UNIVERSITY OF SOUTHERN MINDANAO

COLLEGE OF BUSINESS, DEVELOPMENT ECONOMICS AND MANAGEMENT

ACCOUNTANCY DEPARTMENT

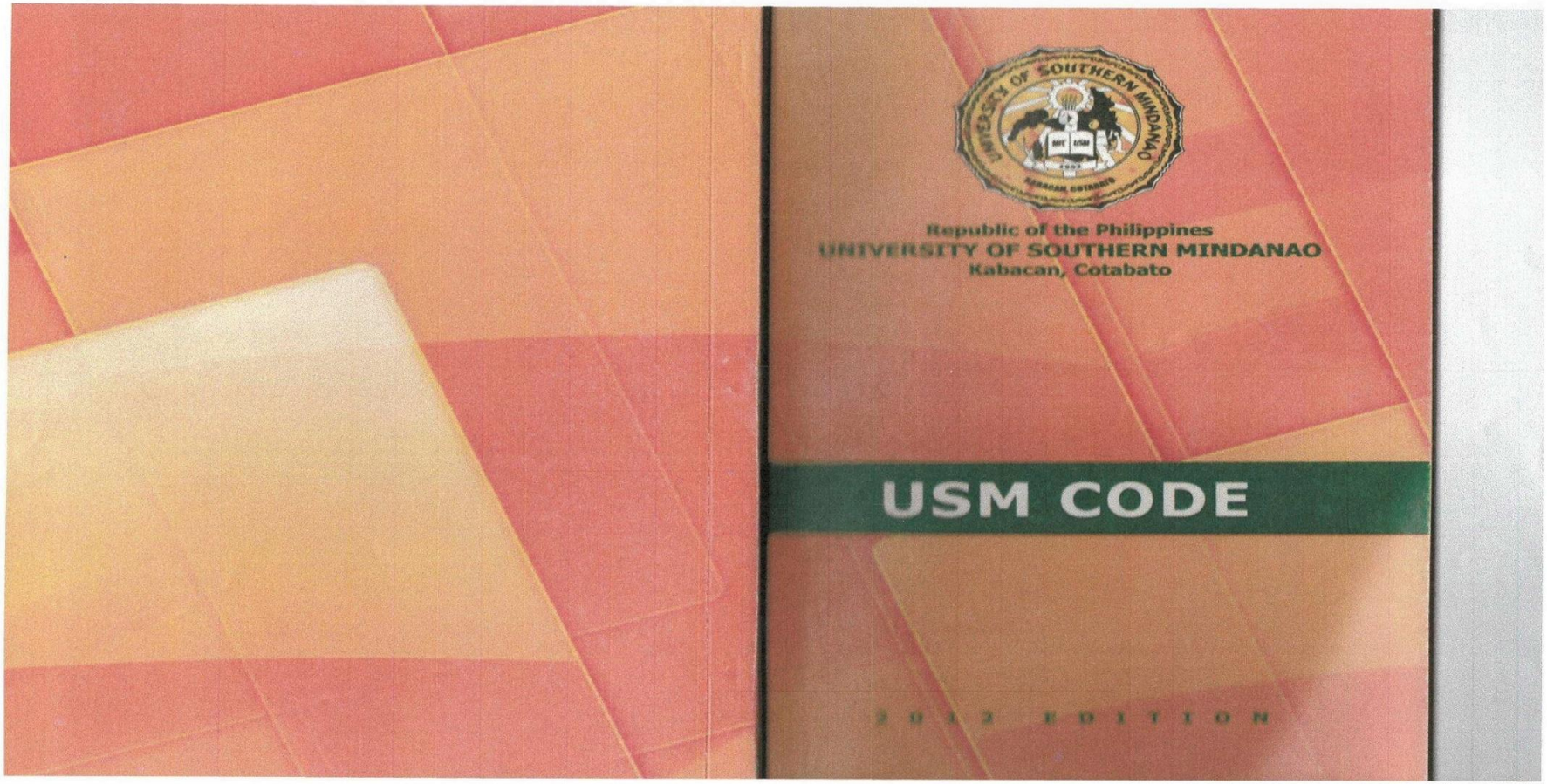
BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING

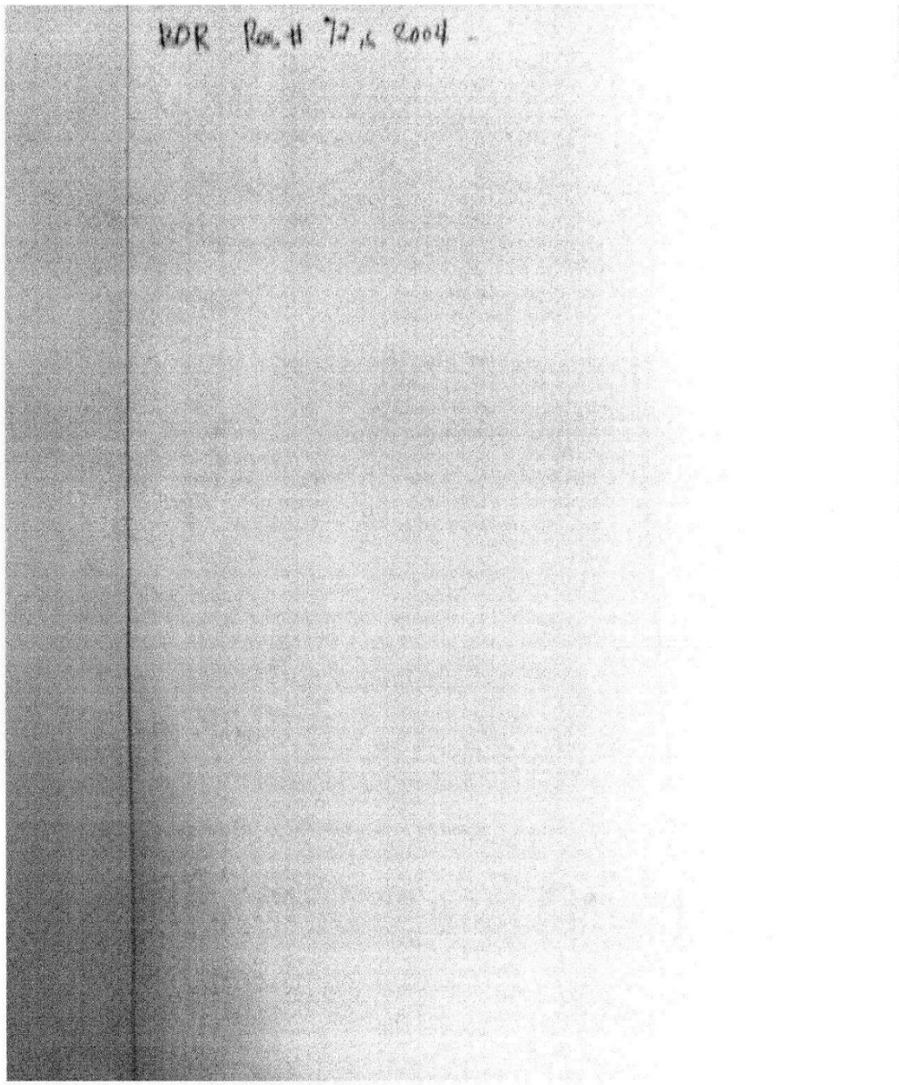


AACCUP LEVEL 1 ACCREDITATION

AREA X
ADMINISTRATION

S.2. Every office/unit in the organizational structure has functions approved by the BOR/BOT.


Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
USM CODE
2012 EDITION



Preface

This 2012 edition of the USM Code, also known as the CODE of GOVERNANCE of the University of Southern Mindanao, is the successor of the 2005th edition of the USM Code. It has been promulgated to serve as a reference and guide to the University constituents, while at the same time, it gives them a more holistic view of what the University is all about.

The 2005 edition of the USM Code was painstakingly reviewed and initially amended by the Committee led by Dr. Antonio Tacardon, former dean of the College of Education and later Vice President of the University before his retirement in 2011, after series of intensive consultations and coordination with the deans, directors, department chairpersons, heads of offices, the faculty, staff and students of the University. The final drafts of the different parts of the Code were then submitted to the BOR Committee of the Whole for review, critiquing and improvement in a series of Committee meetings before these were submitted to the Board of Regents for information and final approval.

Subsequently, the finals drafts of the amendments made were approved in principle by the Board and were subjected to further review and study by a legal team composed of lawyers from the Office of the Solicitor General pursuant to BOR Resolution No. 61, series of 2011. It was only after the legal team declared the said amendments, in particular and the revised Code, in general, to be safe and free from any legal impediments or misinterpretations that the Board gave its final approval. This took place during the 107th Regular Meeting of the USM Board of Regents (USM-BOR) held on March 20, 2012 at CHED, Quezon City by virtue of BOR Resolution No. 08, series of 2012. It was also during the same meeting when the Board approved the revised Table of Organization which supported the revised Code through BOR Resolution No. 07, series of 2012.

The 2012 Revised USM Code shall remain as the cornerstone of the University governance and blueprint for the implementation of its mandated four-fold functions of instruction, research, extension and resource generation. It consists of four (4) books, namely: Book I - The Organizational and Functional Structure of the University, Book II – The Administration Personnel, Finances and Properties, Book III – The Academic Affairs, and Book IV – The Student Code. Specifically, it consists of 10 Titles, 72 Chapters and 250 Articles. Each Title or Chapter focuses on a single subject or function and can stand alone without necessarily referring to the other provisions of the Code. However, to have a clearer and more comprehensive grasp of the governance and operations of

the University, it is recommended that the reader starts from the first Book, Title and Chapter and onwards as he / she goes through the entire Code.

In spite of the intensity of efforts put forth in coming up with this revised edition of the USM Code, there might still be remaining stones unturned, inchoate thoughts or ideas relative to the organizational and operational set up of the University and the like. But one thing is definite, the University will continue to grow and be dynamic. Hence, it is expected that the Code will be revised and updated, later or sooner, to enable the University to meet the changing needs and demands of the time. This is precisely the reason behind the provision of a Chapter on Amendments.

Nonetheless, sincere gratitude and appreciation are hereby conveyed to the individual members of the Code Revision Committee and later the Critic, Editorial, and Publication Committees for their time, hard work, dedication and perseverance in coming up with the final revised draft of the Code. Likewise, to the distinguished members of the University Administrative and Academic Councils, and all those, who, individually or collectively, contributed their time, effort, knowledge, ideas and moral support for the same purpose. More specifically, special thanks and appreciation are conveyed to the deans, directors, other unit heads, concerned faculty members, staff and students for their invaluable assistance in the revision of the Student Code.

Above all, to God Almighty, for the wisdom, guidance, strength and Divine Providence, without HIM, the completion of this 2012 Revised Edition of the USM Code would not be successful. To Him, we give back all the glory!

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CODE OF GOVERNANCE

BOOK 1
THE ORGANIZATIONAL AND FUNCTIONAL STRUCTURE OF THE UNIVERSITY

TITLE ONE
GENERAL PROVISIONS

CHAPTER 1
PRELIMINARY MATTERS

Article 1. Title, Coverage, and Interpretation

Section 1. Title. This Code shall be known as the "Code of Governance of the University of Southern Mindanao (USM) 2012" or the "USM Code of 2012".

Section 2. The University of Southern Mindanao (USM). The University of Southern Mindanao, hereinafter called the University, is a state institution of higher learning created and established under Republic Act No. 763 by the 2nd Congress of the Philippines, 3rd Session and duly signed into law by President Elpidio R. Quirino on June 20, 1952 providing for the conversion of the Kabacan Provincial High School to the Mindanao Institute of Technology (MIT) with an allocation of Php50,000.00 to facilitate its implementation.

Section 3. The Mandate of the Charter. Pursuant to R.A. No. 4127, "An Act Amending Certain Sections of R.A. No. 763, otherwise known as the Charter of the Mindanao Institute of Technology," the MIT (now USM) shall "offer not only elementary, secondary vocational and normal courses of instruction but also collegiate courses leading to the degrees of Bachelor of Science in Home Economics, Bachelor of Science in Education, Bachelor of Science in Agriculture, Bachelor of Science in Civil Engineering, Bachelor of Science in Electrical Engineering, Bachelor of Science in Mining Engineering, and such other programs leading to bachelor's degrees. It shall also offer graduate programs along its fields of specialization as the needs of the college and community so demand.

Section 4. Coverage. This Code shall govern the operation of USM and shall apply to the official acts of the University personnel as they relate among themselves, serve the clientele, work with the stakeholders, and partners of the University in the approximation of its Vision, Mission, Goals, and Objectives (VMGO).

Section 5. Principal Address. The principal address of USM is at Kabacan, North Cotabato, Philippines. USM has a branch at Kidapawan City, North Cotabato; and has landholdings in Arakan Valley, North Cotabato. USM may have such other external campuses as may hereinafter be granted by law, including properties that it may acquire as a corporate entity.

This Code is anchored on the Philippine Constitution, the USM Charter, pertinent laws and the generally accepted traditions, policies, and principles of the Academe, and shall be construed liberally in favor of intellectualism, truth, freedom, justice, and students' welfare.

Article 2. Declaration of University Principles and Policies

Section 1. USM is a State University duly established by law and principally supported by state funds and income derived from the utilization of its resources.

Section 2. USM envisions quality education for its clientele to be globally competitive, culture-sensitive, and morally responsive human resources for sustainable development.

Section 3. The main function of USM is instruction, supported by research, extension, and resource generation that shall be facilitated and managed by the Administrative Services.

Section 4. Specifically, USM shall help accelerate the socio-economic development of its service area and promote a healthy and productive tri-people co-existence of Muslims, Indigenous Peoples and Christians.

Section 5. USM shall continually enhance its capabilities and develop better possibilities in the pursuit of knowledge, technology, excellence and leadership in the different fields of interest relevant to Southern Philippines and the total development of Man and Society.

Section 6. Access to Education. USM shall provide equal access to education through all forms of assistance, to the deprived, disadvantaged, and underserved communities.

Section 7. Academic Freedom. Pursuant to pertinent provisions of the Constitution of the Republic of the Philippines, Republic Act No. 8292, and all laws and regulations promulgated thereafter, USM shall enjoy academic freedom and institutional autonomy.

USM shall exercise academic freedom, which is recognized as both institutional and individual. Institutional academic freedom is the freedom of the University from intervention and control in the conduct of its affairs as an institution of higher learning. Individual academic freedom is the right of the academic staff and students to conduct academic and scholarly inquiry and to discuss and publicize the results of such inquiry unhampered by prior restraint or subsequent punishment.

Section 8. Philosophy. USM recognizes the innate goodness of the individual and adheres to the philosophy of social equality.

a. USM is a Fortress of Truth and Progress.
b. The University is a catalytic center for creative thought. It shall probe for what shall enlarge a person's freedom and fulfillment and help build a Filipino Nation to be at par with the other great peoples of the world.

Article 3. USM Vision, Mission, Core Values, Goals and Objectives

Section 1. Vision: Quality and relevant education for its clientele to be globally competitive, culture-sensitive, and morally responsive human resources for sustainable development.

Section 2. Mission: Help accelerate socio-economic development, promote harmony among diverse communities and improve quality of life through instruction, research, extension, and resource generation in Southern Philippines.

Section 3. Core Values:

G - Goodness
R - Responsiveness
E - Excellence
A - Assertion of Right and
T - Truth

Article 4. Declaration of General Objectives

Section 1. Objectives: In consonance with the national development goals, and in order to translate and operationalize the principles and policies enshrined in the preceding Article, USM shall pursue the following objectives:

a. anchor student learning on practical applications by providing opportunities for students to enhance learning through community experiences in a variety of curricular and co-curricular programs;
b. ensure the continual integration of USM and the community by identifying, developing, and maintaining mutually beneficial partnerships;
c. continue to support events and activities, as well as, construction of campus facilities that accommodate and encourage community interaction;
d. lead in engaging students and faculty in the study and development of public policy in the region;
e. actively support the faculty and students in the teaching-learning process;
f. provide enabling environment for faculty to pursue scholarly activities and creative achievement;
g. maximize the utilization of the University assets for financing the integrative learning of the academic community, as well as for establishing empowered academic units;
h. initiate lasting social intervention in the community by opening USM as the central source of learning experience and seat of theoretical and scientific researches;
i. provide programs of instruction, professional training, primarily in the fields of science and technology, especially, in agricultural and industrial fields, in order to produce graduates who are locally and globally competitive;
j. promote advanced studies, research and extension services, and progressive leadership in all fields of agriculture, including agri-business, food, nutrition, fishery, forestry, animal, and veterinary sciences. USM shall likewise promote engineering and other allied programs, teacher education, teacher technical

education, and other areas of discipline needed by the clientele for the authentic sustenance of life, community, and the universal environment;

k. develop programs at the graduate level along its fields of specialization to respond to the needs of development workers in the region;
l. provide non-formal education and undertake vigorous extension and research programs in food production, nutrition, health, and sports development; and
m. provide scholarships, fellowships and/or part-time job opportunities to deserving learners.

Article 5. University Seal and Colors

Section 1. The University Seal. The Seal of USM depicts the shape of a "Talam," the Muslim Tray of Bounty, consisting of two (2) parts: the outer and inner inscriptions edging the tray.

The outer edging shall bear the inscription, "University of Southern Mindanao" written in bold flames text on top and "Kabacan, Cotabato" in times new Roman text, the principal address.

The inner plane bears the following symbols:

a. The right hand represents the concerted effort of the Board of Regents, Administrative and Academic Councils, faculty, students and staff and the stakeholders of the University to pursue and uphold a culture of excellence in carrying out the four mandated functions of USM, namely: instruction, research, extension, and resource generation in the service of the Almighty. The four fold functions are represented by the four (4) lit candles.
b. The spur gear depicts the "halo" from the four lit candles representing the four-fold functions of the USM. The illumination torch symbolizes the University helping accelerate a sustainable development of its service area and bring about the integration of the Indigenous Peoples, Muslims and the Christians to pave the path for lasting peace and harmony among the tri people, thereby hastening the approximation of the principal mission of the institution.
c. The open book emblems the institution's humane pursuit for truth and new knowledge at the foreground. Below the hand bearing the torch is an inscription "MIT" representing the old name, Mindanao Institute of Technology, on its left page, and "USM" on its right page, which proudly depicts the institute's transformation to a premier university of higher learning.
d. The inscription "1952" below MIT reveals the year when the school was established as the Mindanao Institute of Technology. The inscription "1978" below USM marks the year of the official conversion of MIT into the University of Southern Mindanao.
e. The seal bears on its ribbon the phrase, "Fortress of Truth and Progress".

Section 2. University Colors. The University Colors are green and gold. Green depicts USM as full of life vigor and progress. Gold depicts the finest exemplification of its kind, in excellence and outstanding virtue and truth.

CHAPTER 2
DEFINITION OF TERMS

Section 1. Definition of Terms. As used in this Code, the following words or terms are operationally defined:

a. **Administrative Experience** - refers to service as a Department Chairman, Director, Dean or Vice President.
b. **Academic Freedom -** is the freedom of the University from intervention and control in the conduct of its affairs as an institution of higher learning. Individual academic freedom is the right of the academic staff and students to conduct academic and scholarly inquiry and to discuss and publicize the results of such inquiry unhampered by prior restraint or subsequent punishment.
c. **Appointing Authority** – the person or body authorized by law to issue appointments.
d. **Board of Regents** – refers to the highest policy-making and governing body of a chartered state university.
e. **Career Development** – encompasses career management and career planning.
f. **Career Management** – is the process through which the organization selects, assesses, assigns, and develops employees to provide a pool of qualified people to meet future needs.
g. **Career Planning** – is the process through which individual employees identify and implement steps to attain career goals.
h. **Career Service** – positions in the civil service characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.
i. **Closed Career Position** – refers to those positions, which are scientific or highly technical in nature; it includes the faculty and academic staff of state colleges and universities, as well as scientific and technical positions in scientific or research institutions, which establish and maintain their own merit systems.
j. **Contract of Service** – refers to employment described as follows:
   - The **contract** covers work or services, such as, janitorial, security, or consultancy services for which there are no existing plantilla positions.
   - The **job order** covers piece work and intermittent job of short duration, not exceeding six (6) months on a daily basis.
   - The **contracts of services** and **job orders** shall be subject to COA rules.
   - The employees involved in the contracts or job orders do not enjoy the benefits enjoyed by regular government employees, such as: PERA, COLA and RATA.
k. **Designation** – is merely an imposition of additional duties to be performed by a public official. It is temporary and can be terminated anytime at the pleasure of the designating authority
l. **Dismissal** – is a separation initiated by the employer for individual-specific reasons, such as but not limited to, incompetence, violation of rules, dishonesty, laziness, absenteeism, insubordination, and failure to pass the probationary period.

m. **Evaluation** – a process which measures the effectiveness and efficiency of an employee in the delivery of the mandated service.

n. **Faculty** – regular plantilla-based set of teaching personnel of the State Universities and Colleges (SUC) appointed to a faculty rank and are directly engaged in teaching, instruction, research, extension and income generation services.

o. **Faculty Rank** – refers to academic rank or sub-rank assigned to a member of the faculty after evaluation in accordance with the common criteria and point allocation as may be prescribed from time to time by a duly authorized agency classified as Professors, Associate Professors, Assistant Professors, and Instructors.

p. **Faculty Selection Board** – refers to a body tasked to screen the candidates for appointment to a faculty position by the University President subject further to the confirmation of the USM Board of Regents.

q. **Faculty Training and Development Committee** – a duly created body responsible for selecting and recommending faculty members who shall attend specific training programs conducted by USM, government agencies or duly accredited non-governmental organizations, either local or foreign.

r. **Full Load** – consists of a mximum number of hours spent in teaching or academic units and quasi-teaching/administrative duties (consultation, preparation of lesson, checking of test papers, and research, extension services), the total of which is 40 hours of work per week.

s. **Full Time Faculty Member** – a faculty member occupying permanent plantilla position and rendering an equivalent of forty (40) hours of work per week. The 40 hours may consist of academic full load and quasi-teaching administrative duties (consultation, preparation of lesson, checking of papers, research extension services).

t. **Graduation** – is an act of USM conferring a degree upon students who have completed and passed all the requirements set in the curricular program they have enrolled in.

u. **Insider** – refers to an employee of the SUC who is interested in joining the faculty or members of the faculty who are aspiring for promotion.

v. **Intellectualism** is the devotion to honing and exercising the intellect to intellectual pursuits.

w. **Job design** – integrates work content, e.g., tasks, functions, relationships; the rewards, e.g., extrinsic and intrinsic; and qualifications required, e.g., skills, knowledge and abilities for each job that meet the needs of the employees and the organization.

x. **Justice** - the quality or characteristic of being impartial or fair and conforming with truth, fact or reason.

y. **Layoff** – refers to management decision to retrench personnel to eliminate redundancy.

z. **Merit System** – a personnel system in which comparative merit or achievement governs the selection, utilization, training, retention, and discipline of the faculty and staff of USM.

aa. **Outsider** – refers to an applicant to a teaching or non-teaching position who is not yet employed by USM.

bb. **Part-time Faculty Member** – a faculty member who does not occupy a permanent plantilla position and whose teaching load does not exceed nine (9) units.

cc. **Personnel Action** – any action denoting the movement or progress of personnel in the civil service.

dd. **Performance Evaluation System** – refers to an organized, methodical, and standardized system of evaluating the individual performance of employees/ personnel for organizational effectiveness.

ee. **Philippine Association of State Universities and Colleges (PASUC)** – a CHED-recognized organization of all chartered SUCs.

ff. **Position Reclassification** – involves the upgrading of the position of a faculty member, as a result of the evaluation of his/her credentials, without a significant change in his/her duties and responsibilities.

gg. **Qualification Standards** – is a statement of a set of minimum qualifications for a position, which includes education, experience, training, and personality traits, required for the performance of the job or set of duties, subject to civil service eligibility, or to Republic Act No. 1080, an Act Declaring the Bar and Board Examinations as Civil Service Examinations, when applicable.

hh. **Recruitment** – the process of searching and attracting potential applicants through announcement, assessment, and related procedures to select qualified applicants for appointment to an appropriate teaching or non-teaching position;

ii. **Resignation** – is a separation initiated by the employee.

jj. **Retirement** – is the separation of an employee from government service upon reaching the age of retirement as provided by law.

kk. **Secondment** – is a movement of an employee from one department or agency to another which is temporary in nature and which may or may not require the issuance of an appointment and may involve increase in compensation and/or benefits, subject to the general guidelines provided under the Omnibus Rules on Appointments.

ll. **Selection** – the process of screening and ranking qualified applicants based on their qualifications and professional potentials.

mm. **Senior Faculty** – a faculty member with an academic rank of at least Associate Professor I.

nn. **Staffing** – is the process of moving employees into, through, or out of the organization to produce the desired quantities and types of employee assignments.

oo. **Student Welfare** - is the state of well-being of the students, which includes the upliftment of their interests.

pp. **SUC** – refers to chartered state universities or colleges.

qq. **Salary Upgrading** – involves adjustment of salary to a higher salary grade without change in duties and responsibilities.

rr. **University** – refers to the University of Southern Mindanao.

TITLE TWO
THE GOVERNANCE OF THE UNIVERSITY

CHAPTER 3
THE BOARD OF VISITORS

Article 6. Composition and Special Function

Section 1. The Board of Visitors of USM shall be composed of the President of the Republic of the Philippines, the Vice President, the Senate President, the Speaker of the House of Representatives, Chief Justice of the Supreme Court and the Chairperson of the Commission on Higher Education.

Section 2. The Board of Visitors of USM may visit the University, individually or otherwise, at such time and date as they may deem proper, to inspect, examine the programs of study, accounts, properties and the general conditions of the University, among others.

CHAPTER 4
THE BOARD OF REGENTS

Article 7. Declaration of Policy

It is the declared policy of the State to establish, maintain, and support a complete, adequate and integrated system of education relevant to the needs of the people and society. Towards this end, the composition of the governing board of the University is hereby modified in order to (a) achieve a more coordinated and integrated system of higher education; (b) render them more effective in the formulation and implementation of policies in higher education; (c) provide for more relevant direction in its governance; and (d) ensure the enjoyment of academic freedom as guaranteed by the Constitution.

Article 8. Composition and Term of Office

Section 1. Composition. Pursuant to RA No. 8292, otherwise known as the Higher Education Modernization Act of 1997, the governance of USM shall be vested in the Board of Regents, as constituted by law, to be composed of the following:

a. Chairperson of the Commission on Higher Education (CHED) as Chairperson;
b. President of the University as Vice Chairperson;
c. Chairperson of the Senate Committee on Education, Arts and Culture as Member;
d. Chairperson of the House Committee on Higher and Technical Education as Member;
e. Regional Director of the National Economic and Development Authority (NEDA) as member, where the main campus of USM is located;
f. President of the USM Faculty Association as Member;
g. President of the University Student Government as Member;

h. President of the USM Alumni Association as Member;
i. Regional Director of the Department of Agriculture or the Department of Science and Technology as the case may be, as member, where the main campus of USM is located; and
j. Two (2) private prominent citizens of the Province where the University is situated, as members, who have distinguished themselves in their professions or fields of specialization to be chosen in accordance with law.

Section 2. Term of Office. The Presidents of the Faculty, of the Alumni Association and of the Student Government shall sit in the Board of Regents until the expiration of their terms of office. The prominent citizens shall serve for a term of two (2) years which may be renewed only for another term.

Article 9. Meetings and Quorum of the Board

Section 1. The Board of Regents shall regularly convene at least once in every quarter. The Chairperson of the Board may call a special meeting whenever necessary. Provided, however, that the members are notified in writing at least three (3) days prior to the said meeting.

Section 2. A majority of all members holding office shall constitute a quorum for board meetings: Provided that the CHED Chairperson, who is the Chairperson of the Board, or the USM President, is among those present in the meeting. In the absence of the CHED Chairperson, a commissioner of the CHED, duly designated by him/her, shall represent him/her in the meeting with all the rights and responsibilities of a regular member: Provided, however, that in the said meeting, the USM President as Vice Chairperson shall be the presiding officer: Provided further that this proviso notwithstanding, the CHED Chairperson may designate a CHED Commissioner as the regular Chair to the Board, in which case said CHED Commissioner shall act as the presiding officer.

Article 10. Compensation

Section 1. Unless otherwise provided, the members shall serve with honorarium as provided by law, and they shall be reimbursed for necessary expenses incurred in their attendance to meetings of the Board or in connection with their official business authorized by a resolution of the Board.

Article 11. Powers and Duties of the Board

Section 1. The USM Board of Regents shall have the following specific powers and duties as provided under Section 4 of Republic Act No. 8292, in addition to its general powers of administration and the exercise of all the powers granted to the Board of Directors of a corporation under Section 36 of Batas Pambansa Blg. 68, otherwise known as the Corporation Code of the Philippines:

a. to enact rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the University;

b. to receive and appropriate all sums as may be provided, for the support of USM in the manner it may determine, to carry out the purposes and functions of USM;
c. to receive in trust legacies, gifts and donations of real and personal of all kinds, to administer and dispose the same when necessary for the benefit of USM, subject to limitation, direction and instruction of the donors, if any; and
d. to fix the tuition fees and other necessary school charges, such as, but not limited to, matriculation fees, graduation fees and laboratory fees, as it may deem proper to impose after due consultation with the involved sectors;

Such fees and charges, including government subsidies and other income generated by USM, shall constitute special trust funds and shall be deposited in any authorized government depository bank, and all interests that shall accrue therefrom shall form part of the same fund for the use of USM. Provided, however, that income derived from the University Hospital shall be exclusively earmarked for the operating expenses of the hospital.

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

If, for reasons beyond its control, USM shall not be able to pursue any project for which funds have been appropriated and allocated under its approved program of expenditures, the Board of Regents may authorize the use of said funds for any reasonable purpose which, in its discretion, may be necessary and urgent for the attainment of the following objectives of USM:

e. to adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students;
f. to authorize the construction or repair of its buildings, machinery, equipment, and other facilities and the purchase and acquisition of real and personal properties, including necessary supplies, materials and equipment;
g. to appoint, upon the recommendation of the President of the University, Vice Presidents, Deans, Directors, Heads of Departments, faculty members and other officials and employees;
h. to fix and adjust salaries of faculty members and administrative officials and employees, subject to the provisions of the revised compensation and classification system and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper;. to grant, at its discretion, leaves of absence, under such regulations as it may promulgate, not contrary to law, rules and regulations, and to remove them for cause with the observance of due process of law;
i. to approve the curricula, institutional programs, and rules of discipline drawn by the administrative and academic councils as herein provided;

k. to award honorary degrees upon persons in recognition of their outstanding contributions in the field of education, public service, arts, science and technology, or in any field of specialization within the academic competence of USM and to authorize the award of certificates of completion of non-degree programs;
l. to absorb non-chartered tertiary institutions within the province where the University is situated, in coordination with the CHED which must approve the same, and in consultation with the Department of Budget and Management, and to offer therein needed programs or courses, to promote and carry out equal access to educational opportunities mandated by the Constitution;
m. to establish research and extension centers which will promote the development of USM and its service area;
n. to establish chairs in the University and to provide fellowships for qualified faculty members and scholarships to deserving students;
o. to delegate any of its powers and duties provided for herein above to the University President and/or other officials of the University, as it may deem appropriate;
p. to authorize an external management audit, to be financed by the CHED and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;
q. to collaborate with other governing boards of SUCs within the province or the region, under the supervision of the CHED and in consultation with the Department of Budget and Management, the restructuring of said Colleges and Universities to become more efficient, relevant, productive, and competitive;
r. to enter into joint ventures with business and industry for the profitable development and management of the economic assets of USM, the proceeds of which shall be used for the development and strengthening of USM;
s. to develop consortia and other forms of linkages with local government units, institutions and agencies, public and private, whether local or foreign, in furtherance of the purposes and objectives of USM;
t. to develop academic arrangements for institution capability building with appropriate institutions and agencies, public or private, whether local or foreign, and to appoint experts/specialists as consultants, or visiting or exchange professors, scholars, researchers, as the case may be;
u. to set up the adoption of modern and innovative modes of transmitting knowledge, such as: the use of information technology, the dual system, open learning, community laboratory, and similar methods, for the promotion of greater access to higher education;
v. to establish policy guidelines and procedures to participative decision-making and temporary within the University;
w. to privatize management of non-academic services, such as: health, food, building or grounds or property maintenance and similar other activities;
x. to extend the term of the University President beyond the age of retirement, but not later than the age of seventy (70) whose performance has been unanimously rated as outstanding and upon unanimous recommendation by the Search Committee duly created for the purpose; and
y. to perform such other powers and functions which may hereinafter be granted by subsequent laws and regulations.

Section 1. The Board of Regents shall appoint the Secretary of the Board and of the University Administrative Council upon recommendation of the University President. The Secretary shall keep all records and proceedings of the Board and Council. Further, the Secretary shall communicate to each member of the Board notice of meetings and provide each Regent the Agenda Folder at least three (3) days before the scheduled meeting.

Article 13. Annual Report

Section 1. On or before the fifteenth (15th) day of the second month after the opening of classes each year, the University President shall file a detailed report on the progress, condition, and needs of USM, with the Office of the President of the Philippines, through the Chairperson of CHED, with the Senate, and with the House of Representatives.

CHAPTER 5
THE ADMINISTRATIVE COUNCIL

Article 14. Composition

Section 1. There shall be a University Administrative Council consisting of the University President as Chairperson, the Executive Vice President, designated by the University President, as Vice Chairperson, and the other Vice Presidents, the Deans, Directors and other officials of equal rank, as members. Upon invitation by the Chairperson, the President of USM Faculty Association and the President of the University Student Government may attend as resource persons.

Article 15. Functions

The University Administrative Council shall have the power to review and recommend appropriate measures to the Board of Regents policies governing the operation requirements, administration, management and development planning of USM.

Article 16. Meetings and Quorum

Section 1. The University Administrative Council shall meet at such time as the University President may deem necessary or upon the written request of at least one-fifth (1/5) of its members. Provided, that there shall be at least one regular meeting every quarter.

Section 2. Every member of the University Administrative Council shall be required to attend all its meetings. Proxies may be allowed to attend the meeting but shall have no voting power.

Section 3. Quorum of the University Administrative Council shall consist of a majority of all its members, excluding those who are on official leave or travel. A majority vote of all its members present shall be required to decide on a question or an issue.

Section 4. The presiding officer may vote only to break a tie.

CHAPTER 6
THE ACADEMIC COUNCIL

Article 17. Composition

Section 1. There shall be an Academic Council of the University consisting of the University President as Chairperson, the Vice President for Academic Affairs as Vice-Chairperson, Director for Instruction as secretary, and all faculty members with the rank of Assistant Professor I or higher as members.

Article 18. Powers and Functions of the Academic Council

Section 1. Subject to the confirmation by the Board of Regents, the Academic Council shall have the following powers and functions:

a. review and recommend academic programs, curricular offerings, and rules on discipline of the University;
b. fix the requirements for admission, placement, and retention of students, as well as the requisites for graduation and conferment of degrees;
c. review and recommend the graduation of students, the conferment of the title honoris causa upon persons in recognition of their outstanding contribution in the field of competence of USM and the award of certificates of completion of degrees, non-degree and non-traditional programs;
d. review the findings of the committee assigned to investigate academic related problems, within the limits of the rules of student discipline prescribed by this Code and by subsequent rules and regulations; and
e. perform such other powers and functions as may be allowed by law.

Article 19. Officers

Section 1. The University President shall be the chairperson and presiding officer of the Academic Council. The Vice President for Academic Affairs shall be the vice chairperson. The Vice Chairperson shall act as the presiding officer in the absence of the chairperson. In the absence of both and upon the instance of the University President, the Vice President for Administration, the Vice President for Research, Development and Extension or the Vice President for Resource Generation and Entrepreneurial Services, in that order, may preside the meeting of the Council.

Section 2. Secretary of the Academic Council. The Director for Instruction shall be the Secretary of the Academic Council. The secretary shall be the custodian of the

records of the Council. Upon the direction of the Vice President for Academic Affairs and in consultation with the University President, the secretary shall prepare the agenda of the Academic Council meeting and shall cause the issuance of the notice of meetings at least two (2) days before the conduct of the said meeting except for emergency meetings.

Article 20. Meetings and Quorum

Section 1. The Academic Council shall meet at such time as the University President may determine, provided that there shall be at least one (1) regular meeting each semester. A special meeting may be called upon by the University President as may be necessary or upon the written request of at least one-fifth (1/5) of the total members of the Council, specifying the agenda within the ambit of any function of the Academic Council.

Section 2. Attendance to all the meetings of the Academic Council shall be required of every member of the Council. A member who shall be absent from an Academic Council meeting must file the appropriate leave of absence at least a day before the said meeting. Two (2) absences incurred by any member without leave of absence in an academic year shall be a ground for the Human Resource Management and Development Office (HRMDO) Director to require from the member an explanation of the absence and to reprimand him/her when warranted. The explanation and findings shall be entered in the Civil Service Commission (CSC) 201 file of the subject member.

Section 3. Quorum of Academic Council meetings shall consist of a majority of all its members who are currently holding office, excluding those on leave of absence or official travel.

Section 4. A majority vote of all its members present shall be required to dispose of a question or to decide on an issue. The presiding officer may vote only to break a tie.

CHAPTER 7
UNIVERSITY ACADEMIC AFFAIRS MANAGEMENT COMMITTEE (UAAMC)

Article 21. Composition

Section 1. There shall be a University Academic Affairs Management Committee (UAAMC) which shall be directly responsible to the University President. It shall be composed of the Vice President for Academic Affairs as Chairperson with all the College and Institute deans as members.

Article 22. Powers and Functions of the University Academic Affairs Management Committee (UAAMC)

Section 1. Under the general supervision and control of the University President, the University Academic Affairs Management Committee shall exercise the following functions:

a. assist the Vice President for Academic Affairs in the determination of policy proposals in the pursuance of the vision, mission, and goals of USM;
b. review and recommend policies, rules and regulations governing the academic procedures, processes and the like to the University President for appropriate action; and
c. perform such other related functions.

Article 23. Secretariat

Section 1. The Vice President for Academic Affairs shall designate a secretariat of two (2) from among the staff within the Management Committee. The secretariat shall faithfully keep the minutes of every meeting and furnish each Academic Affairs Management Committee member an agenda folder duly approved by the University President at least two (2) days before each meeting.

Article 24. Meetings and Quorum

Section 1. The Academic Affairs Management Committee shall meet every first Monday of the month. The chairperson, however, may call for a special meeting as the need arises or upon the request of at least one-fifth (1/5) of the members of the Management Committee.

Section 2. Attendance in all its meeting shall be required of every member. In the absence of the Dean, any of the Department Chairperson may be allowed to attend as proxy but without voting power.

Section 3. Quorum shall consist of a majority of all its members who are currently holding office, excluding those who are on leave of absence or official travel.

CHAPTER 8
UNIVERSITY RESEARCH, DEVELOPMENT AND EXTENSION COMMITTEE (URDEC)

Article 25. Composition

Section 1. The University Research, Development and Extension Committee (URDEC) shall be composed of the President, who shall act as the Chairperson, and Vice President for Research, Development and Extension as the Vice Chairperson, with the directors of the Research Facilities and Extension Services as its members.

Section 2. The Committee Chairperson may invite representatives of public and private research and extension institutions or agencies as resource persons in Committee hearings as he/she may deem necessary. A modest but dignified honorarium may be granted to the said resource persons upon recommendation of the Committee Chairperson and approval of the University President.

Article 26. Powers and Functions of the Committee

Section 1. Subject to the general supervision of the University President, the Committee shall perform the following powers and functions:

a. review and recommend policies, guidelines, rules and regulations governing research, development and extension services for endorsement by the Administrative Council subject to the confirmation of the Board of Regents, through the University President, and to compile the same as the URDEC By-Laws;
b. assess and identify research and development gaps and extension needs, as well as determine and recommend to the University President priorities for USM;
c. propose budgetary requirements for research, development and extension activities;
d. initiate and establish institutional linkages with local or foreign institutions; and
e. perform such other functions analogous to the foregoing.

Article 27. Secretariat

Section 1. The Vice President for Research, Development and Extension (VPRDE) shall designate the Committee Secretary from among its members. The Committee Secretary shall faithfully safe keep the minutes of every meeting and shall furnish each Committee member with an agenda folder at least three (3) days before each meeting.

Article 28.Meetings and Quorum

Section 1. The URDEC shall meet at such time as its Chairperson may determine and as the need arises, provided, that there shall be at least one regular meeting every six (6) months or upon the written request of at least one of its members.

Section 2. Attendance in all its hearings shall be expected of every Committee member. A member may be represented by proxy who, however, shall have no right to vote.

Section 3. The quorum of the Committee shall consist of a majority of all its members. The Committee members who are on official leave, shall not be counted for purposes of determining the quorum

Section 4. Quorum shall be required to dispose of a question or to decide on an issue. The presiding officer may vote only to break a tie.

CHAPTER 9
UNIVERSITY RESOURCE GENERATION MANAGEMENT COMMITTEE (URGMC)

Article 29. Composition

Section 1. There shall be a University Resource Generation Management Committee (URGMC) which shall be composed of the University President as Chairperson, the Vice President for Resource Generation and Entrepreneurial Services as Vice Chairperson, the Director of the Business Development Center, Director of USMARC/PICRI, Dean of the College of Agriculture and the USM- Kidapawan City Campus, as members. The URGMC Chairperson may also request the presence of resource persons to assist the Committee.

Article 30. Powers and Functions of the URGMC

Section 1. Under the control and supervision of the University President, the URGMC shall exercise the following functions:

a. review and recommend policies, rules and regulations governing resource generation through the University President for endorsement by the Administrative Council subject to the confirmation or approval of the BOR;
b. ensure that all business and fiscal transactions under it are subject to government accounting and auditing laws and procedures with utmost transparency;
c. review and recommend for BOR approval proposals for professional assistance or resource generation programs and projects, whether college-based or community-based;
d. ensure and direct the submission of quarterly reports to the University President on the status of operation of services duly passed by the URGMC; and
e. perform such other functions as may be necessary.

Article 31. Secretariat

Section 1. The Vice President for Resource Generation and Entrepreneurial Services (VPRGES) shall designate a secretary. The Secretary shall provide technical and administrative support to the URGMC.

Section 2. The Director for Business Development Center (BDC) shall be the ex-officio Secretary of the Committee, unless another official shall designated by the University President to assume the position. The secretary shall perform the same duties and functions as those prescribed for the position in the other Committees.

Where the Director of BDC shall preside over the meeting, in the absence of the Chairperson and the Vice Chairperson above-mentioned, a senior member of the Committee who is present during said meeting or a duly designated official may act as Acting Secretary.

Section 1. The URGMC shall meet at least once in every quarter. The Chairperson, however, may call special meetings as the need arises.

Section 2. Attendance in all its meetings shall be required of every member. Proxies may be allowed on observer status but without voting power.

Section 3. URGMC quorum shall consist of a majority (50% plus 1) of all its members who are currently holding office. The members of the URGMC on official travel or on leave of absence shall be excluded in the computation of quorum.

Article 33. The Business Development Center

Section 1. The resource generation unit of the University shall be known as the Business Development Center (BDC) which shall be headed by a Director to be assisted by the Project Managers. The BDC shall be under the Office of the Vice President for Resource Generation and Entrepreneurial Services. The BDC shall undertake income-generating projects, the income of which shall form part of the special trust fund of the University. It shall supervise and monitor all the activities of the various agri-business and non-agri-business projects of the University and shall implement all pertinent policies, rules and regulations promulgated by the URGMC and approved by the BOR. The University shall engage in commercial agri-business programs such as diversified animal production, food processing, animal feed and seed production, cafeteria, pharmacy, hostel and guesthouses and other income-generating projects to augment the operating budget of the University. In addition to its income-generating functions, the BDC shall also provide an appropriate venue for training to students enrolled in agribusiness and technical or special courses, provide areas and facilities for conducting basic and applied researches, and provide sources of information to bolster the research, development and extension programs of the University.

Section 2. The BDC Management Committee

The BDC Management Committee shall be the main planning and coordinating arm of the Business Development Center. It shall be composed of the BDC Director as Chairperson, Project Management and Market Analyst, University Veterinarian, Project Development Officers and Project Managers as members. It shall meet every month, or as often as necessary, to perform the following:

a. determine project objectives;
b. prepare the general development plan and budget for the agribusiness projects and submit the same to the URGMC;
c. assess and evaluate efficiency of operation and management of projects and recommend remedial measures;
d. prepare and render quarterly and annual reports of operation and other reports as needed by the URGMC;
e. prepare calendar of activities for all projects; and
f. implement guidelines/policies governing the BDC.

Section 3. Technical Support Services

Whenever the need arises, the BDC may invite technical persons for support.

Section 4. Support Staff

The BDC support staff shall be composed of clerks, utility workers, deputized farm guards, and messengers/ canvassers. They shall provide assistance to the Director in the management of the Center.

Section 5. Central Market

The Central Market Committee shall handle the marketing of all products produced by the different income generating projects of the University. It shall be composed of the market coordinator, cashier, storekeeper, and market aide. The Central Market shall also generate additional revenues from its "buy and sell" venture wherever and whenever possible.

CHAPTER 10
KEY OFFICIALS OF THE UNIVERSITY

Article 34.The President of the University

Section 1. The University President shall be the Chief Executive Officer of the University and shall render full-time service to the University. He shall be appointed by the Board of Regents upon the recommendation of a duly constituted Search Committee. He shall have a term of four (4) years and shall be eligible for reappointment for another term, subject to the provisions of existing laws and regulations. His term may be extended beyond the age of retirement but not later than the age of seventy (70).

Section 2. The University President shall have the following powers and responsibilities:

a. Provide University leadership, conserve and protect its academic integrity and ensure the observance and implementation of existing laws and regulations and policies laid down by the BOR;
b. Exercise within the framework of the University policies with primary authority and responsibility over the following areas: instruction, development planning and resource generation and allocation; grants, endowments and fund raising; external relations and public affairs; and University policies relating to regional development programs, curricula, and matters affecting the rights, privileges, responsibilities, and welfare of the University constituency;
c. In the pursuit of the University Vision, Mission, Goals and Objectives (VMGO), lead the University President shall lead in the formulation of an integrated and comprehensive plan for the University, in instruction, research, development and extension, resource generation, campus development, sustained fiscal autonomy, subject to confirmation of the BOR;

d. Coordinate the activities and programs of the University with the other component units and institutes, review their goals and recommend appropriate action to the BOR;
e. Exercise general administration and supervision of all business, financial and academic operations of the University, and over all officers, faculty and academic support staff of the University;
f. Recommend to the BOR the designation of Vice Presidents, Deans, Directors, Special Assistants, Faculty members and personnel in the support staff and other officials and employees and the designation of an Executive Vice President from among the Vice Presidents, as deemed necessary, for the efficient and effective operation of the University;
g. Create standing and ad hoc committees to address specific concerns;
h. In the interest of the service, effect the promotion, transfer, detail, secondment, and or other personnel movement; fix their work schedules; grant leaves of absence, service credits, change of leave status, commutation of leave credits, and other personnel actions and approve their additional work assignments, additional compensation, resignation and retirement, subject to the confirmation of the BOR;
i. Set up machinery for the resolution of all disciplinary and non-disciplinary cases involving the students and personnel of the University, and for the consideration of petitions for redress of grievances in accordance with applicable laws and regulations;
j. Award fellowships, assistanceships, and scholarships to students, faculty members and the non-teaching personnel. When proper, send exchange professors and receive visiting professors in accordance with the policies prescribed by the BOR;
k. Supervise the preparation of the University annual decentralized budget for appropriate action by higher authority;
l. Approve transfer of funds to effect appropriate and necessary adjustments on expenditures;
m. Submit to the Board of Regents and/or other competent higher authorities an annual report on the operation of the University, and such other reports as may be required.
n. Take appropriate action on requisitions of equipment and supplies within limits prescribed by accounting and auditing rules and by the BOR;
o. Process employees' applications for salary commutation and for advanced studies and the like;
p. Review, take appropriate action or approve matters pertaining to students affairs, such as: uniforms, by-laws of student associations or extra mural activities when sought;
q. When appropriate, may authorize the modification of existing University rules, such as: reduction of teaching load, deloading and determination of class size for the BOR action;
r. As the disciplining authority, preventively suspend any subordinate officer or employee who is charged with dishonesty, oppression, grave misconduct, or neglect in the performance of duty, upon recommendation of the Personnel Discipline Committee subject to confirmation by the BOR;

s. Preside over all commencement and other academic exercises of the University, and confer degrees and honors as may be granted by the BOR, and personally affix his signature in all diplomas and certificates issued by the University with the Dean of the granting College and the University Registrar as co-signatories;
t. In the exigency of the service, place any office or officer under his immediate supervision;
u. Execute and sign on behalf of the University, all contracts, deeds and other instruments necessary for the implementation of the mandated functions of the University; provided, that in regular recurring undertakings and transactions where his action is virtually ministerial, conditions and terms thereof having been fixed by the University regulations and general laws, he/she may direct through written instruction the approval in specified cases on his/her behalf by the named officer or head of unit concerned, subject to the usual safeguards to his/her power of revocation; and
v. Exercise other powers and duties delegated to him/her by the BOR or as may hereinafter be provided by subsequent laws and regulations.

Section 3. In case of a temporary absence of the President, the Executive Vice President shall act as Officer-in-Charge of the Office of the President to carry out the ministerial day-to-day management of the University affairs; however, if the Executive Vice President shall also be out of campus or is not available, the University President may designate any of the Vice Presidents to act as Officer-in-Charge. In case all of the vice presidents are not available, the President may designate any of the deans to be the Officer-in-Charge.

Article 35. The Office of the President (OP)

Section 1. The following offices shall be directly under the Office of the President (OP):

a. Line Offices
   i. The Vice President for Academic Affairs (VPAA).
   ii. The Vice President for Administration and Finance.
   iii. The Vice President for Research, Development and Extension (VPRDE).
   iv. The Vice President for Resource Generation and Entrepreneurial Services (VPRGES).

At the discretion of the University President, he may designate one (1) of the vice presidents as the Executive Vice President as primus inter pares.

b. Staff Support System
   i. Chief Executive Assistant
   ii. Executive Assistant for Alumni and External Affairs
   iii. Executive Assistant for the National Service Training Program
   iv. Executive Assistant for Special Concerns
   v. Executive Assistant for Accounts, Liabilities and Liquidations
   vi. Legal Office
   vii. Internal Audit Service (IAS)

ix. Close-in Security Guards
x. Office Utilities

c. The Board and University Secretary
d. University Planning and Development Office (UPDO)
e. University Human Resource Management and Development Office (UHRMDO)
f. University Public Relations and Information Office (UPRIO)
f.1. Print Media
f.2. DXVL
f.3. Public Relations
g. University Information and Communication Technology Office (UICTO)
g.1. System Analysis and Design Management Section
g.2. Information and IT Quality Section
g.3. System and Network Section
h. University Security Service Management Office (USSMO)
i. Bids and Awards Committee (BAC)

Article 36. The University Planning and Development Office (UPDO)

Section 1. Designation and Qualifications. The UPDO shall be headed and managed by a Director to be designated by the President for a term of two (2) years without prejudice to redesignation, subject to the confirmation of the Board of Regents. He/she shall be at least a holder of appropriate master's degree, preferably, with special training and/or working experience in planning and development and shall have at least three (3) years of administrative experience

Section 2. Functions. As head of the Planning and Development Office, he/she shall perform the following functions:

a. initiate, coordinate, monitor and evaluate the planning and development activities of all units of the University;
b. lead the preparation of project/program plans and proposals;
c. provide assistance in packaging program plans and proposals;
d. establish data bank and the center of project/program plans and proposals development of the University; and
e. perform such other related functions as may be assigned by the University President.

Article 37. The University Human Resource Management and Development Office (UHRMDO)

Section 1. Designation and Qualifications. The UHRMDO shall be headed by a Director who shall be designated by the University President for a term of two (2) years without prejudice to redesignation, subject to the confirmation of the BOR. The Director must be a holder of a doctorate degree in Human Resource Management, preferably, with special training and/or work experience in human resource management, and at least three (3) years of administrative services.

a. lead in the implementation of the established University policies on personnel records management and development and the maintenance of effective liaisoning with the Civil Service Commission and other concerned offices;
b. keep an updated service records and other data and information pertaining to all personnel of the University, to issue certifications and other documents on the matter upon request of appropriate parties;
c. assist and advise the University President, officials and employees on the proper execution of policies, regulations and orders in all areas of personnel management and development promulgated by the Civil Service Commission and other higher authorities;
d. undertake personnel programs, and inform the heads of concerned units of the recent developments in all areas of personnel management and development and;
e. act as secretary of the University Promotion and Selection Board;
f. conduct job orientation and induction seminar to newly-hired employees;
g. coordinate and evaluate with the academic and non-academic heads in forecasting the hiring needs of the University;
h. prepare and submit annual budget proposal for the human resources services, employee recognition (Civil Service and PRAISE) and personnel wellness programs of the University;
i. establish an in-house training facility and system that shall address the training needs of administrators, faculty, and support administrative services personnel of the university;
j. coordinate with all the academic chairpersons in the conduct of faculty performance evaluation and process the results of the same;
k. implement the Performance Management System and the Employee Development Program for the support administrative services personnel;
l. lead the development and maintenance of the Human Resource Information Systems;
m. recommend employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation; and
n. perform such other functions as may be assigned by the University President.

Article 38. The University Public Relations and Information Office (UPRIO)

Section 1. Designation and Qualifications. The UPRIO shall be managed by a Head to be designated by the University President for a term of two (2) years, without prejudice to redesignation, subject to the confirmation of the BOR. He/She shall be at least a holder of an appropriate degree in communication with at least three (3) years of administrative experience.

Section 2. Functions. The Head of UPRIO shall perform the following functions:

a. promote and foster cordial relations between and among the various sectors of the University constituents, stakeholders and with other agencies and institutions;
b. help project the good image and reputation of the University in all areas of endeavors to the general public;
c. establish effective relations with the media (print, radio, TV and others) on the dissemination of important information and breakthroughs of the University to the general public;
d. take charge of the preparation and circulation of regular University publications; and
e. perform such other related functions as may be assigned to him/her by the University President.

Article 39. The University Information and Communication Technology Center (UICTC)

Section 1. Designation and Qualifications. There shall be an University Information and Communication Technology Center to be headed by a Director who shall be designated by the University President for a term of two (2) years without prejudice to reappointment and subject to confirmation by the BOR. He must be a graduate of Bachelor of Science in Computer Engineering or a Master in Information Management System or its allied field and must have an administrative experience of at least two (2) years, and at least five (5) years of teaching experience in USM.

Section 2. Functions. Under the operational control of the University President, the Director of UICTC shall exercise the following functions:

a. lead in the development of a university wide area network to service the e-needs of all the units of the University – from on-line enrolment; parents' access to their students performance, fiscal management transparency; available technologies, knowledge and services; among others and upgrade the same;
b. supervise the personnel of the office; and
c. perform such other functions as must be authorized by the University President.

Article 40. The University Security Services Management Office (USSMO)

Section 1. Designation. There shall be an USSMO headed by a Director to be designated by the University President for a term of two (2) years without prejudice to redesignation and subject to the confirmation of the BOR.

Section 2. Qualifications

The USSMO Director shall possess the following qualifications. He/she must be:
a. at least a four-year degree holder;
b. a civil service eligible;
c. a licensed security guard;
d. passed the psycho-neuro examination conducted by a government psycho-neuro testing center; and
e. preferably, with military/police officer experience

Section 3. Functions. The Director for USSMO shall perform and exercise the following functions:

a. propose measures to sustain the morale of the security force and promote the well being of all the security guards of the University;
b. propose measures to ensure that only those who are psychologically & physically fit shall be recruited to the service;
c. closely supervise the assignment of posts and the relief of guards taking into the ledger the condition of the beat upon the relief of the guard;
d. hold the beat guard accountable for whatever loss or damage of property, life or limb sustained in the duration of the guard on duty;
e. secure at all times the life and limb of the students, staff, faculty and officials and the properties of the University;
f. provide twenty-four (24) hour security to the University President and the Presidential Family;
g. brief and update the University President on security matters at least once every week and/or are the need arises;
h. impose the rules, policy and regulations in the conduct of the duties of the security force at all times; and
i. perform such other related functions as may be directed by the University President.

Article 41. The Vice President for Academic Affairs

Section 1. The Vice President for Academic Affairs (VPAA) shall be designated by the University President subject to the confirmation by the Board of Regents for a term of two (2) years without prejudice to redesignation.

Section 2. Qualifications

He /she must possess the following qualifications:
a. holder of an appropriate doctorate degree;
b. at least Professor I;
c. seven (7) years teaching experience; and
d. five (5) years of administrative function, preferably, with at least one (1) year experience as Dean at USM.

Section 3. He/she shall be primarily accountable to the University President and shall conscientiously assist the University President in the general supervision of the academic and extra-curricular operations of the University in accordance with the existing government and University principles, policies, rules and regulations.

Section 4. He/she shall exercise the following duties and functions:

a. serve as Chairperson for the Recruitment, Appraisal, Scholarship, Retention and Promotion Board for all academic positions, faculty development and other faculty movement or related purposes;
b. lead in academic program development and exercise general supervision over all academic units and programs of the University;
c. when necessary, recommend to the President appropriate action on academic, disciplinary and related matters;
d. administer the overall execution of policies on instruction duly approved by the BOR;
e. supervise the planning, preparation and collation of the proposed annual budget for the operation of the colleges, academic institutes and instrumentalities;
f. coordinate with and promote the research, development and extension and resource generation activities of the academic units;
g. link with local, regional, national and international educational institutions and/or related agencies to promote inter-program/agency complementation and efficient maximization of available resources;
h. submit a regular memorandum of work progress every end of the 2nd semester of every school year to the University President;
i. serve as Vice Chairperson of the Academic Council;
j. act as the Chairperson of the Student Scholarship and Financial Assistance Committee; and
k. exercise such other powers and functions as may be directed by the University President.

Article 42. The Line and Staff Offices Under the Vice President for Academic Affairs and their Respective Functions

Section 1. The Vice President for Academic Affairs shall exercise direct supervision over the Deans of Colleges/Institutes as follows but not limited to:

a. Graduate School (GS)
b. College of Agriculture (CA)
c. College of Arts & Sciences (CAS)
d. College of Business, Development Economics and Management (CBDEM)
e. College of Education (CED)
f. College of Engineering and Computing (CENCOM)
g. College of Health Sciences (CHS)
h. College of Human Ecology and Food Sciences (CHEFS)
i. College of Industry and Technology (CIT)
j. College of Veterinary Medicine (CVM)
k. Institute of Middle East and Asian Studies (IMEAS)
l. Institute of Sports, Physical Education, and Recreation (ISPEAR)

Article 43. The Graduate School

Section 1. The Graduate School shall be headed by a Dean who shall be designated by the University President for a term of two (2) years, subject to the confirmation of the Board of Regents, without prejudice to redesignation.

Section 2. Qualifications

The Dean must be:
a. a holder of an appropriate doctorate degree;
b. at least five(5) years teaching experience in the Graduate School;
c. at least three (3) years of administrative experience; and
d. holder of an academic rank of at least Professor I.

Section 3. The Dean of the Graduate School shall be designated by the University President from a short list of three (3) candidates duly recommended by the Search Committee for Deanship (SCD) chaired by the Vice President for Academic Affairs and participated in by at least three-fourths (3/4) of all the faculty members of the Graduate School, subject to the confirmation of the BOR.

Section 4. The Dean of the Graduate School shall perform the following functions:

a. provide leadership to the other colleges/units in the preparation, implementation, development and evaluation of graduate curricular programs;
b. coordinate with the various Colleges/Institutes and other offices in the admission, registration, schedule of classes, classroom assignments, and other activities of graduate students;
c. recommend to the Vice President for Academic Affairs the designation, termination of regular or part time graduate faculty;
d. with the assistance of the Graduate Coordinators, propose the Graduate School budget, submit annual and other periodic reports, among others;
e. require each course professor to submit the course syllabus through its respective program coordinator;
f. assist the colleges in the conduct of needs assessment for graduate education of the sectors being served;
g. initiate and assist in the planning and conduct of in-service training program for the graduate faculty;
h. exercise primary jurisdiction over disciplinary cases involving faculty and students of the unit as maybe provided by law;
i. plan and recommend the procurement of the needed facilities of the unit;
j. assess and strengthen the linkages of Graduate School with its alumni, other graduate schools, agencies and communities needing graduate assistance; and
k. perform such other functions as may be assigned by the University President.

Article 44. The Colleges and Institutes

Section 1. Each college/institute shall be headed by a Dean, who shall be designated by the University President for a term of two (2) years from a short list of three (3)

the Vice President for Academic Affairs and with at least three-fourths (3/4) of all the faculty of the College / Institute as member, subject to the confirmation of the Board of Regents, without prejudice to redesignation.

Section 2. Qualifications

He/she must be:

a. a holder of an appropriate doctorate degree;
b. Professor I for a College / Associate Professor V for an Institute;
c. at least five (5) years of teaching experience at USM;
d. at least three (3) years of administrative experience; and
e. a license holder for professions requiring such in the practice of the profession.

Section 3. In the absence of a faculty member who possesses the required educational qualifications for the position of a Dean as prescribed in the preceding section, the minimum requirements set by Commission on Higher Education shall govern.

Section 4. The Dean of each college/institute shall perform the following functions:

a. provide leadership in the preparation, implementation, development and evaluation of undergraduate curricular programs, as well as diploma or other short term courses;
b. coordinate with the various Colleges/Institutes and other offices in the admission, registration, and other activities of undergraduate college students;
c. require all course teachers to submit the syllabus for each course they handle/ teach;
d. initiate and assist in the planning and conduct of in-service training programs for faculty and staff;
e. assign the teachers to courses within their expertise in accordance to the loading rules of the University;
f. conduct periodic faculty performance evaluation, and together with the department chairperson, conduct a post evaluation conference with the ratee;
g. in consultation with the department chairpersons, coordinators and the college faculty, prepare, submit and defend the college budget proposal to the Vice President for Academic Affairs, annual and other periodic reports, among others;
h. exercise primary jurisdiction over disciplinary cases involving faculty and students of the unit as maybe provided by law;
i. plan and recommend the needed facilities of the unit;
j. assess and strengthen the linkage of College/Institute with its alumni, other schools, agencies and communities needing assistance; and
k. perform such other functions as may be assigned by the University President.

Article 45. The Line and Staff Offices Under the Vice President for Academic Affairs

a. Director for Instruction
   a.1. Program Development and Curriculum Review Division

b. The Office of the University Registrar
c. The Office of Student Affairs (OSA)
   c.1. University Guidance, Discipline Career and Placement Division
      c.1.1. Testing, Admission and Placement
      c.1.2. Counseling and Discipline
   c.2. Scholarship, Grant-in-Aid and Financial Assistance, and Student Welfare Division
   c.3. Student Government Affairs, Societies and Campus Ministry Division
   c.4. Yearbook and Publications Division
d. The University Learning Resource Center (ULRC)
   d.1. Readers Services Division
   d.2. Information Technology Division
   d.3. Technical Services Division
   d.4. Unit Libraries Division
   d.5. University Museum

Article 46. The Office of Vice President for Administration and Finance

Section 1. Administrative Support Services shall be provided to the four (4) main functions of the University, namely: Instruction; Research, development and Extension and Resource Generation.

Section 2. The Office of Vice President for Administration and Finance shall be designated by the University President for a term of two (2) years without prejudice to redesignation, subject to the confirmation by the Board of Regents, except when appointed to a plantilla position.

Section 3. Qualifications. The Vice President for Administration shall possess the following qualifications:

a. Must be a holder of an appropriate doctorate degree in related fields.
b. at least Professor I; and
c. must have at least seven (7) years of experience in administrative and financial management.

Section 4. He/she shall be primarily accountable to the University President and shall conscientiously assist the University President in the general supervision of the administrative and financial management operations of the University.

Section 5. Under the general supervision and control of the University President, the Vice President for Administration and Finance shall have the following powers and functions:

a. exercise general supervision of the administrative and financial management services personnel;
b. exercise leadership and general supervision over all financial transactions of the University and ensure its implementation in accordance with the accepted

pertinent laws and policies of the government and of the University;
c. serve as Chairperson of the Promotion and Selection Board for the support administrative services personnel;
d. recommend to the University President support administrative services personnel for training and scholarships;
e. submit updates on the administrative and financial status of the University to the President; and
f. perform such other duties and functions as may be delegated by the University President or the BOR.

Article 47. The Offices under the Vice President for Administration and Finance

Section 1. The line offices directly under the Vice President for Administrative and Finance shall be:

a. The Administrative Services
   a.1. Property Section
      a.1.1. Procurement Section
      a.1.2. Supply Section
      a.1.3. Central Stock Section
   a.2. Record Office
b. The Physical Plant and Development Services
   b.1. Civil Works and Janitorial Services Section
   b.2. Water System Section
   b.3. Transport Section
   b.4. Machinery Section
   b.5. Electrical Section
c. Finance and Management Services
   c.1. Accounting Office
   c.2. Budget Office
   c.3. Cashier's Office

Article 48. The Vice President for Research, Development and Extension

Section1. The Vice President for Research, Development and Extension (VPRDE) shall be designated by the University President for a term of two (2) years without prejudice to redesignation, subject to the confirmation of the BOR.

Section 2. Qualifications

He/she must possess the following qualifications:
a. a holder of an appropriate doctorate degree;
b. at least Professor I;
c. at least seven (7) years in research, development and extension experience; and
d. at least five (5) years of administrative experience in research development and/or extension.

Section 3. He/She shall be primarily accountable to the University President and shall conscientiously assist the University President in the general supervision of the research, development and extension operations of the University in accordance with the existing government and University principles, policies, rules and regulations.

Section 4. He/She shall perform the following duties and functions:

a. serve as Vice Chairperson of the University Research, Development and Extension Committee;
b. serve as Chairperson of the Promotion and Selection Board for all research, development and extension positions.;
c. exercise leadership and general supervision over all research, development and extension programs, projects and activities of the various units of the University;
d. develop and recommend to the University President policies and guidelines governing research, development and extension affairs of the University for the BOR confirmation;
e. lead in the program planning and development of research, development and extension programs, projects and/or activities which are geared towards the growth and development of the University, the region and the country;
f. direct the implementation of research and development programs and extension services of the University;
g. screen and recommend to the President, through the University Personnel Career Development Committee, applicants for scholarship, personnel development and other purposes;
h. coordinate, monitor and appraise the performance of the various research and extension units and personnel of the University, including those of the research centers/institutions established in the University and other affiliate research agencies/institutions;
i. plan, promote, carry out close working relations and link with appropriate government, non-government research and development organizations; and
j. exercise such other powers and functions as may be directed by the President.

Article 49. The Line Offices Under the Vice President for Research, Development and Extension

Section 1. The line offices under the Vice President for Research, Development and Extension shall be, but not limited to, the following:
a. The USM Agricultural Research Center (USMARC)
b. The Research and Development Office
c. The Extension Services Center
d. The Research Centers/Institutes
e. Testing Laboratories and Processing Plants

Article 50. The Vice President for Resource Generation and Entrepreneurial Services

Section 1. The Vice President for Resource Generation and Entrepreneurial Services (VPRGES) shall be designated by the University President for a term of two (2) years without prejudice to redesignation, subject to the confirmation of the BOR.

Section 2. Qualifications

He must possess the following qualifications:
a. holder of any appropriate doctorate degree;
b. at least Professor I;
c. must have at least seven (7) years experience in resource generation and entrepreneurship; and
d. at least five (5) years of administrative experience.

Section 3. He/She shall be primarily accountable to the University President and shall conscientiously assist the University President in the general supervision of the finance, resource generation and entrepreneurial services of the University in accordance with the existing government and University principles, policies, rules and regulations.

Section 4. He/She shall exercise the following duties and functions:

a. serve as Vice Chairperson of the University Resource Generation Management Committee;
b. exercise leadership and general supervision over all resource generation programs, projects and activities of the various units of the University;
c. develop and recommend to the University President policies and guidelines governing the resource generation affairs of the university for the BOR confirmation;
d. lead in the program planning and development for resource generation activities which are geared towards the growth and development of the University;
e. direct the implementation of resource generation programs and projects of the University;
f. coordinate, monitor and appraise the performance of the various resource generation units of the University;
g. plan, promote, carry out close working relations and link with appropriate government and non-government organizations; and
h. exercise such other powers and functions as may be directed by the President.

Article 51. The Line Offices of the Vice President for Resource Generation and Entrepreneurial Services

Section 1. The line offices Under the Vice President for Resource Generation and Entrepreneurial Services shall be, but not limited to, the following:

a. The Business Development Center
b. The University Health and Hospital Services

Article 52. The Secretary of the Board and the University

Section 1. As Secretary of the Board of Regents, he/she shall exercise the following specific duties and functions:

a. serve as custodian of all records and proceedings of the Board;
b. under the direction of the University President, prepare the agenda for Board meetings and furnish the Chairperson and the members of the Board of Regents the agenda folder at least three (3) days before the scheduled meeting;
c. where and when necessary, make available on-line the plane tickets for the Board of Regents, the resource persons and other officials needed in the meeting;
d. notify all members of the Board of the schedules of all regular meetings, special sessions or other undertakings;
e. issue excerpts of minutes of meetings, and/or certifications on acts and policies promulgated by the Board of Regents for public information and also for the information of the concerned units, faculty, staff and students, upon approval of the University President; and
f. exercise such other powers and functions as may be directed by Board of Regents or by the University President.

Section 2. As Secretary of the University, he/she shall exercise the following duties and functions:

a. serve as Secretary of the Administrative Council;
b. keep all records and proceedings of the meetings of the Administrative Council;
c. notify all members of the Administrative Council of the scheduled regular and special meetings and other undertakings;
d. upon orders of the University President, prepare pertinent memoranda, circulars, bulletins and other official communications for the signature of the former:
e. cause the dissemination of policies, rules and regulations promulgated by the Board of Regents or by the Council through the UPRIO;
f. keep custody of records of the University Administrative Council which may be made open only to persons of interest, faculty, students, staff, or stakeholders for scrutiny subject to such limitations as maybe provided by law and upon approval of the President;
g. issue excerpts or appropriate certifications upon request of officials or employees of the University and other entities with the permission of the University President; and
h. exercise such other powers and functions deemed necessary by the University President.

Article 53. The Executive Assistants

Section 1. There shall be as many Executive Assistants as are necessary, to be designated by the University President, to assist and advise him on the effective and efficient performance of the duties and functions of his Office and on various areas of concern as may be deemed exigent to the service by the University President.

LINE AND STAFF OFFICES UNDER THE OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS AND THEIR FUNCTIONS

Article 54. The Office of the Director for Instruction

Section 1. Policy Statement. The Office shall provide support staff to the Vice President for Academic Affairs in carrying out academic policies, need-based and market-driven program development of the University and shall exercise general supervision over the Program Development and Curriculum Review Section and Performance Monitoring and Evaluation Section.

Section 2. Designation. The Office of the Director for Instruction shall be headed by a Director to be designated by the University President upon recommendation of the Vice President for Academic Affairs for a term of two (2) years, without prejudice to redesignation, subject to the confirmation of the BOR.

Section 3. Qualifications.

He/she must possess the following qualifications.

a. holder of an appropriate doctorate degree;
b. at least Associate Professor V;
c. with at least five (5) years of teaching experience; and
d. at least three (3) years of academic administrative experience in USM.

Section 4. The Director for Instruction shall perform the following duties and functions:

a. recommend to the Vice President for Academic Affairs measures to rationalize faculty loading and room assignment profile of the colleges;
b. in collaboration with the University Human Resource Management and Development Office (UHRMDO), supervise the conduct of the Faculty Performance Evaluation and secure the same for tabulation by the former;
c. assist the Vice President for Academic Affairs in the conduct of curricular, instructional and other program related activities of the University;
d. upon certification by the College/Institute Dean and the Accreditation Division Head on the readiness of an academic program for accreditation, recommend to the Vice President for Academic Affairs the release of the accreditation fund to the concerned College/Institute;
e. undertake regular reviews and updates of the curricular offerings of the University to keep pace with the changing needs and demands of the time and recommend to the Vice President for Academic Affairs for appropriate action:
f. prepare memoranda for appropriate action by the Vice President for Academic Affairs to disseminate educational policies and standards issued by higher authorities for the observance of the colleges;
g. in consultation with the Dean of the Graduate School, ascertain the viability of graduate program proposals from the colleges and recommend appropriate action to the Vice President for Academic Affairs;

i. coordinate with the different college/institute in the preparation of class schedule and room assignments;
j. lead the preparation of the school academic calendar; and
k. perform such other functions as may be assigned to him/her by higher authorities.

Section 5. There shall be a Program Development and Curriculum Review Division headed by a Chairperson who shall be designated by the University President for a term of two (2) years, subject to renewal and confirmation of the BOR. The Chairperson shall have the following duties and functions:

a. undertake regular reviews and updates of the curricular offerings of the University to keep pace with the changing needs and demands of the time;
b. recommend to higher authorities of the University, through the Office of the Director for Instruction, the institution, revision and/or abolition of certain courses and curricula in consultation with the concerned Colleges/Institutes; and
c. perform such other related functions as may be assigned to him/her by higher authorities.

Section 6. There shall be a Performance Monitoring, Evaluation and Accreditation Division headed by a Chairperson who shall be designated by the University President for a term of two (2) years, subject to renewal and confirmation of the BOR. The Chairperson shall perform the following duties and functions:

a. exercise general supervision in the monitoring and evaluation of current programs of the University adopting an outcome-based approach to increase both the effectiveness of the quality assurance system and the quality and efficiency of the institution;
b. take the lead role in the accreditation of the different academic programs in coordination with the academic deans of the units involved;
c. provide information on the monitoring and evaluation system of the University; and
d. perform other related functions as may be assigned to him/her by higher authorities.

Article 55. The University Admission & Records Office (ARO)

Section 1. Policy Statement. The University Admission and Records Office plays a critical role in determining who may be admitted to study in the University and be provided with guidance and counseling services and in the efficient safekeeping and effective management of student records for the proper evaluation and validation of student grades and credentials as bases for the granting of degrees, certificates and other academic-related achievements.

LINE AND STAFF OFFICES UNDER THE OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS AND THEIR FUNCTIONS

Article 54. The Office of the Director for Instruction

Section 1. Policy Statement. The Office shall provide support staff to the Vice President for Academic Affairs in carrying out academic policies, need-based and market-driven program development of the University and shall exercise general supervision over the Program Development and Curriculum Review Section and Performance Monitoring and Evaluation Section.

Section 2. Designation. The Office of the Director for Instruction shall be headed by a Director to be designated by the University President upon recommendation of the Vice President for Academic Affairs for a term of two (2) years, without prejudice to redesignation, subject to the confirmation of the BOR.

Section 3. Qualifications.

He/she must possess the following qualifications.

a. holder of an appropriate doctorate degree;
b. at least Associate Professor V;
c. with at least five (5) years of teaching experience; and
d. at least three (3) years of academic administrative experience in USM.

Section 4. The Director for Instruction shall perform the following duties and functions:

a. recommend to the Vice President for Academic Affairs measures to rationalize faculty loading and room assignment profile of the colleges;
b. in collaboration with the University Human Resource Management and Development Office (UHRMDO), supervise the conduct of the Faculty Performance Evaluation and secure the same for tabulation by the former;
c. assist the Vice President for Academic Affairs in the conduct of curricular, instructional and other program related activities of the University;
d. upon certification by the College/Institute Dean and the Accreditation Division Head on the readiness of an academic program for accreditation, recommend to the Vice President for Academic Affairs the release of the accreditation fund to the concerned College/Institute;
e. undertake regular reviews and updates of the curricular offerings of the University to keep pace with the changing needs and demands of the time and recommend to the Vice President for Academic Affairs for appropriate action:
f. prepare memoranda for appropriate action by the Vice President for Academic Affairs to disseminate educational policies and standards issued by higher authorities for the observance of the colleges;
g. in consultation with the Dean of the Graduate School, ascertain the viability of graduate program proposals from the colleges and recommend appropriate action to the Vice President for Academic Affairs;

i. coordinate with the different college/institute in the preparation of class schedule and room assignments;
j. lead the preparation of the school academic calendar; and
k. perform such other functions as may be assigned to him/her by higher authorities.

Section 5. There shall be a Program Development and Curriculum Review Division headed by a Chairperson who shall be designated by the University President for a term of two (2) years, subject to renewal and confirmation of the BOR. The Chairperson shall have the following duties and functions:

a. undertake regular reviews and updates of the curricular offerings of the University to keep pace with the changing needs and demands of the time;
b. recommend to higher authorities of the University, through the Office of the Director for Instruction, the institution, revision and/or abolition of certain courses and curricula in consultation with the concerned Colleges/Institutes; and
c. perform such other related functions as may be assigned to him/her by higher authorities.

Section 6. There shall be a Performance Monitoring, Evaluation and Accreditation Division headed by a Chairperson who shall be designated by the University President for a term of two (2) years, subject to renewal and confirmation of the BOR. The Chairperson shall perform the following duties and functions:

a. exercise general supervision in the monitoring and evaluation of current programs of the University adopting an outcome-based approach to increase both the effectiveness of the quality assurance system and the quality and efficiency of the institution;
b. take the lead role in the accreditation of the different academic programs in coordination with the academic deans of the units involved;
c. provide information on the monitoring and evaluation system of the University; and
d. perform other related functions as may be assigned to him/her by higher authorities.

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shall be designated by the President, upon recommendation of the Vice President for Academic Affairs, for a term of two (2) years, without prejudice to redesignation, subject to the confirmation of the BOR.

Section 3. Qualifications. He/She must be a holder of Registrar III item.

Section 4. Functions. The University Registrar shall exercise general supervision over the management of students' records. Among others, the University Registrar shall:

a. adopt measures to improve enrollment such as making it online;
b. develop a database system to secure the fidelity, efficiency and accuracy of student records and to make the same accessible to parents or guardians, and
c. perform such other functions as may be deemed necessary by the University President or by competent higher authorities.

Article 56. The University Learning Resource Center (ULRC)

Section 1. Policy Statement. The ULRC is a repository of updated knowledge, practices and technologies in all available media and information technology which shall be open and accessible to all learners faculty and staff of the University and any interested visitors who are willing to submit to the reasonable processes of the Center.

Section 2. Designation. The ULRC shall be headed by a Director to be designated by the President upon the recommendation of the Vice President for Academic Affairs for a term of two (2) years without prejudice to redesignation, subject to the confirmation of the BOR.

Section 3. Qualifications

He/she must possess the following qualifications:

a. a PRC licensed librarian;
b. a master's degree holder in Library Science, and
c. at least five (5) years experience in professional library work with three (3) years of supervisory experience.

Section 4. Functions. The Director of ULRC shall perform the following functions:

a. provide every learner access to the learning resource holdings of the Center upon validation of the learner's intent;
b. draw the validation rules and the regulations on the learners' access to the holdings and equipment of the Center for the appropriate action of the University authority;
c. formulate, administer, and implement library policies, rules and regulations;
d. coordinate the activities of all library units;
e. exercise general supervision over all library personnel and staff;
f. acquire library materials, equipment, and supplies;
g. supervise the maintenance of records and statistics;
h. prepare and supervise programs for in-service training of library personnel;

library records and other phases of library management;
j. instruct library personnel on cataloguing and classifying library collection;
k. initiate continuous enrichment of the resources, methodologies, and techniques for the development and improvement of the Center;
l. recommend the establishment of linkages with foreign and local agencies, colleges and universities for the development of the Center's resources; and
m. perform other related functions deemed necessary by the University President or higher authorities.

Article 57.The Office of Student Affairs

Section 1. The Office of the Student Affairs shall be headed by a Director to be designated by the University President for a term of three (3) years without prejudice to redesignation, subject to the confirmation of the Board of Regents. He/she shall possess the following qualifications:

a. at least a holder of an appropriate Master's degree;
b. at least an Associate Professor I;
c. with at least five (5) years of teaching experience; and
d. at least three (3) years of administrative experience.

Section 2. The Director of Student Affairs shall perform the following functions:

a. serve as a link between the University Administration and the student body and/or its component organizations and associations, and provide opportunities for the students' active involvement in the affairs of the University;
b. oversee the activities of all student organizations and provide guidance to students along social, cultural, educational and community leadership;
c. coordinate all registered and recognized student organizations to operate under the charter and rules of the University;
d. supervise and coordinate the functions and activities of the offices and personnel under him/her; and,
e. perform other related functions that may be assigned to him/her by the University President or higher authorities.

Section 3. The Offices under the Office of Student Affairs shall be the following:

a. University Guidance and Counseling Office
b. Student Publications and Yearbook Office
c. Student Dormitories
d. Career and Placement Office
e. Testing and Research Service
f. Student Organization
g. Campus Ministry Program
h. Student Scholarship and Financial Assistance Office
i. Student Discipline

Guidance Counselor who shall, at least be a holder of appropriate Master's degree and license, at least Assistant Professor I, with at least three (3) years of teaching experience and at least two (2) years of administrative experience.

The Guidance and Counseling Office shall perform the following duties and functions:

a. manage students' activities/services aimed at reinforcing their ability and confidence in knowing and understanding themselves in relation to others and developing their own psychological growth and development;
b. initiate continuous enrichment of the unit's resources, approaches/methodologies and techniques of counseling and its testing, group/peer guidance or dynamics and other guidance services;
c. provide individual and group counseling, information service, academic follow-up of problem students, guidance enrichment programs, student-peer-facilitators' program and other related services for the well-being and personal development of students;
d. organize in-service training of personnel engaged in guidance and counseling services; and
e. perform other duties and functions that may be assigned to him/her the office by higher authorities.

Section 5. The Office of Student Publications and Yearbook Office shall consist of an Adviser and a Co-Adviser who shall perform following the following functions:

a. oversee the publication and distribution of the official student organ of the University;
b. supervise and coordinate the publication and circulation of the Yearbook for the graduating classes of the University; and
c. perform such other duties and functions as may be assigned to the office by higher authorities.

Section 6. The Student Dormitories shall each be headed by a Resident Manager, who shall be designated by the University President.

The duties and functions of a resident manager include the following :

a. manage the activities/services of the Residence Hall assigned to him/her to ensure the development of habits/attitudes/values of healthful living, efficient home management and good social relationships/responsiveness among student residents thereof;
b. supervise the activities involving student housing services/activities;
c. submit all reports, recommendations and plans for improvement of the student housing services/activities;
d. act on dormitory petty cases referred by dormitory student leaders and refer them to the Guidance Office for approriate action/solutions; and
e. perform other duties/ responsibilities that may be assigned to him/her by higher authorities.

Section 7. The Career and Placement Office shall be headed by a Section Head to be designated by the University President and who shall perform the following functions:

a. keep a record of the personal data of University graduates, survey employment needs and problem of graduates, and make follow-up studies on the nature and status of graduates;
b. coordinate with employment agencies for possible job placement of qualified graduates of the University;
c. initiate the conduct of seminars/conferences/fairs on job placement and employment;
d. recommend qualified graduates for employment, on the job training, or apprenticeship; and
e. perform such other related functions as may be assigned to him/her by higher authorities.

Section 8. The Testing and Research Service Office shall be headed by a Section Head to be designated by the University President and who shall discharge the following duties and functions:

a. directly supervise the conduct of entrance examinations for entering freshmen and transferees;
b. advise entering freshmen on the appropriate course they should take based on their performance in the entrance examination;
c. conduct appropriate researches on various areas affecting the intellectual potential, emotional make-up, physical well-being, social relationships, vocational aptitude and skills and moral and spiritual formation of students; and,
d. perform other duties and functions as may be assigned to him/her by higher authorities.

Section 9. The Student Organization Regulatory Office shall be headed by a Section Head to be designated by the University President and who shall perform the following duties and functions:

a. take charge of the registration of campus organizations and recommend their official recognition by the University to appropriate higher authorities through the Director of the Student Affairs;
b. directly supervise and coordinate the activities of the student organizations and provide them adequate training for creative community leadership;
c. ensure that all registered and recognized student organizations shall operate in accordance with the rules and regulations promulgated by the University; and
d. perform such other duties and functions as may be assigned to him/her by higher authority.

Section 10. The Campus Ministry Program Office shall be headed by a Section Head to be designated by the University President and who shall perform the following duties and functions:

a. encourage students to attend to their respective weekly religious activities or congregations;
b. supervise and see to it that religious ministries, like, Bible sharing, prayer meetings, and other related activities shall all be scheduled after class hours so as not to deprive students from attending their respective academic classes;
c. encourage, initiate and supervise the holding of ecumenical religious services or activities during appropriate occasion in order to foster unity, solidarity and teamwork among the students of the University; and,
d. perform such other duties and functions as may be assigned to him/her by higher authorities.

Section 11. The Student Scholarship and Financial Assistance Office shall be headed by a Section Head to be designated by the University President and who shall perform the following duties and functions:

a. assist in the screening of applicants to the various student scholarship and financial assistance programs offered by the University in accordance with existing rules and regulations;
b. help in preparing student scholarship and financial assistance program proposals and in soliciting from donors or sponsors;
c. supervise the recruitment and placement of student assistants or student-paid laborers from among the deserving students of the University upon the recommendation of the concerned unit heads;
d. assist in the preparation and processing of documents and other requirements needed for the release of the incentives of scholars and grantees; and,
e. perform such other duties and responsibilities as may be assigned to him/her by higher authorities.

Section 12. The Student Discipline and Decorum Office shall be headed by a Section Head to be designated by the University President and who shall discharge the following duties and functions:

a. assist in the enforcement of the policies, rules and regulations affecting the students as provided in this Code and those promulgated by competent authorities in coordination with the University Security Force;
b. conduct investigation of all reported cases of misbehavior and offenses committed by students that are within its authority to investigate as prescribed in the Student Code (Book IV of this Code);
c. help in the enforcement and execution of final and executory decision or judgment promulgated by appropriate disciplinary authority in cases involving students and student organizations;
d. keep custody of all records of student disciplinary cases; and,
e. perform such other duties and functions as may be delegated to him/her by higher authorities.

CHAPTER 12
LINE AND STAF OFFICES UNDER THE OFFICE OF VICE PRESIDENT FOR RESEARCH , DEVELOPMENT AND EXTENSION AND THEIR FUNCTIONS

Article 58. The Research and Development Office

Section 1. There shall be a Research and Development Office which shall be headed by a Director to be designated by the University President for a term of two (2) years, without prejudice to redesignation, subject to the confirmation of the BOR.

Section 2. Qualifications. The Director for Research and Development shall have the following qualifications:

a. He or she must be a holder of an appropriate doctorate degree.
b. He or she must have at least three (3) years of experience in research and development management.
c. He or she must have at least three (3) years experience in administration.
d. He or she must at least belong to the academic rank of Associate Professor I.
e. He or she should have worked preferably on funded researches and have published R&D outputs in refereed journals.

Section 3. The Director for Research and Development shall perform the following functions:

a. coordinate all research and development activities performed by the units and personnel of the University on and off the campus;
b. establish research and development priority areas in consonance with, and in support of regional/national research priority areas;
c. encourage and evaluate faculty and staff research proposals and recommend funding support to the University or other agencies through the URDEC;
d. initiate the establishment of strong linkages with other public, private, domestic and foreign research agencies and organizations;
e. recommend publication of completed researches in the University research journal and other similar publications;
f. help in soliciting and procuring appropriate incentives for outstanding researches done by the University faculty and staff and recommend them for recognition by international, national, and institutional/ local government and private organizations;
g. conduct periodic evaluation of University research programs and make appropriate recommendations for their improvement to higher authorities;
h. index student undergraduate theses;
i. develop and update guidelines for thesis (outline and manuscript) preparation and writing;
j. revisit, review and regularly update the research manual of the University; and
k. perform other related functions for the promotion of research and development and other selected tasks deemed necessary by the University President or higher authorities.

Article 59. The University Extension Services Center

Section 1. There shall be a University Extension Services Center (UESC) which shall be headed by a Director to be designated by the University President for a term of two (2) years without prejudice to redesignation, subject to the confirmation of the Board of Regents.

Section 2. Qualifications. The Director shall have the following qualifications:

a. He or she must be a holder of an appropriate doctorate degree;
b. He or she must have at least three (3) years of experience in extension program management.
c. He or she must have at least three (3) years supervisory experience.

Section 3. The Director for the University Extension Services Center shall perform the following functions:

a. provide leadership in the planning and implementation of extension programs, projects, and activities of the University;
b. conduct a periodic appraisal of extension problems affecting communities, particularly, those within the service areas of the University;
c. generate extension plans, programs, and new approaches that shall improve the efficiency, productivity, income, and general well-being of the people in the service area;
d. propose annual budget for the implementation of the extension program/ projects/activities of the University;
e. monitor the on-going extension programs/projects/activities of the University;
f. coordinate the University's extension related programs, projects and activities;
g. ensure productivity and efficiency of R&E faculty researchers and staff and represent them in their grievances;
h. establish linkages with Non-Government and Government Organizations;
i. prepare and submit periodic and other necessary reports of accomplishment to the President through the VP for Research, Development and Extension;
j. partner/network with researchers for dissemination of research outputs to stakeholders; and
k. perform other related functions as may be deemed necessary by the University President or higher authorities.

Article 60. The National/Regional Research, Extension and Training Institutes/ Centers Established in the University

Section 1. Each National/ Regional Research and Training Institute/Center established in the University shall be headed by a Director whose qualifications shall be in accordance with the standards prescribed by the concerned institution.

Section 2. The Research and/or Training Institute/Center Director shall perform the following functions:

a. develop dynamic and feasible plans for his/her unit pursuant to the Institute/ Center's thrusts and objectives;

b. determine specific priority areas and prepare project proposals based on identified thrusts relative to the areas of concern of the Center/Institute;
c. plan programs, projects or activities and effect their systematic implementation upon approval;
d. supervise and manage personnel under him/her;
e. prepare and submit to authorities periodic reports of activities and outputs;
f. establish linkages and consortia with other supporting agencies for the realization of the mission and objectives of the institute/center; and
g. perform other related functions as may be deemed necessary by higher competent authorities for the attainment of the Institute/Center's objectives.

CHAPTER 13
LINE AND STAFF OFFICES UNDER THE OFFICE OF THE VICE PRESIDENT FOR RESOURCE GENERATION, AND ENTREPRENEURIAL SERVICES AND THEIR FUNCTIONS

Article 61. The Business Development Center (BDC)

Section 1. There shall be a Vice President for Resource Generation and Entrepreneurial Services who shall exercise control and supervision over the Business Development Center (BDC) of the University.

Section 2. The BDC shall be headed by a Director to be designated by the University President for a term of two (2) years, without prejudice to redesignation, subject to the confirmation of the BOR.

Section 3. Qualifications. The Director for Business Development Center shall have the following qualifications:

a. He or she must be at least a holder of an appropriate master's degree with special related training and/or working experience.
b. He or she must possess at least three (3) years of relevant experience in administration.

Section 4. The Director for Business Development Center shall perform the following functions:

a. assist in the exercise of general supervision, monitoring and evaluation of all resource generating activities of the University;
b. implement the policies, rules and regulations relative to the operation of the resource generating projects of the University;
c. formulate and recommend program/project proposals to improve the operation and productivity of existing resource generating projects of the university; and
d. perform such other functions that may be assigned to him/her by higher authorities.

Section 1. There shall be a University Health and Hospital Services which shall be headed by a Director to be designated by the University President for a term of two (2) years, without prejudice to redesignation, subject to the confirmation of the BOR.

Section 2. Qualifications. The Director for the University Health and Hospital Services shall have the following qualifications:

a. He or she must be a Doctor of Medicine.
b. He or she must possess at least eight (8) years of experience in hospital and health services, three (3) years of which must be on management and supervision.

Section 3. The Director for the University Health and Hospital Services shall perform the following functions:

a. direct the technical activities of the University Hospital and supervise all health workers/personnel of the hospital;
b. lead in the planning, organization, formulation and implementation of policies of the University Hospital;
c. lead, facilitate, and supervise the formulation of the University Hospital budget proposals;
d. conduct consultations and give medical attention to cases referred to by other physicians;
e. regularly conduct medical and health inspection of the University Hospital premises;
f. supervise the physical, medical and dental examinations of students;
g. issue medical certificates to students and personnel, whenever necessary;
h. provide health and sanitation information, lectures and orientations to students, personnel and general public;
i. evaluate performance of University Hospital personnel;
j. direct the training of the University Hospital staff and interns;
k. recommend and enforce disciplinary measures to erring University Hospital personnel; and
l. perform such other functions as may be assigned by higher authorities.

CHAPTER 14
LINE AND STAFF OFFICES UNDER THE OFFICE OF VICE PRESIDENT FOR ADMINISTRATION AND FINANCE AND THEIR FUNCTIONS

Article 63. Composition

Section 1. The key official of the Support Administrative Services of the University shall be the Vice President for Administration and Finance. Under him/her are Support Administrative Services, Directors/Managers of Non-Academic Units, and other officials as may be designated by the University President.

Article 64. The Offices under the Finance and Management Services shall consist of:

a. Budget Office
b. Accounting Office
c. Cashier's Office

Section 1. The Budget Office shall be managed by a Senior Administrative Officer (SAO)/Budget Officer.

Section 2. Qualifications. The SAO/Budget Officer shall have the following qualifications:

a. He or she must be a holder of an appropriate Master's degree.
b. He or she must have three (3) years of relevant experience in budgeting.

Section 3. The SAO/Budget Officer shall perform the following functions:

a. prepare, consolidate, and review annual, supplemental, special or deficiency budget of the University;
b. prepare the necessary budget proposals and budget reports, related statements, justifications and explanations of the same;
c. review budget estimates submitted by colleges and other units of the University;
d. assist in conducting budget hearings for appropriation requests;
e. monitor the distribution and allocation of funds of the University;
f. prepare financial reports as required by higher authorities; and
g. perform such other functions as may be assigned to him/her by the University President or higher authorities.

Section 4. The Accounting Office shall be managed by a Chief Accountant.

Section 5. Qualifications. The Chief Accountant shall have the following qualifications:

a. He or she must be a Certified Public Accountant.
b. He or she must possess at least three (3) years working experience in government accounting.

Section 6. The Chief Accountant shall have the following functions;

a. supervise the proper recording of financial transactions of the University;
b. give technical advice on financial and budgetary matters to chief of office;
c. prepare and submit statements on the financial status of the University;
d. assist in the preparation of budget estimates and attend budget hearings;
e. implement administrative and financial policies;
f. certify to the correctness of journal vouchers, journals, bills, statements of accounts, trial balances, budget estimates, and other financial statements and records;
g. observe and implement existing government accounting and auditing rules and regulations; and

President or higher authorities.

Section 7. The Cashier's Office shall be managed by the Chief Cashier.

Section 8. Qualifications. The Chief Cashier shall have the following qualifications:
a. He or she must be at least a graduate of Commerce or Business Administration.
b. He or she must possess at least three (3) years working experience in the handling and accounting of money.
c. He or she must have no record of crimes involving moral turpitude.

Section 9. The Chief Cashier's Office shall have the following functions;
a. receive and pay out cash for vouchers, payrolls or other expenses;
b. supervise the receipt of cash and checks for payments of goods, bills, rentals and other obligations;
c. prepare and submit required reports for review by higher authorities;
d. review the posting of cash advances, disbursements, collection of revenues and deposits; and
e. perform such other functions deemed necessary by the University President or higher authorities.

Article 65. Primary Function

Section 1. The officials and employees of the office for administration of the University shall function primarily for the purpose of serving the four-fold functions of the institution.

Article 66. Other Ancillary Administrative Services Officials and Employees

Section 1. All other officials and employees of the administrative and finance services whose duties and functions are not specifically defined in this Code shall perform the inherent functions of their respective positions as provided under existing laws and regulations and those prescribed by the Board of Regents and the University President.

Article 67. The Administrative Services

Section 1. The Administrative Services shall be managed by a designated Director, who holds the plantilla item of Chief Administrative Officer (Administration) and shall perform the following functions:
a. assist in the review and checking of all documents processed in the administration and finance offices to ensure that they comply with the requirements set forth by existing pertinent laws, policies, rules and regulations;
b. prepare official communications and correspondence for the signature of higher officials; and
c. perform other related functions as may be assigned to him/her by the University President or higher authorities.

Section 2. There shall be a Legal Office which shall be headed by a Legal Officer or Legal Retainer who is a member of the Integrated Bar of the Philippines (IBP). He shall perform the following functions.
a. provide legal assistance to the University President;
b. act as legal consultant to the Board of Regents;
c. act as legal counsel of the University and notarize all University documents;
d. handle investigation of administrative cases involving University personnel, students and recommend appropriate disciplinary actions to the University President;
e. draft and review contracts and deeds involving the University; and
f. perform such other functions as may be assigned to him/her by the University President.

Article 68. The Property and Supply Office

Section 1. There shall be a Property and Supply Office which shall be managed by an Administrative Officer V who shall perform the following functions:

a. supervise and coordinate the supply and property management activities in the University;
b. plan, direct, and supervise the work of supply officers and personnel engaged in the receipt, control and issuance of supplies/good;
c. implement objectives, rules and regulations pertaining to supply and property management;
d. prepare and submit periodic, annual reports on supplies and property inventory and other required reports;
e. account for all office equipment and supplies, act as custodian of all records of property, and conduct periodic inventory thereof as required by existing laws and regulations; and
f. perform such other related work as may assigned to him/her by higher authorities.

Article 69. The University Physical Plant Development Services

Section 1. There shall be a University Physical Plant Development Services (UPPDS) which shall be managed by a Director to be designated by the University President for a term of two (2) years, without prejudice to redesignation, subject to the confirmation of the Board of Regents.

Section 2. Qualifications. The Director for Physical Plant Development Services shall possess the following qualifications:
a. He or she must preferably be a graduate of engineering courses with special related training and/or working experiences.
b. He or she must have at least three (3) years of relevant experience in administration.

a. assist in the over-all supervision of the construction, maintenance and repair of the University physical plant facilities under the general supervision of the University President;
b. oversee the various phases of planning, design, location, construction and maintenance of the buildings, facilities and other physical structures of the University, including facilities for housing, light and water, transport and machineries;
c. prepare building plan and program of work in the construction of a building in consultation with the requisitioner;
d. check projects for adherence to plans and specifications;
e. inspect and check the quality and quantity of construction materials delivered to the projects pursuant to the purchase request specifications;
f. consolidate the unit's year-end reports on accomplishments and progress of works;
g. enforce established policies and regulations governing the proper care and maintenance of the physical plant facilities of the University and the proper use and operation of motor vehicles; and
h. perform such other functions as may be assigned to him/her by higher authority.

Article 70. Standing Committees

Section 1. The University President shall create and constitute Standing Committees in accordance with the provision of existing laws and regulations for the effective and efficient discharge of the functions of the University, such as, but not limited to, the following:

a. Committee on Personnel Career Development
b. Committee on Personnel Discipline
c. Bids and Awards Committee
d. Committee on Student Discipline
e. Grievance Committee
f. Housing and Land Use Committee
g. Internal Audit System

Section 2. The University President may create other special offices or committees, as may be deemed necessary.

TITLE THREE
THE ORGANIZATION OF INSTRUCTION, RESEARCH, EXTENSION AND RESOURCE GENERATION

CHAPTER 15
THE ACADEMIC UNITS, THEIR STRUCTURE AND PERSONNEL AND THE NATIONAL SERVICE TRAINING PROGRAM

Article 71. The Academic Units

Section 1. There shall be as many colleges, institutes and laboratory schools, as are necessary, to carry out the mandated academic thrusts and programs of the University and promote equal access to educational opportunities mandated by the Philippine constitution.

Each academic unit shall have as many departments as are needed to carry out its curricular policies and programs.

Section 2. Pursuant to Section 4 (I) of Republic Act No. 8292, the University may also absorb non-chartered tertiary institutions within the province where the University is situated in coordination with the Commission on Higher Education and in consultation with the Department of Budget and Management.

Article 72. The Academic Personnel

Section 1. The academic personnel of the University shall consist of the University President, the Vice Presidents with academic ranks, the Deans of academic units, Department Chairpersons, Professors, Associate Professors, Assistant Professors and Instructors.

Section 2. The academic personnel shall be classified as regular and non-regular faculty.

The regular faculty shall include the following categories:

a. University Professor
b. College Professor
c. Professor I to VI
d. Associate Professor I to V
e. Assistant Professor I to IV
f. Instructor I to III

The non- regular faculty shall include the following who shall serve in accordance with the terms and conditions of their appointments:

a. Professor Emeritus
b. Visiting Faculty
c. Affiliate Faculty
d. Exchange Faculty

e. Guest Lecturers
f. Contract of Service
g. Part-time Faculty

Repeated reappointment/redesignation of a non-regular teaching personnel shall not create a right to another reappointment/redesignation or to security of tenure.

Article 73. The Academic Departments

Section 1. The Departments shall consist of the members of the faculty engaged in instruction.

Section 2. The Departments shall be based on the field of study or discipline of a college or institute.

Section 3. A Department shall be headed by a Chairperson and shall have a minimum of three (3) full-time faculty members.

Section 4. The Department Chairperson shall perform the following functions:

a. lead in academic governance, especially, the collaborative development of appropriate procedures for governance within the department;
b. cause the formulation of the department's philosophy, goals and objectives in conformity with the college and effectively articulate the same;
c. develop a career development plan for the faculty of the department in consultation with the dean of the college;
d. serve as mentor to colleagues and work with other departments;
e. preside over department meetings, except when he/she delegates his/her function;
f. implement the department's policies and programs;
g. sit as member of the Faculty Selection Board for the department;
h. conduct semestral faculty performance evaluation;
i. spearhead classroom observation;
j. lead in the curricular review and development and the formulation of syllabi and teaching materials;
k. exercise sound academic advisement;
l. designate faculty members to necessary academic functions of the department;
m. lead the department toward the achievement of the highest possible level of excellence in instruction, research, extension, resource generation and other service activities;
n. be receptive to questions, complaints, grievances and suggestions from the members of the department, both academic and non-academic personnel, and students;
o. lead in the development of the department's academic programs within the context of the mission of the college; and
p. perform other functions as maybe designated by the dean or higher competent authority.

Article 74. The College/Institute Assembly

Section 1. There shall be a college/institute assembly composed of the Dean as Chairperson and the faculty of the academic unit as members. For the Graduate School, all faculty members constitute the Graduate School Assembly.

Section 2. The Assembly shall have the following functions;
a. plan, recommend academic policies, programs, projects and other activities pertaining to each academic unit to be coursed through the Dean and the Vice President For Academic Affairs and submitted to the Academic Council for final action or recommendation to the University President and appropriate action of the Board of Regents;
b. implement policies and guidelines governing the administration of the programs and operations of the unit;
c. recommend candidates for graduation from the concerned academic units; and
d. perform other functions as maybe designated by higher authorities.

Section 3. The Assembly shall meet at least once every semester and such other time as the academic unit head may prescribe or as proposed by a simple majority of the faculty of the unit present in the campus.

Article 75. The National Service Training Program (NSTP)

Section 1. Pursuant to Republic Act. No. 9163, the National Service Training Program (NSTP) shall enhance civic consciousness and defense preparedness in the youth by developing the ethics of service and patriotism while undergoing training in any of its three (3) program components.

Section 2. The University of Southern Mindanao shall offer only two (2) program components of the NSTP, namely:
a. The Reserve Officers' Training Corps (ROTC); and
b. The Civic Welfare Training Service (CWTS).

The Literacy Training Services (LTS) components shall no longer be offered, unless otherwise provided.

Section 3. Each of the two NSTP program components offered by the University shall be undertaken for a period of two (2) semester programs, one (1) summer program or as may be designed and formulated by the Department of National Defense, Commission on Higher Education and Technical Education and Skills Development Authority.

Section 4. The University authorities shall exercise academic and administrative supervision over the design, formulation, adoption and implementation of the two (2) NSTP program components in Section 2 pursuant to the provisions of R.A. 9163 and its implementing rules and regulations.

Section 5. The provisions of Republic Act No. 9163 shall form an integral part of this Code of Governance.

CHAPTER 16
RESEARCH, DEVELOPMENT AND EXTENSION

Article 76. Scope of Research and Extension Services

Section 1. The University Research, Development and Extension functions of the University shall address the needs of the University and the community.

Section 2. The research programs of the University shall be geared towards the discovery and expansion of scientific knowledge and development of technologies.

Section 3. The University Extension Services Center shall package research outputs for extension purposes and community use.

Section 4. The Research and Development Office (RDO) and the University Extension Services Center (UESC) shall respectively provide leadership in research, development and extension related programs, projects, and activities of the University.

Article 77. Policies and Guidelines Governing Research, Development and Extension

Section 1. The overall administration and supervision of the research, development and extension services of the University shall be vested in the Office of the Vice President for Research, Development and Extension (VPRDE).

Section 2. Research, development and extension plans, program, or project proposals shall be in accordance with established criteria and priorities prescribed by the University Research, Development and Extension Committee (URDEC) and recommended by the University President for approval.

Article 78. Research and Extension Personnel

Section 1. The Research and Extension staff shall be composed of the following:

a. University officials and employees, who are detailed/seconded or designated as research and extension development administrators and support services personnel; and
b. Full-time research personnel, such as: research administrators, researchers, research assistants, lab technicians or support staff, with appointive positions.

CHAPTER 17
RESOURCE GENERATION

Article 79. The Business Development Center

Section 1. The resource generation production unit of the University shall be known as the Business Development Center (BDC) which shall be headed by a Director who shall be designated by the University President for a term of two (2) years without

by the Project Development Officer and project managers. The BDC Office shall be directly under the VPRGES.

Article 80. Scope

Section 1. The Business Development Center (BDC) shall undertake resource generation activities, the income of which shall form part of the special trust fund of the University.

Section 2. The BDC shall supervise and monitor all the activities of the various agricultural and non-agricultural and special projects of the University and shall implement all pertinent policies, rules and regulations promulgated by the URGMC and duly approved by the Board of Regents.

Section 3. The University shall engage in commercial agri-business programs, such as: diversified animal production, food processing, animal feed and seed production, cafeteria, pharmacy, hostel and guest houses and other resource generation projects to augment the operating budget of the University.

Section 4. In addition to its resource generation functions, the BDC shall also provide an appropriate venue for training students enrolled in agribusiness and technical or special courses, provide areas and facilities for conducting basic and applied researches, and provide sources of information to bolster the research, development and extension programs of the University.

Article 81. Policies and Guidelines Governing Resource Generation

Section 1. The resource generation activities of the Business Development Center (BDC) shall operate under the special trust or revolving fund concept, subject to the usual government accounting, budgeting and auditing rules and regulations.

Section 2. Only projects that are likely to succeed on the basis of an appropriate feasibility study shall be approved for funding by the University upon recommendation of the URGMC.

Section 3. An incentive scheme based on the net income of the projects shall be instituted to encourage personnel involved in resource generation activities to do their best in managing their respective projects.

Section 4. The policies and guidelines referred to in this article and those which may hereinafter be provided shall be contained in a manual of operations for resource generation to be prepared by a competent body and for the approval of concerned authorities.

Article 82. The Resource Generation Personnel

Section 1. The resource generation and production personnel shall be composed of the following:

a. University officials and employees, who are designated as production administrators and support services personnel; and
b. Full-time production officials and employees with appointive positions.

TITLE FOUR
THE INDEPENDENT/AFFILIATE OFFICES

CHAPTER 18
INDEPENDENT OFFICES

Article 83. The Commission on Audit

Section 1. The Commission on Audit (COA) shall be represented in the University by its duly designated Resident Auditor.

Section 2. All accounts and expenses incurred by the University, including foreign-assisted and government-funded special projects, shall be subject to COA review. Likewise, any disbursement of fund shall be in accordance with the COA rules and regulations and other pertinent rules issued by competent authorities.

CHAPTER 19
THE AFFILIATE AGENCIES/INSTITUTIONS

Article 84. Rules and Policies

Section 1. The University shall promulgate rules and policies aimed to promote collaborative endeavors and linkages and to enhance its purpose.

Section 2. All linkage programs and projects entered into by the University with other institutions shall be covered by a Memorandum of Agreement or Memorandum of Understanding.

Article 85. Review of Existing Linkage Agreements

Section 1. The University shall conduct periodic review of existing contracts with affiliate agencies/ institutions.

Section 2. In all linkage agreements for collaborative endeavors, the University shall reserve the right to cause the termination of any contract or agreement for valid reasons.

BOOK II
THE ADMINISTRATION OF PERSONNEL, FINANCES AND PROPERTIES

TITLE 5
HUMAN RESOURCE MANAGEMENT

CHAPTER 20
RECRUITMENT AND APPOINTMENT OF PERSONNEL

Article 86. General Provisions

Section 1. All appointments at USM shall be made according to merit and fitness. The selection of employees shall be based on their qualifications and competence to perform the duties and responsibilities of the position, in accordance with the policies, rules and procedures laid down in the Merit System and Promotion Plans for the faculty and for the non-teaching personnel, whichever may be applicable, pursuant to the rules of the Civil Service Commission and such other evaluation criteria as may be adopted by USM.

Section 2. There shall be no discrimination in the selection of employees on account of gender, civil status, disability, religion, ethnicity, or political affiliation.

Section 3. Vacant positions in USM shall be filled-up through chain promotion as the need warrants. Preference shall be given to the qualified next-in-rank employee, provided that all the requirements for promotion as prescribed by laws and regulations are satisfactorily met and none of the disqualifications.

Section 4. The University President shall appoint personnel to plantilla positions and designate key administrative officials, subject to the confirmation of the Board of Regents. The terms and conditions of appointment or designation shall be stated in writing.

Section 5. Appointments of University officials and personnel shall be made in accordance with law.

Section 6. All personnel of the University shall be appointed by the University President, subject to the confirmation/approval of the Board of Regents. The precise terms and conditions of every appointment shall be stated in writing.

Section 7. Whenever required, the appointments of University personnel shall be submitted to the Civic Service Commission for appropriate action.

Article 87. The Merit System and Promotion Plans

Section 1. USM shall develop and implement a Merit System and Promotion Plan to attend to personnel movements and actions in accordance with the Civil Service rules and regulations.

Section 2. The Merit System and Promotion Plan shall define the composition of the Selection and Promotion Board which shall assist the University President in the judicious and objective selection and promotion of University officials and employees.

Article 88. Regular Faculty and Academic Support Staff

Section 1. The policies and procedures established in the Merit System and Promotion Plan and pertinent National Budget Circular issuances shall govern the appointment and promotion of faculty members.

Section 2. Recruitment, appointment, and promotion of the academic support staff shall be made on the basis of the qualification standards, rules and regulations promulgated by the Civil Service Commission and the policies and guidelines set forth in the Merit System and Promotion Plan for non-teaching personnel.

Article 89. Part-time, Contractual Faculty and Academic support staff

Section 1. When the exigency of the service so requires, the University shall recruit part-time and contractual faculty and academic support staff in accordance with existing laws, rules and regulations, subject to the availability of funds for the purpose.

Section 2. Appointment of personnel to any non-regular or contractual position in the University shall not carry with it any vested right to reappointment or renewal of contract of employment. Each contract of service for a specific work shall be treated as a separate contractual employment.

Section 3. For purposes of determining the effectivity of each contract of service, the date of its execution or signing between the University President or his/her duly authorized representative and the contractual employee shall be the control. The contract shall automatically terminate at the end of the period stated therein, or the accomplishment of the purpose for which the contract has been entered into, without need of prior notice.

CHAPTER 21
TERMS AND CONDITIONS OF EMPLOYMENT

Article 90. Working Hours

Section 1. Subject to government rules and regulations prescribed by CSC and CHED, teaching and non-teaching personnel shall render work of not less than eight (8) hours a day, for five (5) working days (Monday to Friday) a week or four (4)days a week at ten (10) hours a day (Monday to Thursday), as the case may be.

Section 2. Any deviation from the provisions of the preceding section, such as, the flexible working hours, shall be subject to the approval of the University President, in accordance with applicable laws, rules, and regulations.

Section 3. Full time faculty members shall render a minimum of thirty (30) teaching hours per week, which shall include actual classroom instruction and 10 hours a week for other teaching-related activities.

Section 4. Part time faculty members shall carry a workload of not more than twelve (12) hours per week. They shall also make themselves available for consultation with students.

Section 5. When the exigency of the service so requires, the University President may authorize the extension of the daily working hours or the rendition of overtime services, even during Saturdays , Sundays, and Legal Holidays, by any University official or employee. The compensation of which shall be in accordance with applicable laws and regulations.

Section 6. It shall be the duty of the head of unit or office to require all personnel under him/her to strictly observe the prescribed working hours.

Article 91. Service Report

Section 1. Except as may be provided in the immediately succeeding section, all members of the teaching and non-teaching personnel shall be required to submit their duly accomplished daily time records to the Human Resource Management and Development Office within five (5) days following the last day of each month. Non-submission of said document shall be a valid reason to withhold the salary and other compensation due to the concerned employee until compliance shall have been made by her/him.

Section 2. The President shall be exempted from accomplishing the daily time record.

Section 3. Every head of unit or office of the University shall require the proper accomplishment of the daily time records of all University officials and employees under him/her using the prescribed form and place and duly registered on the biometrics or any currently used time keeping machine.

Section 4. Falsification or irregularities in the observance of working hours and the keeping and accomplishment of daily time records shall be valid grounds for appropriate disciplinary action.

Article 92. Faculty Workload

Section 1. The normal teaching load of each regular faculty in the tertiary level of USM shall be based on the number of preparations per week per semester, i.e. 21 units for one (1) preparation, 18 units for two (2) to three (3) preparations, and 15 units for four (4) to five (5) or more preparations. In team teaching, the workload credits shall be divided proportionately between or among the concerned parties.

Section 2. The basic function of the faculty in the academe is instruction. Nevertheless, all teaching personnel of USM may be required to perform additional functions such as: (1) administrative duties, (2) research and development work, (3) extension services, and (4) resource generation activities.

Section 3. Corollary functions of the teaching personnel may include the following: (1) lesson plan preparation; (2) preparation of the table of specification and correction of papers; (3) student consultation; (4) attendance in committee meetings; and (5) preparation of course syllabi, teaching guides, and other related instructional materials.

Section 4. The compensation of visiting/affiliate professors and professionals shall be based on the number of working hours rendered, in accordance with the applicable policies and guidelines of the University.

Section 5. Exchange professors/lecturers shall be governed by an appropriate Memorandum of Agreement (MOA) or contractual appointments, in accordance with law. Their compensation shall be based on the number of working hours rendered, in accordance with existing policies and guidelines of USM.

Section 6. The contact hour (CH) per week of actual teaching (AT) in the Full-Time Equivalent (FTE) of the faculty shall be based on the following weighted values:

a.	For graduate/undergraduate lecture subject	1hour AT= 1.00 CH
b.	For graduate/undergraduate lecture lab/shop course	1hour AT= .75 CH

For lecture/social laboratory classes, a load-credit unit of 0.02 shall be given to the faculty for every student in excess of 45 students per section.

Section 7. A faculty member designated to undertake officially approved research, development and extension, or resource generation activities without honorarium, shall be entitled to the following workload-credits or quasi-teaching assignments (QTA) equivalent:

a.	One (1) program	9 units
b.	One (1) project	6 units
c.	One (1) study	3 units

Provided, that where one faculty member is designated to undertake more than one research, extension, or resource generation activities at the same time, in one given period, the workload-credits to be granted shall not exceed a total of nine (9) units.

Section 8. Faculty members assigned to supervise practice teaching/practicum/on-the-job training shall be given a load-credit of three (3) units per 30 students, but not to exceed 12 units; Provided, that the load-credits shall be pro-rated, if the number of students involved is less than 30; Provided further, that such assignment is not part of the course/subject requirements.

Section 9. The equivalent workload-credits for duly designated administrative duties or their equivalent shall be as follows:

a.	Vice Presidents	15 units
b.	College Deans/Directors	12 units
c.	Associate Dean	9 units
d.	Department Chairpersons, Medical Technologist/ Nutritionist Dietitian/ Guidance Counselor Coordinator (per 500 students; prorated, if less)	6 units
e.	College Coordinator	3 units

Section 10. In case of excess load, it shall be credited as service credit based on existing rules and regulations pertaining thereto.

Article 93. Basic Salaries

Section 1. All faculty members shall receive salaries in accordance with the salary schedule provided for faculty positions and with existing compensation circular issued by the Department of Budget and Management.

Section 2. All non-teaching personnel shall receive salaries in accordance with the system of compensation standardization and position classification established by the Department of Budget and Management.

Section 3. Non-regular and contract of service employees shall be entitled to compensation stipulated in their contracts of service, as prescribed by applicable laws, rules, and regulations.

Article 94. Additional Compensation

Section 1. All regular employees shall be entitled to other compensations/ allowances, such as, 13th month pay, year-end bonus, and other forms of incentives granted by existing laws and regulations.

Section 2. Authorized officials of USM shall be entitled to fixed representation and transportation allowances (RATA) and other incentives pursuant to existing laws and regulations.

Section 3. Members of the faculty or academic support staff, designated by the University President to perform duties and functions, in addition to their appointive positions, may be entitled to receive appropriate incentive pays or other forms of additional compensation, as may be allowed under existing laws and regulations.

Section 4. The honorarium for faculty members on teacher's leave but who teach during summer shall be given at rates authorized by existing laws and regulations. However, faculty members on vacation or sick leave status shall be required to teach

one (1) three unit course during summer. Beyond this, they shall be entitled to receive an honorarium in accordance with applicable laws, regulations or policies.

Section 5. Non-teaching personnel who shall render overtime services based on approved request by the Chief of Office from the Office of the President, may be compensated according to applicable laws and regulations.

CHAPTER 22
CAREER ADVANCEMENT AND OTHER PERSONNEL ACTIONS

Article 95. Advancement in Rank or Positions

Section 1. Advancement in ranks or positions of teaching and non-teaching employees of USM shall be by promotion to next higher position or by appointment to an upgraded or reclassified position, usually accompanied by an increase in salary.

Section 2. The policies and procedures established in the Merit System and Promotion Plan for the teaching and non-teaching personnel of USM shall be strictly observed in the movement or advancement in rank or position.

Section 3. The Merit System and Promotion Plan of the University shall be subject to the provisions of existing Civil Service laws and regulations.

Section 4. Upgrading and reclassification of appointive positions of USM shall be subject to pertinent government rules and regulations.

Article 96. Appointment of University and College Professors

Section 1. Every six (6) years, the University President shall appoint one (1) University Professor from among the qualified full-fledged professors of USM pursuant to NBC 461 and subject to PASUC accreditation and confirmation by the Board of Regents.

Section 2. To qualify for the position of University Professor, a faculty with a full-fledged professorial rank must have reached the required number of credit points for the position pursuant to pertinent government issuances and regulations.

Article 97. Other Personnel Actions

Section 1. Personnel actions, such as: transfer, reinstatement, reemployment, detail, secondment, demotion, separation and other actions shall be governed by the Civil Service laws, rules and regulations and other pertinent policies prescribed by the University.

PERFORMANCE APPRAISAL AND AWARDS AND INCENTIVES PROGRAM

Article 98. Performance Appraisal System

Section 1. The performance of all University officials and employees shall be evaluated in accordance with the performance appraisal system of the Civil Service Commission (CSC) which shall be administered to continually foster the improvement of individual employee efficiency and organizational effectiveness.

Section 2. The performance appraisal system may provide for at least five adjectival ratings, such as: outstanding, very satisfactory, satisfactory, unsatisfactory, and poor.

Section 3. No employee shall be considered for promotion without a record of two performance ratings of at least very satisfactory immediately preceding the assessment of candidates for movement to higher ranks or positions. Performance ratings of University officials and employees shall also be the main basis in the grant of the productivity incentive bonus (PIB).

Article 99. Program on Awards and Incentives for Service Excellence (PrAISE)

Section 1. There shall be established and strengthened Program on Awards and Incentives for Service Excellence (PrAISE) at USM, which shall encourage creativity, innovativeness, efficiency and integrity in public service by recognizing and rewarding teaching and non-teaching personnel, individually or collectively (in group), for their suggestions, inventions, researches, publications, superior accomplishments, and other operational improvements, or for other extraordinary acts and services in the interest of the public, subject to existing Civil Service laws, rules and regulations and USM approved policies and guidelines.

Section 2. All permanent members of the teaching and non-teaching personnel who meet the criteria for each specific award shall be entitled to receive such award, including those whose responsibilities comprise the making of suggestions, formulation of plans and policies or making recommendations to achieve greater efficiency and economy in the University.

Section 3. The University shall create a PrAISE Committee that shall formulate rules and procedures to attain the objectives of the program in accordance with established guidelines.

Section 4. Guided by established policies, awards shall be in cash for each idea or accomplishment in addition to those already adopted by the government.

TRAINING AND DEVELOPMENT

Article 100. General Provisions

Section 1. USM shall develop and implement a manpower development program for its teaching and non-teaching personnel.

Section 2. Participants in training and development programs shall be selected based on the actual needs of the University for specialization and enhancement.

Section 3. The University President shall create a Committee on Personnel Career Development, with the Vice President for Academic Affairs as Chairman and the Director for HRMDO as Secretary, that shall formulate the manpower development program of the University and ensure its implementation subject to the endorsement by the University President to the Board of Regents for confirmation.

Article 101. Scholarships, Fellowships and Training Grants

Section 1. USM shall establish local and international linkages and encourage its teaching and non-teaching personnel, to pursue local and foreign-assisted scholarships, fellowships, training grants, and/or attend seminars, conferences, workshops, and other related human resource development programs.

Section 2. The heads of units, together with their personnel shall determine scholarships, fellowship, and training needs of their respective teaching or non-teaching personnel in accordance with the established faculty and staff development plans of their respective units and the needs of the community they serve and shall submit the same to the University President through the Committee on Personnel Career Development.

Section 3. The Committee on Personnel Career Development shall disseminate to all concerned teaching and non-teaching personnel through their respective unit heads, the availability of study grants scheduled conferences and seminars/workshops.

Section 4. Every faculty or staff who is a participant to, or recipient of a training/ scholarship or fellowship grant, shall execute a training/scholarship contract with the University and shall submit a report on the grant he/she has completed. He/she shall furnish the HRMDO a copy of his/her certificate or proof of completion for entry in his/her personal file. He/she shall also be obliged to echo his/her training to his/her colleagues.

Article 102. Professorial Chair

Section 1. Faculty members with the rank of Professor 1 or higher may earn professorial chair after passing a professorial lecture, subject to the policies and guidelines of USM.

Article 103. Sabbatical Leave

Section 1. Subject to the approval of the Board of Regents, a sabbatical leave may be granted to any regular member of the faculty who plans to write a book, conduct study or research work, pursue a new idea or invention or perform any other activity with national or international importance, provided he/she meets the following qualifications:

a. Has rendered continuous service in USM as regular faculty member for not less than seven (7) consecutive years immediately preceding the application for sabbatical leave;
b. A holder of a rank not lower than Associate Professor I;
c. Must possess the capacity to fulfill the purpose of the assignment expressed in his/her application;
d. Must submit a Plan of Work to the USM Scholarship Committee and must pass the same to the Committee; and
e. Must not be more than 60 years old.

Section 2. A sabbatical leave shall be good for a period of one (1) year. Failure to come up with an output shall be a ground for the grantee to repay USM of the salaries and other emoluments received during the period of his/her sabbatical leave.

CHAPTER 25
PERSONNEL RELATIONS AND WELFARE SERVICES

Article 104. Health, Safety and Social Services

Section 1. In order to sustain a high level of productivity and morale among the teaching and non-teaching personnel, USM shall:

a. take proper steps towards the creation of an atmosphere conducive to management-employee relations and improvement of the morale of the University personnel by making provisions for health, safety, counseling, recreation, cooperatives, food, and other services;
b. keep and maintain the workplace free from hazards that cause or may cause physical harm to employees or damage to property; and
c. provide security measures for the safety and protection of persons and properties inside the campus.

Article 105. Personnel Relations

Section 1. To promote harmony and better management-employee relationship and cooperation, USM shall:

a. provide a system of informing the teaching and non-teaching personnel of their rights and privileges, as well as, the rules governing their duties and obligations;
b. facilitate the dissemination of information, and the discussion of ideas among the officers and employees through the administrative hierarchy by means

and encourage their participation, to the greatest degree practicable, in the development of policies and other matters affecting them and their work;

c. conduct other activities, such as, athletics, social, recreational or fields trips, that promote the well-being of all its constituents and the best interest of public service; and
d. support teaching and non-teaching personnel to form, join, or assist employee organizations or work with councils of their choice for purposes not contrary to law.

CHAPTER 26
OTHER EMPLOYEE BENEFITS AND PRIVILEGES

Article 106. Official Leave of Absence

Section 1. In general, officers and employees of the government whether permanent or temporary, who render work during the prescribed office hours shall, after six (6) months of continuous, faithful and satisfactory service, be entitled to fifteen (15) days vacation and fifteen (15) days sick leave with full pay, exclusive of Saturdays, Sundays and public holidays, without limitation to the number of days of their accumulated vacation and sick leave.

Section 2. Casual employees shall be entitled to vacation and sick leave after having rendered at least six (6) months aggregate service, provided that the six (6) month period does not involve a single break of more than one (1) week or several breaks of one (1) to three (3) days, the total of which should not exceed fifteen (15) days.

Section 3. Heads of units shall prepare a staggered schedule of the mandatory annual five (5) day vacation leave of officials and employees, however, in the exigency of the service, they may cancel any previously scheduled leave.

Section 4. Subject to the provisions of the Civil Service law and other applicable laws, rules and regulations, leave benefits for permanent, temporary, and casual employees, shall include, but not be limited, to the following:

a. Vacation leave;
b. Sick leave;
c. Teacher's leave;
d. Maternity leave;
e. Paternity leave;
f. Special Leave Privileges such as funeral/mourning leave, graduation leave, enrollment leave, wedding/anniversary leave, birthday leave, hospitalization leave, accident leave, relocation leave, and such other special leave benefits as may be allowed by law.

Article 107. Leave Without Pay

Section 1. Leave without pay for a period not exceeding one (1) year may be granted to a regular employee in addition to the vacation and/or sick leave earned. Leave without pay for a period exceeding one (1) month shall require the submission of clearance from all property and financial accountabilities of the employees to the University.

Section 2. Leave without pay shall not be granted whenever an employee has remaining leave credits, except in case of secondment.

Section 3. Where officers and employees have pending formal administrative charges against them, no vacation leave with pay shall be granted to the respondent during the pendency of the case.

Section 4. Any official or employee, who has continually failed to report for work without an approved leave for a period of thirty (30) calendar days, shall be considered on absent without official leave (AWOL) and shall be separated from the service or dropped from the rolls without prior notice. He/she shall, however, be informed, at his/her address appearing in his/her 201 files, of his/her separation from the service not later than five (5) days from its effectivity.

Article 108. Social Security and Insurance Benefits

Section 1. USM shall participate and enforce a compulsory membership of all its employees in the Government Service Insurance System to provide them social security, insurance and other benefits, subject to such limitations as may be provided by law.

Section 2. Compulsory coverage may also be extended to regular casual employees, either simultaneously, in phases or by groups, subject to availability of funds for the purpose.

Section 3. Subject to the applicable laws and regulations, USM shall also effect the membership of its employees in all other government-sanctioned programs for health care, employee's compensation, home development mutual fund, and other related benefits for their welfare and well-being.

Section 4. USM shall include in its annual budget appropriations for its share of the contributions needed for the implementation of the provisions of this Article.

Article 109. Study Privileges of Employee's Children

Section 1. Natural or legally adopted children of teaching and non-teaching personnel, whether permanent or temporary, including those who died in line of duty or in the service of USM, shall be entitled to free tuition and other privileges, as may be deemed proper, upon enrollment, subject to the admission requirements and other applicable policies and guidelines adopted by the University.

Article 110. Housing and Land Use Privileges

Section 1. The University shall, as far as practicable, provide and maintain adequate and convenient housing facilities for its academic and non-teaching personnel at reasonable and affordable rental charges, exclusive of light and water rental charges. The administration shall implement this provision by tapping both public and private sources of funding.

Section 2. In the absence of an available unit of government cottage or housing facility, a bona fide employee of the University may, upon permission of the University President or his duly authorized representative, build a temporary residential house at designated area within the campus. Said temporary residence shall be built using only light materials at the employee's own expense. Construction shall be made at a designated area in the campus duly reserved for the purpose. Such structure, however, can be removed or demolished anytime, upon prior notice by the school administration, to pave the way for the implementation of a development project intended to be established in the said area.

Section 3. The University shall formulate and implement policies, rules and regulations on housing and land use privileges for its personnel. In granting the privilege, priority shall be afforded to permanent employees of the University.

Section 4. University Housing Committee. There shall be a University Housing Committee tasked to enforce duly approved policies, rules and regulations for the administration of all housing facilities of the University. The Committee shall be headed by a Chairman, who shall also act as the Housing Administrator.

Article 111. Legal Service

Section 1. Subject to applicable laws and regulations, the University shall provide free legal and other related services to its official or employees, who is charged with administrative, civil and/or criminal complaints by parties other than the University or government law enforcement and regulatory authorities for acts or omissions committed which are directly related to the lawful discharge of his/her official duties and functions and/or in defense of University policies and regulations.

Article 112. Retirement Privileges

Section 1. In addition to the benefits granted under existing laws, retired members of the teaching and non-teaching personnel shall be afforded the privilege to participate in major University programs and activities.

Section 2. Professor Emeritus. Subject to the provisions of applicable laws and regulations and the approval of the Board of Regents, a retired faculty member with the rank of full professor may be appointed Professor Emeritus, provided that he/she meets the following requirements:

a. Must have rendered at least twenty (20) consecutive years of service to USM;
b. Must have achieved marked distinction as a productive scholar, scientist, artist, or educator or is widely acknowledged as an effective and dedicated teacher; and
c. Must be a holder of doctorate degree. Preference, however, shall be given to those who have served USM as dean or director.

Section 3. Special Committee. A special committee shall be constituted by the University President from among the senior faculty members of the discipline where the retired professor belongs. The special committee shall be responsible for evaluating the credentials of the nominee for emeritus appointment. The special committee shall submit its recommendation to the University President for endorsement to, and approval by, the Board of Regents.

Section 4. Composition. The special committee shall be composed of the Vice President for Academic Affairs as Chairperson; the Dean where the nominee belongs, as Vice Chairperson; and three (3) senior faculty members of the discipline, as members.

CHAPTER 27
ACCOUNTABILITY OF UNIVERSITY PERSONNEL

Article 113. Code of Conduct and Ethical Standards

Section 1. All University officials and employees must uphold the time-honored principle that public office is a public trust and must, at all times, be accountable to the people.

Section 2. University officials and employees shall observe the implementing rules and regulations of R.A. No. 6713, the Code of Conduct and Ethical Standards for Public Officials and Employees.

Section 3. Interpretation. The implementing rules and regulations shall be interpreted in the light of the Declaration of Policy in Section 2 of R.A. No. 6713 as follows:

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

Article 114. Civic Service and University Rules and Regulations

Section 1. All University officials and employees shall strictly observe and adhere to the Civil Service rules and regulations which aim to promote the morale, efficiency, integrity, responsiveness, and courtesy in the civil service.

Section 2. All University officials and employees shall abide by the policies, rules, and regulations adopted by the Board of Regents.

CHAPTER 28
GRIEVANCES

Article 115. General Provisions

Section 1. Employees of USM shall have the right to present their grievances to the management and have them settled as expeditiously as possible in the best interest of USM, employee/s concerned, union/association, agency/organization, and/or the government as a whole.

Section 2. Grievances may include, but not be limited to, the following: working conditions, work assignment, tools and equipment, work processes, job placement, tenure, salary rates, reassignment, exercise of discretion, interpretations of rules, regulations, policies and guidelines of USM.

Section 3. Employees' grievances shall be resolved at the lowest possible level and the employee shall have the right to appeal such decision to higher authorities free from any form of reprisal or discrimination.

Section 4. The University shall promulgate an Employees' Grievance Procedure that shall govern the expeditious, fair, and equitable adjudication of grievances in accordance with the policies enunciated by the Civil Service Commission.

Section 5. University Employees' Grievance Committee. A University Employees' Grievance Committee is hereby created and shall be charged with the implementation of the provisions of this article.

Section 6. Modes of Settling Employee-Management Disputes:

a. *Conciliation* – a process whereby a conciliator, designated by University President or his/her authorized representative, calls together the parties involved in a dispute, encourages them to discuss their differences, and assists them in developing their own proposed solutions to their disputes. (Revised Procedures for Conciliation of Cooperative Disputes in the Cooperative Development Authority).

b. *Mediation* – a voluntary process in which a mediator, duly chosen by the disputing parties, facilitates communication and negotiation, and assists the parties in reaching a voluntary agreement regarding a dispute. (Section3(q) of R.A. No. 9285).

c. *Arbitration* – means a voluntary dispute resolution process in which one or more arbitrators, appointed in accordance with the agreement of the parties, or

(Section3(d) of R.A. No. 9285).

d. *Voluntary Arbitration* – a method of settling dispute/s by submitting the dispute before an arbitrator or panel of arbitrators chosen by both parties. The voluntary arbitrators shall render a decision after proper hearing of the issue(s). The decision of the arbitrator shall be final and binding on the contending parties.

e. *Compulsory Arbitration* – a method of settling dispute which has become hardened and irreconciliable and remains unresolved after exhausting all available remedies and exploring all avenues for a peaceful settlement of the dispute under existing laws and procedures. The dispute is thus submitted to the body established by law [(Public Sector Labor Management Council (PSLMC)] that shall render a decision after proper hearing of the issue(s). The decision of the Council shall be final and binding on the contending parties.

CHAPTER 29
RIGHT TO SELF-ORGANIZATION

Article 116. General Provisions

Section 1. All USM employees, regardless of employment status, may form, join, or assist employees' organization of their own choice for purposes not contrary to law, for the furtherance of their rights and protection of their interests. They may also form, in conjunction with appropriate authorities, labor-management committees, work councils, and other forms of workers' participation schemes to achieve the same objectives.

Section 2. Disqualification. High-level employees, including the Vice Presidents, Deans, and Directors, whose functions are normally considered as policy-making or managerial, or whose duties are highly confidential in nature, shall not be eligible to join the organization of rank-and-file employees. They may, however, form, and join an association of their own.

Article 117. Protection of the Right to Organize

Section 1. USM officials and employees shall not be discriminated against with respect to their employment by reason of their membership in an employees' organization or participation in the normal activities of their organizations. Neither shall their employment be subject to the condition that they shall not join employees' organization, or shall relinquish their membership therein.

Section 2. USM shall not interfere in the establishment, operation, or administration of any employees' organization through acts designed to place such organizations under the control of any USM official.

with it, subject to the pertinent provisions of the Constitution and applicable laws, rules, and regulations on the right of government employees to form associations. As far as practicable, employees' organizations shall use peaceful means in settling labor-management disputes and not to resort to mass actions, which may result in disruption of functions and stoppage of work at USM.

Section 4. In furtherance of the rights and interest of USM employees, the duly recognized and accredited sole representative of the rank-and-file employees' organization may enter into a Collective Negotiation Agreement (CNA) with USM, subject to the provisions of existing laws and regulations.

CHAPTER 30
SEPARATION

Article 118. Resignation and Reassignment

Section 1. No resignation or request for reassignment shall be considered unless proper notice to that effect has been given by the concerned employee(s) to the University President, through appropriate channels, at least thirty (30) days prior to its intended date of effectivity. For faculty members, no resignation shall be accepted until after the end of the current semester.

Section 2. The provision of the immediately preceding section shall not apply to a resignation or reassignment due to serious illness or clear and present danger to the life of the concerned employee, or when after careful evaluation of the circumstances by the University President, the resignation or reassignment shall be for the best interest of the University and the concerned employee.

Section 3. A resignation or request for reassignment shall take effect only after its approval by the University President and clearance of the employee concerned from all his/her money and property accountabilities with USM.

Article 119. Other Modes of Separation

Section 1. Other modes of separation from USM, such as: retirement, expiration of term, death, and disability, shall be governed by applicable laws and pertinent rules and regulations.

CHAPTER 31
DISCIPLINE

Article 120. General Provision

Section 1. No official or employee of USM shall be removed or suspended except for cause as provided by law and after observance of due process.

Personnel Discipline to be constituted by the University President.

Section 3. Duties. The Committee shall conduct the investigation of administrative disciplinary cases against University officials and employees and shall submit to the University President its recommendations thereafter.

Section 4. Composition. The Committee on Personnel Discipline shall be composed of the following:

a) Chairperson.-- Vice President who has control and supervision over the person complained of;
b) Vice Chairperson.-- Dean of the college or director of the unit to whom the person complained of belongs;
c) Members:
   1. The Director of the University Human Resource Management and Development Office shall serve as the Secretary;
   2. The Vice President of the recognized faculty association, if the person complained of is a faculty member. The Vice President of the recognized rank-and file association, in case the person complained of is a non-teaching personnel; and
   3. The Vice President of the University Student Government.

In case any member of the Committee is the person complained of, the University President shall designate another USM official or employee to sit in the Committee *pro hac vice*.

In case of *motu proprio* complaints, the University President shall seek the assistance of the Office of the Solicitor General (OSG) or in lieu thereof, a lawyer duly deputized by the OSG to assist in the presentation of evidence against the respondent.

Section 4. Impartiality. The members of the Committee on Personnel Discipline shall possess the cold neutrality of an impartial judge.

Section 5. Prohibition. No member of the Committee shall perform his/her function when the complainant is related to him/her within the fourth civil degree of consanguinity or affinity.

Section 6. The Committee shall be guided by the rules of administrative investigations in accordance with the existing Civil Service Rules of Procedure.

Article 121. Disciplinary Jurisdiction

Section 1. As provided under existing laws and regulations, the Board of Regents is the disciplining authority for USM officials and employees. Nevertheless, the University President shall have the authority to investigate and impose disciplinary sanctions on erring USM officials and employees.

in case the penalty imposed is suspension of not more than thirty (30) days or fine in the amount not exceeding thirty (30) days' salary. In case the decision is dismissal, it shall be subject to confirmation by the Board of Regents.

A motion for reconsideration of the decision dismissing the official or employee shall first be filed with the Board of Regents through the University President. If the motion is denied, respondent can appeal the denial to the Civil Service Commission but pending such appeal, the decision shall be executory.

Section 2. In case the penalty is suspension, respondent shall be considered as having been under preventive suspension during the pendency of the appeal. In the event of exoneration, respondent shall be entitled to reinstatement without loss of seniority rights and payment of back salaries for the period of suspension pending appeal.

Article 122. Grounds for Disciplinary Action

Section 1. An administrative offense is an act or omission constituting a ground for disciplinary action as provided under existing Civil Service laws, rules and regulations, and issuances of USM.

Section 2. Administrative offenses with their corresponding penalties are classified into grave, less grave, and light, depending on the gravity of their nature and effect of said acts on the government service.

Article 123. Commencement of Administrative Disciplinary Action.

Section 1. An administrative disciplinary action can be done by any member of the Board of Regents, or the filing of a duly notarized complaint by any person against any official or employee of USM to the University President. If the complaint by the person, who is not the disciplining authority, is not in writing and under oath, the same shall not be given due course.

Section 2. If there is obvious truth or merit to the allegations in an anonymous complaint, meaning it is supported by documentary or testimonial evidence, any member of the Board of Regents may adopt the same as a motu proprio complaint. If the person complained of is the University President himself, the entire Board of Regents, excluding the University President and the Chairman of the Board of Regents, must unanimously adopt the anonymous complaint as their motu proprio complaint. In such case, the Board of Regents shall constitute Committees to conduct a preliminary investigation or of fact finding and eventually a formal investigation.

Article 124. Form and Content of Complaint

Section 1. The complaint shall be written in clear, simple, and concise language and in a systematic manner to apprise the USM officials or employees concerned on the nature of the charge/s against said officials or employees, and to enable them to prepare their defense.

Section 2. The complaint shall contain:

a. the full name and address of the complainant;
b. the full name, address, position, and office of the person complained of;
c. a brief statement of relevant and material facts, accompanied by certified true copies of the documentary evidence, if any, and sworn statements covering the testimony of the complainant's witnesses; and
d. certification or statement of non-forum shopping.

In the absence of any one of the aforementioned requirements, the complaint shall be dismissed.

Article 125. Where to file the complaint

The complaint shall be filed at the office of the University President who shall endorse the same to the Committee on Personnel Discipline for preliminary investigation. Otherwise, the same shall be dismissed outrightly pursuant to Section 2 of Article 125.

Article 126. Effect of Withdrawal of the Complaint

Section 1. The withdrawal of the Complaint shall not necessarily discharge the person complained of from any administrative liability. Where there is obvious truth or merit to the allegations of the complaint, the same shall be given due course.

Article 127. Action on the Complaint

Upon receipt of the complaint which is sufficient in form, the Committee shall require the person complained of to submit a Counter-Affidavit/Comment under oath within three (3) days from receipt of the notice.

Article 128. Preliminary Investigation

Section 1. Preliminary Investigation.—A Preliminary Investigation involves the *ex parte* examination of records and documents submitted by the complainant and the person complained of, as well as documents readily available from other government offices. During said investigation, the parties shall be given the opportunity to submit affidavits and counter-affidavits.

Failure of the person complained of to submit his counter affidavit shall be considered as a waiver thereof.

Thereafter, if necessary, the parties may be summoned to a conference where the investigator may propound clarificatory and other relevant questions.

Upon receipt of the counter-affidavit or comment under oath, the disciplining authority may now determine whether a *prima facie* case exists to warrant the issuance of a formal charge or not.

A fact-finding investigation may be conducted further or prior to the preliminary investigation for the purpose of ascertaining the truth. A preliminary investigation necessarily includes a fact-finding investigation.

The purpose of a fact finding or preliminary investigation is to determine whether there is a *prima facie* basis to file a formal charge against the person complained of. Otherwise stated, there must be a probable cause that the person complained of has committed the offense charged against him.

Article 129. Duration of Investigation

Section 1. A preliminary investigation shall commence not later than five (5) days from receipt of the complaint by the disciplining authority and shall be terminated within thirty (30) days thereafter.

Article 130. Committee Report

Section 1. Within five (5) days from the termination of the preliminary investigation, the investigating officer shall submit the Investigation Report and the complete records of the case to the disciplining authority.

Section 2. The ex parte - fact finding or preliminary investigation shall be held not earlier than five (5) days and not later than ten (10) days from the date of receipt of the respondent's answer. The said investigation shall be finished within thirty (30) days from the filing of charges, unless extended for meritorious cases.

Article 131. Preventive Suspension

Section 1. The University President may preventively suspend any University official or employee pending an investigation, in accordance with applicable laws, rules and regulations.

Section 2. Preventive suspension is not a punishment nor penalty for misconduct in office, but it is considered to be a preventive measure.

Section 3. The period within which a public officer or employee charged is placed under preventive suspension shall not be considered part of the actual penalty of suspension imposed upon the employee.

Article 132. Penalties

Section 1. In meting out punishment, light penalties shall be imposed for light offenses, and only one penalty shall be imposed in each case."Each case" means one administrative case, which may involve one or more charges or counts.

Section 2. Subject to the confirmation of the Board of Regents and the provisions of applicable Civil Service rules and regulations, the University President may impose the principal penalty of removal/dismissal from the service, forced resignation with or

without prejudice to benefits, demotion in rank, suspension for not more than one (1) year without pay, fine of an amount not exceeding six (6) months salary, transfer or reprimand.

Section 3. The penalty of dismissal may carry with it cancellation of eligibility, forfeiture of leave credits and retirement benefits, and the disqualification for re-employment in the government service. Further, it may be imposed without prejudice to criminal or civil liability.

Section 4. The penalty of forced resignation shall carry with it disqualification for employment in the government service for at least one year. However, it may or may not contain conditions relative to the forfeiture of leave credits and retirement benefits, and the disqualification regarding re-employment in a specific class of position.

Section 5. The penalty for transfer shall carry with it disqualification from promotion for a period of six (6) months from the date of the respondent's assumption of the new position or office.

Section 6. The penalty of suspension shall carry with it disqualification from promotion corresponding to the period of suspension.

Section 7. The penalty of reassignment shall carry with it disqualification from promotion at the rate of two (2) months for every step or one month for every range of salary by which he/she was demoted to be computed from the date the respondent's assumption of the new position or office.

Section 8. The penalty of fine shall carry with it disqualification from promotion for a period twice the number of days fined.

Section 9. A reprimand shall be considered a penalty. However, a warning or an admonition shall not be considered a penalty.

Section 10. In the determination of penalties to be imposed, mitigating and aggravating circumstances may be considered. Nevertheless, in the appreciation thereof, the same must be invoked or pleaded by the proper party, otherwise, the said circumstances shall not be considered in the determination of the proper penalty to be imposed upon the concerned respondent.

Section 12. The imposition of the penalty shall be made in accordance with the manner specified hereunder, provided that the penalty attached to the offense is divisible into minimum, medium, and maximum, to wit:

a. The minimum penalty shall be imposed where only mitigating and no aggravating circumstances are present.
b. The medium penalty shall be imposed where no mitigating and no aggravating circumstances are present or when both are present, and they equally offset each other.

c. The maximum penalty shall be imposed where only aggravating and no mitigating circumstances are present.
d. Where both aggravating and mitigating circumstances are present, the minimum penalty shall be applied where there are more mitigating circumstances present, and the maximum, where there are more aggravating circumstances.

Section 13. The penalty of reassignment, demotion, or fine may be imposed instead of suspension from one (1) month and one (1) day to one (1) year.

Section 14. The penalty of fine maybe imposed instead of suspension from one (1) day to one (1) month. However, it shall not exceed six (6) months.

CHAPTER 32
PROTESTS AND COMPLAINTS INVOLVING OTHER PERSONNEL ACTIONS

Article 133. Protest

Section 1. A question involving an appointment or promotion may be the subject of a protest. A protest shall not render an appointment ineffective, but the same shall be subject to the outcome of the protest.

Section 2. The above provision shall be governed by pertinent laws, rules, and regulations.

Article 134. Complaints Involving Other Personnel Actions

Section 1. Other personnel actions, such as separation, dropping from the rolls, disapproval of appointments, claims for back salaries and other benefits, may be brought to the Civil Service Commission by means of a formal complaint for the purpose, subject to pertinent rules and regulations.

TITLE SIX
ADMINISTRATION OF UNIVERSITY FINANCES

CHAPTER 33
THE UNIVERSITY BUDGET

Article 135. General Provisions

Section 1. The annual budget of USM shall be prepared within the context of existing budgetary laws, policies, and regulations of the government. It shall conform to the plans of USM and shall ensure effective, efficient, and economical methods of achieving its objectives.

Section 2. Any income generated by USM from tuition and other fees and charges, as well as those derived from the operation of auxiliary services, including land, cottage, and students' dormitory rentals, shall be retained by USM and shall constitute a special budget subject to existing accounting and auditing laws and regulations. Such funds shall be deposited in any authorized government depositary bank, and all interests accruing there from shall form part of the same fund.

Section 3. Pending approval of the annual budget for the current fiscal year, USM shall operate on the basis of the budget of the preceding year.

Article 136. Preparation of budget proposal

Section 1. Committee on Budget Preparation. There shall be Committee on Budget Preparation, to be constituted by the University President, with the Vice President for Administration and Finance as Chairman, and the heads or representatives of the various units of USM as members.

The Committee shall convene, not later than the end of the first quarter of every year, to consolidate and submit to the University President the annual budget proposal of USM for the incoming year for approval by the Board of Regents.

Section 2. Prior to the convening of the Committee, the Chairpersons of the various academic departments and section heads of administrative offices of USM shall submit to the Committee, through their respective representatives, the annual budgetary requirements of their offices to be prepared in accordance with the prescribed guidelines. Said requirements shall be justified on the basis of the actual needs of each office and the development programs of USM.

CHAPTER 34
EXPENDITURES

Article 137. General Provisions

Section 1. The expenditures include all charges against the funds of USM for the current operating expenditures, capital outlays, and provisions for retirement and long term obligations. The charges include both the amounts actually paid and those incurred and recorded as liabilities to be paid in the future.

Section 2. No obligation shall be certified to accounts payable unless the obligation is funded on a valid claim, properly supported by sufficient evidence, and unless there is proper authority for its incurrence.

Article 138. Prohibition of Irregular, Unnecessary, Excessive, Extravagant, or Unconscionable (IUEEU) Expenditures

Section 1. No irregular, unnecessary, excessive or extravagant or unconscionable expenditures of the University officials and employees shall be allowed.

CHAPTER 35
DISBURSEMENTS

Article 139. General Provision

Section 1. Disbursements constitute all cash paid out during a given period, whether in cash or in check.

Section 2. All classes of disbursements shall comply with the following requirements:

a. certificate of availability of funds,
b. approval of claim or expenditures by the University President or a duly authorized representative,
c. documents to establish validity of claim,
d. conformity of the expenditure to existing laws and regulations, and
e. proper accounting treatment.

Section 3. Disbursement of USM funds shall be governed by the following rules:

a. Revenue funds shall not be paid out of any depository except in pursuance of an appropriation law or other specific statutory authority.
b. Trust funds shall not be paid out of any depository except in fulfillment of the purpose for which the trust was created, and upon authorization of the University President or his/her duly authorized representative, subject to pertinent laws, rules and regulations.

upon instruments of withdrawal duly approved by the University President or his/her duly authorized representative.
d. Temporary investment of investible funds authorized by competent authorities of USM shall be construed as disbursement of funds.

CHAPTER 36
CASH ADVANCE

Article 140. General Provision

Section 1. Ideally, cash shall be handled under the general principles of the imprest system, to wit:

a. Daily receipts on collections must be deposited intact with the proper bank.
b. All payments must be made by check except in instance when it may be very difficult, impractical or impossible to make payments by check. In such case, payments may be made by the disbursing officer in the form of cash through his/her cash advance.

Article 141. Types of Cash Advance

Section 1. Cash advances may either be regular or special.

Section 2. Regular cash advances are those granted to cashiers and disbursing officers for any of the following purposes:

a. salaries and wages,
b. commutable allowances,
c. honoraria and other similar payments to officials and employees, and
d. petty operating expenses consisting of small payments.

Section 3. Special cash advances are those granted only with the explicit authority of the University President to duly designated disbursing officials or employees for other legally authorized purposes, such as:

a. current operating expenditures of an activity of USM undertaken in the field, and
b. foreign travel expenditures.

Article 142. Guidelines on the Grant and Utilization of Cash Advances

Section 1. Only permanent official and employees shall be granted cash advances.

Section 2. Only duly appointed or designated disbursing officers shall perform disbursing functions, except those given cash advances for foreign travel.

Section 3. Only one disbursing officer shall be assigned/designated for a specific legal purpose, except when designation of additional disbursing officers for the same purpose is fully justified by the University President.

Section 4. Transfer of cash advance from one accountable official to another shall not be allowed

Section 5. The cash advance shall be used only for the specific purpose for which it has been granted.

Section 6. No additional cash advance shall be allowed to any official or employee unless the previous cash advance given to him/her shall have been first settled or a proper accounting thereof shall have been made.

Section 7. No cash advance shall be granted on account of infrastructure or other undertakings on a project basis.

CHAPTER 37
PERSONNEL SERVICES

Article 143. Payment of Salaries, Wages and Allowances

Section 1. The basic requirements for payment of salaries and wages are:

a. existence of a legally created position, regardless of appointment status,
b. issuance of valid appointment,
c. record of services rendered, and
d. payment to the right person.

Section 2. Salaries and allowances of University employees shall be paid in legal tender of the Philippines through Automated Teller Machine (ATM) or through the Cashier's Office.

Section 3. Payment of salaries and wages under special circumstances, such as, those intended for employees on detail or temporary assignment, *de facto* officers as defined by law, employees called to military service, employees on leave of absence, and other circumstances, shall be governed by applicable laws and regulations.

Section 4. University officials and employees shall be granted allowances and honoraria as may be allowed by law.

Section 5. Payment of salaries and wages shall be made twice a month, not beyond the 15th and the 30th of the month.

Article 144. Salary Retention or Deduction

Section 1. It shall be unlawful for a cashier or any other fiscal officer to withdraw or retain from the salary any amount, contribution, or payment of an obligation other than those due to the government and other agencies, as may be allowed by USM.

Section 2. The following are allowable deductions:

a. withholding tax;
b. GSIS premium and loans repayment, PhilHealth contributions, and PAG-IBIG contribution and loan repayments;
c. settlement of government claims against the employee;
d. cash disallowance;
e. allotment of a fixed monthly amount to members of the family or dependent of an employee upon written authorization of the same to the disbursing officer; and
f. deposits and payments of loans due to government lending institutions or duly recognized associations of USM officials and employees, may be made upon the written consent of the employee concerned.

CHAPTER 38
PROCUREMENT AND REQUISITION OF SUPPLIES AND MATERIALS

Article 145. General Provision

Section 1. All procurement and requisitions shall be made in accordance with the provisions of existing government laws, rules and regulations, and other implementing guidelines adopted by USM in accordance with the rules and regulations promulgated by the Commission on Audit and other competent authorities.

Article 146. Public Bidding/Electronic Procurement

Section 1. As a general rule, no contract for public service or for procurement of goods, supplies, materials and equipment shall be entered by USM without public bidding, in accordance with the existing accounting and auditing rules and regulations.

Section 2. USM may acquire supplies, materials, and equipment through electronic procurement subject to the provisions of existing laws and regulations.

Article 147. Emergency Purchase

Section 1. Emergency purchases maybe allowed in cases where the need for supplies, materials, furniture, equipment, or repair of an equipment is urgent or indispensable to prevent immediate danger, loss of life and/or property, or to avoid damage to public service, subject to the existing accounting and auditing rules and regulations.

Article 148. Bids and Awards Committee

Section 1. The University President shall constitute a Bids and Awards Committee that shall determine the mode of procurement of requested goods, supplies/materials, infrastructure, equipment, and/or consulting services and shall recommend to the former the winning bidder in accordance with existing laws and regulations.

Article 149. Payment of Contract

Section 1. USM shall, in no case, make advance payments for services not yet rendered or for supplies, materials, and equipment not yet delivered under any contract.

Section 2. No full or partial payment shall be made by USM on any contract entered into, unless all legal requirements are complied with.

CHAPTER 39
SALE AND DISPOSAL OF UNIVERSITY PROPERTY

Article 150. General Provision

Section 1. The sale and disposal of property of USM shall be in accordance with existing government laws, rules and regulations.

Article 151. Disposal of Property

Section 1. Condemned properties of USM shall be disposed of either by shredding and pounding beyond recovery.

Section 2. Disposable property may also be transferred with or without cost to other government agencies after the Resident Auditor shall have approved it.

Section 3. In exceptional cases and for meritorious reasons, disposable property of USM may be donated to charitable, scientific, and cultural organizations upon approval by the Resident Auditor.

Article 152. Sale of Property

Section 1. Properties, which are in good condition but are not and shall never be used by USM, may be sold through public auction.

CHAPTER 40
INFRASTRUCTURE CONTRACT

Article 153. Mode of Contracting

Section 1. As a general rule, contracts on infrastructure projects shall be obtained through competitive public bidding, subject to existing laws and regulations appurtenant thereto. Infrastructure contracts may be negotiated under strict and limited conditions in a manner not contrary to laws, rules and regulations. However, it shall be the last recourse and the exception to the general rule of competitive public bidding for infrastructure contract.

Article 154. Creation Bids and Awards Committee (BAC)

Section 1. There shall be Bids and Awards Committee (BAC) for USM to be constituted by the University President in accordance with existing laws, rules, and regulations. The BAC shall be responsible for the conduct of pre-qualification, bidding, evaluation of bids, and recommending award of contracts.

Section 2. The University President or his/her duly authorized representative shall approve awards and contracts upon the recommendation of the BAC within the limits prescribed by law, rules, and regulations.

CHAPTER 41
TRAVELLING EXPENSES

Article 155. General Provisions

Section 1. The incurrence of expenses for official travels, local and foreign, shall be governed by existing laws, rules, and regulations.

CHAPTER 42
INVESTMENTS

Article 156. General Provisions

Section 1. Idle funds of the University may be invested in government securities, money market placements, or with government financial institutions, through a duly authorized body, subject to the approval of the Board of Regents.

Section 2. The investments shall be on short-term basis only. The proceeds of matured investments may, however, be rolled over as long as the funds are not yet needed, without prejudice to the requirements of the University for adequate instructional facilities.

Section 3. All investments shall be determined by the University President for a specific purpose, subject to the limits set by law and by the Board of Regents. Interests earned on these investments shall be expended only for such purpose and upon authorization by the Board of Regents.

CHAPTER 43
UNIVERSITY PUBLICATIONS

Article 157. General Provisions

Section 1. The rates of subscription to University publications shall be recommended by the University President or other officials designated by him/her, and duly approved by the Board of Regents. Any income earned therefrom shall accrue exclusively to the maintenance and support of said publication, subject to accounting and auditing rules and regulations.

Section 2. All publication exchanges of the University shall be turned over to the library.

TITLE SEVEN
ADMINISTRATION OF PROPERTIES

CHAPTER 44
CUSTODIANSHIP OF PROPERTY

Article 158. Persons Primarily and Secondarily Accountable for Government Property

Section 1. The University President shall be primarily accountable for all government properties of the University. All other USM officials and employees entrusted with the possession or custody of any University property shall be responsible to him/her with correlative liability to government.

Section 2. Each head of unit or office of the University shall be primarily accountable for all government properties assigned or issued to his/her unit or office covered by a Memorandum Receipt. The faculty or staff entrusted with the possession or custody of government property under the accountability of head of unit or office shall be immediately responsible to such officer.

Article 159. Accountable Officer: Bond Requirement

Section 1. Custody or possession of government property shall be the basis of accountability.

Presidents; b) Deans and Directors c) Accountant; d); Cashier; e) Canvasser and Purchaser and other personnel mandated by law to post bond.

Article 160. Insurance of Property

Section 1. The University President, through his/her duly authorized representative, shall secure from the Government Service Insurance System all insurance and bonds covering properties, contracts, rights, and other insurance risks of the University, including all those in which the University has insurable interest.

Article 161. Use of Government Movable Property

Section 1. Movable properties issued by the Property Officer for official use of the University officials and employees shall be covered by a Memorandum Receipt (MR).

Section 2. Extraordinary care shall be observed in the use of movable properties. If the movable property is used by several persons, the concerned unit head shall designate one of them to be responsible for its proper care and upkeep.

Section 3. No property shall be used or taken out of the office without prior written approval of the authorities concerned.

Section 4. All accountable officers or employees for government property shall be liable for any losses, damages or deterioration occasioned by negligence.

Section 5. When the movable properties issued to an employee are no longer needed by him/her the same shall be returned to the property officer who shall cancel the corresponding original Memorandum Receipt issued to the said employee. Similarly, unused supplies previously issued from stock shall also be returned.

Section 6. No equipment shall be dismantled or repaired unless authorized by the President and certified by the accountant as to availability of funds for such activity, and provided further, that the estimated cost for repair shall not exceed fifty percent of its present value.

Article 162. Use and Operations of University Motor Vehicles

Section 1. Motor vehicles owned and operated by the University shall be stationed in the motor pool under the direct supervision of the Director for Physical Plant Development Services, who shall initiate a policy proposal for the sound, safe and efficient use of the said motor vehicles.

Section 2. The use and operation of motor vehicles owned by the University shall be in accordance with the rules and operations of the University and the pertinent provisions of existing government laws, rules and regulations, as well as the Commission on Audit Circulars on the matter.

BUILDINGS AND GROUNDS

Article 163. Names of Buildings and Other Structures

Section 1. The University Administrative Council may propose names of buildings, grounds, streets, and other structures of the University as it may deem fit.

Article 164. Maintenance and Repair of Buildings and Other Physical Structures

Section 1. All buildings and other physical structures of the University shall be properly inventoried and insured, and shall comply with the safety requirements provided by law.

Section 2. The maintenance of grounds and buildings of the University shall be under the general supervision of the Director for Physical Plant Development Services.

Section 3. The University buildings and premises used for academic purposes shall be under the direct supervision of the concerned Deans, Department Chairpersons, and other officials, who shall be responsible for the upkeep and maintenance of the buildings assigned to them.

Section 4. University buildings used for the other purposes shall be under the direct supervision of the building-in-charge.

Section 5. No repair of building shall be undertaken if estimated cost exceeds fifty percent of its present appraised value.

Section 6. No building shall be demolished unless properly recommended for condemnation by the Appraisal Committee to be composed of authorized representatives from the University and other concerned agencies of the government as prescribed under existing laws and regulations.

Article 165. Use of Buildings, Premises and Equipment

Section 1. It shall be incumbent upon the University officials and employees to exercise extraordinary care and diligence in the use of the University facilities and equipment. In this respect, the University President shall lead in the promulgation of rules and regulations on the use of University facilities and equipment.

Section 2. Except for those specifically provided under applicable polices and regulations, official student and/or faculty activities shall have priority in the use of school buildings or any other University facilities intended for instructional purposes, provided, however, that the use of facilities shall not be in conflict with more important program/activities of the University.

Article 166. Solicitation within the University

Section 1. No solicitations for funds, canvassing for the sale of merchandise, subscriptions, sale of tickets and any other promotional or charity schemes shall be conducted in the buildings or grounds of the University without prior approval of the President or his/her duly authorized representative.

Section 2. Streamers, placards, and similar materials, which are used to announce, advertise or publicize events, products or the like, shall not be posted or placed in any of the buildings or grounds of the University without the written permission of the President or his duly authorized representative.

CHAPTER 46
SUPPLIES, MATERIALS AND EQUIPMENT

Article 167. Recording and Inventories of Supplies, Materials and Equipment

Section 1. It shall be the prime responsibility of the University to promote greater service and economy in the use of supplies and materials. For this purpose, an adequate and complete record system shall be maintained by the University, and periodic inventory of the same shall likewise be conducted.

Section 2. For effective control of supplies and materials, the University shall strictly adhere to the rules and regulations prescribed by the Commission on Audit and other competent authorities.

Section 3. Physical stock-taking or inventory of goods is an indispensable procedure for checking the integrity of supplies and property custodianship and should be regarded with importance.

THE ACADEMIC AFFAIRS

TITLE EIGHT
ACADEMIC POLICIES

CHAPTER 47
COVERAGE

Article 168 . General Provisions

Section 1. The academic policies and guidelines prescribed in this Title shall apply to all academic units of the University of Southern Mindanao (USM).

Section 2. The provision hereof shall be liberally construed in favor of the students.

CHAPTER 48
ORGANIZATIONAL STRUCTURE

Article 169. Organizational Structure of the University

Section 1. There shall be as many colleges or institutes as necessary in the University for the pursuance of its mandate.

CHAPTER 49
ACADEMIC CALENDAR

Article 170. Academic Calendar

Section 1. The annual academic calendar shall be prepared by the Office of the Vice President for Academic Affairs (VPAA) in consultation with the College/Institute Deans and Department Chairs.

Section 2. The Academic Year (AY) shall be divided into two (2) semesters of at least 18 weeks each or 54 contact hours per semester per three (3) unit non-laboratory course and 2.25 laboratory subjects, excluding enrollment and final examination periods. A summer session of six (6) weeks, equivalent to 54 hours per three-unit lecture subject shall be observed.

Section 3. All academic units of the University shall operate under the semestral system, unless provided in special programs. The first semester shall commence in June, the second semester in November, and the summer session in April.

Section 4. The University shall observe the regular and special holidays. It shall also celebrate its Foundation Anniversary, Recognition Day, Teacher's Day, among

others, subject to compulsory attendance in all duly authorized activities thereof of all concerned officials, faculty, non-teaching personnel and students of the University.

Article 171. Class Size

Section 1. The prescribed class size in tertiary and graduate levels shall be as follows:

Curricular Level	Numbers of Students/Classes Minimum	Maximum
(1) Graduate level		
(a) Lecture class	10 students	
(b) Laboratory class	10 students	
(2) Undergraduate level		
(a) Lecture class		
(b) Laboratory class		
(Social)	15 students	50 students
(Technical)	15 students	
	15 students	Depending on
	15 students	the size of the
	27 students	laboratory room
	27 students	

Section 2. The minimum size to warrant the opening of a requested class for a particular subject shall not be less than fifteen (15) students, but not to exceed 50 students per lecture class. For the laboratory class, the maximum size shall depend on the size of the laboratory room for the undergraduate level and ten (10) students but not to exceed 25 students for both lecture and laboratory classes for the graduate level. Any deviation from the above prescriptions shall be subject to the approval of the VPAA, provided, that the requesting student(s) shall pay the prescribed total amount of tuition and other fees required for the purpose.

CHAPTER 50
SCHEDULE, DISMISSAL, AND SUSPENSION OF CLASSES

Article 172. Schedule of Classes

Section 1. Schedule of classes shall be prepared by the Director for Instruction, in consultation with the deans of academic units. The same shall be finalized and duly approved by the VPAA thirty (30) days before the first day of enrolment for distribution to all academic units. However, new schedules may be inserted as the need arises.

Article 173. Dismissal of Classes

Section 1. As much as practicable, classes of a section shall be scheduled in one (1) building. However, classes that are scheduled in another building may be dismissed ten

(10) minutes before the end of the period to give ample time for students to transfer from one (1) room or building to another.

Section 2. After fifteen (15) minutes of waiting the students may leave the classroom if their subject instructor or professor does not appear.

Article 174. Suspension of Classes

Section 1. When deemed necessary and appropriate, classes may be suspended upon orders of the University President, or his duly authorized representative.

Article 175. Changes of Class Schedule

Section 1. No class schedule may be changed without the approval of the VPAA through the recommendation of the academic deans and department chairs.

Article 176. Make up Classes

Section 1. Make-up classes shall be held for class hours lost due to fortuitous events, such as, typhoons or other unavoidable circumstances or University activities. Similar make-up schemes may be given to concerned students upon their return from athletic or other competitions, as official delegates of the University. The schedule (and place) of the make-up class may be mutually agreed upon by both the concerned faculty and students, subject to approval of the Dean of the academic unit.

Section 2. Faculty members, whose absences are justifiable, can also avail of make-up classes provided, they have secured the necessary approval from the Dean of their College/Institute.

CHAPTER 51
ADMISSION AND ENROLLMENT

Article 177. Entrance Requirements

Section 1. The requirements for student admission to the University are the following:

Incoming College Freshmen
a. USMCEE
b. High School Card (DepEd Form 138)/TOR
c. NSO authenticated Birth Certificate
d. 3 pieces (2X2) I.D. pictures
e. Medical/Dental Certificate

Transferees
a. USMCEE
b. NSO authenticated Birth Certificate
c. Honorable Dismissal/Certificate of Transfer
d. Transcript of Records
e. Certificate of AACCUP, PAASCU, ACSC-AA, PACUCOA or ISO accreditation of the last school attended, if any.
f. Medical/Dental Certificate

Second Degree Seekers
a. Transcript of Records
b. NSO authenticated Birth Certificate
c. Certification, Authentication and Verification (CAV) of CHED
d. Medical/Dental Certificate

Foreign Students
a. USMCEE
b. Authenticated Birth Certificate
c. Honorable Dismissal/Certificate of Transfer
d. Transcript of Records
e. Medical/Dental Certificate
f. Alien Certificate of Registration (ACR)
g. Permit to Study

Graduate Students
a. Graduate Level Test (GLT)
b. NSO authenticated Birth Certificate
c. Transcript of Records
d. At least three (3) Letters of Recommendation from former Professors
e. Application letter

Section 2. The entrance requirements for each program shall be determined by the academic unit offering it.

Article 178. Admission

Section 1. The University considers applicants for admission on the basis of individual merit. No student shall be denied admission to the University by reason of age, sex, nationality, ethnic origin, religious belief, political affiliation, socio-economic status, conviction, ideology, sexual orientation, or physical disability.

Section 2. Transferees shall be admitted on temporary basis pending receipt of the required documents for admission.

Section 3. Returning student shall be required to undergo the re-admission process by the concerned academic unit.

Section 4. Every applicant for admission shall undergo a medical examination to be conducted by the physicians from the University Hospital. No student found to be suffering from dangerous, communicable, contagious or infectious disease shall be admitted to the University.

Section 5. An applicant for admission to the University shall be considered a student of the University upon passing the final screening of his/her enrollment papers.

Section 6. A government employee seeking admission to the University shall be required to meet the conditions prescribed for enrolment by the concerned college. He/she shall also submit a Permit to Study duly signed by the head of the agency or his/her authorized representative.

Section 7. Every student shall, before final admission, affix his/her signature to the following pledge: "In consideration of my admission as student of the University of Southern Mindanao, I hereby pledge to abide by, and comply with all the rules and regulations laid down by the University and the College where I am enrolled." Refusal to take this pledge or violation of its terms shall be sufficient ground for denial of admission or dismissal from the University.

Article 179. Registration

Section 1. Enrollment of students shall be done only during the regular enrolment period indicated in the academic calendar.

Section 2. No student shall be registered in any subject after one (1) week of regular meetings, unless the Dean, on the basis of the student's scholastic records, warrants his/her registration, provided, that if the registration is made outside the regular registration period indicated in the University Calendar, the student shall be fined for late registration.

Section 3. The rules on sequencing of subject in the curriculum of the program must be observed and followed in enrollment. Enrolling and attending in a subject without passing its prerequisite shall earn the student no academic credit on the same. However, graduating student shall be allowed to take the prerequisite and the higher subjects simultaneously upon the endorsement of the Department Chair, the Dean and approval of the VPAA. However, if a student fails in the prerequisite subject, the higher subject shall not be given credit.

Article 180. Cross-enrollment

Section 1. Cross-enrollment may be permitted under the following conditions:

a. The cross-enrollment is done within the regular enrollment period and approved by the deans of the College who are considered as the "owners" and "receivers" of the enrollees.
b. The student is expecting to graduate during the term/semester.
c. The course/s required for graduation is/are in conflict with his/her other schedule or is/are not offered.
d. The subjects involved are not offered by the University at the time, and have the same course description and number of units.
e. The allowance of thirty (30) minutes to one (1) hour to commute between schools shall be observed.

courses approved by the College Deans/Department Chairpersons.

Section 2. Cross-enrollment of subjects outside the University shall be approved by the VPAA, upon the recommendation of the dean, and authorized by the University Registrar for the subjects enrolled to be given credits, provided, that no student shall be allowed to cross-enroll in more than one (1) school outside the University.

Section 3. Transfer credits shall be given to a course enrolled by a student in another recognized institution upon the recommendation of an authorized official from the other school, subject to the approval of the concerned dean of the academic unit and the mandates of existing rules and regulations.

Section 4. The University reserves the right to deny admission to a student who seeks to cross-enroll in the institution.

Section 5. The University shall give no credit to any course taken by any of its students from any other university, college, or school unless authorized by the VPAA, upon the recommendation of the concerned Dean/Director, and University Registrar or his/her duly authorized representative.. The authorization shall be in writing.

CHAPTER 52
STUDENTS AND THEIR CLASSIFICATION

Article 181. Classification of Student

Section 1. Students shall be classified generally as follows:

1. A graduate student is one who pursues either a Master's degree or Doctorate degree on a full-time or part-time basis.
2. A regular undergraduate student is one who registers for formal academic credits and who carries the full load for a given semester under the curricular program in which he/she is enrolled.
3. An irregular undergraduate student is one who is officially enrolled and carries less than the normal load for a given semester.
4. A transfer student is one who comes from another institution, where he/she has started studying for a course, and is officially enrolled in the University.
5. A working student is one who is enrolled in the University and is employed in or outside the University.
6. A foreign student is one who is officially enrolled in the University and is a citizen of a foreign country.
7. A shifter is one who changes his/her course/program for another program within the College/University.
8. A second courser is one who is a degree holder, but pursues another degree program in the University.
9. A returning student is one who has sought re-admission after quitting from the University for some time.

10. Cross-enrollees with credits are students enrolled in a unit in the University for a specific period of time, but are primarily enrolled in their University or in another institution of higher learning. However, such enrollment is subject to the approval of the concerned dean of the college, who is the "owner" and "receiver" of the enrollees.

Section 2. Students shall be categorized as follows:

1. A freshman is a student who has not finished the prescribed subjects of the first year of his/her curriculum or has earned less than 25% of the total number of units required in his/her program.
2. A sophomore is a student who has finished the first year of his/her curriculum or has earned not less than 25%, but not more than 50%, of the total number of units required in his/her program.
3. A junior is a student who has completed the prescribed subjects of the first two (2) years of his/her curricular program or has earned not less than 50% but more than 75%, of the total number of units required in his/her program.
4. A senior is a student who has completed the first, second, and third years of his/her curriculum or has finished not less than 75% of the total number of units required in his/her program.
5. A graduating student is one who is in his/her last year of finishing a degree.

CHAPTER 53
STUDENT ACADEMIC LOAD

Article 182. Number of Hours Per Unit of Credit

Section 1. One unit of credit is equivalent to at least eighteen (18) hours of instruction per semester in the form of lectures, discussions, seminars, tutorials, or equivalent field/laboratory work, or any combination of the foregoing within a semester.

Section 2. The standard number of hours for every unit of credit per class session shall be as follows:

1)	Lecture class	1 hour
2)	Laboratory class	3 hours
3)	Physical Education	1 hour
4)	NSTP (ROTC/CWTS)	1 hour

Section 3. Section 2 does not apply to BS-Nursing and BS-Midwifery.

Article 183. Normal Load of Students

Section 1. The normal academic load for undergraduate students per semester shall be based on the number of units prescribed in their curricular program, including laboratory work, unless otherwise prescribed; provided, that the student shall not have more than 33 units in a semester.

Section 2. During the summer term, a student shall be allowed to enroll in courses equivalent to nine (9) units. For graduating students who shall be finishing their respective programs that summer, they shall be allowed a load not exceeding 12 units.

Section 3. The academic load of transfer students shall be limited only to those subjects without prerequisites, until such time when these subjects shall have already been validated, accredited or substituted. Transferee may be given a waiver to enroll advanced subjects with prerequisites.

Section 4. On the graduate level, full-time students shall be allowed twelve (12) units. During the Summer session, the normal load shall be six (6) units except for meritorious cases involving graduating students.

CHAPTER 54
CLASS ATTENDANCE

Article 184. Rules on Attendance of Students

Section 1. All the colleges and units of the University, including the NSTP, shall observe the rules on attendance prescribed herein. In the case of the Graduate School, the unit may modify the rules on attendance, subject to approval by the VPAA.

Regular and punctual attendance in all scheduled classes and activities is expected of all students and is regarded as integral to course credit. Students are responsible for attending classes where they are enrolled in and are responsible for work covered. At the discretion of the instructor, the student's grade may be lowered because of class absence. Expectations for attendance should be established in the course syllabus.

1. Any student, who, due to unavoidable circumstances, has been absent from class, must obtain an excuse slip from the College Dean, to be presented to the faculty concerned not later than the second class session following the date of the student's return. These circumstances include, but are not limited to, the official representation of the school, death of immediate member of the family, sickness, calamities, and other valid reasons.

2. Whenever a student has been absent for three (3) consecutive class meetings, a report thereof shall be sent by the concerned faculty member to the College Guidance Counselor. The Guidance Counselor shall call the student and notify his/her parents or guardian.

3. An excused absence shall apply only for the time missed. The concerned student shall be responsible for all the lessons covered by the classes during his/her absence. All works assigned to be accomplished during his/her absence, such as: quizzes, projects, midterm and final examination, shall be made up by him/her within a reasonable time.

4. A medical certificate shall be secured from the Hospital/Clinic, in case the absence is due to illness or injury. The certificate must be presented by the concerned student to the instructor/s within three (3) days after the absences have been incurred.

5. In the absence of a medical certificate, the student may present a proof or a written notice from his/her parents or guardian to his/her instructors or professors.

Section 2. When the number of hours lost due to absences of a student reaches twenty percent (20%) of the hours for recitation, lecture, laboratory or any other scheduled work in one (1) subject, such student shall be dropped from the subject.

Section 3. A student, who is absent from class and has missed a scheduled test and/or major presentation, is entitled to a make-up after presenting to the concerned instructor a proof or evidence that the absence was due to serious illness or death in the immediate family. Absences authorized by the VPAA for official purposes (athletics, performing groups, student government groups, etc.) shall also entitle a student to a make-up a test or class presentation. However, absences due to any other reasons shall be counted as part of the total number of absences incurred during a semester.

CHAPTER 55
SCHOOL FEES

Article 185. Classification of School Fees

Section 1. School fees shall be classified as follows:

1. Regular school fees include: tuition, entrance, registration, medical-dental, athletics, diploma, library, laboratory and identification card;
2. Student fund fees include: fees for student publication, student government, insurance, guidance, charity, student manual and development projects.
3. Local fees include: society fees, workbook, local publications, alumni, practicum/OJT.
4. Administrative fees include: fines for late enrolment and other authorized fines; fees for changing, adding or dropping of subjects; special service fees for validation, completion, official transcript of records, certifications, and testing services.
5. Special fees are levied on foreign students who are qualified to enroll in the University.

Section 2. Excessive fees shall not be allowed. No administrative fee shall be collected in excess of ten (10) pesos.

Section 3. All published tuition fee and other fees are subject to change at any time by action of the Board of Regents. In the event of any increase in the tuition fee or other fees, payments already made shall be treated as partial payment. Notification shall be given on the additional amount due and the required date of payment.

Article 186. Schedule of Allowable Refunds

Section 1. Students who have paid their tuitions and other fees but wish to withdraw their enrolment or are granted honorable dismissal or leave of absence, shall be entitled to a refund of their matriculation fees, except entrance and registration fees, in accordance with the following schedule:

1)	Before opening of classes	100%
2)	Within one week from opening of classes	80%
3)	Within the second up to fourth week from opening of classes	50%
4)	After the fourth week	No refund

Section 2. Refund of tuition and laboratory fees for a subject may be allowed in case of forced dropping due to sequencing, overload or for other valid reason(s).

CHAPTER 56
CURRICULAR CHANGES

Article 187. Dropping of Subject

Section 1. Dropping of subjects may be allowed seven (7) working days before the first day of the final examination schedule.

Section 2. After the period prescribed in the preceding section, a student may be allowed to drop a course only by reason of illness duly supported with a medical certificate signed by a licensed physician, and due to other valid or justifiable reasons, such as, transfer of residence or going abroad, etc.

Article 188. Withdrawal from the Program

Section 1. Withdrawal of registration in the University may be allowed, provided, that a student who drops out entirely from his/her program before three-fourths (3/4) of the total number of hours prescribed for his/her course shall have lapsed with valid reasons as those enumerated in Section 2 of the preceding Article, and with the approval of the Unit/College Dean. His/her case shall be classified as "WITHDRAWAL" and shall be duly recorded by the University Registrar.

Section 2. A student who withdraws his/her enrolment shall be entitled to withdraw the credentials he/she has submitted as requirements for enrolment and to refund of school fees, subject to existing pertinent rules and regulations of the University.

Section 3. No withdrawal of enrolment shall be allowed after 75% of the total number of hours prescribed for the course shall have elapsed.

Article 189. Substitution of Subjects

Section 1. Substitution of subjects may be allowed on the following grounds:

a. when a student is pursuing a curriculum that has been superseded by a new one;
b. when a student needs a required subject not offered in the major department and/or when a required subject is not offered as scheduled; and
c. when the petition for substitution involves subjects allied to each other and with the same number of units or greater than the units of the required subject.

Section 2. Substitution may be allowed in non-prescribed requirement of the course provided that, the subjects to be substituted have equal credit units or more.

Section 3. Any request for substitution shall be checked by the faculty of the discipline, recommended by the concerned department chair, approved by the Dean, and recorded by the University Registrar.

Article 190. Changing/Adding of Subjects

Section 1. Adding of subjects shall be allowed when the student is graduating or underloaded. Such is done upon the recommendation of the Department Chair and upon approval by the College Dean, not later than one (1) week after the start of regular classes.

Section 2. The adding of subjects shall be made using the prescribed form and upon the recommendation of the adviser and the Department Chair and duly approved by the Dean. The "Adding" form shall be submitted to the University Registrar for recording purposes.

Section 3. The total load carried by a student, including the additional subject(s), shall not exceed the maximum total load prescribed under the rules on academic load or that which is prescribed for his/her curriculum year during the semester.

Article 191. Shifting of Course/Enforcing a New Curriculum

Section 1. Shifting from one (1) program or major field of specialization to another may be allowed by the University.

Section 2. A student may shift from one (1) program to another by accomplishing the prescribed shifting form from the Office of the University Registrar.

Section 3. Only freshmen students shall be affected by a new program or curriculum.

Section 4. A student shall follow the same curriculum that he/she has started not to exceed 1.5 times the number of the prescribed years to finish the program exclusive of leave of absence.

Section 5. If a student fails to finish a program under an old curriculum within the prescribed maximum number of years of residence, he/she shall be advised to follow the new curriculum.

Section 6. A student who has finished more than 75% of the curriculum he/she has started, may be allowed to request the remaining subjects of the curriculum if such subject is not offered.

Section 7. A student's leave of absence shall not be longer than one (1) year.

CHAPTER 57
TRANSFER OF STUDENTS AND VALIDATION OF SUBJECTS

Article 192.Transfer of Students

Section 1. Only students from PASUC member-institutions, duly accredited by PAASCU-accredited or CHED-recognized Institutions of Higher Learning, may be allowed to transfer to the University, subject to compliance with its admission requirements.

Section 2. It shall be the responsibility of the Admission and Records Office to secure the transfer documents of transferees within one (1) year. Failure to produce such transfer documents within one (1) year shall be a valid ground for the non-admission of the student to the University, except for meritorious cases, such as, burned buildings where records are stored/kept.

Article 193. Validation of Subjects

Section 1. The records of a transferee from a non-PASUC member school shall be subjected to validation process.

Section 2. A transferee must apply for validation within one (1) year from the date of his/her admission provided, that a third year transferee shall validate all transfer credits within his/her first two (2) semesters in the University. Failure to comply with the one (1) year period for validation shall be a ground for the transferee to re-enroll the required course(s).

Section 3. A transfer student may apply for validation by filling out the prescribed form for advanced credits corresponding to the subjects taken in another institution of higher learning upon compliance of the following requirements: (a) presentation of credentials showing that he/she has attended and passed in the courses equivalent to those given by the University for which advanced credits are sought; and (b) passing the validation test given by the concerned College.

Section 4. A transferee must take the validation examination for every subject that he/she would like to be accredited for credits in any such regular periods for validating examinations without fees, to wit: (a) within the first three (3) weeks after the last day

of registration for any term, as scheduled by the Admission and Records Office; and (b) during the final examinations in any term.

Section 5. Transferees with subjects taken from non-PAASCU accredited institutions and with ratings lower than "2.25" for each for each shall be required to take the validation examination.

Section 6. All subjects taken from any PAASCU and AACCUP-accredited schools may be credited, provided, that these are prescribed in the curriculum and have the same course content and number of units as offered in the University.

Section 7. If the number of units in a certain subject earned outside the University is lower than the prescribed units for the course, the student shall be required to enroll the course as offered in the University.

Section 8. Subjects taken in universities or colleges outside the Philippines shall be given credits provided they have the same course content and units. Units earned in vocational courses and in high school shall not be credited towards a degree program.

Section 9. Graduates of non-education degrees from the University or any PASUC-member/FAAP-accredited schools, after teaching for two (2) years, may apply for accreditation of practice teaching equivalent to 12 units of credit in education upon submission of a service record and a performance rating of at least, "Very Satisfactory" in teaching, duly certified by the Head of the School. This shall be accomplished by enrolling and paying the required fees corresponding to the number of units involved.

Section 10. A returning student may apply for program unit equivalence/ accreditation in OJT/ In-Firm Training/ Practicum/ Apprenticeship/ Major Field Practice upon presentation of a service record (at least 2 years work experience), with a certification from the employer stating his/her job description, and has at least a very satisfactory performance rating.

Section 11. All academic units leading to the master's and doctorate degrees earned in consortium with the USM Graduate School shall be accredited pursuant to Article 9, Section 22 of GS Policies.

Article 194. Examination

Section 1. Examinations shall be administered on schedule by the faculty for the purpose of evaluating student performance.

Section 2. A midterm and final examinations schedule shall be prepared by the Office of the Vice President for Academic Affairs, in coordination with the Deans of the academic units.

Section 3. Giving of any examination earlier or later than the prescribed schedules may be allowed upon written request, subject to the recommendation of the concerned Dean and approval of the Vice President for Academic Affairs.

allowed to take the final examinations for credit in the said course, unless for validation purposes only.

Section 5. A student advised to drop a course due to unauthorized overload or had not taken the prerequisite(s) shall not be allowed to take the final examination for the said course.

Article 195. Grading System and Removal of Grades of "INC" and "4"

Section 1. The academic performance of students shall be evaluated and graded at the end of each term in accordance with the grading system.

Section 2. The grading system shall be uniform, using number grades in multiples of 0.25 from 1 to 5, where "1" is the highest and "3" is the lowest passing grade. The grading system of the University shall be as follows:

Numerical Value	% Equivalent	Letter Equivalent	Description
1.00	99-100	A	Excellent
1.25	96-98		
1.50	93-95	A-	Very Good
1.75	90-92		
2.00	87-89	B	Above Average
2.25	84-86		
2.50	81-83	B-	Average
2.75	78-80		
3.00	75-77	C	Passed
4.00	Conditional (to be removed within 10 days after the final examination)		
5.00	-	-	Failed
INC	-	-	Incomplete
Drp	-	-	Dropped
IP	In Progress (For Thesis Outline/ Manuscript & OJT only)		

Section 3. The faculty shall determine the grades of his/her students following the grading system of the University.

Section 4. Every faculty member shall submit his/her Report of Grades ten (10) days after the conduct of final examinations, inclusive of holidays and weekends.

Section 5. Failure on the part of the faculty to submit the grade as stipulated in the preceding section shall be a ground for reprimand. Faculty members, who fail to meet deadlines for the submission of grades, shall be required to explain in writing why he/she should not be penalized and should present proof of cause of the delay.

Section 6. As a general rule, no grades shall be changed once filed with the University Registrar. In exceptional cases, however, where an error in computation, wrong entry,

or omission of names/grades has been committed, the faculty may request authority from the Vice President for Academic Affairs, through the Department Chairperson and concerned Dean to make the necessary change and/or rectification. If the request is granted, a copy of the endorsement authorizing the change and/or rectification shall be forwarded to the University Registrar for recording and filing purposes.

Section 7. In case an error in the entry of grades is committed by any personnel of the Registrar's Office, he/she shall also be reprimanded. Rectification must be done with the knowledge of the concerned faculty.

Section 8. No grade shall be issued beyond one (1) year after taking the course by a faculty member, who, at that time of submission, is no longer employed in the University. When the cause of his/her separation is death or permanent incapacity, the grade shall be given by a faculty duly recommended by the Department Chairperson and approved by the Dean.

Section 9. The grade of "INC" is given to a student, whose class standing throughout the semester is passing but fails to take the final examination, or fails to complete other requirements for the course due to illness or other valid reasons.

Section 10. Completion of the "INC" shall be within the prescribed time of one (1) academic year by passing an examination or meeting all the requirements for the course. After one year the INC remains INC if not completed, but the student shall be required to re-enroll the subject.

Section 11. Only the Instructor who gave the "INC" could issue a completion grade. If the faculty cannot give the grade, another faculty handling the same subject as the one involved may administer the completion of the said INC grade, provided, that said Instructor is duly authorized by the Dean through the Department Chairperson.

Section 12. For unfinished thesis/OJT, a notation of "IP" (In Progress) shall be given, provided, that after its completion within one (1) year, a numerical grade shall be indicated in the Report of Grades to be submitted to the University Registrar. If not completed within the prescribed period, the student shall re-enroll it.

Section 13. In case of a suspended student, completion of thesis/OJT during the period of suspension shall not be honored. Re-enrolment may be required later after the termination of the suspension.

SCHOLARSHIPS, GRANT-IN-AID, AND SPECIAL ENROLMENT PRIVILEGES

Article 196. Scholarship Program

Section 1. The University shall provide an academic scholarship program for deserving students, except for self-liquidating programs. The scholarship awards under the program shall be classified as follows: (a) entrance scholarship and (b) institutional scholarship.

Section 2. Entrance scholarship. This scholarship award shall be enjoyed by: (1) students who graduated "valedictorian" or "salutatorian" from recognized public and private secondary schools; and (2) USM secondary graduates, who obtained a grade point average (GPA) of 87% or better, categorized as follows:

a. **Full entrance scholarship** – is awarded to a student who graduated "valedictorian" in a class of at least 60 high school students, as certified by the Principal, and to USM secondary graduates who obtained a GPA of 90% or better. The scholarship awardees are exempted from payment of all regular school fees.
b. **Half entrance scholarship** – is awarded to a student who graduated "salutatorian" in a class of at least 60 high school students, as certified by the Principal, and to USM secondary graduates who obtained a GPA of 87 - 89%. The scholarship awardees are exempted from payment of one-half (1/2) of all regular school fees.

Section 3. Institutional scholarship. This scholarship award may be categorized as follows:

a. **University scholarship** – is awarded to an undergraduate student who obtains a GPA of 1.5 or better at the end of the semester. The scholarship awardees are exempted from payment of all regular school fees (entrance fee, tuition fee, registration fee) in the following semester.
b. **College scholarship** – is awarded to an undergraduate student who obtains a GPA of "1.51" to "1.75," at the end of the semester. The scholarship awardees are exempted from payment of one-half (1/2) of all regular school fees.

Section 4. To qualify for any of the scholarships, the student must carry a minimum load of 18 units or as prescribed in his/her curricular program for the semester.

Section 5. A student who incurs an INC may qualify for scholarship, provided, that said INC be completed before enrolment period, and the student meets the required GPA.

Section 6. The institutional scholarship shall be valid only for a period of one (1) semester and shall continue to the succeeding semesters, provided, that the student satisfies the prescribed GPA and other requirements.

Article 197. Grant-in-Aid and Other Enrollment Privileges

Section 1. The University shall extend free school fees as grant-in-aid to poor and deserving college students belonging to the Cultural/Indigenous People Communities, subject to renewal every semester, provided, that the grantee has passed all his/her subjects and/or other requirements in the preceding semester. The grantees shall be required to present the Income Tax Return (ITR) of their parents, indicating their names as tax-exempt individuals.

Section 2. The following students shall be granted free regular school fees privilege as stipulated in Section 1, Article 179 of Chapter 50, namely:

a. Members of the USM Band, Combo, Dance Troupe, Dramatics, Chorale and Art Groups;
b. Children, 21 years and below, of USM permanent employees;
c. Natural and adopted children, 21 years and below, and spouse of USM permanent employees, who died while in the service of the University;
d. Members of the USM varsity as certified by the Dean of ISPEAR;
e. Holders of educational benefits under the Armed Forces of the Philippines – Presidential Decree (AFP-PD) 557, Batas Pambansa (BP) 337 and Sangguniang Kabataan (SK), provided that the LGUs, where they come from must enter into a MOA with the University and must satisfy the requirements of USM;
f. President of the University Student Government (USG), Governors of the Local Student Government (LSG) and the Editor-in-Chief of the Mindanao Tech and Corp Commander of ROTC during their tenure of office; and
g. Other enrolment privileges, such as, but not limited to, the President Asinas Scholarship Award (PASA), to be established by the University. The same shall be governed by a contract mutually agreed upon by the USM and the sponsoring body, stipulating the scholarship purposes.

Section 3. Other scholarships sponsored by external donors shall be governed by a MOA between USM and the sponsor.

CHAPTER 59
ACADEMIC DELINQUENCY AND RESIDENCY

Article 198. Academic Delinquency

Section 1. Categories of academic delinquencies:

Warning. Any student, who, at the end of the semester, obtains final grades below "3" in 25 percent to 49 percent of the total number of academic units for which he/she is registered, shall receive a warning from the University Registrar and be subjected to appropriate academic follow-up by the College Guidance Counselor. However, he/she may enroll the normal load as specified in his/her curriculum except for prerequisite subjects where he/she has failed.

Probation. The academic status of a student, who is under PROBATION for a particular Semester, can be improved by enrolling and earning passing marks during summer, provided, that he/she shall not exceed nine (9) units load during the summer term.

Debarred. Any student who obtains failing grades in more than 75 percent (75%) of his/her academic load shall be debarred from the University and be advised to rest for one (1) year. Any student debarred for the second time shall not be eligible for readmission to the University.

Section 2. Units earned by debarred students from other school during the period of their debarment shall not be credited. However, enrolment in a non-degree program in the University shall be allowed.

Article 199. Residency

Section 1. Residency shall mean the maximum number of years required of a student to finish his/her program.

Section 2. Residency shall be computed by multiplying the required curricular years for a given course by 1.5 years. However, a student may choose to remain in school beyond his/her residency by applying for re-admission.

Section 3. The residency period for the master's degree program shall be five (5) academic years excluding leave of absence of not more than two (2) years. However, a student may choose to remain in the Graduate School beyond his/her residency by applying for re-admission. The student shall be required to take three (3) additional units for every year of extension or a fraction thereof.

Section 4. The residency period for the doctorate degree program shall be seven (7) academic years, excluding leave of absence of not more than two (2) years. However, a student may choose to remain in the Graduate School beyond his/her residency by applying for re-admission. The student shall be required to take six (6) additional units for every year of extension or a fraction thereof.

CHAPTER 60
LEAVE OF ABSENCE AND HONORABLE DISMISSAL

Article 200. Leave of Absence

Section 1. Leave of Absence (LOA) refers to an official deferment of study, which shall be excluded from the computation of the student's residency.

Section 2. The University Registrar shall furnish the parents/guardians of every student granted the LOA with a copy of the leave application and the reason for such.

Article 201. Issuance of Honorable Dismissal

Section 1. A student who desires to leave the University, shall accomplish and submit the prescribed Separation Clearance to the University Registrar for the issuance of the Honorable Dismissal or Certificate of Transfer.

Section 2. The University Registrar shall not issue Honorable Dismissal/Certificate of Transfer and Transcript of Records to those students, who are still undergoing disciplinary action.

CHAPTER 61
GRADUATION

Article 202. Graduation Requirements

Section 1. No student shall be recommended for graduation unless he/she has complied with all academic and other requirements for graduation.

Section 2. Candidates for graduation, who have completed all the requirements of a curriculum but failed to apply, shall have their graduation approved on the date they should have originally graduated.

Section 3. The University Registrar shall post the tentative list of candidates for graduation before the enrolment for the second semester of the school year. In consultation with the program evaluator, the Registrar shall examine the academic record of each listed candidate to ascertain if he/she has any deficiency or whether all other requirements for graduation have been satisfactorily fulfilled or not. The Registrar shall bring to the attention of the concerned deans the deficiencies of their students.

Section 4. All candidates for graduation shall clear all their deficiencies and records not later than five (5) weeks before the end of their last semester, except for their currently enrolled subjects for the last semester.

Section 5. No student shall be graduated from the University unless he/she has completed at least two (2) years of residence work.

Section 6. The University Registrar and academic unit evaluators shall examine the academic records and other requirements of each candidate for graduation to ascertain completion of the requirements for graduation.

Section 7. The University Registrar shall publish the complete list of prospective candidates for graduation a semester before graduation.

Section 8. All candidates for graduation must have their deficiencies satisfactorily complied with, and their records cleared, not later than the scheduled College Academic Council Meeting.

and approve candidates for graduation from the academic units prior to the University Academic Council Meeting.

Section 10. No student shall be graduated from the University unless his/her name shall have been approved as a candidate for graduation by the University Academic Council and confirmed by the USM Board of Regents.

Section 11. No student shall be issued his/her Certificate, Transcript of Records, and diploma unless he/she has paid all school fees, including graduation fees.

Article 203. Graduation with Honors

Section 1. Students who complete their courses with the following ranges of weighted average, computed to the third decimal places without rounding off the final grades, shall be graduated with honors:

Summa Cum Laude	1.249 or better in all academic subjects
Magna Cum Laude	1.250 – 1.499
Cum Laude	1.500 – 1.750

The student who has garnered the highest GPA shall be declared as the class valedictorian and shall, therefore, be honored to deliver the Valedictory Address.

Provided, that only final grades shall be considered and that the grades in all academic subjects prescribed in the curriculum shall be included in the computation of the final average; that the candidates for graduation with honors shall not have any failing grades or unresolved "INC" in any academic or non-academic subject, whether prescribed or not, in his/her curriculum taken in the University, or in any other educational institutions; and provided, further, that students who are candidates for graduation with honors must not have repeated a subject in another school.

Section 2. For students who are candidates for graduation with honors in courses/program with prescribed length of less than four (4) years, the English equivalent: "With Highest Honors", "With High Honors", and "With Honors", respectively, shall be used; provided, that all students who are candidates for graduation with honors must not have been found guilty of any violation of moral turpitude.

Section 3. Students who are candidates for graduation with honors must have completed in the University, at least, 75 per cent of the total number of academic units required for graduation and must have been in residence for at least two (2) years immediately prior to graduation.

Section 4. Students who are candidates for graduation with honors must finish their courses/program within the prescribed period of the curriculum.

Section 1. Unless otherwise provided, the University may have two (2) commencement exercises for the tertiary level: a regular graduation at the end of the school year and a mid-year graduation at the end of the first semester, as may be deemed appropriate by the Administrative Council, provided there are at least 250 candidates for graduation.

Section 2. The University Registrar shall be in charge of the management of the commencement and baccalaureate exercises and may request other offices for assistance.

Section 3. The baccalaureate and commencement exercises for graduating students of the University shall be determined by the Academic Council.

Section 4. The commencement exercises for graduating students of the University, except those from the laboratory schools, shall be held on the same date fixed for graduation in the University Academic Calendar.

Section 5. The commencement exercises for the units not included in the general commencement exercises shall be held on specific dates and places fixed by the President of the University upon the recommendation of the concerned heads of unit.

Section 6. Graduating students, who cannot attend the commencement exercises for valid reasons, must apply for graduation in absentia at the office of the University Admission and Records Office at least two (2) days before the commencement exercises.

Section 7. The diploma shall bear the actual date of the commencement exercises and the signatures of the President and the Dean of the College.

Article 205. Conferment of Doctoral Degree (Honoris Causa) and Other Honorary Titles

Section 1. Upon the recommendation of the University President, through the Academic Council, and duly approved by the Board of Regents, the University may confer a Doctorate Degree (Honoris Causa) within the program offerings of the University to a personality who has demonstrated distinguished achievements in the furtherance of peace, progress and development.

Section 2. Upon the recommendation of the University President, other honorary titles within the program offerings of the University may be conferred upon individuals who manifested exemplary achievements and contributions to the University and the country, subject to the approval of the USM Board of Regents.

Article 206. Academic Attire

Section 1. Candidates for graduation shall be required to wear prescribed academic attire during the baccalaureate service and commencement exercises of the University.

attend the Commencement exercises in their academic attire.

Section 3. Candidates for graduation shall wear their prescribed academic attires during the commencement exercises:

a. Bachelor of Arts/Science – black gown, black cap with tassel, and a cape with tassel for 4 year courses and hood for 5 and 6-year courses. The color of the cape, tassel and hood shall depend on the degree earned.
b. Master of Arts/Science – black gown, black cap with tassel and hood. The color of the cape, tassel and hood shall depend on the degree earned.
c. Doctoral Degree – black gown with 3 stripes on both sleeves, a cap and a hood. The color of the cape, tassel and hood shall depend on the degree earned.

Section 4. Candidates for graduation in the non-degree programs of the University shall wear their appropriate attire.

Section 5. Officers of the administration and faculty members who have part in the general commencement ceremony, shall wear academic attire of the institution from where they obtained their degrees.

THE STUDENT CODE

TITLE NINE
STUDENT AFFAIRS

CHAPTER 62
RIGHTS AND DUTIES OF STUDENTS

Articles 207. Rights of Students

Section 1. In addition to the fundamental rights under the Constitution, and subject to the limitations prescribed by law and regulations, students of USM shall enjoy the following rights:

- receive, primarily through competent instruction, relevant quality education in line with national goals and conducive to full development as persons with human dignity;
- freely choose a field of study subject to existing admission and retention policies of the University;
- access guidance and counseling services;
- access own scholastic records;
- receive pertinent certificates, diplomas, transcript of records, grades, transfer credentials, and other similar documents upon compliance of the requirements set by USM within thirty (30) days from the date of request;
- establish student publication and invite resource persons during assemblies, symposia and other activities of similar nature;
- freely express opinions and suggestions and channels of communication with appropriate bodies of USM;
- join, form, establish, and participate in organizations and societies recognized by USM to foster intellectual, cultural, spiritual, and physical development;
- be free from involuntary contributions except those approved by his/her organization or society;
- participate in the formulation and development of policies affecting USM;
- receive reasonable protection and security within the premises of USM;
- be informed of the rules and regulations affecting him/her;
- participate in relevant curricular and co-curricular activities duly authorized and recognized by USM;
- be given due process of law;
- be assisted by USM through current and adequate information on work opportunities;
- receive medical and dental services as well as first-aid services; and
- be exposed and learn from the operations of the income generating projects and other available avenues for learning at USM for free , even if this is outside the program, subject to the approval of the Project-in-Charge/Manager.

Section 1. In addition to those provided for under existing laws, every student shall:

a. exert utmost diligence in pursuing an education suited to his or her abilities in order to develop his/her potential for service and, eventually, become an asset to his/her family and the society;
b. uphold the academic integrity of the University and endeavor to achieve academic and moral integrity;
c. promote and maintain peace and tranquility in USM by observing the rules on discipline and exerting efforts to attain harmonious relationships with fellow students, academic staff, and other school personnel;
d. actively participate in civic affairs that promote social, economic, cultural development, and general welfare of the community to attain a just, compassionate, and orderly society; and
e. exercise rights responsibly.

CHAPTER 63
STUDENT WELFARE SERVICES

Article 209. Guidance and Counseling

Section 1. USM shall provide guidance and counseling services to students in connection with their programs of studies.

Section 2. The University Guidance Center shall be composed of personnel who shall provide the following services:

- Individual Inventory Service
- Information Service
- Counseling Services
- Academic Follow-up
- Testing Service
- Other Guidance Programs such as, but not limited to, Group-Growth Program, University Orientation Program, Student Work Assistance Program (SWAP), and Tutorial Program.

Article 210. Health Services

Section 1. USM shall provide and maintain health facilities and services to students in terms of the following:

- Medical
- Dental
- First Aid

Section 1. Scholarship grants, assistance, grants-in-aid, and other forms of financial aid shall be provided and awarded to deserving students under the supervision of the Office of Student Affairs and in accordance with the provisions stated in the Academic Policies (Book III, USM Code of Governance).

Section 2. The Office of Student Affairs shall provide opportunities to deserving and promising students.

The total number of scholars, however, shall depend on the financial capability of the University.

Article 212. Housing and Other Facilities

Section 1. USM shall provide residence halls/dormitories for students. Students not living in the residence halls/dormitories shall be advised to reside in USM-accredited boarding houses, homes, or dormitories.

Section 2. The residence halls/dormitories shall be governed by the policies promulgated by the Dormitory Managers.

Section 3. USM shall provide services to cater to the other needs of the students, most especially the differently abled students.

CHAPTER 64
STUDENT ORGANIZATIONS

Article 213. General Provisions

Section 1. A duly recognized student organization of USM is an organization that is registered and accredited in accordance with existing rules and regulations of the University.

Section 2. Only duly recognized student organizations shall be allowed to assume their functions at USM.

Article 214. University Student Government (USG)

Section 1. There shall be a University Student Government with the following functions:

a. help promote the general welfare of the University students;
b. foster the intellectual, cultural, spiritual and physical growth and development of the students in consonance with the ideals and aspirations of the University;
c. serve as an active forum for exchange of students' ideas and sentiments and as a training ground for future leaders of the nation;

e. help instill in the minds of students the values of academic excellence, social awareness, culture sensitivity, and moral responsiveness;
f. develop a sense of ethics in public service;
g. organize and direct student activities in accordance with existing rules and regulations; and
h. inform or consult the University President through the Office of Student Affairs, on student matters, affairs, and activities.

Section 2. As provided by law, the President of the University Student Government shall serve as member of the Board of Regents of USM during his or her term of office.

Section 3. The President of the University Student Government shall also be allowed, by invitation, to represent the students in the Administrative Council of USM during his term.

Section 4. The University Student Government shall adopt its own Constitution and By-laws for the governance of the studentry and for other purposes not contrary to law.

The By-Laws are the rules that govern the relationship between the student organizations and the USG.

Article 215. Supervision of Student Organizations and Activities

Section 1. All student organizations shall be under the direct and general supervision of the Director for Student Affairs.

Section 2. A student organization shall choose one (1) or more faculty adviser/s to be confirmed by the University President upon the recommendation of the Director for Student Affairs. Before the appointment of an adviser/s, no student organization shall hold any meeting or undertake any activity for any purpose whatsoever, except for adopting its own Constitution and By-Laws.

Section 3. No student organization shall be allowed to function without a copy of its By-Laws duly received by the Director of Student Affairs.

CHAPTER 65
SPORTS, PHYSICAL EDUCATION AND RECREATION

Article 216. General Provisions

Section 1. Every student of USM shall be deemed a member of the University's Athletic Association and is entitled to use the University's athletic facilities and equipment during official time for free.

Section 2. There shall be a Sports, Physical Education and Recreation Committee (SPEARC) which shall be headed by the University President, the Vice President for

Academic Affairs as Vice Chairman, ISPEAR Dean as Secretary, and the deans and directors of the different academic units as members.

Section 3. The SPEAR Committee shall formulate and implement the athletic policies of USM and administer its financial requirements.

CHAPTER 66
STUDENT CONVOCATION

Article 217. General Provisions

Section 1. USM student convocations shall be held under the auspices of any of the University academic units or student organizations upon approval of the President as recommended by the Vice President for Academic Affairs.

Section 2. Any person, with invitation or permission from the University President or his/her duly designated representative, may speak before student group(s) or organization (s) of the University.

CHAPTER 67
CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

Article 218. General Provisions

Section 1. The promotion of the holistic development of students, through participation in co-curricular and extra-curricular activities, shall be highly encouraged.

Section 2. Curricular activities shall take precedence over co-curricular and extra curricular activities. However, where the student's participation in such activities is necessary, he/she may be excused from attending class.

Section 3. No co-curricular and extra-curricular activities shall be held one (1) week before the mid-term examination and two (2) weeks before the final examination.

Article 219. Policies and Guidelines

Section 1. The Vice President for Academic Affairs, through the Director for Student Affairs, in consultation with the Deans and the Student Government, shall formulate policies and guidelines on the conduct of co-curricular and extra-curricular activities of students, subject to the approval of the Administrative Council and confirmation of the Board of Regents.

CHAPTER 68
STUDENT PUBLICATION

Article 220. Philosophy, Aims and Objectives

Section 1. The student publication shall define its philosophy, mission orientation, aims, goals, and objectives for the information and guidance of the students, members of the academic community of USM, and the general public.

Section 2. The mission orientation, goals and objectives of the student publication shall aim to support USM in its quest for educational excellence, particularly, in the improvement of instruction, promotion of research, and involvement in meaningful activities of the community.

Section 3. The student publication shall maximize its leadership and influence to foster and enhance the attainment of institutional, regional, and national development goals.

Article 221. Statement of Principles

Section 1. Freedom of expression, which subsumes free speech, press and assembly, is an inalienable and cherished right enshrined and guaranteed by the Philippine Constitution, existing laws, as well as, national policies, and democratic traditions.

Section 2. Freedom of expression is the mother of all human rights. For as long as this freedom exists, violation of other rights can be prevented and denounced.

Section 3. Because freedom of expression, like other human rights, is not absolute nor unbounded, it carries with it the correlative duty to exercise the right responsibly with due regard to the rights of others in the larger interest of harmony and welfare of society, and to preclude mob rule.

Article 222. Organization and Recognition

Section 1. There shall be a student publication which shall be the official organ of the students of USM. It shall adhere to the principle of freedom of the press and shall be funded out of the publication fees paid by the students.

Section 2. The student publication and its mechanism for implementation shall be established, organized, and maintained in USM.

Article 223. Selection and Qualification Standards

Section 1. The editor-in-chief, associate editor, section editors and business circulation manager are the chief staff members of the student publication.

Section 2. The reporters, lay-out artist, typists, among others, compose the support staff members, who shall assist the chief staff members in the performance of their respective functions in the publication.

Section 3. The chief staff members and the support members of the publication shall be chosen through interviews and competitive examinations to be conducted by the Screening Committee headed by the Director of Student Affairs. The result of the selection shall be recommended by the Vice President for Academic Affairs to the University President for approval.

Section 4. To qualify for the examination, the Committee shall determine a general weighted academic average requirement from all candidates and shall include the provision that the candidates must not have failing grades.

Good and unblemished character and reputation and potential experience in campus journalism shall also be considered by the Committee.

Section 5. If a vacancy arises by reason of death, illness, transfer, removal from office, resignation, and/or similar causes, the same shall be filled up through succession; otherwise, the screening and appointment shall be made by the editor-in-chief, subject to the approval of the Screening Committee.

Article 224. Powers, Duties and Privileges of the Publication Staff

Section 1. The powers, duties and privileges of the student publication staff, including disciplinary actions, shall be the subject of policy guidelines formulated by the University Student Government, subject to the confirmation of the Director for Student Affairs.

Section 2. Only members of the publication staff shall determine the content of the students' publication. The editor and staff members are responsible for the consequence that may arise out of the publication, such as, but not limited to, editorial, comment, or news or feature articles.

Section 3. The publication staff shall nominate the Board of Advisers. The nomination shall be approved by the President upon the recommendation of the Director of Student Affairs, subject to existing internal policies, rules and regulations. The functions of the Board of Advisers shall be limited to technical guidance.

Section 4. Editors shall enjoy security of tenure. However, they can be removed for cause as provided by law and regulations and after due process.

Section 5. Unless otherwise provided by law, the student publication staff shall enjoy the right to access to records of USM.

Section 6. Student publications shall be published independently by the students.

STUDENT CONDUCT AND DISCIPLINE

Article 225. General Provisions

Section 1. Every student shall obey the laws of the land, the rules and regulations of USM, the moral and social norms, and the hallowed traditions and principles of the academe.

Section 2. The provision on Student Conduct and Discipline shall apply to college students of USM for offenses committed within the University campus. For violations committed while performing an activity sponsored or sanctioned by USM or where the misconduct affects the student's status or the good name or reputation of USM, the same rules shall apply.

Section 3. A teacher's responsibility shall end where the rights of the students begin.

Article 226. Norms of Conduct and Discipline

Section 1. The following norms of conduct and discipline shall be expected of USM students:

- Moral character
- Personal discipline
- Ethical behavior
- Civic conscience and patriotism

Article 227. Basis of Discipline

Section 1. Every student shall observe and abide by the laws of the land and the policies and regulations of USM. The investigation, disposition and corresponding sanctions on student disciplinary case shall follow the procedures set in this Code and other applicable laws.

Section 2. Every student shall observe his/her pledge of loyalty to USM.

Section 3. All USM personnel are mandated to enforce and implement policies, rules, and regulations of USM and the provisions of this Code. As such, they are all deemed persons in authority and/ or agents of persons in authority.

Article 228. Grounds for Student Disciplinary Action and Penalties

Section 1. No student of USM shall be subjected to disciplinary action except for a just cause as provided in the Code, other laws, and regulations and only after due process.

Section 2. Grounds for student disciplinary action with its corresponding penalties are classified into grave, less grave, and light, depending on the nature and gravity of their effect.

Section 3. The penalties under these rules shall be without prejudice to the filing of appropriate civil or criminal charges against the respondent(s).

Section 4. The following are grave offenses with their corresponding penalties:

1. Prohibited drug trafficking
   1st offense- Expulsion from USM
2. Use or possession of prohibited drug
   1st offense - Suspension for one (1) school year to expulsion from USM,
   2nd offense - Expulsion from USM
3. Sexual Harassment: Act of Lasciviousness; Seduction
   1st offense- Suspension for one (1) semester to one (1) year
   2nd offense- expulsion from USM
4. Rape at any stage of execution
   1st offense- Expulsion from USM
5. Hazing, such as, but not limited to, those committed during military training or initiation rites of fraternities or organizations
   1st offense- Suspension for one (1) semester to one (1) year for the respondent(s) and suspension of the recognition/accreditation of the concerned organization, for a similar period
   2nd offense – Expulsion from USM of the respondent(s) and banning of the concerned organization from USM.
6. Where the hazing committed shall cause serious physical injury or death to the neophyte, the respondent(s) shall be meted with expulsion on the first offense, and the organization shall be banned from USM without prejudice to the filing of appropriate court charges against. the respondent (s).
7. Forging of signatures, falsification of public documents, perjury, false testimony, and misrepresentation of facts, tampering of official records and documents, and unauthorized solicitation, other acts of fraud and illegal exaction or transaction.
   1st offense – Suspension for one (1) year to expulsion from USM
   2nd offense – Expulsion from USM
8. Serious physical injuries
   1st offense – suspension for one (1) year to expulsion from USM and payment of damages
   2nd offense – Expulsion from USM and payment of damages
9. Assault upon a person in authority and/or their agents
   1st offense – Suspension for one (1) semester to one (1) year
   2nd offense – Expulsion from USM
10. Robbery at any stage of execution
    1st offense – Suspension for one (1) year to expulsion, and restitution of things stolen and/or payment of damages
    2nd offense – Expulsion from USM and restitution of the thing(s) stolen/and/or payment of damages

1st offense – Suspension for one (1) semester to one (1) year and restitution of the things stolen
2nd offense – Expulsion from USM and restitution of the thing(s) stolen

12. Grave Misconduct, being notoriously undesirable or conduct grossly prejudicial to the best interest of the University
    1st offense – Expulsion from USM
13. Unauthorized possession of firearms and/or other deadly weapons
    1st offense – Suspension for one (1) semester to one (1) year
    2nd offense – Expulsion from USM
14. Grave threat
    1st offense – Expulsion from USM
15. Bribery
    1st offense – Expulsion from USM

Section 5. The following are less grave offenses with their corresponding penalties:

1. Offenses against decency and good customs, such as, immoral doctrines, obscene publications and exhibitions, and other similar offenses
   1st offense – Suspension for thirty (30) days to one (1) semester
   2nd offense – Suspension for one (1) semester to one (1) year
   3rd offense – Expulsion from USM
2. Less Serious Physical Injuries
   1st offense - Suspension for thirty (30) days to one (1) semester
   2nd offense - Suspension for one (1) semester to one (1) year
   3rd offense - Expulsion from the University
3. Vandalism, including destruction of University property and other malicious mischief
   1st offense – Suspension for thirty (30) days to one (1) semester and payment of damages, restitution of the whole span of tarnished wall or both
   2nd offense – Suspension for one (1) semester to one (1) year and payment of damages, restitution of the whole span of tarnished wall or both
   3rd offense – Expulsion from USM and obligation to pay damages, restitution of the whole span of tarnished wall or both
4. Illegal assembly/association as defined by law
   1st offense - Suspension for thirty (30) days to one (1) semester
   2nd offense - Suspension for one (1) semester to one (1) year
   3rd offense - Expulsion from USM
5. Disobedience of lawful order of persons in authority and/or their agents or violation of University rules
   1st offense - Suspension for thirty (30) days to one (1) semester
   2nd offense - Suspension for one (1) semester to one (1) year
   3rd offense – Suspension for one (1) year to expulsion
6. Libel or unlawful use of means of publication and unlawful/false utterances as defined by law
   1st offense - Suspension for thirty (30) days to one (1) semester
   2nd offense - Suspension for one (1) semester to one (1) year
   3rd offense - Expulsion from USM

Section 6. The following are light offenses with their corresponding penalties:

1. Insulting, uttering defamatory or derogatory remarks or flagrant indecency in language against a fellow student
   1st offense – Suspension for one (1) week to one (1) month
   2nd and subsequent offenses – suspension for thirty (30) days for each offense
2. Drunkenness within the premises of USM
   1st offense – Suspension for one (1) week to one (1) month
   2nd offense – suspension for thirty (30) days to one (1) semester
   Subsequent offenses – Suspension for one (1) semester for each offense
3. Slight physical injuries
   1st offense – Suspension for one (1) week to one (1) month
   2nd offense – Suspension for thirty (30) days to one (1) semester
   3rd offense – Suspension for one (1) year to expulsion
4. Fighting or resorting to physical force or violence
   1st offense – Suspension for two (2) weeks to one (1) month
   2nd offense – Suspension for thirty (30) days to one (1) semester
   3rd and subsequent offenses – Suspension for one (1) semester to one (1) year for each offense
5. Gambling/Betting
   1st offense – Suspension for one (1) week to one (1) month
   2nd and subsequent offenses – Suspension for thirty (30) days to one (1) semester for each offense
6. Cheating during an examination or quiz
   1st offense – Automatic failing grade for the subject where cheating was committed
7. Tumults and other scandalous disturbance to University activity
   1st offense – Suspension for two (2) weeks to one (1) month
   2nd offense – Suspension for thirty (30) days to one (1) semester
   3rd and subsequent offense – Suspension for one (1) semester to one (1) year for each offense
8. Littering or misuse of school property
   1st offense – Picking up of litters or cutting of grasses or cleaning the University premises for one (1) hour
   2nd offense – Picking up of litters or cutting of grasses or cleaning the University premises for two (2) hours
   3rd offense and subsequent offenses – Picking up of litters or cutting of grasses or cleaning the University premises for three (3) hours
9. Violation and marring legally posted signs and notices
   1st offense – Reprimand to suspension for one (1) week
   2nd offense – Suspension for one (1) week to one (1) month
   3rd and subsequent offenses – suspension for one (1) month for each offense
10. Over speeding within USM and causing noise pollution
    1st offense – Reprimand to suspension for (2) days
    2nd offense – Suspension for three (3) to seven (7) days
    3rd and subsequent offenses – suspension for seven (7) to thirty (30) days for each offense
11. Non-possession of school ID and/or non-wearing of school uniform when required
    1st and subsequent offenses – Exclusion from classes and be declared absent and non-admittance to University offices or facilities for each offense.
12. Unauthorized cutting/uprooting of trees/plants, stoning/picking of fruits, hunting and fishing
    1st offense – Reprimand or suspension for two (2) days and payment of damages
    2nd offense – Suspension for three (3) to seven (7) days and payment of damages
    3rd offense – Suspension for seven (7) to thirty (30) days and payment of damages for each offense

Section 7. Mitigating, aggravating, and other circumstances affecting liability for an offense shall be considered in determining the penalty to be meted out.

Article 229. Sanctions and Operative Effects

Section 1. The penalty of expulsion shall carry with it the accessory penalty of perpetual disqualification from re-enrolling in USM.

Section 2. When suspension is meted out as a penalty, it shall take effect immediately.

CHAPTER 70
RULES IN THE CONDUCT OF INVESTIGATION OF STUDENT DISCIPLINARY CASES

Article 230. University and College Committee on Student Discipline

Section 1. There shall be a University Committee on Student Discipline to be constituted by the University President. The Committee shall be composed of: (a) a legal retainer of USM, as Chairperson; (b) the Senate President of the USG, as Vice Chairman; (c) the OSA director, as member, (d) Dean of the College/Institute where the respondent belongs, as member; (e) Dean of the College/Institute where the complainant belongs, as member; and (f) University Guidance Counselor, as non-voting member.

Section 2. There shall be a College/Institute Conciliation, Mediation and Arbitration Committee to be constituted by the Director of Student Affairs. The Committee shall be composed of: (a) Head of the Student Decorum and Discipline Section, as Chairperson; (b) the College Governor, as Vice Chairperson, to be designated by the Chairperson, provided, that none of the parties belong to the College where the College Governor belongs; (c) the Chairperson of the Department where the respondent belongs, as member; (d) Chairperson of the Department where the complainant belongs, as member; and (e) University Guidance Counselor, as non-voting member.

Section 3. The Committees stated in the preceding sections shall be independent from one another. In the conduct of their duties. The chairperson and the members shall foster the characteristics of the "cold neutrality of an impartial judge". They shall also

Article 231. Authority to Investigate

Section 1. The University Committee on Student Discipline shall have the authority to investigate and hear student disciplinary cases forwarded by the College/Institute Conciliation, Mediation, and Arbitration Committee.

Section 2. The University Committee on Student Discipline shall have the authority to resolve or review cases certified by College/Institute Conciliation, Mediation and Arbitration Committee, as provided above, and shall submit its findings and recommendations to the University President for implementation.

Section 3. The College/Institute Conciliation, Mediation and Arbitration Committee shall have primary jurisdiction or authority over all disciplinary student cases. If the Committee cannot resolve such cases, the same shall be certified by at least majority of the members and the record of the case shall be forwarded to the University Committee on Student Discipline.

Article 232. Form and Content of Complaint

Section 1. The complaint shall be written in a clear, simple, and concise language, and well organized to sufficiently apprise the respondent of the nature of the charge against him/her and to enable him/her to prepare his/her defense.

Section 2. The complaint shall contain:

- the full name and address of the complainant;
- the full name and address of the respondent as well as his/her program, section and college/institute; and
- a brief statement of relevant and material facts, accompanied by certified true copies of the documentary evidence, if any, and sworn statements covering the testimony of his/her witnesses.

Section 3. There shall be a preliminary inquiry to be conducted by the College/ Institute Conciliation, Mediation and Arbitration Committee to determine whether the complaint is sufficient in form and substance or not to warrant a formal investigation.

Section 4. Within five (5) days from receipt of the complaint, the College/Institute Conciliation, Mediation and Arbitration Committee shall serve a notice to the respondent. Said notice shall inform the respondent of the charges against him/her and of the conduct of a preliminary inquiry.

Failure of the respondent to appear in the preliminary inquiry shall be deemed as a waiver on his/her right to participate in the said inquiry and the same shall proceed *ex-parte*.

Section 5. In cases where the complaint is found insufficient in form or substance, the Committee shall dismiss the case and notify the parties involved.

Section 6. If the Committee, after the conduct of preliminary inquiry, finds a *prima facie* case against respondent, it shall issue a formal charge against respondent.

Article 233. Answer

Section 1. The respondent shall be given three (3) days from receipt of the charge within which to file and answer it in writing. Formal investigation shall be held on notice as provided in the succeeding Articles.

Article 234. Notice of Hearing

Section 1. All parties concerned shall be notified of the time, date, and place of the hearing at least two (2) days before the hearing schedule.

Section 2. For the purpose of this article, notice to counsel of a party or his/her duly authorized representative shall be considered sufficient notice to such party.

Article 235. Hearing

Section 1. Hearing shall commence not later than three (3) days after the receipt of the respondent's answer or after the expiration of the period within which the respondent shall have filed his/her answer.

Section 2. The hearings shall be conducted successively within ten (10) calendar days.

Article 236. Failure to Appear at Hearing

Section 1. In case the complainant fails to appear in the place and date set for the initial hearing after due notice and without sufficient justification, the case shall be dismissed without prejudice.

Section 2. In case the respondent fails to appear in the place and date set for the initial hearing after due notice and without sufficient justification, this fact shall be noted and the case against him/her shall proceed *ex parte*.

Section 3. In case both parties fail to appear at the initial hearing despite notice and without justifiable reason, the case shall be dismissed with prejudice to refiling of the same case.

Article 237. Postponement

Section 1. Application for postponement may be granted for a valid cause for such period as the ends of justice and the rights of parties to a speedy hearing require, provided that each party shall only be granted one (1) postponement. Provided, further that notice of postponement shall be filed three (3) days before the scheduled hearing.

Article 238. Hearing of the University Committee on Student Discipline; Action of the University President

Section 1. The University Committee on Student Discipline shall formulate and adopt fair and just procedure in the conduct of hearings.

Section 2. Within seven (7) days after the receipt of the records of the case, the University Committee on Student Discipline shall submit its report to the University President through the Vice President for Academic Affairs, for appropriate action.

The report shall contain a brief statement of the facts of the case, the findings, conclusions and recommendations and the laws and regulations upon which the decision is based.

Article 239. Motion for Reconsideration

Section 1. The aggrieved party shall be allowed to file one (1) motion for reconsideration before the University Committee on Student Discipline within three (3) days from receipt of a copy of the decision.

Article 240. Appeal to the Board of Regents

Section 1. In appealable cases stated under paragraph two (2) of Section 1, Article 235, the respondent may file an appeal with the Board of Regents within fifteen (15) days from the receipt of the decision denying the motion for reconsideration.

Article 241. Finality of the Decision

Section 1. The decision shall become final and executory: (a) upon the lapse of three (3) days from receipt of a copy of the decision without a motion for reconsideration being filed with the University Committee on Student Discipline; or (b) when a motion for reconsideration being filed, upon the lapse of fifteen (15) days from receipt of a copy of the decision denying the motion for reconsideration without filing an appeal to the Board of Regents.

Where the penalty imposed for the offense committed is expulsion or permanent disqualification from enrolment, a suspension for one (1) semester or more , or other penalties of equivalent severity, the confirmation of the Board of Regents shall be required for its finality.

Article 242. Rights of the Respondent Student

Section 1. Every respondent student shall enjoy the cardinal rights accorded to respondents in administrative proceedings.

Article 243. Effectivity of Decision

Section 1. Decision(s) shall take effect immediately without prejudice to the right of appeal. An appeal, however, does not stay the execution of the decision.

Article 244. Records of Proceedings

Section 1. All proceedings on student discipline shall be recorded and reproduced in six (6) copies.

Section 2. Original records pertaining to student discipline shall be under the custody of the Head of the Decorum and Discipline Committee. Such records are hereby declared confidential and no person shall have access to the same for inspection or copying unless he is officially involved therein or has a legal right, which cannot be protected or vindicated without access to or copying such records.

Section 3. Any official or employee of the USM who violates the confidentiality of the records shall be subject to disciplinary action.

Article 245. Offenses and Penalties for Non-Student and Non-Campus Residents

Section 1. For the offenses of non-students and non-campus residents and in cases where the provisions of this Code cannot be applied, the same shall be brought to the appropriate court of justice or any other law enforcement agency.

CONCLUDING TITLE

CHAPTER 71
ENCLOSURES AND AMENDMENTS

Article 246. Enclosures

Section 1. All existing laws, orders, and other government rules and regulations, including those, which shall hereinafter be promulgated and which reinforce any provisions of this Code of Governance, shall be incorporated as integral parts hereof.

Section 2. This Code of Governance shall also incorporate all existing and subsequent policies and implementing guidelines, rules and regulations promulgated by the Board of Regents, the University President and all other competent authorities of USM, provided that the same are not inconsistent with any of its provisions.

Article 247. Manner of Amendment

Section 1. The University Administrative Council may propose amendments to this Code of Governance relative to administrative matters in any of their meetings, subject to the approval of the Board of Regents.

Section 2. The University Academic Council and the Research and Extension and Production Committees may propose amendments to this Code of Governance relative to academic, research extension and production matters in any of their meetings, subject to the approval of the Board of Regents.

Section 3. Any amendment to this Code of Governance shall take effect fifteen (15) days after its publication in at least one (1) official organ of USM.

CHAPTER 72
REPEALING, SEPARABILITY AND EFFECTIVITY CLAUSES

Article 248. Repealing Clause

Section 1. All other existing policies, rules, and regulations of USM, which are not embodied in or inconsistent with any of the provisions of this Code of Governance, are deemed repealed or superseded.

Article 249. Separability Clause

Section 1. If any part or provision of this Code of Governance shall be declared invalid, the other parts or provisions hereof, which are not affected, shall continue to be in full force and in effect.

Article 250. Effectivity Clause

Section 1. This Code of Governance shall take effect fifteen (15) days after its publication in at least one (1) official organ of USM.

