AREA II

FACULTY

PARAMETER D:

RANK AND TENURE

S.3

S.3. At least 50% of the full-time faculty members teaching the professional courses are under permanent or regular status.

FULL TIME FACULTY

Faculty	Academic Rank	Status of Appointment
Bangcaya, Sandra Angela A.	Associate Professor III	Permanent
Vildac, Jay-R G.	Associate Professor IV	Permanent
Garcia, Allen Shane C.	Assistant Professor I	Permanent
Guiaman, Baikongan B.	Assistant Professor I	Permanent
Cambang, Julhaina C.	Instructor I	Contract of Service

Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

Commission on Higher Education
OFFICIAL RELEASE
CHED Central Office
RECORDS SECTION
C.P. Garcia Ave., U.P. Diliman, Q.C.

CHED MEMORANDUM ORDER
No. 28
Series of 2017

SUBJECT: POLICIES, STANDARDS AND GUIDELINES FOR THE BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING (BSMA)

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "*Higher Education Act of 1994*," in pursuance of an outcomes-based quality assurance system as advocated under CMO No. 46 s. 2012, and by virtue of Commission en banc Resolution No. 231-2017 dated March 28, 2017, the following policies, standards and guidelines (PSGs) are hereby adopted and promulgated by the Commission.

ARTICLE VI
REQUIRED RESOURCES

Section 14. Administration

14.1 Qualification

The BSMA program shall be administered by a full-time Dean/Chair/ Director, as the case may be, with the following appropriate qualifications:

a. Filipino citizen with good moral character;
b. Registered Professional Accountant in the Philippines with valid PRC identification Cards and Certificate of Accreditation as Accounting Teacher or equivalent certification from a globally recognized professional organization for management accounting;
c. Teaching experience of at least five (5) years in the tertiary level, and preferably, two (2) years of administrative experience;
d. Holder of at least a master's degree in accountancy, or other related are of studies as identified in Section 5.5 hereof; and
e. A member in good standing of the accredited professional organization for Certified Public Accountants or equivalent professional organization for management accountants.

Section 15. Faculty

The faculty should possess the educational qualifications, professional experience, classroom teaching ability, computer literacy, scholarly research productivity, and other attributes essential for the successful conduct of the undergraduate accounting program.

15.1 Qualifications

a. All faculty teaching accounting courses should possess the following qualifications:
   1. Registered Professional Accountants in the Philippines with current PRC Identification Cards;
   2. Holder of a valid Certificate of Accreditation as Accounting Teacher from the BOA/PRC;
   3. Holder of at least a master's degree in accountancy, or other related area of studies as identified in Section 5.5 hereof;
   4. Must have earned twelve (12) units of professional education subjects or equivalent program (e.g. teaching and learning philosophies, test and measurements);
   5. Three years of relevant practical experience (in the fields of public practice, commerce and industry, or government);
   6. Member in good standing of the accredited professional organization for Certified Public Accountants; and
   7. Must be of good moral character.

b. Any tenured / full time / full load faculty who does not meet qualifications **3** and **4** above shall be required to comply with the same within a period not exceeding three (3) years from the date of the issuance of this CMO.

c. Qualifications **2** and **3** above do not apply to special lecturers or adjunct faculty.

d. Faculty teaching professional courses in management accounting should be a Registered Professional Accountants in the Philippines with current PRC Identification Cards or a professional certified by a globally recognized professional organization in management accounting or other appropriate and related fields.

15.2 Teaching Load

a. The regular teaching load of full-time academic teaching personnel shall be determined by the higher education institution but shall in no case exceed 24 units per term.

b. Faculty should not be assigned to teach more than three or occasionally, four different courses in any one term. Neither should there be too much variety in the courses assigned in any one year.

c. De-loading from regular teaching may be allowed for administrative, research, or professional assignments without reduction in compensation.

d. The teaching load of part-time or special lecturers teaching in more than one educational institutions shall in no case exceed 24 units per term in the aggregate. For this purpose, the HEIs should establish a monitoring system to ensure compliance.

15.3 Faculty Ranking and Evaluating

A system of ranking and evaluating faculty members should be instituted and implemented by the school.

a. The faculty should be assigned academic ranks in accordance with suitable ranking criteria. The usually recognized ranks of collegiate faculty members are: instructors, assistant professors, associate professors, and professors.

b. As a general rule, a new member of the faculty begins as an instructor and is subsequently promoted, if deserving. A new faculty member may immediately be appointed to any of the higher ranks if warranted by his/her qualifications.

c. Faculty competence and performance should be periodically evaluated using appropriate evaluation instruments to promote the professional growth of individual faculty and provide a basis for advancement and salary adjustments.

d. The probationary employment for full-time faculty who are academically qualified should be for a period of not more than three (3) years. Faculty members who have

Superior Qualifications – shall mean outstanding relevant wo accomplishments, educational attainment and training appropriate for th *position to be filled. It shall include demonstration of exceptional jo mastery and potential in major areas of responsibility.*

System of Ranking Positions – is the hierarchical arrangement of positions from highest to lowest, which shall be a guide in determining which position is next-in-rank, taking into consideration the following:

a. organizational structure;
b. salary grade allocation;
c. classification and functional relationship of positions; and
d. geographical location.

Third Level Positions – generally require either Career Service Executive Eligibility (CSEE) or Career Executive Service Eligibility (CES). This includes Undersecretary, Assistant Secretary, Bureau Director, Assistant Bureau Director, Regional Director, Assistant Regional Director, Chief of Department Services and other officers of equivalent rank.

PROCEDURE

Part I - For Non – Teaching Positions

1. Publish the vacant position in the CSC Bulletin of Vacant Position or through other mode of publication and post the same in three (3) conspicuous places at USM for at least ten (10) calendar days. Men and women shall be encourages to apply.

   Vacant positions which are not filled within six (6) months should be re-published.

   The following positions are exempt from the publication requirement

   a. Primarily confidential positions;
   b. Positions which are policy determining;
   c. Highly technical positions;
   d. Other non-career positions;
   e. Third level positions (Career Executive Service); and
   f. Positions to be filled by existing regular employees at USM in case of reorganization.

2. List candidates aspiring for the vacant position, either from within or outside USM, including qualified next-in-rank employees. In the process the following should be considered:

1.3 Transferees from other state colleges and universities may be admitted in the University at their current faculty ranks; provided, that corresponding positions are available for the purpose and that this shall be without prejudice to insiders with comparable qualifications.

1.4 Qualification standards for the faculty and academic staff shall be consistent with the following requirements provided in the latest CS Qualification Standards CSC MC No. 1, s 1997, without prejudice to CSC Resolution No. 955568, dated September 5, 1995.

a) Instructor I: Education, BS degree in the area of specialization; Experience, none required; Training, none required; Eligibility, RA 1080 (for courses requiring the passing of a Bar or Board Examination).

b) Instructor II: Education, BS degree in the area of specialization; Experience, none required; Training, none required; Eligibility, RA 1080 (for courses requiring the passing of a Bar or Board Examination).

c) Instructor III: Education, BS degree in the area of specialization; Experience, one (1) year relevant experience; Training, four (4) hours of relevant training; Eligibility, RA 1080 (for courses requiring the passing of a Bar or Board Examination).

d) Assistant Professor I: Education, BS degree in the area of specialization; Experience, two (2) years relevant experience; Training, eight (8) hours of relevant training; Eligibility, none required.

e) Assistant Professor II: Education, Master's degree in the area of specialization; Experience, two (2) years relevant experience; Training, eight (8) hours of relevant training; Eligibility, none-required.

f) Assistant Professor III: Education, Master's degree in the area of specialization; Experience, three (3) years relevant experience; Training, 16 hours of relevant training, Eligibility, none required.

p) Professor IV: Education, appropriate Doctor's degree; Experience, five (5) years relevant experience; Training, 32 hours of relevant training; Eligibility, none required. RA 1080 for course requiring Bar or Board eligibility.

q) Professor V: Education, appropriate Doctor's degree; Experience, five (5) years relevant experience; Training, 35 hours or relevant training; Eligibility, none required. RA 1080 for courses requiring Bar or Board eligibility.

r) Professor VI: Education, appropriate Doctor's degree; Experience, five (5) years relevant experience; Training 32 hours of relevant training; Eligibility, none required. RA 1080 for courses requiring BAR or Board eligibility.

1.5. A permanent appointment may be issued to a faculty or academic staff who meets the qualifications standards prescribed for a given faculty rank and none of the disqualifications prescribed by law, subject to the availability of an item for the position in the plantilla and to the probationary period herein provided.

1.6. The probationary period shall be, at least, two (2) consecutive semesters; provided, that those on probationary status shall either be retained in the service for satisfactory performance or dropped from the service at the end of the probationary period for satisfactory conduct and performance.

1.7. A contractual appointment may be issued to a faculty or academic staff when the exigency of the service so requires. subject to existing policies or laws on the matter.

1.8. As appointing authority, the University President shall have the discretion to determine the most appropriate rank/sub-rank or position for a particular faculty-candidate, based on the criteria herein provided - subject to existing laws, rules. and regulations hereto appertaining.

2. Procedures

2.1 There shall be a Faculty/Academic Staff Selection and Promotion Board whose basic function is to screen applicants and recommend, at most, the five (5) highest ranking candidates per vacant position from whom the University President will choose the one to be appointed thereto. Duly designated by the University President, the Board shall be composed of the following:

Secretary : Director for Human Resource Management
Members : Head of the academic unit concerned
: President of the Faculty Association of the University
: Director for Planning and Development

2.2 The basic function of the Committee shall be to select and recommend to the University President those who should avail of scholarship/fellowship/training/seminar/workshop/ programs sponsored by the University or by other government agencies and duly accredited non-governmental organization, whether local or foreign, based on existing policies on the matter, approved by the Board of Regents.

2.3 The heads pf academic units shall determine the training needs of their respective faculty and academic staff, in accordance with their respective development priorities. They shall submit annually to the President, through the CPCD, their respective Unit HRD Programs, embodying the kinds of training programs needed and the names of those who are to undergo the same. The Committee shall, in turn, consolidate the staff development programs of the various academic units to become the Faculty Development Program of the University.

2.4 The recipient of a training/scholarship grant shall sign a Scholarship Agreement, in accordance with existing rules and regulations, and shall submit required periodic and final reports on the training/scholarship attended. The trainee/ grantee shall be required to submit a comprehensive report hereon to the University President, through the Committee, and to share with his colleagues what he has learned from the attended trainings/seminars or workshop, when deemed necessary.

E: Personnel Relations and Welfare Services

To sustain a high level of productivity and morale among the faculty and academic staff, the University shall:

1. Take proper and necessary steps towards the creation and maintenance of an atmosphere conducive to a healthy management – faculty and academic staff relations.

Chairman : Vice President for Academic Affairs
Co-Chairman : Vice President for Administration and Finance
Vice President for Research and Extension
Secretary : Director of Human Resource Management
Members : Head of the academic unit where the vacancy exist
: Department Chairman in the concerned discipline
: Ranking faculty/academic staff in the concerned discipline
: President of the Faculty Association of the University
: Director, Financial Management Services

2.2 The Faculty/Academic Staff Selection and Promotion Board shall formulate the operating guidelines governing the performance of its duties in accordance with existing laws and rules of the Civil Service and with the policies and procedures laid down in this Merit System and Promotion Plan.

2.3 Incidental to the foregoing matter, the Director of Human Resource Management shall continually make an inventory of all vacant positions involved, submit a report thereon to the University President, and upon approval of the latter, shall in time publicize said vacant positions accordingly, as required by R.A 7041.

2.4 The Director of Human Resource Management shall coordinate with the heads of the academic units concerned in pre-screening applicants who may be considered for final screening later by the Faculty/Academic Staff Selection and Promotion Board (refer to flow diagram for screening and selection of faculty applicants). He shall keep records of the proceedings of the Board, maintain all documents relative to appointments, and make these available for inspection and audit by the Civil Service and other competent authorities, as the need arises.