Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
9407 Philippines

# REVISED FACULTY MANUAL

## 2024 EDITION

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## FOREWORD

This **REVISED FACULTY MANUAL** contains guidelines and information designed to provide support to the faculty members. This is based on legal documents, references, and authoritative sources such as Civil Service Laws, CHED memoranda, USM Code, BOR resolutions, and other lawful documents and jurisdictions. It is with great pride and dedication to present the revised edition of the Faculty Manual for the University of Southern Mindanao (USM). As stewards of knowledge and agents of change, faculty members play a pivotal role in fulfilling the core functions of the University such as Instruction, Research Development, Extension, and Production. This manual stands as a testament to the unwavering commitment to excellence, integrity, and service in each of these domains.

Within its pages, faculty will find invaluable resources, policies, and procedures tailored to enhance their effectiveness and efficiency in fulfilling their diverse responsibilities. From pedagogical strategies that foster student engagement and success to research protocols that uphold the highest standards of scholarly inquiry, each section of this manual is meticulously crafted to reflect the dynamic nature of contemporary higher education.

The principles set forth in this Revised Faculty Manual shall be the basis and reference of the USM family for them to be equipped to serve the University's academic community.

## Preliminaries

## INSTITUTIONAL INFORMATION

**Vision, Mission, Core Values and Objectives** (BOR Resolution No. 35, series of 2005)

### VISION

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

### 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.

### CORE VALUES

G – oodness
R – esponsiveness
E – xcellence
A – ssertion of Right and
T – ruth

### OBJECTIVES

In consonance with the national development goals and in order to translate and operationalize the principles and policies enshrined in the preceding Article, the USM sets the following objectives, to wit:

a. anchor student learning in 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 continuous integration of the University of 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 establishing empowered academic units;
h. initiate lasting social intervention in the community by opening the University as the central source of learning experience and seat of theoretical and scientific researchers for use;
i. provide programs of instructions and professionals training primarily in the fields of science and technology, especially in agriculture and industrial fields in order to produce graduates who are both locally and globally competitive and marketable;
j. promote advanced studies, research and extension services and progressive leadership in all fields of agriculture, including agri-business, food and nutrition, fishery, forestry, animal and veterinary sciences, engineering and the 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 ad research programs in food production, nutrition, health and sports development; and
m. provide scholarships, fellowships and/or part-time job opportunities to deserving learners.

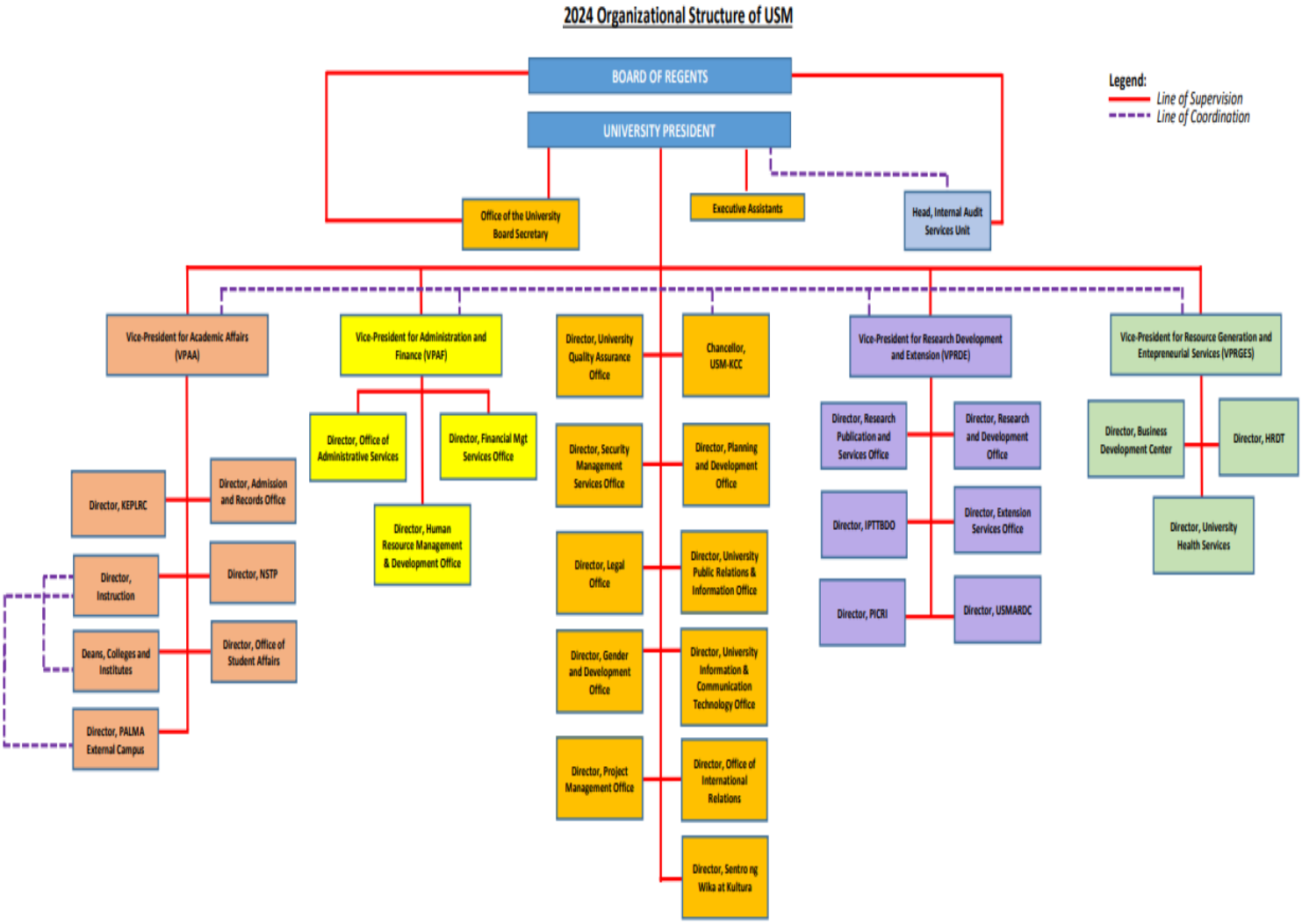
**QUALITY POLICY STATEMENT** (BOR Resolution No. 095, series of 2016)

The University of Southern Mindanao, as a premier university, is committed to provide quality instruction, research development and extension services and resource generation that exceed stakeholders' expectations through the management of continual improvement efforts on the following initiatives:

1. Establish Key Result Areas and performance indicators across all mandated functions;
2. Implement quality educational programs;
3. Guarantee competent educational service providers;
4. Spearhead need-based research outputs for commercialization, publication, patenting, and develop technologies for food security, climate change mitigation and improvement in the quality of life;
5. Facilitate transfer of technologies generated from research to the community for sustainable development;
6. Strengthen relationship with stakeholders;
7. Sustain good governance and culture sensitivity; and
8. Comply to customer, regulatory and statutory requirements.

**ORGANIZATIONAL STRUCTURE OF USM** (As Revised per BOR Resolution No. 31, series of 2024)

The organizational structure of USM depicts the hierarchical arrangement of departments, offices, and positions that collectively govern and manage the USM's institution's core functions, administrative, and support functions.



## Chapter 1

# 1. GOVERNANCE AND ADMINISTRATION

### 1.1. The Board of Regents (USM Code, Article 6)

The governance of the University of Southern Mindanao shall be vested in the Board of Regents, as constituted by RA 8292 and its Implementing Rules and Regulations, which shall be composed of the following:

a. Chairman of the Commission on Higher Education (CHED) as Chairman;
b. President of the University as Vice Chairman;
c. Chairman of the Senate committee on Education, Arts and Culture;
d. Chairman of the House committee on Higher and Technical Education;
e. Regional Director of the National Economic and Development Authority (NEDA) where the main campus of the University is located;
f. Regional Director of the Department of Science and Technology (DOST) Region XII (USM-BOR Resolution No. 69, S. 2000);
g. President of the USM Faculty Association;
h. President of the University Student Government;
i. President of the USM Alumni Association; and
j. Two (2) prominent citizens of the Province where the University is situated, who have distinguished themselves in their professions or fields of specialization to be chosen in accordance with law.

The Presidents of the Faculty Association, the Alumni Association, and the Student Government shall be coterminous with their respective terms of office as President of their respective sectoral associations (CMO 7, s. 2022).

Prominent citizens shall serve for a term of two (2) years, commencing from the time they take their oath of office. After the conclusion of their term, they shall not serve in a hold over capacity (CMO 7, s. 2022).

### 1.2. The Academic Council (USM Code, Chapter 5)

#### 1.2.1. Composition

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

#### 1.2.2. Powers and Functions

The Academic Council has the following powers and functions, to wit:

a. review and recommend academic programs, curricular offerings, and rules on discipline for the University.
b. fix the requirements for admission, placement, and retention of students, as well as for graduation and the conferment of degrees;
c. review and recommend the graduation of students, the awarding of honoris causa (CMO 19, s. 2014) to individuals in recognition of their outstanding contributions in the fields of expertise, and the awarding of certificates of completion for degrees, non-degree programs, and non-traditional programs;
d. review the finding of the committee assigned to investigate academic related problems, within the limits of the rules of students' discipline prescribed in the Code and by subsequent rules and regulations; and
e. perform such other powers and functions as may be allowed by law.

### 1.2.3. Officers

The President of the University shall serve as the Presiding Officer of the Academic Council. In the President's absence, the Vice President for Academic Affairs shall preside. If both are absent, the Vice President for Administration and Finance, the Vice President for Research and Extension, or the Vice President for Resource Generation and Entrepreneurial Services, in that order, may preside over the meeting of the Council, provided the designee possesses an academic rank qualifying them for membership in the Council.

The Director for Instruction shall serve as the Secretary of the Academic Council. Under the direction of the Vice President for Academic Affairs, and in consultation with the University President, the Director for Instruction shall prepare the agenda for the Academic Council meetings and issue notices of meetings at least two (2) days before the scheduled meeting, except in cases of emergency meetings. The Director for Instruction shall also be the custodian of the Council's records. In the absence of the Director for Instruction, the University Registrar shall act as the Secretary of the Council, with the same functions as specified in the Administrative Council for this position.

### 1.2.4. Meetings and Quorum

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

Attendance to all the meetings of the Academic Council shall be required of every member of the Council. A member who would be absent from an Academic Council meeting must file the appropriate leave of absence a day before the said meeting. Two (2) absences incurred by any member without leave of absences in an

academic year shall be a ground for him/her and explain his/her absence without leave and subject him/her to a disciplinary action if not justified. The result of the investigation shall be entered in the Civil Service Commission (CSC) 201 file of the subject member.

Quorum of Academic Council meetings is constituted by the majority of all its members excluding those on leave of absence or official travel.

A majority vote of all its members present shall be required to dispose a question or decide an issue.

The presiding officer may vote only to break a tie.

## Chapter 2

## 2. FACULTY CLASSIFICATION

The faculty employee category is designated for individuals who possess academic positions, including professorial roles like university professor, professor, associate professor, assistant professor, and instructor. Within this category, there are five distinct classifications of faculty appointments such as:

**2.1. Permanent** – an appointment in government service with indefinite tenure, occupying plantilla positions.

**2.2. Temporary faculty**– an appointment in the government service with limited duration, typically appointed for a specific period.

**2.3. Contract of Service faculty** – a full-time appointment in which service is not considered as a government service. It has no employee-employer relationship between the individual and the government. It has defined period of time and based on specific terms and conditions outlined in the contract.

**2.4. Part-timer faculty** – a teaching staff member who is either occupying a regular plantilla position or hired through a contract of service or a job order, whose work is part-time (BOR Res. 32, s. 2024) with a maximum teaching load of 12 units. (A contract of service or job order part timer is not a government employee, as his/her service is not considered government service.)

**2.5. Visiting faculty** – appointed for a temporary period to teach, conduct research, extension, production or provide expertise in a specific academic area, typically affiliated with another institution or organization within or outside the country.

**2.6. Professor Emeritus** – a retired faculty member who holds the rank of University Professor at the USM upon his/her retirement and is given the title in recognition of exceptional competence in his/her field of specialization.

**2.7. Adjunct faculty** – those individuals who are appointed on a part-time or temporary basis to teach courses or provide expertise in a specific academic field, often while maintain employment elsewhere within or outside the country.

**2.8. Exchange faculty** – those individuals who are temporarily assigned to teach or conduct research at another institution or from other institution within or outside the country through a formal exchange program and contract.

**2.9. Affiliate faculty** – those individuals who have a formal association with the institution but may not hold full-time positions. They contribute to the academic community through instruction, research, extension, or service activities, while maintaining primary employment elsewhere.

## Chapter 3

# 3. FACULTY DUTIES AND RESPONSIBILITIES

A faculty member is an academic personnel who holds a faculty classification and is engaged in any of the university's core functions (USM Code, Article 66). Faculty members possess academic qualifications and are expected to uphold the highest ethical standards and behavior, as indicated in Section 4 of Republic Act No. 6713.

Faculty members are expected to perform at least two of the university's four-fold functions, as specified in MSP, BOR Resolution 32, s. 2024 of the university such as Instruction, Research, Extension and Production.

## 3.1. Instruction

3.1.1. conduct classes as conscientiously as possible. Classes should be conducted regularly at the designated place and time. If a teacher is to be absent from the class for good reason including when on official travel, he/she should notify the Department Chair so that arrangements can be made with other faculty members to take over or submit a the filled-up make-up class form together with the attachment. If no substitute is available, missed classes are expected to be made up to the students. Faculty members may assign tasks/activities relevant to the course. Faculty members should aim to develop punctuality, honesty and conscientiousness among students.

3.1.2. exert all effort to maintain high quality education in harmony with the mission.

3.1.3. prepare, enrich and upgrade their syllabi. A file copy of their syllabi should be submitted to the Office of the Dean of a College/Unit at the beginning of each semester.

3.1.4. assist in reviewing library holdings in their respective disciplines.

3.1.5. devise instructional aids/materials for their respective courses.

3.1.6. inform the students regarding class regulations at the beginning of each semester. Students may be allowed to leave the room upon permission of the teacher. Not returning to class is considered an absence. If the teacher is not in the class within 15 minutes for one hour classes and 20 minutes for 1 hour classes is considered absent and the students may leave the room. A teacher should not overstay in a room especially if another class will use the same classroom. The class is to be dismissed 10 minutes before the time to facilitate movement of students from one room/building to another.

3.1.7. prepare his/her own test questions and to supervise the reproduction of the same.

3.1.8. return corrected papers to the students on time.

3.1.9. prepare, proctor, and administer midterm and final examination. The dates of these examinations are indicated in the school calendar. Examinations should be conducted punctually. In case a proctor is not available during the examination for valid reason, he/she should immediately inform the Dean of the College and/or Department Chair concerned so that prompt arrangement for substitution could be made. Proctors who report late or are absent during the examination should be reported by the course teacher concerned after his/her scheduled examination to the Office of the Vice President for Academic Affairs. Check ID card or student copy of Form 6 (in lieu of ID card for those who have not yet been issued the same) of the students taking the examination to tally with their names on the test paper. Faculty members assigned to proctor examinations should remind the class of the regulations on examinations and the sanctions for dishonesty, utilize strategic measures to discourage students from cheating during examination (USM Code 2024, Article 257, Section 6).

3.1.10. have consultation with students prior to final posting of grades following the University grading system. Faculty member shall submit his/her Report of Grades within ten (10) calendar days after the last day of midterm and final examinations (USM Code 2024, Article 203, Section 5).

## 3.2. Research

Faculty members need to continually engage in research endeavors. As such, they are expected to:

3.2.1. participate in formulating the research agenda for USM;

3.2.2. generate research to enhance instruction in the field of specialization;

3.2.3. encourage students to become creative, innovative, and productive researchers;

3.2.4. participate actively in local, regional, national, and international conferences;

3.2.5. publish books articles, instructional materials, and monographs in recognized publishers and refereed journals.

## 3.3. Extension

3.3.1. Faculty members are stimulated to actively participate in USM- sponsored community extension projects and sectoral or professional groups. Faculty participation in these activities is regarded as part of their professional and personal commitment to the academic profession. They are expected to organize and lead training sessions, workshops, and seminars, provide expert consultancy services, and promote lifelong learning by facilitating continuous education opportunities.

## 3.4. Production

Faculty members need to continually engage in production endeavors. As such, they are expected to:

3.4.1. develop and implement research projects that lead to the creation of innovative products, processes, or technologies that can benefit the community or industry;

3.4.2. establish and maintain partnerships with local, national, and international industries/agencies/organizations to enhance production activities and ensure practical applications of research outcomes; and

3.4.3. participate actively in local, regional, national, and international conferences, workshops, and training related to production and innovation.

## Chapter 4

# 4. FACULTY TEACHING LOAD AND WORKING HOURS

## 4.1. Teaching Load/Overload

### 4.1.1. Teaching Load (without designation)

The normal teaching load of each regular faculty without designation in the undergraduate level in the tertiary level of the University shall be observed as follows (USM Code, Article 170, Section 7):

| Number of preparations | Normal Teaching Load |
|---|---|
| 3 or more | 15 units |
| 1-2 | 18 units |

In team teaching, the workload credits shall be divided proportionately among the concerned parties.

Any excess in the normal teaching load of a faculty member is considered an overload (USM Code, Article 170, Section 8). Beyond the normal workload or full-time equivalent (FTE) per week, a faculty may be granted an honorarium for overload of not more than three (3) units per semester or a total of six (6) per academic year, subject to the availability of funds, and may be paid at the end of the academic year.

### 4.1.2. Teaching Load (with designation)

The basic function of a faculty member in the academe is instruction. All regular faculty of the University shall be required to handle at least one (1) course every semester which may be complemented by any of such additional functions such as: administrative duties, research work, extension services, and production activities (USM Code, Article 86, Section 4).

The President may designate faculty members to render full-time services for any of the functional areas in administrative leadership, research, extension, resource generation and in other projects/programs as regular and or special designations. The faculty members with regular and special designations shall enjoy teaching load displacement as follows:

4.1.2.1. Faculty with regular designations (USM Code, Article 171, Section 1):

| Designation | Load Displacement |
|---|---|
| Vice President | 15 units |
| Chancellor | 15 units |
| Director | 12 units |
| Dean/Campus Dean | 12 units |
| Campus Director | 6 units |
| Chairperson | 6 units |

4.1.2.2. Faculty with special designations (USM Code, Article 171, Section 2):

| Designation | Load Displacement |
|---|---|
| College Secretary/Associate Dean | 9 units |
| 2 or more program leaderships | 9 units |
| Program Leader | 6 unit |
| 2 or more project leaderships | 6 units |
| Project Leader | 3 units |
| 2 or more study leaderships | 3 units |
| Regular College Coordinator | 3 units |

Faculty members with special designations who receive honorarium by virtue of special contract or external fund source shall not enjoy load displacement (USM Code, Article 171, Section 3).

Every faculty member with designated functions shall have at least three (3) units teaching load. If the accumulated teaching load displacement arising from regular and/or special designations is in excess of the normal teaching load, such faculty member shall still be assigned (3) units of teaching load (USM Code, Article 171, Section 4) in undergraduate courses.

4.1.2.3. Faculty with multiple designations:

In case of multiple administrative designations, the faculty member concerned shall be granted load-credits in only one designation, whichever is the highest, and also provided, that the load-credits are only for administrative designations, including those for the quasi-teaching assignments (QTA) in research, extension, production, etc. if any, granted to a faculty, who is designated to the position of Vice-President, Dean, and Director, or to any similar position with an honorarium or RATA, shall be excluded in the computation of his/her overload pay.

4.1.2.4. Faculty with approved research/extension/resource generation designations:

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 teaching assignments equivalent, provided that where a 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 (USM RDE Manual 2023, 2.1. b)

| | |
|---|---|
| One (1) program (with at least 2 projects) | 9 units |
| One (1) project (with at least 2 studies) | 6 units |
| One (1) study | 3 units |

4.1.2.5. Faculty assigned to supervise practice teaching/practicum/on-the-job training:

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 prorated, if the number of students involved is less than 30, and provided further, that such an assignment is not part of the course/subject requirements. The equivalent workload-credits for duly designated administrative duties or their equivalent shall be as follows:

| | |
|---|---|
| Vice Presidents | 15 units |
| College Deans, Directors | 12 units |
| Head of Non-Academic Units | 9 units |
| Medical Technologist/ Nutritionist Dietitian | 6 units |
| College Guidance Coordinator | 6 units (per 50 students but not to exceed three (3) Guidance Coordinators per college, prorated, if less) |
| Laboratory In-charge | 3 units |

4.1.3. Teaching Load for Part-time, Exchange Professors/Lecturer, and COS Faculty

Part-time, exchange professors/lecturers, and COS/Contractual shall be governed by Memorandum of Agreements (MOAs)/contracts as required by law and shall be paid by the hour according to existing policies and guidelines.

4.1.4. Teaching Overload

4.1.4.1. Within the Official Time

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 lab/shop course 1hour AT=0.75 CH

In excess of 50 students per section for lecture/social laboratory classes, a load- credit unit of 0.02 per student shall be given.

Teaching personnel who render services in excess of the regular teaching load shall be paid honoraria in the form of service credit or remuneration.

Remuneration shall be based on the Prime Hourly Teaching Rate (PHTR) and computed on the basis of the following formula, as mandated by the National Budget Memorandum No. 107, dated December 30, 2010, unless provided otherwise.

a. For Undergraduate Program:

$$PHTR = \frac{AR(T)}{W} = \frac{AR\ (1.25)}{1{,}600} = 0.000781\ (AR)$$

Where:
AR = Annual rate of each teacher to be paid honoraria

W = Total teaching hours (This is computed at 40 hours/week multiplied by 40 weeks or 1,600 hours)

T= 1.25 or 125 percent of the remuneration for services in excess of six (6) hours of actual teaching per day but not more than two (2) hours

b. For Graduate Program:

b.1. For faculty members with Master's degree:

PHTR = 0.0014 Annual Rate (AR)

b.2. For faculty members with Doctoral degree:

PHTR = 0.0015 Annual Rate (AR)

Provided, that adjustment from old annual rate shall be subjected to the availability of funds for the purpose; however, if funds are not available,

the same shall be converted equivalent service credits, based on existing guidelines.

4.1.4.2. Beyond the Official Time

This applies to teaching assignments conducted beyond the official working hours.

4.1.4.2.1. Request Course

Faculty members may accept a maximum of two (2) requested courses beyond their approved workload, provided that the classes are conducted outside of official working hours and do not conflict with their existing schedules. The rate for requested courses shall adhere to the guidelines outlined in BOR Resolution No. 40, series of 2009

4.1.4.2.2. Graduate School Load

Faculty members may teach up to three (3) additional graduate courses beyond their regular workload, provided these courses are scheduled outside of their official working hours or during the graduate school schedule and do not conflict with their existing teaching commitments. Compensation for these extra teaching duties shall be based on the revised honorarium computation scheme for graduate school per BOR Resolution No. 34, series of 2020.

4.1.4.2.3. Limited Practice of Profession/Private Business

Faculty members are permitted to engage in limited practice of profession/ private business beyond official working hours, subject to adherence to guidelines outlined in Section 136, Rule XII of the CSC Revised Omnibus Rules on Appointments and Other Human Resource Actions as amended (2018). This includes obtaining written permission from the head of the institution annually, ensuring that such activities do not interfere with teaching responsibilities, and prohibiting from the use of government resources for private endeavors.

## 4.2. Working Hours

Subject to government rules and regulations prescribed by CSC and CHED, teaching and non-teaching personnel shall render not less than eight (8) hours a day for five (5) working days a week, exclusive of time spent for lunch (USM Code, Article 84, Section 1).

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 taking into account the applicable laws and regulations (USM Code, Article 84, Section 2).

Full-time faculty members shall render minimum of 30 teaching hours a week which shall include actual classroom instruction and other teaching related activities, as enumerated under USM Code, Article 86, section 3.

Part time faculty members shall carry a workload of not more than 12 hours a week and shall also be available for consultation with students (USM Code, Article 84, Section 4).

JO/COS faculty members shall carry a workload of not more than 29 hours a week and shall also be available for consultation with students.

#### 4.2.1. Extension of Working Hours

When the exigency of the service so requires, the University President may authorize the extension of the daily working hours or the rendering of overtime services, even during Saturdays, Sundays, and Legal Holidays, by any faculty member or non-teaching employee of the University, the compensation therefore shall be according to applicable laws and regulations.

#### 4.2.2. Service Report

All members of the 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 of the employee concerned until the faculty submits the same (USM Code, Article 85, Section 1).

## Chapter 5

# 5. FACULTY RECRUITMENT, SELECTION, APPOINTMENT, AND PROMOTION

### 5.1. General Policy (BOR Resolution No. 32, s 2024)

USM adheres to the merit and fitness principle and to uphold professional transparency in the recruitment, promotion, reclassification and other human resource actions of its academic personnel to ensure that justice and fairness are applied to all concerned. The selection of faculty members shall be based on their relative qualifications, competence to perform the duties and responsibilities of the position, and alignment to the strategic priorities and goals of the University. There shall be no discrimination in the selection of teaching staff on account of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity or political affiliation.

This Merit Selection Plan shall apply to the closed career positions of the University. These are positions or ranks in the faculty such as the following:

| Faculty Ranks | Sub-Rank |
|---|---|
| Instructor | I-III |
| Assistant Professor | I-IV |
| Associate Professor | I-V |
| Professor | I-VI |
| University Professor | |

### 5.2. Faculty Recruitment, Selection, and Placement Systems and Standards

5.2.1. Qualification Standards

The qualification standards for appointment and other personnel actions for faculty shall be those provided under CSC MC No. 1, s. 1997 as amended by MC 22 s 2016 and such other issuances that may henceforth be issued.

Hereunder are the minimum qualification standards for appointment to faculty positions/ranks provided under MC No. 1, s. 1997 and amended by MC No. 22, s 2016.

**CSC MC No.1, s. 1997 as amended by MC 22., s 2016**

**INSTRUCTOR I TO II**

Education : Masters' Degree in the area of specialization or its allied/related fields

Experience : None required

Training : None required

Eligibility : None required

RA 1080 (For programs requiring BAR of Board eligibility)

**INSTRUCTOR III**

Education : Masters' Degree in the area of specialization or its allied/related fields

Experience : 1 year of relevant experience

Training : 4 hours of relevant training

Eligibility : None required

RA 1080 (For programs requiring BAR of Board eligibility)

**ASSISTANT PROFESSOR I**

Education : Masters' Degree in the area of specialization or its allied/related fields

Experience : 2 years of relevant experience

Training : 4 hours of relevant training

Eligibility : None required

RA 1080 (For programs requiring BAR of Board eligibility)

**ASSISTANT PROFESSOR II-IV**

Education : Masters' Degree in the area of specialization or its allied/related fields

Experience : 2 years of relevant experience

Training : 8 hours of relevant training

Eligibility : None required

RA 1080 (For programs requiring BAR of Board eligibility)

**ASSOCIATE PROFESSOR I-III**

Education : Masters' Degree in the area of specialization or its allied/related fields as shown in relevant CHED CMO PSG

Experience : 2 years of relevant experience

Training : 8 hours of relevant training

Eligibility : None required

RA 1080 (For programs requiring BAR of Board eligibility)

**ASSOCIATE PROFESSOR IV- V**

Education : Masters' Degree in the area of specialization or its allied/related fields as shown in relevant CHED CMO PSG

Experience : 3 years of relevant experience

Training : 16 hours of relevant training

Eligibility : None required

RA 1080 (For programs requiring BAR of Board eligibility)

**PROFESSOR I**

Education : Masters' Degree in the area of specialization or its allied/related fields as shown in relevant CHED CMO

Experience : 4 years of relevant experience

Training : 24 hours of relevant training

Eligibility : None required

RA 1080 (For programs requiring BAR of Board eligibility)

**PROFESSOR II-III**

Education : Masters' Degree in the area of specialization or its allied/related fields as shown in relevant CHED CMO

Experience : 5 years of relevant experience

Training : 32 hours of relevant training

Eligibility : None required

RA 1080 (For programs requiring BAR of Board eligibility)

**PROFESSOR IV-VI**

Education : Relevant doctorate degree

Experience : 5 year of relevant experience

Training : 32 hours of relevant training

Eligibility : None required

RA 1080 (For programs requiring BAR of Board eligibility)

**UNIVERSITY PROFESSOR**

Education : Relevant doctorate degree

Experience : 5 year of relevant experience

Training : 32 hours of relevant training

Eligibility : None required

RA 1080 (For programs requiring BAR of Board eligibility)

Education refers to the formal academic studies that will enable the candidate to successfully perform the duties and responsibilities indicated in the Position Description Form (PDF) (DBM-CSC Form No. 1, Revised 2017) of the position to be filled.

A graduate of the master's or doctoral degree aligned to the academic program offered and its allied programs as defined by the respective CHED CMO PSGs shall be considered to have met the master's or doctoral degree requirement for purposes of meeting the education requirement for faculty members.

Experience refers to the previous faculty jobs in either the SUC, private higher education institutions (HEIs), research institutes, and extension agencies, whether full-time or part-time, which, as certified by the Human Resource Management Officer or authorized officials of the previous employer, are functionally related to the duties in the PDF of the position to be filled. For this purpose, relevant job includes teaching, research, extension and production. Relevant experience may be acquired through:

a) a Job Order or Contract of Service covered by a contract or a Memorandum of Agreement.
b) volunteer work, on full time basis, as certified by the Human Resource Management Officer or authorized officials
c) a designation covered by an Office or Memorandum Order may be considered for meeting the experience requirement.

Training refers to formal or non-formal training courses and HRD interventions such as coaching, mentoring, job rotation, seminars, workshops, and others that are part of the employee's Individual Learning and Development Plan. These trainings/learning and development interventions are intended to enable the candidate to successfully perform the duties and responsibilities as indicated in the PDF or Job Description (JD) of the position to be filled. These are evidenced by the Learning and Development Plan/Coaching and Mentoring Program approved by the University President and Certificates issued by

the HRMDO or authorized official from the government or private sector and verified by the HRMDO.

Training obtained from external providers maybe credited provided appropriate documentations are presented and verified by the HRMDO. Training acquired from external providers must be relevant to instruction, research, extension, resource generation or to the administrative designations of the candidate and aligned with the strategy map or development goal of the university.

USM-initiated or in-service training/learning and development intervention may be considered for purposes of meeting the training requirement of positions. In-service training/ learning and development activities should be registered in the Linang Tao Academy. The equivalent number of hours shall be certified by the Chief Learning Architect.

Attendance to annual agency planning sessions/workshops/ conferences as a requirement for operations and/or services rendered as facilitator/ resource person in seminars/workshops/trainings shall not be considered for meeting the training requirements.

Eligibility for faculty positions refers to the result of passing a merit and fitness test which may be determined as far as practicable by competitive examination or based on highly technical qualifications or other tests of merit and fitness conducted by the Civil Service Commission, Professional Regulation Commission (for Board Eligibilities), Supreme Court (for Bar Eligibility).

The National Budget Circular (NBC) pertaining to compensation and position classification plan for faculty positions in SUCs shall govern the compensation and position classification of faculty positions in USM.

The Faculty Selection Board may, for promotion purposes, shall review and recommend revisions to the promotion indicators and metrics to fully utilize available data that corresponds to the criteria promulgated herein.

Evaluation for recruitment and promotions shall be guided by the competency framework for faculty members. The HRMDO shall develop, periodically review and enhance the competency standards for faculty members subject to the approval of the BOR.

### 5.3. Faculty Selection Board

The USM "Faculty Selection Board" herein referred to as the FSB shall assist the University President in selecting applicants or candidates for recommendation to the governing board, who shall confirm the appointment of faculty members to positions/ranks.

The regular members of the FSB of the University/College are the following:

a. The Vice President for Academic Affairs as Chairman;

b. The Director of the Human Resource Management and Development Office (HRMDO) as the FSB Secretary,

c. The President of the USM Faculty Association, Incorporated (USMFAI);

d. Any of the University Professors chosen by the University President;

e. In addition, other members may be added to wit:

1. The Director for Instruction if the position is for Teaching and Learning Pathway
2. The Director of Research and Development Office if the position is for the Research Pathway
3. The Director of Extension Services Offices if the position is for the Extension Pathway
4. The Director of Business Development Center or Human Resource Development and Training for Production Pathway
5. The Director Administrative Services for Leadership Pathways
6. The Dean/Director of the College/Unit where the vacancy exists;
7. Chairman of the department to which the appointee will be assigned;
8. Highest ranking faculty member of the department

The HRMDO Director being the FSB Secretary shall continuously make an inventory of all vacant positions and coordinate with the department chairman/head in determining qualified insiders who may be considered for appointment. He/She shall keep records of the proceedings of the FSB, maintain all records or documents, and keep the same available for inspection and audit by the Civil Service Commission. He/she is likewise tasked to coordinate with the Director for Instruction in the projection of faculty manpower needs per department.

## 5.4. Recruitment, Selection, Appointment and Promotion

5.4.1. Recruitment, Selection, and Appointment

5.4.1.1. Recruitment shall be limited to those who meet the minimum requirements prescribed for the rank.

5.4.1.2. Transferees from other state or local universities and colleges, research institutes, and practice-related government agencies may be admitted at their present faculty or equivalent rank in the absence of qualified insider faculty members in USM subject to assessment described herein.

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

faculty rank. This is without prejudice to a possible appointment to a fallback faculty position as the Board of Regents may decide.

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

1. **Permanent** appointment shall be issued to a person who meets the qualification standards established for the faculty rank and who shall have successfully completed the probationary period of two years or four regular semesters.

2. **Temporary** appointment shall be issued to a person who meets all the minimum requirements except the education but only in the absence of applicants who possess the minimum educational qualification, as certified by the University President. He/she may be appointed not exceeding twelve months, reckoned from the date it was issued but the appointee may be replaced sooner if a qualified eligible who is willing to accept the appointment becomes actually available. The temporary appointment shall be limited to five (5) times only.

Appointees under temporary status do not have security of tenure and may be separated from the service, with or without cause. As such, they shall not be considered illegally terminated and hence, not entitled to claim back wages and/or salaries and reinstatement to their positions.

The employment or services of appointees under temporary status may be terminated without necessarily being replaced by another. Temporary appointees may also be replaced within the twelve-month period by qualified eligible or even by non-eligible. A temporary appointment to a position which involves practice of profession may be issued to a person who lacks the required experience or training but only in the absence of an applicant who meets all the qualification requirements of the position as certified by the appointing authority.

When there are no available qualified faculty candidates in the region, place or locality, as certified by the appointing officer/authority, temporary appointments may be issued until the required Master's degree is met/complied with in pursuant to CSC MC 25 s 2017.

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

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

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

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

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

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

**5. Substitute** – an appointment issued when the regular incumbent of a position is temporarily unable to perform the duties of the position as when the incumbent is on an approved leave of absence, under suspension, on a scholarship grant or is on secondment. This is effective only until the return of the incumbent.

5.4.1.5. **Contract of Service (COS)** Faculty is not covered by this selection plan. COS Faculty refers to learning service provider to undertake instruction/ teaching activities for a semester of academic workload. Part-time teaching covered by a contract of service does not give rise to employer employee relationship between USM and the person hired, and it is stipulated in the contract that services rendered cannot be accredited as government service. Furthermore, the teaching staff member covered by a contract of service or a job order is not entitled to benefits enjoyed by government employees. Hiring through COS shall be governed by the relevant provisions of RA 9184 and CSC-DBM-COA Joint Circular 1 series of 2017 as amended by Joint Circular 1 series of 2018 or other applicable issuances hereinafter promulgated.

5.4.1.6. Procedures

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

5.4.1.6.1. The HRMDO shall periodically assess the manpower requirements for each academic department. A five-year manpower projection shall be prepared by each department chairperson and to be submitted to the HRMDO for consolidation.

5.4.1.6.2. The HRMDO shall coordinate with the Planning and Development Office in identifying the human resource needs to support the strategic directions of the University. Priority academic program shall be identified based on the human resources need of the region. In addition, the academic departments that support the research and extension of the region shall also be given the priority.

5.4.1.6.3. The strategic directions of the university and the manpower needs assessment form the basis of the USM President for declaring, matching, and allocating vacant items to various departments/ specialization. If the available items are limited, the need for faculty members shall be satisfied by COS faculty.

5.4.1.6.4. The HRMDO shall call for talent banking a semester before the filling up of vacant faculty positions. Men and women and from diverse backgrounds are encouraged to apply.

5.4.1.6.5. The HRMDO shall conduct a preliminary evaluation of the qualifications of all candidates. The preliminary evaluation includes the applicants' educational background, training, and appropriate eligibility.

5.4.1.6.6. The HRMDO shall notify all applicants of the outcome of the preliminary evaluation. Those candidates who passed the preliminary evaluation shall be invited to undergo the SINTIDO 1.0 Boot Camp or equivalent.

5.4.1.6.7. The HRMDO and Linang Tao Academy shall facilitate digital recruitment through workplace simulation and competency demonstration exercises allowing the candidates to showcase their potential and performance.

5.4.1.6.8. The result of the assessment shall be uploaded to the Dynamic Candidates Assessment System (DYCAS) which shall serve as a talent bank for candidates for further selection process.

5.4.1.6.9. The FSB shall refer to the faculty manpower needs as determined in step c to generate comparative matrix of candidates using the data from DYCAS.

5.4.1.6.10. The HRMDO Analytics team shall coordinate with the Chief Learning Architect of the Linang Tao Academy to generate data for DYCAS on the following framework:

| Assessment Domain | Point Allocation | Assessment Strategies |
|---|---|---|
| Potential of the Candidate | | |
| Ability | 30 | Workplace simulation and competency demonstration through SINTIDO 1.0 recruitment boot camps |
| Aspiration | 30 | Motivational Factors and Behavioral Indicators as observed during SINTIDO 1.0 recruitment boot camps |
| Engagement | 30 | Current and Future Engagement Capital as observed in SINTIDO 1.0 recruitment boot camp |
| Performance of the Candidate | | |
| Individual Performance | 30 | Individual SINTIDO Project Score |
| Performance Contribution | 30 | Individual contribution to SINTIDO Group Project score |
| Exemplary Performance | 30 | Awards, performance prior recruitment |

5.4.1.6.11. The FSB shall submit a comprehensive evaluation report of all the candidates screened for appointment so that the appointing authority will be guided in choosing the one who can efficiently perform the duties and responsibilities of the position to be filled. This evaluation report should not only specify whether the candidates meet the qualification and competency standards of the position but should also include observations and comments on the candidates' competence and other qualifications that are important in the performance of the duties and responsibilities of the position to be filled including potential in doing research, extension, and resource generation. The evaluation report shall specify the placement

of candidates in the nine-box potential-performance matrix giving emphasis on the high potential - high performance star candidates.

5.4.1.6.12. The HRMDO shall also conduct background investigation of the star candidates and form part of the report to be submitted to the appointing authority. The report shall include personal circumstances of the candidates that have bearing on the equal opportunity principles or they're being a PWD, Solo Parent, and Indigenous Peoples groups (IPs).

5.4.1.6.13. The Board of Regents or the USM President, as the case may be, shall assess the merits of the FSB's evaluation report of candidates screened for appointment and in the exercise of sound discretion, shall select, in so far as practicable, from among the star candidates deemed most qualified for appointment to the vacant position.

5.4.1.6.14. The Board of Regents or the USM President, as the case may be, shall issue the appointment in accordance with the provisions of this Merit Selection Plan as approved by the Board of Regents, and submitted to the CSC.

5.4.1.6.15. The HRMO shall post a notice announcing the appointment of an employee in three (3) conspicuous places in USM for at least ten (10) days, immediately a day after the issuance of the appointment. The date of posting should be indicated in the notice.

5.4.1.6.16. Instructor I to Instructor III and Assistant Professor I to IV shall be appointed by the USM President and confirmed by the Board of Regents. For faculty positions with a Salary Grade of 19 and above, including University Professor, Professor I to VI with Salary Grade of 19 and above, and Associate Professor I to V, appointments shall be made by the Board of Regents.

5.4.1.6.17. The USM President may use the DYCAS points (e.g. High Potential, High Performer or Star Candidates) as basis for hiring or issuing an original appointment to a new faculty member to any position from Instructor II to Assistant Professor IV provided that vacant items are available and minimum requirements are met.

5.4.1.6.18. The Board of Regents may also opt to appoint recruits for Associate Professor I to Professor VI on meritorious cases (e.g. leading expert in the industry/profession or with high PROFESS accreditation system scores) provided minimum requirements are met and vacant items are available.

5.4.1.6.19. The President may appoint faculty members in meritorious cases (e.g. board exam topnotchers, etc.) from Instructor I to Assistant

Professor IV provided vacant positions exist and the minimum requirements are adhered to.

5.4.2 Appointment

The precise terms and conditions of every appointment shall be stated in writing. In case of non-renewal of a probationary appointment, the person concerned shall be informed in writing at least sixty days before the termination date. Any appointment with tenure may be terminated by resignation, retirement, or removal for cause/major offense, after following the necessary procedure (The Revised Administrative Code of 1987 on the Civil Service Commission, Chapter 7, Section 47).

If a faculty member is appointed as USM President, he/she loses his/her faculty rank. However, if it is a designation, he/she retains his/her faculty rank. This is without prejudice to a possible appointment to a fallback faculty position as the Board of Regents may decide.

5.4.3. Promotion

5.4.3.1. The USM Promotion Policies are the following:

5.4.3.1.1. A faculty member may be considered for promotion to a higher faculty rank/sub-rank on the basis of the minimum requirements (education, training, experience, and DYCAS scores) of the position, including performance rating (IPCR) of at least Very Satisfactory during the last two (2) rating periods.

5.4.3.1.2. In cases where the potential and performance of two or more faculty members are comparatively at par, preference shall be given to the candidate in the department where the vacancy exists or if the promotion will result to a significant improvement of a particular department's faculty profile.

5.4.3.1.3. Whenever possible and through promotions, each academic department should have at least one faculty member belonging to the professorial ranks as an indicator of a strong faculty profile.

5.4.3.1.4. The filing and pendency of an administrative case against a faculty member shall not constitute a disqualification from promotion. A faculty member may be disqualified from promotion if found guilty as stipulated in the 2017 RACCS.

5.4.3.1.5. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.

5.4.3.1.6. Faculty positions are exempted from the three-salary grade limitation on promotion.

5.4.3.1.7. A faculty member who is on local or foreign scholarship or training grant or on maternity leave or on secondment may be considered for promotion.

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

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

5.4.3.1.8. Promotions may be considered to faculty members who obtained a significant score in the Dynamic Candidates Assessment System (DYCAS) but shall put mechanism placing premium to qualified next-in-rank.

5.4.3.1.9. In the case of professorial appointments, candidates should pass the Productivity and Results-Oriented Framework for Sustained and Impactful Scholarship (PROFESS) System as defined herein. The Linang Tao Academy shall provide support in the formulation of the professorial portfolio through an appropriate course or coaching session.

5.4.3.1.10. Non-teaching insider staff of the university may be transferred and/or promoted to a vacant faculty position of an equivalent rank or higher, provided that the personnel concerned satisfies the minimum requirements as stated in Section 6 of this Merit Selection Plan with significant DYCAS and PROFESS scores, whichever is applicable. He/she must have completed a SINTIDO course appropriate for the faculty position

5. 4.3.2. The USM Promotion Procedure are as follows:

5.4.3.2.1. The HRMDO upon approval of the President shall cause the publication and posting of all vacant positions or ranks to be filled indicating the campus and the differentiated career pathway.

5.4.3.2.2. The HRMDO through its HR Analytics team shall cause continuous evaluation of faculty members and interested insider non-teaching staff incorporated in the DYCAS using the data from the Learning and Performance Journal (LEAPER), Strategic Performance Management System (SPMS), learning and development activities, Gawad Uliran sa Serbisyong Mahusay (Gawad USM) from January to December of the year prior to the promotional ranking.

5.4.3.2.3. The HRMDO Data Analytics team shall generate DYCAS scores using the following criteria:

| Assessment Domain | Point Allocation | Assessment Strategies |
|---|---|---|
| Potential of the Candidate | | |
| Ability | 30 | Competency demonstration, Learning Agility mainly data from Linang Tao L&D Management System |
| Aspiration | 30 | Motivational Factors and Behavioral Drivers mainly data from the Learning and Performance Journal |
| Engagement | 30 | Current and Future Engagement Capital as observed in the workplace mainly data from the Learning and Performance Journal |
| Performance of the Candidate | | |
| IPCR Score | 30 | Strategic, Routine, Support Functions, Untargeted IPCR Success Indicators from the Strategic Performance Management System (SPMS) |
| Individual contribution to unit performance | 30 | Contribution to OPCR Success Indicators; contribution to university performance in AO25, crisis and disruption management; complaints and conflict resolution; sustainable development goals; licensure examination success contribution factor |
| Exemplary Performance | 30 | PROFESS Innovation Performance; Gawad USM Nomination Scores; Institutional Performance and Awards |

5.4.3.2.4. The possible upward movement through ranks shall be dependent on the DYCAS scores of the evaluation year as follows:

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Potential Score | | Sub-rank steps | | | | | |
| | 76-90 | 3 | 4 | 4 | 5 | 5 | 6 |
| | 61-75 | 3 | 3 | 4 | 4 | 5 | 5 |
| | 46-60 | 2 | 3 | 3 | 4 | 4 | 5 |
| | 31-45 | 2 | 2 | 3 | 3 | 4 | 4 |
| | 16-30 | 1 | 2 | 2 | 3 | 3 | 4 |
| | 0-15 | 0 | 1 | 2 | 2 | 3 | 3 |
| | | 0-15 | 16-30 | 31-45 | 46-60 | 61-75 | 76-90 |
| | | Performance Score | | | | | |

5.4.3.2.5. Candidates, who upon DYCAS evaluation reached the professorial ranks shall be subject to PROFESS accreditation on the different career pathways of his choosing: (i) Teaching and Learning, (ii) Research and Discovery, (iii) Extension and Service Engagement, (iv) Innovation and Industry Practice, (v) Institutional Leadership, (vii) Knowledge Integration.

5.4.3.2.6. Those who did not pass the PROFESS accreditation shall be considered for Associate Professor V or Professor VI, as the case maybe for Professors and University Professor items respectively.

5.4.3.2.7. The Faculty Selection Board shall rank the candidates based on the DYCAS and PROFESS scores and submit the results to the University President/ Board of Regents for decision. The ranking shall be normalized according to current salary grade, target salary grade, and DYCAS steps using the following formula:

Normalized rank = (Current SG + DYCAS steps)/Target SG

5.4.3.2.8. Candidates are informed of the results of the evaluation through the HRMDO after the appointment is made by the President or Board of Regents, as the case maybe.

5.4.3.2.9. Promotional appointments to Instructor II to Instructor III, Assistant Professor I to IV shall be done by the USM President and to be confirmed by the Board of Regents. Promotional appointments to University/ College Professor, Professor I to VI, and Associate Professor I to V shall be done by the Board of Regents.

5.4.3.2.10. All promotional appointments of positions/ranks shall be posted in conspicuous places throughout the USM to enable aggrieved parties to file

their protest within fifteen (15) days from the date of notice of the promotion.

## 5.5. Reclassification

5.5.1. Reclassification is a form of staffing modification and/or position classification action which is applied only when there is substantial change in the regular duties and responsibilities of the position. This may result in a change in the regular duties and responsibilities of the position attributes: position title, level and/or salary grade. A faculty member may be considered for reclassification to a higher faculty rank/sub-rank on the basis of the minimum requirements set forth by the Department of Budget and Management (DBM) and Commission on Higher Education (CHED) or other competent authorities.

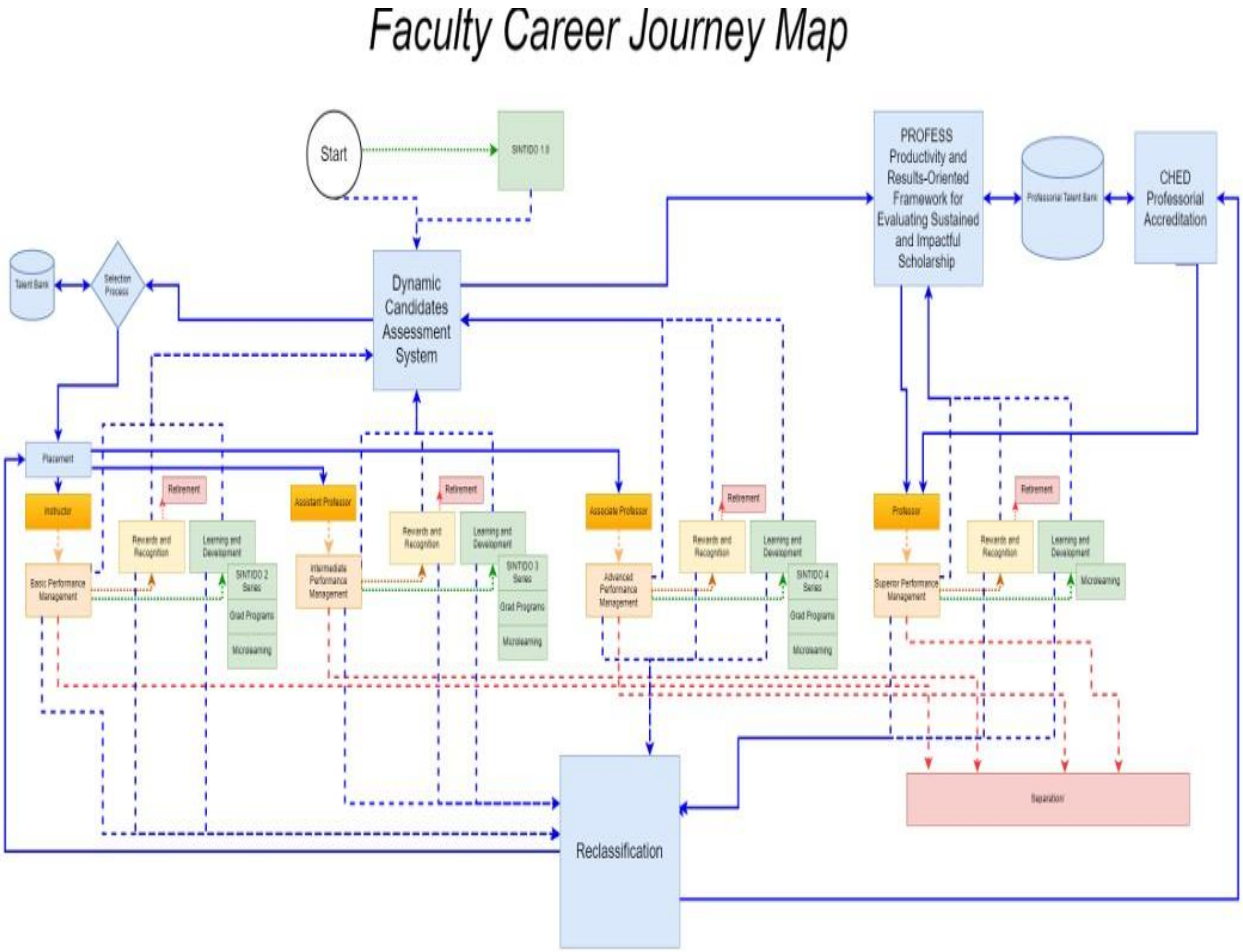
5.5.2. The filing and pendency of an administrative case against a faculty member shall not constitute a disqualification from reclassification.

5.5.3. A faculty member who is on local or foreign scholarship or training grant or on maternity leave or on secondment may be considered for reclassification. If considered for reclassification, the effectivity date of the upgrading appointment, except those on secondment, shall be effective upon the approval of the Notice of Organization, Staffing, and Compensation Action (NOSCA) by the Department of Budget and Management (DBM). In the case of secondment, the effectivity shall be upon resumption of duty at USM.

5.5.4. The manner reclassification shall conform to the process as stipulated in the Joint Circular 3 series of 2022 of DBM and CHED.

## 5.6. Faculty Career Journey Map

The Faculty Career Journey Map illustrates how a faculty navigates his/her career from Instructor to Professor. It included activities and processes of performance management, rewards and recognition, learning and development, recruitment, selection, placement, and talent bank through the Dynamic Candidates Assessment System. Using this framework, the Faculty Merit Selection Plan shall be developed that is complementary with the new CHED-DBM guidelines on Reclassification.




## 5.7. Other Personnel Actions

Other personnel actions such as transfer, reinstatement, reemployment, detail, secondment, demotion, separation and other actions shall be governed by existing Civil Service laws, rules and regulations and other pertinent policies prescribed by the University

## Chapter 6

# 6. FACULTY LEARNING AND DEVELOPMENT

## 6.1. General Policy

These programs encompass training with foreign and local scholarships, training grants, on-the-job experiential learning, coaching, mentoring, and other HRD interventions. The goal is to cultivate a gritty, agile, competent, high-potential, high-performing, and highly valued workforce aligned with the university's strategic goals. This system, known as the Linang Tao Learning and Development Management System (Linang Tao LDMS), applies to all faculty members. Temporary and co-terminus employees in mission-critical positions are also included due to the critical nature of their competency development for their tasks. Competency gaps for these employees must be identified and documented through needs analysis. Non-permanent personnel may participate in in-house L&D programs if their tasks are crucial to agency and project deliverables. Additionally, candidates for recruitment or graduating university students may avail of pre-entry L&D programs to facilitate a smooth transition into the workforce.

## 6.2. Policies

- USM promotes and upholds the value of equality and impartiality in Learning and Development by instituting the Equal Opportunity Principle (EOP).
- USM establishes local and international linkages to encourage teaching and non-teaching personnel to pursue relevant local and foreign-assisted training, scholarships, seminars, conferences, workshops, or related HRD programs.
- USM develops, reviews, and updates competency standards for its human resources, aligned with its strategic goals. These standards will form the basis for crafting L&D plans.
- The selection of participants for L&D programs shall be based on relevance, actual and forecasted needs for specialization, enhancement of competence, performance of learning service providers, and alignment with organizational priorities and strategic goals.
- L&D interventions are considered relevant if they address individual performance and competency gaps, vertical articulation in the case of faculty, the unit's L&D trajectory, and policy and industry trends.
- Preference is given to candidates with permanent appointments. Non-permanent personnel may be considered for short-term and in-house L&D programs subject to specific guidelines.
- Unit heads and the HRMDO ensure that each employee has access to at least one L&D intervention per year.

- Recipients of the Gawad USM award are given priority in L&D interventions.
- USM crafts guidelines for accrediting, managing, and evaluating learning service providers to ensure efficient and effective L&D services aligned with the university's strategic goals.
- USM strives to provide L&D opportunities through the 70:20:10 model, where 70% of learning occurs on the job, 20% through interaction and collaboration, and 10% through formal learning interventions such as classroom training and digital curricula.
- The impact of L&D initiatives is continuously measured using key performance indicators (KPIs), focusing on alignment with mandated functions and priorities, learning excellence (behavior and performance change), and operational excellence (investment and resource utilization).
- The L&D curriculum includes enhancing personnel potential and performance, serving as input to the Dynamic Candidates Assessment System (DYCAS), which is central to recruitment, selection, and placement at USM.
- Coaching, mentoring, and other L&D activities are considered in the selection of Gawad USM awardees andl form part of the success indicators for supervisors and leaders under the Strategic Performance Management System (SPMS).
- USM integrates the L&D platform into the Yamang Tao Human Resource Information System to allow individuals to plan and monitor their L&D targets.
- USM establishes a digital learning management system to allow employees to undergo competency enhancement while on the job.
- USM establishes mechanisms for industry or community immersions, secondments, sabbatical leaves, post-doctoral fellowships, faculty exchange programs, and other off-campus L&D interventions in partnership with international bodies, government agencies, and non-government organizations.
- All faculty or staff participating in or receiving training/scholarships or fellowship grants must execute a contract with USM, submit a completion report, and furnish the HRMDO with proof of completion for their personnel file.
- All personnel must record their L&D activities in their enhanced daily time record (EDTR) learning journals. Personnel on study leave shall register their graduate studies and activities online for HRMDO monitoring, though these entries need not comply with the 40-hour workweek rule.

The Faculty Training and Development Committee (FTDC) is responsible for the planning and monitoring of scholarship and the learning and development of the Faculty members.

The UFTDC is composed of:

- Vice-President for Academic Affairs as Chairperson
- Vice-President for Administration and Finance as Vice Chairperson
- Director for Instruction as member
- President of the USM Faculty Association, Incorporated (USMFAI) as member
- Director, Human Resource Management and Development Office (HRMDO) as member
- Dean of the college/institute supervising the candidate as provisional member
- Chairperson of the department supervising the candidate as provisional member

The UFTDC shall:

- Develop, adopt and implement a judicious screening process and criteria in selecting nominees/ candidates to ensure equitable distribution of scholarship and training and development opportunities among faculty members
- Periodically review existing policies, processes, guidelines, and procedures relevant to the committee functions and concerning to learning and development and other human resource development programs of the university and recommend improvements herein.
- Ensure that all faculty members, regardless of age, gender, civil status, disability, religion, ethnicity, or political affiliation, receive at least one (1) Learning and Development intervention annually.
- Review and approve the list of needs-based faculty training programs prepared by the HRMDO or other units of the university performing L&D functions.
- Develop the faculty competency framework.
- Prescribe the competency standards as the basis for the curriculum development of the System Initiative for Nurturing Teaching and Learning Innovation and Development of Knowledge (SINTIDO) courses or other courses through the LinangTao Academy.
- Prescribe the selection criteria for participation to short-term trainings, seminars, microlearning courses as basis for the HRMDO or other units to evaluate and recommend to the University President the most qualified nominees and recipients, except if concerned recipient(s) had been explicitly identified by the University President in the exigency of the service and/or direct identification of trainees/recipients by the inviting parties.
- Prescribe the selection criteria for graduate study permits, study load credits, scholarships, thesis support, and subsidies.
- Evaluate and deliberate on the qualifications of candidates/ nominees to:
    i. USM scheme including graduate study support, thesis support, study permits, study load credits, etc.

ii. Foreign scholarships and trainings
iii. Secondment to international bodies or government agencies
iv. Industry or community immersions v. Post-doctoral or research fellowships vi. Faculty exchange program
v. Sabbatical leave
vi. Microlearning

- Review the quarterly monitoring report of the HRMDO pertaining to the L&D activities of the university and recommend measures for its enhanced implementation.
- Prescribe guidelines on non-formal experiential and social learning to provide a holistic L&D experience.
- Review the effectiveness and efficiency of L&D activities and recommend enhancement thereof.
- Recommend budget allocation and expenditures of the faculty and staff development fund in coordination with the SSDC to ensure equitable distribution among faculty and non-teaching personnel.
- Other functions that the President may designate.

### 6.2.1. Qualification of Learners

To qualify for the Learning and Development programs/interventions, learners must meet the hereunder basic qualifications set forth by the FTDC, ensuring equitable access and distribution of opportunities across all faculty members.

| L&D Intervention | Basic Qualifications of Learner |
|---|---|
| | provided, that the study load credits does not necessitates hiring additional faculty. |
| Secondment | • Permanent status of at least Assistant Professor I or equivalent;<br>• Justification from department chairperson that the schedule and duration does not adversely affect the workload;<br>• Compensation package by the host can cover the salary and benefits of the personnel in secondment;<br>• At least 0.5 average unit expected competency improvement after secondment;<br>• Very Satisfactory IPCR in the rating period immediately prior the application;<br>• Relevance of services to the academic program or strategic direction of the university. |
| Industry or community immersion | • Permanent status of at least Associate Professor I or equivalent;<br>• Justification from department chairperson that the schedule and duration does not adversely affect the workload;<br>• The expected benefits because of the innovation can cover the investment cost in the long run;<br>• Very Satisfactory IPCR in the rating period immediately prior the application;<br>• Less than Php 200,000.00 per unit competency improvement subject to changes due to inflation upon recommendation of the UFTDC/ USSDC;<br>• Relevance of services to the academic program or strategic direction of the university. |
| Post-doctoral fellowship | • Permanent status of at least Assistant Professor I or equivalent;<br>• Justification from department chairperson that the schedule and duration does not adversely affect the workload;<br>• Very Satisfactory IPCR in the rating period immediately prior the application;<br>• Less than Php 200,000.00 per unit competency improvement subject to changes due to inflation upon recommendation of the UFTDC. |
| Sabbatical Leave | • Has rendered continuous service in USM as permanent for not less seven (7) consecutive years immediately preceding the application;<br>• A holder of rank of Professor I or its equivalent;<br>• Justification from department chairperson that the schedule and duration does not adversely affect the workload;<br>• The expected benefits because of the generation of intellectual products can cover the investment cost in the long run. This includes the potential of learning that peers can avail in the future;<br>• Outstanding IPCR in the rating period immediately prior the application |
| Faculty Exchange | • A holder of rank of Associate Professor I or its equivalent;<br>• The counterpart exchange faculty is known expert of a field the university is currently deficient or currently developing;<br>• Outstanding IPCR in the rating period immediately prior the application |
| Microlearning courses | • Permanent status;<br>• Very Satisfactory IPCR in the rating period immediately prior the application;<br>• Less than Php 200,000.00 per unit competency improvement subject to changes due to inflation upon recommendation of the UFTDC. |

## Chapter 7

# 7. FACULTY BENEFITS, COMPENSATION, PRIVILEGES, AWARDS, AND RIGHTS

## 7.1. Privileges

### 7.1.1. Leave Privileges

The provisions and policies promulgated herein are specified in Civil Service Commission, Rule XVI of the Omnibus Rules on Leave, Implementing Book V of EO 292 and pursuant to CSC MC No. 5, s. 2021 which cover the provisions of the civil service rules on maternity leave, paternity and adoption leave.

#### 7.1.1.1. Teacher's Leave

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

Faculty members on teacher's leave basis who have summer load are entitled to honoraria based on BOR Resolution No. 40, s 2009.

#### 7.1.1.2. Cumulative Leave

Granted to faculty members who are regularly performing administrative function whether permanent or temporary. After at least six months of continuous, faithful and satisfactory service the faculty shall be entitled to 15 days vacation leave and 15 days sick leave of absence with full pay, exclusive of Saturdays, Sundays and holidays of each year of service. Cumulative leaves not taken within the calendar year in which it was earned may be carried over to the succeeding year. The University President may, in his/her discretion, authorize the computation of the salary that would be received during the period of the vacation and sick leaves of any faculty member. Any faculty member who shall voluntary resign or be separated from the service through no fault of his own shall be entitled to a commutation of all accumulated leaves to his credit.

7.1.1.3. Vacation Service Credits

Teacher's vacation service credits refer to the leave credits earned for services rendered on activities, during mid-year term vacation or Christmas vacation, as authorized by proper authority. These vacation service credits are used to offset absences of a teacher due to illness or to offset proportional deduction in vacation salary due to absences for personal reasons.

7.1.1.4. Maternity Leave

7.1.1.4.1. Grant of Maternity Leave

The guidelines on the grant and availment of Maternity Leave are prescribed based on the Civil Service Commission (CSC) Memorandum Circular No. 5, s. 2021 dated April 28, 2021, Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended.

All qualified female employee, regardless of her civil status, employment status, length of service and legitimacy of the child, in addition to her vacation and sick leave credits earned, shall be granted the applicable maternity leave, as follows:

a. One hundred five (105) days maternity leave with full pay for live childbirth regardless of the mode of delivery, whether normal or caesarian.
b. Sixty (60) days with full pay for cases of miscarriage or emergency termination of pregnancy.

The expectant mother should submit their application for maternity leave through channels at least thirty (30) days in advance, and whenever possible, specify the coverage of the leave. Give prior notice of her pregnancy to the authorized officer of her agency of her pregnancy and her availment of maternity leave at least thirty (30) days in advance, whenever possible, specifying the effectivity of the leave.

7.1.1.4.2. Extended Maternity Leave

The female faculty who availed of the 105 days maternity leave may file an extension up to a maximum of

thirty (30) days either without pay, or with pay charged against her earned sick/vacation leave credits.

To avail of this, the female faculty must submit a written notice to HRMDO Director at least 45 days before the end of her maternity leave period, except in case of medical emergencies. The extension of maternity leave without pay shall not be considered as gap in the service of the concerned faculty.

7.1.1.4.3. Frequency of the Grant of Maternity Leave

The female faculty shall be granted maternity leave in every instance of pregnancy, regardless of frequency.

In case of overlapping benefit claims, she shall be granted maternity benefits for the two contingencies in consecutive manner. She shall also be paid only one maternity leave benefit, regardless of the number of offspring, per childbirth of delivery.

7.1.1.4.4. Tenure of Female Faculty Availing the Expanded Maternity Leave

The availment of maternity leave shall not be used as basis for diminution or reduction in rank, status or salary of the faculty nor for termination of her employment.

7.1.1.4.5. Maternity Leave After Termination of Employment

Maternity leave with full pay shall be granted even if the childbirth, miscarriage or emergency termination of pregnancy occurs not more than (15) calendar days after the termination of faculty's service as her right thereto has already accrued.

However, in case of illegal termination of employment, the prescriptive period of fifteen (15) calendar days shall not apply and the faculty shall be paid, based on salary, the full amount of the maternity leave depending on her case.

7.1.1.4.6. Maternity Leave of Employee with Pending Administrative Case

Maternity leave benefits shall be enjoyed by the female faculty even if she has a pending administrative case.

The female faculty who delivers a child while under preventive suspension or serving the penalty of suspension, shall be allowed to enjoy her maternity leave in accordance with 7.1.1.4.1. until the full enjoyment of the said leave. However, she shall be required to serve the unexpired portion of her suspension.

The female faculty who is found guilty of an administrative case and whose penalty of dismissal from the service became final and executory shall not be entitled to a maternity leave.

7.1.1.4.7. Allocation of Maternity Leave Credits

For live childbirth, the female faculty may opt to allocate up to seven (7) days of her maternity leave to the following individuals, provided, that they are employed either in private or public office:

a. The child's father, whether or not the female faculty is married to him, may be entitled to the allocation over and above the seven (7)-day paternity leave benefit under R.A. 8187 or the Paternity Leave Act of 1996; or
b. The female employee's alternate caregiver or current partner in case of death, absence or incapacity of the child's father.

The allocated leave may be availed of by the child's father or the alternate caregiver, either in a continuous or in an intermittent manner, not later than the period of the maternity leave of the female faculty.

The female faculty shall use the CS Form No. 6a, s.2020 (Annex B) as notice of allocation of maternity leave and shall be submitted to HRMDO Director together with the Application for Maternity Leave Form

7.1.1.5. Paternity Leave

Every married male faculty shall be entitled to paternity leave of seven (7) working days with full pay for the first four (4) deliveries, whether live childbirth or miscarriage, of his legitimate spouse with whom he is cohabiting.

The male faculty with more than one (1) legal spouse shall be entitled to avail of paternity leave for an absolute maximum of four (4) deliveries, regardless of whoever among his spouses deliver.

Paternity leave of seven (7) days shall be non-cumulative and strictly non-convertible to cash. The same may be enjoyed in a continuous or in an intermittent manner by the faculty on the days immediately before, during and after the delivery of his legitimate spouse, but not later than the period of the maternity leave availed of by the spouse.

Approval of the leave application shall be mandatory on the part of the head of institution unless the services of the male faculty are urgently needed to preserve life and property in which case the male faculty shall be entitled to overtime pay.

The male faculty shall accomplish and file the Application for Leave Form within one (1) week, prior to the expected delivery, except in cases of miscarriage and abnormal deliveries. Certified true copies of the following documents are required and to be submitted to the head of institution for approval.

a. Marriage contract
b. Birth certificate of the newborn child
c. Medical certificate with pathology report in case of miscarriage duly signed by the attending physician or midwife showing the actual date of delivery.

7.1.1.6. Adoption Leave

The following faculty, who are qualified as adoptive parents pursuant to R.A. 8552 or the "Domestic Adoption Act of 1998" and whose prospective adoptees are below seven (7) years of age as of adoptive placement, shall be qualified to avail of adoption leave, as follows:

a. Qualified female faculty regardless of civil status, and length of service shall ne entitled to sixty (60) days adoption leave with full pay. If the female faculty is married, her legitimate spouse, who is likewise in

the government service, can avail of adoption leave of seven (7) days with full pay.

b. Single male faculty, regardless of employment status and length of service, and married male faculty, whose wife is unemployed, shall be entitled to adoption leave of sixty (60) days with full pay.

Adoption leave shall be availed of in a continuous and uninterrupted manner.

Application for adoption leave shall be filed using Civil Service (CS) Form No. 6, Revised 2020 and accompanied by an authenticated copy of the following documents, as follows:

a. Pre-Adoptive Placement Authority issued by the Department of Social Welfare and Development (DSWD), if the leave will be availed of before the grant of petition for adoption.
b. Decree of Adoption issued by the proper court, if the leave is availed after the grant of the petition for adoption.

7.1.1.7. Mandatory/Forced Leave (EO 1077)

Mandatory Leave requires all officials and employees, with 10 days or more vacation leave credits whether continuous or intermittent, in the government to a mandatory leave of absence of 5 working days annually which need not be excessive. If not availed, it is automatically forfeited, if not taken during the year, except if the scheduled leave has been cancelled in the exigency of the service, in which case the leave will not be deducted from the total accumulated leave.

An official/ or employee who is continuously absent without approved leave for at least thirty (30) working days shall be considered on absence without official leave (AWOL) and shall be separated from the service or dropped from the rolls without prior notice. However, when it is clear under the obtaining circumstances that the official or employee concerned, has established a scheme to circumvent the rule by incurring substantial absence though less than thirty (30) working days 3x in a semester, such that a pattern is already apparent dropping from the rolls without notice may likewise be justified (MC No 13 s 2007 and CSC Res No 070631 (Amendment to Section 63, Rule XVI of the Omnibus Rules on Leave)

If the number of unauthorized absences incurred is less than thirty (30) working days, a written Return-to-Work Order shall be served to him at his last known address on record. Failure on his part to report for work

within the period stated in the Order shall be a valid ground to drop him from the rolls. (3) Leave without pay not exceeding one year may be granted in addition to vacation and sick leave. Any leave beyond 30 days require clearance from proper authorities (MC No 13 s 2007 and CSC Res No 070631 (Amendment to Section 63, Rule XVI of the Omnibus Rules on Leave)

7.1.1.8. Special Leave Privileges (Rule XVI, Omnibus Rules on Leave, Section 21)

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

| | |
|---|---|
| "a) funeral/mourning leave | "(f) hospitalization leave |
| "(b) graduation leave | "(g) accident leave |
| "(c) enrollment leave | "(h) relocation leave |
| "(d) wedding/anniversary leave | "(i) government transaction leave |
| "(e) birthday leave | "(j) calamity leave |

- That the official/employee may be granted a maximum of three (3) days within a calendar year of any or combination of special leave privileges of his choice which he would opt to avail;
- That such privileges shall be non-cumulative and non-commutative;
- That the official/employee shall submit the application for the said special leave privileges for at least one (1) week prior to its availment except on emergency cases; and
- Special leave privilege may be availed of by the official/employee when the occasion is personal to him and that of his immediate family.

7.1.1.9. Sick Leave

Sick leave refers to leave of absence granted only on account of sickness or disability on the part of the employee concerned or any member of his immediate family (CSC MC. 41, s.1998). May be granted only on account of illness on the part of the faculty member or any member of his immediate family not due to vicious and immoral habits, intemperance, or willful misconduct.

7.1.1.10. Relocation Leave

Relocation leave refers to a special leave privilege granted to a teacher whenever he/she transfers residence (CSC MC. 41, s.1998).

7.1.1.11. Terminal Leave

Terminal leave refers to money value of the total accumulated leave credits of a teacher, based on the highest salary rate received prior to or upon the retirement date/voluntary separation (CSC MC. 41, s.1998).

7.1.1.12. Leave Without Pay

Leave without pay not exceeding one (1) year may be granted to a regular employee in addition to the vacation and/or sick leave earned (USM Code, Article 101, Section 10. Leave without pay in excess of one (1) month shall require the clearance of the proper head of the department.

Leave without pay should not be granted whenever an employee has leave with pay to his/her credit except in case of secondment.

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.

Officers and employees who are absent for at least thirty (30) days without approved leave are considered on Absence Without Leave (AWOL) and shall be dropped from the service after due notice (Section 63, Rule XVI of the Omnibus Rule on Leave - CSC MC Nos. 41 and 14, s. 1998. and 1999, respectively). However, when in the exigency of the service requires his/her immediate presence and he/she fails or refuses to return to the service, the head of office may drop him/her from the service even prior to the expiration of the thirty-day period above stated.

7.1.2. Study Privileges

7.1.2.1. Sabbatical Leave or Assignment

Subject to the approval of the Board of Regents, a sabbatical leave maybe granted to any regular member of the faculty 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 conditions (USM Code, Article 97):

a. He/she must have continuously served the University as regular faculty for not less than seven (7) consecutive years immediately preceding his

application for sabbatical leave and has a performance of at least Very Satisfactory;

b. He/she must be a holder of a rank not lower than Associate Professor 1;

c. He/she must possess the capacity to fulfill the purpose of the assignment expressed in his/her application;

d. He/she must submit a Plan of Work to the USM Scholarship Committee and must pass the same to the Committee; and

e. He/she must not be more than 60 years old

A sabbatical leave shall be for a period of one (1) year. Failure to come up with an output shall be a ground for the grantee to repay the University of the salaries and other emoluments he/she has received during the Sabbatical leave period.

7.1.2.2. Study Leave

Faculty members may enjoy a study leave subject to Human Resource Development guidelines/policies.

7.1.2.3. Scholarship Grant (BOR Resolution No.34, s 2024)

7.1.2.3.1. General Policy

The scholarship policy is a set of rules for the management of professional development among personnel. This covers degree programs funded locally by the University only. Scholarship grants from national and international organizations shall govern by MOA between the grantees and USM and MOA from funding agencies. Seminars, symposia, conferences, and workshops are not within the coverage of these guidelines.

The members of FTDC shall administer the scholarship matters in the University. Its actions shall be recommendatory in nature.

The scholarship policy shall be the basis for personnel in the University to get involved in the capability-building and/or enhancement program.

The scholarship policy shall be observed at all levels of management to ensure smooth administration of the scholarship matters.

7.1.2.3.2. Scholarship Policy

1. This USM scholarship Grant/ USM Financial Grant is open for all regular employees of the University of Southern Mindanao both Teaching and Non-teaching personnel;

2. Must have been employed with University of Southern Mindanao (USM) on a permanent status for at least 2 years;

3. Shall seek admission from Delivering Higher Education Institutions (DHEI) with at least Level 3 institutional accreditation or its equivalent. The applicant may also seek admission from Delivering Higher Education Institutions (DHEI) with a lower accreditation level provided that the program applied for is either Center of Excellence (COE) or Center of Development (COD);

4. Upon admission from Delivering Higher Education Institutions (DHEI), the applicant must submit a formal letter of intent to the University President for a permit to study, among others, and to be reviewed by the Faculty Training and Development Committee (FTDC) for recommendation and deliberation by Administrative council for Board of Regents' (BOR) approval;

5. Only Board of Regents' (BOR) approved applicants shall be granted a USM Scholarship Grant/USM Financial Grant;

6. Permit to study maybe issued even if the applicant has already commenced his/her enrolment in an institution of his/her choice, but shall not be able to avail USM Scholarship Grant/USM Financial Grant;

7. Must submit the USM Scholarship Grant/USM Financial Grant to the Human Resource Management and Development Office (HRMDO), along with other pertinent documents as maybe required by the latter;

8. Must finish the required number of years for the program applied for;

9. Failure to complete the program would require the applicant to pay the full amount of the grant with 12% interest per annum. Although the applicant may apply for an extension appeal of at least one semester but not more than 2 consecutive or cumulative semesters;

10. Failure to complete the program after availing the maximum period of extension appeal shall result into payment of the grant as stipulated in the immediate previous item (provision No.9). The intent of the grantee

to continue and finish his/her studies after having availed of the maximum period of extension shall be shouldered on the personal basis of the grantee;

11. Failure to complete the program due to severe illness/serious accident and resulting to non-continuity of attending the school shall not be counted as part of the years of program requirement;

12. Must enroll in a program that is academically articulated/aligned to the immediate preceding graduated/completed program.

13. Enrolment in violation of the immediate provision (No.12) would result in non availment of the USM Scholarship Grant/USM Financial Grant, but permit to study maybe issued on enrolment in any institution of choice;

14. USM Scholarship Grant/USM Financial Grant is awarded to applicants on a full-time study leave with pay, although the grantees may opt to avail study leave only with pay or the financial assistance only, or both;

15. Scheme 1: Grantee who availed study leave with pay only is required a one-year return service for every one year of study leave;

16. Scheme 2: Grantee who availed the financial grant only is required a return service of one year for every year of study leave;

17. Scheme 3: Grantee who avails both study leave with pay and financial assistance is required a return service of 2years for every year of study leave;

18. Grantee who fails to complete the required return service for the availed scholarship scheme shall be required to pay commensurate to the deficiency;

19. Grantee shall receive the following benefits, depending on the availed scheme:

a. Financial assistance every semester given on a lump sum basis;
b. (Scheme 1 or 2) Thesis/Dissertation support
c. (Scheme 3) Study leave
d. (Scheme 1) Study leave with pay
e. (Scheme 2) Study leave without pay

20. Scheme 4: Study leave without pay and without benefits maybe availed but no return service is required;

21. All applications for the USM Scholarship Grant/USM Financial Grant should be lodged to the Human Resource Management and Development Office (HRMDO) and be deliberated at the Faculty Training Development Committee;

22. USM Scholarship Grant/USM Financial Grant shall only be awarded to applicants who have no existing scholarship within or from any other scholarship granting agencies/institutions;

23. USM Scholarship Grant/USM Financial Grant is only intended for degree programs;

24. Benefits afforded to the grantee are outlined as follows:

a. Twenty Five Thousand Pesos (Php 25000.00) stipend per semester for both masteral and doctoral programs, lump sum payment is released upon presentation of the proof of enrolment;
b. Thirty Thousand Pesos (30000.00) Dissertation Support for Masteral program;
c. Fifty Thousand Pesos (50000.00) for Doctoral program;
d. Fifty percent of the dissertation support is released only upon presentation of proof of successful outline defense (start), and the remaining fifty percent shall be released only after presentation of the proof of successful final manuscript defense or hardbound/project (completion). These conditions apply for both masteral and doctoral programs. Programs that require projects, in lieu of thesis or dissertation may still avail the same support provided that sufficient proof required in the start and completion of such course or program is presented thereof.
e. One time or lump sum processing of thesis/ dissertation support is strictly prohibited, for purposes of academic completion monitoring. Failure to present and avail of the approved outline financial support, and subsequently proceeded to the presentation of the hardbound would lead to only avail 50% of the thesis/dissertation support or project.

25. Upon completion of the degree program, the Grantee shall submit his/her bound manuscript, TOR, Diploma, Re-entry Action Plan to the

Human Resource Management and Development Office (HRMDO) as the basis to confirm reinstatement.

26. This policy does not have a retroactive effect.

7.1.3 Other Privileges

7.1.3.1 Study Privileges for Eligible Dependent

Eligible dependents (children and spouses) of faculty members shall be granted the privilege of priority allocation in a maximum of 10% of available slots per academic program after prospective enrollees qualifying under Republic Act 7277 and Republic Act 8371 have been given priority. This allocation is contingent upon eligible dependents meeting the minimum cut-off score required in the academic program. In the event that the number of qualified dependents exceeds available slots, ranking will be conducted according to the existing admission policies of the respective programs (USM Code, Article 21, Section 103 as amended through BOR Resolution No. 54, s 2023).

7.1.3.2 Housing and Land Use Privileges

The University shall, as far as practicable, provide and maintain adequate and convenient housing facilities for its teaching and non-teaching personnel at very low and affordable rental charges, exclusive of light and water charges. The administration shall implement this provision by tapping both public and private sources of funding (USM Code, Article 104, Section 1).

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 (USM Code, Article 104, Section 3).

The University Housing Committee shall be constituted by the University, to be headed by a Chairman, who shall also act the Housing Administrator, to enforce policies, rules and regulations promulgated by the University for the administration of all housing facilities of the University (USM Code, Article 104, Section 4).

7.1.3.3 Legal Services

Subject to applicable laws and regulations, the University shall provide free legal and other related services to its official or employees who is charged in an administrative, civil and/or criminal proceedings 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 their official duties and functions and/or in defense of University policies and regulations (USM Code, Article 105, Section 1).

7.1.3.4 Retirement Privileges

In addition to the benefits granted under existing laws, retired members of the teaching shall be afforded the privilege to participate in major university programs and activities. Qualified retirees may be appointed to consultancy and affiliate faculty positions, subject to existing policies and regulations (USM Code, Article 106, Section 1).

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 the following requirements are met:

a. He/she must have rendered at least 20 consecutive years of active and faithful service to the University
b. He/she 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. He/she must be a holder of doctoral degree and preference shall be made in favor of those who have served the University as, at least, Dean or Director (USM Code, Article 106, Section 2).

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

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

## 7.2. Benefits

7.2.1. Government Service Insurance System (GSIS) Benefits

The Government Service Insurance System Act of 1977 (RA 8292) provides compulsory membership to all government employees receiving monthly compensation and who have not reached the compulsory retirement age, irrespective of employment status.

Among the benefits derived from membership in the system are.

a. Separation benefits
b. Unemployment or involuntary separation benefits
c. Retirement benefits
d. Disability benefits
e. Survivorship benefits
f. Funeral benefits
g. Life Insurance benefits
h. Availment of Loans

7.2.2. Home Development Mutual Fund (Pag-IBIG)

The fund was set up mainly for housing purposes. By virtue of RA 7742, effective January 1, 1995, membership is mandatory for employees with a minimum of Php 4,000.00 monthly income. However, those below Php 4,000.00 are voluntary. The monthly premium contribution of members ranges from monthly minimum Salary Base (SB) of Php 4,000.00 to maximum Salary Base of Php 20,000.00, the monthly Personnel Share (PS) is equal to SB * 1.25 \% The Employer Share (ES) is equivalent to Personal Share. The government pays the employer share to the fund.

Besides granting the employee a housing loan, appliance and multi-purpose loan, other benefits includes:

1. Total Accumulated Value (TAV). This will be granted to employee upon termination of his/her membership (retirement, resignation or maturity). TAV includes government's and employee's contributions;
2. Death Dividends. This is granted to employee's beneficiaries upon death, in addition to his/her total accumulated savings plus earned dividends' and fixed dividends. This will be given to employees without outstanding loan.

7.2.3. Philippine Health Insurance Corporation (PhilHealth)

All government employees are automatically covered by PhilHealth. Their dependents are covered under the plan of hospitalization, surgical and medical. The plan includes government employees whose term of office is not less than 60 days.

Medical benefits are not cumulative. They are forfeited if not utilized within a calendar year.

The State Insurance Fund (SIF) policy of the state is to promote and develop a tax-exempt employee's compensation program whereby employees and their dependent, may promptly secure adequate income benefits, medical and related benefits. The employer contributes 1% of the employee's monthly salary but not to exceed Php 30.00 for SIF

SIF covers all employers and their employees not over 60 years of age, those above 60 years old and those paying contributions to qualify their retirement under

the GSIS life insurance benefit It also includes employees covered by the Commonwealth Act No. 186 as amended including casuals, emergency, temporary, substitute or contractual employees.

## 7.3. Awards

7.3.1. General Policy

Pursuant to the Revised Policies on Employee Suggestions and Incentive Awards System (ESIAS) provided under Civil Service Commission (CSC) Resolution No. 010112 and Civil Service Commission Memorandum Circular No. 01, s. 2001, the University Program on Awards and Incentives for Service Excellence (USM PRAISE) is to be known as Gawad Uliran sa Serbisyong Mahusay (GAWAD USM). Through the Gawad Uliran sa Serbisyong Mahusay Gawad USM PRAISE system, faculty members are regularly monitored with their performance as gleaned from EDTR, learning journals, and IPCR.

This USMPRAISE shall apply to all employees in the career and non-career service of the University of Southern Mindanao, deployed in its campuses in Kabacan, Kidapawan, Libungan, Alamada, Buluan, Aleosan and other campuses hereinafter organized by the USM Board of Regents.

7.3.1.1. Policies

7.3.1.1.1. USMPRAISE shall adhere to the principle of providing incentives and awards based on performance, innovative ideas, and exemplary behavior. The System shall be designed to encourage creativity, innovativeness, efficiency, integrity, and productivity in the public service by recognizing and rewarding officials, employees, individually or in groups for their suggestions, inventions, superior compliments, and other personal efforts which contribute to the efficiency, economy, or other improvement in government operations, or for other extraordinary acts or services in the public interest.

7.3.1.1.2. There shall be no discrimination in the selection of employees on account of gender, civil status, disability, religion, ethnicity, or political affiliation. No awards shall be promulgated favorable or that shall cause disadvantage to persons belonging to specific age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.

7.3.1.1.3. The System shall be designed to encourage creativity, innovativeness, efficiency, integrity, and productivity in the public service by recognizing and rewarding officials, employees, individually or in groups for their suggestions, inventions, superior compliments, and other personal efforts which contribute to the efficiency, economy, or other improvement

in government operations, or for other extraordinary acts or services in the public interest.

7.3.1.1.4. GAWAD USM shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative, and ethical behavior of USM employees.

7.3.1.1.5. GAWAD USM shall emphasize the timeliness of giving award or recognition. Aside from conferment of awards during the traditional or planned awarding ceremonies, the spirit of the on-the-spot grant of recognition shall be institutionalized.

7.3.1.1.6. GAWAD USM shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative, and ethical behavior of USM employees.

7.3.1.1.7. At least 5% of the HRD Fund shall be allocated for the Gawad USM and incorporated in the Annual Work and Financial Plan and Budget of the College, Campus, University as the case may be.

7.3.1.1.8. The establishment of a CSC approved PRAISE shall be the basis for the grant of the Productivity Incentive Bonus (PIB), other awards, and incentives. The Annual PRAISE Report shall be submitted by USM to the CSC Regional Office concerned on or before the thirtieth of January to enable its faculty to qualify for nomination to the CSC-sponsored national awards.

7.3.1.1.9. USM shall encourage improved productivity and efficiency among the employees through appropriate recognition based on performance, innovations, ideas, and exemplary behavior.

7.3.1.1.10. All personnel with plantilla items who meet the criteria for each specific award shall be entitled to receive the award including those whose responsibilities include the making of suggestions, formulation of plans and policies or making recommendations to achieve greater efficiency and economy in USM.

7.3.1.1.11. Recipients of honor awards shall be considered in promotion and in-training grants and scholarships. The HRMDO shall enter the personnel file any award of honor received by any personnel.

7.3.1.2. Institutionalization of GAWAD USM System

7.3.1.2.1. The GAWAD USM PRAISE System shall be institutionalized for proper compliance of all concerned. The University President through the Vice President for Administration and Finance shall be responsible for overseeing the USMPRAISE operation.

7.3.1.2.2. The USMPRAISE Committees shall be constituted to ensure efficiency, wide participation and transparency in all processes.

7.3.1.2.3. The University PRAISE Committee shall be responsible for the development, administration, monitoring, and evaluation of the awards and incentives system of the University.

7.3.1.3. GAWAD USM Awards and Incentives

7.3.1.3.1. National Awards

USM shall participate in the search for deserving employees who may be included in the screening of candidates for awards given by other government agencies, private entities, NGOs, and other award giving bodies

7.3.1.3.2. Outstanding Work Performance

- Presidential or Lingkod Bayan Award
- Civil Service Commission or the PAGASA Award

7.3.1.3.3. Exemplary Ethical Behavior

- Outstanding Public Official/Employee or Dangal ng Bayan Award

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

7.3.1.3.5. Institutional Award - Gawad Uliran ng Serbisyong Mahusay (Gawad USM) Awards

The University shall develop and initiate the search for deserving employees who may be included in the screening of candidates for awards to be given, such as, but not limited to:

- Ulirang Kawani
- Dangal ng Pamantasan
- Kawaning Tapat
- Kakaw Award
- Goma Award
- Kamagong Award
- Saludo Retirado
- Handog Pamana
- Ulirang Mapaglikha
- Saludo Empleyado Award
- Gawad Karunungan
- Ulirang Sangay

- Special Awards

7.3.1.3.6. Dangal ng Pamantasan

This award shall be granted to an individual who exhibited the eight norms of conduct as provided in RA 6713 (Code of Conduct and Ethical Standards) including Commitment to Public Interest, Professionalism, Justness and Sincerity, Political Neutrality, Responsiveness to the Public, Nationalism and Patriotism, Commitment to Democracy, Simple Living.

7.3.1.4. Forms of Incentives

- Step Increment
- Compensatory Time Off (CTO)
- Flexiplace
- Plaques
- Certificates
- Learning and Development (L&D)
- Tokens
- Cash Incentive
- Publication Feature
- Out of Town Planning Package

## 7.4. Rights

7.4.1. Academic Freedom

Members of the teaching staff shall enjoy academic freedom, provided, however, that no instructor in the university shall inculcate sectarian tenets in any of his/her teaching, nor attempt either directly or indirectly under penalty of dismissal by the BOR, to influence the students for or against any particular church or religious sect or political party.

Academic freedom is the right of the teacher to teach the course/courses of his specialization according to his best lights; to hold such ideas as he/she believes sincerely to be right; and to express his opinions on public questions in a manner that shall not interfere with his duties as a member of the faculty or negative to his loyalty to the college or university that employs him. Within this specific framework, the following principles are detected:

a. USM shall not impose any limitation upon the teacher's freedom in the exposition of his own course in the classroom or in addresses and publications;

b. No teacher has the right/privilege of discussing in his classroom controversial topics that are not relevant to the course of study;
c. The University shall not place any restraint upon the teacher's freedom in the choice of subject for research and investigation undertaken on his own initiative;
**d.** It is clearly understood that the University assumes no responsibility of views expressed by the teacher as his personal opinions.

# CHAPTER 8

# CONDUCT, RESTRICTIONS AND DISCIPLINE

## 8.1. Proper Decorum

The University will initiate disciplinary action on faculty for conduct unbecoming a faculty member. A faculty member who commits any of the following non-exclusive offenses may, after due Investigation and proper hearing, be subject to the appropriate disciplinary sanctions.

### 8.1.1. Drinking

Any faculty member shall be suspended for 10 days or depending on the gravity of the offense due to drunkenness or drinking liquor or any alcoholic beverages within the University premises during or beyond working hours.

### 8.1.2. Smoking/Possession of Prohibited Drugs

Smoking, chewing or other use of tobacco products by teachers, staff, students and members of the public shall be prohibited while inside the campus. The ban on the use of tobacco products shall apply to the buildings, vehicles, and grounds and all support sites.

Any faculty member proven on the use or possession of prohibited drugs and paraphernalia within or outside the University premises shall be suspended for 10 days or depending on the gravity of the offense.

### 8.1.3. Uniform

Any faculty member who violates on the wearing of proper uniform and ID shall be given a written warning or verbal reprimand or suspension depending on the gravity of the offense.

## 8.2. Restrictions

### 8.2.1. AWOL

Failure to report to work on any day or during any period without the approval of the immediate superior is considered absence without official leave. Appropriate disciplinary action shall be imposed to any employee who commits such misconduct.

8.2.2. Foreign Travels

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

Travels may be official, religious, social or personal in nature contingent on the needs of the service, hence, approval for authority to travel is needed when a faculty represents University/College functions, as the trip is sponsored by the University/College or a sponsoring, inviting agency. Foreign travels for faculty shall be only allowed once a year.

8.2.3. Services in Other Colleges and Universities

Any faculty may be invited to render services to other SUCs, or private higher learning institutions shall seek approval from the University President to avoid prejudice of the required number of hours teaching outside the University can be done after office hours or during Saturdays or Sundays.

8.2.4. Leaves and Special Details

University policy provides that no more than the equivalent of fifteen percent (15%) of the faculty may be allowed to go on leave of absence with pay at any given semester. A policy that leaves and special detail taken during the semester which shall amount to losing twenty percent (20%) of class meetings shall not be allowed. Fast-tracking of class meetings for the reason that the faculty members are leaving for abroad is discouraged. Finally, leaves or special detail that start while the semester is ongoing and end after the next semester has started are not allowed. Faculty members should synchronize their leaves or special detail with the semestral schedule.

8.2.5. Attendance to seminars/workshops/conference/trainings

Attendance of faculty to seminars, workshops, conferences, trainings, fora, and conventions shall be upon the recommendation of the Dean and approved by the concerned Vice President.

The number of participants shall be upon the discretion of the concerned Vice-President especially if the registration shall be borne by the University.

Participant/s shall conduct echo seminar within 8 weeks after the attendance of the activity.

## 8.3. Discipline

### 8.3.1. Tardiness

Tardiness means the failure of a faculty member to attend his class on time, te within the first fifteen (15) minutes of the class. If he arrives after 15 minutes, he shall be considered absent

A faculty member shall be deducted based on the actual number of minutes late. Deduction shall be made only at every 60 minutes of tardiness. However, if the accumulated number of minutes tardy does not reach 60 by end of semester, the faculty member shall be deducted based on his computed rate per minute

### 8.3.2. Absenteeism

Academic heads shall officially notify their respective faculty each time they incur absences equivalent to 10% or above of the total number of days in a semester as reflected on the Faculty Absences report furnished by the HRMO. This information shall serve as warning letter to the member concerned. The Vice President of the Academic Affairs gives the final warning letter to the faculty concerned at the end of the semester and prescribes the corresponding penalty.

### 8.3.3. Insubordination

A faculty member shall be charged for insubordination if he/she fails to act or follow orders from higher authorities without due cause.

### 8.3.4. Sexual Harassment

The University adopts the Anti-Sexual Harassment Act of 1995 (Republic Act No. 7877) which deplores any unwelcome sexual advances, requests or demands for sexual favor, or other verbal or physical behavior of sexual nature, committed by a faculty in the University/College to any member of the academic community, including students (see Appendix E).

### 8.3.5. Verbal Abuse

A faculty member shall be charged if he/she uses his/her position to insult or use derogatory remarks towards his/her peers, subordinates, or students.

8.3.6. Physical Abuse

Physical abuse his her charged to a faculty member who uses his/her position to take advantage of his/her peers, subordinates or students.

## 8.4. Culture-Sensitivity

All faculty members must be fully oriented to foster harmonious relationship with the cons University and other stakeholders by developing their social skills and observance of culture-sensitivity in pursuit of the avowed vision of the University.

## 8.5. Suspension and Removal

8.5.1. Suspension for Cause

No official or employee of the University shall be removed or suspended except for as provided by law and after due process.

As provided under existing laws and regulations, the University President shall have concurrent jurisdiction with the Regional Office of the Civil Service Commission to Investigate, through a Committee on Personnel Discipline duly constituted for the purpose. The said Committee shall recommend to the University President matters involving disciplinary actions against officials and employees of the University, subject to the confirmation of the Board of Regents. Such decision shall be final and executory in case the penalty imposed is suspension of not more than thirty (30) days or fine in an amount not exceeding thirty (30) days salary. In case the decision rendered by the University President is appealable to the Civil Service Commission, a motion for reconsideration shall first be filed with the Board of Regents through the University President, and if denied, an appeal shall then be lodged with the Commission and pending appeal, the decision shall be final and executory.

An appeal shall not stop the decision from being executory, and in case the penalty is suspension or removal, the respondent shall be considered as having been under preventive suspension during the pendency of the appeal. In the event that he win an appeal, he shall be reinstated and shall receive his/her back wages and other fringe benefits.

8.5.2. Preventive Suspension

The University President may preventively suspend any University official or employee pending an investigation, if applicable rules so provided.

Preventive suspension is not a punishment or penalty for misconduct in office but is considered to be a preventive measure.

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 guilty.

**Appendix A**
University of Southern Mindanao Faculty Association, Inc. (USMFA)
Constitution and By-laws

GLF – NS2012

ARTICLES OF INCORPORATION

of

UNIVERSITY OF SOUTHERN MINDANAO FACULTY ASSOCIATION, INC.
(Name of Association)

KNOW ALL PERSONS BY THESE PRESENTS:

We, the undersigned incorporators, all of legal age, have this day voluntarily agreed to form a non-stock and non-profit association under the laws of the Republic of the Philippines.

THAT WE HEREBY CERTIFY:

Article I: That the name of this association shall be

UNIVERSITY OF SOUTHERN MINDANAO FACULTY ASSOCIATION, INC.

Article II: That the purposes for which this association is formed are:

That the primary purpose for which said association is formed is to have proper presentation before any and all forums and offices, may they be private or government, including other agencies and instrumentalities of the government for the identified and recorded faculty members of the University of Southern Mindanao.

That the secondary purpose of which said association is formed is to establish linkages with the government and non government organizartions, civil societies, alumni and individuals; to conduct socio-cultural and spiritual activities in order to promote or enhance collegiality and harmonious relationship among members; To help promote an eco-friendly atmosphere in the university; and to lawfully exercise any and all powers and acts necessary to the attainment of the objectives of the association.

# BY-LAWS

OF

UNIVERSITY OF SOUTHERN MINDANAO FACULTY ASSOCIATION, INC.

(Name of Corporation)

## ARTICLE I

## BOARD OF TRUSTEES

Section 1. Board of Trustees - The corporate powers of the association shall be exercised, its business conducted and its property controlled by the Board of Trustees. Without prejudice to such powers as may be granted by laws, the Board of Trustees shall also have the following powers:

a) To make and change rules and regulations not inconsistent with these by-laws for the management of the association's objectives and affairs;

b) To purchase, receive, take or otherwise acquire for and in the name of the association, any and all properties, rights, or privileges for the association;

c) To prosecute, maintain, defend, compromise or abandon any lawsuit in which the association or its officers are either plaintiffs or defendants in connection with the activities of the association;

d) To delegate, from time to time, any of the powers of the board which may be lawfully be delegated in the course of the operation of the association to any standing or special committee or to any officer or agent and to appoint any person to be agent of the association with such powers and upon such terms as may be deemed fit, and

e) To implement these by-laws and to act on any corporate matter not covered by these by-laws, provided such matter does not require the approval or consent of the members under the Corporation Code of the Philippines.

Section 2. Qualifications - No member shall be eligible for election to the Board of Trustees unless he is of a member of good standing and has not committed any offense mentioned in Section 3 of Article 1.

punishable by imprisonment for a period exceeding six (6) years, or a violation of the Corporation Code, committed within five (5) years prior to the date of his election, shall qualify as a trustee of the association.

Section 4. Term – The members of the Board of Trustees shall serve for a period of one (1) year and until their successors are duly elected and qualified.

Section 5. Vacancies - Vacancies in the board caused by death, resignation or for any other reason except by removal or expiration of term may be filled by at least a majority of the remaining trustees, if still constituting a quorum, otherwise said vacancies shall be filled by the members in a regular or special meeting called for the purpose. The elected trustee shall hold office for the unexpired portion of the term and until his successor shall have been elected and qualified.

## ARTICLE II

## MEETING OF TRUSTEES

Section 1. Meetings - Regular meetings of the Board of Trustees shall be held anywhere in or outside of the Philippines on a date adopted by the board. Special meetings may be called at anytime, for any purpose or purposes, by the President or upon request of a majority of the trustees.

Section 2. Notice - The notice of the meetings shall be communicated by the Secretary to each trustee personally, or by telephone or by written or electronic message at least one (1) day prior to the scheduled meeting. It shall indicate the date, time and place of the meeting. A trustee may waive this requirement, either expressly or impliedly.

Section 3. Quorum - A majority of the number of trustees as fixed in the articles of incorporation shall constitute a quorum for the transaction of corporate business and every decision of at least a majority of the trustees present at a meeting at which there is a quorum shall be valid as a corporate act, except for the election of officers which shall require the vote of a majority of all the members of the Board.

Section 4. Conduct of the Meeting - Meetings shall be presided over by the President or in his absence, by any other director chosen by the board. The Secretary shall act as secretary of every meeting, if not present, the President shall appoint a secretary for the meeting. The trustees cannot attend or vote by proxy at board meetings.

## ARTICLE III

## OFFICERS

Section 1. Officers - Immediately after their election, the Board of Trustees shall formally organize by the election of the President and Vice-President, both of whom must be trustees, a Secretary, who must be a citizen and resident of the Philippines, a Treasurer, who may or may not be a trustee, and an Auditor, who must not be a trustee.

The board may appoint other officers in addition to the abovementioned officers. Any two (2) or more positions may be held concurrently by the same person, except that no one shall act as President and Treasurer or Secretary at the same time.

Section 2. Term of Office - All officers of the association shall hold office for one (1) year and until their successors are duly elected and qualified.

Section 3. Vacancies – All vacancies in the position of the officers shall be filled by a majority vote of the Board of Trustees. The elected successor shall hold office for the unexpired term.

## ARTICLE IV

## DUTIES AND FUNCTIONS OF OFFICERS

Section 1. President - The President shall exercise the following functions:

a) To manage and supervise the business affairs of the association;

b) To implement the administrative and operational policies of the association as resolved by the Board of Trustees;

c) To represent the association at all activities and objectives of the association;

d) To execute all contracts, agreements and commitments of the corporation entered into by the Board of Trustees;

e) To oversee the preparation of the budget and the statements of accounts of the association;

f) To preside and submit reports at the meetings of the Board of Trustees and members; and

g) To perform such other duties as may be directed by the Board of Ttrustees.

Section 2. Vice-President - The Vice-President shall have such powers and duties as the

board may from time to time prescribe. In case the President is absent or incapacitated, the Vice-President, if qualified, shall have the powers and discharge the duties of the President.

Section 3. Secretary - The Secretary shall exercise the following functions:

a) To record the minutes and resolutions in all membership and trustees meetings and maintain corporate books in the such form and manner required by law;

b) To keep the membership book and records of the association, and affix the corporate seal to all official documents requiring the same;

c) To give or send notices of the association required by law and these by-laws;

d) To determine the existence of a quorum in any meeting of the members and the Board of Trustees; and

e) To perform such other duties as may be assigned to him by the President or the Board of Trustees.

Section 4. Treasurer - The Treasurer shall have the following functions:

a) To keep full and accurate accounts of the funds, receipts and disbursements in the books of the association;

b) To deposit in the name and to the credit of the association, in such bank as may be designated by the Board of Trustees, all the funds, money, securities and valuable effects of the association;

c) To render an annual statements showing the financial condition of the association and other financial reports to the President and Board of Trustees, as well as, proper government agencies; and

d) To perform such other duties and functions as may be assigned to him by the Board of Trustees.

To protect the funds of the association, the Treasurer must be bonded in such amount as may be determined by the Board of Trustees.

Section 5. Auditor - The Auditor shall audit the books of the association and prepare the annual Balance Sheet and Profit and Loss Statements. He shall submit his Audit Report in time for the annual members meeting.

## ARTICLE V

## MEMBERSHIP

Section 1. Qualifications for Membership - For admission to the association, an applicant for membership must be of legal age and possess all the qualifications set by the Board of Trustees.

Section 2. Rights of Members - A member shall have the following rights:

a) Subject to the provision of Article II, Section 2 of this by-laws, to be eligible to any elective or appointive office of the association;

b) To participate and vote in all deliberations/meetings of the association;

c) To avail of all the facilities of the association;

d) To inspect the records or books of the association at reasonable hours during business days.

Section 3. All members shall pay membership dues and other assessments as may be imposed by the Board of Trustees.

## ARTICLE VI

## MEETINGS OF MEMBERS

Section 1. Meetings - The annual or regular meetings of the members shall be held on MAY 31 of each year, if a legal holiday, then on the day following. Special meetings may be called as the need thereof arises, by the President or the Board of Trustees, at its own instance or upon petition of 1/3 of the general membership.

Section 2. Place of Meeting - The meetings shall be held in the principal office of the association stated in Article III of the articles of incorporation or at any place designated by the Board of Trustees in the city or municipality indicated therein. Meetings may also be held outside the place where the principal office of the association is located; Provided that the meeting shall be with due notice and within the Philippines.

Section 3. Notices - Notices of meetings shall be given by the Secretary personal delivery, or mail or electronic messages, at least two (2) weeks for regular meetings or one (1) week for special meetings prior to the date set for such meeting to each member of record at his last known address. The notice shall state the place, date and hour of the meeting, and the purpose for which the meeting is called.

Section 4. Waiver of Notice - Notice of meeting may be waived verbally by any member attending it.

Section 5. Quorum - A quorum for any meeting of the members shall consist of a majority of the members and a majority of such quorum may decide any question at the meeting. If no quorum is constituted, the meeting shall be adjourned until the requisite number of members shall be present.

Section 6. Proxy – Members may vote in person or by proxy in all meetings of members. Proxies shall be in writing, signed by the member and filed with the Secretary of the association at least one day prior to the scheduled meeting. Unless so filed, a proxy shall not be recognized.

## ARTICLE VII

## TERMINATION OF MEMBERSHIP

Section 1. Termination of Membership - Suspension, expulsion and termination of membership shall be decided by the Board of Trustees in accordance with the rules and regulations of the association.

## ARTICLE VIII

## FUND

Section 1. Funds - The funds of the association shall be derived from membership fees, annual dues, gifts, or donations from the public.

Section 2. Disbursements - Withdrawal from the funds of the association, whether by check or any other instrument shall be signed by the Treasurer and countersigned by the President. If necessary, the Board of Trustees may designate other signatories.

Section 3. Fiscal Year - The fiscal year of the association shall be from January 1st to December 31st of each year.

## ARTICLE IX

## SEAL

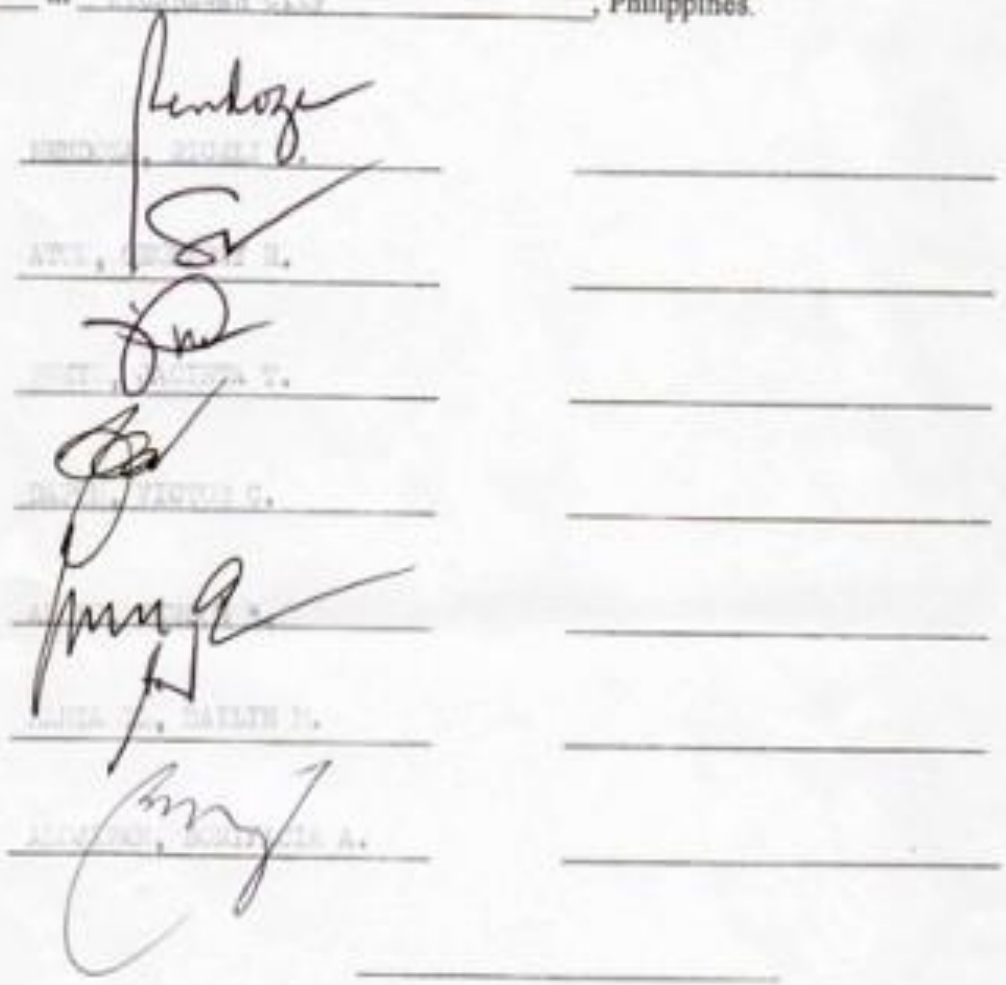
Section 1. The corporate seal which shall represent the ideals and objectives of the association shall be designed and approved by the Board of Trustees.

## ARTICLE X

## AMENDMENT OF BY-LAWS

Section 1. Amendments - The Board of Trustees, by a majority vote thereof, and a majority vote of the members, at any regular or special meeting duly held for the purpose, may amend or repeal these by-laws or adopt new by-law.

IN WITNESS WHEREOF, we, the undersigned incorporators/members representing a majority of the members of the association have adopted the foregoing by-laws and hereunto affixed our signatures this 20th day of April 20 22 in Tagaytay City, Philippines.



RDS 99-1DN

# REGISTRATION DATA SHEET
## INCORPORATORS / TRUSTEES / OFFICERS INFORMATION
(FOR DOMESTIC NON-STOCK CORPORATION)

SEC NUMBER /__/__/__/__/__/__/__/__/__/__/__/

FILL-UP INSTRUCTIONS : Type or print legibly. Light-shaded boxes and codes are to be filled up by the SEC, including the SEC number.

COMPANY NAME

COMPANY TIN

INC.

INCORPORATORS / TRUSTEES / OFFICERS (Use additional sheets, if necessary. Refer to the back of this page for additional instructions.)

NO. OF TRUS DIRECTORS

| NAME (Company Name, if Company) (Last Name, First Name, MI, Maiden Surname, if Person) | TAXPAYER IDENTIFICATION NUMBER | BIRTHDATE | INT'L CODE | NATIONALITY | BRD / TRUSTEE | INCTR |
|---|---|---|---|---|---|---|
| [illegible] | [illegible] | 0578 11 11 21 | [illegible] | Filipino | [illegible] | [illegible] |
| [illegible] | [illegible] | [illegible] | [illegible] | Filipino | [illegible] | [illegible] |
| [illegible] | [illegible] | [illegible] | [illegible] | Filipino | [illegible] | [illegible] |
| [illegible] | [illegible] | [illegible] | [illegible] | Filipino | [illegible] | [illegible] |
| [illegible] | [illegible] | [illegible] | [illegible] | Filipino | [illegible] | [illegible] |
| [illegible] | [illegible] | [illegible] | [illegible] | Filipino | [illegible] | [illegible] |
| [illegible] | [illegible] | [illegible] | [illegible] | Filipino | [illegible] | [illegible] |
| | | | | | | |
| | | | | | | |
| | | | | | | |

CERTIFIED CORRECT : _____
(Signature over printed name)

POSITION : SECRETARY

DATE : 04/30/2019

PROCESSING ATTORNEY :

DATA CONTROL CLERK :

DATA ENCODER :

DATE REVIEWED :

DATE REVIEWED :

DATE ENCODED :

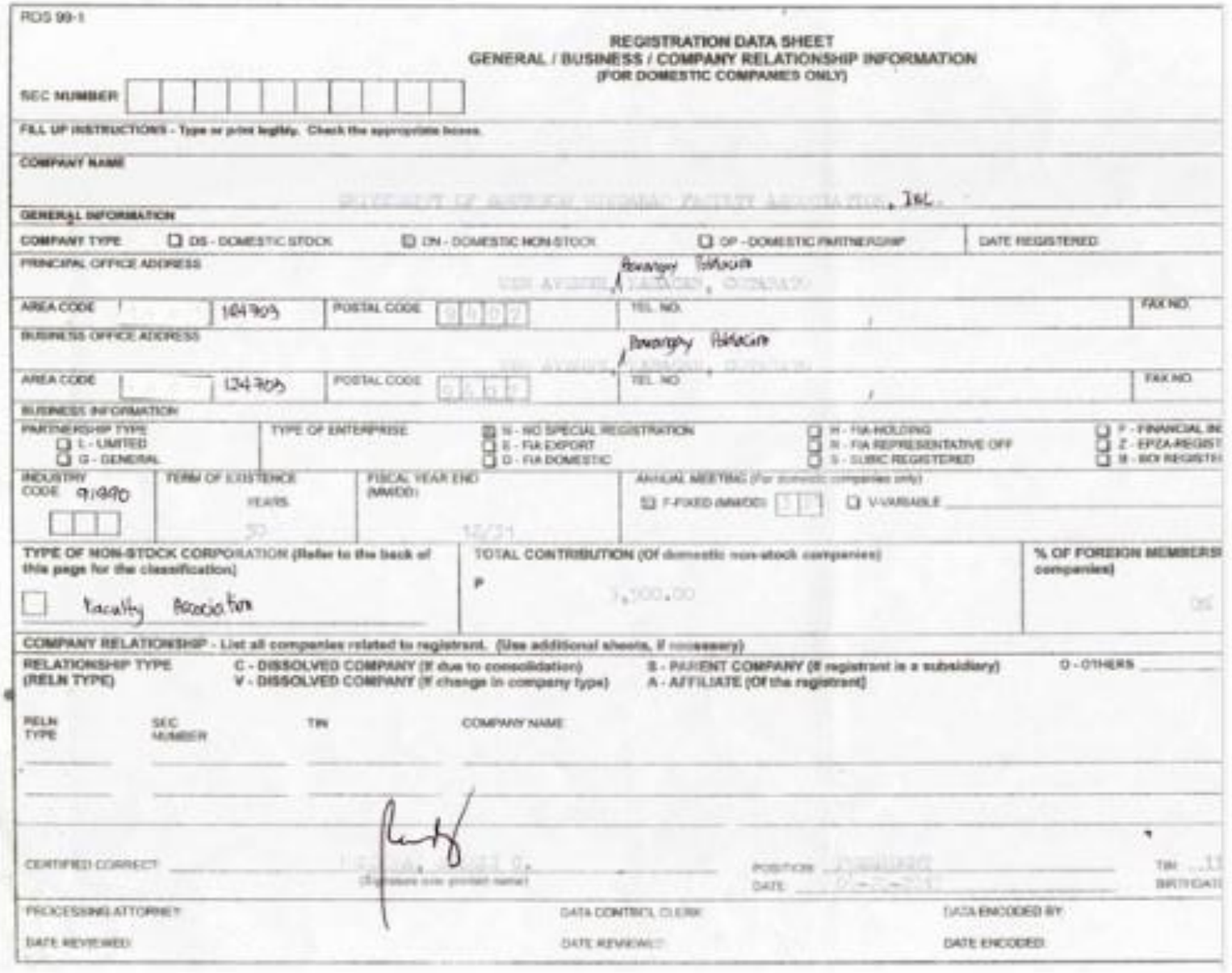
INSTRUCTIONS FOR FILLING UP THE COLUMN!!

TRUSTEE INDICATOR -
C - CHAIRMAN
M - MEMBER
N - NEITHER

INCORPORATOR (INCTR) INDICATOR -
I - INCORPORATOR
N - NOT APPLICABLE

OFFICER (OFR) INDICATOR -
PRE - PRESIDENT
CEO - CHIEF EXEC. OFFICER
CFO - TREASURER
COO - CHIEF OPERATING OFFICER
COS - CORPORATE SECRETARY

LEG - LEGAL COUNSEL
AUD - EXTERNAL AUDITOR
GOV - GOVERNMENT REPRESENTATIVE
OTH - OTHERS
N - NONE



ROS 99-1

**REGISTRATION DATA SHEET**
**GENERAL / BUSINESS / COMPANY RELATIONSHIP INFORMATION**
**(FOR DOMESTIC COMPANIES ONLY)**

SEC NUMBER

FILL UP INSTRUCTIONS - Type or print legibly. Check the appropriate boxes.

COMPANY NAME

GENERAL INFORMATION

COMPANY TYPE: ☐ DS - DOMESTIC STOCK ☐ DN - DOMESTIC NON-STOCK ☐ OP - DOMESTIC PARTNERSHIP | DATE REGISTERED

PRINCIPAL OFFICE ADDRESS

AREA CODE | TEL NO. | POSTAL CODE | FAX NO.

BUSINESS OFFICE ADDRESS

AREA CODE | TEL NO. | POSTAL CODE | FAX NO.

BUSINESS INFORMATION

PARTNERSHIP TYPE: ☐ L - LIMITED ☐ G - GENERAL
TYPE OF ENTERPRISE: ☐ N - NO SPECIAL REGISTRATION ☐ E - FIA EXPORT ☐ D - FIA DOMESTIC ☐ H - FIA-HOLDING ☐ R - FIA REPRESENTATIVE OFF ☐ S - SUBIC REGISTERED ☐ F - FINANCIAL IN ☐ Z - EPZA-REGIST ☐ B - BOI REGISTE

INDUSTRY CODE 91490 | TERM OF EXISTENCE: YEARS | FISCAL YEAR END (MM/DD) | ANNUAL MEETING (For domestic companies only): ☐ F-FIXED (MM/DD) ☐ V-VARIABLE

TYPE OF NON-STOCK CORPORATION (Refer to the back of this page for the classification): ☐ Faculty Association

TOTAL CONTRIBUTION (Of domestic non-stock companies): P

% OF FOREIGN MEMBERSH companies)

COMPANY RELATIONSHIP - List all companies related to registrant. (Use additional sheets, if necessary)

RELATIONSHIP TYPE (RELN TYPE): C - DISSOLVED COMPANY (If due to consolidation); V - DISSOLVED COMPANY (If change in company type); S - PARENT COMPANY (If registrant is a subsidiary); A - AFFILIATE (Of the registrant); O - OTHERS

| RELN TYPE | SEC NUMBER | TIN | COMPANY NAME |
|---|---|---|---|
| | | | |
| | | | |

CERTIFIED CORRECT: (Signature over printed name) POSITION: DATE: TIN: BIR TAX

PROCESSING ATTORNEY: DATA CONTROL CLERK: DATA ENCODED BY:
DATE REVIEWED: DATE REVIEWED: DATE ENCODED:

Article III: That the association shall have its principal office at:

No./Street USM AVENUE, BARANGAY POBLACION

City/Town KABACAN

Province COTABATO

Article IV: That the term for which said association is to exist is FIFTY (50) years from and after the date of issuance of the certificate of incorporation.

Article V: That the names, nationalities, and residences of the incorporators, majority of whom are residents of the Philippines, are as follows:

| Name | Nationality | Residence (complete address) |
|---|---|---|
| Tandoan, Nicoli C. | Filipino | Barangay Poblacion, Kabacan, Cotabato |
| Atok, Geoffrey B. | Filipino | Rio Grande Street, Barangay Poblacion, Kabacan, Cotabato |
| Dueyo, Jacinta T. | Filipino | Poblacion 3, Midsayap, Cotabato |
| Dapon, Victor C. | Filipino | Barangay Culaman, Kabacan, Cotabato |
| Arolo, Vernon D. | Filipino | Aurora Street, Barangay Poblacion, Kabacan, Cotabato |
| Vantavil, Evilyn M. | Filipino | Lopez Jaena Street, Barangay Poblacion, Kabacan, Cotabato |
| Alojipan, Bonifacia A. | Filipino | Barangay Panangol, Kidapawan City |

Article VI: That the number of trustees of the association shall be Seven ( 7 ); and the names, nationalities and residences of the first trustees of the association, majority of whom are residents of the Philippines, are as follows:

| Name | Nationality | Residence (complete address) |
|---|---|---|
| Pendosm, Nicoli C. | Filipino | Barangay Cotan, Kabacan, Cotabato |
| Atok, Geoffrey B. | Filipino | Rio Grande Street, Barangay Poblacion, Kabacan, Cotabat |
| Pumyo, Jacinta T. | Filipino | Poblacion 8, Midsayap, Cotabato |
| Dupon, Victor C. | Filipino | Barangay Cotan, Kabacan, Cotabato |
| Avolo, Herson B. | Filipino | Aurora Street, Barangay Poblacion, Kabacan, Cotabato |
| Mantavil, Bailyn M. | Filipino | Lapu-Lapu Street, Barangay Poblacion, Kabacan, Cotabat |
| Alojipan, Bonifacio A. | Filipino | Barangay Nasongol, Kidapawan City |

Article VII: That the total contributed capital of the association is Three Thousand Five Hundred (Php 3,500.00) contributed by the incorporators, trustees and members. Wherein each incorporator | Trustee contributed ₱500.00.

Article VIII. That no part of the income which the association may obtain as an incident to its operation shall be distributed as dividends to its members, trustees or officers subject to the provisions of the Corporation Code of the Philippines on dissolution. Any profit obtained by the association as a result of its operation, whenever necessary or proper shall be used for the furtherance of the purposes enumerated in Article II, subject to the provisions of Title XI of the Corporation Code of the Philippines.

REPUBLIC OF THE PHILIPPINES )
CITY OF KIDAPAWAN ) S S

AFFIDAVIT

I, RICELI C. MENDOZA, of legal age, Filipino and resident of BATUNGAY USIAS, KABACAN, COTABATO, after having duly sworn to in accordance with law, hereby depose and state that:

I am an incorporator of UNIVERSITY OF SOUTHERN MINDANAO FACULTY ASSO which is in the process of incorporation with the Securities and Exchange Commission;

I confirm that all corrections made in the Articles of Incorporation and by-laws of the said corporation were made prior to notarization and with full knowledge and consent of all the other incorporators;

I assume full responsibility for the corrections indicated in the said Articles of Incorporation and by-laws;

Further, affiant sayeth naught.

IN WITNESS WHEREOF, I hereby signed this affidavit this 20th day of April, 2017 at Kidapawan City.

RICELI C. MENDOZA
Affiant

SUBSCRIBED AND SWORN TO before me this 20th day of April, 2017 at Kidapawan City affiant exhibited to me his TIN: 119-607-736-000 issued on _____ at Kidapawan City.

Doc. No. 482
Page No. 97
Book No. XX
Series of 2017

Notary Public

LAWRENCE L. RETUYA
Roll of Attorney's No. 65562
IBP Member No. 105654 12-28-16
PTR No. 8173326 • 12-20-16
Serial No. 205-2016, Until 12-31-17
Door No. 5, Bldg. A, Residencia Del Marina
Business Center, Jacinto St., Davao City

(To be submitted if there are erasures or corrections in the articles of incorporation/by-laws)

**Appendix B**

Collective Negotiating Agreement (CNA) between USM Faculty Association, Inc. and University of Southern Mindanao (USM)

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
UNIVERSITY OF SOUTHERN MINDANAO FACULTY ASSOCIATION INC.
Kabacan, Cotabato

UNIVERSITY OF SOUTHERN MINDANAO FACULTY ASSOCIATION INC.
Kabacan, Cotabato

Regional Office No. XII
RECEIVED
Name, Designation & Signature

**COLLECTIVE NEGOTIATION AGREEMENT**

**KNOW ALL MEN BY THESE PRESENTS:**

This COLLECTIVE NEGOTIATION AGREEMENT (CNA) entered into by and between:

The UNIVERSITY OF SOUTHERN MINDANAO, a state educational institution with principal office and postal address at Kabacan, Cotabato, Philippines and represented by its President, FRANCISCO GIL N. GARCIA, PhD, hereinafter referred to as the "UNIVERSITY";

**- and -**

The UNIVERSITY OF SOUTHERN MINDANAO FACULTY ASSOCIATION INCORPORATED (USMFAI), a duly registered association by the Security and Exchange Commission, and duly formed and recognized organization of the regular employees of the UNIVERSITY OF SOUTHERN MINDANAO, with Certificate of Registration No. 604 with the Civil Service Commission (CSC) and Certificate of Accreditation No. 208 with DOLE, and principal office address at the Faculty House, University of Southern Mindanao, Kabacan, Cotabato, Philippines, represented by its President, MA. LESLIE C. SALES,EdD, per USMFAI Board Resolution No.001, s. 2022, and hereinafter referred to as the "ASSOCIATION".

**WITNESSETH:**

**WHEREAS**, the 1987 Constitution of the Philippines and Executive Order No. 180 dated June 1, 1987, recognized and guaranteed, among others, the rights of government employees to self-organization and collective negotiation;

**WHEREAS**, the Civil Service Commission (CSC) and the Department of Labor and Employment (DOLE) recognize and support the rights of government employees to self-organization and collective negotiation;

**WHEREAS**, the UNIVERSITY, in consonance with the provisions of the 1987 Philippine Constitution and Executive Order No.180 s. 1987, recognizes and supports the rights of government employees to self-organization and collective negotiation;

**WHEREAS**, the University of Southern Mindanao Faculty Association Incorporated,(USMFAI) by virtue of the Civil Service Commission Resolution No. 001335 series of 2000, has been duly recognized, accredited, and declared as the sole and exclusive representative of the rank-and-file employees of the University of Southern

Mindanao for purposes of collective negotiations and to undertake all other activities not contrary to law or public policy in the furtherance and protection of the interest of the said employees of the University;

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

## ARTICLE I
## DECLARATION OF PRINCIPLES

**Section 1**. The UNIVERSITY and the ASSOCIATION recognize the basic rights of USM employees to a living wage, security of tenure and humane working condition subject to the existing laws, rules and regulations on the matter.

**Section 2.** Subject to existing Civil Service Commission and other pertinent rules and regulations, the Management of the UNIVERSITY shall be just, fair and impartial in the execution of personnel actions such as: hiring, promotion, reassignment and termination of services, grants of vacation or any leave privileges, and workload as well as disciplinary measures to ensure utmost efficiency and to protect the interest of government service. On its end, the ASSOCIATION recognizes the fair management prerogative and the authority vested in the Board of Regents, the University Councils through the University President to determine and formulate policies, rules and regulations not contrary to law and public policy that would best achieve efficiency, competence, and productivity of the members in particular, and the UNIVERSITY in general.

**Section 3.** The UNIVERSITY and the ASSOCIATION shall adhere to the observance of appropriate and applicable national and international declaration of policies, laws and rules on the rights of all workers to self-organization, collective negotiation and to undertake legal and moral association activities.

**Section 4.** The UNIVERSITY recognizes the involvement of the Association in the formulation of policies, plans and activities of the UNIVERSITY that affect the welfare of all its regular employees.

**Section 5.** The UNIVERSITY and the ASSOCIATION shall work on its policy of transparency and participative management with emphasis on consultative procedure/process.

**Section 6.** Both parties shall jointly exert earnest effort to promote a progressive and harmonious employee-employer relationship.

## ARTICLE II
## SCOPE OF COVERAGE

**Section 1.** The parties agree that this Collective Negotiation Agreement (CNA) shall apply to all regular employees of USM and/or adjunct government agencies.

## ARTICLE III
## ASSOCIATION'S RECOGNITION and SECURITY

**Section 1.** Subject to the pertinent provisions of existing laws and regulations, the UNIVERSITY recognizes the ASSOCIATION as the sole representative of all regular employees of the University.

**Section 2.** The UNIVERSITY shall deal only through and directly with the ASSOCIATION as represented by the President or his/her duly authorized representative on all matters and issues affecting the common interest, rights, welfare and benefits of all regular employees covered by the CNA.

**Section 3.** The UNIVERSITY shall allow, on official time, the holding of the ASSOCIATION Board of Directors' regular and special meetings without sacrificing their respective official duties and functions as government workers. An official time shall also be granted to the members of the ASSOCIATION to enable them to attend General Assembly Meetings and other related association activities as officially requested by the Association and approved by the office of the University President or his/her duly authorized representative.

**Section 4.** Subject to the provisions of existing laws and regulations, the ASSOCIATION shall be represented in the following UNIVERSITY Management Committees/Groups where the rights, privileges, and welfare of the members may be affected:

a. Personnel Recruitment, Evaluation, and Hiring Committee in accordance with the Civil Service Law
b. Personnel Career and Development Committee
c. BAC as observer
d. USM PRAISE Committee
e. Performance Based Bonus Committee
f. University Discipline Committee
g. Grievance Committee
h. Committee on Decorum and Investigation

**Section 5.** The UNIVERSITY shall furnish the ASSOCIATION with a copy of any communication directly affecting the general welfare of its members. It shall also include the ASSOCIATION in its mailing lists. The ASSOCIATION, in turn, shall inform the UNIVERSITY of all its activities through a written quarterly report.

**Section 6.** The UNIVERSITY shall assist the ASSOCIATION in collecting the association's dues/fees, such as love gift, charity, emergency assistance, annual dues and mortuary, and other assessment fees subject to existing accounting and auditing procedures to be deducted from the payroll provided that the member accomplishes a notarized authority to deduct. It is further agreed that the remittance of the collection thereof to the ASSOCIATION shall be made not later than fifteen (15) days after the period of deduction.

**Section 7.** The UNIVERSITY shall include the Association as a signatory to the clearance of any regular employee who shall retire, resign or transfer to other agencies and go on leave exceeding one semester.

**Section 8.** The UNIVERSITY shall recognize and support all legitimate programs and undertakings of the ASSOCIATION in consonance with the existing rules and regulations of the University.

**Section 9.** The UNIVERSITY and the ASSOCIATION shall mutually recognize the grievance machinery formulated by the University in accordance with the provisions of CSC Memorandum Circular No. 2, s. 2001 and the University Code.

## ARTICLE IV
## OBLIGATIONS OF THE ASSOCIATION

**Section 1.** The Association commits to support the University's mandate, duties, and functions as stipulated in its Charter.

**Section 2.** To realize this commitment, the ASSOCIATION shall undertake the following activities: a) promote among its members the strict observance of proper ethics and professional conduct as stipulated in the provisions of RA 6713 (Code of Conduct and Ethical Standards); b) recommend and implement measures to promote and maintain order and discipline; c) monitor members attendance in all University activities in partnership with the Administration, and d.) help the management in clarifying and settling issues affecting the University.

**Section 3.** The USM regular employees shall actively participate in the maintenance of cleanliness and beautification of the university premises by holding CLEANLINESS and BEAUTIFICATION DAY every 10th week of every semester.

**Section 4.** The ASSOCIATION shall inform the UNIVERSITY of all its annual official and legitimate activities and programs for inclusion to the university calendar of activities.

**Section 5.** The ASSOCIATION shall compel its members to perform their duties and responsibilities effectively and efficiently (e.g. regular attendance to classes and other functions, accepting over **load assignments, committee assignments and other official University functions and timely** submission of grading sheets, reports and other required documents.)

**Section 6.** The ASSOCIATION shall pursue the production and publication of the Employee Manual within the 1st anniversary from the signing of this agreement. This manual shall serve as the basis in formulating relevant policies and guidelines relative to employees' responsibilities, welfare and privileges in accordance with existing legal issuances.

**Section 7.** The ASSOCIATION shall pursue the strict observance of wearing of the prescribed university uniforms and athletic uniform during athletic meets. The Civil Service Dress Code, CSC MC No. 19, s. 2000, must be strictly observed.

**Section 8.** The ASSOCIATION shall collect and manage the CHARITY FUND of its members and formulate guidelines thereof and submit regular report of utilization to the UNIVERSITY.

**Section 9.** The ASSOCIATION shall develop the USMFAI house vicinity by adding other facilities or amenities, such as, but not limited to a) sports and wellness center, b) mini-grocery in coordination with the University within the lifetime of this agreement.

**Section 10.** The ASSOCIATION shall provide the UNIVERSITY the names of the ASSOCIATION's officers and members in accordance to the number contained in the official list submitted by the ASSOCIATION to the Civil Service Commission immediately after the signing of this Agreement and that the ASSOCIATION shall inform in writing the UNIVERSITY of any change in the Association's Roster.

## ARTICLE V
## USMFA MEMBERS' RIGHTS AND PRIVILEGES

**Section 1.** The **ASSOCIATION** shall facilitate the acquisition of annual accident insurance from competent insurance company, to all regular employees who shall pay for the said insurance.

**Section 2.** In addition to the yearly bonuses and cash gift mandated by law, an amount of Php 5,000.00 shall be given every milestone (every 5 years) of the University to all the regular employees of the University in accordance to the Civil Service Law and DBM Guidelines, Circular No. 452, s.1996.

**Section 3.** In line with the CSC M.C No, Series of 1993, and CSC M.C. No. 16, series 1988, the UNIVERSITY may allow officers and members to religiously attend continuing education programs, seminars, meetings, conventions, conferences, symposia and other capability-building programs and shall grant them travels on official business, subject to government accounting and auditing rules.

**Section 4.** The ASSOCIATION shall be responsible in the determination and selection of textile and design of the university uniform and procurement of the same and shall ensure that each regular employee receives the amount of the clothing/uniform allowance due him/her, after deducting the amount the university deems necessary.

## ARTICLE VI
## SAFETY, HEALTH, AND REASONABLE WORKING CONDITIONS

**Section 1.** The UNIVERSITY, through its health services, within its available resources, shall provide all its employees annual medical check-up at a discounted rate to ensure their wellness. The annual medical check-up shall be at the USM Hospital.

**Section 2.** The UNIVERSITY shall endeavor to provide first aid treatments to all its employees as needed.

**Section 3.** The UNIVERSITY shall continue to improve the medical and dental facilities of USM Hospital for the general benefit of its employees.

## ARTICLE VII
## SOCIAL AND CULTURAL INTEGRATION

**Section 1.** The UNIVERSITY shall continue to implement the Annual Sports, Cultural and Moral Recovery Program for the regular employees so as to provide opportunities for their social, physical, and moral well-being and development and to enhance team work, high morale and productivity (Item 37, CSC MC 30 dated 06/08/94).

## ARTICLE VIII
## EMPLOYEES RIGHTS TO REPRESENTATION

**Section 1.** The UNIVERSITY shall provide legal assistance and appropriate protection to an employee in the performance of his/her lawful duties or responsibilities in any of the following circumstances, when sued by any party other than the University or government law enforcement and government regulatory authorities, provided finally that these lawsuits are not private in nature:

a. When sued for any criminal or civil case.
b. When being harassed by any individual or group of persons that poses danger to his/her life.
c. When subpoenaed/summoned to testify as witness for the UNIVERSITY in any court or tribunal or quasi-judicial bodies.

**Section 2.** The University shall provide material and moral support to any of its employees in case of accident (i.e chaperon in fieldtrip, research & extension, fieldworks) or any other untoward incident that may happen while in the performance of his/her official duties and responsibilities.

## ARTICLE IX
## COST REDUCTION AND CNA INCENTIVE

**Section 1.** The UNIVERSITY and ASSOCIATION shall jointly institute cost-cutting measures to generate savings for the grant of CNA incentive during the effectivity of the agreement. The same should not prejudice the efficient delivery of services to the University's clientele.

**Section 2.** Pursuant to Department of Budget and Management (DBM) Budget Circular No. 2022-2, s.2022, the grant of CNA incentive shall be made after the generation of savings, but not limited to the following cost cutting measures:

1. Savings from supplies of each unit/college/office including procurement services;
2. Energy and water conservation;
3. Frugal/wise utilization of office and communication facilities including internet services;
4. Minimized expenses for on and off campus activities;
5. Minimized travels which do not directly contribute to the attainment of the mandate of the University;
6. Economical use of computers, air conditioning units and lights by all units/offices;
7. Use of recyclable materials relevant to the University affairs and other transactions/activities.
8. Repair and regular maintenance of the University fixtures and equipment.

Savings for these purposes mean the balance for the allocation after meeting the target and timely submission of liquidation reports.

**Section 3.** The UNIVERSITY and the ASSOCIATION shall adopt the maximization of staffing pattern and continually pursue the improvement of its policies, systems and procedures to ascertain efficient work process.

## ARTICLE X
## CHECK-OFF

**Section 1.** *Association Dues.* The UNIVERSITY agrees to check off or payroll-deduct from the salaries of every member the annual Association dues and other fees that the Association may adopt through a Board Resolution. In case of fees other than the annual dues, the Association shall submit a signed and notarized authority to deduct from the members of the Association, allowing the deduction of such fees.

## ARTICLE XI
## FUNDING

**Section 1.** Provisions of this Collective Negotiation Agreement (CNA) which require financial incentives shall be implemented in accordance with the existing rules and regulations of the DBM, COA and Civil Service relative to the grant of CNA incentive for National Government Agencies, State Universities and Colleges and Local Government Units.

## ARTICLE XII
## POLICY ON THE GRANTING OF CNA

**Section 1.** All regular employees are required to attend:

a. the nine (9) major activities of the University to wit: State of the University Address (SUA), Recognition Day, Foundation Day, Cluster Graduation, Commencement Exercises, Civil Service Day, Paskuhan, Unilympics, and Faculty and staff meet.
b. the 4 major activities spearheaded by the ASSOCIATION to wit: Campus Beautification every 10th week of the semester, Mid-year Activity and Annual Activity.

**Section 2.** Each activity mentioned above is equivalent to 7%, total of 91% for all the 13 activities. As such, an absence to any of these activities is equivalent to 7% deduction in the CNA.

**Section 3.** Attendance for each activity will be strictly monitored/checked twice; that is at the beginning of each activity (IN), and towards the end (OUT). Absence incurred from In and OUT is equivalent to 3.5% each with a total of 7%. Those who are on OFFICIAL TRAVEL shall be excused provided a T.O. and CA are presented. Forced leave and special leave shall not be allowed during these major activities.

**Section 4.** The total amount obtained from the deduction for absences shall be equally distributed to the faculty members who have not incurred absences.

**Section 5.** This policy shall be applicable to all regular employees in active service; provided that regular employees on scholarship/study leave but handling some teaching loads be granted proportionate entitlement to the CNA. Those on similar status, who fail to attend the mandatory activities are entitled to receive at least 9% of the CNA, subject to tax deduction.

## ARTICLE XIII
## SALAMAT, MABUHAY

**Section 1.** That a "Salamat-Mabuhay" Program shall be provided to all the retiring regular employees of the University.

**Section 2.** The "Salamat-Mabuhay" Program shall be spearheaded by the HRMD Office in coordination with the ASSOCIATION and the college/unit/office where the retiree comes from, and shall be responsible for the Program and all its preparation.

**Section 3.** The Administration in coordination with the Association and the college/unit/office concern shall jointly allot a budget for the guests of the retiree. A Retiree Day shall be provided to honor those who will retire for a particular year.

**Section 4.** That the ASSOCIATION shall give a Plaque of Appreciation and a cash gift as stipulated in the USMFAI Manual.

## ARTICLE XIV
## EFFECTIVITY AND DURATION

**Section 1.** This **COLLECTIVE NEGOTIATION AGREEMENT** shall take effect immediately upon signing by both Parties, to be duly confirmed by the ASSOCIATION Board of Directors and the USM Board of Regents, and submission to the Civil Service Commission pursuant to CSC Memorandum Circular No. 28, s. 1993.

**Section 2.** The Parties agreed that a monitoring committee with equal membership from both parties shall be created to periodically monitor the implementation of the provisions of this agreement.

## ARTICLE XV
## MISCELLANEOUS PROVISIONS

**Section 1. AMMENDMENTS.** For purposes of considering specific proposals for amendments, the USM Proponent-Party shall provide a written notice to the other party at least thirty (30) days prior to the date of the intended meeting for the purpose of discussing or considering such proposed amendments.

**Section 2.** Any party to this CNA may negotiate for a new agreement not later than sixty (60) working days prior to the expiration of this Agreement.

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
UNIVERSITY OF SOUTHERN MINDANAO FACULTY ASSOCIATION INC.
Kabacan, Cotabato

**Section 3. SEPARABILITY CLAUSE.** If any provision of this Agreement or any application is found to be contrary to law by a court of competent jurisdiction, the said provision or the application thereof shall be deemed invalid, while the portions thereof which are not rendered invalid shall remain in force and in effect.

**Section 4.** This Agreement shall remain in force for a period of three (3) years subject to renegotiation of the ASSOCIATION and the UNIVERSITY, unless renegotiated earlier by any of the contracting party, through a written request.

**Section 5.** Pursuant to DBM Budget Circular No. 2006-1 which provides the rules and regulations governing exercise of the right to self- organization, the UNIVERSITY agrees that when this Collective Negotiation Agreement (CNA) shall have been approved and signed by both parties, the UNIVERSITY shall grant all regular employees of good standing an annual CNA incentive, subject to the provisions of pertinent DBM Budget Circulars.

IN WITNESS WHEREOF, the parties hereof, through their authorized representatives, have hereunto signed this AGREEMENT on this 21st day of September 2022 in the UNIVERSITY OF SOUTHERN MINDANAO, Kabacan, North Cotabato, Philippines.

UNIVERSITY OF SOUTHERN MINDANAO

By:

FRANCISCO GIL N. GARCIA, PhD
University President

USM FACULTY ASSOCIATION INC.

By:

MA. LESLIE C. SALES, EdD
USMFAI President

Signed in the presence of:

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
UNIVERSITY OF SOUTHERN MINDANAO FACULTY ASSOCIATION INC.
Kabacan, Cotabato

## ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES )
PROVINCE OF NORTH COTABATO ) s.s.
MUNICIPALITY OF KABACAN )

BEFORE ME, a Notary Public for and in the Province of Cotabato, personally appeared FRANCISCO GIL N. GARCIA, PhD, with Community Tax Certificate No. 06477731, issued at Poblacion, Kabacan on January 17, 2022, representing the University of Southern Mindanao and MA. LESLIE C. SALES EdD, with Community Tax Certificate No. 6595570, issued at Poblacion, Kabacan on January 12, 2022 representing the USM Faculty Association, known to me to be same persons who executed the foregoing COLLECTIVE NEGOTIATION AGREEMENT consisting of nine (9) pages, including this page, and acknowledged to me that the same is their free and voluntary acts and deeds

WITNESS MY HAND AND NOTARIAL SEAL this 22 DEC 2022 day of _____ 2022, Kabacan, North Cotabato, Philippines.

Doc. No. 341
Page No. 80
Book No. 15
Series of 2022

**USMFA INC. CNA COMMITTEE**

MA. LESLIE C. SALES - Chair

KEVIN NAPOLES - Member

MITZI AILEEN M. ALBA – Member

VICTOR C. DAPON – Member

SAMSUBIN A. PANDAY – Member

CONCEPCION E. MAGALLON - Member

**Appendix C**

**DBM-CHED Joint Circular No.03, Series of 2022 (Guidelines on the Reclassification of Faculty Positions in State Universities and Colleges (SUCs)**

**DEPARTMENT OF BUDGET AND MANAGEMENT**
**COMMISSION ON HIGHER EDUCATION**

**JOINT CIRCULAR NO. 03 , series of 2022**

**Date:** oct. 18, 2022

TO : **HEADS OF STATE UNIVERSITIES AND COLLEGES**
**DIRECTORS OF DBM REGIONAL OFFICES**
**DIRECTORS OF CHED CENTRAL AND REGIONAL OFFICES**
**ALL OTHERS CONCERNED**

SUBJECT : **GUIDELINES ON THE RECLASSIFICATION OF FACULTY POSITIONS IN STATE UNIVERSITIES AND COLLEGES (SUCs)**

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**1. Background**

The National Budget Circular No. 461 (NBC 461) issued on 01 June 1998, provides the rules and regulations governing the implementation of the Revised Compensation and Position Classification Plan for Faculty Positions in State Universities and Colleges, CHED-Supervised Higher Education Institutions, and TESDA-Supervised Technical Education Institutions in accordance with the modified Common Criteria for Evaluation of Faculty Positions. This has been the basis for the reclassification of faculty positions since the 1st cycle of implementation in 1998 until the 8th cycle in 2019.

Since the issuance of NBC 461 in 1998, there have been significant developments in the higher education sector: The institutionalization of the Philippine Qualifications Framework by virtue of RA 10968, provides a set of national standards and levels of qualifications to encourage lifelong learning and qualifications aligned with industry requirements; the impact of the ASEAN Integration 2015 on higher education sector in terms of the mobility of students and faculty; the internationalization of higher education programs; and the emergence of the 4th Industrial Revolution that brought about the digitalization in education.

These developments in higher education brought new demands on the competencies of faculty that necessitated enhancement of their qualifications. The hard work and perseverance of the faculty members in SUCs for the enhancement of their qualifications must be compensated accordingly.

Moreover, the veto message of President Rodrigo Roa Duterte on FY 2019 General Appropriations Act (GAA) directed the Commission on Higher Education (CHED) and the Department of Budget and Management (DBM) to review and revise the instrument and guidelines for the reclassification of faculty in SUCs that will be implemented for the subsequent evaluation cycle.

In view of these developments in the higher education sector and in compliance with the directive from the President, the criteria and guidelines for the faculty position reclassification in SUCs are being updated.

## 2. Purpose and Objectives

This Joint Circular (JC) is issued to establish and prescribe rules and regulations governing the implementation of the Guidelines on the Reclassification of Faculty Positions in State Universities and Colleges.

This JC has the following objectives:

2.1. To provide an updated and revised policies and guidelines for the reclassification of faculty positions across SUCs;
2.2. To serve as basis for policy decisions for faculty development in SUCs; and
2.3. To motivate a faculty to upgrade his/her rank and compensation by improving his/her academic qualifications, achievements and performance.

## 3. Coverage and Exemption

3.1. This JC shall apply to all faculty members with permanent plantilla positions in SUCs, except those with separate faculty position reclassification plans provided by existing law, rules and regulations.

3.2. These criteria and guidelines shall only be used for the reclassification of faculty positions in SUCs apart from the institutional faculty merit and promotion system as approved by the Civil Service Commission.

3.3. Faculty who were promoted through the institutional faculty merit and promotion system may still be eligible for reclassification but the credentials used for his/her institutional promotion shall no longer earn points.

## 4. Guiding Principles

4.1. There must be a balance between the three (3) main functions of instruction, research, and extension in the evaluation criteria. The SUC Governing Board (GB) may impose stricter or additional minimum requirements for reclassification.
4.2. Only the performance and accomplishments of the faculty within the specified period shall be considered in the evaluation, except for those who are being evaluated for the first time or those who did not apply for reclassification in the previous evaluation period.
4.3. There shall be no double counting of points. An item that has already been counted in one criterion can no longer be counted in another criterion.
4.4. The criteria shall consider both academic and administrative accomplishments/ involvement of the faculty.

4.5. The respective governing boards of the SUCs shall have the final decision on who and to what extent the faculty will be reclassified based on Republic Act (RA) 8292, also known as the "Higher Education Modernization Act of 1997."

## 5. Definition of Terms

5.1. **Adjunct Faculty** – is a recognized expert in a specific field from another HEI who is designated to teach, conduct research, or serve as mentor, critic, or panel member in the graduate program at a particular HEI on a part-time basis. The adjunct faculty arrangement must be supported by a Memorandum of Agreement (MOA) or its equivalent.

5.2. **Creative Work** - Includes but is not limited to literature, artwork, music, dance, drama, productions, architecture, and games and apps. [Institutional Sustainability Assessment Self-Evaluation Document, 2017]

5.3. **Designation** – movement that involves an imposition of additional and/or higher duties to be performed by a public official/employee which is temporary and can be terminated anytime at the pleasure of the appointing officer/authority. [2017 ORAOHRA, Revised 2018]

5.4. **Detail** – temporary movement of an employee from one department or agency to another which does not involve a reduction in rank, status or salary. [2017 ORAOHRA, Revised 2018]

5.5. **Extension** - refers to the provision of services to communicate and transfer knowledge and technology to specific sectors.

5.6. **Industrial Design** – focuses on the physical appearance, functionality and manufacturability of a product. An industrial design application is an application for protection against the unauthorized use of new, original, and ornamental designs for items of manufacture [Intellectual Property Glossary of Terms, IPOPHL 2021].

5.7. **Innovation** – refers to a new method, idea, device, or product, which is replicable and applicable as a solution to a particular need. [Institutional Sustainability Assessment Self-Evaluation Document, 2017]

5.8. **Invention** – original work which is either patentable or non-patentable and has direct contribution to knowledge, science, technology, and community.

5.9. **Invention Patent** – is a government-issued grant, bestowing an exclusive right to an inventor over a product or process that provides any technical solution to a problem in any field of human activity which is new, inventive, and industrially applicable. [https://www.ipophil.gov.ph/patent/]

5.10. **Patentable Invention** - is any technical solution of a problem in any field of human activity which is new, involves an inventive step and is industrially applicable. It may be, or may relate to, a product, or process, or an improvement of any of the foregoing [Intellectual Property Glossary of Terms, IPOPHL 2021].

5.11. **Permanent Appointment** – an appointment issued to a person who meets all the qualification requirements of the position to which he/she is being appointed.

including the appropriate eligibility, in accordance with the provisions of law, rules and standards promulgated in pursuance thereof [2017 ORAOHRA, Revised 2018].

5.12. **Promotion** – is the advancement of a career employee from one position to another with an increase in duties and responsibilities as authorized by law, and usually accompanied by an increase in salary [2017 ORAOHRA, Revised 2018].

5.13. **Reclassification** – is an advancement of a faculty position from one rank/sub-rank to another rank/sub-rank based on evaluation of the achievements and performance of faculty during a particular period of time using a standard set of criteria.

5.14. **Refereed Publication** – refers to proceedings, journals, monographs that were subjected to independent peer review. The reviews are often blind, i.e., the names of the author and the reviewer are withheld. Conference presentations are generally not counted as publications unless the papers are published in refereed conference proceedings of the recognized professional society/organization.

5.15. **Textbook** – is a book which is an exposition of generally accepted principles in one (1) subject, intended primarily as a basis for instruction in a classroom or pupil-book-teacher situation (Item b, Section 3 of RA 8047).

5.16. **Utility Model** – A utility model is any technical solution to a problem in any field of human activity which is new and industrially applicable. It may or may not have an inventive step [Intellectual Property Glossary of Terms, IPOPHL 2021].

## 6. Minimum Requirements for Reclassification

6.1. Minimum Requirements for Reclassification of Faculty

6.1.1. In order to qualify for reclassification, the faculty must be a holder of a permanent plantilla position with at least an earned master's degree in the area of specialization or its allied/related fields as prescribed in relevant Civil Service Commission (CSC) issuances.

6.2. Minimum Educational Qualifications per Faculty Rank

**Table 1. Minimum Educational Qualification**

| Faculty Rank | Educational Qualification |
|---|---|
| Instructor (I-III) | Earned Master's degree |
| Assistant Professor (I-IV) | |
| Associate Professor (I-V) | |
| Professor (I-VI) | Earned Doctoral degree |
| College/University Professor | |

The Board of Regents/Trustees of SUCs, consistent with best practices of leading HEIs in the Philippines and abroad, and/or as part of the internationalization policies, are encouraged to impose stricter minimum educational qualifications for Instructors, Assistant Professors, and Associate Professors for promotion/reclassification purposes.

## 7. Evaluation Criteria, KRA Weights, and Point System,

7.1. The evaluation criteria are grouped into four (4) key result areas (KRAs), namely: 1) Instruction; 2) Research, Invention and Creative Work; 3) Extension; and 4) Professional Development.

7.2. Each KRA has criteria and each criterion has at least one indicator.

**Table 2.1. Point System**

| Key Result Areas | Pts | Maximum Pts |
|---|---|---|
| **1. Instruction** | | 100 |
| a. Teaching Effectiveness | 60 | |
| b. Curriculum and Instructional Materials Development | 30 | |
| c. Thesis, Dissertation and Mentorship Services | 10 | |
| **2. Research, Invention and Creative Work** | | 100 |
| a. Research Outputs | 100 | |
| b. Inventions | 100 | |
| c. Creative Works | 100 | |
| **3. Extension Services** | | 100 |
| a. Service to the Institution | 50 | |
| b. Service to the Community | 30 | |
| c. Extension Involvement | 20 | |
| **4. Professional Development** | | 100 |
| **For All Faculty** | | |
| a. Involvement in Professional Organizations | 20 | |
| b. Continuing Development | 60 | |
| c. Awards and Recognitions | 20 | |
| ***For New Entrants Only** | | |
| a. Academic Experience | 10 | |
| b. Industry Experience | 10 | |

**Serves bonus indicator to newly appointed faculty members from HEIs or industry who have not yet undergone the reclassification process. However, the maximum points will still be 100.*

7.3. The weights assigned to each KRA vary from one faculty rank to another, depending on the functions that are expected of them. As the faculty rank advances; more research, invention, and creative work outputs are expected. For instance, faculty occupying Instructor positions are expected to display exemplary performance in the area of instruction. However, this should not prevent them from doing their research or extension function. On the other hand, those occupying Professor positions are expected to produce more research, invention and creative work; but these should not sacrifice the quality of instruction.

**Table 2.2 KRA Weights per Faculty Rank**

| Faculty Rank | Key Result Areas (KRAs) | | | |
|---|---|---|---|---|
| | Instruction | Research, Innovation and/or Creative Work | Extension | Professional Development |
| Instructor (I-III) | 60% | 10% | 20% | 10% |
| Asst. Professor (I-IV) | 50% | 20% | 20% | 10% |
| Assoc. Professor (I-V) | 40% | 30% | 20% | 10% |
| Professor (I-VI) | 30% | 40% | 20% | 10% |
| Col./Univ. Professor | 20% | 50% | 20% | 10% |

8.4. There are selected indicators in KRA IV that are equivalent to automatic one sub-rank reclassification.

8.4.1. Completion of a doctorate degree shall be given automatic one sub-rank reclassification, subject to the conditions specified in KRA IV, Criterion B, item 1.5 of Annex II. This shall only be applicable to positions from Instructor I to Associate Professor V positions.

8.4.2. National or International Awards received by the faculty from recognized organizations specified in KRA IV, Criterion E, item 1.2 of Annex II.

**9. Reclassification to the Professor Rank**

9.1. Reclassification to the Professor rank shall be subject to the following conditions applicable to faculty who qualify for the first time:

9.1.1. The faculty met the required number of sub-rank increase/s to reach the Professor rank specified in Section 8;
9.1.2. The faculty complied with the minimum educational qualifications of the Professor rank specified in Section 6.2., and
9.1.3. The faculty passed the accreditation process of the Evaluation and Accreditation Committee (EAC) detailed in Annex III.

9.2. A faculty who qualifies for a Professor rank but failed in the accreditation process will be awarded the Associate Professor V position.

**10. Reclassification to College/University Professor**

10.1. Reclassification to College/University Professor rank shall be subject to the following conditions:

10.1.1. The faculty holds a Professor position.
10.1.2. The faculty met the required number of sub-rank increase/s to reach the College/University Professor rank.
10.1.3. The faculty passed the Professorial Certification Process by the Certification Committee (CC) detailed in Annex III.

**11. Modified Quota System**

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

11.2. Only one (1) position of the College/University Professor per institution shall be authorized for every cycle, provided that the total of which shall not exceed 5% of the total professor positions in a college/university.

11.3. The College/University Professor position shall be coterminous with the incumbent and the Governing Board may have the option to revert it to its original position or convert it to a lower position, subject to the usual process for position conversion of the DBM.

8. **Determination of Ranks and Sub-ranks to be Awarded**

**Table 3.1 Score Bracket and Corresponding Number of Sub-rank Increment**

| Score Bracket | No. of Sub-rank Increment |
|---|---|
| 41-50 | 1 sub-rank |
| 51-60 | 2 sub-ranks |
| 61-70 | 3 sub-ranks |
| 71-80 | 4 sub-ranks |
| 81-90 | 5 sub-ranks |
| 91-100 | 6 sub-ranks |

8.1. Table 3.1 shows the number of sub-rank increments that may be awarded based on the total score received by the faculty. The faculty may be awarded to a maximum of six (6) sub-ranks.

**Table 3.2 Faculty Positions in SUCs**

| Rank | Sub-rank |
|---|---|
| INSTRUCTOR | Instructor I (SG-12)<br>Instructor II (SG-13)<br>Instructor III (SG-14) |
| ASSISTANT PROFESSOR | Assistant Professor I (SG-15)<br>Assistant Professor II (SG-16)<br>Assistant Professor III (SG-17)<br>Assistant Professor IV (SG-18) |
| ASSOCIATE PROFESSOR | Associate Professor I (SG-19)<br>Associate Professor II (SG-20)<br>Associate Professor III (SG-21)<br>Associate Professor IV (SG-22)<br>Associate Professor V (SG-23) |
| PROFESSOR | Professor I (SG-24)<br>Professor II (SG-25)<br>Professor III (SG-26)<br>Professor IV (SG-27)<br>Professor V (SG-28)<br>Professor VI (SG-29) |
| | College/University Professor (SG 30) |

8.2. Table 3.2 specifies the different ranks of faculty from Instructor to Professor and their corresponding sub-ranks.

8.3. In cases wherein, the number of sub-rank increments awarded to the faculty results in the crossing of ranks (e.g. from Instructor II to Assistant Professor III), a re-computation shall be conducted using the weights of the next rank following Table 2.2 of this Joint Circular. If after the re-computation the faculty qualifies for the next rank, this shall be awarded. However, if the faculty does not qualify for the next rank, the highest sub-rank of the current rank shall be awarded.

**12. Funding Source**

12.1. The expenses to be incurred by the Institutional Evaluation Committee (IEC), Regional Evaluation Committee (REC), Evaluation and Accreditation Committee (EAC), and Certification Committee (CC) during the evaluation process will be fully subsidized by the SUCs.

12.2. For faculty who will undergo the accreditation process for professor position or certification process for the college/university professor position, the expenses of the EAC/CC will be subsidized by their institution. However, if the faculty does not pass for the first time and needs to undergo another accreditation/certification process, the faculty shall shoulder the expenses for the EAC/CC.

12.3. The funds needed to implement the reclassified positions of the faculty shall be charged against the authorized Personnel Services Allotment of the respective SUCs under the GAA.

**13. Evaluation Period**

13.1. The initial implementation of this JC shall cover the evaluation period of four (4) years accomplishment of faculty from July 2019 to July 30, 2023.

13.2. The succeeding evaluations shall be for every three (3) years starting from August 1, 2023 to July 30, 2026.

**14. Resolution of Cases**

Issues and concerns that may arise in the implementation of this Joint Circular, shall be resolved by the DBM and/or CHED, whichever is applicable.

**15. Repealing Clause**

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

**16. Effectivity**

This Joint Circular shall take effect fifteen (15) days after its publication in the Official Gazette or in a newspaper of national circulation and shall remain in force and effect until otherwise revoked or suspended.

**AMENAH F. PANGANDAMAN**
Secretary, DBM

**J. PROSPERO E. DE VERA III**
Chairman, CHED

**APPENDIX D**
**BOR Resolution No. 54, Series of 2023 (Amendments in the Guidelines for Admission Privileges of Departments of University Personnel)**

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Email address: boardsec@usm.edu.ph

**BOARD OF REGENTS**

**AN EXCERPT FROM THE MINUTES OF THE 153rd REGULAR MEETING OF THE USM GOVERNING BOARD ON 26 OCTOBER 2023 AT THE CHED-HEDC BUILDING, DILIMAN, QUEZON CITY AND VIA ZOOM TELECONFERENCE**

**Resolution No. 54**
**Series of 2023**

**PROPOSED AMENDMENTS IN THE GUIDELINES FOR ADMISSION PRIVILEGES OF DEPENDENTS OF UNIVERSITY PERSONNEL**

**WHEREAS,** Article 21, Section 103 of the 2005 USM Code provides free tuition to dependents of USM personnel;

**WHEREAS,** with the implementation of the Universal Access to Quality Tertiary Education Act (UniFAST) which provides free tuition fees to all college students, enrollment at USM has become competitive and some dependents of its personnel have resorted to enrolling in other institutions due to unavailable slots in programs of their choice;

**WHEREAS,** the proposed equitable study privileges program for dependents (children and spouse) of USM personnel (on permanent, casual, and temporary permanent status) is a significant step towards providing support for members of the USM community to give USM education to their dependents;

**WHEREAS,** this program allots a maximum of 10% of available slots per program to eligible dependents after prospective enrollees qualifying by virtue of RA 7277 (Magna Carta for Disabled Persons) and RA 8371 (The Indigenous People's Rights Act of 1997) have been given priority;

**WHEREAS,** in the event that the number of qualified dependents is more than the available slots, they shall be ranked according to existing admission policies of the program;

**NOW, THEREFORE,** the USM Governing Board, on a motion made, duly seconded, and unanimously carried, the body has-

**RESOLVED,** as it is hereby resolved, that the proposed amendments in the admission guidelines herein stated shall replace the provisions of Article 21, Section 103 of the 2005 USM Code.

**APPROVED**

X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X

**CERTIFIED TRUE AND CORRECT:**

**JENNIFER E. SINCO**
**Board Secretary V**

**ATTESTED BY:**

**FRANCISCO GIL N. GARCIA, PhD**
**Vice-Chair, USM Board of Regents**
**SUC President IV**

**"UNITY IN DIVERSITY AND SUSTAINABLE DEVELOPMENT IN MINDANAO THROUGH QUALITY AND RELEVANT EDUCATION."**




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