 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.

### B. Area Evaluators

#### A. Students

- A minimum of three classes chosen by stratified random sampling by the Department Chairman for a faculty member with four or more than four classes. All students in these three classes are the evaluators.
- For a faculty member with less than three classes, the students in all classes are the evaluators.

#### B. Peers

- A minimum of five peers within the Department is to be chosen by random sampling by the Department Chairman.
- In case less than five peers are available, faculty members from related disciplines who are familiar with the academic activities of the faculty member can be chosen by random sampling (to be done by the Department Chairman).

#### C. Supervisor

- He is the immediate superior of the faculty member. He is usually the Department Chairman.
- The Department Chairman is to be rated by the Dean.
- The Dean is to be rated by the VPAA.
- The VPAA is to be rated by the President.

#### D. Self

- The faculty concerned.

## Appendix D

# EARIST Collective Negotiation Agreement

  
**CSC**  
 Republic of the Philippines  
**CIVIL SERVICE COMMISSION**  
 Pineda St. Pasay, Manila

**CERTIFICATE OF REGISTRATION**  
 Collective Negotiation Agreement  
 No. 1264

Pursuant to the Amended Rules and Regulations Governing the Exercise of the Right of Government Employees to Organize, the Collective Negotiation Agreement entered into by and between the

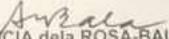
**EULOGIO "AMANG" RODRIGUEZ INSTITUTE OF SCIENCE AND TECHNOLOGY FACULTY AND EMPLOYEES UNION**

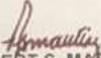
and the

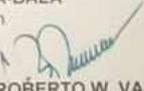
**EULOGIO "AMANG" RODRIGUEZ INSTITUTE OF SCIENCE AND TECHNOLOGY**  
 Nagtahan, Sampaloc, Manila

having complied with the prescribed requirements in the abovementioned Rules is registered by the Commission and is binding between the parties thereof during the period of its effectivity from **November 8, 2016** to **November 7, 2019**.

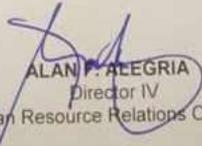
Issued this 18<sup>th</sup> day of September 2017 in Quezon City.

  
**ALICIA dela ROSA-BALA**  
 Chairperson

  
**ROBERT S. MARTINEZ**  
 Commissioner

  
**LEOPOLDO ROBERTO W. VALDEROSA, JR.**  
 Commissioner

Attested by:

  
**ALAN P. ALEGRIA**  
 Director IV  
 Human Resource Relations Office





**Republic of the Philippines  
EULOGIO "AMANG" RODRIGUEZ  
INSTITUTE OF SCIENCE AND TECHNOLOGY  
Nagtahan, Sampaloc, Manila**

## COLLECTIVE NEGOTIATION AGREEMENT

### KNOW ALL PERSON BY THESE PRESENTS:

This **COLLECTIVE NEGOTIATION AGREEMENT** entered into by and between:

The **EULOGIO "AMANG" RODRIGUEZ INSTITUTE OF SCIENCE AND TECHNOLOGY (EARIST)**, a state college institution organized and existing under the laws of the Republic of the Philippines with principal office at Nagtahan, Sampaloc, Manila and hereinafter referred to as the **INSTITUTE**:

- and -

The **EULOGIO "AMANG" RODRIGUEZ INSTITUTE OF SCIENCE AND TECHNOLOGY – FACULTY AND EMPLOYEES UNION (EARIST - F.E.U)**, a legitimate and exclusive labor organization duly registered with the Department of Labor and Employment and Civil Service Commission, per Registration Certificate No. 115, with principal office, Nagtahan, Sampaloc, Manila, and hereinafter referred to as the **UNION**.

### WITNESSETH:

**WHEREAS**, the 1987 Constitution of the Republic of the Philippines has adopted and declared the following as the State policies:

1. Art. III. Sec. 8. "The right of the people, including those employed in the public and private sectors, to form unions, associations, or societies for purposes not contrary to law shall not be abridged.
2. Art. IX. Sec. 2(5) "The right to self-organization shall not be denied to government employees; and
3. Art. XIII, Sec. 3. "The state shall afford full protection to labor, local and overseas, organized and unorganized, and promote full employment and equality of employment opportunities for all.

It shall guarantee the rights of all workers to self-organization, collective bargaining and negotiations, and peaceful concerted activities, including the right to strike in accordance with law. They shall be entitled to security of tenure, humane conditions of work, and a living wage. They shall also participate in policy and decision-making processes affecting their rights and benefits as may be provided by law.

**WHEREAS**, the **INSTITUTE** recognizes and supports the right of employees to self-organization and to collective negotiations or terms and conditions of employment not fixed by law.

**WHEREAS**, the **UNION** is recognized as duly accredited sole and exclusive representative of all **EARIST** academic and rank-and file employees.

**WHEREAS**, it is in the best interest of the **INSTITUTE** and the **UNION** to establish a working environment which will promote harmonious relationship between them and to enhance the employees' welfare and productivity and contribution to the attainment of a genuine public service.

**WHEREAS**, the **INSTITUTE** and the **UNION** have mutually agreed to formally enter in a Collective Negotiation Agreement (**CNA**).

**NOW, THEREFORE**, for and in consideration of the foregoing premises, the **INSTITUTE** and the **UNION** hereby agree and bind themselves as follows:

## **ARTICLE I DECLARATION OF PRINCIPLES**

**SECTION 1.** The **INSTITUTE** recognizes the active participation of the **UNION** in the implementation of existing laws governing terms and conditions of employment in the government and the maintenance of employees benefits provided by law and such personnel actions as hiring, promotion, reassignment, termination as a result of disciplinary action and in establishing policies, office procedures and rules and regulations.

**SECTION 2.** The **INSTITUTE** shall not interfere in the establishment, functioning and administration of the **UNION** through acts designed to place the **UNION** under its control.

**SECTION 3.** The INSTITUTE and the UNION shall observe National policies, as well as policies of International Organizations that the Philippines has ratified, regarding the right to concerted activities, including the right to strike in accordance with the Law.

**SECTION 4.** The UNION shall actively participate in the formulation of policies, plans, and programs affecting the rights, benefits and duties and its representative(s) shall sit as member in different committees as may be provided by law and the Institute.

**SECTION 5.** The parties mutually agree to promote a progressive and harmonious relationship between the parties for the duration of this Agreement, and to abide by its letter and spirit.

## **ARTICLE II SCOPE AND COVERAGE**

**SECTION 1.** The Parties agreed that the Collective Negotiating Unit (CNU) covers all Academic and Non-academic rank-and-file personnel notwithstanding the right to form a separate negotiating unit for each party in respect to dichotomy of interests and concerns. This covers all EARIST Employees who are regularly paying union dues under the National Plantilla and EARIST-City Plantilla (R.A. 6595), regardless of employment status, whether Permanent, Temporary, Casual or Contractual employed by the INSTITUTE except those specifically excluded by PSLMC Resolutions No. 2 s. of 1993, or those whose functions are normally considered as policy determining, managerial or confidential in nature.

**SECTION 2.** It is understood that the Institute refers to the Eulogio “Amang” Rodriguez Institute of Science and Technology (EARIST) at Nagtahan, Sampaloc, Manila including the EARIST-Cavite Campus located at General Mariano Alvarez, Cavite

**SECTION 3.** The parties agree that the appropriate Collective Negotiating Unit (CNU) shall consist of all Academic and Non-Academic rank-and-file employees of the INSTITUTE without regard to their appointment status, with Salary Grade 1 up to and including Salary Grade 24. Both parties are enjoined to strictly observe DBM Budget Circular No. 2006-1 dated February 1, 2006 and annual Budget Circular relative to the granting of yearly CNA incentive. CNA Incentive shall also be granted to the management (Senate and House of Representatives Joint

Resolution No. 4, s. 2009, DBM Circular No. 2013-4 dated November 25, 2013) by virtue of mutual cooperation to generate savings and not by virtue of representation and is not subject to agency fee.

Personnel under the EARIST-City plantilla though the appointments are signed by the City Mayor but the recommendation and selection process is under the EARIST's jurisdiction based on the needs of the Institute and as mandated by R.A. 6595 to complement the work force of the different newly created colleges of the Institute hence the union membership of City paid employees is based on the first day of actual service in the Institute (appointment date). The tenure, records and privileges of city paid employees is being governed by the mother agency or the Institute.

The funding source of the EARIST-City paid employees' CNA Incentive shall be established in the CNA-Implementing Rules and Regulations (CNA-IRR) and shall be received by the employees until the City Government of Manila has ratified and registered its own CNA.

### **ARTICLE III UNION RECOGNITION AND SECURITY**

**SECTION 1.** The **INSTITUTE** recognizes the **UNION** as the sole and exclusive negotiating representative of all employees in the CNU as defined in Article II above.

**SECTION 2.** The **INSTITUTE** shall deal only through, and directly with, the **UNION** on all matters and issues affecting the rights, benefits and interest of all employees.

**SECTION 3.** The **INSTITUTE** shall not discriminate against any employee due to membership in or acts performed in accordance with law pursuant to this Agreement as an officer or duly authorized representative of the **UNION**.

**SECTION 4.** All employees covered by this Agreement, who are or may during the affectivity of this contract become members of the **UNION** in accordance with its Constitution and By-laws, shall maintain their membership in good standing in the **UNION** for the duration of this Agreement. Otherwise, the **UNION** may recommend disciplinary action(s) appropriate under the circumstances, violation hereof being considered an act prejudicial to the best interest of the service; **PROVIDED**, that

the grounds under which a UNION member may validly terminate his membership with the UNION.

**SECTION 5. OFFICIAL TIME/UNION TIME PRIVILEGE** – Official Time shall be granted by the **INSTITUTE** to all **UNION** officials and chairpersons of the standing committees who are accomplishing representation duties, including meetings, seminars, conferences and etc., for the primary purpose of their attendance is to promote public service.

When conducting UNION activities, the EXECUTIVE OFFICERS and CHAIRPERSONS of different committees shall be considered on Official Time but should be done with prior notice to the Management to avoid misunderstandings and controversy without being prejudice to the public service.

**SECTION 7. TEACHING LOAD ASSIGNMENT OF UNION OFFICERS.** In case, the UNION officer(s) is an academic item holder, he / she must be granted the following maximum equivalent load.

- |  |   |                        |
|--|---|------------------------|
| 7.1 President  | - | 9 units per semester.  |
| 7.2 Vice- President  | - | 12 units per semester  |
| 7.3 Secretary to P.R.O   | - | 15 units per semester. |
| 7.4 Sgt.-at-Arms and Chairman of different committees created by the UNION | - | 15 units per semester. |

**SECTION 8. UNION OFFICE** – The INSTITUTE shall provide UNION Office with office space from an already existing structure/office space in the agency not to the extent of constructing a new structure for the association. The Institute should allow the use of office furniture, equipment, communications (Telephone Landline) and other facilities where the employees’ association officers/members are assigned subject to existing agency rules and regulations but the supplies and materials necessary for UNION office operations will be shouldered by the association.

The space/equipment provided by the agency to the association will be automatically returned back to the agency within reasonable time once the employees’ association is no longer accredited as the sole and exclusive negotiating agent.

- a.) The INSTITUTE, in institutionalizing the proper dissemination of communication directly affecting the general welfare of the employees, shall include the UNION in the mailing list of the INSTITUTE.

**SECTION 9. COMMITTEE REPRESENTATION** – The UNION shall be represented in the following committees to become partner of the management in policy formulation, implementation and monitoring:

- a. Selection and Promotion Board as provided under CSC MC No. 3, s. 2001(to select two (2) representatives from the academic and non-academic rank-and-file employees to the PSB, one from the first level the other one from the second level) CSC Resolution No. 050059 dated January 18, 2005 amending CSC MC No. 04, s. 2005 provides that the duties and functions of the PSB is now *assistorial and not recommendatory in nature*, candidates' ratings during the selection process are enough bases as to who will be included in the list of top five (5) candidates;
- b. Employee Incentive Awards Committee;
- c. Performance Based Bonus Committee;
- d. Financial Management/Budget Committee;
- e. Bids and Awards Committee, an officer/member of the association may be allowed to sit during public bidding specially on matters concerning employees' welfare and benefits in an **observer** capacity;
- f. Search Committee for EARIST President - Recommendatory in nature as to who will sit as Alumni/Faculty representative but with due respect to RA 8292 and CHED Memorandum Order relative to this.
- g. Anti-Red Tape Committee;
- h. Other existing Committees, or Special committees, Ad Hoc committee that may be created in the future which affect the welfare of the employees.

**SECTION 10. SOCIO ECONOMIC PROJECTS (USEP)** – The INSTITUTE shall provide support to the UNION, in the latter effort to establish socio-economic-projects and other activities that will redound to the benefit of the UNION members. The remaining thirty percent (30%) of the savings from the MOOE will be released as seed capital for the livelihood projects of the employees' association to develop the general welfare of the rank-and-file employees of the agency.

**SECTION 11. UNION MEETINGS.** The UNION may call its regular meetings and special meetings for informational and educational purposes during working hours.

The UNION will notify the INSTITUTE in writing of the time and place of the meetings at least three (3) working days before they are held, provided, however, that the hours during which the meetings are held shall be mutually acceptable. The UNION may be permitted to use conference rooms and other facilities for meetings during non-working hours, provided the conditions stated above are observed.

Expenses for trainings/seminars (Labor Education program) for the purpose of enlightening the members of their rights, obligations and responsibilities shall be shouldered by the association.

**SECTION 12. UNION REPRESENTATIVE.** UNION stewards/representatives shall be permitted to visit and confer with employees at their worksite regarding complaints and/or grievances and to assure that the Agreement is being properly administered during their free time.

**SECTION 13. ORGANIZATIONAL STRUCTURE** - The **ADMINISTRATION** recognizes the UNION as a partner in evolving developmental organizational structure of the INSTITUTE.

**SECTION 14. DEVELOPMENTAL PLAN OF THE INSTITUTE.** The Administration recognizes the UNION as one of the advocates of change for the growth, progress and full development of the Institute.

**SECTION 15. CHECK-OFF.** Upon the ratification of this agreement the Institute shall through payroll deduction and with individual written authorization during Mid-year and Year-end Bonus deduct the corresponding UNION dues, assessment, fined and other special benefits during the year. All deductions shall be remitted to the UNION not later than seven (7) days after the deductions are made. Check-off or deduction from the salary shall in no case reduce the employees' monthly net take home pay to an amount lower than Four Thousand Pesos (Php4,000.00) as provided for in Section 37 of 2013 General Appropriations Act (GAA).

**SECTION 16. AGENCY FEES.** In accordance with the Public Sector Labor Management Council Resolution No. 1, S.1993, The UNION, shall likewise deduct and collect agency fees from the non-union members of the negotiating unit even without authorization, who stand to gain from any benefits that the UNION upon its representation may obtain for its members.

The agency fee should not be used as subtle weapon against an employee who wishes not to become a member of the employees' association. The right to become a member includes the right not to become a member.

**SECTION 17.** Upon request and subject to availability of service vehicles, the INSTITUTE shall provide service vehicle for the use of the UNION in attending official meetings called by any government agency, non-government organizations (NGOs) other Civic and People's Organizations (POs) or duly accredited organizations on matters concerning the welfare of the employees

**SECTION 18.** Upon approval of this agreement, the INSTITUTE shall provide the UNION a copy of a Roster / Plantilla of Personnel and the List of Vacant Positions.

**SECTION 19.** The **UNION EXECUTIVE OFFICERS** and **MEMBERS** of the C.N.A Committee shall not be harassed in any form while the negotiation of the C.N.A is in progress.

**SECTION 20.** The INSTITUTE shall shoulder the expenses for the printing and distribution of copies of the Agreement to all employees which distribution shall be made not later than one (1) month from its signing.

**SECTION 21. CLEARANCE FROM THE UNION.** When a UNION member is separated from the service regardless of any reason, a clearance as to money accountability due to the UNION shall be secured first from the UNION by the said employee before the INSTITUTE may grant a complete clearance. For this purpose the UNION shall be included in the general clearance form.

**SECTION 22. ORIENTATION FOR NEW EMPLOYEES.** The INSTITUTE shall give the UNION, through its officers and authorized representatives, the opportunity to meet with and orient newly appointed or hired employees on the UNION's By-Laws, programs, activities, and benefits.

**SECTION 23. REORGANIZATION, TRANSFER OR INTERNAL RESTRUCTURING.** For the purpose of transparency, the INSTITUTE shall inform the UNION of any plans involving reorganizations or internal restructuring including plans of merging, expansion/abolitions of units or any related matter, which will affect the employees.

## **ARTICLE IV PERSONNEL ACTION**

**SECTION 1.** The INSTITUTE shall inform the UNION of any transfer, detail and disciplinary action of employees. The INSTITUTE shall furnish the UNION with a copy of the notices/orders regarding these.

**SECTION 2.** Renewal of temporary appointments shall be made ready for submission to CSC at least ten (10) days before the expiration thereof, provided that the appointee has submitted the required supporting documents.

**SECTION 3.** The INSTITUTE shall notify the UNION prior to effecting changes in any policy with regards to personnel actions.

**SECTION 4.** Where there is an impending reduction in force because of lack of work or funds, the appointing authority shall inform and consult the UNION in writing, at least forty (40) calendar days before the impending reduction in force will take place. If the reduction in force is beyond the control of the INSTITUTE, both parties shall exert all efforts to minimize separation of employees.

## **ARTICLE V RETENTION RIGHTS**

**SECTION 1.** Employees shall continue to enjoy all existing rights and economic benefits already provided by laws, rules and regulations.

## **ARTICLE VI EMPLOYEE BENEFITS PROGRAM**

**SECTION 1. EMPLOYEES' ASSOCIATION TIME-OFF.** In addition to CSC Special Leave Privileges, the INSTITUTE shall grant its non-academic employees and union officers/representatives an Employees' Association Time-Off.

- (a) Employees' Association Time-Off – may be granted to the association's Officials and other Executive Officers and members in attending general assemblies and meetings, activities and conferences called by any government or other organizations/institutions in recognition of their

participation rights for the purpose of advancing the interest of the employees' association.

Attendance thereto shall be on "official time", if an employee failed to avail on the appointed time the same is considered waived and a three (3) day prior notice should be given so that no pending assignment will be prejudiced and that somebody would take over to finish the pending assignment before the appointed time off.

**SECTION 2. PAYMENT OF OVERTIME/HONORARIUM SERVICES.** Overtime pay shall be paid or released within fifteen (15) days from submission of work accomplishment and all required documents.

Honorarium of academic personnel and overtime pay of non academic personnel is governed by the government Manual on Position Classification and Compensation. In the event of non-availability of funds for **honorarium, service credits** shall be granted and one hour honorarium work shall be 1.25 hours for purposes of determining service credits. On the other hand, non-academic personnel who rendered work in excess of eight (8) hours must be properly compensated, in case of lack of funds, Joint CSC-DBM Circular No. 2, s. 2002 which provide for a uniform policy on the availment of **compensatory time-off** in lieu of overtime pay must be strictly observed.

Compensatory Overtime Credit is non-cumulative, meaning it should be used as time off within the year it is earned because it cannot be carried over to the succeeding year and cannot also be converted into cash. It cannot be used also to offset undertime and tardiness, nor can be added to the regular vacation and sick leave credits of an employee. Unused COCs shall be deemed forfeited in cases of resignation, retirement or separation from the service.

Compensatory Time-Off may also apply to teaching personnel who were assigned to assist during the accreditation period or SUC leveling and other evaluation made by the Commission on Higher Education (CHED) and the Accrediting Agency of Chartered Colleges and Universities in the Philippines (AACUP), Inc. provided that advance copy of Compensatory Time-Off form is forwarded to the Dean and approved by the President of the Institute to avoid classes interruption.

**SECTION 3. RELEASE OF RETIREMENT PAY FROM THE INSTITUTE.** The INSTITUTE shall release the retirement benefits on the last working day of the employee concerned, provided that a prior application and all requirements are submitted

by the retiree at least four (4) months prior to the actual date of retirement or in compliance with the IRR of Republic Act No. 10154, otherwise known as an Act Requiring All Concerned Government Agencies to Ensure the Early Release of the Retirement Pay, Pensions, Gratuities and Other Benefits of Retiring Government Employees.

**SECTION 4. RELEASE OF RETIREMENT PAY FROM OTHER AGENCIES.** The INSTITUTE shall assist the retiring employee in the preparation of necessary documents in the release of his/her retirement pay and other benefits from GSIS and other government agencies as also provided on the IRR of Republic Act No. 10154.

**SECTION 5. EMPLOYMENT OF NEXT OF KIN.** In case of death or total permanent disability while in service of any INSTITUTE employee, the spouse or any one of his/her ascendants or descendants within the first degree of consanguinity or affinity shall be considered a candidate for employment in the INSTITUTE, if found qualified and in accordance with CSC Memorandum Circular No. 3, of 2001 enjoining the **agency head, in the exercise of his sound discretion**, to select from among the top five (5) ranking candidates deemed most qualified for appointment to the vacant position.

**SECTION 6. HOUSING PROGRAM.** The INSTITUTE and the UNION shall together coordinate with government housing agencies or private subdivision owners in securing housing unit allocations for interested and qualified employees. Both parties shall disseminate the information on how the INSTITUTE employees can avail of housing benefits with government housing agencies and private subdivision owners.

**SECTION 7.** The INSTITUTE shall enrich the Personnel Assistance Welfare Fund (PAWF) in accordance with the existing state auditing rules and other related issuances and Executive Order No. 641 dated July 25, 2007 is relevant in the establishment and administration of provident funds in the government. Income generated from the provident loans out of Personnel Assistance Welfare Fund (PAWF) will be outsourced for medical reimbursement of hospitalized members.

**SECTION 8.** The INSTITUTE shall allot appropriate funds & prioritize employees benefits from the income of the Institute. The order of priority shall be as follows:

- a) Honorarium services of teaching staff in the Undergraduate Programs;

- b) PRAISE (Performance Reward Appraisal Incentive for Service Excellence);
- c) Educational Financial Assistance; and
- d) Others

**ARTICLE VII**  
**SAFETY, HEALTH AND ENVIRONMENT CONDUCTIVE TO WORK**

**SECTION 1. SAFETY AND HEALTH REQUIREMENTS.** The INSTITUTE shall see to it that the regulations on safety, health and sanitary working conditions prescribed by the Civil Service Commission (CSC), the Department of Health (DOH), and other government agencies are complied with. The UNION shall ensure cleanliness in areas assigned to it.

**SECTION 2. HEALTH CARE BENEFITS.** The INSTITUTE shall provide a free annual physical, medical and dental examination for all employees. It shall provide and acquire medical services and equipment for the following:

1. ECG
2. Urinalysis
3. X-Ray
4. Blood Chemistry
5. Blood Count
6. Blood Typing

**SECTION 3.** A UNION representative shall sit as active member in a special committee created for the selection of the company that will provide the annual Group Hospitalization and other insurance benefits for its employees.

**SECTION 4.** The INSTITUTE shall provide an ecumenical place for worship.

**SECTION 5.** The INSTITUTE will continue to promote sports and socio-cultural programs which shall include among others but not limited to the following:

- a) Annual Sports Competition.
- b) Annual Socio-Cultural Competition.
- c) Establishment of a week schedule for physical fitness and socio-cultural activities for the employees.

An appropriation specified under Section 25 of the General Appropriations Act. maybe used for the purchase of costume or uniform, and other related expenses in the conduct of cultural and athletic activities as provided

**SECTION 6.** The INSTITUTE shall provide purified water and dispensers for hot and cold water in appropriate places.

**SECTION 7.** The INSTITUTE shall provide in its offices, adequate and separate disposal facilities for bio-degradable, non-biodegradable, and recyclable wastes. The UNION members shall assist in the implementation of this environment-friendly waste disposal by segregating their wastes before disposal in the right disposal facility.

**SECTION 8.** The INSTITUTE shall cause the immediate repair of defective office equipment, furniture and fixtures and other facilities.

**SECTION 9.** The INSTITUTE shall provide safety outfits and devices for employees exposed to chemical, radiation, and other health hazards.

**SECTION 10.** The INSTITUTE shall provide fire exits and adequate fire extinguishers and fire-prevention gadgets/facilities in its workplaces within easy reach of employees trained to use them.

**SECTION 11.** The INSTITUTE with the assistance of the UNION shall prepare an emergency plan and train employees who will lead in implementing such plan during particular emergency situations in its work places. The UNION shall likewise assist in the implementation of the plan.

**SECTION 12.** The INSTITUTE shall likewise also suspend the reporting for work of non-teaching and designated personnel during the no-classes declaration due to typhoon, calamity or other fortuitous event that may be hazardous to all human beings being an educational institution except those who are need to report in exigency of the service.

**SECTION 13.** The INSTITUTE shall allow the faculty members to hold Make-Up or Alternative Classes in lieu of days of absence during personal emergency cases or the no-classes declaration due to typhoon, calamity or other fortuitous event to meet the required fifty four (54) contact teaching hours per subject upon approval by the dean and the President.

## **ARTICLE VIII EDUCATIONAL/PROFESSIONAL GROWTH AND DEVELOPMENT**

**SECTION 1. RECOGNITION FOR CAREER DEVELOPMENT.** The INSTITUTE shall continue to implement a career development program in all areas of work. It shall create a Career Development Committee upon ratification of this Agreement, which shall include a UNION Representative as a member of this purpose. Career Development Programs shall include attendance in conferences, conventions, seminars, trainings and workshops, fellowships, study grants and similar career path programs which the Committee may deem necessary. Likewise, a comprehensive training program for the employee, to include Values Formation and Skill Development and Responsible Unionism shall be implemented. The INSTITUTE shall make available function/training rooms for these purposes.

Section 27 of the General Appropriations Act provides that all agencies provided that all agencies of the government shall review and formulate their human resource development and training programs to make the same responsive to the organizational needs and manpower requirements of agencies and the need to train personnel in appropriate skills and attitudes. They shall likewise include in their human resource development and training programs measures to promote morale, efficiency, integrity, responsiveness, progressiveness, courtesy as well as nationalism and patriotism in the civil service in consistent with the rules and regulations issued by the CSC for the purpose.

**SECTION 2.** The INSTITUTE shall establish an educational support program. The Career Development Committee shall formulate guidelines of the program within ninety (90) days from its creation.

**SECTION 3.** The INSTITUTION shall provide assistance to all permanent, temporary and casual employees enrolled in the Undergraduate/Graduate Programs and shall incorporate the following in the Institute's Program on Awards and Incentives for Service Excellence (PRAISE):

SEC.3.1. FULL TUITION FEE SCHOLARSHIP PROGRAM to all Employees' regardless of status enrolled in the Undergraduate/Graduate Programs.

SEC.3.2. EMPLOYEES enrolled in the Undergraduate/Graduate Programs outside EARIST will be provided with fifty percent (50%) refund of tuition fee but not to exceed Php 5,000.00.

SEC.3.3. Children of all employees enrolled in EARIST will be given free tuition fee subject to admission and retention requirements in the Undergraduate Program.

SEC.3.4 All employees shall be given an automatic one slot for a freshman enrollee provided they meet the necessary grade requirement of the course intended to enroll in the Institute.

SEC. 3.5. All employees who have rendered five (5) years of continuous service to the Institute shall be provided with monetary incentive upon completion of the following within the prescribed period:

SEC. 3.5.1 UNDERGRADUATE Php 5,000.00

SEC. 3.5.2 GRADUATE PROGRAMS

SEC.3.5.2.1 Masters Degree (Vertically Aligned, & completion should be within 3 years in a non-level 3 university/state college) Php 10,000.00

SEC.3.5.2.2 Masters Degree (Vertically Aligned, & completion should be within 3 years in a level 3 university/state college) Php 30,000.00

SEC.3.5.2.3 Doctoral Degree: (Vertically Aligned, & completion should be within 3 years in a non-level 3 university/state college) Php 30,000.00

SEC.3.5.2.4 Doctoral Degree: (Vertically Alligned, & completion should be within 3 years in a non-level 3 university/state college) Php 50,000.00

**SECTION 4.** The INSTITUTE shall credit attendance in UNION related activities, seminars and activities conducted by government agencies and non-government organization, in training requirement for appointment to rank-and-file positions whenever appropriate.

**ARTICLE IX**  
**MERIT SYSTEM, SELECTION AND PROMOTION PLAN OF EMPLOYEES**

**SECTION 1.** Upon the approval of this agreement, the Merit and Promotional Plan for Faculty and Employees, which covers Performance Appraisal System, training and development, incentive awards system and promotion, shall be formulated by a committee, composed of three (3) management representatives and three (3) representatives of the UNION, the Chairman of which shall be appointed by the INSTITUTE President, with the UNION President as the Vice-Chairman.

**SECTION 2.** Proposal, Revision or Amendment. The above-mentioned committee shall propose revision or amendments of the existing Merit System and Promotion Plan for approval by the Board of Trustee. Upon its approval, no revision or amendment shall be made thereon without consultation with the UNION and must be submitted immediately to the office of the CSC regional office for approval.

**SECTION 3.** In consultation with the UNION and subject to existing rules and regulations of the Civil Service Commission (CSC), the INSTITUTE shall improve the existing Strategic Performance Management System (SPMS).

**ARTICLE X**  
**SELECTION OF DIRECTORS AND DEANS**

**SECTION 1.** Committees shall be formed/created in the selection of who will be designated as Deans and Directors for the fixed term that will be determined by the committee subject to the approval of the President with respect to DBM National Budget Circular 461.

SEC. 1.1 Committee on the selection of Directors shall be composed of Vice-President for Administration, President and the Vice-President of EARIST-Faculty and Employees Union (F.E.U), President of Non-Academic Personnel Association (N.A.P.A).

SEC. 1.2 The Committee on the Selection of Directors shall have the following functions:

- a. To select the nominees for Directors.
- b. To promulgate the criteria and the qualifications of the candidate for the Directors.

- c. To promulgate its own rules and procedures which will govern its internal operations and procedures.

SEC. 1.3 The Committee as recommendatory body nominates five (5) candidates for the Directors. The President may choose from the nominees without prejudice to the exercise of his/her full discretionary power to designate/appoint persons with whom he/she has trust and confidence in accordance with existing laws, rules and regulations.

## **SECTION 2.** Committee on the Selection of College Dean.

SEC. 2.1 Committee on the selection of Dean, shall be composed of Vice-President for Academic Affairs, President of EARIST-Faculty and Employees Union, President of EARIST Faculty Association, Faculty Club President and the Student Trustee.

SEC. 2.2 The Committee on the Selection of Deans shall have the following functions:

- a. To select the nominees for Deans.
- b. To promulgate the criteria and the qualifications of the candidate for the Deans.
- c. To promulgate its own rules and procedures which shall govern its internal operations and procedures.

SEC. 2.3 The Committee as recommendatory body nominates five (5) candidates for the Deans. The President may choose from the nominees without prejudice to the exercise of his/her full discretionary power to designate/appoint persons with whom he/she has trust and confidence in accordance with existing laws, rules and regulations.

## **ARTICLE XI GRIEVANCE MACHINERY**

**SECTION 1.** Without prejudice to the Civil Service Commission rules and regulations, the INSTITUTE together with the UNION shall establish a Grievance Machinery in each College and shall be composed of the following:

SEC.1.1 The Dean of the College or his/her representative. - Chairman  
One (1) representative from the Union - Co-Chairman  
One (1) Representative from College Faculty Club  
CSG Governor (for student concern)  
Human Resource Development Officer  
Guidance Counselor

**SECTION 2.** In conditions involving Non–Academic personnel it shall be composed of the following.

SEC. 2.1 Two (2) representatives from the Union  
One (1) Representative from the Non-academic personnel organization.  
One (1) Representative from the Administration.

**SECTION 3.** Grievance proceedings shall not be bound by legal rules and technicalities, and the Grievance Machinery shall not allow a service of a legal counsel.

**SECTION 4.** The Grievance Machinery shall formulate its own rules and procedures which shall govern its internal operation and procedures.

**SECTION 5.** Grievance settlement should be construed to apply on matters of work dissatisfaction and such procedure does not embrace on violations under Section 52, Article IV of the Uniform Rules on Administrative Cases in the Civil Service (URACCS) as well as the Revised Rules on Administrative Cases in the Civil Service (RRACS) pursuant to CSC Resolution No. 1101502 dated November 18, 2011.

**SECTION 6.** Grievance Machinery is an essential component of a CNA, hence the establishment of a procedure on the resolution of grievances involving union-related issues not governed by civil service law, rules and regulations on grievance machinery should be made by the parties. The Grievance Machinery shall be submitted to the Civil Service Commission as an *addendum* and will form an integral part of this agreement as well as the Grievance Committee provided in the association’s Constitution and By Laws.

## ARTICLE XII PERSONNEL, RIGHTS AND REPRESENTATION

**SECTION 1.** Whenever a complaint is filed against an employee, the following shall be applicable, in addition to what is provided under the Uniform Rules promulgated by the CSC:

- (a) No employee shall be forced to sign statement of complaint against another employee.
- (b) If the INSTITUTE pursues an investigation based on a complaint, the respondent employee shall be advised of the seriousness of the complaint. The respondent employee must be afforded an opportunity to respond to the complaint, to meet the complainant face-to-face and to furnish evidence in defense of himself / herself.
- (c) The employee (complainant./ defendant) shall have the right to be represented by the UNION in presenting his/her case.
- (d) Before any formal decision is made, the INSTITUTE shall review and consider all data and evidences presented by the respondent employee. The INSTITUTE shall, upon formal request, make available to the respondent all pertinent records and other evidences in the INSTITUTE'S possession.

**SECTION 2.** The employees shall have the right to refuse for good cause as determined by the INSTITUTE to work overtime or to render honorarium services and to perform any work not necessary or usual for his position or appointment, except in exigency of the service where extra work is necessary or urgent to avert threat to life and property.

**SECTION 3. EMPLOYEES LEGAL ASSISTANCE.** The INSTITUTE shall provide legal assistance to an employee in any of the following instances:

SEC. 3.1. If an employee is sued by a third party in a civil case in connection with the performance of his/her duties and responsibilities.

SEC. 3.2 If an employee is subpoenaed/summoned to testify as witness for the INSTITUTE before any court, tribunal or body exercising quasi-judicial functions.

**SECTION 4.** When the INSTITUTE takes action under this article which in the belief of the employee concerned is improper or unjustified, the employee through the representation of the UNION shall have the right to process a grievance through the grievance procedure. Provided, based on the same INSTITUTE action, the rights of the UNION are involved.

**SECTION 5.** Due process shall be observed in the investigation, hearing and adjudication of Administrative case against any employees.

### **ARTICLE XIII HOURS OF WORK**

**SECTION 1.** HOURS OF WORK –ACADEMIC PERSONNEL shall render maximum of 18 actual contact hours for academic subjects, and 24 contact hours for laboratory subjects faculty a week. NON-ACADEMIC personnel shall render a maximum of forty (40) hours a week, with a grace period of 20 minutes on their official time but should not be construed as to reduce the required eight (8) hours of work a day provided by law.

**SECTION 2.** WORK SCHEDULE – Academic Personnel may be scheduled on a regular work schedule or on a split-shift assignment as follows:

- a) Morning and Evening/Saturday
- b) Afternoon and Evening/Saturday

No faculty member shall be obligated to work on a broken time schedule, except in the exigency of service.

### **ARTICLE XIV PEDAGOGICAL SET-UP**

**SECTION 1.** The total number of students in every class must not exceed fifty (50) students. The INSTITUTE shall provide all the necessary facilities conducive to learning-teaching situation such as ventilation units, enough chairs, blackboards/whiteboards and teacher's table.

## ARTICLE XV TENURE OF FACULTY

**SECTION 1.** The INSTITUTE hereby guarantees security of tenure to all faculty members, in accordance with the provisions of law, INSTITUTES rules and regulations, and of regulatory agencies.

**SECTION 2.** Faculty members shall undergo two (2) years or four (4) semesters temporary/probationary status with at least Very Satisfactory (VS) performance. Permanent appointment shall be issued to a person who successfully completed the probationary period. The INSTITUTE agrees to adopt the qualification standard Model Merit System set fourth by the CSC in their CSC Resolution No. 051404 dated October 6 2005. In meritorious cases, the President of the INSTITUTE shall exercise his/her prerogative and shall inform the UNION of any appointment, reclassification, transfer or promotion of a faculty member.

**SECTION 3.** Faculty members holding Instructor I to Assistant Professor I who have serve the INSTITUTION for two (2) years or more and have obtain a “Very Satisfactory” (VS) rating shall be given permanent status, regardless of Master’s degree.

**SECTION 4.** Lateral Transfer. In case of lateral transfer from other SUC’s, the faculty shall be subject to Article XV, Sec. 1-2.

## ARTICLE XVI WORKLOADS

**SECTION 1.** FULL TIME FACULTY LOAD – The normal full load of full time faculty members shall be eighteen (18) units of actual teaching contact hours plus three (3) hours of consultation or research work Graduate School faculty load shall be twelve (12) contact hours. Those with laboratory classes shall be for twenty-four (24) contact hours, Deans and Directors with academic rank holder and qualified to teach in the graduate school, shall be given six (6) units in the graduate school.

**SECTION 2.** FACULTY MEMBERS WITH DESIGNATIONS OR ATTACHED TO SERVICE OFFICES – Faculty members with designations or additional administrative duties shall be given the minimum load of equivalent to six (6) units and maximum of twelve (12) units or in accordance with the rules and regulations on Normative Funding.

**SECTION 3. FACULTY WITH EXTRA TEACHING LOAD** – Faculty members who are given extra teaching load in excess of the normal full load shall be paid in his / her corresponding academic rank honoraria or shall be converted into service credits.

**SECTION 4. TEACHING LOAD PREPARATION** – The number of subject preparation shall be limited to a maximum of three (3) to give ample time for research work or study.

**SECTION 5. WORK ASSIGNMENT** – The General Education faculty shall be under the supervision and jurisdiction of the Director for Instruction (DI).

**SECTION 6. ACADEMIC FREEDOM** – The INSTITUTE recognizes and protects the exercise of academic freedom of the faculty. The following constitutes the provision on academic freedom for the purpose of this agreement:

- a. Negotiating unit members are entitled to full academic freedom in research and in the publication of the results. They are entitled to full academic freedom in discussing their subjects in the class rooms.
- b. A bargaining unit member shall not be disciplined or deprived of any professional advantage for exercising his/her rights to academic freedom as set forth under the Constitution. A bargaining unit member(s) or department, division, center or other comparable administrative unit shall be entitled to freedom in the selection of textbooks and other materials involved in the performance of teaching responsibilities but subject to the approval of local or the college and the Institutional Instructional Materials Review Committee.

## **ARTICLE XVII**

### **UNION – MANAGEMENT CONSULTATIVE COUNCIL**

**SECTION 1. THE UNION – MANAGEMENT CONSULTATIVE COUNCIL** For the purpose of maintaining continuous lines of communication, consultation, dialogue and smooth implementation of the C.N.A between the INSTITUTE and the UNION. The Union – Management Consultative Council shall be created to be composed of four (4) representatives from the INSTITUTE who shall be designated by the INSTITUTE President, and four (4) representatives from the UNION chosen from its Executive Officers and Appointed Officers.

**SECTION 2. FUNCTIONS.** The following are the functions and responsibilities of the Council:

SEC.2.1. To administer the day-to –day operation of the Collective Negotiation Agreement upon approval by the parties.

SEC.2.2. Monitor and resolve any controversy arising from the interpretation and enforcement of this Agreement;

SEC. 2.3 Convene every two (2) months or as the need arises at such place and time as maybe proposed and agreed upon by the parties;

SEC.2.3. Discuss and resolve any policy changes on matters pertaining to/affecting the terms and conditions of employment; and

SEC.2.4. Recommend appropriate courses of actions to higher authorities.

**SECTION 3.** The Council shall promulgate its own rules and procedures which shall govern its internal operation and procedures, PROVIDED, however that the Council may amend, modify, alter, repeal, or revise any part of such rules.

**SECTION 4.** The Council shall consider, deliberate, or otherwise take proper action on all disputes and other matters within its jurisdiction as may be referred to it by the President of the INSTITUTE or the President of the UNION.

**SECTION 5.** Any interpretation agreed upon by the Council shall be used in adjudication on a case where such interpretation is pertinent and applicable and in conformity with the existing laws and policies.

**SECTION 6.** Referral to the Public Sector Management Council. In case any dispute remains unsolved after exhausting all the available remedies provided under the rules and procedures promulgated pursuant to Sec. 3of this Article, the parties may jointly refer the same to the Public Sector Labor Management Council constituted under Executive Order No. 180.

## **ARTICLE XVIII**

### **FISCAL TRANSPARENCY AND ACCESS TO RECORDS/ DOCUMENTS AND FILES**

**SECTION 1.** Upon written request of the UNION, the INSTITUTE shall furnish the UNION all pertinent papers and documents related to fiscal matters of the INSTITUTE (e.g. annual budgets, incomes, COA Audit report, approved

performance budget, funds and expenditures) at the earliest possible time in compliance with the Constitutional provision on transparency in the government service and should be construed to apply on financial matters involving MOOE vis-à-vis the cost-cutting measures identified by the parties.

**SECTION 2.** Upon written request, the UNION shall be allowed access to records, documents and files to promote the best interest of both the INSTITUTE and its employees subject to existing rules and regulations.

## **ARTICLE XIX BUDGET AND FUNDS**

**SECTION 1.** Subject to the availability of funds, the INSTITUTE shall provide the necessary budget and funds for the full implementation of the provisions contained herein, subject to existing accounting rules and regulations except for the CNA incentive that must be sourced solely from MOOE savings generated from the cost-cutting measures implemented by the management and the association.

CNA incentive cannot be predetermined or a minimum amount thereof be fixed pending determination of actual MOOE savings generated after compliance with the pre-conditions and guidelines provided in the annual DBM Circular relative to CNA.

## **ARTICLE XX IMPLEMENTING GUIDELINES**

**SECTION 1.** Within six (6) months from the date of affectivity of this Agreement, the INSTITUTE and the UNION shall prepare all necessary guidelines for budgeting, financing and accounting in the implementation of the provision for this Agreement.

## **ARTICLE XXI ENTRIETY AND MODIFICATION CLAUSE**

**SECTION 1.** The parties hereby agree that the terms and conditions contained herein constitutes the entire agreement between the INSTITUTE and the UNION and supersede all previous inconsistent communications, representations or

agreements, either verbal or written, between the parties with respect to said matters. Both parties agree that negotiations shall not be reopened on any of the terms and provisions herein contained during the life of the Agreement except by mutual consent of both parties or as otherwise provided herein.

## **ARTICLE XXII EFFECTIVITY**

**SECTION 1.** As provided for in PSLMC Resolution No. 2, s. 2007 and as stipulated, this agreement shall take effect upon signing and ratification hereof by the majority of the academic and non-academic rank-and-file employees in the negotiating unit and shall continue to remain in full force and effect for a period of three (3) years from such date or unless revoked by mutual agreement of the parties.

**SECTION 2.** In the event that any provision of this Agreement is declared invalid or illegal by any competent court or authority or amended or qualified by legislative and executive issuances, all other provisions not affected thereby shall remain in full force and effect.

**SECTION 3.** Both parties agree to meet before the sixty (60) days before the expiration of this Agreement for the purpose of entering into a new Agreement. If both parties fail to enter into a new agreement or the negotiation resulted to a deadlock, all provisions in this Agreement shall continue to remain in full force until such time that a new Agreement is in effect.

## **ARTICLE XXIII COLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVES**

**SECTION 1.** The CNA incentive for the National Paid employees will be sourced solely from MOOE savings generated after the signing of the Agreement through the Cost-cutting Measures identified by both parties while the CNA incentive for the City Paid EARIST employees, as may be approved by the Civil Service Commission, will be sourced from savings generated from other sources, subject to the annual DBM Circular relative to the grant of the incentive.

**SECTION 2.** The INSTITUTE shall initiate cost cutting measures agreeable to both parties, in fulfillment of the preceding provision. The parties must execute an addendum on the said cost-cutting measures/systems improvement to be adopted by the Management and the Association in order to achieve service delivery or agency targets at a lesser cost. The addendum must be under oath and four (4) original copies of the same must be submitted to the Commission.

**SECTION 3.** The Collective Negotiation Agreement (CNA) Incentive for employees in offices or organizational units which contributed more in the accomplishment of performance targets, cost savings, productivity and/or profitability may be higher than the rest of the employees, but not to exceed Php25,000.00”

Availment of CNA incentive also include those rank-and-file employees who are not members of the employees’ association as long as they pay the corresponding agency fee as provided under PSLMC Resolution No. 1 series of 1993.

In **WITNESS, WHEREOF**, the Parties hereto through their authorized representatives, have hereunto signed this **COLLECTIVE NEGOTIATION AGREEMENT** this 7th day of November, 2016, in Manila, Philippines.

**EULOGIO “AMANG” RODRIGUEZ**  
**INSTITUTE OF SCIENCE**  
**TECHNOLOGY**  
**(EARIST)**

**EARIST-FACULTY AND**  
**EMPLOYEES UNION**  
**(EARIST-FEU)**

By:

By:

(Sgd.) **DR. EDITHA V. PILLO**  
**President**  
**EARIST**

(Sgd.) **DR. LOURDES G. BANDOY**  
**President**  
**FACULTY AND EMPLOYEES UNION**

**COLLECTIVE NEGOTIATION AGREEMENT**

Signed in the presence of:

***THE EARIST-MANAGEMENT PANEL***

(Sgd.) **Dr. Myrna V. Gulles**  
Chairman  
VP for Administration and Finance

(Sgd.) **Dr. Grant B. Cornell**  
Vice President for Planning, Research,  
Extension and Information Services

(Sgd.) **Prof. Jay M. Ferraro**  
Director, Administrative Services

(Sgd.) **Mrs. Necitas T. Barrientos**  
Director, Financial Management Services

(Sgd.) **Mrs. Christylane B. Bagabaldo**  
Chief, Human Resource Management Service

(Sgd.) **Dr. Raymund B. Bolalin**  
Dean, College of Arts and Sciences

***THE UNION PANEL***

(Sgd.) **Dr. Eledio T. Acibar**  
Chairman  
Vice President, EARIST-FEU

(Sgd.) **Prof. Chanda R. Tingga**  
Secretary, EARIST-FEU

(Sgd.) **Mrs. Bernadette P. Catalan**  
Auditor, EARIST-FEU

(Sgd.) **Prof. Teresita P. Belarmino**  
Treasurer, EARIST-FEU

(Sgd.) **Engr. Antonio C. Rilloraza, Jr.**  
PRO, EARIST-FEU

(Sgd.) **Mr. Jerry L. Camannong**  
Sgt. At Arms, EARIST-FEU

**COLLECTIVE NEGOTIATION AGREEMENT****ACKNOWLEDGEMENT**

Republic of the Philippines )  
 City of Manila ) SS.

BEFORE ME, a Notary Public for and in the City of Manila, personally appeared:

Community Tax No. Issued at, on

**DR. LOURDES G. BANDOY**

President  
 Faculty and Employees Union

\_\_\_\_\_

\_\_\_\_\_

**DR. EDITHA V. PILLO**

President  
 EARIST

\_\_\_\_\_

\_\_\_\_\_

Known to me as the same persons who executed the foregoing instrument and acknowledged to me that the same is their free act and voluntary deed and that of the organizations, which they represent.

WITNESS MY HAND AND SEAL on the date and place first mentioned.

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of 2016



## Appendix E

**EARIST-PRAISE (Revised Edition)**

Republic of the Philippines  
**EULOGIO “AMANG” RODRIGUEZ**  
**INSTITUTE OF SCIENCE AND TECHNOLOGY**  
Nagtahan, Sampaloc, Manila

**EULOGIO “AMANG’ RODRIGUEZ INSTITUTE OF SCIENCE AND TECHNOLOGY-  
PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE  
EXCELLENCE (EARIST-PRAISE)**  
(Revised Edition)

In line with the revised policies on Employee Suggestions and Incentive Awards System (ESIAS) provided under CSC Resolution No. 010112 and CSC MC No. 01, S.2001, and in accordance with CSC MC No. 19, s. 2005 (Model Merit System for Faculty Members of State Universities and Colleges (SUCs) and Local Colleges Universities) the Program on Award and Incentives for Service Excellence (PRAISE) which was previously submitted to the Civil Service Commission is hereby revised/amended at the Eulogio “Amang” Rodriguez Institute of Science and Technology, to be known as EARIST-PRAISE (Revised Edition).

**I. GENERAL POLICY**

There shall be an established suggestions and incentives awards system in the Institute which shall encourage creativity, innovativeness, efficiency, integrity, and productivity in the public service by recognizing and rewarding officials, faculty members and non-academic personnel, individually or in group for their suggestions, inventions, superior accomplishments 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.

**II. BASIC POLICIES**

1. The EARIST-PRAISE (Revised Edition) shall adhere to the principle of providing incentives and awards based on **performance, innovative ideas and exemplary behavior**.

2. The EARIST-PRAISE (Revised Edition) 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 EARIST-PRAISE (Revised Edition) shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of employees through formal and informal mode.
  - a. For this purpose, the EARIST-PRAISE (Revised Edition) **shall encourage the grant of non-monetary awards. Monetary awards shall be granted only** when the suggestions, inventions, superior accomplishments and other **personal efforts result in monetary savings** which shall not exceed 20% of the savings generated.
  - b. At least five (5) percent (%) of the HRMS funds shall be allocated for the implementation/programs of EARIST-PRAISE (Revised Edition) and incorporated in the Institute's Annual Work and Financial Plan and Budget.
4. The EARIST-PRAISE (Revised Edition) shall be institutionalized through the creation of a PRAISE Committee in the Institution.
5. The EARIST-PRAISE Committee (EPC) shall have the following composition:
  - a. President/Vice President for Administration of the Institution or authorized representative who will act as chairperson;
  - b. Director, Administrative Services;
  - c. Director of the Financial Management Service or equivalent;
  - d. Director of the Planning Service or equivalent;
  - e. Chief of the Human Resource Management Service;
  - f. Two representatives from the faculty and non-teaching personnel who shall serve for two years and were officially designated/elected by the majority members of the EARIST-Faculty and Employees Union (EARIST-FEU) (accredited union).
6. The Institute President shall be responsible in overseeing the system's operation and the Human Resource Management Service shall serve as the System's Secretariat.

7. The EPC shall ensure that productivity, innovative ideas, suggestions and exemplary behavior can be identified, considered, managed and implemented on a continuing basis to cover employees at all levels.
8. The EPC shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the Institute. The Institute may, however employ an external or independent body to assist the PRAISE Committee to judiciously and objectively implement the system of incentives and awards.
9. The EPC shall establish its own internal procedures and strategies. Membership in the Committee shall be considered part of the members' regular duties and functions.
10. The Institute through the Executive Officials shall encourage improved productivity and efficiency among the faculty through appropriate recognition based on performance, innovative ideas and exemplary behavior.
11. All members of the faculty and non-academic personnel regardless of employment status, i.e., either permanent, temporary, contractual or casual who meet the criteria for each specific award shall be entitled to receive the award including those whose responsibilities include the making of suggestions, formation of plans and policies or making recommendations to achieve greater efficiency and economy in the Institute.
12. Recipients of honor awards or Honor awardees should automatically be considered for promotion suitable to their qualification pursuant to Sec. 6 of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) dated February 20, 1989, likewise they should also be accorded of appropriate training grants and scholarships.
13. The HRMO shall enter into the personnel file any award of honor received by any member of the faculty and non-academic personnel.
14. The Institute shall develop its own Program on Award and Incentives for Service Excellence (PRAISE) incorporating therein the types of incentive that may be given which shall form part of the EARIST Merit Selection and Promotion Plan.
15. Establishment of a CSC-approved EARIST-PRAISE (Revised Edition) shall be the basis of the grant of the Step Increment due to Meritorious Performance and

other awards and incentives. The Annual Praise Report shall be submitted by the Institute to the CSC Regional Office on or before the thirtieth day of January to enable the faculty and employees to qualify for nomination to the CSC sponsored national awards.

### III. OBJECTIVES

#### 1. General

To encourage, recognize and reward employees, individually or in groups, for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and other personal efforts which contribute to the efficiency, economy and improvement in government operations, which lead to organizational productivity.

#### 2. Specific

- 2.1. to establish a mechanism for identifying, selecting, rewarding and providing Incentives to deserving employees at the start of each year;
- 2.2. to identify outstanding accomplishments, best practices of employees on a continuing basis;
- 2.3. to recognize and reward accomplishments and innovations periodically or as the need arises;
- 2.4. to provide incentives and interventions to motivate employees who have contributed ideas, suggestions, inventions, discoveries, superior accomplishments and other personal efforts.

### IV. COVERAGE

The System shall apply to all employees of the Institute, in the EARIST Main and EARIST Cavite Campus, both in the career and non-career service regardless of employment status, i.e., either permanent, temporary, contractual or casual.

### V. DEFINITION OF TERMS

- **AWARD** – recognition which may be monetary or non-monetary conferred on individuals or group of individuals for ideas, suggestions, inventions, discoveries, superior accomplishments, exemplary behavior, heroic deeds, extraordinary acts or services in the public interest which contribute to the

efficiency, economy, and improvement in government operations which lead to organizational productivity.

- **SYSTEM** – the Institute awards and incentive programs for employees
- **CAREER** - 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 high career positions; (3) security of tenure.
- **NON-CAREER** - positions expressly declared by law to be in the non-career services; or those whose entrance in the service is characterized by (1) entrance on bases other than those of the usual tests of merit and fitness utilized for the career service and (2) tenure which is limited to the duration of a particular project for which purpose employment was made.
- **GROUP** – Two or more individuals bound by a common objective, a task force, a technical group or a special working team, formed/created/organized formally to undertake certain projects/programs. Maximum membership shall not exceed 10 employees.
- **INCENTIVE** - monetary or non-monetary motivation or privilege given to an official or employee for contributions, suggestions, inventions, ideas, satisfactory accomplishment or demonstration of exemplary behavior based on agreed performance standards and norms of behavior.
- **CONTRIBUTION** – any input which can be in form of an idea or performance.
- **IDEA TYPE CONTRIBUTION** – refers to an idea, suggestion or an invention or discovery for improvement to effect economy in operation, to increase production and improve working conditions.
- **PERFORMANCE TYPE CONTRIBUTION** – refers to performance of an extraordinary act or service in the public interest in connection with, or related to one's official employment; or outstanding community service or heroic acts in the public interest; or sustained work performance for a minimum period of one year which is over and above the normal position requirement of the individual or group.

- **DISCOVERY** – the uncovering of something previously existing but found or learned for the first time which will improve public service delivery.
- **INVENTION** – the creation of something previously non-existent which will benefit the government.
- **SUGGESTION** – idea or proposal which improves work performance, systems and procedures and economy in operations that will benefit the government.

## VI. TYPES OF AWARDS

### 1. NATIONAL AWARDS

The Institute shall participate 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:

#### 1.1. Civil Service Commission Honor Awards Program

##### 1.1.1 Awards for Outstanding Work Performance

- 1.1.1.1. **Presidential Lingkod Bayan (PLB) Award** – conferred to an **individual or group of individuals** for exceptional or extraordinary contributions resulting from an idea or performance that had nationwide impact on public interest, security and patrimony. The contribution may be a suggestion, innovation, invention or superior accomplishment; and
- 1.1.1.2. **Civil Service Commission Pagasa (Pagasa) Award** – is conferred on individual or group of individuals for outstanding contribution/s resulting from an idea or performance that directly benefit more than one department of the government.

The group/team should have demonstrated teamwork/camaraderie shown by constant communication, coordination, cooperation, and cohesiveness among its members. Each group/team

member should have verifiable/actual contribution in the attainment of the group/team's accomplishment.

### **1.1.2 Award for Exemplary Conduct and Ethical Behavior**

Outstanding Public Officials and Employees Award or Dangal ng Bayan (DnB) is conferred to an individual for performance of an extraordinary act or public service and consistent demonstration of exemplary ethical behavior on the basis of his/her observance of the eight norms of behavior provided under Republic Act No. 6713 otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees", to wit:

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

**1.1.3 Other Award** – given by other government agencies, private institutions, NGOs to an individual or team for contributions of an idea or performance that directly benefited the government.

## **2. INSTITUTIONAL LEVEL AWARDS (In accordance with CSC MC No. 25, s. 2013 (Guidelines for the 2014 Search for Outstanding Public Officials and Employees))**

The Institute shall also develop criteria for and initiate the search for deserving employees who may be included in the screening of candidates for Institute Level Awards to be given such as:

### **2.1. Awards for Outstanding Work Performance**

**2.1.1. Vice President of the Year Award** - an award given to a Vice President who has shown exemplary performance within his area of responsibility. The candidates for this award shall be chosen from among the Vice President by the EARIST-PRAISE committee

in consultation/deliberation en banc with the Institute President or his representative (Endorsing Head).

- 2.1.2. Dean of the Year Award** - an award given to a College Dean who has shown exemplary performance within his area of responsibility. The candidates for this award shall be chosen from among the Deans of the different Colleges by the EARIST-PRAISE committee in consultation/deliberation en banc with the Vice President for Academic Affairs (Endorsing Head).
- 2.1.3. Director of the Year** – an award given to a Director who has shown exemplary performance within his area of responsibility. The candidates for this award shall be chosen from among the Service Directors of the different services by the EARIST-PRAISE committee in consultation/deliberation en banc with the Vice President for Administration (who are in direct supervision for services under his jurisdiction), the Vice President for Academic Affairs (who are in direct supervision for services under his jurisdiction), the President or his representative (who are in direct supervision for services under his jurisdiction).
- 2.1.4. Researcher of the Year Award** - an award given to a faculty member who consistently contributed significant research work that benefited the college and the Institute as a whole and may be the Government in general. The candidates for this award shall be chosen from among the College Researchers by the EARIST-PRAISE committee in consultation/deliberation en banc with the Vice President for Research, Planning, Extension and Information Service (Endorsing Head) and the Director for Research.
- 2.1.5. Extensionist of the Year Award** - an award given to a faculty member who consistently contributed significant extension activities/program/projects that benefited the college and the Institute as a whole and may be the Government in general. The candidates for this award shall be chosen from among the College Extensionists by the EARIST-PRAISE committee in consultation/deliberation en banc with the Vice President for Research, Planning, Extension and Information Service (Endorsing Head) and the Director for Extension.

- 2.1.6. Area Chair of the Year Award** - an award given to an Area Chairman who has shown exemplary performance within his/her area of responsibility. The candidates for this award shall be chosen from among the Area Chairs of the different colleges by the EARIST-PRAISE committee in consultation/deliberation en banc with the different Deans who submitted nominations for this category.
- 2.1.7. Chief of Office of the Year** - an award given to a Chief of Office who has shown exemplary performance within his/her area of responsibility. The candidates for this award shall be chosen from among the Chiefs of Offices of the different services by the EARIST-PRAISE committee in consultation/deliberation en banc with the different Directors who submitted nominations for this category.
- 2.1.8. Faculty of the Year Award** - an award given to a faculty member who has shown exemplary performance within his area of responsibility. The candidates for this award shall be chosen from among the Faculty Members of the different colleges by the EARIST-PRAISE committee in consultation/deliberation en banc with the different Deans who submitted nominations for this category.
- 2.1.9. Employee of the Year Award** - an award given to a non academic employee who has shown exemplary performance within his area of responsibility. The candidates for this award shall be chosen from among the Non Academic Staff of the different services/offices by the EARIST-PRAISE committee in consultation/deliberation en banc with the different Service Directors and Chiefs of Offices who submitted nominations for this category.
- 2.1.10. Group of the Year or Model Office Award** - an award given to group of individuals who collectively shown outstanding performance or individuals combined as a group (not more than ten (10) persons) bound by a common objective, a task force, a technical group or a special working team, formed/created/organized formally or informally to undertake certain projects/programs. The candidates for this award shall be

chosen from among the Academic and/or Non Academic personnel regardless of position from the different services/offices by the EARIST-PRAISE committee in consultation/deliberation en banc with the different focal persons/representative of each group who submitted nomination for this category.

## **2.2. Award for Exemplary Conduct and Ethical Behavior**

**2.2.1. EARIST Model Faculty Award** - an award given to a faculty member chosen from among the Model Faculty Members nominated by each College for demonstrating exemplary service and conduct base on the eight (8) norms of behavior described under Republic Act No. 6713. The candidates for this award shall be chosen from among the Faculty Members of the different colleges by the EARIST-PRAISE committee in consultation/deliberation en banc with the different Deans who submitted nominations for this category.

**2.2.2. EARIST Model Employee Award** - an award given to a non-academic employee chosen from among the Model Employees nominated by each Office/Service for demonstrating exemplary service and conduct base on the eight (8) norms of behavior described under Republic Act No. 6713. The candidates for this award shall be chosen from among the Non Academic Staff of the different services/offices by the EARIST-PRAISE committee in consultation/deliberation en banc with the different Service Directors and Chiefs of Offices who submitted nominations for this category.

**EARIST PRAISE Winners** are automatically the nominees to the annual search of the Civil Service Commission's Outstanding Public Officials and Employees pursuant to CSC MC No. 2, s.2014 and to other award giving bodies of the Government or Private institutions as may deemed appropriate by the EARIST PRAISE Committee

## **VII. QUALIFICATIONS FOR NOMINATION TO INSTITUTIONAL LEVEL AWARDS –**

Nominations should be submitted to HRMS office on or before every **November 30<sup>th</sup>** of the year with brief description why the individual or group is being nominated.

Nominated officials and employees in the individual, group/team category must meet the following qualifications:

1. Have rendered at least three (3) years of continuous government service. Accomplishments for which nominee is being recognized for should be made within the last years immediately prior to nomination. Said accomplishments should have been consistent and continuously carried out by the nominee during the said period;
2. Have a performance rating of at least Very Satisfactory or its equivalent for four (4) semestral or two (2) annual rating periods prior to the nomination; and
3. Have not been found guilty of any administrative or criminal offense involving moral turpitude at the time of nomination.

#### **VIII. CRITERIA OF EVALUATION FOR INSTITUTIONAL LEVEL AWARDS –**

Screening and evaluation will be deliberated en banc on succeeding months after the nomination and will be finalized in time for the awarding during the celebration of the Institute Founding Anniversary every January 21<sup>st</sup> of the following year.

##### **A. Awards for Outstanding Work Performance – Individual Category**

1. **Noteworthiness of Outstanding Performance/Contribution/s** – The degree of uniqueness and originality of outstanding performance or contribution/s.
2. **Impact of Performance/Achievement** - The extent to which the idea, suggestion, innovation is being used, whether it has far-reaching effect; the number of persons benefited; the paradigm shift it has caused and the amount of money saved.
3. **Reability and Effectiveness** - The extent to which the innovation/idea has effectively and efficiently addressed a pressing need/improved service delivery.
4. **Consistency of Performance** - The degree of consistency of the individual as manifested by consistent outstanding performance based on historical data/work record.

**B. Awards for Outstanding Work Performance – Group Category**

1. **Noteworthiness of Outstanding Performance/Contribution/s** – The degree of uniqueness and originality of outstanding performance or contribution/s.
2. **Impact of Performance/Achievement** - The extent to which the idea, suggestion, innovation is being used, whether it has far-reaching effect; the number of persons benefited; the paradigm shift it has caused and the amount of money saved.
3. **Reability and Effectiveness** - The extent to which the innovation/idea has effectively and efficiently addressed a pressing need/improved service delivery.
4. **Consistency of Performance** - The degree of consistency of the group nominee as manifested by consistent outstanding performance based on historical data/work record.
5. **Demonstrated Teamwork, Cooperation, Camaraderie and Cohesiveness** - The extent the group members motivate and support each other or the degree to which group members positively influence each other.

**C. Award for Exemplary Conduct and Ethical Behavior**

1. **Quality and Consistency of Behavioral Performance** – The level of consistency to which the nominee has manifested exemplary conduct and noteworthiness of behavioral performance.
2. **Impact of Behaviora Performance** - The extent to which the extraordinary act has created a powerful effect or impact on the organization or public.
3. **Risk or Temptation Inherent in the Work** - The degree of risk and temptation substantially present in the work.
4. **Obscurity in the Position** - The lowliness or insignificance of the position in relation to the degree of performance and extraordinary norms/manifested.

5. **Years of Service** - The cumulative years of service that the nominee has rendered in the government vis-à-vis his/her accomplishments.
6. Other similar circumstances or considerations in favor of the nominee, as may be determined by the EARIST PRAISE Committee.

## IX. REQUIRED NOMINATION DOCUMENTS

Each nomination require the submission of only one (1) folder containing the fully-accomplished prescribed EARIST PRAISE Nomination form which shall show the summary of accomplishments, impact and other information, original clearances and other documentary requirement and must be complied and submitted on or before **November 30**:

- A. Completely filled out EARIST PRAISE Nomination form:
  1. **EARIST PRAISE Nomination Form No. 1** - Nomination for Outstanding Work Performance (Individual Category)
  2. **EARIST PRAISE Nomination Form No. 2** - Nomination for Outstanding Work Performance (Group Category)
  3. **EARIST PRAISE Nomination Form No. 3** - Nomination for Exemplary Conduct and Behavior for EARIST Model Faculty Award
  4. **EARIST PRAISE Nomination Form No. 4** - Nomination for Exemplary Conduct and Behavior for EARIST Model Employee Award
- B. Nominee's CS Form 212 or Personal Data Sheet (PDS) with passport size (1½" x 2) photo with name tag taken within the last six months prior to the nomination.
- C. Certification/Endorsement from the Chairperson/Endorsing Head of the Local PRAISE Committee of respective category, that the nomination has undergone deliberation on their level with minutes of deliberation.
- D. Certification from the Director of Administrative Services of no pending administrative case or has not been found guilty of any administrative or criminal offense involving moral turpitude. Detailed information on dismissed/decided case/s of the nominee, if any.

- E. Certification from the HRMO that the individual or each member of the group nominee has obtained at least Very Satisfactory (VS) performance ratings for four (4) semestral or two (2) annual rating periods prior to the nomination.
- F. Certification of No Unliquidated Cash Advances and Disallowances for previous accountabilities ending December 31 of the year prior the nomination, to be secured by the HRMO from the Commission on Audit (COA) Resident Auditor.
- G. Copy of SALN ending December 31 of the year prior the nomination and copy of latest service records.

## X. PROCEDURE FOR NOMINATION AND LOCAL COMMITTEE

1. Nominations must be done by the local committee in each college/service subject for approval of the President who in turn will endorse it to the EARIST PRAISE Committee for final evaluation and deliberation.

AWARD CATEGORY	NOMINEE/S	ENDORISING HEAD	LOCAL COMMITTEE
<b>Vice President of the Year Award</b>	Vice President (for two (2) years)  Top two candidates	Institute President	<u>Chairman:</u> <ul style="list-style-type: none"> <li>• Institute President (or Representative)</li> </ul> <u>Members (6):</u> <ul style="list-style-type: none"> <li>• Director, Administrative Services</li> <li>• Dean, Student Affairs Services</li> <li>• Director, Research Services</li> <li>• Senior College Dean</li> <li>• President of two accredited organizations or his duly authorized representative</li> </ul>

AWARD CATEGORY	NOMINEE/S	ENDORISING HEAD	LOCAL COMMITTEE
<b>Dean of the Year Award</b>	Dean of any College (for two (2) years)  Top three candidates	Vice President for Academic Affairs	<p><u>Chairman:</u> Vice President for Academic Affairs</p> <p><u>Members (8):</u></p> <ul style="list-style-type: none"> <li>• Vice President for Administration</li> <li>• Vice President for Research, Extension, Planning and Information</li> <li>• Senior College Dean</li> <li>• Dean, Student Affairs Services</li> <li>• Senior Area Chairman</li> <li>• Director, Administrative Services</li> <li>• President of two accredited organizations or his duly authorized representative</li> </ul>
<b>Director of the Year</b>	Director of any Service (for two (2) years) and who has at least five (5) plantilla holder staff  Top three candidates	Vice President for Administration	<p><u>Chairman:</u> Vice President for Administration</p> <p><u>Members (4):</u></p> <ul style="list-style-type: none"> <li>• Vice President for Research, Extension, Planning and Information Service</li> <li>• Vice President for Academic Affairs</li> <li>• President of two accredited organizations or his duly authorized representative</li> </ul>

AWARD CATEGORY	NOMINEE/S	ENDORISING HEAD	LOCAL COMMITTEE
<b>Researcher of the Year</b>	<p>Researcher from any College (for three (3) years)</p> <p>Top three candidates</p>	<p>Vice President for Research, Planning, Extension &amp; Information Services</p>	<p><u>Chairman:</u></p> <ul style="list-style-type: none"> <li>• Vice President for Research, Planning, Extension &amp; Info. Services</li> </ul> <p><u>Members (6):</u></p> <ul style="list-style-type: none"> <li>• Vice President for Academic Affairs</li> <li>• Vice President for Administration</li> <li>• Director for Research</li> <li>• Senior College Dean</li> <li>• President of two accredited organizations or his duly authorized representative</li> </ul>
<b>Extensionist of the Year</b>	<p>Extensionist from any College (for three (3) years)</p> <p>Top three candidates</p>	<p>Vice President for Research, Planning, Extension &amp; Information Services</p>	<p><u>Chairman:</u></p> <ul style="list-style-type: none"> <li>• Vice President for Research, Planning, Extension &amp; Info. Services</li> </ul> <p><u>Members (6):</u></p> <ul style="list-style-type: none"> <li>• Vice President for Academic Affairs</li> <li>• Vice President for Administration</li> <li>• Director for Extension</li> <li>• Senior College Dean</li> <li>• President of two accredited organizations or his duly authorized representative</li> </ul>

AWARD CATEGORY	NOMINEE/S	ENDORISING HEAD	LOCAL COMMITTEE
<b>Area Chair of the Year</b>	<p>Area Chair from any College (for two (2) years)</p> <p>Top three candidates</p>	Dean of the College	<p><u>Chairman</u>:</p> <ul style="list-style-type: none"> <li>• Vice President for Academic Affairs</li> </ul> <p><u>Members (6)</u>:</p> <ul style="list-style-type: none"> <li>• Vice President for Research, Planning, Extension &amp; Info. Services</li> <li>• Vice President for Administration</li> <li>• Senior College Dean</li> <li>• Director for Instruction</li> <li>• President of two accredited organizations or his duly authorized representative</li> </ul>
<b>Chief of Office of the Year</b>	<p>Chief of any Office/Division (for three (3) years)</p> <p>Top three candidates</p>	Vice President for Administration and Finance	<p><u>Chairman</u>:</p> <ul style="list-style-type: none"> <li>• Vice President for Administration</li> </ul> <p><u>Members (7)</u>:</p> <ul style="list-style-type: none"> <li>• Director, Administrative Services</li> <li>• Senior College Dean</li> <li>• Respective Directors of the nominees</li> <li>• President of two accredited organizations or his duly authorized representative</li> </ul>

AWARD CATEGORY	NOMINEE/S	ENDORISING HEAD	LOCAL COMMITTEE
<b>Faculty of the Year Award</b>	One nominee from each College  Top three candidates	Dean of the College	<u>Chairman:</u> Vice President for Academic Affairs <u>Members (7):</u> <ul style="list-style-type: none"> <li>• Vice President for Research, Planning, Extension &amp; Info. Services</li> <li>• Vice President for Administration</li> <li>• Respective Dean of nominees</li> <li>• President of two accredited organizations or his duly authorized representative</li> </ul>
<b>Employee of the Year Award</b>	One nominee from each Service  (Serving the service/office for three (3) years)  Top three candidates	Vice President for Administration	<u>Chairman:</u> Vice President for Administration <u>Members (7 or 8):</u> <ul style="list-style-type: none"> <li>• Vice President for Academic Affairs</li> <li>• Vice President for Research, Planning, Extension &amp; Info. Services</li> <li>• Respective Director of nominees</li> <li>• Director, Administrative Services</li> <li>• President of two accredited organizations or his duly authorized representative</li> </ul>

AWARD CATEGORY	NOMINEE/S	ENDORISING HEAD	LOCAL COMMITTEE
<b>Group of the Year or Performing Office Award</b>	<p>One nominee from any college/service</p> <p>(Acting as one group/unit for two (2) years)</p> <p>Top three candidates</p>	<p>Executive Vice President</p>	<p><u>Chairman:</u> Executive Vice President</p> <p><u>Members</u> (5):</p> <ul style="list-style-type: none"> <li>• Vice President for Academic Affairs</li> <li>• Vice President for Administration</li> <li>• Vice President for Research, Planning, Extension &amp; Info. Serv.</li> <li>• President of two accredited organizations or his duly authorized representative</li> </ul>
<b>EARIST Model Faculty Award</b>	<p>One nominee from each College</p> <p>(Serving the college for three (3) years)</p> <p>Top three candidates</p>	<p>Vice President for Academic Affairs</p> <p>Dean of Colleges</p>	<p><u>Chairman:</u> Vice President for Academic Affairs</p> <p><u>Members</u> (4):</p> <ul style="list-style-type: none"> <li>• Vice President for Administration</li> <li>• Vice President for Research, Planning, Extension &amp; Info. Services</li> <li>• Senior College Dean</li> <li>• Director for Administrative Services</li> <li>• President of two accredited organizations or his duly authorized representative</li> </ul>

AWARD CATEGORY	NOMINEE/S	ENDORISING HEAD	LOCAL COMMITTEE
<b>EARIST Model Employee Award</b>	One nominee from each Service  (Serving the service/office for three (3) years)  Top three candidates	Vice President for Administration	<u>Chairman:</u> Vice President for Administration <u>Members (7 or 8):</u> <ul style="list-style-type: none"> <li>• Vice President for Academic Affairs</li> <li>• Vice President for Research, Planning, Extension &amp; Info. Serv.</li> <li>• Respective Director of Nominees</li> <li>• Director for Administrative Services</li> <li>• President of two accredited organizations or his duly authorized representative</li> </ul>

2. If the endorsing head or one of the local committee members is the candidate he/she must inhibit himself/herself and designate someone of almost the same capacity subject to approval of the President and the EARIST PRAISE Committee.
3. President or his duly authorized representative of two accredited organizations will complete the membership of local committees as well as the EARIST PRAISE Committee in all award categories.
4. The EARIST PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentive systems of the Institute.

It shall also evaluate and choose from among the top three candidates of the above categories and nominate the same for the National Level Awards.

On or before the thirtieth day of January, it shall submit to the Civil Service Commission an annual report on the activities related to the implementation of the awards and incentives system of the Department.

5. All nominations must be submitted in the prescribed nomination form to the EARIST PRAISE Committee and the following information must be adequately provided:
  - 5.1. For **Group or Office Nomination** – Names of team members, including disqualified/member/s, with their respective positions and contributions enumerated in detail. For group nominee with member/s who failed to qualify, state the reason for his/her disqualification. Only members who meet the qualification requirements shall be included in the grant of award if chosen as awardee. Please refer to **EARIST PRAISE Nomination Form No. 2** for details.
  - 5.2. For **Individual Nomination** (Vice President of the Year Award, Dean of the Year, Director of the Year, Researcher of the Year, Extensionist of the Year, Area Chair of the Year, Chief of Office of the Year, Faculty of the Year, Employee of the Year and EARIST Model Faculty and Employee of the Year Award)- On **Summary of Accomplishments/Norms of Conduct Manifested**, the following information should be provided:
    - 5.2.1. **Highlights of outstanding accomplishments or exemplary norms manifested within the last three years.** Presentation of accomplishments or norms manifested should be in order of significance, complete with descriptions, justifications and should adhere to the following pointers:
      - Use specific terms. Define/clarify terms such as “assisted”, “contributed” or “facilitated”;
      - State outstanding accomplishments of exemplary norms displayed and impact in brief, factual and in bullet form;
      - Present impact of accomplishments by indicating problems addressed, savings generated, people/office benefited and/or transactions facilitated.

6. **For outstanding work accomplishment** – state whether or not the accomplishments presented are part of the regular duties of the nominee or if these are his/her own initiative. If part of nominee’s regular duties or mandate, cite justifications on why the accomplishments are considered exceptional or extraordinary.
7. **For exemplary conduct and ethical behavior** – in addition to the presentation of the summary of exemplary norms of conduct manifested/displayed, give justifications why the norm/s displayed are considered exemplary.
8. The nominations of heads of local committees, should present their individual accomplishments or behavioral norms, not the accomplishments of the entire college, service or division/unit.

## **XI. LIMITATION ON NOMINATION**

1. Although there are twelve (12) award categories, an employee or official should be nominated to only one category. The Local committees shall review and evaluate the nomination and shall have the option to reclassify the nominations based on the appropriate award category prior to submission to the EARIST PRAISE Secretariat or the HRMS office.
2. Awardees who have been previously conferred with any of the twelve award categories can still be nominated to the same or to another award category after five years from the conferment of his/her award, provided that the nomination is based on a new set of accomplishments and/or exemplary/behavior manifested.

## **XII. GROUNDS FOR DISQUALIFICATION OF NOMINATIONS**

- A. Non-submission on the deadline set by the EARIST PRAISE Committee, of any of the requirements enumerated under items VII, VIII and IX of this System.
- B. Any misrepresentation of information made in the Nomination Form and in any of the documents submitted; Non-compliance with the Instructions in accomplishing the Nomination Form; and

- C. Nominees requesting Member/s of the Local Committees and/or the EARIST PRAISE Committee, directly or thru intermediaries, special favor or consideration.

**XIII. OTHER INSTITUTE SPECIAL AWARDS (In accordance with Rule X “Employees Suggestions and Incentive Awards System” of Omnibus Rules Implementing Book V of EO 292)**

- A. **Performer Award** – granted to the top three (3) faculty/employees who have obtained the **highest Performance rating in accordance with the Strategic Performance Management System (SPMS) for the last two (2) successive evaluation periods** immediately preceding the date of conferment of the award and have complied paragraph 3.0 of the Office of the President Memorandum Order No. 050-09 “**Implementing The Citizen’s Charter**” which clearly states he/she have taken his/her part in promoting the transparency and accountability, and efficient and effective service delivery. The recipients will be automatically excluded in the next three years of awarding. A cash award of P3,000.00 each plus a certificate of recognition shall be given to the awardees.
- B. **Office Performer Award** – granted to the top two (2) office/service/college who have obtained the highest average Performance rating of the head/director/chief and staff and dean and faculty members in accordance with the Strategic Performance Management System (SPMS) for the last two (2) successive evaluation periods immediately preceding the date of conferment of the award and **have fully observed the implementation of Republic Act No. 9485 (Anti-Red Tape Act (ARTA) of 2007**, No. 4 Section of 2 of Rule VI clearly states that all applications and/or requests in frontline services (even non-frontline service) shall be acted upon within the period prescribed under the Citizen’s Charter, which shall not be more than five (5) working days for simple transactions, and not more than ten (10) days for complex transactions. The recipient will be automatically excluded in the next three years of awarding. A cash award of P10,000.00 each plus a certificate of recognition shall be given to the awardees.

The EARIST PRAISE Committee will measure the Anti Red Tape Act Compliance through feedback and redress mechanism or the CSC Report Card Survey and the posting of Citizen’s Charter, no to fixers campaign and no noon break policy.

- C. **Gantimpala Award (Most Courteous Employee Award)** – given outright to employees commended by clients for their courtesy, promptness, efficiency and dedication to duty. A certificate of recognition will be awarded. Monetary award depends on the judgment of the PRAISE Committee and the output or result of the act to which the employee was commended for but not to exceed Php5,000.00.
- D. **Service Award (Loyalty Award)** – conferred during the celebration of the Insitute’s Foundation Anniversary which shall be granted to an employee who has completed at least (10) years of continuous and satisfactory service in the government. This award shall consist of certificate, cash bonus (see loyalty incentive), a lapel emblem or loyalty symbolic pin and memorabilia/souvenir differentiated as follows:
- |                     |   |                        |
|---------------------|---|------------------------|
| 10 and 15 years     | - | bronze service pin     |
| 20 and 25 years     | - | silver service ring    |
| 30, 35 and 40 years | - | gold service medallion |
- E. **Retirement Award** - conferred on retirees whether under optional (15 years of satisfactory government service) or compulsory (upon reaching compulsory retirement age of 65) retirement schemes held during a testimonial program specially set for the occasion or coinciding on the Founding Anniversary celebration. The token for this award/recognition shall be in a form of symbolic plaque of appreciation, the design and citation of which shall be in accordance with the theme of the celebration or the emblem of the Institution.
- F. **Posthumous Award** - conferred on individual who were separated from the service due to untimely death, held during a testimonial program specially set for the occasion or coinciding on the Founding Anniversary celebration. The token for this award/recognition shall be in a form of symbolic plaque of appreciation, the design and citation of which shall be in accordance with the theme of the celebration or the emblem of the Institution.

**Posthumous nominations to the CSC Honor Awards Program** may be made for a public servant who died in the line of duty or in the pursuit of his/her official duties and responsibilities as a civil servant. **Posthumous nominations to the CSC Honor Awards Program** should be formalized within 12 months from the time of death of the official and/or employee.

- G. **Presidential Award** – Special award allotted or within the option of the President. The award is based on the criteria and category/ies set/chosen by the President. It could be conferred to a group and/or individual who with the Institute President's justification has vital contributions or had helped the President or the administration in the attainment of the objectives, mission and vision of the Institute and/or a fulfillment/realization of a certain project or program that benefitted the majority of the stake holders (students).

Categories may include Cleanest/well-organized Office, Classroom (conducive to learning), Computer and other laboratory, Cleanest Corridors and Comfort Rooms, Top in accreditation results, College with highest passing rate in government examinations, Top in Student and Faculty relevant program and activities. A cash award of P10,000.00 plus a certificate of recognition shall be given to the awardee/s.

- H. **Most Punctual Faculty Member and Employee Award** – Awarded to a faculty member and an Employee who did not incur late and under time of more than twelve (12) times and three (3) absences from December 1 of the preceding year to November 30 of the current year. A cash award of P3,000.00 plus a certificate of recognition shall be given to the awardee/s. In case of multiple qualifiers, an employee who has the least number of minutes/hours and absences shall be declared the final awardee. The awardee is disqualified as contender for three consecutive years.

#### XIV. FORMS OF AWARDS

1. Trophies, Plaques, Medals or Certificates;
2. Special Monetary Award (This award shall be granted to an employee whose contribution in terms of suggestions or invention, superior accomplishments and other personal efforts resulting in monetary savings subject to availability of funds but not to exceed 20% of the savings generated);
3. Extra/Additional Points (This incentive shall be granted for promotion purposes under Outstanding Accomplishments or an additional points to overall computation/ranking)
 

3.1. National Level Award	-	3.0 points
3.2. Institutional Level Award	-	2.0
3.3. Other Institute Special Awards	-	1.0

4. Other monetary and non-monetary awards that may be recommended by the EARIST PRAISE Committee and approved by the Institute President.

## XV. TYPES OF INCENTIVES

The Institute shall adopt, implement the payment/giving of incentives mandated by the government but shall also establish other types of incentive as a mean to reward deserving employees that will motivate them to improve performance, loyalty to the Institute while instilling excellence in public service. As such the following incentives shall regularly be granted:

### A. GOVERNMENT/NATIONAL INCENTIVE

1. **Loyalty Incentive** – granted to an employee who has served continuously and satisfactorily the Institute for at least ten years. CSC Memo Circular No. 6, 2002 “Revised Policies on the Grant of Loyalty Award”, clearly states that in addition to the loyalty memorabilia/souvenir, a cash gift/incentive which shall not be less than Php500.00 but not more than Php1,000.00 per year shall be given to qualified officials or employees, chargeable against the Agency’s savings, provided however that those who have received the cash award during their first ten (10) years shall, upon reaching 15, only receive the cash award for the succeeding 5 years and so on.
2. **Grant of Step Increment/s Due to Meritorious Performance** – An employee may progress from Step 1 to Step 8 of the salary grade allocation of his/her position in recognition of meritorious performance based on a Performance Management System. Pursuant to Joint CSC-DBM Circular No. 1, S. 2012 “Rules and Regulations on the Grant of Step Increment/s Due to Meritorious Performance and Step Increment Due to Length of Service, the grant of Step Increment based on Merit and Performance shall be **in lieu of the Productivity Incentive Benefit (PIB)**, the grant of the latter shall be discontinued beginning Fiscal Year 2015.

In accordance to Joint CSC-DBM Circular No. 1, S. 2012, the maximum number of employees excluding casual, contract of service, contractual personnel and job orders that may be granted Step Increment/s Due to Meritorious Performance in any given year shall be limited to five percent (5%) of all incumbent officials and employees in the agency

**2.1. Two (2) Step Increments due to Meritorious Performance** may be granted to a qualified official or employee who has attained **two (2) ratings of “Outstanding”** during the two (2) rating periods within a calendar year.

**2.2. One (1) Step Increment due to Meritorious Performance** may be granted to a qualified official or employee who has attained **one (1) rating of “Outstanding”** and **one (1) rating of “Very Satisfactory”** or **two (2) ratings of “Very Satisfactory”** during the two (2) rating periods within a calendar year.

Such performance ratings shall be based on the agency Performance Management System (PMS) approved by the CSC. Step increment/s shall be granted initially effective January 1, 2015, **and** subsequently every January 1 of every year thereafter only for those with CSC-approved agency SPMS.

**3. Grant of Step Increment/s Due to Length of Service**— shall be granted to qualified personnel for every three (3) years of continuous satisfactory service in the present position. Pursuant to Joint CSC-DBM Circular No. 1, S. 2012, said length of service may include the period/s rendered by an incumbent as follows:

- a. While on temporary or provisional status of appointment in the same position;
- b. Before his/her present position was reclassified/upgraded/reallocated; and
- c. Period rendered by him/her prior to re-appointment to the same or comparable position with the same salary grade in a reorganized agency staffing pattern.

An incumbent, if qualified, may be simultaneously granted Step Increment/s Due to Meritorious Performance and Step Increment Due to Length of Service.

**4. Uniform/Clothing Allowance (U/CA)** - Granted to all employees pursuant to DBM Budget Circular No. 2012-1 “Rules and Regulations on

the Grant of Uniform/Clothing Allowance (U/CA) to Civilian Government Personnel issued on February 23, 2012, the U/CA is granted to defray expenses for uniforms or distinctive clothing which are required appropriate attire for employees in the regular performance of their work.

In general, such uniforms or clothing are intended for the following purposes:

- a. To identify the employees with their mother agencies and to convey emblem of authority;
- b. To serve as protective or working clothing, especially the maintenance, workshop, and farm personnel; and
- c. To defray expenses for their maintenance.

Effective FY 2012, the U/CA per annum for full-time service shall not exceed Php5,000.00. For each subsequent year, the U/CA shall not exceed the amount authorized in the pertinent general provision in the annual GAA.

The U/CA per annum for part-time service shall be in direct proportion to the U/CA for full-time service. For example, the U/CA for part-time service in FY 2012 shall be computed as follows:

$$\begin{aligned}
 & U/CA \text{ (Part – time Service in FY 2012)} \\
 & = (\text{Php}5,000) \left( \frac{x \text{ hours of part – time service/day}}{\text{hours of full – time service}} \right)
 \end{aligned}$$

5. **Mid and Year End Benefits or Thirteenth Month Bonus Plus Five Thousand Cash Gift** – Granted to officials and employees in the national and local governments including state colleges and universities, and GOCCs in recognition of their dedication to government service and in keeping the spirit of Christmas.
6. **Productivity Enhancement Incentive** – Granted to all government employees occupying regular, contractual or casual positions; appointive or elective; rendering services on a full-time or part-time basis (those whose compensation are charged to the lump sum

appropriation under Personnel Services; or those occupying positions in the DBM-approved contractual staffing pattern of the agencies concerned. The Productivity Enhancement Incentive (PEI) in the amount of P5,000.00 which shall continually granted across-the-board, in accordance with guidelines to be issued by the DBM.

- 7. Performance Based Bonus (PBB) –** Which is a top-up bonus, shall be given to personnel of bureaus or delivery units in accordance with their contribution to the accomplishments of their Department’s over-all targets and commitments, subject to the achievement by the Departments of performance targets under their respective Major Final Outputs and Priority Program/Project commitment as agreed with the President under the 5 KRAs in EO No. 43; and accomplishment of good governance conditions set by the Inter-Agency Task Force (IATF) created under Administrative Order No. 25.

The rates of the PBB shall be based on the performance ranking of bureaus or delivery units, and rating of individuals, as provided in EO No. 80, as follows:

Bureau/Delivery Unit Performance Category	Individual Performance Category		
	Best	Better	Good
Best	35,000	20,000	10,000
Better	25,000	13,500	7,000
Good	15,000	10,000	5,000

- 8. Leave Incentive/Benefits - In accordance with CSC Omnibus Rules on Leave**

**8.1. FOR FULL TIME FACULTY MEMBERS**

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

- 8.1.2 Teacher's Leave** – Teachers shall not be entitled to the usual vacation and sick leave credits but to proportional vacation pay (PVP) of 70 days of summer vacation plus 14 days of Christmas vacation. A teacher who has rendered continuous service is a school year without incurring absences without pay of not more than 1 ½ days is entitled to 84 days of proportional vacation pay.
- 8.1.3 Study Leave and Indefinite Sick Leave** - Governed by CHED, PASUC policies and Section 24 and 25 or RA 4670 Magna Carta for Public School Teachers, granted to teaching personnel not exceeding one (1) School Year after seven (7) years of satisfactory service. Sick leave (SL) of teachers can exceed 1 year depending on the nature of illness that demands long treatment.

## **8.2. FOR NON-TEACHING/DETAILED PERSONNEL**

- 8.2.1. Entitlement to Leave Credits** – Granted to employees who are rendering the prescribed office hours (8 hours a day or 40 hours a week), entitled to 15 days vacation and 15 days sick leave annually. Part time employees who renders four (4) hours of work five (5) days a week or a total of 20 hours a week is entitled to 7.5 days vacation leave and 7.5 days sick leave.
- 8.2.2. Three (3)- day Special Leave Privileges** – Non-Cumulative/Non Commutative: Personal Milestone (birthday, anniversary, etc.), Parental and Filial Obligations, Domestic emergencies, Personal transactions, calamity, accident, hospitalization.
- 8.2.3. Five days Forced/Mandatory Leave** – Granted if an employee incurred less than 5 days absences in one calendar year, could be in a continuous or intermittent basis.
- 8.2.4. Study Leave** - Not exceeding six (6) months in preparation for bar or board examinations to complete Masteral Degree.

### **8.3. FOR BOTH FULL TIME FACULTY AND NON TEACHING PERSONNEL**

**8.3.1 60 Days Maternity Leave with Full Pay** – Granted to every woman in the government service who has rendered an aggregate of two (2) or more years of service, shall in addition to the vacation and sick leave granted to her, be entitled to maternity leave of sixty (60) calendar days with full pay.

**8.3.2 Paternity Leave non-cumulative/non-commutative** – Paternity leave of seven (7) days shall be non-cumulative and strictly non-convertible to cash. The same may be enjoyed either in a continuous or in an intermittent manner by the employee on the days immediately before, during and after the childbirth or miscarriage of his legitimate spouse.

**8.3.3 Parental Leave to Solo Parents** – The parental leave of seven (7) days in addition to existing leave privileges shall be granted to any solo parent employee subject to the following conditions:

- a. Have rendered government service for at least one (1) year;
- b. The parental leave shall be availed of every year in continuous or intermittent basis but non-cumulative and non-commutative;
- c. Submit application one week prior to availment except emergency cases;
- d. Will attend to parental duties and responsibilities;
- e. Secure a Solo Parent Identification card from the City/Municipal Social Welfare and Development Services.

**8.3.4 Special Leave Benefits for Women under R.A. 9710 (An Act Providing for the Magna Carta for Women)** – Any female public sector employee regardless of age and civil status, shall be entitled to a special leave of a maximum of two months with full pay based on her gross monthly compensation provided she has rendered at least six (6) months aggregate service in any or various government agencies for the last 12 months prior to undergoing surgery for gynecological disorders. Gross monthly salary includes PERA/ADDCOM but excluding RATA.

**8.3.5 Rehabilitation Leave for job-related injuries** – Granted to all officials and employees who applies for leave of absence on account of wounds or injuries incurred in the performance of duty evidenced by proper medical certificate. The head of department/agency concerned shall direct that absence of an employee during his period of disability thus occasioned shall be on full pay, but not to exceed six (6) months. He shall also authorize the payment of medical attendance, necessary transportation, subsistence and hospital fees of the injured person.

Claimants of Rehabilitation Privilege benefits are entitled to reimbursement by their agency for first-aid expenses, preferably in government facilities. Reimbursement is subject to the availability of funds and shall not exceed Php5,000.00 unless expenditures beyond said amount are necessary as certified by medical authorities and approved by head of agency. For this purpose, first aid refers to the basic medical treatment immediately given to a person hurt in an accident.

**8.3.6 Payment of Terminal Leave** – Any official/employee of the government who retires, voluntarily resigns, or is separated from the service and who is not otherwise covered by special law, shall be entitled to the commutation of his leave credits exclusive of Saturdays, Sundays and Holidays without limitation and regardless

of the period when the credits were earned. Terminal leave benefits shall be computed as follows:

$$TLB = S \times D \times F$$

where:

*TLB* = Terminal Leave Benefits

*S* = Highest Monthly Salary received

*D* = No. of accumulated vacation and sick leave credits

*CF* = Constant Factor is 0.0478087

**8.3.7 10 day Leave Under RA 9262 (Anti-Violence Against Women (VAW) and their Children Act of 2004)** – Entitles the woman employee-victim of VAW to take a paid leave of absence up to ten (10) days in addition to other paid leaves under the Labor Code and Civil Service Rules and Regulations, extendible when necessity arises as specified in the protection order:

**8.3.7.1** Any woman employee in the government service regardless of status;

**8.3.7.2** Any woman employee whose child is a victim of violence as defined therein and whose age is below eighteen (18) or above eighteen (18) but unable to take care of himself/herself.

**8.3.7.3** Submit application prior to availment or immediately upon the woman employee's return.

**8.3.7.4** The 10 day leave may be availed in continuous or intermittent basis but non-cumulative and non-commutative.

**8.3.7.5** Leave form must be supported by a Barangay Protection Order (BPO) obtained from the barangay or a Temporary/Permanent Protection Order (TPO/PPO). In the absence of BPO a certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court shall be sufficient to support. A police report or medical certificate may be also be considered.

- 8.3.8 Special Emergency Leave to Government Employees Affected by Natural Calamities/Disasters** – A five (5) day special emergency leave shall be granted to government employees directly affected by natural calamity/disasters. May be availed within thirty (30) days from the first day of calamity declaration by proper government authorities. The need for urgent repair, clean-up of damaged house, being stranded or due to disease/illness brought by the calamity and caring of affected immediate family members are considered reasons in availing this leave privilege.
- 8.3.9 Leave Credits Monetization** - Officials and employees in the career and non-career service whether permanent, temporary, casual or coterminous, who have accumulated balance of vacation leave credits shall be allowed to monetize under the following circumstances:
- 8.3.9.1 Ten (10) days monetization of Vacation Leave credits:** Granted to employees who have accumulated fifteen (15) days of vacation leave credits and shall be allowed to monetize a minimum of ten (10) days, provided that at least five (5) days is retained after monetization and provided further that a maximum of thirty (30) days may be monetized in a given year.
- 8.3.9.2 Monetization of 50% or more of vacation/sick leave credits:** Monetization of fifty percent (50%) or more of the accumulated leave credits may be allowed for valid and justifiable reasons such as:
- 8.3.9.2.1** Health, medical and hospital needs of the employee and the immediate members of his/her family;
- 8.3.9.2.2** Financial aid and assistance brought about by force majeure events such as calamities, typhoons, fire, earthquake and accidents that affect the life, limb and property of the employee and his/her immediate family;

- 8.3.9.2.3** Educational needs of the employee and the immediate members of his/her family;
- 8.3.9.2.4** Payment of mortgages and loans which were entered into for the benefit or which inured to the benefit of the employee and his/her immediate family;
- 8.3.9.2.5** In cases of extreme financial needs of the employee or his/her immediate family where the present sources of income are not enough to fulfill basic needs such as food, shelter and clothing;
- 8.3.9.2.6** Other analogous cases as may be determined by the Commission.

Formula:

$$\frac{\text{Monthly Salary}}{20.916667^{***}} \times \frac{\text{No. of days to be monetized}}{\text{Monitized Leave}} = \text{Money Value of the}$$

\*\*\*Equivalent number of days in a month for computation of MLC based on the total number of working days per year (251) [Section 40 of CSC MC No. 14, s. 1999] divided by the number of months in a year (12).

or

$$\text{Monthly Salary} \times \frac{\text{No. of days to be monetized}}{\text{Monitized Leave}} \times 0.0478087 = \text{Money Value of the}$$

- 8.3.10. Commutation of Salary Prior to Leave** - The proper head of department, local government unit, and government-owned or controlled corporation with original charter may, in his discretion, authorize the commutation of the salary that would be received during the period of vacation and sick leave of any appointive official and employee and direct its payment at the beginning of such leave from the fund out of which the salary would have been paid.

9. **Retirement/Separation Incentive/Benefits** - In compliance with Republic Act No. 10154 on July 14, 2011, the Commission has promulgated CSC Resolution No. 1300237 dated January 30, 2013 entitled "Implementing Rules and Regulations of Republic Act No. 10154, Otherwise Known As An Act Requiring All Concerned Government Agencies to Ensure the Early Release of the Retirement Pay, Pensions, Gratuities and Other Benefits of Retiring Government Employees."

Retirement benefits of retiring government employees shall be released to them within a period of thirty (30) days from the actual retirement date of the concerned employee. The employer-agency must, however, submit all requirements for purposes of retirement to the concerned agency at least ninety (90) days prior to the effectivity date of the retiree's retirement. To complete all said requirements in due time, the employee concerned shall file his/her expression of intent to retire at least one hundred twenty (120) days prior to his/her actual retirement date.

#### 9.1. RETIREMENT BENEFIT UNDER THE GSIS PROGRAM

- 9.1.1 **Republic Act 660 (Magic 87)** – If qualified, your choices of benefits includes automatic pension, initial 3 - year lump sum and 5-year lump sum.
- 9.1.2 **Republic Act 1616 (Gratuity Benefit)** - If qualified, your benefits includes gratuity payable by your last employer based on your total length of service (converted into gratuity months multiplied by the highest compensation your received plus refund of retirement premiums.
- 9.1.3 **Presidential Decree 1146** - If qualified, your choices of benefits includes old-age pension on a monthly annuity for life or 5-year lump sum with discount (after 5-year guaranteed period, you will receive an old-age pension for life) and a cash payment if with less than 15 years of government service.
- 9.1.4 **Republic Act 8291 (GSIS Act of 1997)** - If qualified, your choices of benefits includes lump sum and old-age pension (lump sum which is equivalent to 60 months of your BMP (Basic Monthly Pension) payable at the time of the retirement, and an old-age pension benefit payable

monthly for life if you are still living after the 5-year guaranteed period) or a cash payment and basic monthly pension (Cash payment (CP) is equivalent to 18 months of your BMP payable upon retirement plus immediate monthly pension for life a month after the date of your retirement).

## 9.2. SEPARATION BENEFIT UNDER THE GSIS PROGRAM

**Cash Payment** if you have at least 3 years but less than 15 years of service and are below 60 years old equivalent to 100% of the Average Monthly Compensation (AMC) multiplied by the Record of Creditable Service (RCS) payable at age 60.

**Cash Payment** if you have at least 15 years of service and are below 60 years old 18 times the BMP payable upon separation, and monthly pension for life starting to commence a month after the 60<sup>th</sup> birthday.

\*\*Application for separation benefit should be filed within a period of 4 years from the time of separation from government service.

## 9.3. UNEMPLOYMENT BENEFIT UNDER THE GSIS PROGRAM

You can avail of the unemployment benefit if you are a permanent government employee who have paid the required 12 months integrated contributions under RA 8291 and are involuntarily separated from the service as a result of the abolition of your office or position usually resulting from reorganization.

## 9.4. DISABILITY BENEFITS UNDER THE GSIS PROGRAM (NONWORK-CONNECTED)

You may avail of disability benefits in case of loss or reduction of your earning capacity caused by loss or impairment of the normal functions of your physical and/or mental faculties as a result of an injury or sickness. This depends on the nature of your disability that will be determine by the Medical Services Group of the GSIS

such as: Permanent Total Disability (PTD), Permanent Partial Disability (PPD) and Temporary Total Disability (TTD) or Sickness Income Benefit (SIB).

#### 9.5. **SURVIVORSHIP BENEFIT (UNDER RA 8291)**

This includes **Survivorship Pension** payable to the surviving spouse that is equivalent to 50% of the basic monthly pension received by the deceased member or pensioner, but the maximum limit for survivorship pension should not exceed step 8 of the current salary of an Undersecretary under the Salary Standardization Law and **Funeral Benefit** worth Php20,000.00 to be paid in order of priority.

#### 9.6. **ADDITIONAL SOCIAL SECURITY BENEFITS**

9.6.1. **Republic Act 7699 (Portability Law)** - Qualified if not entitled for pension benefit in either or both System (GSIS or SSS) and availer must have less than 120 months of SSS contributions or less than 180 months of creditable government service at the time of retirement, provided, there is no overlapping of SSS contributions and government service. In the form of monthly annuity or pension payable at age 60.

9.6.2. **Life Insurance Coverage** - This includes **death benefits** equivalent to the last annual salary multiplied by 1.5, **termination value** equivalent to 25% of the monthly life insurance paid (withdrawable upon separation or retirement), **annual dividends** based on the termination value and **Policy Loan** equivalent to 90% of the terminal value.

9.6.3. **Christmas Cash Gift and Pension Increase** - Old-age pensioners and disability pensioners are also entitled to the Christmas Cash Gift equivalent to one-month pension but not to exceed the maximum limit approved by the GSIS Board of Trustees and pension increase after five years as regular pensioner.

## B. INSTITUTIONAL INCENTIVE

### 1. Enhancement Incentive

**1.1 Short Course/Training Incentive** - granted in recognition of an individual who has satisfactorily completed a training or short course align in the field of his expertise or who has attended a staff development training/workshop program relevant in his area of specialization at his own expense. A plaque of recognition and a cash award of P3,000.00 may be given to qualified individuals during the Institute's anniversary celebration. Nomination or request with supporting documents must be forwarded to the PRAISE Committee on or before November 30 of any given year.

**1.2 Graduate Program Educational Assistance** – granted to all employees who have rendered seven (7) years of continuous satisfactory service under the following circumstances:

Masters Degree:

With Vertical Articulation	-	Php20,000.00
None Vertical Articulation	-	10,000.00

Doctoral Degree:

With Vertical Articulation	-	Php30,000.00
None Vertical Articulation	-	20,000.00

**1.3 Evening Duty Pay** – granted to officials as an incentive (P6,000-8,000) for rendering evening services beyond their regular office hours. Evening duty pay is also granted to designated officials performing managerial positions but were not able to satisfy the requirements of NBC 404, S. 1998 (Rules and Regulations on the grant of Representation and Transportation Allowance.

**1.4 Overtime Pay for Extra Services Rendered** – Granted during enrolment period, graduation, conduct of entrance examination, closing of books, preparation of quarterly and semi-annual financial reports and preparation of budget proposals, as well as payment for extra services of members of committees created for special purposes.

**2. Collective Negotiation Agreement Incentives (CNA)** – Granted in accordance with the **CSC** approved Institute’s Collective Negotiation Agreement between the EARIST Faculty and Employees Union (EARIST-FEU) (accredited association) and the management and pursuant also to DBM Circular No. 2006-1 “Grant of Collective Negotiation Agreement (CNA) Incentive” to all rank-and-file employees who are members of EARIST-FEU whose appointments are permanent, temporary, contractual, or casual in nature, on full-time or part-time basis.

**a. Non – Monetary Incentives**

**a.1. Official time** shall be granted by the Institute to all Union Officials who are accomplishing representation duties, including meetings, seminars, conferences and etc. in order to enhance the labor management relations at all levels.

**a.2. Load reduction** of Union Officers if academic item holders:

President	-	9 units
Vice President	-	6 units
Other Officers	-	3 units

**a.3. Union Office** - the Institute shall provide Union Office with office space, furniture, equipment, communications, including but not limited to supplies and materials necessary for UNION office operations.

**a.4. Representation** in the different Institute Committees which affect or concerning the welfare of the employees.

**a.5. Safety, Health and Environment** conducive to work (please see the Institute’s health and wellness program) – Free annual medical check up/laboratory/x-ray for all employees.

**a.6. Implementation of Career Development Plan** in all areas of work.

- a.7. **Provision of a Group Accident Insurance** to academic and non-academic personnel to both national and city paid employees regardless of status.
  - a.8. **Full Scholarship Program to all Employees'** regardless of status enrolled in the Undergraduate/Graduate Programs.
  - a.9. **Free Tuition fee to the children of EARIST employees** in the **undergraduate program** subject to admission requirements.
  - a.10. **A twenty (20)- minute grace period** is allowed on the daily reporting for work for non-academic personnel but should not be construed as to reduce the eight (8) hours work a day provided by law, hence the said late or the total accumulated tardiness for the whole month shall be deducted from the leave/service credits balance or from the monthly salary through payroll deduction.
  - a.11. **Service Credits and Compensatory time-off** for Overtime Services of academic and non academic personnel – please refer to paragraphs 3 and 4 of b.5. (Payment of Overtime Services).
- b. Monetary Incentive**
- b.1. Employees enrolled in the Undergraduate/Graduate Programs outside EARIST will be provided with fifty percent (50%) refund of tuition fee but not to exceed Php5,000.00.
  - b.2. Socio-Economic Projects (USEP) - The remaining thirty percent (30%) of the savings from the MOOE may be released as seed capital for the livelihood projects of the employees' association with the end view of developing the general welfare of the rank-and-file employees of the agency.
  - b.3. **Collective Negotiation Agreement (CNA) Incentive** – Item 4.2.3 of DBM Budget Circular No. 2013-4 dated November 25, 2013 specifically provide that “The CNA Incentive for employees in offices or organizational units which contributed more in the accomplishment of performance

targets, cost savings, productivity and/or profitability may be higher than the rest of the employees, but not to exceed P25,000.00.”

Availment of CNA incentive also include those rank-and-file employees who are not members of the employees’ association as long as they pay the corresponding agency fee as provided under PSLMC Resolution No. 1 series of 1993.

Appropriation of funds to ensure the grant of CNA benefits is not allowed. CNA incentive must be sourced solely from MOOE savings generated from the cost-cutting measures implemented by the management and employees’ association.

CNA incentive cannot be predetermined or a minimum amount thereof be fixed pending determination of actual MOOE savings generated after compliance with the pre-conditions and guidelines provided in DBM Circular No. 2013-4 dated November 25, 2013.

- b.5 Payment of Overtime Services** – Overtime pay for academic personnel is covered by Item 3, DepEd Memorandum No. 291, s. 2008 dated June 13, 2008 (Guidelines for the Implementation of CSC Resolution No. 080096 on Working Hours for Public School Teachers) which states that:

*“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 (25) percent 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.” (underscoring supplied).

On the other hand, non academic personnel who rendered work in excess of eight (8) hours must be properly compensated. In case of lack of funds, Joint CSC-DBM Circular No.2, series of 2002 which provide for a uniform policy on the availment of **compensatory time-off** in lieu of overtime pay must be strictly observed.

Compensatory Overtime Credit is non-cumulative, meaning it should be used as time off within the year it is earned because it cannot be carried over to the succeeding year and cannot also be converted into cash. It cannot be used also to offset undertime or tardiness, nor can be added to the regular vacation and sick leave credits of an employee. Unused COCs shall be deemed forfeited in cases of resignation, retirement or separation from the service.

## **XVI. PRAISE COMMITTEE**

For the efficient implementation of the program, the EARIST PRAISE Committee (EPC) shall be responsible for the development, administration, monitoring and evaluation of the awards and incentive systems of the Institute.

It shall also evaluate and choose from among the recommendees of the EARIST PRAISE LOCAL Committees (EPLC) and nominate the same for the National Level Awards.

On or before the thirtieth day of January, it shall submit to the Civil Services Commission an annual report on the activities related to the implementation of the awards and incentive systems of the Institute.

To provide equal opportunity to every official/faculty/employee in the Institute, a Sub PRAISE Committee or EARIST PRAISE LOCAL Committees (EPLC) is created in the twelve (12) categories for Outstanding Work Performance/Accomplishment and Exemplary Conduct and Behavior. The EPLC shall submit to the EPC best nominees for the different categories.

In order to ensure the stability of the System, the EPC shall meet periodically to perform the following tasks:

- Stabilize the System through creation and monitoring of the research team/committee that will take charge in researching/benchmarking other suitable forms of rewards and incentives aside from creation of sub programs to enhance/upgrade the system. The research team must identify other award giving bodies/instrumentalities that EARIST PRAISE nominees could be part of or could be considered as qualified candidates;
- Study, make a proposal and implement other forms and types of awards and incentives not stipulated in this program based on timing, demand and or classification of recipients;
- Assist the President in overseeing the whole operations and different activities stipulated in this program and other sub programs that may be initiated by the local committees, colleges and offices;
- Evaluate and monitor implementation of programs through feedback and reports and make essential improvements, amendments to the system if necessary;
- Prepare plans, identify resources and propose budget for the system on annual basis;
- Develop, produce and distribute the EARIST PRAISE manual and orient the employees on the same especially the newly hired;
- Document the yearly activities as well as the best practices, innovative ideas and testimonies which will serve as a model or motivation to others as well as to sustain interest and enthusiasm;
- Address issues relative to the program within fifteen (15) days from the date of submission of complaint, query or clarification but should not be later than one month before the awarding. The decision of the EPC through a resolution with the approval of the President is final and executory.

- The incentive and award to the different recipients/categories may vary depending on the decision and recommendation of the EPC.

To implement the SYSTEM effectively, the EPC members are expected to possess positive attitude; be capable of implementing proposed ideas; open minded; decisive; have high tolerance for stress or pressure; and actively participate in all committee meetings.

The head of the agency or his authorized representative shall be responsible in overseeing the System's operation and that the Human Resource Management Unit shall serve as the System's Secretariat.

## **XVII. FUNDING**

The Institute shall allocate funds from the General Fund and portion of the income generated by the Institute for the PRAISE and incorporate the same in the Annual Work and Financial Plan and Budget.

## **XVIII. EFFECTIVITY**

The **EARIST PRAISE** shall become effective after final evaluation by the CSC. Subsequent amendments shall likewise be submitted to CSC for evaluation and shall take effect immediately.

## **XIX. COMMITMENT**

I hereby commit to implement and abide by the provisions of this EARIST PRAISE which shall be the basis for the grant of awards and incentives including Step Increments due to Meritorious Performance.

The annual PRAISE report shall be submitted to the CSC Regional Office concerned on or before the thirtieth day of January to enable our employees to qualify for nomination to the CSC sponsored national awards.

(Sgd.) **EDUARDO S. CAILLO**  
President

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Date

CSC Action:

I have evaluated the herein EARIST PRAISE and found it to be in accordance with the provision of CSC MC No. 01, 2. 2001 and CSC MC No. 19, s. 2005 and may now be implemented.

CSC REGIONAL DIRECTOR

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Republic of the Philippines  
**EULOGIO "AMANG" RODRIGUEZ  
INSTITUTE OF SCIENCE AND TECHNOLOGY**  
Nagtahan, Sampaloc, Manila

**EARIST PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE  
COMMITTEE (EARIST PRAISE-COMMITTEE)  
Resolution No. 02-2014**

**Recommending the Approval of the Eulogio "Amang" Rodriguez Institute of  
Science and Technology's Program on Awards and Incentives for Service  
Excellence (EARIST-PRAISE)**

**WHEREAS**, the need to revise the EARIST-PRAISE is called for by the Civil Service Commission (CSC) and to submit the same to the Commission for approval;

**WHEREAS**, the new CSC and Department of Budget (DBM) circulars and issuances must be incorporated in the revised edition of the EARIST-PRAISE;

**WHEREAS**, the system must adhere to the requirements of the CSC in particular the Honor Awards Program;

**WHEREAS**, the renewed Collective Negotiation of Agreement (CNA) of EARIST must be incorporated in the revised EARIST-PRAISE;

**WHEREAS**, in view of the foregoing, in exigency of the service and in compliance with the Civil Service Commission and to provide for strong mechanisms/program for service excellence, the EARIST-PRAISE (Revised Edition) is in adherence to the mandate of the Commission;

**NOW, THEREFORE**, be it resolved, as it is hereby resolved that the Committee recommend the approval of EARIST-PRAISE (Revised Edition);

**APPROVED** this 19th day of March, 2014 at EARIST, Nagtahan, Manila.

**Resolution No. 02-2014**

(Sgd.) **Mrs. BERNADETTE P. CATALAN**  
Chief, Human Resource Mgt. Service

(Sgd.) **Mr. PEDRO ROMMEL D. KIRONG**  
Pres., EARIST-Faculty & Employees Union

(Sgd.) **DR. ELEDIO T. ACIBAR**  
Director, Administrative Services

(Sgd.) **Dir. NECITAS T. BARRIENTOS**  
Director, Financial Management Service

(Sgd.) **Dr. ESTEBAN T. ROBISO, JR.**  
Dir., Accreditation and Planning Services

(Sgd.) **Dr. ERIC C. MENDOZA**  
VP for Planning, Research & Extension

(Sgd.) **Dr. LOURDES G. BANDOY**  
Vice President for Academic Affairs

(Sgd.) **Dr. CORAZON C. REGACHO**  
Vice President for Administration

Approved:

(Sgd.) **Dr. HERCULANO V. SABAS**  
Executive Vice President

(Sgd.) **Dr. EDUARDO S. CAILLO**  
President

## Appendix F

**EARIST Grievance Machinery (Revised Edition)**

Republic of the Philippines  
**EULOGIO "AMANG" RODRIGUEZ**  
**INSTITUTE OF SCIENCE AND TECHNOLOGY**  
Nagtahan, Sampaloc, Manila

## **EARIST GRIEVANCE MACHINERY**

(Revised Edition)

In conformity with the Revised Policies on the Settlement of Grievance in the Public Sector contained in CSC Resolution No. 010113, dated January 10, 2001 and implemented through CSC Memorandum Circular No. 02, s. 2001, the Eulogio "Amang" Rodriguez Institute of Science and Technology (EARIST) hereby adopts the herein Grievance Machinery (Revised Edition).

### **I. BASIC POLICIES**

1. **A grievance shall be resolved expeditiously at all times at the lowest level possible in the agency.** However, if not settled at the lowest level possible, an aggrieved party shall present his or her grievance step by step following the hierarchy positions.
2. All agencies shall establish a grievance machinery that is the best way to address grievance between or among government officials and employees.
3. The aggrieved party shall be assured freedom from coercion, discrimination, reprisal and biased action on the grievance.
4. **Grievance proceedings shall not be bound by legal rules and technicalities. Even verbal grievance must be acted upon expeditiously. The services of legal counsel shall not be allowed.**

5. A grievance shall be presented **verbally or in writing** in the first instance by the aggrieved party to his or her immediate supervisor. The letter 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 employee 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 other related terms and conditions.**
- b. Non-implementation of policies, practices and procedures which affect employees from recruitment to promotion, detail, transfer, retirement, termination, lay-offs, and other related issues that affect them;
- c. Physical working conditions;
- d. Interpersonal relationships and linkages; and
- e. All other matters giving rise to employee dissatisfaction and discontentment outside of those cases enumerated in Item No. 6.

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

- a. Disciplinary cases which shall be resolved pursuant to the Section 52, Article IV of the Uniform Rules on Administrative Cases in the Civil Service (URACCS), CSC Resolution No. 991936, August 31, 1999 as well as the Revised Rules on Administrative Cases in the Civil Service (RRACCS) (CSC Resolution No. 1101502, November 08, 2011);

- b. Protest on appointments which shall be resolved pursuant to CSC MC No. 4, s.2010 (Revised Policies in the Resolution of Protest Cases) and Rule 17 (Protest) of the RRACCS;
  - c. Sexual harassment cases as provided for in RA 7877 shall primarily governed by the Administrative Rules on Sexual Harassment Cases (CSC Resolution No. 01-0940 dated May 21, 2001; and
  - d. Union-related issues and concerns must be governed by the EARIST-Collective Negotiation Agreement (CNA)- CSC Certificate of Registration No. 720 with the intervention of the Public Sector Labor-Management Council (PSLMC) and Personnel Relations Office (PRO).
8. Only permanent officials and employees, whenever applicable, shall be appointed or elected as members of the grievance committee.

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

9. In consonance with Civil Service Commission (CSC) Memorandum Circular No. 19, s, 2005 Model Merit System for Faculty Members and Non-Academic Personnel of State Universities and College, and Local College and Universities ) Enjoining all State Universities and College (SUCS) and Local College and Universities (LCUS), to adopt the prescribed Model Merit System, the EARIST Merit System for Faculty Members and Non Academic Personnel in particular Chapter 7 (COMPLAINTS AND GRIEVANCE MACHINERY) and pursuant to Office of the President Memorandum No. 03-11, dated January 25, 2011, the EARIST Complaints and Grievance Committee is hereby reconstituted as follows:

#### **EARIST COMPLAINTS AND GRIEVANCE COMMITTEE (ECGC)**

**CHAIRMAN** : A Ranking Officer chosen by the Institute President;

**MEMBERS** : The Director for Administrative Services;

- : The Dean/Director of the college/office where the complaint is assigned;
  - : The HRM Officer as Secretary; and,
  - : A Representative of the accredited Faculty/Employees' Association/Union
  - : Another faculty/non- academic staff shall be designated if any of ECGC member is the one facing a complaint.
10. The agency head shall ensure equal opportunity for men and women to be represented in the grievance committee.
  11. The agency grievance committee shall develop and implement proactive measures that would prevent grievance, such as employee assembly which shall be conducted **at least once every quarter, "talakayan" with the President or the Chief Administrative Officer,** counseling and other HRD interventions and other similar activities.
  12. A personnel relations unit who will act or respond immediately to a complaint may be created in accordance with the agency grievance committee policies and procedures and shall also conduct a continuing information drive on grievance machinery among its officials and employees.
  13. The personnel unit of the agency shall extend secretariat services to the grievance committee.
  14. 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.
  15. The grievance committee shall submit a quarterly report of its accomplishments and status of unresolved grievances to the Civil Service Commission Regional Office.
  16. **Supervisors or officials who refuse to take action on a grievance brought to their attention shall be liable for neglect of duty** in accordance with existing civil service law, rules and regulations.

17. The agency grievance machinery shall be submitted to the Civil Service Commission Regional Office concerned for approval. Subsequently amendments shall be subject to CSC approval and shall take effect immediately.

## II. OBJECTIVES

### 1. GENERAL

Create a work atmosphere conducive to good supervisor-employee relations and improved employee morale.

### 2. SPECIFIC

- 2.1 Activate and strengthen the agency's existing grievance machinery;
- 2.2 Settle grievance at the lowest possible level in the organization; and,
- 2.3 Serve as a catalyst for the development of capabilities of personnel on dispute settlement, especially among supervisors in the agency.

## III. SCOPE

The Grievance Machinery applies to all levels of officials and employees in the agency. It may also apply to non-career employees whenever applicable.

## IV. DEFINITION OF TERMS

**Accredited or Recognized Employee Union** – an employee union accredited pursuant to Executive Order No. 180 and its implementing rules and regulations

**Grievance** – a work-related discontentment or dissatisfaction which had been expressed verbally or in writing and which, in the aggrieved employee's opinion, has been ignored or dropped without due consideration.

**Grievance Machinery** - a system or method of determining and finding the best way to address the specific cause or causes of a grievance.

**Public Sector Labor-Management Council (PSLMC)** – the council responsible for the promulgation, implementation and administration of the guidelines for the exercise of the right of government employees to organize pursuant to Executive Order No. 180.

## V. APPLICATION OF GRIEVANCE MACHINERY

The following instances 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 such as delay in the processing of overtime pay, unreasonable withholding of salaries and inaction on application for leave;
- b. Non-implementation of policies, practices and procedures which affect employees from recruitment to promotion, detail, transfer, retirement, termination, lay-offs, and other related issues that affect them such as failure to observe selection process in appointment, and undue delay in the processing of retirement papers.
- c. Inadequate physical working conditions such as lack of proper ventilation in the workplace, and insufficient facilities and equipment necessary for the safety and protection of employees whose nature and place of work are classified as high risk or hazardous;
- d. Poor interpersonal relationships and linkages such as unreasonable refusal to give official information by one employee to another.
- e. All other matters giving rise to employee dissatisfaction and discontentment outside of those cases enumerated above.

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

- a. Disciplinary cases which shall be resolved pursuant to the URACCS and RRACCS;

- b. Protest on appointments;
- c. Sexual harassment cases as provided for in RA 7877; and,
- d. Union-related issues and concerns.

## VI. GRIEVANCE PROCEDURES

The procedures for seeking redress of grievances shall be as follows:

- 1.0 Discussion with Immediate Supervisor.** Any faculty member or non-academic staff with complaint or grievance may air his complaint orally to his immediate superior who shall resolve the complaint at his level by holding a dialogue with the persons involved. The supervisor shall inform the aggrieved party of the corresponding action **within three (3) days** from the date of presentation.
- 2.0 Appeal to the Higher Supervisor.** In cases the complaint or grievance is against the immediate supervisor or the aggrieved party is not satisfied with either the verbal or written decision, it may be aired directly to the next higher supervisor or he/she may **submit grievance** in writing, **within five (5) days** to the next higher supervisor who shall render his or her **decision within five (5) working days** from receipt of grievance.
- 3.0 EARIST-Faculty and Employees Union (EARIST-FEU) Intervention.** If both of the parties are members of the EARIST-FEU, both parties are subject to Article XI of the Collective Negotiation Agreement (CNA) or on the established procedure on the resolution of grievances involving union-related issues not governed by civil service law, rules and regulations on grievance machinery. Grievance settlement should be construed to apply on matters of work dissatisfaction and such procedure does not embrace on violations under Section 52, Article IV of the URACCS and Rule 17 of the RRACS.
- 4.0 Appeal to the ECGC.** If the complaint is not satisfied with the result, he may request his immediate/next higher supervisor to endorse in writing his complaint to the ECGC through channels within five (5) working days from receipt of the decision of the next higher supervisor

or the investigation conducted by the Union/College/Service. The complaint must be in writing using the ECGC Form (See Annexes).

- 5.0 Conduct of investigation by the ECGC.** The ECGC may conduct an investigation and hearing **within ten (10) working days from the receipt** of the grievance and render a decision within five (5) working days after the investigation.
- 6.0 Appeal to Top Management.** In cases where the object of the grievance is the ECGC itself, the aggrieved party may submit the grievance to top management within five (5) working days from receipt of the decision through the committee, the top management shall make a decision **within ten (10) working days from the receipt** of the grievance.
- 7.0 Appeal to the CSC-PRO.** If the aggrieved party is not satisfied with the decision of top management, he or she may elevate his or her grievance **within fifteen (15) working days** from the receipt of such decision to CSC-PRO provided that a **Certification on the Final Action on Grievance (CFAG)** issued by the ECGC, has been submitted and approved by the Agency Head. The CFAG should contain the history and the final action taken by the agency on the grievance.
- 8.0 PSLMC level for final decision.** In case any dispute remains unsolved after exhausting all the available remedies under existing laws and procedures, the grievance may be elevated to the Civil Service Commission Public Sector Labor-Management Council (PSLMC).

## VII. GRIEVANCE COMMITTEE – EARIST FACULTY AND EMPLOYEES UNION

**Agencies with regional offices shall establish separate grievance committees in their head and regional offices.** Under Article XI (Grievance Machinery) of the EARIST-FEU Collective Negotiation Agreement (CNA), the composition of Grievance Committee in the College or Department **are as follows:**

## COMPOSITION – COLLEGE/SERVICE LEVEL

### **COLLEGE/SERVICE COMPLAINTS AND GRIEVANCE COMMITTEE (CSCGC)**

- CHAIRMAN : The Dean/Director of the College/Service or his/her Representative;
- CO-CHAIRMAN : A Representative from the EARIST - FEU;
- MEMBERS : Representative from the College Faculty Club/Non-Academic Association
- : The HRM Officer; and
- : CSG Governor (for student concern)
- : Guidance Counselor (for student concern)

Only permanent officials and employees, whenever applicable shall be appointed or elected as members of the grievance committee.

Due process shall be observed in the investigation, hearing, and adjudication of Administrative case against any employee.

## **VIII. EARIST COMPLAINTS AND GRIEVANCE COMMITTEE (ECGC)**

The agency head shall ensure equal opportunity for men and women to be represented in the grievance committee.

In addition to finding the best way to address specific grievance, the committee shall have the following responsibilities:

1. Establish its own internal procedures and strategies. Membership in the grievance committee shall be considered part of the members' regular duties;
2. Develop and implement pro-active measures or activities to prevent grievance such as employee assembly which shall be conducted at least once every quarter, "talakayan", counseling and other HRD

interventions. Minutes of the proceedings of these activities shall be documented for audit purposes;

3. Conduct continuing information drive on Grievance machinery among officials and employees in collaboration with the personnel unit;
4. Conduct dialogue between and among the parties involved;
5. Conduct an investigation and hearing within ten (10) working days from receipt of the grievance and render a decision within five (5) working days after the investigation. Provided, however, that where the object of the grievance is the grievance committee, the aggrieved party may submit the grievance to top management;
6. Direct the documentation of the grievance including the preparation and signing of written agreements reached by the parties involved;
7. Issue Certification on the Final Action on the Grievance (CFAG) which shall contain, among other things, the following information: history and final action taken by the agency on the grievance; and
8. Submit a quarterly report of its accomplishments and status of unresolved grievances to the Civil Service Regional Office concerned.

## IX. EFFECTIVITY

This EARIST Grievance Machinery (Revised Edition) shall take effect immediately upon approval by the Civil Services Commission Regional Office (CSC-NCR).

## X. COMMITMENT

I hereby commit to implement the provisions of this Grievance Machinery and take necessary action in accordance with existing Civil Service Law and Rules against supervisors or officials who refuse to act on a grievance brought before their attention.

(Sgd.) **Dr. EDUARDO S. CAILLO**  
President

Date: \_\_\_\_\_

APPROVED BY :

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CSC Regional Director  
(Signature Over Printed Name)

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Date



Republic of the Philippines  
**EULOGIO "AMANG" RODRIGUEZ**  
**INSTITUTE OF SCIENCE AND TECHNOLOGY**  
Nagtahan, Sampaloc, Manila

**EARIST COMPLAINTS AND GRIEVANCE COMMITTEE (ECGC)**  
**Resolution No. 01-2014**

**Recommending the Revision of the Eulogio "Amang" Rodriguez Institute of  
Science and Technology's Grievance Machinery**

**WHEREAS**, the need to revise the EARIST-GRIEVANCE MACHINERY is called for by the Civil Service Commission (CSC) and to submit the same to the Commission for approval;

**WHEREAS**, the new CSC circulars and issuances must be incorporated in the revised edition of the EARIST-GRIEVANCE MACHINERY;

**WHEREAS**, the system must adhere to the requirements of the CSC in particular the Institute's Grievance Machinery;

**WHEREAS**, the renewed Collective Negotiation of Agreement (CNA) of EARIST must be incorporated in the revised EARIST-GRIEVANCE MACHINERY;

**WHEREAS**, in view of the foregoing, in exigency of the service and in compliance with the Civil Service Commission and to provide for strong policies to address issues arising from employee dissatisfaction, the revised EARIST-GRIEVANCE MACHINERY is in adherence to the mandate of the Commission;

**NOW, THEREFORE**, be it resolved, as it is hereby resolved that the Committee recommend the approval of the revised EARIST-GRIEVANCE MACHINERY;

**APPROVED** this 5th day of May, 2014 at EARIST, Nagtahan, Manila.

**Resolution No. 01-2014**

(Sgd.) **Mrs. BERNADETTE P. CATALAN**  
Chief, Human Resource Mgt. Service

(Sgd.) **Mr. PEDRO ROMMEL D. KIRONG**  
Pres., EARIST-Faculty & Employees Union

(Sgd.) **DR. ELEDIO T. ACIBAR**  
Director, Administrative Services

(Sgd.) **Dr. ERIC C. MENDOZA**  
Vice President for Planning, Research & Extension

(Sgd.) **Dr. LOURDES G. BANDOY**  
Vice President for Academic Affairs

(Sgd.) **Dr. CORAZON C. REGACHO**  
Vice President for Administration

Approved:

(Sgd.) **Dr. HERCULANO V. SABAS**  
Executive Vice President

(Sgd.) **Dr. EDUARDO S. CAILLO**  
President



## Appendix G

# Code of Ethics for Professional Teachers

Pursuant to the provisions of paragraph (e), Article 11, of R.A. No. 7836, otherwise known as the Philippine Teachers Professionalization Act of 1994 and paragraph (a), section 6, P.D. No. 223, as amended, the Board for Professional Teachers hereby adopt the Code of Ethics for Professional Teachers.

### Preamble

Teachers are duly licensed professionals who possess dignity and reputation with high moral values as well as technical and professional competence in the practice of their noble profession, and they strictly adhere to, observe, and practice this set of ethical and moral principles, standards, and values.

### Article I: Scope and Limitations

**Section 1.** The Philippine Constitution provides that all educational institution shall offer quality education for all competent teachers. Committed to its full realization, the provision of this Code shall apply, therefore, to all teachers in schools in the Philippines.

**Section 2.** This Code covers all public and private school teachers in all educational institutions at the preschool, primary, elementary, and secondary levels whether academic, vocational, special, technical, or non-formal. The term “teacher” shall include industrial arts or vocational teachers and all other persons performing supervisory and /or administrative functions in all school at the aforesaid levels, whether on full time or part-time basis.

### Article II: The Teacher and the State

**Section 1.** The schools are the nurseries of the future citizens of the state; each teacher is a trustee of the cultural and educational heritage of the nation and is under obligation to transmit to learners such heritage as well as to elevate national morality, promote national pride, cultivate love of country, instill

allegiance to the constitution and for all duly constituted authorities, and promote obedience to the laws of the state.

**Section 2.** Every teacher or school official shall actively help carry out the declared policies of the state, and shall take an oath to this effect.

**Section 3.** In the interest of the State and of the Filipino people as much as of his own, every teacher shall be physically, mentally and morally fit.

**Section 4.** Every teacher shall possess and actualize a full commitment and devotion to duty.

**Section 5.** A teacher shall not engage in the promotion of any political, religious, or other partisan interest, and shall not, directly or indirectly, solicit, require, collect, or receive any money or service or other valuable material from any person or entity for such purposes.

**Section 6.** Every teacher shall vote and shall exercise all other constitutional rights and responsibility.

**Section 7.** A teacher shall not use his position or official authority or influence to coerce any other person to follow any political course of action.

**Section 8.** Every teacher shall enjoy academic freedom and shall have privilege of expounding the product of his researches and investigations; provided that, if the results are inimical to the declared policies of the State, they shall be brought to the proper authorities for appropriate remedial action.

### **Article III: The Teacher and the Community**

**Section 1.** A teacher is a facilitator of learning and of the development of the youth; he shall, therefore, render the best service by providing an environment conducive to such learning and growth.

**Section 2.** Every teacher shall provide leadership and initiative to actively participate in community movements for moral, social, educational, economic and civic betterment.

**Section 3.** Every teacher shall merit reasonable social recognition for which purpose he shall behave with honor and dignity at all times and refrain from such activities as gambling, smoking, drunkenness, and other excesses, much less illicit relations.

**Section 4.** Every teacher shall live for and with the community and shall, therefore, study and understand local customs and traditions in order to have sympathetic attitude, therefore, refrain from disparaging the community.

**Section 5.** Every teacher shall help the school keep the people in the community informed about the school's work and accomplishments as well as its needs and problems.

**Section 6.** Every teacher is intellectual leader in the community, especially in the barangay, and shall welcome the opportunity to provide such leadership when needed, to extend counselling services, as appropriate, and to actively be involved in matters affecting the welfare of the people.

**Section 7.** Every teacher shall maintain harmonious and pleasant personal and official relations with other professionals, with government officials, and with the people, individually or collectively.

**Section 8.** A teacher possesses freedom to attend church and worships as appropriate, but shall not use his positions and influence to proselyte others.

#### **Article IV: A Teacher and the Profession**

**Section 1.** Every teacher shall actively insure that teaching is the noblest profession, and shall manifest genuine enthusiasm and pride in teaching as a noble calling.

**Section 2.** Every teacher shall uphold the highest possible standards of quality education, shall make the best preparations for the career of teaching, and shall be at his best at all times and in the practice of his profession.

**Section 3.** Every teacher shall participate in the Continuing Professional Education (CPE) program of the Professional Regulation Commission, and shall

pursue such other studies as will improve his efficiency, enhance the prestige of the profession, and strengthen his competence, virtues, and productivity in order to be nationally and internationally competitive.

**Section 4.** Every teacher shall help, if duly authorized, to seek support from the school, but shall not make improper misrepresentations through personal advertisements and other questionable means.

**Section 5.** Every teacher shall use the teaching profession in a manner that makes it dignified means for earning a decent living.

### **Article V: The Teachers and the Profession**

**Section 1.** Teachers shall, at all times, be imbued with the spirit of professional loyalty, mutual confidence, and faith in one another, self-sacrifice for the common good; and full cooperation with colleagues. When the best interest of the learners, the school, or the profession is at stake in any controversy, teachers shall support one another.

**Section 2.** A teacher is not entitled to claim credit or work not of his own, and shall give due credit for the work of others which he may use.

**Section 3.** Before leaving his position, a teacher shall organize for whoever assumes the position such records and other data as are necessary to carry on the work.

**Section 4.** A teacher shall hold inviolate all confidential information concerning associates and the school, and shall not divulge to anyone documents which has not been officially released, or remove records from files without permission.

**Section 5.** It shall be the responsibility of every teacher to seek correctives for what may appear to be an unprofessional and unethical conduct of any associate. However, this may be done only if there is incontrovertible evidence for such conduct.

**Section 6.** A teacher may submit to the proper authorities any justifiable criticism against an associate, preferably in writing, without violating the right of the individual concerned.

**Section 7.** A teacher may apply for a vacant position for which he is qualified; provided that he respects the system of selection on the basis of merit and competence; provided, further, that all qualified candidates are given the opportunity to be considered.

#### **Article VI: The Teacher and Higher Authorities in the Profession**

**Section 1.** Every teacher shall make it his duty to make an honest effort to understand and support the legitimate policies of the school and the administration regardless of personal feeling or private opinion and shall faithfully carry them out.

**Section 2.** A teacher shall not make any false accusations or charges against superiors, especially under anonymity. However, if there are valid charges, he should present such under oath to competent authority.

**Section 3.** A teacher shall transact all official business through channels except when special conditions warrant a different procedure, such as when special conditions are advocated but are opposed by immediate superiors, in which case, the teacher shall appeal directly to the appropriate higher authority.

**Section 4.** Every teacher, individually or as part of a group, has a right to seek redress against injustice to the administration and to extent possible, shall raise grievances within acceptable democratic possesses. In doing so, they shall avoid jeopardizing the interest and the welfare of learners whose right to learn must be respected.

**Section 5.** Every teacher has a right to invoke the principle that appointments, promotions, and transfer of teachers are made only on the basis of merit and needed in the interest of the service.

**Section 6.** A teacher who accepts a position assumes a contractual obligation to live up to his contract, assuming full knowledge of employment terms and conditions.

### **Article VII: School Officials, Teachers, and Other Personnel**

**Section 1.** All school officials shall at all times show professional courtesy, helpfulness and sympathy towards teachers and other personnel, such practices being standards of effective school supervision, dignified administration, responsible leadership and enlightened directions.

**Section 2.** School officials, teachers, and other school personnel shall consider it their cooperative responsibility to formulate policies or introduce important changes in the system at all levels.

**Section 3.** School officials shall encourage and attend the professional growth of all teachers under them such as recommending them for promotion, giving them due recognition for meritorious performance, and allowing them to participate in conferences in training programs.

**Section 4.** No school officials shall dismiss or recommend for dismissal a teacher or other subordinates except for cause.

**Section 5.** School authorities concern shall ensure that public school teachers are employed in accordance with pertinent civil service rules, and private school teachers are issued contracts specifying the terms and conditions of their work; provided that they are given, if qualified, subsequent permanent tenure, in accordance with existing laws.

### **Article VIII: The Teachers and Learners**

**Section 1.** A teacher has a right and duty to determine the academic marks and the promotions of learners in the subject or grades he handles, provided that such determination shall be in accordance with generally accepted procedures of evaluation and measurement. In case of any complaint, teachers concerned shall immediately take appropriate actions, observing due process.

**Section 2.** A teacher shall recognize that the interest and welfare of learners are of first and foremost concern, and shall deal justifiably and impartially with each of them.

**Section 3.** Under no circumstance shall a teacher be prejudiced or discriminate against a learner.

**Section 4.** A teacher shall not accept favours or gifts from learners, their parents or others in their behalf in exchange for requested concessions, especially if undeserved.

**Section 5.** A teacher shall not accept, directly or indirectly, any remuneration from tutorials other what is authorized for such service.

**Section 6.** A teacher shall base the evaluation of the learner's work only in merit and quality of academic performance.

**Section 7.** In a situation where mutual attraction and subsequent love develop between teacher and learner, the teacher shall exercise utmost professional discretion to avoid scandal, gossip and preferential treatment of the learner.

**Section 8.** A teacher shall not inflict corporal punishment on offending learners nor make deductions from their scholastic ratings as a punishment for acts which are clearly not manifestation of poor scholarship.

**Section 9.** A teacher shall ensure that conditions contribute to the maximum development of learners are adequate, and shall extend needed assistance in preventing or solving learner's problems and difficulties.

### **Article IX: The Teachers and Parents**

**Section 1.** Every teacher shall establish and maintain cordial relations with parents, and shall conduct himself to merit their confidence and respect.

**Section 2.** Every teacher shall inform parents, through proper authorities, of the progress and deficiencies of learner under him, exercising utmost candour and tact in pointing out the learner's deficiencies and in seeking parent's cooperation for the proper guidance and improvement of the learners.

**Section 3.** A teacher shall hear parent's complaints with sympathy and understanding, and shall discourage unfair criticism.

### **Article X: The Teacher and Business**

**Section 1.** A teacher has the right to engage, directly or indirectly, in legitimate income generation; provided that it does not relate to or adversely affect his work as a teacher.

**Section 2.** A teacher shall maintain a good reputation with respect to the financial matters such as in the settlement of his debts and loans in arranging satisfactorily his private financial affairs.

**Section 3.** No teacher shall act, directly or indirectly, as agent of, or be financially interested in, any commercial venture which furnish textbooks and other school commodities in the purchase and disposal of which he can exercise official influence, except only when his assignment is inherently, related to such purchase and disposal; provided they shall be in accordance with the existing regulations; provided, further, that members of duly recognized teachers cooperatives may participate in the distribution and sale of such commodities.

### **Article XI: The Teacher as a Person**

**Section 1.** A teacher is, above all, a human being endowed with life for which it is the highest obligation to live with dignity at all times whether in school, in the home, or elsewhere.

**Section 2.** A teacher shall place premium upon self-discipline as the primary principle of personal behavior in all relationships with others and in all situations.

**Section 3.** A teacher shall maintain at all times a dignified personality which could serve as a model worthy of emulation by learners, peers and all others.

**Section 4.** A teacher shall always recognize the Almighty God as guide of his own destiny and of the destinies of men and nations.

## **Article XII: Disciplinary Actions**

**Section 1.** Any violation of any provision of this code shall be sufficient ground for the imposition against the erring teacher of the disciplinary action consisting of revocation of his Certification of Registration and License as a Professional Teacher, suspension from the practice of teaching profession, or reprimand or cancellation of his temporary/special permit under causes specified in Sec. 23, Article III or R.A. No. 7836, and under Rule 31, Article VIII, of the Rules and Regulations Implementing R.A. 7836.

## **Article XIII: Effectivity**

**Section 1.** This Code shall take effect upon approval by the Professional Regulation Commission and after sixty (60) days following its publication in the Official Gazette or any newspaper of general circulation, whichever is earlier.



## Appendix H

# Anti-Sexual Harassment Act of 1995 (Republic Act No. 7877)

## AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES.

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

**SECTION 1.** Title. - This Act shall be known as the "Anti-Sexual Harassment Act of 1995."

**SECTION 2.** Declaration of Policy. - The State shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

**SECTION 3.** Work, Education or Training -Related, Sexual Harassment Defined. - Work, education or training-related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainor, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said Act.

(a) In a work-related or employment environment, sexual harassment is committed when:

(1) The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of said individual, or in granting said individual favorable compensation, terms of conditions, promotions, or privileges; or the refusal to grant the sexual favor results in

limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;

(2) The above acts would impair the employee's rights or privileges under existing labor laws; or

(3) The above acts would result in an intimidating, hostile, or offensive environment for the employee.

(b) In an education or training environment, sexual harassment is committed:

(1) Against one who is under the care, custody or supervision of the offender;

(2) Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;

(3) When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or consideration; or

(4) When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed, shall also be held liable under this Act.

**SECTION 4.** Duty of the Employer or Head of Office in a Work-related, Education or Training Environment. - It shall be the duty of the employer or the head of the work-related, educational or training environment or institution, to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment. Towards this end, the employer or head of office shall:

(a) Promulgate appropriate rules and regulations in consultation with and jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedure for the investigation of sexual harassment cases and the administrative sanctions therefor.

Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment.

The said rules and regulations issued pursuant to this subsection (a) shall include, among others, guidelines on proper decorum in the workplace and educational or training institutions.

(b) Create a committee on decorum and investigation of cases on sexual harassment. The committee shall conduct meetings, as the case may be, with officers and employees, teachers, instructors, professors, coaches, trainers, and students or trainees to increase understanding and prevent incidents of sexual harassment. It shall also conduct the investigation of alleged cases constituting sexual harassment.

In the case of a work-related environment, the committee shall be composed of at least one (1) representative each from the management, the union, if any, the employees from the supervisory rank, and from the rank and file employees.

In the case of the educational or training institution, the committee shall be composed of at least one (1) representative from the administration, the trainers, instructors, professors or coaches and students or trainees, as the case may be.

The employer or head of office, educational or training institution shall disseminate or post a copy of this Act for the information of all concerned.

**SECTION 5.** Liability of the Employer, Head of Office, Educational or Training Institution. - The employer or head of office, educational or training institution shall be solidarily liable for damages arising from the acts of sexual harassment committed in the employment, education or training environment if the employer or head of office, educational or training institution is informed of such acts by the offended party and no immediate action is taken.

**SECTION 6.** Independent Action for Damages. - Nothing in this Act shall preclude the victim of work, education or training-related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

**SECTION 7. Penalties.** - Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six (6) months, or a fine of not less than Ten thousand pesos (P10,000) nor more than Twenty thousand pesos (P20,000), or both such fine and imprisonment at the discretion of the court.

Any action arising from the violation of the provisions of this Act shall prescribe in three (3) years.

**SECTION 8. Separability Clause.** - If any portion or provision of this Act is declared void or unconstitutional, the remaining portions or provisions hereof shall not be affected by such declaration.

**SECTION 9. Repealing Clause.** - All laws, decrees, orders, rules and regulations, other issuances, or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

**SECTION 10. Effectivity Clause.**- This Act shall take effect fifteen (15) days after its complete publication in at least two (2) national newspapers of general circulation.

Approved:

(Sgd.) EDGARDO J. ANGARA  
President of the Senate

(Sgd.) JOSE DE VENECIA, JR  
Speaker of the House of Representatives

**This Act is a consolidation of House Bill No. 9425 and Senate Bill No. 1632 was finally passed by the House of Representatives and the Senate on February 8, 1995.**

(Sgd.) EDGARDO E. TUMANGAN  
Secretary of the Senate

(Sgd.) CAMILO L. SABIO  
Secretary General  
House of Representatives

**Approved: February 14, 1995**

(Sgd.) FIDEL V. RAMOS  
President of the Philippines

## Appendix I

# Sample Computation of Work Load

===== 1 =====

Name of Faculty : Ulysis A. Estrada

Department : GE Mathematics

Plantilla Position : Instructor 1

Status : Permanent

Official Time : 7:00 am – 2:30 pm MTWTh

## Faculty Load Sheet

Subject	Section	Days & Time	Room	Units		Class Size	FTE Units
				LEC	LAB		
(1) Basic Statistics	CA 1-2	MW 7:00 AM- 8:30 AM	LEC Rm 3	3.0		59	3.45
(2) Plane & Spherical Trigonometry	1A-AT	MW 8:30 AM-10:00 AM	104 Lec Rm1	3.0		44	3.00
(3) Differential Calculus	2C-GE	MW 1:00 PM-2:30 PM	104 Lec Rm1	3.0		84	4.70
(4) Discrete Mathematics	2E-GE	TTh 7:00 AM-8:30 AM	104 Lec Rm1	3.0		64	3.70
(5) Number of Preparations							0.33
(6) Total FTE Credit Units							<b>15.18</b>

(1) Excess Students = 9

$$\begin{aligned} \text{FTE Credit Units} &= \text{Lec Units} + (\text{Excess Students} \times 0.05) \\ &= 3.0 + (9 \times 0.05) \\ &= 3.45 \end{aligned}$$

(2) Excess Students = 0

$$\begin{aligned} \text{FTE Credit Units} &= \text{Lec Units} + (\text{Excess Students} \times 0.05) \\ &= 3.0 + (0 \times 0.05) \\ &= 3.00 \end{aligned}$$

(3) Excess Students = 34

$$\begin{aligned} \text{FTE Credit Units} &= \text{Lec Units} + (\text{Excess Students} \times 0.05) \\ &= 3.0 + (34 \times 0.05) = 3.0 + 1.70 \\ &= 4.70 \end{aligned}$$

(4) Excess Students = 14

$$\begin{aligned} \text{FTE Credit Units} &= \text{Lec Units} + (\text{Excess Students} \times 0.05) \\ &= 3.0 + (14 \times 0.05) \\ &= 3.0 + 0.70 \\ &= 3.70 \end{aligned}$$

(5) Number of Preparations = 4

$$\begin{aligned} \text{FTE Credit Units} &= (\text{Number of Preparations} - 3) \times 0.33 \\ &= (4 - 3) \times 0.33 \\ &= 0.33 \end{aligned}$$

(6) Total FTE Credit Units = 3.45 + 3.00 + 4.70 + 3.70 + 0.33 = 15.18 units

===== 2 =====

Name of Faculty : Digna S. Legarda

Department : GE Computer

Plantilla Position : Instructor 3

Status : Permanent

Official Time : 1:00 pm – 7:00 pm MTWThF

### Faculty Load Sheet

Subject	Section	Days & Time	Room	Units		Class Size	FTE Units
				LEC	LAB		
(1) Basic Computer 1	1A	MW 1:00 PM- 3:00 PM	CAS 402	2.0		76	3.30
(2) Basic Computer 1	1A-1	M 4:00 PM-7:00 PM	CAS Lab 1		1.0	32	2.60
(3) Basic Computer 1	1A-2	W 4:00 PM-7:00 PM	CAS Lab 1		1.0	32	2.60
(4) C++ Programming	GE 1-2	TTh 1:00 PM-3:00 PM	CAS 403	2.0		57	2.35
(5) C++ Programming	GE 1-2A	T 4:00 PM-7:00 PM	CAS Lab 1		1.0	29	2.45
(6) C++ Programming	GE 1-2B	Th 4:00 PM-7:00 PM	CAS Lab 1		1.0	28	2.40
(7) Total FTE Credit Units							<b>15.70</b>

(1) Excess Students = 26

$$\begin{aligned} \text{FTE Credit Units} &= \text{Lec Units} + (\text{Excess Students} \times 0.05) \\ &= 2.0 + (26 \times 0.05) \\ &= 3.30 \end{aligned}$$

(2) Excess Students = 7

$$\begin{aligned} \text{FTE Credit Units} &= (\text{Lab Hours} \times 0.75) + (\text{Excess Students} \times 0.05) \\ &= (3.0 \times 0.75) + (7 \times 0.05) = 2.25 + 0.35 \\ &= 2.60 \end{aligned}$$

(3) Excess Students = 7

$$\begin{aligned} \text{FTE Credit Units} &= (\text{Lab Hours} \times 0.75) + (\text{Excess Students} \times 0.05) \\ &= (3.0 \times 0.75) + (7 \times 0.05) \\ &= 2.25 + 0.35 \\ &= 2.60 \end{aligned}$$

(4) Excess Students = 7

$$\begin{aligned} \text{FTE Credit Units} &= \text{Lec Units} + (\text{Excess Students} \times 0.05) \\ &= 2.0 + (7 \times 0.05) \\ &= 2.35 \end{aligned}$$

(5) Excess Students = 4

$$\begin{aligned} \text{FTE Credit Units} &= (\text{Lab Hours} \times 0.75) + (\text{Excess Students} \times 0.05) \\ &= (3.0 \times 0.75) + (4 \times 0.05) \\ &= 2.25 + 0.20 \\ &= 2.45 \end{aligned}$$

(6) Excess Students = 3

$$\begin{aligned} \text{FTE Credit Units} &= (\text{Lab Hours} \times 0.75) + (\text{Excess Students} \times 0.05) \\ &= (3.0 \times 0.75) + (3 \times 0.05) \\ &= 2.25 + 0.15 \\ &= 2.40 \end{aligned}$$

(7) Total FTE Credit Units = 3.30 + 2.60 + 2.60 + 2.35 + 2.45 + 2.40 = 15.70 units

===== 3 =====

Name of Faculty : Roel P. Balayan

Department : Mathematics

Plantilla Position : Associate Professor 1

Designation : Dir. for Instruction

Status : Permanent

Official Time : 8:00 am – 4:00 pm MTW

8:00 am – 5:00 pm ThF

7:00 am – 10:00 pm S

## Faculty Load Sheet

Subject	Section	Days & Time	Room	Units		Class Size	FTE Units
				LEC	LAB		
(1) Linear Algebra	BSM 2	MW 8:30 AM- 10:00 AM	CAS 402	3.0		45	3.0
(2) Real Analysis	MSM	S 7:00 AM – 10:00 AM	104 Lec Rm1	3.0		24	4.5
(3) Designation							9.0
(4) Total FTE Credit Units							<b>16.50</b>

(1) Excess Students = 0

$$\begin{aligned} \text{FTE Credit Units} &= \text{Lec Units} + (\text{Excess Students} \times 0.05) \\ &= 3.0 + (0 \times 0.05) \\ &= 3.00 \end{aligned}$$

(2) Excess Students = 0

$$\begin{aligned}\text{FTE Credit Units} &= \text{Graduate Lec Units} \times 1.5 + (\text{Excess Students} \times 0.05) \\ &= (3.0 \times 1.50) + (0 \times 0.05) \\ &= 4.5\end{aligned}$$

(3) Designation: Director

$$\text{FTE Credit Units} = 9.0$$

(4) Total FTE Credit Units =  $3.00 + 4.50 + 9.0 = 16.50$  units

## Appendix J

## Administrative Council Resolution No. 55, s. 2017



Republic of the Philippines  
EULOGIO "AMANG" RODRIGUEZ  
INSTITUTE OF SCIENCE AND TECHNOLOGY  
Nagtahan, Sampaloc, Manila

FOR : THE CHAIRMAN AND MEMBERS OF THE BOARD OF TRUSTEES  
DATE : NOVEMBER 28, 2017  
SUBJECT : APPROVAL OF THE FACULTY MANUAL

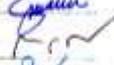
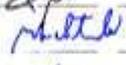
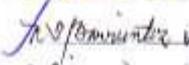
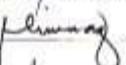
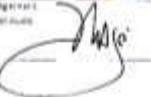
ADMINISTRATIVE COUNCIL RESOLUTION NO. 55, S. 2017

RECOMMENDING FAVORABLY FOR APPROVAL OF THE EARIST BOARD OF TRUSTEES THE APPROVAL OF THE EARIST FACULTY MANUAL.

## MEMBERS OF THE ADMINISTRATIVE COUNCIL

NAME	POSITION/ DESIGNATION	SIGNATURE	APPROVED	ACTION TAKEN	
				CONDITIONALLY APPROVED	DISAPPROVED
Dr. EDITHA V. PILO	President				
Dr. FREDRICK C. PENA	VP for Academic Affairs		✓		
Dr. GRANT B. CORNELL	VP for Learning Resources, Extension & Innovation		✓		
Dr. MERINA V. GULLI ES	VP for Administration and Finance		✓		
Mr. LOUIE P. PERDRA	Dean, LIPA				
Dr. RAYMUNO B. BOLAJIN	Dean, CAS		✓		
Dr. MARGARITA R. SANDALI	Dean, CBA		✓		
Dr. GLORIA T. MIAMO	Dean, CED		✓		
Engr. APOLINARIO S. SOLIANO	Dean, CEI		✓		
Ms. MARIA RHODA D. DINAGA	Dean, CME		✓		
Dr. JOSE R. SONO	Dean, CE		✓		
Dr. MARLENE M. MONTEROWA	Dean, CPE		✓		
Mr. NOEL A. ORIEL	Director, Administrative Services		✓		
Dr. NANCY G. LUWANAG	Assistant Dean, CEC		✓		

## MEMBERS OF THE ADMINISTRATIVE COUNCIL

NAME	POSITION/ DESIGNATION	SIGNATURE	APPROVED	ACTION TAKEN	
				CONDITIONALLY APPROVED	DISAPPROVED
Ms. RITA M. MATIAS	Director, Student Admission, Registration and Records Management Services		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. ROEL P. BRAYAN	Director, Instruction Services		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. FRUNDA CADIZ	Director, Student Affairs Services		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. GIOVANNI L. ARJUNIN	Director, QIP & IRRM		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dr. ROWENA A. BLOTAOLO	Director, Quality Assurance		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dr. EMBERTO R. ASTORGA JR.	Director, Extension and External Affairs		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eng. ROSELITO T. MAMARAUO	Director, Research Development and Production		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. NICETAL BARRENTOS	Director, Faculty of Integration Services		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eng. ROBERTO LIWANAG	Director, Planning Services		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. FERNANDO P. ALVARO	Director, Management Information System and Technology Services		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. SHEILA MARIE M. MATIAS	Director, Information and Public Affairs Services		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dr. MELBA S. ASUNCION	Director, Management Control Operations Services		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Appendix K

# Executive Brief



*Republic of the Philippines*  
**EULOGIO “AMANG” RODRIGUEZ**  
**INSTITUTE OF SCIENCE AND TECHNOLOGY**  
*Nagtahan, Sampaloc, Manila*

## EXECUTIVE BRIEF

SUBJECT	EARIST FACULTY MANUAL
BACKGROUND	<ul style="list-style-type: none"> <li>• The Faculty Manual sets forth the institution’s policies and procedures regarding the faculty, their rights and their responsibilities. The Manual articulates the contractual elements that define the employment relationship between faculty and the Institute, including the responsibilities, benefits, and privileges of faculty status.</li> <li>• It is considered to be a very vital document in the operation of a school system, hence, a required exhibit during AACCUP Accreditation.</li> <li>• In the past, several attempts have been launched by the EARIST Faculty to craft a Faculty Manual for the Institute but none of them was successful in endorsing a copy to the Board of Trustees for approval.</li> <li>• In the middle of 2017, the Council of Deans, in coordination with the College Faculty Club Presidents, spearheaded the re-development of the Faculty Manual.</li> <li>• Last August, the Council of Deans was able to present to the Administrative Council the draft of the proposed Faculty Manual during the EARIST Summit in Tagaytay.</li> <li>• The proposed Faculty Manual was deliberated article by article, section by section. Suggestions were made by the members of the Administrative Council.</li> </ul>

	<ul style="list-style-type: none"> <li>• The recommendations were discussed back by the Council of Deans with the College Faculty Club Presidents. Collegial agreements were achieved. Final draft of the Manual was developed.</li> <li>• The final draft was presented again to the Administrative Council.</li> <li>• The Council endorsed the Faculty Manual to the Board of Trustees for approval.</li> </ul>
LEGAL BASIS	<ul style="list-style-type: none"> <li>• Various Republic Acts and Executive Orders</li> <li>• Issuances from Department of Budget and Management, Commission on Audit, Commission on Higher Education, Civil Service Commission, and Philippine Association of State Universities and Colleges</li> </ul>
ENDORSEMENT	The proposed EARIST Faculty Manual was deliberated and endorsed by the members of the Administrative Council on November 28, 2017 at EARIST, Manila, for the approval of the Board of Trustees (BOT).
RECOMMENDATION	For approval of the EARIST Board of Trustees.
IMPLEMENTATION (Documents)	<ul style="list-style-type: none"> <li>• Copy of the Proposed Faculty Manual</li> <li>• Administrative Council Resolution No. 55, s. 2017</li> <li>• Appendices</li> </ul>
<p><b>CERTIFICATION</b></p> <p>We hereby certify to the accurateness and completeness of all the attached documents in full compliance with existing and pertinent college and government rules and regulations.</p> <div style="display: flex; justify-content: space-around; align-items: flex-end; margin-top: 20px;"> <div style="text-align: center;">         Dr. FREDERICK C. PENA        VPAA     </div> <div style="text-align: center;">         Dr. EDITHA V. PILLO        President     </div> </div>	

## Appendix L

**EARIST Board Resolution No. 182-2017**

Republic of the Philippines  
EULOGIO "AMANG" RODRIGUEZ  
INSTITUTE OF SCIENCE AND TECHNOLOGY  
Nagtahan, Sampaloc, Manila

**EXCERPT FROM THE MINUTES OF THE FOURTH REGULAR MEETING (2017)  
OF THE EARIST BOARD OF TRUSTEES HELD ON DECEMBER 14, 2017 AT  
THE CHED CENTRAL OFFICE, 4/F HEDC BUILDING, C. P. GARCIA AVENUE,  
DILIMAN, QUEZON CITY.**

---

Upon motion duly seconded, the Members of the Board of Trustees approved the following resolution, viz:

**Board Resolution No. 182-2017**

**APPROVING** the EARIST Faculty Manual as endorsed by the EARIST Administrative Council and the BOT Academic Committee, subject to evaluation after one year of implementation.

Certified true and correct:

GILDA S. FAMILAR  
Board Secretary

ATTESTED:

EDITHA V. PILLO, Ed.D.  
President, EARIST  
Vice-Chairperson, Board of Trustees

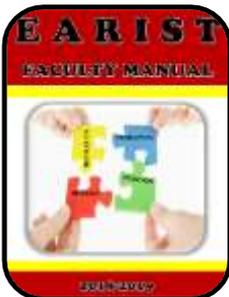


**EARIST FACULTY MANUAL REVIEW FORM****COMMENTS****SUGGESTIONS**

Article No: \_\_\_\_\_ Section No.: \_\_\_\_\_

 For Revision  For Deletion  For Inclusion  Others \_\_\_\_\_

Basis/Reference/Related Document: \_\_\_\_\_



Signature: \_\_\_\_\_

Name: \_\_\_\_\_

College: \_\_\_\_\_

Date: \_\_\_\_\_



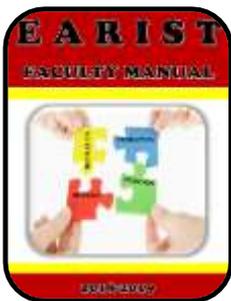


**EARIST FACULTY MANUAL REVIEW FORM****COMMENTS****SUGGESTIONS**

Article No: \_\_\_\_\_ Section No.: \_\_\_\_\_

 For Revision  For Deletion  For Inclusion  Others \_\_\_\_\_

Basis/Reference/Related Document: \_\_\_\_\_



Signature: \_\_\_\_\_

Name: \_\_\_\_\_

College: \_\_\_\_\_

Date: \_\_\_\_\_



*Vice President for Academic Affairs***DR. FREDERICK C. PENA***Council of Deans***DEAN LOUIE P. PEREIRA (CAFA)****DR. RAYMUND B. BOLALIN (CAS)****DR. MARGARITA R. SAIDALI (CBA)****DR. GLORIA T. MIANO (CED)****ENGR. APOLINARIO S. SOLLANO (CEN)****DEAN NOEL A. ORIEL (CIT)****DEAN MARIA RHODA D. DINAGA (CHM)****DR. MARLENE M. MONTERONA (CPAC)****DIR. ROEL P. BALAYAN (DI)****DR. NANCY G. LIWANAG (ECC)***Council of College Faculty Club Presidents***PROF. ARCHIMEDES BLUE B. SANTOS (CAFA)****PROF. MAGDALENA R. ERRAZO (CAS)****DR. CHARLENE U. ESCARIO (CBA)****DR. EVANGELINE SANGALANG (CED)****PROF. MARILYN P. TOLENTINO (CEN)****PROF. IVAN CASTILLANO (CIT)****PROF. VIRGEL E. DIAMANTE (CHM)****PROF. FERNANDO FILLER (CPAC)****DR. JEFFREY B. VILLENA (GENED)****MS. JOSEPHINE TUVILLA (ECC)**

*EARIST Summit Attendees*

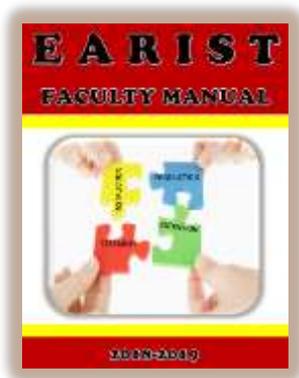
<b>DR. EDITHA V. PILLO</b>	<b>ENGR. ROGELIO T. MAMARADLO</b>
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