



Republic of the Philippines
Benguet State University
La Trinidad, Benguet

ADMINISTRATIVE MANUAL OF OPERATION

Foreword

No institution can perform excellently without an efficient and effective administration. But while it is widely recognized that good administrators and management teams are a must to an organization, the proper institutionalization and implementation of systems, processes, policies and guidelines is a crucial step to ensure more sustainable good management and safeguarding of the interests of our institution.

This *Administration Manual of Operations* shall be the primary source of BSU policies in the area of governance and administrative systems. It also contains a summary of the laws, regulations, and issuances that form the basis of the policies and procedures set in this manual. Since this is the first AMO to be codified, it may cover only the major situations and procedures encountered up to its publication date, the university will benefit from conscious note taking for other administrative procedures that may have been missed or will be necessary for future undertakings.

I enjoin all university administrators, faculty members, staff, students and other university stakeholders to implement and abide by the policies and procedures contained in this code, for the smooth operation of the university.



BEN D. LADILAD
University President

ACKNOWLEDGMENT

Finally, this Administrative Manual of Operation is out. This Manual is the result of the vision of a tireless lady who initiated the codification of the laws, rules and regulations, and institutional policies and procedures relating to administrative functions and services. Her work served as the backbone of this Manual which is but proper.

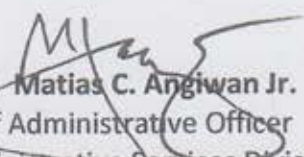
Her expertise in the field of administration and management is well-recognized and has earned her deep respect among her peers and the BSU community. She, indeed, personified human resource management and organizational administration. In her untimely demise the University lost a great public servant, a woman of substance. We shall always be in debt to *Dr. Emilia M. Esteban* who was the University's Chief Administrative Officer for the Administrative Division when she joined our Creator in October 31, 2012.

Though the men and women of the Administration Sector must be acknowledged my special thanks goes to the chiefs of the offices under the Sector, experts in their own fields, who went over the provisions related to their offices and who made inputs.

Susan P. Buasen-Ocasen	-	Compensation, Benefits & Other Obligations
Carmen H. Salvador	-	Procurement Office
Wagner F. Grande	-	Human Resource Management Office
Nicanra J. Coilan	-	Supply & Property Management Office
Sanserra B. Bodia	-	Records & Archives Office

The support of the University Management in the coming out of this manual is vital. My heartfelt gratitude to our University President, Dr. Ben D. Ladilad, for his continued encouragement and support.

This 10th day of August 2015 at BSU, La Trinidad, Benguet.


Atty. Matias C. Angiwan Jr.
Chief Administrative Officer
Administrative Services Division

History

Benguet State University is nestled in the heart of La Trinidad, Benguet, the strawberry capital of the Philippines.

It started as the La Trinidad Farm School with 30 grade V pupils in 1916. The Farm School expanded its services and heightened its prominence in La Trinidad. According to earlier reports, the Farm School was “planned to develop into a large normal school where the best Igorot pupils will be trained to be teachers among their own people with emphasis on agriculture.”

In 1920, the farm school was elevated as the Trinidad Agricultural School with 188 students enrolled in first year high school. Re-opening after the war in 1946, the school became the La Trinidad Agricultural High School. Four years later, a provincial normal curriculum was abolished in 1953 and a two-year post-high school certificate in agricultural education was offered.

The school was renamed La Trinidad National Agricultural School (LTNAS). After four months, it was nationalized and named the Mountain National Agricultural School. (MNAS). It was soon converted into the Mountain National College (MNAC); Mountain Agricultural College (MAC); and eventually, the Mountain State Agricultural College (MSAC) in 1969 through RA 5923.

On January 12, 1986, the college was converted to a state university by virtue of Presidential Decree (PD) No. 2010 signed by President Ferdinand E. Marcos.

At present BSU is awarded SUC Level IV, the highest category in the SUC leveling classification of State Universities and Colleges by the Commission on Higher Education.

Vision, Mission, Purpose

Vision

A premier State University in Asia

Mission

Development of people imbued with academic excellence, social conscience and productivity; and actively generating and promoting environment-friendly, useful technologies to improve quality of life.

Goals

1. Strengthen and sustain a working environment conducive for excellence;
2. Provide quality education that will produce globally competitive and well-rounded graduates;
3. Provide quality and client-responsive research and extension services;
4. Strengthen and enhance institutional capability in generating revenue towards self-reliance
5. Develop and strengthen quality management system towards economy; and
6. Strengthen and expand private public partnership.

Core Values

Excellence

Vibrancy

Equity

Responsiveness

Leadership

Accountability

Service

Teamwork

Ingenuity

Nobility

Greatness

Purpose

- ❖ To provide quality education that will produce globally-competitive graduates;
- ❖ To generate and disseminate appropriate knowledge and technologies that will promote sustainable resource development;
- ❖ To strengthen and enhance institutional capability in generating revenue towards self-reliance;
- ❖ To establish competent and effective services geared towards efficiency and economy; and
- ❖ To develop harmonious and co-operative University Community relationships.

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INTRODUCTION

This Administrative Manual of Operations (AMO)¹ presents administrative systems, policies and procedures in outline form. It also tables the operating procedures in the Administrative Sector of Benguet State University. To do this, the AMO summarizes provisions of laws, rules, and institutional policies and procedures relating to administrative functions and services involving the management of human resources, records, procurement, supply and property; general services, security, land reservation and the motor pool.

Thus, the AMO incorporates general guidelines found in pertinent issuances of regulating and oversight agencies as the Civil Service Commission, Department of Budget and Management and the Commission on Higher Education, and administrative issuances of the University. It also clarifies some frequently asked questions about terms and conditions of employment.

The AMO shall serve as a guide to enhance a smoothly functioning administrative structure and further aims:

- a. To improve organizational effectiveness and productivity through the proper implementation of applicable policies and procedures.
- b. To inform the heads of offices and frontline or service providers on personnel mechanisms implementing the Merit Selection Plan and System of Ranking Positions for non-teaching, and the Merit System of the faculty.
- c. To clarify important provisions on compensation, employee benefits, and other terms and conditions of employment.
- d. To orient applicants on the basic guidelines for human resource development.
- e. To provide a guide for speedy and fair resolution of complaints and grievances.
- f. To provide a framework for personnel discipline by adherence to the "Revised Rules on Administrative Cases"²
- g. To identify general systems and procedures frequently asked by University personnel.

Scope. The manual contains operational guides on how the different offices/units comprising the Administrative Services perform their respective functions and how they facilitate implementation of laws, rules, and policies. It also provides guidance on the activities that offices do together with some legal basis or justifications. It enumerates the operational instructions that describe the detailed steps in the performance of routine activities.

Generally, the steps shall aid the service providers in attending to requests or applications in an orderly manner and with dispatch on a first come, first served basis. This is in compliance with the provisions of Memorandum Circular No. 33 of the Office of the President of the Republic of the Philippines dated March 17, 2003. The manual shall refer to established mechanisms or systems that contain the policies and procedures that are cited.

Control. The Manual shall be maintained in the Administrative Services Division. The Chief Administrative Officer of the Administrative Services Division shall serve as Manual Controller and shall have overall responsibility in updating the provisions therein.

Distribution. The Manual is strictly for the use of Benguet State University. This shall be distributed to the Offices of the Vice Presidents, College Deans and Directors, and heads of offices in the Administration Sector.

Amendments. A revised manual shall be re-issued when there are new major provisions of regulatory bodies, policies or procedures, including changes in the organizational structure, functional descriptions, or changes

¹ Approved by the University Administrative Council through Adco Action No. 2186 s, 2013 of August 16, 2013.

² CSC Resolution No. 1101502, Nov. 8, 2011

in the process flow of transactions. Service providers are advised to refer to updates or advisories and to keep track of adjustments in amounts of monetary benefits cited in the manual.

I. UNIVERSITY GOVERNANCE³

A. THE BOARD OF REGENTS. The Board of Regents (BOR) is the Governing Body and highest policy-making body of the University. It is vested by law with specific powers and duties in addition to its general powers of administration, and the exercise of all the powers granted to a board of directors of a corporation under Section 36 of Batas Pambansa Blg.68, otherwise known as the “Corporation Code of the Philippines”.⁴

B. THE UNIVERSITY PRESIDENT. The administration of the University is vested in the President who must render full-time service. The President shall be appointed by the Board of Regents upon the recommendation of a duly constituted search committee and shall serve a term of four (4) years. He/she shall be eligible for re-appointment for another term.⁵

To expedite the administration of the affairs of the University the President shall exercise the delegated power of designating deans, directors, heads of departments, and units, along with the power to appoint teaching and non-teaching personnel within such parameters as the BOR may define.

The President exercises management prerogative in the designation of the heads of offices. A designation is given to selected employees through an office order. The designated officials assist in the management and administration of a sector, college, institute, center, division, department, section, or a unit. These officials perform the functions of planning, leading, organizing, and coordinating their respective areas of concern.

C. THE VICE PRESIDENTS. The University President shall be assisted by designated Vice-Presidents chosen from among qualified personnel of the University. Such designations shall require the conformity of the BOR⁶. The area of concern for a particular Vice President is referred to as a sector.

D. ADMINISTRATIVE COUNCIL. The Administrative Council is composed of the President as Chairman and the Vice-Presidents, Deans, Directors, and other officials of equal rank as members. The Council shall formulate, review, and eventually recommend to the BOR appropriate policies governing the administration, management and development planning of the University, for appropriate action.

E. ACADEMIC COUNCIL. The Academic Council is composed of the President as Chairman and all members of the instructional staff with the rank of Assistant Professor and above as members. The following are the powers of the Academic Council:

1. Determine, review and recommend for approval of the BOR the course offerings;
2. Devise/draft, review and recommend for the approval of the GB the rules of discipline of and for the institution; and
3. Fix the requirements for the admission of students as well as for their graduation and the conferment of degrees and, through the University President, submit the same to the BOR for review and/or approval.

II. THE ADMINISTRATION SECTOR

The University recognizes the importance of understanding and meeting client satisfaction in every service it provides. Thus, it is management’s responsibility to inform its officials and employees of the

³ This section is guided by R.A No. 8292 the “Higher Education Modernization Act of 1997”, and its IRR

⁴ *Id.*, Section 4.

⁵ *Id.*, Section 6

⁶ *Id.*, Section 33, Rule VII, IRR

operational policies and procedures to ensure facilitative action particularly on their expectations, entitlements, and obligations. The Administration Sector is one among the four (4) sectors established to handle the administrative affairs of the University.

ORGANIZATIONAL STRUCTURE⁷. The Administration Sector has two divisions and four offices and is headed by a Vice-President for Administration. The structure reflects the different sections or service areas and aids in delineating the functional description of each office. The lines of authority in the organizational structure indicate the communication and process flow for standard operations for the various transactions in the Administration Sector whether this be upward or downward.

FUNCTIONAL DESCRIPTIONS

A. THE OFFICE OF THE VICE-PRESIDENT FOR ADMINISTRATION (VP-ADMIN). The Vice-President for Administration has overall responsibility for planning, leading, organizing, and coordinating the administrative affairs of the University. The VP-Admin spearheads the implementation, monitoring and evaluation of the planned programs, projects, activities, and annual procurement plan of the sector.

Through chairmanship of different committees, the VP-Admin facilitates objective deliberations to arrive at committee recommendations, suggested courses of actions, or evaluation reports, for the President to consider in decision-making. The recommendations may come from the Personnel Selection Board, Human Resource Development Committee, Performance Evaluation Review Committee, Grievance Committee, Discipline Committee, Property Disposal Committee, Housing Committee, Security Committee, Land Reservation Committee, Bids and Awards Committee, and others.

Specifically, the Vice President for Administration shall:

1. Oversee the support services and coordinate with the Sector Vice-Presidents on areas needing improvement:
 - a. Administrative Services Division (ASD)
 - b. Financial Services Division (FSD)
 - c. General Services Office (GSO)
 - d. Land Reservation Office (LRO)
 - e. Motor Pool and Transportation Service (MPTS)
 - f. Security Office (SecO)
2. Approve and/or sign for the President the following administrative and financial documents:
 - a. Obligation/budget utilization request
 - b. Purchase request
 - c. Travel Orders
 - d. Trip tickets, to include all sectors
 - e. Permit to use University buildings and facilities
 - f. Leave applications of less than six (6) months
 - g. Monetization of leaves of at least one (1) month
 - h. Property forms, including short-term clearances
 - i. Other documents pertaining to the sector
3. Recommend to the President for appropriate action the following:
 - a. Results of screened applicants for recruitment, promotion, and other staffing modifications of sector personnel
 - b. Applications for study, training, scholarship, thesis or dissertation assistance, and sabbatical leave
 - c. Grant of incentives and awards, both monetary and non-monetary
 - d. Settlement of work-related complaints and grievances

⁷ BOR Res. No. 2158, s. 2013; 12 March 2013

- e. Designation, reassignment, detail, or secondment of employees
 - f. Application for leave of absence, rehabilitation leave, and terminal leave
 - g. Request for monetization of leaves of more than one (1) month
 - h. Application for flexible work hours/work schedule
 - i. Dropping from the rolls
 - j. Request for voluntary transfer, resignation, and retirement
 - k. Annual Procurement Plan
 - l. Other requests or applications of Administration Sector personnel that are subject to the discretion of the University President.
4. Require administrative heads of offices to submit their respective plans, periodic accomplishment reports and annual reports; and to submit to the President sector plans, project procurement management plan, accomplishment reports, including actions taken as Officer In-Charge in the absence of the University President;
 5. Approve performance evaluation reports of administration sector personnel and submit recommendations; and obtain customer satisfaction feedback;
 6. Convene the Administration advisory arm to elicit participative management and transparency; and perform other related functions as may be assigned by the University President.

B. THE ADMINISTRATIVE SERVICES DIVISION (ASD). The Administrative Services Division provide necessary administrative services while keeping abreast with developments, trends, and updates on administrative management to continuously improve services. A Chief Administrative Officer (CAO) leads the division in the implementation of rules and policies, institutional mechanisms, systems and procedures towards attaining objectivity and consistency.

1. *The Chief Administrative Officer* shall:

- a. Oversee the offices/service areas under the Administrative Services Division:
 - i. Human Resource Management Office (HRMO)
 - ii. Human Resource Development Office (HRDO)
 - iii. Personnel Wellness Office (PWO)
 - iv. Compensation, Benefits and Other Obligations Office (CBOO)
 - v. Procurement Management Office (PMO)
 - vi. Supply & Property Management Office (SPMO)
 - vii. Records & Archives Office (RAO)
- b. Assist the different administrative services to ensure that development plans and activities are implemented to sustain quality standards and requirements and the desired service outcomes are accomplished;
- c. Represent the division in the Administrative Council;
- d. Participate in policy formulation and/or revision, and provide relevant information or data during deliberations;
- e. Actively participate in committee deliberations to guide recommendatory bodies and decision-makers on University mechanisms, policies and procedures;
- f. Answer queries and clarify issues pertaining to administrative issuances, laws, rules, and policies of regulatory bodies, internal policies and procedures, and/or provide available historical data and information needed by the sectors;
- g. Prepare division performance targets, evaluate performance of division personnel, and submit recommendations for personnel actions, HRD interventions, incentives, and awards; obtain customer satisfaction feedback;

- h. Prepare correspondence and administrative issuances for review of the Vice-President for Administration and approval of the University President;
- i. Prepare plans, including the project procurement management plan of the division, periodic accomplishment reports, and annual report; and perform other related functions.

2. *Human Resource Management Office (HRMO)*

- a. Implement the University merit systems for faculty and non-teaching personnel and assume a very objective role to avoid protests and appeals on appointments, particularly on non-discretionary aspects of selection;
- b. Facilitate the deliberations of the Personnel Selection Board, take the proceedings and make available all documents for inspection and review by the University President, Board of Regents, or the Civil Service Commission, if necessary, and to present pertinent documents during inspection and/or settlement of protests on appointments;
- c. Perform the responsibilities required in Rule VII of the CSC Omnibus Rules pertaining to appointments and other personnel actions; furnish offices complete supporting documents for employee claims or payments;
- d. Update the human resource information system; maintain and safeguard personnel documents of all employees (201 file) from initial appointment to retirement;
- e. Oversee leave administration to ensure accurate and timely posting of leaves earned, absences, tardiness, and under times incurred and prepare the monthly reports; certify leave balances and service credits and issue to University personnel;
- f. Prepare office performance targets, evaluate performance of HRMO staff, and submit recommendations; facilitate search for outstanding awards, loyalty, and retirement awards for deliberation by the PRAISE Committee; obtain customer satisfaction feedback; submit plans, including the Project Procurement Management Plan of HRMO, periodic accomplishment reports and annual report;
- g. Prepare correspondence and issuances pertaining to human resource management concerns; document proceedings of the different personnel committees;
- h. Initiate undertaking of employee programs for University personnel, in coordination with concerned offices, maintain effective liaison with agencies or offices, and perform other related functions.

3. *Human Resource Development Office (HRDO)*

- a. Prepare professional development programs like research-based seminars, workshops, and training for University personnel and prepare budgetary requirements for approval of the University President;
- b. Consolidate sector HRD plans and prepare the annual, medium-, or long-term University HRD plan for deliberation of the HRD Committee and approval of the University President and confirmation of the Board of Regents;
- c. Coordinate evaluation of HRD program, policies and procedures as bases for policy revisions;
- d. Prepare scholarship/training contracts and follow up compliance requirements like progress and terminal reports from grantees; organize sector-based training programs, including intellectual discourses by beneficiaries of sabbatical leave and other HRD grants, and coordinate echo seminars;
- e. Conduct psychological services for University personnel and discuss results with the President or concerned heads with extreme confidentiality;

- f. Administer the performance evaluation systems of the University for teaching and non-teaching, orient raters and ratees; consolidate evaluation ratings as basis for grant of the productivity incentive benefit, awards, HRD interventions and personnel actions;
- g. Prepare office performance targets, evaluate performance of OPDPS staff, and submit recommendations; obtain customer satisfaction feedback;
- h. Submit operational plans, including the Project Procurement Management Plan of the OPDPS, and proposals for professional development and psychological services for non-BSU personnel;
- i. Serve as secretariat to the HRD committee, keep profile of grantees of training and development, seminar-workshops, training, study leave, scholarships, fellowships, other forms of assistantship, and sabbatical leave; and perform other related functions.

4. *Compensation, Benefits, and Other Obligations Office (CBOO)*

- a. Implement salary administration, other compensation, and benefits in accordance with rules and guidelines of the Department of Budget and Management, the Civil Service Commission, and pertinent University policies governing hiring rates, promotion, step increases, and salary adjustments;
- b. Compute overload honorarium, overtime pay, and night differential pay; prepare RATA, terminal leave pay, retirement gratuity, and other authorized allowances or incentives; Prepare the monthly payroll accurately and consistently based on submitted supporting documents from HRMO;
- c. Prepare accurate remittance documents of mandatory deductions and other payments deducted from employees; issue pay slips to employees;
- d. Post entries in index of payments; issue certifications of net pay, premium and loan amortizations, and other payments requested; file official copies of payrolls and remittance reports;
- e. Coordinate with the Accounting Office regarding withholding of taxes from compensation, salary deductions for disallowances, and other benefits; with the HRMO for leaves without pay; and with government agencies like GSIS, Pag-ibig, and PhilHealth regarding mandatory deductions, including banks and other lending institutions with memorandum of agreement for authorized salary deductions;
- f. Prepare payrolls for allowances of student assistants, incentives of student achievers, and other financial grants to students;
- g. Prepare other obligations of the University like fidelity bond premiums of accountable officials; payments for power consumption, payments to service providers for internet use and cable TV, communication services for telephone and mobile phone; subscriptions to institutional memberships to organizations; and other authorized obligations of the University;
- h. Prepare office performance targets, evaluate performance of CBOO staff, and submit recommendations; obtain customer satisfaction feedback;
- i. Prepare plans, including project procurement management plan, periodic accomplishment reports, and annual report; and perform other related functions.

5. *Procurement Management Office (PMO)*

- a. Serve as the main support unit of the Bids and Awards Committee to facilitate procurement related tasks;
- b. Coordinate with the sectors in the preparation of their respective procurement plans;

- c. Consolidate the sector project procurement management plans into the Annual Procurement Plan (APP); provide technical assistance to the sectors and the BAC and initially recommend the appropriate procurement method;
 - d. Review approved APP and monitor the extent of implementation; require supplemental APP when necessary; manage and monitor all phases of the procurement process; create and maintain the price monitoring list and the registry of suppliers, contractors, and consultants;
 - e. Take charge of post award contract management activities; monitor compliance with the terms and conditions of the procurement contract; coordinate with the end-users and SPMO for the acceptance of goods and services; coordinate with the Finance Sector for payment of contracts; initiate sanctions against erring suppliers, contractors, and consultants, including the forfeiture of performance security and blacklisting;
 - f. Provide secretariat services during competitive bidding and other administrative support to the Bids and Awards Committee; keep files and present historical data and information relating to procurement;
 - g. Prepare office performance targets, evaluate performance of PMO staff, and submit recommendations; obtain customer satisfaction feedback;
 - h. Submit plans, including the Project Procurement Management Plan of the PMO, submit periodic accomplishment reports and annual report; and perform other related functions.
6. *Supply and Property Management Office (SPMO)*
- a. Manage the different phases of supply and property management and oversee all activities after the procurement process pertaining to inspection, acceptance, custody and issuance of supplies, materials, and equipment to end-users;
 - b. Undertake periodic inventory of all properties of the University, in coordination with the Accounting Office, and submit the annual inventory report; submit plans, including the Project Procurement Management Plan of the SPMO, accomplishment reports, and annual report;
 - c. Prepare acknowledgment receipts for equipment for responsible officials and personnel, and provide updated records of the same for the eventual turnover of property responsibilities;
 - d. Prepare office performance targets, evaluate performance of SPMO staff, and submit recommendations; obtain customer satisfaction feedback;
 - e. Determine re-order point for common-use supplies and equipment as reference data for procurement; monitor usage of requisitioned items and recommend appropriate strategies for supply and property control;
 - f. Adopt 5S principles in storerooms; report non-moving supplies and materials and propose strategies or schemes to reduce wastage;
 - g. Dispose unserviceable property, prepare disposal reports and documents for public auction; coordinate red-tagging of disposable properties with the offices concerned to facilitate disposal of unserviceable equipment;
 - h. Serve as secretariat to committees pertinent to Supply and Property Management, like Inventory Committee, Disposal Committee, including the Housing Committee; and perform other related functions.
7. *Records & Archives Office (RAO)*

- a. Implement effective and efficient management of records, from creation, maintenance, and disposal of documents;
- b. Receive and release all official correspondence and administrative issuances; assist in tracking communications and/or follow up actions on applications and requests from clients; check completeness of enclosures or attachments;
- c. Prepare letters and issuances, assign number series; maintain permanent files for issuances and retrieve/replace amended issuances; release updated issuances for the information of concerned offices;
- d. Control and safeguard vital and permanent records of the University to provide continued reference and information necessary for management decision-making; keep records of enduring value in the University Archives;
- e. Coordinate with the ICT division and other concerned offices the establishment and maintenance of an e-records management system for the University, in coordination with offices concerned;
- f. Prepare office performance targets, evaluate performance of ROA personnel, and submit recommendations; obtain customer satisfaction feedback;
- g. Submit plans, including Project Procurement Management Plan of the ROA, periodic accomplishment reports, and annual report;
- h. Submit records inventory to the Records Management Improvement Committee (RMIC) for appropriate recommendations; serve as secretariat of the RMIC; and perform other related functions.

C. LAND RESERVATION OFFICE (LRO). This office is headed by a designated employee who shall carry the rank of Director. It shall:

1. Manage the University reservation, safeguard and protect it from further encroachment of squatters;
2. Identify, define, and maintain boundary lines and technical description of the landholdings of the University;
3. Initiate proper utilization and acquisition of lands needed for the various programs and projects, implement and evaluate land use policy;
4. Evolve a land management scheme for the University land reservation and implement Executive Orders, Letters of Instructions, or Proclamations affecting the lands of the University; submit plans, including the Project Procurement Management Plan of LRO, periodic accomplishment reports, and annual report;
5. Conduct regular ocular inspection of the University lands; inspect and recommend certification of lands that are outside of the land reservation; protect the watershed within the University reservation, in coordination with the College of Forestry;
6. Issue permit to transport construction materials to and from the campus; secure permit from the Department of Environmental and Natural Resources when cutting trees and transporting trees within the reservation;
7. Prepare office performance targets, evaluate performance of LRO staff, and submit recommendations; obtain customer satisfaction feedback; and perform other related functions.

D. MOTOR POOL AND TRANSPORTATION SERVICE. This office is headed by a designated employee who shall carry the title of Chief of Motor Pool. It shall:

1. Promptly deploy drivers and dispatch vehicles for official travels of officials and personnel, including students when vehicles are available;

2. Require approved travel orders and certify roadworthiness of vehicles prior to the approval of trip tickets by the President or duly authorized representative;
3. Schedule vehicles by adopting the carpool scheme; study other proposed vehicle schemes and submit recommendations, accomplishment reports and annual report;
4. Prepare office performance targets, evaluate performance of Motor Pool personnel, and submit recommendations; obtain customer satisfaction feedback and validate complaints of passengers against erring drivers;
5. Submit the annual repair and maintenance plan, including the Project Procurement Management Plan of the Motor Pool to support funding for repair and maintenance plan and proposed procurement of new vehicles; implement maintenance schedule of vehicles to ensure safety of passengers at all times;
6. Submit recommendations for disposal of unserviceable vehicles; determine the scrap value for auction purposes;
7. Extend assistance and use of the Motor Pool as the training venue or practicum for students taking up non-degree vocational courses in the College of Engineering and Applied Technology; and perform other related functions.

E. SECURITY SERVICES. This office shall be headed by an appropriately qualified security officer who shall carry the rank of Chief Security Officer.

1. Maintain peace and order in the campus and its premises at all times; work closely with outsourced security services in implementing University security plans and traffic rules;
2. Protect the personnel, students, and properties of the University; initiate safety drills for BSU family against fire, earthquake and other calamities; compose security services to the disaster team;
3. Coordinate with the La Trinidad Police regarding the municipal security ordinances like curfew and crime prevention; request assistance during University functions where foreign and local dignitaries are invited to grace particular occasions;
4. Prepare security and traffic plans, including project procurement management plan of the office; regularly submit annual report and periodic accomplishment reports and recommendations pertaining to security issues and concerns;
5. Conduct initial investigation of security and disaster cases and submit report to the Office of the Vice-President for Administration for appropriate action;
6. Prepare office performance targets and evaluate performance of security personnel and submit recommendations; obtain customer satisfaction feedback;
7. Update the Security Committee and evaluate performance of contracted security services, their equipment, and personnel as basis for the committee recommendations to the President; and perform other related functions.

F. GENERAL SERVICES OFFICE (GSO). This office is headed by a designated employee and who shall carry the rank of Director. It shall:

1. Implement approved repair and maintenance plan based on identified priorities, including urgent, unforeseen infrastructure repair due to calamities or disasters;
2. Oversee the units under the GSO i.e (a) Repair and Maintenance; and (b) Landscaping and Interior Design, and Janitorial Services;

3. Continuously assess conditions of buildings, structures, road networks, and grounds and recommend courses of actions and/or as basis of the annual repair and maintenance plan indicating designs and bill of quantities to support the Project Procurement Management Plan of GSO, in coordination with the Planning and Development Office and designated building in-charge;
4. Immediately attend to complaints about power, light, and water;
5. Initiate power saving and water conservation schemes for the University to adopt; immediately respond to reported cases of malfunctions or accidents, including coordinating with service providers for electricity and water to immediately restore public utilities;
6. Coordinate with the SPMO the preparation of reports on fabricated materials; submit periodic accomplishment reports and annual report;
7. Implement landscaping and interior design projects to enhance the general outlook of the campus; beautify with floral and physical arrangements during University functions and celebrations.
8. Prepare office performance targets, evaluate performance of GSO personnel, and submit recommendations; obtain customer satisfaction feedback; and perform other related functions.

III. ADMINISTRATIVE MECHANISMS, SYSTEMS, POLICIES AND PROCEDURES

A. GENERAL OPERATIONAL GUIDELINES. The following are some general operational guidelines observed in implementing administrative mechanisms, systems, policies, and procedures.

1. *Signing Authority.* The President is the signing authority for documents involving administrative and fiscal matters. The documents include appointments, contracts of services, job orders, designations, detail, reassignments, secondment, scholarships and grants, separation from the service; and financial documents like contracts, purchase orders, disbursement vouchers, and checks.

The Vice Presidents shall be delegated the authority to sign for the President documents pertaining to their respective sectors, namely the academic affairs, research and extension, administration, and finance respectively. But when a Vice President shall be designated as Officer-in-Charge, the President shall specify in the office order the extent of authority to be exercised by said OIC for and in behalf of the President.

The President shall specifically delegate to the proper Vice-President the authority to approve payment of a single transaction amounting to five hundred thousand pesos or less. In the absence of such Vice President, this authority shall further be delegated to other bonded officials of the University to facilitate the processing of claims.

In the case of the different offices in the administrative and finance divisions that are involved in the daily processing of documents, the following are the general rules on the proper authority to sign in the absence of the regular signatory:

- a. If there is only one employee next-in-rank, he/she shall automatically be the signatory.
 - b. If there are two or more employee next in rank within the same organizational unit, the appropriate office order shall prescribe the order of priority among the employees next in rank.
 - c. If there is no employee next in rank present and available in the same organizational unit, the University President shall designate an officer-in-charge from those next lower in rank.
2. *Collegial Actions and Recommendations.* The Vice Presidents act as Chair of various standing committees in their respective sector. They forward to the President the committee deliberations on courses of action and make collegial recommendations on what the President can consider in decision-making.

The different heads of offices assist their respective Vice Presidents by providing completed staff work, as well as consulting and/or coordinating with those who are directly involved pertaining to the subject at hand or those personnel who are responsible in the processing of transactions. This is also for the purpose of achieving efficiency, economy, and effectiveness of services.

The Vice Presidents are also advised to include in their annual reports the highlights of committee accomplishments, including problems encountered, and suggestions.

3. *Posting of Workflow Charts.* The workflow chart shall illustrate in a simple but complete manner the procedure or sequence of steps in order to avail of the services of the University and its sectors, colleges, institutes, divisions, offices, or units.
 - a. The workflow chart shall state the following information:
 - (1) The documentary requirements relative to the service
 - (2) The amount of fees, if any, relative to the service and the legal basis thereof
 - (3) The name and/or designation of the officers/employees in charge of each step, except where confidentiality is required, in which case, the name and/or designation of the person/s need not be posted
 - (4) The normal processing time required or allocated for each step as determined by the University
 - (5) The service standard or total amount of time for the processing/procedure until the point of delivery of the service.
 - (6) Other such information as the University President, or the heads of offices concerned, may deem necessary to improve the delivery of the service.
 - b. The workflow chart shall be posted in conspicuous areas in the University, or its sectors/colleges/institutes/divisions/offices/units, within the vicinity where the service is rendered or performed.
 - c. Deviations from the standards indicated in the workflow chart resulting in the delay in the delivery of service shall be grounds for a complaint
4. *Publication of Service Guides.* The service guides may be in the form of a brochure or handbook that state in simple, clear and unambiguous terms all necessary information about the University, or its sector, college, institute, division, office or unit.

The service guide shall be updated on a regular basis. Any or all of the following information shall be included:

- a. Brief information, its mandate and functions, including all the services provided to the faculty, staff, students, and the public.
 - b. The procedure or sequence of steps to be followed
 - c. The documents required relative to the service
 - d. The amount of fees, if any. Relative to the service, and the legal basis thereof
 - e. The service standard for every particular service of the sector, college, institute, division, office, or unit, e.g., processing and issuance of certification is completed in one (1) hour; or release of service record in thirty (30) minutes
 - f. The service pledge
 - g. The rights and responsibilities of persons availing of the service
 - h. The procedure for filing complaints and providing suggestions and feedback.
 - i. Other such information as the head concerned may deem necessary to improve the delivery of service.
5. *Doctrine of Completed Staff Work (CSW).* The doctrine of completed staff work (CSW) shall guide the heads concerned who are involved in the administration and supervision of their respective sectors/colleges/institutes/centers/offices and their respective personnel. This is especially true for those

who recommend actions for the President, the Administrative Council or Board of Regents. The CSW doctrine means that the end result must be:

- a. Well-researched. All data must be accurate, validated, and updated. The issue shall be clearly defined and its effects specified.
- b. Properly coordinated and validated. The varying positions to an issue must be considered and reported. This requires appropriate lateral and vertical coordination or consultation with others concerned (sectors, colleges, institutes, divisions, offices of the University; government/private agencies or organizations, clients/publics).
- c. Analyzed extensively. Analysis must be comprehensive. All angles to an issue must be reviewed and reported in terms of effects on existing programs and policies, as well as on the players concerned.
 - 1) An issue must be related to the relevant legal and policy environment. Evaluation and recommendation shall be viewed from the President's perspective. It shall transcend sectoral and geographical biases and must be able to view issues from macro perspective and the visions/priorities of the President, or the University as a whole.
 - 2) The effects shall not only cover the specific sector or geographical area where the issue is located, but other concerned sectors and areas as well. This shall ensure a thorough and balanced presentation. For purposes of determining the significance of the issue, it is suggested that the issue or its effects be compared with a standard (e.g. historical situation, existing policies, international situation, benchmark figures, targets).
- d. Provide options and/or recommendations:
 - 1) Options and alternatives to resolve the issue shall be provided on contentious issues or when agreements/concurrence among those affected cannot be generated.
 - 2) A recommended decision shall always be provided. On contentious issues, a recommended action among the options/alternatives shall be highlighted.
 - 3) Impact of the options and recommended decision shall be identified. The options/recommendations shall also be consistent with all pertinent legal provisions and existing policy directions, unless a policy change is recommended. In this regard consultations with the concerned offices would be necessary.
- e. Provide proper action documents to implement decisions of the President.
- f. Proposed actions to implement the recommendations/decision must be provided, including the preparation of the corresponding action papers (letters, directives, legal issuances, and other documents), in addition to the communicating instrument or the memorandum.
 - 1) Communication style is simple and well-written. The memorandum, or the communicating instrument, must be easy to read and understand, as well as a minimum of technical jargon.
 - 2) Must be comprehensive, brief, concise and direct to the point, without sacrificing vital information; for long papers, there must be an accompanying 1-2 page Executive Summary.
 - a. Ideas must be chronologically/logically sequenced (easy to understand format).
 - b. Must use simple language and sentence structure.
 - c. Must be devoid of grammatical and typographical errors.
 - d. Must use and include correct communicating instruments (Office Order/Memorandum, Special Order)
- g. Completed Staff Work (CSW) does not end with the submission of recommendations to and action of the President. The concerned sectors/colleges/institutes/offices must also:

- 1) Monitor and facilitate implementation of decision/directives.
- 2) Report to the President full, substantial compliance/implementation of decisions.

6. *Identifying Frontline Services.* The different offices shall identify their respective frontline services or those facilitative services that accept applications or requests from clients and who provide the requested document in exchange for the requirements submitted, including payment of fees.

The procedural steps shall be posted to comply with the Anti-Red Tape Act, outlining pertinent information as follows:

- a. Description of the frontline service
- b. Availability or schedule of service: day and time, and if there is no lunch break
- c. List of requirements/documents to be submitted
- d. Fees to be paid
- e. Steps and actions taken by both client and service provider shall be illustrated in the following table:

Step	Action Taken		Duration of Activity	Fees	Person Responsible
	Client	Service Provider			

B. SYSTEMS, POLICIES, AND PROCEDURES. The organizational structure reflects the responsibilities of the different offices in the administrative operation of the University. The major processes in administration are described in terms of policy provisions and procedures.

IV. PERSONNEL MECHANISMS, SYSTEMS, POLICIES AND PROCEDURES

A. RECRUITMENT AND SELECTION. The University shall employ its human resources on the basis of merit and fitness and the principle of putting the right person in the right place. While in the service, the employee will be accorded the opportunity to pursue personal and professional growth and consequently contribute to organizational development.

The Human Resource Management Office is charged with the very important role of attracting the best candidates for vacant positions via an objective recruitment and selection process.

1. *General Guidelines for Recruitment.* The following general guidelines shall govern recruitment in the University:
 - a. The merit and fitness of employees shall first be determined by the minimum standards of education, training, experience, and eligibility required and/or relevant to the position being filled. The CSC-approved qualification standards shall be the minimum standards of education, experience, training, and eligibility for non-teaching personnel.
 - b. There shall be no discrimination in the selection of employees on account of gender, civil status, disability, religion, ethnicity, or political affiliation.
 - c. There shall be a pre-determined ratio of applicants for appointment or hiring quota to ensure that both genders are given proportionate percentage.
 - d. Applicants for managerial or supervisory positions must possess executive and managerial competence.
 - e. The higher qualification standards, if any, must be proposed and finally approved by the CSC as basis for selection of personnel and in the evaluation by the CSC of appointments.
 - f. The Selection Board shall assist in the screening of at least 5 applicants to vacant positions.

2. *Personnel Requisitions.* Personnel requisitions shall be well-planned and shall describe personnel needs with the appropriate qualifications and competence, personal qualities and characteristics desired of the prospective appointees.

The designated heads of offices are responsible in justifying their personnel requisitions, whether this be filling up of existing vacant positions or proposing additional positions. In order to professionalize services, the generic classifications of non-teaching positions shall be used. This provides a wide range of possibilities like proposing changes in the position description or enriching the duties and responsibilities of a position when the positions are vacated.

- a. *Publication of Vacancy.* Publication and posting requirements for vacant positions are intended to inform and provide equal opportunity to those interested in applying for vacant positions. Exempted from the publication requirement (RA 7041) are highly technical positions, positions that are policy determining; positions co-terminus with the Appointing Authority or limited to the duration of the project; primarily confidential positions, and positions to be filled by existing employees in case of reorganization.
- 1) Publication of vacancy and posting in three (3) conspicuous places in the University shall be observed for all vacant positions in the career service for a period of ten (10) calendar days.
 - 2) Positions of temporary appointments shall be published every six (6) months.
 - 3) Positions in non-career service such as casuals, contractuels, job orders, and contracts of service shall also be published to invite qualified and competent applicants.
 - 4) The requirement for publication is deemed complied with if the process of application and screening started within six (6) months from publication and if the vacancy is filled not later than nine (9) months from date of publication.
- b. *Sources of Applicants.* Applicants may be from within or outside the University. Applicants who are qualified incumbents of next-in-rank positions identified in the system of ranking are automatically considered for promotion.

Other applicants include non-regular appointees of the University; pre-listed qualified applicants and walk-in applicants responding to published notice of vacancy; top graduates and top board passers of other state universities and colleges.

- c. *Selection Procedures.* The three (3) stages in the recruitment and selection of qualified applicants shall be followed. These are:
- 1) Pre-selection. The Human Resource Management Office prepares the selection list of candidates who meet the minimum qualification standards for education, training, experience and eligibility requirements of the vacant position.

Those initially found qualified shall undergo further assessment such as written examination, skills test, psychological evaluation, background investigation from previous employers, character references, and other forms of evaluation. A selection line-up shall be submitted to the Selection Board for its deliberation.

- 2) Screening by the Selection Board. The Selection Board shall make a systematic assessment of the competence and qualifications of the candidates for appointment. These shall guide the University President in choosing the applicant who can efficiently and effectively perform the duties and responsibilities of the position to be filled.

The evaluation report shall 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.

The responsibilities of the Selection Board are:

- i. To provide a systematic method of determining the merit and fitness of a person on the basis of qualifications and ability to perform the duties and responsibilities of a position.
- ii. To ensure that the candidates are comparatively at par based on predetermined reasonable difference or gap between point scores.
- iii. To conduct deep selection of candidates for appointment who are not next-in-rank but possess superior qualifications and competence.
- iv. To determine the potential and the psycho-social attributes or characteristics or traits of candidates including the way they perceive things, ideas, beliefs and understand how they relate to these and to others in social situations.

3) Selection by the Appointing Authority

- i. For positions from Salary Grade 1 to 18, the University President, as Appointing Authority, shall assess the merits of the Selection Board's evaluation report of the candidates screened for appointment, selects from the top five (5) ranking candidates the best qualified candidate. The exercise of wide latitude and discretion is not absolute but subject to existing Civil Service Law and rules.
 - ii. For appointment to positions from salary grade 19 and above, the University President shall recommend the appointees to the Board of Regents.
- d. *Issuance of Appointment.* An employee who is selected by the Appointing Authority shall be issued an appointment (CS Form 33) adopted from the Civil Service Commission.
- e. *Posting of Appointments.* The Human Resource Management Office shall immediately post a notice announcing the appointments for at least fifteen (15) days from the issuance of the appointment, especially the promotional appointments. This is to inform the public of the appointments and give opportunity for any aggrieved qualified next-in-rank candidates to submit a protest should there be any grounds to do so.

Appointments for the month shall be attached by the HRMO to the Report on Appointments Issued (RAI) and submitted to the Regional Office of the CSC on or before the 15th of the month following the issuance pursuant to BSU's accreditation.⁸

- f. *Appointment Status.* An appointment differentiates the terms and conditions of employment by the status indicated in an employee's appointment.

1) Permanent

- i. This appointment is issued to a faculty member who meets the qualification standards established for the academic rank and who shall have successfully completed the probationary period of four semesters.
- ii. This is immediately issued to a non-teaching employee who meets all the qualification requirements of the position but who shall serve a six (6) months probationary period from initial appointment. While on probation, the employee is observed and evaluated and is either retained or dropped from the service based on the result of the evaluation before the expiration of the 6-month period.
- iii. The security of tenure for a permanent appointee is based on performance.

2) Temporary

⁸ CSC Res. No. 968303, 23 December 1996.

- i. This is issued to an employee who does not meet the education, training, or experience requirements of the position to which he/she is being appointed. The appointment shall be for a period of 12 months.
- ii. A temporary appointee does not have security of tenure and may be separated from the service, with or without cause after the 30-day written notice prior to termination.
- iii. The employment or services of appointees may be terminated without necessarily being replaced by another.
- iv. Appointees may also be replaced within the 12-month period by qualified and eligible persons or even by non-eligibles.

3) Contractual

- i. This appointment is issued to an employee who is hired in accordance with a special contract for a specified period and with a definite expected output and employed to undertake a particular work or project and whose hiring creates an employee-employer relationship between employee and the University.
- ii. The contractual personnel shall be paid compensation of an equivalent position but not to exceed the salary of the immediate superior. The contract shall provide the basic salary of the position chargeable against personal services. They shall also be entitled to authorized allowances and other benefits that regular employees receive.
- iii. The inclusive period covered by the appointment is indicated for purposes of crediting the services of the employee.
- iv. Hired individual professional consultants, as differentiated from contractual personnel, are experts in a field of special knowledge or training and are contracted through service contracts to render particular outputs or services primarily advisory in nature requiring highly specialized or technical expertise which cannot be provided by regular staff. Such hiring creates no employer-employee relationship between the consultant and the University and the remuneration of individual professional consultants are charged against the Maintenance and Other Operating Expenses.

4) Substitute

- i. This appointment is issued to appointee who will take the place of a regular employee who is on scholarship or study leave, on vacation or sick leave, or on maternity leave.
- ii. A substitute appointment is effective until the return of the regular incumbent who is temporarily unable to perform the duties of his/her position.
- iii. The leave of absence of the regular incumbent is at least three (3) months, except members of the faculty where the leave of absence may be less than 3 months.

5) Casual

- i. This is issued only for essential and necessary services where there are not enough regular staff to meet the demands of the service.
- ii. The appointee meets the civil service eligibility of the position.

- iii. The wages are charged against the lump sum appropriation for the purpose.

6) Job Orders/Contract of Services

- i. Hiring of employees on job order or contract of services shall be made on the basis of outputs or work to be accomplished, urgency, and availability of funds. The head concerned must submit to the University President a request for job order specifying the nature of work and desired outputs, and duration of employment, and attach recommendation of the Dean/Director/Division Chief and Sector Vice President.
- ii. Appointees who are hired under job orders/contract of services shall sign contracts that will stipulate the terms and conditions of their employment.
- iii. The job orders/contract of services cover piece work or intermittent job of short durations; or lump sum work or services as janitorial, security, or consultancy services where no employer-employee relationship exists.
- iv. Services rendered under job orders/contract of services are not considered government service. The employees involved in the contracts do not enjoy the benefits enjoyed by government employees such as personnel economic relief allowance, additional compensation allowance, and representation and traveling allowance, and others.
- v. The job orders/contracts of services are not covered by Civil Service Law, Rules, and Regulations, but covered by Commission on Audit rules. Job Orders/Contract of services need not be submitted to the Civil Service Commission.
- vi. Claims for payment of wages shall be supported by accomplishment reports and submitted to the Compensation, Benefits, and other Obligations Office for the preparation of payrolls.

g. *Probationary Period for New Employees*

- 1) Probationary period refers to the period of actual service following the issuance of an original and permanent appointment to an employee wherein the appointee undergoes a thorough character investigation and assessment of capability to perform the duties of the position enumerated in the position description form (PDF).
- 2) The period of probation for the faculty is four (4) semesters while that for the non-teaching is six (6) months. Immediate supervisors of new employees shall assist their respective staff and shall observe the following guidelines:
 - i. The immediate supervisor shall regularly gather feedback on the appointee's performance to determine appropriate interventions to improve the appointee's performance.
 - ii. The performance evaluation shall be done at least twice during the probationary period and every 3 months or 6 months depending on the duration of the required probationary period and the performance review conducted within 10 days after the end of every rating period.
 - iii. The critical factors to be reviewed shall be based on the performance dimensions indicated in the University Performance Evaluation System and may include the following: aptitude, learning ability, work quality, human/public relation, attitude, service orientation, accountability, dependability, reliability, resourcefulness, team spirit, courtesy, initiative, loyalty, and ambition; and job-related critical incidents such as habitual tardiness and continuous absence from work.
 - iv. The immediate supervisor shall record critical incidence such as habitual tardiness and absenteeism, leaving the workplace without permission, loafing, unusual behaviors such

as rumor-mongering, scandal-mongering, ego-tripping, arrogance, abrasive behavior, bullying, and the like.

- v. The probationers shall be furnished with copies of the records of feedback, job-related critical incidents, and performance evaluation reports with comments on their capability to meet the performance targets and work output standards and/or recommendation for the continuity of the permanent appointment of the probationer.
 - vi. Unsatisfactory work performance and conduct shall be corrected through mentoring and coaching, appropriate counseling, constructive criticism, and specific training provided by the immediately supervisor. A written warning shall be furnished the probationer that unsatisfactory work performance and behavior must be corrected immediately and that failure to do so shall mean termination of service during the probationary period.
 - vii. The permanent status of the new appointees shall continue after the completion of the probationary period provided that the average rating obtained in the last 2 performance rating periods is at least very satisfactory and the Appointing Authority has approved the continuity of the permanent appointment based on the recommendation of the immediate supervisor; or no notice of termination of service is issued during the probationary period or within ten (10) days after its completion due to unsatisfactory conduct or want of capacity.
 - viii. The notice of termination of service shall be immediately executory, pending appeal subject to the provisions of CSC MC No. 03, s. 2005, dated January 6, 2005 or other existing issuances.
- h. *Part-time Appointment.* The University may employ professionals and members of the faculty on a part-time basis to maintain the quality of education in specific teaching areas, provided that they meet the requirements of the position.
- 1) 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 of the position is not met.
 - 2) The salary and working hours of an employee under part-time appointment is one-half of the salary and working hours of an employee under full-time appointment.
 - 3) Service under part-time appointment is government service and forms part of the employee's service record.

B. PERFORMANCE EVALUATION AND APPRAISAL. The University shall establish and implement a performance evaluation system based on directives and guidelines issued by the Civil Service Commission. The system shall be administered to continuously foster improvement of employee performance and efficiency; to enhance organizational effectiveness and productivity; and to provide an objective performance rating which shall serve as basis for incentives and rewards, promotion, training and development, personnel actions and administrative sanctions. For now it shall be the Strategic Performance Management System.⁹ The details of the system shall be contained in a separate document.

The performance evaluation system shall provide for the identification of outputs as well as the job-related behaviors and the corresponding performance standards of quantity, quality, and time which shall be agreed upon between the supervisor and the subordinate.

⁹ CSC Res. No. 1200481, March 16, 2012; CSC M.C No. 6, s. 2012, 19 March 2012; Executive Order No. 80, s. 2012

1. *Uses of Performance Ratings.* Performance ratings are used as basis for performance-based personnel actions, eligibility or qualification for rewards and incentives, and especially security of tenure. Promotion, for instance, requires a very satisfactory rating.

Applications for scholarship and training, sabbatical leave and performance-based employee benefits like the Productivity Incentive Benefit, Collective Negotiation Agreement Incentive, and other performance-based personnel actions that may require a minimum rating for entitlement.

C. PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE). Pursuant to Civil Service Commission issuances¹⁰ the University hereby establishes a University Program on Awards and Incentives for Service Excellence (PRAISE). The program shall encourage creativity, innovativeness, efficiency, integrity, and productivity in the public service by recognizing and rewarding officials and employees individually or in group for their suggestions, inventions, superior accomplishment, extraordinary acts or services, and other personnel efforts that contribute to the efficiency, economic or other improvement in government. The details of the program shall be contained in a separate document.

At least five (5) percent of the HRD Funds shall be allocated for PRAISE and incorporated in the University's Annual Work and Financial Plan and Budget.¹¹

D. PROMOTION. Promotion is defined as an advancement of an employee from one position to another with an increase in duties and responsibilities, and usually accompanied by an increase in salary. The promotion of non-teaching employees shall be governed by the *University Merit Selection Plan and System of Ranking Positions*.

The promotion of academic rank holders shall be in accordance with the provisions of National Budget Circular No. 461, as amended, of the Department of Budget and Management. The evaluation and review of the documents for promotion among faculty members are assigned to an *Evaluation Committee* and a *Review Committee*, respectively. Promotional appointments are issued to qualified faculty members to implement the corresponding salary adjustments.

1. *General Policies on Promotion.* The policies and procedures on promotion shall apply to non-teaching personnel and as far as practicable to the members of the faculty.
 - a. An employee must have at least very satisfactory service for the last rating period in present position before being considered for promotion.
 - b. In so far as practicable, the University President shall appoint from among the top five (5) ranking applicants. The President may promote an employee who far exceeds the requirements of the position compared to one who merely meets the minimum requirements of the position.
 - c. In cases where the qualifications and competence of two or more employees are comparatively at par, preference shall be given to the candidate found in the organizational unit where the vacancy is or already in the University, in the case of second level positions.
 - d. In filling supervisory positions the Personnel Selection Board shall develop criteria for managership and leadership which shall constitute one of the instruments for selection of candidates for promotion.
 - e. An employee who is on local or foreign scholarship or training grant, or on maternity leave, or on secondment may be considered for promotion, provided that the effectivity of the promotional appointment shall be after the scholarship, training, maternity leave, or secondment, or upon assumption to duty.
 - f. Failure to file a protest, appeal, motion for reconsideration or petition for review within the prescribed period shall be deemed a waiver of such right and shall render the subject action/decision final and executory.
 - g. Positions belonging to the closed career system are exempted from the three-salary grade limitation on promotion.

¹⁰CSC Res. No. 010112, 10 January 2001; CSC MC No. 01, s.2001, 26 January 2001

¹¹ Par. 7, *Id.*

- h. The filing and pendency of an administrative case against a faculty member shall not constitute a disqualification from promotion.
- i. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.

2. *Determining Next-in-Rank Positions*

- a. A position is said to be next-in-rank to a vacant non-teaching position when it is in the nearest degree of relationship taking into consideration the following:
 - 1) organizational structure
 - 2) classification and functional relationship of position
 - 3) salary grade allocation
 - 4) geographical location
 - b. An employee who holds a next-in-rank position and who is deemed the most competent and qualified, possesses an appropriate civil service eligibility, and meets the other conditions for promotion may be promoted to the higher position when it becomes vacant.
 - c. The Appointing Authority may promote an employee who is not next-in-rank but who has superior qualifications and competence compared to a next-in-rank employee who merely meets the minimum requirements of the position.
3. *System of Ranking Positions (SRP)*. The system of ranking positions identifies the position, salary grade, location, the next-in-rank position/s, salary grade, and location of every non-teaching position in the University. The SRP is an attachment to the Merit Selection Plan (MSP) of the University.
4. *Basis of Selection List for Promotion*. The HRMO shall maintain a qualification index/database of all employees from which the selection list may be drawn:
- a. Record of performance and outstanding accomplishments
 - b. Successful completion of education and training
 - c. Honors and other academic awards or recognition
 - d. Training and/or scholarship grants
 - e. Relevant work experiences acquired from public or private sector
 - f. Designations as additional work assignments, reports of accomplishments
 - g. Results of examination of psycho-social attributes and personality traits
5. *Comparative Assessment of Candidates*. The comparative degree of competence and qualification of employees shall be determined by the extent they meet the following requirements:
- a. *Performance and Outstanding Accomplishments*
 - 1. For appointment by promotion, the performance rating of the appointee for the last rating period prior to the effectivity date of the appointment should be at least very satisfactory.
 - 2. For appointment by transfer, the performance rating for the last rating period immediately preceding the transfer from the former office should be at least very satisfactory.
 - 3. This shall include record of accomplishments worthy of special commendation.
 - b. *Education and Training* – include educational background, successful completion of training courses scholarships, training grants and others which must be relevant to the duties of the position to be filled.
 - c. *Experience* – include occupational history, relevant work experience acquired either from the government or private sector and additional assignments such as designated special assignments, involvement in projects, ad hoc committees and task forces.

- d. *Psycho-social Attributes and Personality Traits* – refers to the characteristics or traits of a person which involved both psychological and social aspects. Psychological includes the way he/she perceives things, ideas, beliefs and understanding and how he/she acts and relates these things to other and in social situations.
 - e. *Potential* – refers to the capacity and ability of a candidate to assume the duties of the position to be filled and those of higher or more responsible positions.
6. *Grounds for Recall of Appointment.* Notwithstanding the initial approval of an appointment, the same may be recalled on any of the following grounds:
- a. Non-compliance with the procedures/criteria provided in the Merit Selection Plan
 - b. Failure to pass through the Personnel Selection Board
 - c. Violation of the existing collective agreement between management and employees relative to promotion
 - d. Violation of other existing civil service law, rules, and regulations.

E. STAFFING MODIFICATIONS.¹² Staffing modifications shall be proposed by the Sector Vice-Presidents, recommended by the University President, and approved by the Board of Regents.¹³

The DBM Staffing Pattern for State Universities and Colleges, as a basis for staffing modifications, establishes the position title, salary grade, number of positions and the corresponding indicators such as level of the University, number of regular positions, amount of appropriation, number of students, buildings, equipment, and others.

1. *Forms of Staffing Modifications.* Staffing modifications may take any of the following forms:

- a. *Conversion/Abolition* of vacant non-coterminous positions for the reclassification and creation of positions according to the following priorities:
 - 1) 1st - Creation of Instructor I positions
 - 2) 2nd -Reclassification of positions
 - 3) 3rd - Creation of non-faculty positions.
- b. *Conversion of vacant co-terminus* items to Instructor I positions
- c. *Transfer of positions* from one organizational unit to another provided that said transfer is warranted and necessary.

3. *Requirements for Staffing Modifications.* The following are the requirements for staffing modifications:

- a. The conversion/reclassification/upgrading of non-coterminous vacant positions should not require additional funds.
- b. The conditions prescribed in the creation, conversion or reclassification of positions as contained in the pertinent Special Provisions in the GAA shall be strictly observed.
- c. The upgrading of faculty positions shall be in accordance with the provisions and limitations stipulated under National Budget Circular No. 461 dated June 1, 1998, subject to the availability of funds for the purpose.
- d. The conversion/reclassification/creation involving Instructor I and non-teaching positions shall be in accordance with the prescribed faculty- student ratio and the staffing standards for such positions as contained in the Organization and Staffing Standard for State Universities and Colleges issued by DBM.
- e. The reclassification of positions shall be subject further to rules and regulations that may be issued jointly by DBM and the Civil Service Commission.

4. *Procedures for Reclassification of Positions*

¹² CSC MC No. 7, s. 2011; CSC MC No. 40, s.1998 (Revised Omnibus Rules on Appointments and Other Personnel Actions)

¹³ Budget and Management Flexibilities, DBM Circular Letter No. 2004-7, 25 March 2004.

- a. The request to reclassify positions shall be recommended by the University President as justified by the sector heads concerned to the Board of Regents for approval, then submitted to the Department of Budget and Management, together with the following:
 - 1) Duly accomplished Position Description forms (PDFs);
 - 2) Organization, functional and position charts;
 - 3) Justification for the reclassification of the positions;
 - 4) A certification that the incumbent fully meets the qualification standards requirement for the position as reclassified, pursuant to CSC rules and regulations.
 - b. If no amount is appropriated specifically for the reclassification of positions, a proposal to implement the “scrap and build” policy, i.e., funded vacant positions are to be offered for abolition which shall be used as funding source for the said purpose.
 - c. Justification for the abolition of the funded vacant positions shall consider the effects on the operation of the affected units.
 - d. Should the request of the University be denied by the DBM, either via a Notice of Organization, Staffing and Compensation Action (NOSCA) or through a DBM letter, a request for consideration may be made within thirty (30) calendar days after receipt of the NOSCA/DBM action.
 - e. The University may reclassify filled positions provided that the incumbent fully meets the CSC’s qualification standards requirement for the position, pursuant to CSC law, rules and regulations; that such are in accordance with the position classification standards. Any additional funding requirement shall be sourced out of the abolition of funded vacant positions.
5. *Regularization and Classification of Casual and Contractual Positions.* Casual and contractual positions may be converted as regular positions provided that the following are met:
- a. The positions involved are in accordance with the Organization and Staffing Standards for SUC’s.
 - b. The funding requirements for salaries and benefits such as personnel economic relief allowance (PERA), Uniform/Clothing Allowance, Productivity Incentive Bonus (PIB) and Year-End Benefits (YEB) shall not exceed the lump-sum appropriation for casual and contractual personnel as authorized in the Program of Receipts and Expenditures (PRE).

F. **OTHER PERSONNEL ACTIONS.** Other personnel actions pertain to personnel movements within or outside the University at anytime during the employment of the employees. The other personnel actions are described as follows:

1. *Designation.* A designation is a management prerogative adjunct to an appointment and issued to an employee to assume positions whose incumbent cannot temporarily perform the duties of the position due to vacation or sick leave, study leave, scholarship, maternity leave, or special assignments.

Designations shall be made through an office order from the University President under the following existing guidelines of the Civil Service Commission:

- a. The designation shall not exceed one (1) year and shall be synchronized with the absence of the incumbent of the position. For positions without incumbents, a designation may be made only for a maximum of one (1) year.
- b. Employees to be designated shall hold permanent appointments to career positions. Designees can only be designated to positions within the level they are currently occupying. First level personnel cannot be designated to perform the duties of second level positions. However, division chiefs may be designated to perform the duties of third level positions.
- c. Designees cannot be granted the salaries of the position they are being designated to, except allowances that go with performance of the functions, such as RATA.
 - c. The members of the faculty are given designations to perform functions in administration, research, extension, and production. A designation shall be assigned an equivalent teaching load (ETL) that shall

form part of the regular faculty workload or full-time equivalent. The determination of the ETL shall be in accordance with the approved modified workload scheme. An office order shall specify the period covered by the designation.

2. *Job Rotation.* This involves the sequential or reciprocal movement of an employee from one office to another or from one division to another as a means for developing and enhancing the potentials of personnel by exposing them to the other work functions of the University. The duration of the job rotation program shall not exceed twelve (12) months.
3. *Reassignment.* Reassignment of personnel shall be made through an office order. It is presumed to be regular and made in the interest of public service. The maximum period is one year if the place of work is specific on the face of the appointment and may be done without the consent of the employee. Reassignment does not constitute constructive dismissal in this case.
 - a. Constructive dismissal exists when an employee quits his/her work because of top management's unreasonable, humiliating, or demeaning actuations which render continued work impossible. Hence, the employee is deemed to have been illegally dismissed. This may occur although there is no diminution or reduction of salary of the employee. It may be a transfer from a position of dignity to a more servile or menial job.
 - b. Sufficient reasons to warrant the continued reassignment of the employee and performance of functions other than those attached to the position must be established. Heads of offices shall submit valid reasons for recommending reassignment of employees.
 - c. Reassignment of small salaried employees is not permissible if it causes significant financial dislocation.
4. *Detail.* Detail is a temporary movement of an employee of the University to another government agency which does not involve a reduction in rank, status, or salary.
 - a. The detail shall be allowed only for a maximum period of one (1) year. Details beyond one year may be allowed provided it is with the consent of the employee.
 - b. Detail will not require issuance of an appointment but only an office order to be issued by the University President. The detailed employee to another government agency shall receive salary from the University.
 - c. Administrative supervision is relinquished to the receiving agency such as directing performance of duties, restraining commission of acts, and review, approve, reverse or modify acts or decisions of the detailed employee.
 - d. The receiving agency has the responsibility to monitor the punctuality and attendance of the employee, approve requests for leave, evaluate performance, grant authority to travel and exercise other acts necessary to effectively supervise the employee.
 - e. If the employee believes that there is no justification for the detail, he/she may appeal case to the proper office of the Civil Service Commission. Pending appeal, the detail shall be executory unless otherwise ordered by said CSC Office.
 - f. The University shall furnish the certification of available vacation and sick leave credits to the receiving agency.
 - g. The University shall have the authority to discipline the detailed employee such as determining the existence of a prima facie case against him/her, issuance of a formal charge, order of preventive suspension, conduct of formal investigation, and rendering of the decision on the administrative case.
5. *Secondment.* Secondment is a personnel movement that is temporary and may or may not require the issuance of appointment, with increase or decrease in compensation and benefits. It covers employees occupying managerial, professional, technical, or scientific positions.

- a. The memorandum of agreement (MOA) includes the purpose of secondment, terms, continuity of employment, benefits, appraisal arrangement, termination and renewal of secondment.
 - b. University personnel who are seconded to another agency or office shall be on leave without pay for the period of secondment.
6. *Change of Status.* This is a nature of appointment that is issued to a temporary employee when he/she acquires the appropriate eligibility or becomes fully qualified for the position to which he/she is appointed.
 7. *Reappointment.* Reappointment is the issuance of an appointment to a person who has been previously appointed to a position in the career service and who has, through no delinquency or misconduct, been separated therefrom, or to one who has been exonerated of the administrative charges unless the decision exonerating the person specifies restoration to the previous position. It is understood that one who has been exonerated or who has been illegally terminated is deemed not to have left the service.
 8. *Demotion.* Demotion is movement from a higher position to a lower position. There shall be a written consent of the demoted employee if this is non-disciplinary. Pertinent salary rules shall be applied in demotion.
 9. *Re-employment.* Re-employment occurs when an employee who was separated from the government service as a result of reduction in force, re-organization and/or voluntary resignation, is re-employed. The salary of a re-employed employee shall be paid the hiring rate or the 1st step of the new position.

The reasons or causes for separation of those who were reemployed in the University under permanent status shall be verified or validated with their previous employers particularly on the issues on performance and conduct, including critical job-related behavior dimensions.

10. *Transfer.* Transfer is a personnel movement from one government department or agency to another or from one organizational unit to another within the same agency. An employee shall obtain written permission from the University President, upon the recommendation of the heads concerned, stating the effective date of transfer which shall be the day following the employee's last day of service in the University. This shall be filed at least one (1) month before the date of effectivity.
 - a. Transfer is deemed approved after a lapse of thirty (30) days from the date of notice to the University President.
 - b. For failure to transfer on the specified date the employee is considered resigned; the reemployment is at the discretion of the University President.
 - c. Transfer of officials with oversight functions is prohibited.

G. **WORK HOURS.**¹⁴ The University shall have its internal rules on work hours especially among the members of the faculty that shall be consistent with the required forty (40) hours of service each week, exclusive of time for lunch, and regardless of work schedule.¹⁵ The work hours of the faculty shall be reflected in a separate document.¹⁶

1. *Basic Policies on Work Hours*

- a. It shall be the duty of the heads of units, department chairpersons, deans, directors, division chiefs, and sector vice-presidents to require their respective faculty and staff to strictly observe the required office hours.
- b. The immediate supervisors shall be responsible in reviewing workloads of their respective subordinates and to reckon these with the work hours rendered.

¹⁴ With reference to Rule XVII, Omnibus Civil Service Rules & Regulations Implementing Book V of E.O. 292 (CSC Res. No. 91-1631 which took effect February 14, 1992)

¹⁵ Republic Act No. 1080, otherwise known as the Forty Hour Work Week Law.

¹⁶ Faculty Workload and Work Hours; BOR Res. No. 2215, s. 2013

- c. When the head of the department, dean, director, or head of office in the exercise of discretion, allows personnel to leave the office during office hours not for official business, to attend social events/function and/ or wakes/ interments, the same shall be reflected in their daily time record and charged against their leave credits.
 - d. Each head of department, unit, or shall require a daily record of attendance of all the employees under him/her to be kept on the proper form and, whenever possible, registered through finger scanning or on verifiable recording system. In addition, the head of office or immediate supervisor shall also monitor the punctuality and actual presence of their respective faculty and staff.
 - e. When the interest of public service so requires, the daily hours of work of an employee may be extended by the University President, upon recommendation of the heads concerned, which extension shall be fixed in accordance with the nature of the work; Provided, That work in excess of eight (8) hours must be properly compensated, upon the expressed authority of the President.
 - f. Non-regular personnel who are covered by contract agreements or on job order status shall submit accomplishment reports instead of daily time records.
 - g. The colleges, institutes, or sectors concerned shall recommend mechanisms of accountability with appropriate sanctions to non-regular personnel who are covered by contract of service or job order.
 - h. The internal rules on work hours for members of the faculty based on their modified workload scheme shall be approved by the Board of Regents. This is consistent with the CSC ruling that faculty of state universities and colleges belong to the closed career system.
2. *University Work Hours.* The regular normal work hours are from 8:00 AM to 12:00 noon and from 1:00 PM to 5:00 PM, eight (8) hours a day, from Monday to Friday, or a total of 40 hours a week. Employees shall be allowed a 15-minute break for snacks once in the morning and another 15-minute break in the afternoon.

The heads of offices and their staff shall provide clients of the University continuous service with such schemes as “no lunch break”, work scheduling, or employee shifting to attend to clients during peak hours like enrollment period, work assignment or special projects that require immediate completion.

THE CATEGORIES OF WORK HOURS ARE DIFFERENTIATED IN THE FOLLOWING TABLE

Work hours	Prescribed Hours	Employees Covered
a) Official Work hours	Between 7:00 A.M and 7:00 P.M.	All employees, except utility workers, security guards and others who report beyond the NORMAL work hours, may start work at 7:00 A.M. or end work at 7:00 P.M. for a total of 40 hours a week.
b) Regular or Normal Work hours	Between 8:00 A.M. and 5:00 P.M.	Employees in the frontline services
c) Core Work hours	9:00 A.M. to 4:00 P.M.	All employees, whether on flexible or normal work hours, shall be in their respective work stations during this period.
	Class schedule for faculty members	The core hours of faculty members are their actual class schedule equivalent to the prescribed full-time equivalent of 21 units, the current authorized regular workload. ¹⁷
d) Flexible Work hours	Within 7:00 A.M. to 7:00 P.M.	Only those employees with approved request for flexible work hours from the President.

¹⁷ See Page 18 Chapter 5, Working Hours, Model Merit System, **CSC M.C No. 18, s. 2005**, 03 November 2005 implementing CSC Res. No. 051404, October 06, 2005

3. *Additional Guidelines on Work hours*

- a. Flag ceremony/flag retreat is part of government office hours. All other activities immediately held after the flag ceremony before employees report to their respective workstations constitute part of employees' work hours.
- b. Lunch break is not included as a work hour. However, lunch break shall not be less than thirty (30) minutes. The employees who shall avail of the 30-minute lunch break shall duly inform the Human Resource Management Office, together with the approved request and justifications.
- c. Cutting of official hours to give way to non-official activities is not allowed. To ensure continuous and smooth delivery of services to the public, there shall be a skeletal staff to attend to clients.

4. *Flexi-time Schedule.* The work hours in a week may be fixed provided employees obtain express authority from the President; provided further, that the flexible working hours will not prejudice the smooth and efficient delivery of service and the required forty (40) hours shall not be reduced.

- a. Heads of offices who have two or more employees may recommend to the President flexible work hours for them and to adopt a system of flexible work hours that is most suitable and convenient to them.
- b. Employees who avail of flexi-time schedule shall comply with the core work hours of 9:00 AM to 4:00 PM as more clients are expected during this period.
- c. The heads of offices shall authorize flexible working hours for their respective staff, including attending to students at lunch break during enrollment or other activities.
- d. A general flexi-time schedule from 7:30 A.M. to 11:30 A.M. and from 12:30 P.M. to 4:30 P.M. shall be granted to employees who observe the normal work hours of 8:00 A.M. to 5:00 P.M. This will enable them to participate in the Monday Flag Ceremony; and on other days, to attend to students before 8:00 A.M. and 1:00 P.M., to allow employees to leave their offices earlier and to help ease traffic during peak hours at arrival/departure.

5. *Irregular Work Schedule.* Deviations from prescribed work schedule or work less than the required five (5) days may be allowed subject to the rendition of forty (40) hours a week and provided the public is assured of the complete work hours of eight in the morning to five in the afternoon continuously for the duration of the entire work-week.¹⁸

Requests for deviations from work schedule shall be made in writing and recommended by the heads concerned to the President.

6. *Work hours for Part-Time Service*

- a. Part-time employees may be allowed to render an accumulated twenty (20) hours per week instead of the four-hour continuous service every working day provided the needs of the University are served.
- b. The sector Vice-President may, with the approval of the University President and in the exigency of the service, further reschedule the time of part-time teaching or non-teaching staff to satisfy the 20-hour work week requirement, provided that continuous service is available at all times during the week.

7. *Daily Time Record (DTR)*¹⁹

¹⁸ Sec. 7, Rule XVI, Omnibus CSC Rules Implementing EO 292

¹⁹ Sec 2, Rule XVII, *id.*

- a. Recording of daily attendance shall be required of all University personnel through the prescribed mode of finger scanning, including use of logbooks in the case of field personnel.
- b. The generated daily time record (DTR) shall support claim for payment of salary, wage, or monetary benefit, subject to verification of the immediate supervisor and submission of supporting documents.
- c. Alternative evidence of service other than the DTR shall also be monitored by the heads concerned.
- d. Violations pertinent to punctuality and attendance shall be reported to authorities concerned.

8. *Habitual Absenteeism*²⁰

- a. An employee is considered habitually absent if he/she incurs unauthorized absences exceeding the allowable 2.5 days monthly leave credits for at least three (3) months in a semester or at least three (3) consecutive months during the year.
- b. Where an employee incurs unauthorized absences exceeding the allowable 2.5 days monthly leave credits for at least 3 months in a semester or at least 3 consecutive months during the year, the penalty, after due process, shall be:
 - 1) 1st offense – suspension of 6 months 1 day to 1 year
 - 2) 2nd offense – dismissal

9. *Tardiness*²¹. Tardiness is incurred when an employee does not report for work on time or at a prescribed time set for each workday.

- a. Tardiness shall be deducted from the vacation leave credits or the salary of the employee if the vacation leave credits had already been exhausted.
- b. Any officer or employee who is absent in the morning is considered to be tardy and is subject to the provisions of habitual tardiness (CSC MC No. 17, s. 2010).
- c. An employee who incurs tardiness regardless of the number of minutes per day, ten (10) times a month for two (2) consecutive months in a year or two (2) months in a semester shall be subject to disciplinary action.

10. *Undertime*²². Undertime is incurred when employee leaves or quits work earlier than the prescribed number of work hours in a day; it also refers to the deficiency in completing the required hours in a day or the prescribed 40 hours in a week.

Undertime is not classified as tardiness but since this has inimical effect to public service, the following guidelines shall be observed:

- a. Any undertime or deficiency in completing the prescribed work hours shall be deducted from the vacation leave credits or the salary of the employee if the vacation leave credits had already been exhausted.
- b. If undertime is for health reasons, it shall be deducted from sick leave credits provided it is supported by medical certificate and leave application.
- c. Any officer or employee who is absent in the afternoon is considered to have incurred undertime.²³
- d. Any officer or employee incurs undertime regardless of the number of minutes/hours, ten (10) times a month for at least two (2) months in a semester shall be liable for Simple Misconduct and/or Conduct prejudicial to the Best Interest of the Service, as the case maybe.²⁴

²⁰ CSC MC 04 s. 1991, January 22, 1991

²¹ CSC Res. 020766, May 28, 2002

²² *loc cit*

²³ CSC MC No. 17, s. 2010

²⁴ CSC M.C No. 16, s. 2010

- e. Any officer or employee incurs undertime regardless of the number of minutes/hours, ten (10) times a month for at least two (2) consecutive months during the year shall be liable for Simple Misconduct and/or Conduct prejudicial to the Best Interest of the Service, as the case maybe.²⁵

11. *Absence During Suspension of Work Hours*²⁶

- a. Employees who fail to report for work on a day when work hours are suspended shall be deducted the number of hours corresponding to the time when the employee's prescribed work hours start up to the time the suspension of work is announced.
- b. The equivalent amount shall be deducted from salary if the employee has no sufficient leave credits.
- c. Work suspension in case of inclement weather, calamity or other similar cases shall be dealt with under certain terms and conditions.

12. *Compensatory Service for Non-Attendance.* Heads of offices may recommend employees to avail of compensatory service outside of the regular office hours, except Sundays, to offset non-attendance during the regular office hours indicating the reason for the compensatory service, the activities to be undertaken and the expected output. The University President shall approve the request in writing.

13. *Compensatory Service for Undertimes.* When extremely necessary, employees who observe the normal work hours of 8-12 and 1-5, from Monday to Friday, shall be granted the common time for compensatory service to offset tardiness for a maximum of thirty (30) minutes daily by extending their work hours for the same number of minutes.

- a. The work hours under the common compensatory service for undertime shall be extended only until 5:30 in the afternoon of the same day that the tardiness is incurred.
- b. The common compensatory service shall not be used as an excuse for offices to open later than 8:00 in the morning or 1:00 in the afternoon; therefore the heads of offices and their staff shall exercise caution in the best interest of the service.

H. NON-MONETARY REMUNERATION FOR OVERTIME SERVICES shall be in accordance with rules and regulations that may be issued by the Civil Service Commission or the Department of Budget and Management, jointly or separately. Presently, it is a joint circular.²⁷ These rules provide a uniform policy on the avilment of compensatory time-off in lieu of overtime pay pursuant to Section 1 of A.O No. 103 "Directing the Continued Adoption of Austerity Measures in the Government." It covers incumbents of positions of chief of division and below under permanent, temporary or casual status, and contractual personnel whose employment is in the nature of a regular employee.

1. *Compensatory Overtime Credit (COC).* Compensatory Overtime Credit (COC) refer to the accrued number of hours earned beyond regular work hours, and/or services rendered on Saturdays, Sundays, Holidays on scheduled day/s without benefit of overtime pay. Employees must first earn Compensatory Overtime Credits (COC's) before they can avail of Compensatory Time-Off.

- a. Procedures. The following procedures shall be observed in the rendition of overtime services and avilment of compensatory time off:
 - 1) The heads concerned determine the need for overtime services specifying its purpose, the date and time for the rendition of such. They recommend to the University President the grant of COC's for the tasks to be rendered as overtime services. The University President shall issue the corresponding OFFICE ORDER authorizing the rendition of overtime services, should he find the request proper;

²⁵ *loc cit*

²⁶ Sec. 32 of CSC MC 41 s. 1998 as amended

²⁷ CSC-DBM Joint Circular No. 2 s. 2004, 4 October 2004 as amended by CSC-DBM Joint Cir. No. 2-A s. 2005, 01 July 2005

- 2) Upon completion of the stipulated overtime services, the concerned head submits a report to the Human Resource Management Office that shall, in turn, prepare the summary of overtime services rendered in a month, and the computation of the equivalent COCs;
 - 3) The University President issues the COCs specifying the number of COCs earned in a month;
 - 4) The employee requests approval from the University President of the Compensatory Time-Off Schedule;
 - 5) Upon approval, the employee avails of the CTO.
- b. Overtime services may be authorized for the following activities:
- a. Additional work related to school graduation/registration
 - b. Seasonal work preparation of budget/annual reports with deadlines
 - c. Special/financial reports required by proper authorities (Congress, OP, COA, DBM, NEDA)
 - d. Legal services (cases/resolutions/decisions)
 - e. Services of drivers/other immediate staff of officials who are required to keep same work hours as their superiors
 - f. Special programs/projects with deadlines
 - g. Preparation/administration of government examinations
 - h. Basic and essential services during emergencies
 - i. Infrastructure and other projects with set deadlines
 - j. Relief/rehabilitation/reconstruction work (calamities/disasters)
 - k. Unpaid overload teaching of faculty members on vacation and sick leave status
 - l. Other activities to be determined by the University President, upon the recommendation of heads concerned.
- c. Computation of COC. The COC is expressed in number of hours, computed thus:
- i. For weekdays or scheduled work days:

$$\text{COC} = \text{Number of hours of overtime services} \times 1.0$$
 - ii. For weekends, holidays, or scheduled days off:

$$\text{COC} = \text{Number of hours of overtime services} \times 1.5$$
- d. Accrual of COC's
- i. COC's shall not be more than 40 hours in a month and the unexpended balance shall not exceed 120 hours.
 - ii. COC's are non-cumulative. They shall be used as time off within two (2) years the COC's are earned; thereafter, any unutilized COC's shall be deemed forfeited.
 - iii. COC's are considered as official time for compliance with compensation rules (like PERA, YEB, and other benefits received on a regular basis), and computation of service hours for entitlement to vacation and sick leave credits, and step increments due to length of service.
- e. Availment of COC's
- i. In blocks of four (4) or eight (8) hours for alternative work schedules to either a half or a full day leave.
 - ii. Continuous up to a maximum of five (5) consecutive days per single availment or staggered basis within the year.
 - iii. With prior approval of the University President, availment of COC's may be subject to cancellation/rescheduling within the year until the immediately succeeding year.
- f. Limitation on the Use of COC's

- i. COC's cannot be used to offset undertimes or tardiness during regular working days.
- ii. COC's are non-commutative or cannot be converted to cash.
- iii. COC's are non-cumulative or cannot be added to accumulated leave credits

g. Effect of Unutilized COC's

- i. Unutilized COC's shall be deemed forfeited in case of resignation, retirement, separation from the service and cannot be transferred to another agency in case of detail, secondment, or transfer.
- ii. An employee retains accrued COC's in case of promotion except when promotion to a position that is not qualified to receive overtime pay.

2. Compensatory Time-Off

- a. Compensatory Time-Off (CTO) is a non-monetary remuneration for overtime services rendered in lieu of overtime pay pursuant to the provisions for the adoption of austerity measures.²⁸
- b. CTO refers to the number of hours or days an employee is excused from reporting for work with full pay and benefits. CTO covers incumbents of division chief positions and below regardless of appointment status.
- c. Earned COC's shall be utilized for compensatory time-off.

I. LEAVE ADMINISTRATION. Leave administration is the responsibility of the Human Resource Management Office. The personnel directly in-charge of leaves shall be fully trained in all the aspects of leave administration to ensure the integrity of the leave records, accuracy, and transparency.

Leave administration in the University shall be as contained in the Revised Omnibus Rules on Leave promulgated by the Civil Service Commission in implementation of Book V of Executive Order No. 292 otherwise known as the Revised Administrative Code of 1987²⁹.

1. Entitlement to Leave of Absence

- a. Leave of absence is generally defined as a right granted to officials and employees not to report for work with or without pay as may be provided by law and as the rules prescribe in existing rules and policies.
- b. An employee who has a valid appointment, whether permanent, temporary, or casual shall earn one (1) day vacation leave credit and one (1) day sick leave credit for every twenty-four (24) days of actual service. Actual service is the period of continuous service since the appointment of the employee including the period/s covered by any approved leave with pay.
- c. Members of the faculty who shall be designated to perform non-teaching functions and who shall render the same hours of service as non-teaching employees and are qualified under modified faculty workload scheme shall be entitled to vacation and sick leave.

2. General Guidelines on Vacation Leave

- a. Vacation leave is contingent upon the needs of the service and subject to the discretion of the University President.
- b. Employee has the option to choose when to avail of vacation leave, provided he/she files leave application 5 days in advance whenever possible of the effective date of the vacation leave or may even choose not to take a vacation leave and preserve said vacation leave credits.
- c. Vacation leave of one (1) day or more shall be filed five (5) days in advance whenever possible, of the effective date of vacation leave.

²⁸ CSC-DBM JC No. 2, October 4, 2004 as amended by CSC-DBM JC No. 2-A, July 1, 2005

²⁹ CSC MC No. 41, s. 1998 (Revised Omnibus Rules on Leave), as further amended by CSC MC No. 14, s. 1999

- d. Half-day absence in the morning is tardiness while a half-day absence in the afternoon is undertime and said absence shall be deducted from vacation leave credits. Deduction from vacation leave credits is anchored on the premise that the employee is not in the office to render service.
- e. Employee may cease reporting for work until the exhaustion of accrued vacation and sick leave credits, and thereafter be deemed separated from the service.
- f. Employees on approved irregular schedule must not be precluded from enjoying holidays; they are not required to file leave applications when the chosen working days fall on a regular or special holiday.
- g. Leave of absence without pay other than illness is not counted as part of the actual service rendered; authorized sick leave, with or without pay, is therefore considered actual service.

3. General Guidelines on Sick Leave

- a. Sick leave of one (1) day or more must be filed immediately upon return of employee from sick leave, provided a prior notice of absence is sent to the immediate supervisor and/or University President.
- b. Sick leave is granted only on account of illness or disability on the part of the employee or any member of employee’s immediate family. Immediate family refers to the spouse, children, parents, unmarried brothers and sisters, and any relative living under the same roof or dependent upon the employee for support.
- c. The medical certificate shall be required for sick leave in excess of five (5) successive days; it is also required for sick leave of absence filed in advance, or in case of doubt regardless of the number of days sick leave.
- d. When an employee has already exhausted sick leave credits, employee can use available vacation leave credits, but if vacation leave credits are exhausted the sick leave credits can be used. (Sec. 56, CSC Omnibus Rules).

4. Supporting Documents for Leave Processing. The supporting documents and related information about leave applications are outlined in the following table:

KIND OF LEAVE	NO. OF DAYS	WHEN TO FILE	REQUIRED DOCUMENTS
a) Vacation Leave	1-29 days	Filed 5 days in advance of the date of effectivity.	CS Form 6
b) Vacation Leave	30 days and above	Filed 5 days in advance of the date of effectivity	CS Form 6, Clearance
c) Sick Leave	1-5 days	Filed upon return to duty or in advance at the advice of physician	CS Form 6
d) Sick Leave	6 days and above	Filed upon return to duty or in advance at the advice of physician	CS Form 6, Medical Certificate from a practicing physician in good standing employed in government or private sector
e) Leave without pay	At least one (1) month	Filed in advance of the date of effectivity	CS Form 6, Clearance
f) Maternity Leave	60 days on each delivery	Filed before or after actual period of delivery; maternity leave enjoyed in a continuous and uninterrupted manner	CS Form 6, Clearance, Medical Certificate; Copy of Decree of Adoption, for adoptive parents

KIND OF LEAVE	NO. OF DAYS	WHEN TO FILE	REQUIRED DOCUMENTS
g) Paternity Leave	7 days maximum	Filed anytime during the period of maternity leave of wife	CS Form 6, Birth Certificate of child
h) Parental Leave	7 working days	Filed at least one (1) week prior to availment except in emergency cases.	CS Form 6, SOLO Parent ID valid for 1 year from issuance and renewed yearly, certified copies of birth certificate of child
i) Special Leave Privilege	3 days maximum a year	Filed in advance of the date of effectivity	CS Form 6b
j) Rehabilitation Leave	Period of disability with full pay not to exceed 6 months	Letter of application filed within one (1) week from time of accident, except if longer period is warranted and based on recommendation of medical authority.	Form 6, Medical Certificate, Evidence showing that wounds or injuries were incurred in the performance of duty
k) Monetization	10-30 days every year; 50% of sick leave credits after exhaustion of vacation leave credits.	Upon approval of the University President, subject to availability of funds, and compliance with annual 5-day vacation leave.	CS Form 6a
l) Special Leave Benefits under the Magna Carta for Women	2 months a year	Filed when the medical certificate is obtained from physician	CS Form 6, medical certificate certifying the gynecological disorder
m) Terminal Leave	All accumulated leaves	Upon retirement or resignation/separation from the service, subject to confirmation of leaves earned by the DBM	CS Form 6, Leave Ledgers, Clearance, Designations, Special Orders on grant of service credits, SALN

4. Approval of Leave Application

- a. Any leave application not acted upon by the University President or the duly authorized representative within five (5) working days from receipt is deemed approved.
- b. Approval of sick leave is mandatory, whether with pay or without pay, if employee is actually sick³⁰, or if proof of illness or disability is attached to the application.

³⁰ CSC Res. 06-0982, dated 5/29/06

- c. While the incumbent is on approved vacation or sick leave with or without pay, his/her position is not vacant.
5. *Absence without Official Leave (AWOL)*³¹. An 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 employee has established a scheme to circumvent the rule by incurring substantial absences though less than thirty working days three times in a semester such that a pattern is already apparent, dropping from the rolls without notice may likewise be justified.

6. *Leave of Absence Without Pay (LWOP)*. All absences in excess of accumulated or earned vacation and sick leave, or when vacation and sick leave credits are not enough to cover the number of days leave of absence shall be without pay. If leave balances are not sufficient to offset leaves, the number of days of leave of absence without pay shall be deducted from salary.
- a. Leave without pay shall not be granted whenever an employee has available earned leave credits, except in the case of secondment.
 - b. Approved vacation leave without pay does not earn vacation and/or sick leave credits.
 - c. Employee who is detained in jail is considered on automatic leave of absence without pay. He/she could not be expected to file corresponding leave application because he could not possibly report for work. He/she is not entitled to claim salaries nor leave credits during the period of his detention.³²
 - d. Faculty members shall file applications for leave of absence of one (1) month to one (1) year at least one (1) month prior to the effectivity of leave consistent with the "Student First Policy," and to give ample time to recruit a substitute, if necessary.
 - e. Leave without pay not exceeding one (1) year may be granted, in addition to the vacation and/or sick leave earned. If an employee who is on leave without pay for one (1) year fails to report for work at the expiration of one year from the date of such leave, he/she shall be considered automatically separated from the service.
7. *Transfer of Leave*. Transfer of leave credits may be exercised if there are no gaps in service and the transfer is within one (1) year from date of employee's transfer to a new government agency. A gap of not more than one (1) month may be allowed provided it is not the employee's fault.³³
8. *Exhaustion of Accrued Vacation and Sick Leave Credits*. An employee may cease reporting for work until the exhaustion of accrued vacation and sick leave credits and thereafter be deemed separated from the service. It is understood that the intention is to use all leave credits prior to the effectivity of the resignation such that the employee would remain in the payroll instead of monetizing said leave credits.³⁴

However, the employee concerned must inform the University President in writing that he/she is relinquishing his/her position; manifest that he is exhausting all accrued vacation and sick leave credits; and that the effective date of resignation/retirement will be the date immediately following exhaustion of all such leave credits. These must be accepted in writing by the University President who shall indicate the effective date of resignation/retirement corresponding to the date immediately following the depletion or exhaustion of all accrued leave credits.³⁵

³¹ CSC MC No. 13, s. 2007, July 25, 2007 amending Sec. 63 of Rule XVI of the Omnibus Rules on Leave

³² CSC Res. 99-1879, 8/23/99

³³ Sec. 47, *ibid.*

³⁴ CSC Res. No. 02-0184, dated 2/06/02 (CSC Opinion on Exhaustion of Leave Credits: Monsod, Toby C.)

³⁵ Sec. 1, Rule XII, Certain Modes of Separation (CSC MC No. 40, s. 1998 (Omnibus Rules on Appointments, etc.)

9. *Teachers Leave Basis.*³⁶ Members of the faculty who perform full-time teaching are placed on the teachers leave basis. They are not entitled to the usual vacation and sick leave credits but to proportional vacation pay of eighty-four (84) days vacation yearly comprised of 14 days Christmas vacation and 70 days summer vacation during the months of April and May.

10. *Comparison between Vacation and Sick Leave Status and Teachers Leave Basis.* The table below compares the entitlement to benefits under the vacation and sick leave Basis with teachers leave status:

BASES OF COMPARISON	ON VACATION AND SICK LEAVE STATUS	ON TEACHERS LEAVE STATUS
a) Coverage	1) Non-teaching employees 2) Faculty with designation equivalent to 12 or more units of equivalent teaching load (ETL)	Faculty on full-time actual teaching or faculty engaged in nine (9) or more units teaching load (TL).
b) Nature of service	On continuous duty for the whole year, or a total of 12 months a year	On duty during the academic/school year, for a total of 10 months, or 2 semesters, based on approved academic calendar.
c) Entitlement ³⁷	1) Earn fifteen (15) days of vacation leave/year & 15 days sick leave/year or 1.025 days a month with pay upon appointment. 2) Accumulate vacation and sick leave credits if not enjoyed during the year. 3) Leave credits are deemed accrued from the first day of employee's service in the government ³⁸ Employees with 10 days or more are required to go on vacation, whether continuous or intermittent for a minimum of five (5) days a year except if leave is cancelled or employee retires/resigns before the end of the year. Officials/employees with approved extended service by CSC/Office of the President of the Philippines earn 15 days of vacation and 15 days sick leave annually during the approved extended period but are non-commutative and non-cumulative. ³⁹	1) Earn vacation service credits for authorized services rendered beyond regular functions, regular workdays, or where payment of honorarium or overtime pay is not possible. 2) Approval of the University President to authorize grant of service credits is necessary; 1 service credit for 1 day service rendered. (BSU Office Memorandum No. 08, s. 2000, dated 8/16/00) 3) Earn vacation period of 84 days a year: 14 days during Christmas and 70 days during summer vacation, with full pay if leave without pay is not more than 1 ½ days during the academic year. The number of days may vary if there are adjustments in the academic year like late closing or early opening of classes.

³⁶ CSC MC. No. 9, s. 2012, amendment to section 6 (Teacher's Leave), Rule XVI, Omnibus Rules on Leave

³⁷ Sec. 1, Rule XVI, CSC MC 41, s. 1998 as amended by CSC MC 14, s. 1999

³⁸ CSC Res. 020791; June 05, 2002

³⁹ CSC Res. 040229, March 05, 2004

BASES OF COMPARISON	ON VACATION AND SICK LEAVE STATUS	ON TEACHERS LEAVE STATUS
d) Maternity Leave⁴⁰	Every woman employee, married or unmarried, regardless of employment status, including contractual employees, whether on vacation and sick leave basis or teachers leave basis, shall be entitled to 60 calendar days, with full pay if length of service is two (2) years or more.	
	Faculty members on teacher's leave can also avail of maternity leave even if the period of delivery occurs during the PVP period; they shall be granted both the PVP and the maternity leave. This means double payment in this instance.	
e) Paternity Leave⁴¹	<ol style="list-style-type: none"> 1) Legally married male employees. 2) Male adoptive parents entitled to seven (7) working days, provided the child is below 7 years old. 3) No service requirement as a condition before male employee is entitled to paternity leave. 4) Married male employee with more than one (1) legal spouse is entitled to avail of paternity leave for absolute maximum of 4 deliveries regardless of whichever spouse gives birth. 	
f) Special Leave Privilege⁴²	<ol style="list-style-type: none"> 1) Three (3) days each calendar year. 2) There is no service requirement as a condition. <i>Occasions:</i> personal milestone, parental/filial obligations, domestic emergencies; personal transactions; calamity, accident, hospitalization, and other similar events. 3) The days are non-cumulative and non-commutative. 	Those on teacher's leave status are not entitled to the special leave privilege.
g) Rehabilitation Leave⁴³	<ol style="list-style-type: none"> 1) Leave of absence for a maximum of 6 months for wounds and/or injuries sustained while in the performance of official duties. The duration, frequency, and terms of availing of the privilege shall be based on the recommendation of medical authority. 2) Reimbursement of first-aid expenses not to exceed Php5,000.00 except if expenses beyond this amount are necessary as certified by the medical authorities and approved by the University President. 3) Excludes consultants, those hired through job order/contract of service; 4) Rehabilitation leave does not cover injuries while going to work and going home from work; illness or sickness, even if compensable. 	
h) Ten-Day Leave⁴⁴	<ol style="list-style-type: none"> 1) Women employees regardless of employment status who are victims or whose child is below 18 years or above 18 years but unable to take care of himself/herself is a victim of violence. 2) Violence is any act or series of acts committed by any person against a woman who is his wife, former wife, or against a woman with whom the person has or had sexual or dating relationship, or with whom he has a common child, or against her child whether legitimate or illegitimate, within or without the family abode, which result in or likely to result in physical, sexual, 	

⁴⁰ CSC MC 22, s. 2002, October 23, 2002; CSC MC 13, s. 2004; Sec. 11-18, CSC MC 41, 1998, as amended

⁴¹ R.A No. 8187 (Paternity Leave Act); CSC-DOH Joint Cir. No. 1, s. 1996 (IRR); CSC Res. 20515 s. 2002, April 02, 2002

⁴² Sec. 21, CSC MC 41, s. 1998 as amended

⁴³ CSC-DBM JC 1, s. 2006, April 27, 2006 amended Sec. 55, CSC MC 41, s. 1998

⁴⁴ CSC MC 15, s. 2005, July 28, 2005 implementing RA 9262, Anti-Violence Against Women and Their Children Act of 2004

BASES OF COMPARISON	ON VACATION AND SICK LEAVE STATUS	ON TEACHERS LEAVE STATUS
	<p>psychological harm or suffering, or economic abuse, including threats, battery, assault, coercion, harassment or arbitrary deprivation of liberty.⁴⁵</p> <p>3) 10 days paid leave effective October 19, 2005⁴⁶, however, forfeited if not availed of and shall be considered waived.</p> <p>4) Supporting document, any of the following:</p> <ul style="list-style-type: none"> a) barangay protection order; b) temporary/permanent protection order from the court; c) certification from the barangay/court that a B/T/P protection order has been filed with barangay/court; d) police report specifying details and medical certificate. 	
<i>j) Parental Leave</i> ⁴⁷	<p>1) Official or employee, regardless of employment status, to be entitled to this leave must qualify as solo parent under any of the 5 categories:</p> <ul style="list-style-type: none"> a. Parent is left alone with responsibility of parenthood/death, physical/mental incapacity, nullified marriage; detention/serving sentence/abandonment of spouse for at least one (1) year; b. Unmarried person keeps/rears children; c. With DSWD lines/Court Guardian d. Woman gives birth as a result of rape/other crimes against chastity and keeps child even without final conviction of offender; e. Any family member who becomes head of family as a result of death or abandonment for at least 1 year. <p>2) Seven (7) working days each year to enable solo parent to perform parental duties and responsibilities where physical presence is required; may be staggered or continuous; forfeited if not availed of within the calendar year.</p> <p>3) Requires one (1) year of service; child must be below 18 years of age unmarried or unemployed; or 18 years and above but incapable of self-support and/or physically challenged.</p> <p>4) University President has the discretion to terminate/withdraw Parental leave privilege due to marriage of solo parent or solo parent no longer left alone with responsibility of parenthood.</p>	
<i>j) Monetization of Earned Leaves</i>		Service credits of those on teachers leave are first converted to vacation and sick leave credits.

⁴⁵ Sec. 3.0 RA 9262

⁴⁶ CSC Res. 051206; August 26, 2005

⁴⁷ CSC MC 08, s. 2004, March 24, 2004 implementing RA 8972, Solo Parents' Welfare Act

BASES OF COMPARISON	ON VACATION AND SICK LEAVE STATUS	ON TEACHERS LEAVE STATUS
	<ol style="list-style-type: none"> 1. Minimum of 10 days up to a maximum of 30 days every year deducted from available vacation leave credits earned. 2. Additional monetization of available vacation leave credits beyond 30 days. 3. After exhaustion of vacation leave credits, 50% of available sick leave credits subject to the following order of priorities:⁴⁸ <ol style="list-style-type: none"> (a) Health, medical, and hospital needs (b) Financial aid and assistance due to force majeure (calamities, typhoons, fire, others) (c) Educational needs (d) Payment of mortgages and loans (e) Cases of extreme financial needs (f) Other analogous cases 	
k) Special Leave Benefits for Women⁴⁹ (Magna Carta for Women)	<ol style="list-style-type: none"> 1) Female employee who has rendered at least six (6) months aggregate service for the last 12 months prior to surgery for gynecological disorders 2) Two (2) months a year for every instance of gynecological disorder 3) Leave form required and supported by medical certificate. 	
l) Terminal Leave	Payment of all leave credits earned when employee severs connection with the University through resignation, retirement, or transfer to another agency, but may also have option to transfer all leave credits.	Service credits are first converted into vacation and sick leave credits.

11. Vacation Service Credits for Faculty.⁵⁰ There are situations that call for extraordinary work from the faculty which expose their lives to certain risks and where monetary compensation is not enough, thus this extra benefit of earning vacation service credits.

Faculty members on teachers leave basis may earn vacation service credits for authorized services or activities done during summer or Christmas vacation or work beyond regular functions. Vacation service may also be granted for services rendered in excess of the regular faculty workload where payment of honorarium or overtime pay is not possible.

a. *Procedure for Granting Service Credits*

- 1) The request to render vacation service during Christmas or summer vacation shall be recommended by the Department Chair, Dean or Director, and the Sector Vice President identifying the nature of the service to be rendered and the output expected.
- 2) The faculty member concerned shall render vacation service only after approval of the request.
- 3) Upon completion of the service, the faculty member submits proofs or evidence of accomplishment like a narrative report and the daily time record to the heads concerned.
- 4) The HRMO prepares the special order granting the equivalent number of service credits for the vacation service rendered.

b. *Authorized activities for vacation service credits.* A faculty on teachers leave basis may earn service credits for the following authorized activities:

⁴⁸CSC MC 16, s. 2002, June 22, 2002

⁴⁹ Republic Act No. 9710; CSC MC No. 25, 2.2010, December 1, 2010

⁵⁰ University Memorandum No. 29, s. 2014; 01 July 2014

- 1) Attendance in training courses, seminars and workshops during summer and Christmas vacations, including Saturdays, Sundays, and holidays.
 - 2) Service rendered in connection with the early opening of a school year to include assistance during enrollment, preparation of syllabi and course outline, manuals and instructional materials during the enrollment period.
 - 3) Service rendered in the conduct of remedial classes, testing activities, sports competition, and other similar activities that are held during summer and Christmas vacation or outside of school days.
 - 4) Service rendered in connection with a special project, research, accreditation or educational undertaking that have a specific duration during the Christmas and summer vacation, including Saturdays, Sundays, and holidays.
 - 5) Service rendered during registration and election days that are mandated under existing laws.
 - 6) Overload teaching that is not compensated or when funds are not available.
 - 7) Service rendered in connection with athletics or sports competitions during Saturdays, Sundays, and holidays, including Christmas and summer vacations.
 - 8) Service for calamity assistance and rehabilitation when the University is used as evacuation center.
 - 9) Service during summer in connection with a recognized civic action program.
- c. *Use of Service Credits.* The earned service credits shall be used to offset absences due to illness, or to offset proportional deduction in vacation salary due to absences for personal reasons or late appointment.
- d. *Limit on the Grant of Service Credits.* The total number of service credits to be granted in a year is thirty (30) days. The total number of service credits to be granted for each activity at any one time shall not exceed ten (10) days, except for participation in training courses and seminars-workshops.

J. EMPLOYEE RELATIONS, WELFARE AND SERVICES. The University shall take proper steps toward the creation of an atmosphere conducive to sound management-employee relations to further enhance employee morale. It shall make provisions for the welfare, health, safety, counseling, recreation and related services to employees.

The heads of offices of the different colleges, institutes, divisions, and offices and with the assistance of the Human Resource Management Office may initiate and recommend the conduct of activities to further strengthen unity and cooperation among employees.

- 1. Basic Policies.** To maintain a high level of productivity and morale among the employees, the University shall:
- a. Provide a system of informing the employees of their rights and privileges as well as the rules governing their obligations and conduct that will include assemblies, dialogues, and informal meetings.
 - b. Facilitate the dissemination of information and discussion of ideas among the heads of offices and employees by involving association representatives in the various personnel committees. It shall encourage their participation in the development of policies, procedures and matters affecting them and their work.
 - c. Encourage voluntary activities whether athletic, social, recreational or financial, provided these are conducive to employees' well-being and consistent with the objectives of personnel welfare.
 - d. Encourage employees to form and join or assist employee organizations of their own choosing subject to the laws on government service, for the furtherance and protection of their interests. They can also form work council and other forms of worker participation schemes.

- e. Make arrangements for annual medical and dental services and take proper action on the recommendation resulting from such physical examinations.
- f. The University encourages all colleges, institutes, and offices to recommend provisions for the maintenance of employee welfare through livelihood activities, food production, and other entrepreneurial ventures.

2. Pursuit of Private Business/Practice of Profession/Part-Time Consultancy. The University may allow the pursuit of private business, practice of profession, or part-time consultancy to University personnel under the following conditions and/or compliance with certain requirements:

- a. Written permission shall be obtained from the University President, upon recommendation of heads concerned.
- b. Approved permit shall indicate the exact time devoted to private business/practice of profession/part-time consultancy and shall be consistently observed.
- c. Employee has at least very satisfactory performance and maintains the same while in the pursuit of private business/practice of profession/part-time consultancy.
- d. No government resources shall be used.
- e. Private business/practice of profession/part-time consultancy shall not conflict or tend to conflict with employee's official functions.
- f. Prohibition is absolute for those employees whose entire time is at the service of the government.

3. Prohibitions Pertinent to the Pursuit of Private Business/Practice of Profession. The following circumstances are prohibited in the pursuit of private business or practice of profession:

- a. Full-time consultancy
- b. Double/multiple employment unless otherwise allowed by law or by the primary functions of one's office.
- c. Additional, double or indirect compensation unless specifically authorized by law.
- d. The conduct of business or economic ventures shall not be done during one's prescribed office hours and not within the required forty (40) work hours each week.

4. Withdrawal of Permits and Sanction

- a. The University President shall withdraw approved permits and/or regulate the time fixed for employees to engage in private business, or practice of profession, or part-time consultancy anytime when this affects employee performance and/or services to the University.
- b. The penalty for Engaging in Private Practice of one's Profession Without Authority/Pursuit of Private Business Without Permission (Light Offense), after due process:
 - (1) 1st Offense – Reprimand
 - (2) 2nd Offense – Suspension 1-30 days
 - (3) 3rd Offense – Dismissal

K. PROFESSIONAL DEVELOPMENT. The University shall support a continuing program for professional development at all levels. It shall allot at least 5% of the appropriation for human resource development for at least 20% of the total employees of the University at any given time. For the purpose, all deans, directors, division chiefs, and heads of units shall prepare plans for short-term and long-term human resource development for their respective faculty and staff and submit to their Sector Vice-Presidents.

The Office for Professional Development and Psychological Services shall be responsible in the implementation and monitoring of approved HRD programs of the University.

1. General Professional Development Policies

1. All permanent employees shall attend at least one human resource development intervention each year.
 2. Selection of participants in seminar-workshops, training, and scholarship grants shall be based on actual needs for specialization and enhancement of competence, taking into consideration organizational priorities.
 3. Employees may be invited to pursue relevant local and foreign-assisted training and scholarships to their specialized fields and functions, but they shall comply with the usual procedural requirements. These include solicited grants to pursue advanced studies in local or foreign universities.
 4. Members of the faculty whose appointments are non-permanent on account of lack of either master's or doctorate degrees may be allowed to attend local or foreign training or study programs in order to qualify for permanent appointments upon completion of the study or training.
 5. Upon completion of a seminar-workshop, training, study leave, or scholarship the participant or recipient shall submit a re-entry plan outlining the strategies how the acquired knowledge, skills, or attitudes will be shared.
 6. The University shall extend education benefits to those who pursue self-development in the form of tuition fee discounts in the graduate school, financial assistance for thesis or dissertation, or de-loading to enable employees to finish advanced degrees.
 7. Grantees shall pursue approved programs/course of study and refrain from changing or shifting to other programs or course of study.
 8. Grantees of study or scholarship shall enter into contract or agreement and accomplish a clearance from money and property responsibilities before the start of the period of study.
- 2. In-House Professional Development Programs.** The Office for Professional Development and Psychological Services shall design in-house professional development programs for University personnel, implement approved programs in coordination with sector heads, and evaluate the said programs. The annual fund requirements for HRD programs shall be submitted to the Budget Committee, through the HRD Committee Chair.

The in-house professional development programs for employees shall include the following:

- a. Induction Program for new employees to develop their pride, sense of belongingness, and commitment to public service
- b. Orientation Program to inform employees about University programs, thrusts, and operations as well as their duties and responsibilities and benefits
- c. Reorientation Program to introduce new programs, policies, and procedures, including new expectations, duties and responsibilities of employees
- d. Professional/Technical/Scientific Program to enhance knowledge and skills of second-level employees in specific professional, technical, or scientific areas
- e. Employee Development Program to maintain a high level of competence on basic workplace skills among employees in the first-level career service
- f. Middle Management Development Program to equip division chiefs and other officials of comparable rank with management and administrative skills
- g. Value Development Program to enhance and harness public service values of employees to be effective workers and to sustain the core values represented in the acronym PARTICLES.
- h. Executive Development Program to enhance managerial and skills of executives and other officials of the University.
- i. Research-based seminars, workshops, and training as well as conduct psychological services.

- j. Pre-retirement Program to familiarize would-be retirees about retirement plans and benefits as well as productive options or pursuits.
- 3. Study Leave.**⁵¹ Qualified officials and employees, excluding those in the teaching profession who are covered by different provisions of law, may apply for study leave of not exceeding six (6) months with pay to help them prepare for their bar or board examinations or complete their master's degree. For completion of master's degree, the study leave shall not exceed four (4) months. The beneficiary shall be selected based on the requirements set by the rules. The grant of study leave for doctoral degrees shall be subject to the discretion of the University President following the procedures herein provided.⁵²
- 4. Procedures for Training, Study, and Scholarship.** The employee, supervisors, and the HRD Committee are responsible for continuing professional development. The Chief of the Office for Professional Development and Psychological Services shall act as secretary of the HRD Committee, keep records of proceedings; and facilitate preparation of communications and the required documents.
- a. Employee – Submits application letter during the prescribed application period to the President, through the HRD Committee and recommendation of heads concerned, stating the effectivity of the training or study and indicating the following information: highest degree earned and specialization; degree & field of specialization to pursue; period of study; institution; copy of curriculum; units earned, if any; and proposed re-entry plan.
 - b. Department/College/Institute/Office – Recommends employees for training, study or scholarship for the appropriate school year/semester based on HRD plan; submit annually, through the HRD Committee, the HRD plan embodying the kind of training or study programs, and the names of those who shall attend such programs. The heads concerned submit their recommendation and justifications to support the proposed study, together with the HRD plan.
 - c. HRD Committee – Meets regularly or on a semester basis and deliberates on the applications and recommendations regarding the impact of the study to personal and organization development, and its relevance to the University HRD Plan, thrusts and priorities; and submits the recommendations to the University President.
 - d. University President – acts on the recommendations and endorse approved HRD to the Board of Regents.

5. Requirements for Seminar-Workshops, Training, Study Grants, Scholarships

- a. The Sector Vice-Presidents shall authorize attendance of their respective personnel in seminar-workshops, conferences, and training that are relevant to the functions of the employee concerned. At least two (2) participants from a particular office may be sent to attend seminar-workshops. Those that require foreign travel, financial assistance, or those with duration of one (1) month or more shall be endorsed to the President, through the HRD Committee.
- b. Employees shall meet the following basic requirements before they are recommended to undertake training or study programs: (1) permanent appointment; (2) at least two-years of service; (3) not over 50 years of age, or as specified by the donor; (4) no pending administrative charge; (5) in good health; and (6) very satisfactory performance.
- c. Other requirements shall also be submitted such as the following: proof of admission from the University concerned, plan of course work, certificate of sponsorship for the duration of the study, and other appropriate supporting documents.
- d. The HRD Committee shall recommend to the President qualified applicants for scholarship, study grant, training of more than one (1) month, or other forms of HRD, upon the instance of the heads concerned and on the basis of the University HRD plan.

⁵¹ Section 68, Rule XVI, Omnibus Rules on Leave as amended

⁵² CSC Res. No. 1100830, 21 June 2011; Curio, Jose Manuel

- e. The University HRD Plan shall identify beneficiaries of training, study grants, scholarships, or other forms of HRD by way of prioritization made from among submitted HRD plans by the different sectors, colleges, institutes, or divisions, including those under meritorious considerations. This plan shall be approved by the President and confirmed by the Board of Regents.
 - f. Upon approval of the training, study grant, scholarship, or other forms of HRD by the University President, and confirmation by the Board of Regents where required, the employee concerned shall enter into a contract/agreement with the University and accomplish the required clearance from all money and property accountabilities prior to the date of effectivity of such training, study grant, scholarships, or other forms of HRD.
 - g. Grantees shall submit progress reports to support their claims for the payment of salaries and benefits for the duration of their training or study in lieu of DTR's.
 - h. Sanctions shall be imposed for violations of the guidelines and contract after due process.
- 6. *Sabbatical Leave.*** A faculty or non-teaching employee may avail of sabbatical leave for a period of six (6) months to one (1) year, with pay, pursuant to the existing "Sabbatical Leave Program" of the University. A Sabbatical Leave Screening Committee shall evaluate recommended applications.
- a. Forms of Sabbatical Leave
 1. Sabbatical Leave for conducting research
 2. Sabbatical Leave for book writing
 3. Sabbatical Leave for development of instructional materials to improve instructional manuals
 - b. Basic Requirements for Sabbatical Leave
 1. Rank of Associate Professor or Chief of a unit, if a non-teaching employee
 2. Permanent appointment
 3. At least seven (7) years of continuous service
 4. Very satisfactory performance
 5. Not over 63 years at the time of application
 - c. Procedures for Screening of Sabbatical Leave Applications
 1. Employee- Submit application letter to the immediate supervisor stating the purpose of sabbatical leave; duration of leave; plan of work stating activity and timetable.
 2. Department/College/Institute/Office- Recommend and submit justifications to support the proposed sabbatical leave output, together with the HRD Plan/Sabbatical Leave Schedule that included the applicant to undertake sabbatical leave assignment within the specified period.
 3. Sabbatical Leave Screening Committee- Deliberate on the relevance of sabbatical assignment to University thrusts and priorities and recommend to the University President for approval. The Committee shall recommend the distribution of slots among the colleges, institutes, centers, or divisions such that a particular college, institute, center or division will not be allotted two (2) slots successively.
 - d. Obligations of Sabbatical Leave Grantees
 1. Upon approval of the President and confirmation by the Board of Regents, grantee shall submit sabbatical leave contract and clearance from money and property responsibilities prior to the effectivity of the sabbatical leave.
 2. Sabbatical leave grantees shall submit progress reports to support their claim for payment of salaries and benefits.
 3. Upon completion of the sabbatical leave plan, the employee shall present his/her output and re-entry plan to the college, institute, or division concerned indicating how the output will benefit the University.

4. The sabbatical leave shall not be taken as a way out or for employees to look for employment elsewhere.
- 3. Other HRD Interventions.** Supervisors shall provide an environment that shall further enhance the knowledge, skills, and attitudes of their subordinates through any of the following interventions:
- a. *Counseling* – entails a one-on-one close interaction between an employee and a supervisor to jointly look at problems besetting the employee that affect his/her performance and relationships with others. It is used generally as a corrective approach in helping an employee overcome his/her problem, which may either be personal or work related.
 - b. *Mentoring* – a mechanism that guides an employee to the inner network of the University which may assist him/her in career advancement. It involves a supervisor’s investment on an employee with high potentials, providing an objective assessment of one’s strengths and weaknesses and ensuring opportunities to address them. This mechanism allows the employee to clarify “ambiguous” expectations of the University and facilitates career growth.
 - c. *Job Rotation* –the sequential or reciprocal movement of an employee from one office to another or from one division to another within the University as a means for developing and enhancing his/her potentials by being exposed to the various functions and services. Job rotation shall be done on a wider scale to involve as many employees, especially those who have stayed in offices for more than ten (10) years.

V. CODE OF CONDUCT AND ETHICAL STANDARDS FOR UNIVERSITY OFFICIALS AND EMPLOYEES⁵³

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

The University shall adopt measures to implement the provisions of the Code of Conduct and Ethical Standards for Public Officials and Employees. The salient features of the Code are enumerated as follows and how the University shall effectively carry them out.

B. TRANSPARENCY OF PUBLIC ADMINISTRATIVE SYSTEMS. The University through its HRD program shall conduct value development programs for officials and employees in order to strengthen their commitment to public interest, promote the primacy of public interest over personal interests in the performance of their duties.

The heads of colleges, institutes, centers, and offices shall adopt work systems and procedures that will institutionalize a management climate conducive to public accountability.

C. TRANSPARENCY OF TRANSACTIONS AND ACCESS TO INFORMATION. There shall be information systems that will inform the public of policies, rules, and procedures; work programs, projects and performance targets; performance reports; and other public information documents. This shall include biddings, purchases, contracts, status of projects and other matters involving public interest.

D. NORMS OF CONDUCT. Officials and employees shall observe the following norms of conduct:

1. *Commitment to public interest* – to uphold public interest over and above personal interest
2. *Professionalism* – to perform and discharge duties with the highest degree of excellence, professionalism, intelligence, and skill
3. *Justness and sincerity* – to remain true to the people at all times

⁵³ This section is guided by R.A. No. 6713, The Code of Conduct and Ethical Standards for Public Officials and Employees

4. *Political neutrality* – to provide service without discrimination and regardless of part affiliations or preference
5. *Responsiveness to the public* – to extend prompt, courteous, and efficient service
6. *Nationalism and patriotism* – to be loyal to the Republic and to the Filipino people, promoter the use of locally-produced goods, resources, and technology and encourage appreciation and pride of country and people
7. *Commitment to democracy* – to commit oneself to the democratic way of life and values, maintain the principle of accountability, and manifest by deeds the supremacy of civilian authority over the military
8. *Simple living* – to lead, together with one's family, modest life appropriate to one's position and income

E. DUTIES OF PUBLIC OFFICIALS AND EMPLOYEES

1. All University officials and employees are obligated to:
 - a. Act promptly on letters and requests
 - b. Submit annual performance reports
 - c. Process documents and papers expeditiously
 - d. Act immediately on the public's personal transactions
 - e. Make documents accessible to the public
2. The heads of offices concerned shall devise mechanisms to avoid long queues to give each person the right to prompt service.
3. Officials and employees and their families shall lead modest and simple lives appropriate to their positions and income. They shall not indulge in extravagant or ostentatious display of wealth in any form. Basically, modest and simple living means maintaining a standard of living within the public official or employee's visible means of income as correctly disclosed in his/her income tax returns, annual statement of assets, liabilities and net worth and other documents relating to financial and business interest and connections.
4. Public funds and property for official use and purpose shall be utilized with the diligence of a good father of a family.

F. PUBLIC DISCLOSURE. Every official and employee of the University shall file under oath their statement of assets, liabilities and net worth and a disclosure of business interest and financial connections including those of their spouses and unmarried children under 18 years of age living in their households, in the prescribed form, to the Human Resource Management Office.

1. Within 30 days after assumption of office, the statements of which must be reckoned as of his/her first day of service.
2. On or before April 30 every year thereafter, statements of which must be reckoned as of the end of the preceding year.
3. Within 30 days after separation from the service, statements of which must be reckoned as of his/her last day of service

G. CONFLICT OF INTEREST AND DIVESTMENT. An official or employee shall avoid conflict of interest at all times. Conflict of interest occurs when the official or employee is:

1. A substantial stockholder;
2. a member of the Board of Directors;
3. an officer of the corporation;
4. an owner or has substantial interest in a business; or
5. a partner in a partnership.

Conflict of interest also occurs when the interest of such corporation or business, or his/her rights or duties therein, are opposed to or affected by the faithful performance of official duty.

H. GROUNDS FOR DISCIPLINARY ACTION. The acts and omissions of any University official or employee declared to be unlawful shall constitute grounds for administrative disciplinary action such as the following:

1. Directly or indirectly having financial and material interest in any transaction requiring the approval of the University
2. Owning, controlling, managing or accepting employment as officer, employee, consultant, counsel, broker, agent, trustee, or nominee in any private enterprise regulated, supervised or licensed by the University, unless expressly allowed by law.
3. Engaging in the private practice of his/her profession unless authorized by the constitution, law, or regulation, provided that such practice will not conflict or tend to conflict with his/her official functions.
4. Recommending any person to any position in a private enterprise which has a regular pending official transaction with the University, unless such recommendation or referral is mandated by law, or international agreements, commitment and obligation, or as part of the functions of the University.
5. Disclosing or misusing confidential or classified information officially known to him/her by reason of his/her office and not made available to the public to further private interest, or give undue advantage to anyone or to prejudice the public interest.
6. Soliciting or accepting directly or indirectly any gift, gratuity, favor, entertainment, loan or anything of monetary value from any person in the course of their official duties or in connection with any operation being regulated by, or any transaction that maybe affected by the functions of their office.
7. Nothing in the Code shall be considered to restrict or prohibit any educational, scientific or cultural exchange program subject to national security requirements.
8. Obtaining or using any statement filed under the Code for any purpose contrary to morals or public policy or any commercial purpose other than by news and communications media for dissemination to the general public.
9. Unfair discrimination in rendering public service due to party affiliation or preference.
10. Disloyalty to the Republic of the Philippines and to the Filipino people.
11. Failure to act promptly on letters and requests within fifteen (15) days from receipt, except as otherwise provided in the rules for the Code.
12. Failure to process documents and complete action on documents and papers within a reasonable time from preparation thereof, except as otherwise provided in the rules for the Code.
13. Failure to attend to anyone who wants to avail himself/herself of the services of the University, or to act promptly and expeditiously on public personal transactions.
14. Failure to file sworn statements of assets, liabilities and net worth and disclosure of business interests and financial connections.
15. Failure to resign from his/her position in the private business enterprise within 30 days from assumption of public office when conflict of interest arises, and/or failure to divest himself of his shareholdings or interests in private business enterprise within 60 days from assumption of public office when conflict of interest arises.

VI. GRIEVANCES

A. DEFINITION. Grievances are work-related discontentment or dissatisfaction which had been expressed verbally or in writing and which, in the aggrieved employee's opinion, has been ignored or dropped without due consideration.

B. POLICY STATEMENT. No grievance shall be elevated to the University Grievance Committee unless acted upon by the sector Vice-President concerned. Sub-committees may be established to resolve complaints and grievances at their level.

C. COMPLAINTS/GRIEVANCES ACTED UPON THROUGH THE GRIEVANCE PROCEDURE

NATURE OF COMPLAINTS/GRIEVANCES	
1	Implementation of policies, practices and procedures on economic and financial issues such as terms and conditions of employment fixed by law, salaries, incentives, work hours, leave benefits, delay in processing of overtime pay, unreasonable withholding of salaries and inaction on application for leave.
2	Implementation of policies, practices and procedures on recruitment, promotion, detail, transfer, retirement, termination, lay-off, failure to observe selection process in appointment, undue delay in the processing of retirement papers.
3	Inadequate physical working conditions such as lack of proper ventilation in the workplace, insufficient facilities and equipment necessary for the safety and protection of employees whose nature and place of work are classified as high risk or hazardous.
4	Interpersonal relationships and linkages such as unreasonable refusal to give official information by one employee to another.
5	All other matters giving rise to employee dissatisfaction and discontentment outside of those cases enumerated above.

D. CASES NOT ACTED UPON THROUGH THE GRIEVANCE MACHINERY. The Grievance Machinery does not act on the following complaints:

1. Disciplinary cases that are resolved pursuant to the Uniform Rules on Administrative Cases
2. Sexual harassment cases provided for in RA 7877
3. Union-related issues and concerns

E. UNIVERSITY GRIEVANCE COMMITTEE. Considering that the nature of complaints and grievances pertain to personnel actions, employee benefits, and terms and conditions of employment the majority of the members of the UGC shall be heads offices in the Administration Sector. The University President shall constitute the University Grievance Committee by way of a university issuance following civil service guidelines.

1. Sectoral Grievance Committee (SGC). Where the complaints or grievances concern interpersonal relationships, employee dissatisfaction and discontentment, the sector Vice-President shall chair the sub-committees in their respective sectors to resolve such cases.
2. Administration Sector Grievance Committee. The Grievance Committee that shall administer the grievance machinery of the Administration Sector shall be composed of the following:
 - a. Vice President for Administration, as Chairperson
 - b. Chief of Administrative Services Division
 - c. Chief of the Human Resource Management Office as Member-Secretary
 - d. Immediate Supervisor of the Employee Concerned
 - e. Next Higher Supervisor of the Employee Concerned, if the immediate supervisor is the subject of the grievance
 - f. President of the Non-Teaching Personnel Association

F. GRIEVANCE PROCEDURE. At the first instance, the aggrieved party presents a grievance verbally or in writing to his/her immediate supervisor. The grievance procedure shall apply to the settlement of grievances whether at the University level or at the sector level.

The steps in the grievance procedure are shown in the table below:

<u>Step</u>	<u>ACTIVITY</u>	<u>NO. OF WORKING DAYS TO ACT/ SUBMIT REQUIREMENT</u>
1	Immediate supervisor informs the aggrieved party of the corresponding action	3 days
2	Aggrieved party submits the grievance in writing to the next higher supervisor if not satisfied with the decision	5 days
3	Aggrieved party may elevate the decision of the next higher supervisor to the Grievance Committee upon receipt of the decision	5 days
4	Grievance Committee may conduct investigation and hearing from receipt of the grievance	10 days
5	Grievance Committee renders decision after the investigation	5 days
6	Aggrieved party may elevate decision of the Grievance Committee to the University President from receipt of the decision if not satisfied with the decision	5 days
7	The University President renders decision upon receipt of the decision of the Grievance Committee	10 days

G. GRIEVANCE FORMS. To simplify writing of grievances and facilitate action on these, grievance forms⁵⁴ are provided and may be obtained from the Human Resource Management Office.

VII. DISCIPLINE⁵⁵

A. POLICY STATEMENT. As a general rule, administrative cases shall be filed with the University President who is the disciplining authority of the University. No employee shall be disciplined except for cause as provided by law and after due process.

B. RULES AND PROCEDURES. To address administrative cases in the University, both disciplinary and non-disciplinary, the provisions of the Revised Rules on Administrative Cases in the Civil Service shall be the guide in all proceedings against University personnel.

C. SEXUAL HARASSMENT. The University shall formulate separate rules and regulations for the resolution, settlement or prosecution of acts of sexual harassment, including guidelines on proper decorum, as mandated by law.⁵⁶ Towards this end, there shall be created a Committee on Decorum and Investigation (CODI) that shall conduct the investigation of alleged cases constituting sexual harassment in the University and to increase understanding and prevent incidents of sexual harassment.⁵⁷

D. BASIC PRINCIPLES IN ADMINISTRATIVE DISCIPLINE. The following are some basic principles in Administrative Discipline:

1. Administrative proceedings does not adhere strictly to the technical rules of procedure and evidence applicable to judicial proceedings.

⁵⁴ See annexes

⁵⁵ This section is guided by CSC Resolution No. 1101502 (Revised Rules on Administrative Cases in the Civil Service (RRACCS); November 8, 2011; and R.A 7787 (Anti-Sexual Harassment Act of 1995)

⁵⁶ Section 4. R.A No. 7877 (Anti-Sexual Harassment Act of 1995)

⁵⁷ Section 4.b, *loc. cit.*

2. The University President, or the Board of Regents, as Appointing Authority as the case may be, is the disciplining authority.
3. The Investigating Body investigates only on the delegated authority from the University President.
4. The stages of administrative investigation are the (1) preliminary investigation; and (2) formal hearing or investigation.
5. The parties to the preliminary investigation are the: (1) complainant (a private person, a fellow public official, or the disciplining authority); and the (2) person(s) complained of.
6. In all stages of the proceedings due process and fairness must be observed; and
7. Decisions must be based only on the evidence presented and accepted and the records.

E. ADMINISTRATIVE COMPLAINT. A complaint is the means by which the commission or infraction by a person complained of is brought to the attention of the proper disciplining authority. It must be addressed to the President, the disciplining authority of the University.

1. **Requisites of a valid complaint.** The requisites of a valid complaint are the following:
 - a. It must be in writing;
 - b. It must be subscribed and sworn to by the complainant. However, if the University President, as disciplining authority, initiates the complaint, the complaint need not be under oath.
 - c. It must contain the name and address of the complainant;
 - d. It must contain the full name and address of the person complained of as well as his position and office of employment;
 - e. It must contain a narration of how, when, and where the offense was committed and the other facts relevant thereto;
 - f. It must contain certified true copies of documentary evidence and affidavits of witnesses, if any; and
 - g. It must contain a certification of non-forum shopping.
2. **Forum Shopping.** The practice of shopping for a favorable forum to insure a favorable action is referred to as forum shopping. This is considered a malpractice and can be used as a ground for disciplinary action. It may also cause the outright dismissal of the case file. Present rules now require a certification of non-forum shopping in all initiatory pleadings before the same can be acted upon.
3. **Effect of withdrawal of a complaint.** The withdrawal of the complaint does not necessarily result in the dismissal of the case and it does not discharge the person complained of from any liability.
4. **Action on the complaint.** If the complaint is not complete in form, the complainant shall be required to complete his/her complaint. In case the complaint is sufficient in form and substance the person complained of shall be required to submit a counter-affidavit. If a prima facie case exists, Formal Charge shall be issued, otherwise the complaint shall be dismissed. Failure to submit a counter-affidavit is deemed a waiver thereof.
5. **Anonymous Complaint.** An anonymous complaint shall not be given due course unless supported by obvious truth or such documentary or other direct evidence showing the probability that the offense was indeed committed by the person complained of. In such a case, the latter may be asked to file a counter-affidavit.

VIII. SALARY ADMINISTRATION⁵⁸

The Administrative Services Division oversees salary administration in the University. The Compensation, Benefits and Other Obligations Office (CBOO) implements accurately and consistently the existing provisions on salaries and benefits for regular and non-regular employees.

A. PAY PLAN PRINCIPLES. Compensation in government is based on an orderly scheme for determining rates of compensation for positions and employees, and on principles of equity requiring uniform, definitive administrative application. The principles of the pay plan⁵⁹ are briefly described as follows:

⁵⁸ This section is guided by RA 6758 (Compensation and Position Classification Act of 1989) of August 21, 1989.

⁵⁹ Section 3, *ibid*.

1. All government personnel shall be paid just and wages
2. Basic compensation for all personnel in the government shall generally be comparable with those in the private sector
3. The total compensation provided for government personnel must be maintained at a reasonable level in proportion to the national budget
4. Periodical review of government compensation rates taking into account possible erosion in purchasing power due to inflation and other factors
5. Compensation for services rendered on a part-time basis shall be adjusted proportionately
6. The lowest salary to be paid to any employee shall be the minimum wage law. In no case shall any employee receive less than the hiring rate for the class of his/her position
7. Daily wage represents full compensation for full-time employment in an eight-hour working day, regardless of where the work is performed
8. No official or employee shall receive a salary equal to or higher than the salary of his/her immediate supervisor, except when otherwise authorized by law, rules and regulations.

B. SALARY RULES

1. *Hiring Rate.* The salary for a newly hired employee shall be the salary corresponding to Step 1 of the salary grade allocation of the position in the Salary Schedule provided by the Department of Budget and Management.
2. *Salary Rules in Promotion*
 - a. If the basic salary of the employee in his/her former position is below the hiring rate of the new position, he/she shall be allowed the 1st step or the hiring rate.
 - b. If the present salary falls in between salary steps, employee shall be allowed the higher step.
 - c. If the present salary is equal to any of the salary steps, employee shall be allowed the next step.
 - d. If the present salary is in excess of the maximum or 8th step, employee shall be allowed to continue to receive his/her present salary with the excess over the 8th step treated as "transition allowance".
3. *Salary Rules in Reclassification*
 - a. An employee whose position is reclassified without change in salary grade shall continue to be paid his/her present salary.
 - b. If reclassified to a position with a higher salary grade, the following salary rules on promotion shall apply.
 - c. If the basic salary of the employee in his/her former position is below the hiring rate of the reclassified position, the employee shall be allowed the 1st step of the hiring rate.
 - d. If the present salary falls in-between steps, the employee shall be allowed the higher step.
 - e. If the present salary is in excess of the minimum or 8th Step, the employee shall be allowed to continue to receive his/her present salary with the excess over the 8th Step treated as "transition allowance" which shall be deducted from any future adjustment of the employee.
 - f. If to a lower salary grade, the employee shall be allowed to continue to receive his/her/her present salary.
4. *Salary Rules for Transfer*
 - a. If the transfer is to a higher level position, the rules on promotion shall apply.
 - b. If the transfer is to the same level position, the employee shall be allowed to continue to receive his/her present salary.
 - c. If the transfer is to a lower level position, the rules on demotion shall apply.
5. *Salary Rules in Demotion*
 - a. If the movement is voluntary or at the instance of the official or employee, or as a result of disciplinary action, he/she shall be allowed only the hiring rate or 1st step for the lower position.
 - b. If the demotion is due to the exigency of the service, the official/employee shall be allowed to continue to receive his/her salary in the higher position.

6. *Step Increment.* A one-step increment for every three (3) years of continuous satisfactory service in a given position shall be provided.⁶⁰ The general guidelines in the grant of step increment are as follows:
- a. The period of continuous service refers to actual service since the appointment of the employee, including periods covered by any previously approved leave with pay including approved sick leave without pay.
 - b. The length of service includes years of service in a given position under temporary status provided the employee must be under permanent status in the same position at the time the step increment based on length of service is granted.⁶¹
 - c. Vacation leave without pay shall not exceed an aggregate of 15 days, inclusive of Saturdays, Sundays and holidays during the three-year service; if it is beyond 15 days, the grant of one step increment shall be delayed for the same number of days employee was on leave without pay.
 - d. Adjusted salary after grant of step increment shall not exceed maximum step of salary grade of the position.
 - e. Step increments shall not be carried to a higher position with higher salary grade as a result of promotion or reclassification of position.
 - f. The change in position as a result of SSL is not a promotion. Hence, the length of service of an employee in a position immediately before the implementation of the SSL shall be included in the computation.

The University President and the resident auditor are responsible in ensuring the accuracy of the computations for the step adjustments. Hence, the review/post-audit of the plantilla and the notices of step increment is also their responsibility.

C. ENTITLEMENT TO SALARIES, OTHER COMPENSATION AND BENEFITS. An employee of the University who is issued an appointment by the Appointing Authority in accordance with pertinent laws and rules shall take effect immediately upon its issuance. If the appointee has assumed the duties of the position, he/she shall be entitled to receive salary and benefits without awaiting the approval of appointment by the Civil Service Commission. The appointment shall remain effective until disapproved by the CSC⁶².

The salaries or wages and benefits of non-regular employees including employees covered by contract of services and job orders shall be governed by the provisions of the contract agreements or applicable law and rules covering contract of services or job orders.

1. *Personnel Economic Relief Allowance (PERA).* The Personnel Economic Relief Allowance (PERA) is other compensation or other component of the gross salary earned for the period covered in addition to the basic salary.
 - a. Employees of equivalent grade who have rendered at least twelve (12) months continuous or uninterrupted service are entitled to the Personnel Economic Relief Allowance of Php2,000.00 a month.
 - b. PERA is computed on the basis of actual services rendered on an eight-hour working day, 22 working days a month, regardless of working days in a month.
 - c. Deduction from the PERA for absence without pay in a month is computed as:

$$\text{PERA Deduction} = \frac{2,000}{22 \text{ days}} \times \text{No. of Days LWOP}$$

⁶⁰ Joint CSC-DBM Circular No. 1, s. 1990

⁶¹ CSC Res. 95-0368 dated January 19, 1995

⁶² Sec.1, Rule IV, CSC MC 40 s. 1998 as amended

2. First and Last Salary

- a. An employee shall be paid his/her first or last salary through a disbursement voucher and supported by the required documents for processing.
- b. The Human Resource Management Office shall submit to the Administrative Office the requirements and to ensure that all supporting documents to the appointment or separation from the service had been complied with and filed in the 201 personal folder of the appointee.

D. PREPARATION OF PAYROLLS FOR SUBSEQUENT SALARIES, OTHER COMPENSATION, AND BENEFITS. The Compensation, Benefits, and Other Obligations Office prepares payrolls for salary, other compensation and benefits for regular and non-regular personnel of the University. It shall ensure that computation of the salaries, other compensation, and benefits is in accordance with applicable compensation laws or circulars granting the same.

1. Payrolls and accompanying remittance reports for deductions made from salaries and wages shall be prepared and released promptly.
2. Payrolls for the period covered shall include the names of appointed employees:
 - a. who are reporting for duty
 - b. who have approved leave with pay
 - c. who have been granted study or scholarship grants and have complete required documents or reports in lieu of the DTR's
 - d. who have approved returned to duty and to be restored in the payroll
3. Payrolls for benefits shall be prepared in accordance with the provisions of the circulars granting the same, like length of service required of the beneficiaries, amount, and the manner of grant.
4. Only mandatory deductions shall be included in the payroll; other non-mandatory deductions shall be covered by a memorandum of agreement.
5. Payrolls for casual, contractual, substitute employees shall be supported by submitted daily time records for actual services rendered. No advance payment of salaries or wages shall be allowed for non-regular employees.
6. Payrolls for employees on job order shall be supported by duly certified accomplishment reports.
7. Payrolls for student labor shall be supported by certified reports of service and accomplishment.

E. COMPUTATION OF DAILY SALARY. The daily salary of an employee shall be computed by dividing the monthly salary by twenty-two (22) days to determine the equivalent salary for services rendered of less than one month following the formula:

$$\text{Daily Salary} = \frac{\text{Monthly Salary}}{22} \times \text{No. of Days Rendered}$$

F. MANDATORY DEDUCTIONS FROM SALARY. The following are the mandatory deductions from salary:

1. Withholding Tax;
2. GSIS Premiums and Loans;
3. Pag-Ibig (Pagtulongan sa Kinabukasan: Ikaw, Bangko, Industriya, Gobyerno) Premiums and Loans;
4. PhilHealth Premiums;
5. Leaves without Pay;
6. Authorized Refunds; and
7. Other Authorized Payments.

G. COMPUTATION OF SALARIES OF EMPLOYEES ON LEAVE WITHOUT PAY. An employee shall incur deductions from gross salary for leave applications in case his/her leave balances are not sufficient to offset the number of days applied for. Pursuant to CSC Resolution No. 1400454 dated March 21, 2014, the Civil Service

Commission adopts the following formula in the computation of salaries of employees who incur leave of absence without pay:⁶³

1. Leave of Absence without pay for ten (10) working days or less

$$\text{Salary} = \frac{\text{Number of Days Paid Status}}{22 \text{ days}} \times \text{Monthly Salary}$$

Where number of days paid status refers to 22 days less number of days without pay

To illustrate, an employee with monthly salary of PhP 38,373 and leave without pay of four (4 days) will receive the following salary using the above formula:

$$\text{Salary} = \frac{22-4}{22} \times \text{PhP}38,373 = \text{PhP} 31,396.09$$

H. SUPPORTING DOCUMENTS TO PAYROLLS

1. The payment of salaries and other compensation shall be supported by the daily time record (DTR) as proof of service rendered. All regular personnel shall submit to the Human Resource Management Office 2 copies of their monthly DTR’s on or before the 7th of the succeeding month for review.
2. Employees shall also comply with the submission of other supporting documents in lieu of the DTR, approved leave applications, progress and/or terminal reports for scholarships/sabbatical leave, work accomplishment, clearances, and others.
3. Employees whose salaries are withheld shall submit clearance and other compliance requirements for processing of claims for payment.
4. Duration of Processing of Salaries, other Compensation and Benefits
 - a. The processing of salaries, other compensation and benefits from certification of the obligation request or budget utilization request payroll to approval of payment shall be at least three (3) days before the 15th or 30th of the month.
 - b. The payroll system with the existing depository bank of the University through the use of the automated teller machine shall be up to date.

I. HONORARIA FOR OVERLOAD TEACHING. Teaching personnel engaged in actual classroom instruction shall be paid honoraria for services rendered in excess of the regular load of twenty-one (21) units and/or beyond the regular work hours.

Honoraria for overload teaching shall be computed based on the Prime Hourly Teaching Rate (PHTR) following the DBM formula:

1. For Undergraduate Program

$$\text{PHTR} = \frac{\text{AR}}{\text{W}} \times \text{T} = \frac{\text{AR}}{1,600} \times 1.25 = 0.000781 \text{ AR}$$

Where:

- AR = Annual rate of faculty
- W = Total teaching hours (This is computed as 40 hours/week multiplied by 40 weeks or 1,600 hrs.)
- T = 1.25 or 125% of the faculty’s remuneration for services in excess of 6 hours actual teaching per day but not more than 2 hours

2. For Graduate Program

(1) For Faculty with Master’s Degree: PHTR = 0.0014 AR

⁶³ CSC MC No. 08, s. 2014

(2) For Faculty with Doctorate Degree: PHTR = 0.0015 AR

J. OVERTIME PAY. The performance of regular routine work and activities is not the purpose of overtime work. The University hereby adopts current provisions of existing government rules prescribing guidelines and procedures on the rendition of overtime services with pay⁶⁴ for accounting and auditing purposes.

1. *Procedures for Overtime Service.*

- a. The Section Chief/Department Chair/Unit Head shall submit written request for overtime and its justifications, particularly in cases where unforeseen events and emergency situations that will result in any of the following: (a) cause financial loss to the government or its instrumentalities; (b) embarrass the government due to its inability to meet its commitments; or (c) negate the purposes for which the work or activity was conceived. The request shall be endorsed by the Division Chief/Director/Dean.
- b. The Sector Vice President shall review the request for overtime work and recommend approval stating the duration that shall be definite and reasonable/directly proportional to the scope, magnitude, importance and complexity of the work to be accomplished.
- c. The head of the Budget Office shall certify as to the availability of funds.
- d. The President, or the authorized representative, acting on their discretion shall act on the request for overtime work.
- e. The approved request for overtime work shall be forwarded to the Administrative Division for the preparation of the special order authorizing the rendition of, and payment of overtime work.
- f. Upon completion of the overtime work, the employees concerned shall submit to the Administrative Division their daily time record for the month and accomplishment report certified correct by the heads concerned for processing.

2. *Computation of Overtime Pay.* Overtime pay shall be computed by the hour based on actual hourly rate computed as:

$$\text{Hourly Rate (HR)} = \frac{\text{Monthly Salary}}{22/8} \quad \text{or} \quad \text{HR} = \frac{\text{Monthly Salary}}{176}$$

- a. For overtime service rendered beyond eight (8) hours of a regular work day: Plus 25% of the hourly rate.
Overtime Pay= 1.25 x HR x No. of Hours Rendered

- b. For overtime service rendered on Saturdays and Sundays: Plus 50% of the hourly rate
Overtime Pay= 1.50 x HR x No. of Hours Rendered

3. *Tardiness/under-time within the Authorized Period of Overtime Service.* An employee shall be paid overtime for services rendered even if the required forty (40) hours work per week is not completed due to tardiness or under-time, provided that he/she has leave credits against which the lacking hours will be deducted from.

4. *Limitations of Overtime Pay/Funding Source*

- a. The total overtime pay of an employee for the year shall not exceed fifty percent (50% of his annual basic salary).
- b. Payment of overtime services shall be sourced from amounts specifically appropriated in the University budget for overtime pay.

⁶⁴ DBM Budget Circular No. 10 dated March 29, 1996

- c. In the use of current savings from released allotments for operating expenditures, all authorized mandatory expenses shall have been paid first.
- d. The total overtime payments in a given calendar year shall not exceed five percent (5%) of the total salaries of authorized positions of the University.
- e. Employees who will be allowed to render overtime services on Saturdays, Sundays, Holidays, and on regular working days but will not be given overtime pay due to budgetary constraints may be allowed to go on compensatory day-off.

K. PROPORTIONAL VACATION PAY (PVP). Proportional Vacation Pay (PVP) is the salary of the faculty, regardless of appointment status, during the Christmas and summer vacations computed in proportion to the number of days served during the school year. A full PVP is equivalent to 84 days or 70 days of summer vacation plus 14 days of Christmas vacation.

1. *Methods of Computing PVP.* The PVP inclusive period is obtained by multiplying 0.3 by the number of school days rendered or absent without pay. The factor may not be three-tenths. It varies slightly according to the number of school days in a school year.

a. Based on Service Rendered during the school year

On duty in June.....	18 days
On duty in July	31 days
On duty in August.....	31 days
On duty in September...	30 days
On duty in October.....	31 days
On duty in November....	30 days
On duty in December....	22 days
On duty in January.....	26 days
On duty in February...	29 days
On duty in March.....	<u>31 days</u>
Total Service...	279 days
Multiply by... ..	<u>.3</u>
	83.7 days or 84 days PVP

Deduct LWOP computed at 0.3 for every day of absence

b. Based on Absences without Pay during the school year

Absence in July	10 days
Absence in August.....	5 days
Absence in September...	5 days
Absence in October.....	3 days
Absence in November...	5 days
Absence in January.....	5 days
<u>Absence in February...</u>	<u>3 days</u>
Total absences	33 days
Multiply by	<u>0.3</u>
	9.9 days or 10 days

Deduct from 84 days PVP the 10 days proportionate deduction of 10 days for absences without pay (84 -10=74 days PVP)

2. *Requirements for Payment of PVP*

- a. Faculty members shall submit to HRMO clearance from money and property responsibilities and other end-of-year requirements, like progress/terminal reports from scholars and sabbatical leave grantees.
- b. A Special Order shall be prepared by the Human Resource Management Office indicating the number of days of vacation pay earned by each faculty member on teachers leave basis and computed based on the date of appointment and leaves of absence without pay.

- c. HRMO submits to CBOOO (Compensation, Benefits, and Other Obligations Office) supporting documents for payroll for the PVP.
- d. CBOOO prepares PVP payroll for 2 months in lump sum provided that funds are available; otherwise payroll will be monthly.

3. *Conditions for Entitlement to Full PVP*

- a. Faculty shall render service during the school year without incurring absence without pay of not more than 1 ½ days.
- b. Faculty who go on leave of absence with pay and return to work immediately following such leave and renders service up to the end of the school year.
- c. Faculty whose absences are offset by earned service credits and render continuous service following the leave of absence.
- d. Faculty on maternity leave with pay and return immediately following the maternity leave, and render continuous service up to the end of the school year.
- e. Substitute faculty render continuous service up to the end of the school year and services are not broken due to expiration of appointment; and
- f. In case of separation from the service of the faculty member concerned, the date of effectivity shall not be not more than 10 days prior to the last day of classes.

L. SALARY WHILE ON MATERNITY LEAVE

- 1. *General Guidelines on Maternity Leave.* Maternity leave shall be granted to female employees under the following circumstances:
 - a. It is granted for every instance of pregnancy regardless of frequency.
 - b. It may be enjoyed before or after actual period of delivery in a continuous and uninterrupted manner.
 - c. It is granted if delivery occurs within 15 calendar days after termination of service.
 - d. It may be granted to adoptive parent and is availed of once during the whole adoption process; provided the child is placed with the adoptive parents through the Pre-Adoptive Placement Authority (PAPA) or adoption by the Court.
- 2. An employee may be allowed to report before expiration of maternity leave, provided she presents a medical certificate indicating her physical fitness to assume duties of position.
- 3. Salaries for the actual services rendered within the unexpired portion of the maternity leave shall be computed based on the daily wage rate. Pursuant to RA 6758 (Salary Standardization Law), the daily wage rate shall be determined by dividing the monthly salary by 22 working days in a month.
- 4. Preventive suspension is deferred until maternity leave is fully enjoyed.
- 5. Faculty members on teachers leave shall be entitled to double payment of salary due from maternity leave and PVP.
- 6. *Computation of Maternity Leave with Pay.* The salary while on maternity leave for 60 days is based on actual service rendered based on the ratio 60 days to 2 years of service and computed as:

$$\frac{60 \text{ days}}{720 \text{ days}} = \frac{x}{y} \quad 720x = 60y \quad x = \frac{y}{12}$$

Where: x = number of days to be paid
 Y= number of days in service

Applying the formula, the results below show the number of days with pay equivalent to the number of days in service:

- 2 years or more – full pay
- 1 year – half pay
- 1 yr 1 mo – 32.05 days
- 1 yr 2 mos – 35 days

1 yr 3 mos	– 37.05 days
1 yr 4 mos	– 40 days
1 yr 5 mos	– 42.05 days
1 yr 6 mos	– 45 days
1 yr 7 mos	– 47.05 days
1 yr 8 mos	– 50 days
1 yr 9 mos	– 52.05 days
1 yr 10 mos	– 55 days
1 yr 11 mos	– 57.05 days

M. BENEFITS OF PUBLIC HEALTH WORKERS

1. The University Health Services Personnel shall be entitled to the subsistence and laundry allowance as authorized by law.⁶⁵ The subsistence and laundry allowance shall be computed at the existing rates.
2. Other benefits provided in the Magna Carta may be granted to the health workers include the hazard pay which shall be subject to approval of the President and confirmation by the Board of Regents, and availability of savings.

N. MONETIZATION OF LEAVE CREDITS

1. Monetization of leave credits shall be subject to the following requirements: a) Invitation for Applications for Monetization of Leave Credits from the Office of the University President; b) Declaration of Availability of Savings by the Accountant; c) HRMO Report on Leave Balances; and d) compliance by employees with the 5-day annual vacation leave.
2. Either of the following formula for the monetization of accrued leave credits⁶⁶ shall be used for employees on vacation and sick leave basis:
 - a. Monthly Salary x No. of Days to be Monetized x CF(0.0478087)* = Money value of monetized leaves
 - b. $\frac{\text{Monthly Salary}}{20.16667^{**}}$ x No. of Days to be Monetized

*Constant Factor based on Sec. 40 of CSC MC No. 14, s. 1999

**Equivalent number of days in a month based on the total number of working days per year (251) divided by the number of months in a year (12)

In the case of the faculty on teachers leave basis, the earned service credits shall be converted to vacation and sick leave first, then proceed to the formula for monetization:

$$\text{Vacation and Sick Leave Credits} = \frac{30 \times Y}{69}$$

Where Y= Total Number of Service Credits

Ex: $V/SL \text{ Credits} = \frac{30 \times 70 \text{ days}}{69} = 30.234783 \text{ days (available for monetization)}$

3. After monetization, the remaining vacation and sick leave credits of the faculty member concerned are converted to service credits using the following formula:

$$\text{Service Credits} = \frac{\text{Vacation and Sick Leave Credits} \times 69}{30}$$

4. Monetization of leaves are tax exempt (EO 291, 9/27/2000)
5. In accordance with Civil Service Rules⁶⁷ monetization of fifty (50%) or more of the accumulated leave credits may be allowed for valid and justifiable reasons such as

⁶⁵RA No. 7305, otherwise known as the Magna Carta for Public Health Workers.

⁶⁶CSC MC 08, dated September 4, 2003

⁶⁷ CSC MC No. 16, s. 2002 dated June 24, 2002

- a. Health, medical and hospital needs of the employee and the immediate members of his family;
- b. Financial aid and assistance brought about by *force majeure* events such as calamities, typhoons, fire, earthquake and accidents that affect life, limb and property of the employee and his/her immediate family;
- c. Educational needs of the employee and the immediate members of his/her family;
- d. Payment of mortgages and loans which were entered into for the benefit of the employee and his/her immediate family;
- e. In cases of extreme financial needs of the employee or his/her immediate family where the present sources of income are not enough to fulfill basic needs such as food, shelter and clothing;
- f. Other analogous cases as may be determined by authorities.

O. PRODUCTIVITY INCENTIVE BONUS. This is granted to permanent, temporary, casual, full-time contractual employees with at least satisfactory rating in accordance with DBM rules.⁶⁸ The amount of individual incentive may vary for each official/employee depending on their individual productivity and performance for 2 rating periods or 2 semesters.

1. The total cost of the incentive pay shall not exceed the average of Php 2,000.00 per occupied/filled position in any one year.
2. The PIB of officials and employees who are employed on a part-time basis shall be equivalent to one-half of the full amount received by full-time officials and employees with the same productivity and performance appraisal.
3. The PIB of officials and employees who transferred to another government office/agency on or before the end of the calendar year for which the PIB is granted shall be paid by the new office/agency while the benefits of those who transferred after December 31 of the same calendar year shall be paid by the former office/agency.

P. CLOTHING/UNIFORM ALLOWANCE. This is granted to permanent, temporary, casual, and contractual whose employment is in the nature of a regular employee who are expected to render six (6) continuous months in a year pursuant to DBM issuances.⁶⁹

1. Newly hired employees are entitled after they have rendered six (6) months of service, and expected to render services for at least six (6) months for the rest of the year.
2. The amount is not more than Php 5,000.00 a year and paid during the 1st quarter of the year.
3. The grant of uniform/clothing allowance shall apply to employees who are on training/study/scholarship grant with pay and other similar activities locally or abroad if he/she renders at least six (6) months of service in the same year prior to and/or after the study leave or study/training/scholarship grant.
4. The grant of uniform/clothing allowance shall not apply to employees who are on leave without pay for more than six (6) consecutive months in a particular year.
5. Employees who transferred to the University during the first six (6) months of a particular year and were not granted U/CA by their former agencies shall be granted U/CA by the University.
6. Employees who are required to wear uniform at all times in the performance of their functions such as security guards, health personnel, and those with similar situations shall be granted uniform/clothing allowance whether or not they met the service requirement.
7. The University President shall have the discretion on the uniform/clothing allowance, whether this may given in cash or in kind, including the guidelines on the wearing of the uniform, e.g. for those in mourning, on maternity leave, during wash days, and others.

⁶⁸ NCC No. 73, December 27, 1994 and 73-A, March 1, 1995.

⁶⁹ Budget Circular 2003-8, November 8, 2003 and DBM BC No. 2003-8A, dated July 2, 2004.

Q. YEAR-END BENEFIT AND CASH GIFT

1. This is granted to permanent, temporary or emergency, and contractual whose employment is in the nature of a regular employee who are under the following instances:
 - a. those who have rendered at least a total or an aggregate of four (4) months of service including leaves of absence with pay;
 - b. those who are on approved leave without pay but have rendered at least a total of an aggregate of four (4) months of service provided they are not yet dropped from the rolls; and
 - c. those who have rendered less than four (4) months of service.

2. The YEB consists of a bonus equivalent to actual basic monthly salary as of October 31 of each year and a cash gift of Php 5,000.00.

3. Employees may exercise the option to receive advance payment of ½ of the benefits not earlier than May 1 of each year; provided they have rendered at least a total of 4 months service including leaves of absence with pay from January 2 to April 30 of each year. The other half or the balance shall be paid not earlier than November 15 of each year.

4. Employees who have rendered less than four (4) months of service as of October 31 of the same year shall be entitled solely to the cash gift pro-rated as follows:

a. 3 months service but less than 4 months-	40%	Php 2,000.00
b. 2 months service but less than 3 months-	30%	1,500.00
c. 1 month service but less than 2 months-	20%	1,000.00
d. Less than 1 month service-	10%	500.00

5. The updated rules on the advance payment of ½ of the amount of year-end bonus and cash gift pursuant to DBM BC No. 2010-1, dated April 28, 2010 authorize employees to receive ½ of the amount of year-end bonus and cash gift in May, provided that they have rendered at least four (4) months of service, including leaves of absence with pay, from January 1 to April 30 of the given year, regardless of whether or not they will still be in service as of October 31 of the same year.

6. Employees who have rendered a total or an aggregate of four (4) months of service, including leaves of absence with pay, and who retires or is separated without cause before October 31 of the year, shall be granted a proportionate share of the remaining half or balance of the year-end bonus and cash gift based on the following scheme, to be paid within the month of retirement/separation. The basic pay immediately prior to retirement/separation shall be the basis for the remaining half or balance of the year-end bonus.

a. May	15%
b. June	30%
c. July	45%
d. August	60%
e. September	75%
f. October	90%

7. The following are not entitled to the year-end benefits:
 - a. those who are absent without leave (AWOL);
 - b. those who are hired not as part of the organic manpower of the University but as consultants or experts for a limited period to perform specific activities or services with expected outputs;
 - c. those who are formally charged administrative cases as well as criminal cases which relate to acts of omissions in connection with their official duties and functions and found guilty and/or meted penalties shall not be entitled to the in the year the decision was handed down.

R. COLLECTIVE NEGOTIATION AGREEMENT INCENTIVE. Management and rank-and-file employees occupying regular, contractual or casual positions, rendering services on full-time or part-time basis are entitled to the Collective Negotiation Agreement (CNA) Incentive pursuant to DBM rules⁷⁰; provided; that they are members of the employees' organization in the University accredited by the CSC and that they have contributed to productivity and in the implementation of cost-cutting measures in the CNA.

1. General Guidelines

- a. The amount of CNA Incentive shall not be pre-determined in the CNA or in the supplements thereto and it may vary every year during the term of the CNA at rates depending on the savings generated.
- b. The CNA Incentive may be given equally or at varying rates in consideration of the employee's or his/her office's contribution to the accomplishment of performance targets, efficiency, productivity, or profitability, as determined the University President upon recommendation of the Employees' organization-Management Committee.
- c. The CNA Incentive shall be paid as a one-time benefit to be granted not earlier than December 15.
- d. The CNA Incentive shall be sourced solely from savings from the allowable Maintenance and Other Operating Expenses (MOOE) allotments for the year.
- e. The CNA Incentive shall not exceed Php 25,000.00 per qualified employee.

2. Procedures

1. Designated representatives from management and the accredited employees' organization shall review the University financial records and report of operations at the end of the fiscal year and arrive at a consensus on the following: the guidelines/criteria to be followed in the grant of the incentive; the total amount of unencumbered savings at the end of the year which were realized out of cost-cutting measures and which were the results of the joint efforts of labor and management and the apportionment of such savings; and the individual amount of the CNA Incentive to be granted to the employees concerned based on the established guidelines/criteria.
2. The Employees' Organization-Management Consultative Committee shall determine if the employees concerned are entitled to the CNA Incentive based on compliance with the established conditions set by pertinent rules.⁷¹

S. LOYALTY AWARD. A loyalty award is an incentive or reward granted to an official or employee for rendering at least ten (10) years of continuous and satisfactory service to the particular office granting the award and every five (5) years thereafter.

This is granted to career and non-career employees consisting of a loyalty memorabilia or souvenir and a cash bonus of not less than PHP 500.00 but not more than PHP 1,000.00 a year, as authorized by civil service rules.⁷²

1. The particular agency where the employee or official completed the ten (10) years of continuous and satisfactory service shall grant the award (CSC MC NO. 6, s. 2002).
2. The limit of authorized vacation leave without pay is 50 days for the first 10 years, 25 days every 5 years thereafter, to be entitled to the full amount.
3. Part-time services are included in the computation of length of service.
4. Finding of guilt in an administrative case is sufficient ground for not granting the loyalty award.
5. Effective January 1, 2002, continuous and satisfactory services in government for purposes of granting loyalty award shall include services in one or more government agencies without any gap⁷³
6. The University President shall determine the appropriate occasion for the grant of the loyalty award to its officials and employees and the manner it will be given.

⁷⁰ Budget Circular No. 2014-2 dated December 2, 2014

⁷¹ DBM BC No. 2006-1, dated February 1, 2006.

⁷² CSC MC 6, 2002, dated March 1, 2002, as amended

⁷³ CSC MC No. 06. s. 2002

T. ANNIVERSARY BONUS. The Department of Budget and Management authorized the grant of Anniversary Bonus⁷⁴ to officials and employees if the government entity where they are employed has been in existence for at least fifteen (15) years and they have rendered at least one (1) year service. The bonus is pegged at Php3,000 each official/employee. The succeeding grant of the Anniversary Bonus is five (5) years thereafter.

1. Employees under the following circumstances are exempted from the grant of Anniversary Bonus:
 - a. Those who are on absence without leave (AWOL) as of the date of the milestone year for which the Anniversary Bonus is being paid;
 - b. Those who are no longer in the service as of the date of the milestone year;
 - c. Those who are not hired as part of the organic manpower of the University such as consultants or experts for a limited period to perform specific activities or services with expected outputs; student laborers; apprentices; laborers of contracted projects and others similarly situated.

Note: The University paid the initial grant in 1996, the 1st milestone year at 75 from its establishment as a Farm School in 1916; the succeeding grants were: milestone year at 80 in 1999; milestone year at 85 in 2001; and the milestone year at 90 in 2006; and the milestone year at 95 in 2011. The milestone year at 100 on 2016.

T. HONORARIA OF GOVERNMENT PERSONNEL AS COORDINATORS, FACILITATORS, LECTURERS, OR RESOURCE PERSONS.⁷⁵

1. Definitions
 - a. An honorarium is a form of compensation given as a token of appreciation or reward for gratuitous services on account of one's broad and superior knowledge or expertise in a special field for which going by custom, tradition or propriety, no fixed price is set (DBM Budget Circular No. 2007-2, dated October 1, 2007).
 - b. A lecturer is any person who uses lecture as an instructional method in seminars, workshops, conferences, symposia, training programs and other similar activities.
 - c. A resource person is any person who, by virtue of his/her expertise in a specific subject area, serves as speaker in seminars, conferences, symposia, training programs and other similar activities.
 - d. A coordinator is any person who acts as lead person in the conduct of seminars, training programs, and other similar activities. He/She directs, supervises and/or participates in the organization, coordination, and conduct of such activities; develops training designs, modules and curricula of identified courses in response to training needs; may serve as lecturer, resource person, or facilitator.
 - e. A facilitator is any person who is a subject expert in neutrally managing group processes and dynamics sessions such that he/she intervenes for greater group understanding, thus enabling the participants to full participation, to mutual understanding, and to shared responsibilities in the achievement of group objectives and/or in making quality decisions.
2. Guidelines
 - a. Government personnel who act as lecturers, resource persons, coordinators or facilitators in other government agencies which are outside of their mother agencies, may be paid honoraria at rates as may be determined by the agency authorities.
 - b. In view of the expertise of lecturers, resource persons, coordinators or facilitators, the minimum honoraria rates shall be two (2) times their hourly rates based on the monthly salaries at 22 days per month and 8 hours per day.

⁷⁴ NBC No. 452, May 20, 1996

⁷⁵ NBC No. 2007-1, April 23, 2007

- c. Such honoraria rates may be raised further but not exceeding the maximum honoraria rates of 2 times the hourly rate for a position of Professor VI, step 1 of SG 29, depending on the difficulty and complexity of the subject matter, the professional qualifications of the lecturers, resource persons, coordinators or facilitators, and the position levels of the participants.
- d. The honoraria should correspond to the number of actual lecture/training hours plus equal number of hours for preparation.
- e. Government personnel who serve as coordinators, facilitators, lecturers or resource persons in seminars, training programs and similar activities conducted by the University shall not be entitled to the honoraria authorized in DBM Circular No. 2003-5.

3. Computation of honoraria.

- a. The following formula shall serve as guide in the computation of the minimum and maximum honoraria to be paid given a group of 50 participants.

$$\begin{aligned} \text{◆ Total Minimum Honorarium} &= (2) \left(\frac{\text{MSR}_{\min} \times \frac{1 \text{ month}}{1 \text{ month}} \times \frac{1 \text{ day}}{22 \text{ days}} \times \frac{1 \text{ day}}{8 \text{ hours}} \right) (2)(T \text{ hours}) \\ &= (0.023) (\text{MSR}_{\min}) (T) \end{aligned}$$

$$\begin{aligned} \text{◆ Total Maximum Honorarium} &= (2) \left(\frac{\text{MSR}_{\max} \times \frac{1 \text{ month}}{1 \text{ month}} \times \frac{1 \text{ day}}{22 \text{ days}} \times \frac{1 \text{ day}}{8 \text{ hours}} \right) (2)(T \text{ hours}) \\ &= (0.023) (\text{MSR}_{\max}) (T) \end{aligned}$$

Where:

MSR_{\min} = monthly rate of the lecturer, resource person, coordinator, or facilitator

MSR_{\max} = monthly salary of a position of Professor VI, step 1 of SG 29

T = number of actual lecture/training hours

*The total honoraria may be proportionately increased depending on the number of seminar/workshop/training participants in excess of 50 participants

- b. Lecturer, resource persons, coordinators and facilitators from the private sector may be paid honoraria at such rates as may be determined by the University using the above formula as guide.
- c. Honoraria may be paid honoraria based on actual training hours rendered using the following formula:

$$1) \text{ For Coordinators and Facilitators: } \text{HTR} = \frac{\text{MSR}}{22 \times 8} = \frac{\text{MSR}}{176}$$

Where: MSR = Monthly salary rate of the coordinator/facilitator to be paid honoraria

- 2) For Lecturers and Resource Persons. Hourly rate of Professor VI position for actual lecture hours including reasonable time for preparation of materials should not exceed 10 hours.

$$\text{Ex. : } \text{HTR} = \frac{\text{MSR}}{176} = \frac{62,488}{176} \text{ (Professor VI as of 7/01/11)} = 355.045$$

- 4. *Honoraria due to Assignment in Government Special Projects.* A special project is a duly authorized inter-office or intra-office undertaking of a composite group of government officials and employees which is not among the regular and permanent function of their respective agencies. Such undertaking may be locally-funded or foreign-assisted, is reform-oriented or developmental in nature, and is contributory to the improvement of service delivery and enhancement of the performance of the core functions of an agency.⁷⁶

- a. Government personnel who are on part-time assignment to a special project which entails rendition of work in addition to or over and above their regular workload may be entitled to honoraria;

⁷⁶ DBM Budget Circular No. 2007-2, October 1, 2007

- b. The amount of honoraria shall be based on the nature of their work assignments in a special project, the level of difficulty of the duties and responsibilities thereat, the extent of their productivity and quality of performance measured in terms of completed and accepted deliverables in accordance with the timeframes set per project component of a special project plan;
- c. The following shall serve as guide in determining the personnel to be designated in special projects and in computing the honoraria to be granted:
 - (1) Project Manager/Project Director or equivalent (SG 28)
 - (2) Technical Staff Team Leader (SG 24)
 - (3) Senior Technical Staff (SG 18)
 - (4) Team Member/Technical Staff (SG 15)
 - (5) Administrative Staff (SG 15)
- d. The total honoraria that may be received by each personnel per special project shall not exceed 25% of annual basic salary. Designation to more than one (1) special project may be allowed to the extent feasible, provided that the total honoraria received from all special projects shall not exceed 25% of the annual basic salary.

U. REPRESENTATION AND TRANSPORTATION ALLOWANCE (RATA)

1. Representation and Transportation Allowances (RATA) shall be granted to officials of the University considered equivalent to government officials identified in the general provisions of the General Appropriations Act, including those determined by appropriate authority to be of equivalent rank.⁷⁷
2. Officials who are considered to be of equivalent rank shall receive monthly commutable allowances at prescribed monthly rates (e.g., a designated Vice-President for SUC Level 4 shall receive monthly RATA equivalent to a Bureau Director/Department Regional Director; or a designated College Dean who is qualified and entitled to RATA shall receive monthly RATA equivalent to an Assistant Bureau Regional Director).
3. As a general rule, RATA is attached to the actual performance of the duties and responsibilities of the positions entitled to the same. However, incumbents of the identified positions who are on authorized attendance at a training course/scholarship or any other similar activity which is tantamount to the performance of their regular duties and responsibilities may be authorized to continue to collect RATA on a reimbursable basis, subject to availability of funds.⁷⁸
4. Officials entitled to commutable RATA are paid at the start of the month while those entitled to reimbursable RATA are paid at the end of the month with appropriate supporting documents.

V. HONORARIA OF BIDS AND AWARDS COMMITTEE

- a. The Government Procurement Act provides that the University may grant payment of honoraria to the Bids and Awards (BAC) Committee in an amount not to exceed 25% of their respective monthly salary subject to availability of funds.⁷⁹
- b. The honoraria is a form of compensation granted to the duly designated members of the BAC, TWG, and the BAC Secretariat who perform on *ad hoc* basis, owing to the performance of tasks and/or involvement in activities beyond their regular functions.
- c. In lieu of honoraria, payment of overtime services may be allowed for the other administrative support staff for procurement activities rendered in excess of official work hours.

W. PER DIEMS FOR MEMBERS OF THE BOARD OF REGENTS. The Chair and members of the BSU Board of Regents shall be entitled to per diems pursuant to guidelines relative thereto. At present the guidelines are thus:⁸⁰

⁷⁷ DBM National Budget Circular No. 404, dated March 29, 1989.

⁷⁸ Item 3.4 of NCC No. 67

⁷⁹ Sec.15 of RA 9184; DBM Budget Circular No. 2004-5, dated March 23, 2004

⁸⁰ Section 4.2, DBM Circular No. 06-03, September 29, 2003

1. *Chairperson* – the amount equivalent to 25% of the monthly representation and transportation allowances (RATA) of the University President for every meeting actually attended but not to exceed four (4) paid meetings in a month.
2. *Members* - the amount equivalent to 25% of the monthly RATA of the University Vice-President for every meeting actually attended but not to exceed four (4) paid meetings a month.
3. *Duly authorized representatives* of ex-officio and other members of the BOR who actually attended board meetings shall be entitled to per diems not exceeding the rates provided under paragraphs 1 and 2 hereof, respectively. In no case, however, shall a member and his representative be each entitled to per diems for the same meeting notwithstanding that they both attended said meeting.

The members or their representatives shall not be allowed higher per diem rates and/or other benefits, whether commutable or reimbursable, in cash or in kind unless specifically authorized by law or by Presidential issuance.

4. *Board Secretaries* who are already paid salaries for, among others functions, attendance in the meetings of the BOR shall not be entitled to the per diem.

X. TERMINAL LEAVE BENEFIT. An employee may be paid the money value of all leave credits earned regardless of the period when the leave credits were earned, subject to compliance with the 5-day annual vacation leave⁸¹ and approval of the University President for the commutation of all unused vacation and sick leave credits.

Either of the following may be used in computing terminal leave:

- a. TLB = Highest Monthly Salary x No. of Days to be Monetized x 0.0478087
- b. TLB = $\frac{\text{Monthly Salary} \times \text{No. of Days to be Monetized}}{20.916667}$

Y. USE OF SAVINGS FOR SALARIES AND BENEFITS

1. The priority in the use of savings as provided in the GAA (General Appropriations Act) shall be observed.
2. Personnel benefits to be funded from savings shall be limited to those already authorized by law or by the President of the Philippines, subject to the pertinent issuances on the grant thereof, such as monetization of leave credits, loyalty award, collective negotiation agreement incentive, and other valid claims.
3. Realignment of savings to augment an existing item, project, activity or purpose, as follows:
 - a. Personnel Services (PS) to Maintenance and Other Operating Expenditures (MOOE)
 - b. PS to Capital Outlays (CO)
 - c. MOOE to CO
4. Augmentation may be effected to any item of expenditures within MOOE except confidential and intelligence fund.
5. Savings shall not be used for the following:
 - a. Creation/reclassification/upgrading of positions unless the savings are generated from abolition or downgrading of positions; and
 - b. Grant of salary increases and additional or increased allowances, bonuses and other benefits not authorized by law or by the President of the Philippines.

Z. SEPARATION FROM THE SERVICE. An employee may be separated from the service through any of the several modes of separation from the service.

⁸¹ Sec. 40, CSC MC 41 s. 1998 as amended by CSC MC 14 s. 1999

1. **Dropping From the Rolls.** Dropping from the rolls is non-disciplinary. An employee who is dropped from the rolls does not forfeit any benefits arising out of his/her employment, and is not disqualified from re-employment in the government. The re-employment is subject to the sound discretion of the appointing authority. An employee who is dropped from the rolls has the right to appeal the case to the Civil Service Commission within 15 days from receipt of the order of dropping from the rolls.
2. **Absence without Approved Leave (AWOL).** An employee who is continuously absent without approved leave for at least thirty (30) working days is considered on absence without official leave and shall be separated from the service or dropped from the rolls without prior notice.
 - a. If the number of continuous unauthorized absences is less than 30 working days, a written Return-to-Work order shall be served to the employee at his/her last known address on record. Failure to report within the period stated in the Order shall be a valid ground to drop employee from the rolls.
 - b. When it is clear under obtaining circumstances that there is a established scheme to circumvent the rule by incurring substantial absences through less than 30 working days three times a semester, such that a pattern is already apparent, dropping from the rolls without notice may likewise be justified. (CSC MC 13, s. 2007, dated 7/25/07).
 - c. The University President shall sign the notice of separation from the service and sent to the employee at the last known address appearing on record not later than five (5) days from the effectivity of separation.
3. **Unsatisfactory Performance**
 - a. An employee who is rated Unsatisfactory for two (2) consecutive rating periods shall be dropped from the rolls.
 - b. The due process requirement for dropping an employee from the rolls consists of giving the employee the notice in writing of an unsatisfactory performance for a semester with warning that a succeeding unsatisfactory performance shall warrant employee's separation from the service.
 - c. The notice shall be given not later than 30 days from the end of the semester and shall contain sufficient information which shall enable the employee to prepare an explanation.
4. **Poor Performance**
 - a. An employee who is rated poor in performance for one (1) rating period shall be dropped from the rolls.
 - b. The immediate supervisor gives notice to employee concerned not later than the 4th month of the rating period with warning that failure to improve performance within the remaining period shall warrant separation from the service.
5. **Physically or Mentally Unfit.** An employee who is continuously absent for more than one (1) year; or intermittently absent for at least 260 days during a 24-month period; or shows abnormal behavior for an extended period manifesting continuing mental disorder and incapacity to work shall be dropped from the rolls.

Continuing abnormal behavior may be in the form of making insensible statements, outburst of deep-seated anger and suspicion, utterances of statements/sentiments in a loud voice about corruption, illegal practices, talking to self, or scolding people.

The notice to the concerned employee must contain a brief statement of the nature of his/her incapacity to work as reported by co-workers/immediate supervisor, and confirmed by the University President.

6. **Other Modes of Separation from the Service**

- a. *Resignation.* Resignation is an act of giving up or the act of an employee to decline an office or position and renounces the further right to use it.

The following are the procedures for employees resigning from the service:

- 1) The employee shall address to the University President a voluntary written notice stating the effective date of resignation and the reasons for resigning from the service.
 - 2) The immediate supervisor, next higher supervisor, if any, and the Sector Vice President shall recommend approval of the resignation and submit this to the University President at least one (1) month before the date of effectivity of resignation.
 - 3) The written acceptance of the University President of the resignation shall indicate the date of effectivity of resignation.
 - 4) The employee shall be notified of the acceptance of the resignation, copy furnished the heads concerned, including the administrative and financial services.
 - 5) A clearance from money and property responsibilities shall be required for employees resigning from the service, even if this is not required by the GSIS.
- b. *Retirement.* Retirement from the service may be optional or compulsory, and entitlement to the benefits shall be subject to appropriate retirement laws of the GSIS. The employee concerned shall choose the appropriate mode of retirement. Retirement is compulsory at age 65 and effective at the close of office hours.
- 1) A clearance from money and property accountabilities with the University shall be required prior to obtaining the application for retirement from the Human Resource Management Office.
 - 2) Personnel files (201) of employees shall be released upon retirement from the service and upon submission of the clearance from money and property accountabilities with the University. The receiving copy shall contain the list of records and the date received for office reference.
- c. *Dismissal.* A decision imposing the penalty of dismissal shall be executory only after its confirmation by the University President. The non-confirmation of the decision has the effect of reinstating the employee with back wages from the time of implementation of decision to actual reinstatement.
- 1) Forfeiture of retirement benefits/cancellation of eligibility is inherent when the principal penalty of dismissal is imposed. Even if not provided, the penalties are deemed imposed as accessory penalties.⁸² Government offices shall furnish the CSC, through its regional office, copies of their administrative decisions dismissing government personnel for cause with finality.
 - 2) Notice of termination shall be issued to new appointees/probationers by the appointing authority within ten (10) days immediately after it was proven that they have demonstrated unsatisfactory conduct or want of capacity during the probationary period. Such notice shall state among others, the reasons for the termination of service and shall be supported by at least two (2) of the following:
- d. *Performance Evaluation Report*
- 1) Report of the immediately supervisor (rater) on job-related critical and unusual incidents and on unsatisfactory conduct or behavior of the appointee.
 - 2) Other valid documents that may support the notice of termination of service.
 - 3) Notice of termination shall be immediately executory, pending appeal. Copy of the notice of termination of service shall be included in the personnel of the probationers, and the CSC Field Office concerned for recording in the service card.⁸³

⁸² CSC Res. 061337, August 1, 2006

⁸³ Sec. 12, CSC MC 03.0 s. 2005, January 12, 2005

- 4) When an employee is illegally dismissed and his/her reinstatement has been ordered, he is considered as not having left his office. Therefore, employee is entitled to payment of back salaries from date of actual separation from the service up to actual date of reinstatement.

IX. RECORDS MANAGEMENT

A. DEFINITION OF RECORDS. The term records refers to “any paper, book, photograph, drawing, motion picture film, microfilm, sound recording, map or other document of any physical form or character whatever, or any copy thereof, that has been made by any entity or received by it in connection with the transaction of public business, and has been retained by that entity or its successor as evidence of the objectives, organization, functions, policies, decisions, procedures, operations and other activities of the government, or because of the information contained therein.”⁸⁴

B. ROLE OF THE RECORDS OFFICE IN RECORDS MANAGEMENT. The University Records Office and Archives (ROA) shall provide leadership in the management of records. It shall be responsible in the overall management of the three (3) phases of records management of centralized records and documents. It shall also provide assistance to the different offices regarding records management in the following areas:

- a. Mail management – involves the handling of incoming mail, handling of outgoing mail, performing messengerial services, including the dissemination of administrative issuances to the different sectors, colleges, institutes, centers, offices, and units.
- b. Files Management – involves classifying and arranging of records in a systematic way so they will not only be safely stored but also quickly retrieved when needed, especially those pertaining to policies and issuances referred to for decision-making.
- c. Records Disposition – involves the systematic transfer of records no longer needed for everyday operations from an office to any records storage areas, the identification and preservation of records having permanent value and the destruction or sale of valueless record.

C. CONFIDENTIALITY OF RECORDS

1. The preparation, reproduction, handing and safeguarding of records or documents classified as confidential or restricted, or those documents affecting national security shall be entrusted only to those designated by the University President, the duly authorized representative, or the Sector Vice President who shall be responsible for such records in their respective sector.
2. A written authority from the University President, or the duly authorized representative, shall be required for anyone, including University officials and employees to obtain copies of official records of the University, unless the requested records are to be used as reference in the performance of official functions.

D. RECORDS CREATION. Creating or producing the right kind and the right quantity of records needed may be achieved through the application of concepts or guides in records management. They are as follows:

1. Any paper that contributes to the prompt completion of any process or transaction in the University, or which promotes or protects the interest of third parties is necessary and must be produced.
2. Every paper shall be prepared in the simplest manner possible using clear and specific words, short and direct sentences; and having one idea for a paragraph, and only one subject for a document or communication.
3. In creating a record, consider substituting the simple for the complicated and the informal for the formal, provided the desired results are achieved.
4. Operational procedures shall be simple, direct, easier, faster, and cheaper.

⁸⁴ Bureau of Records Management

5. The art of creating records continuously require one's foresight, initiative, resourcefulness, and responsibility.

E. CORRESPONDENCE PREPARATION. The eight (8) c's of business writing are suggested guides to further enhance the quality of correspondence. These are:

1. Clearness- easily understood;
2. Conciseness– using the fewest possible words without sacrificing the completeness of meaning;
3. Correctness– free of errors and correct physical make-up or lay-out;
4. Concreteness– the use of specific words that create a picture in the reader's mind;
5. Cheerfulness– friendly, confident, helpful, and optimistic;
6. Courtesy– politeness;
7. Consideration– the “you” attitude; and
8. Character– distinctiveness and “personality”

F. FLOW OF COMMUNICATION. The flow of communication shall be strictly observed to facilitate action by the University President and that the sectors, colleges, institutes, centers, offices, and units provide the complete staff work for every application or request received from individual employees of the University.

1. The application or request of an employee or member of the faculty shall be endorsed or recommended by the department chair/section chief, dean/director/division chief, and the Sector Vice President.
2. The Sector Vice-President shall convene appropriate committees or heads concerned to deliberate on applications or requests of employees and immediately submit to the President the comments or recommendations, through the Records Office for document tracking.
3. The Records Office shall stamp the date of receipt and log the particulars of communications addressed to the Office of the University President, except those that are marked “confidential”, attach the routing slip and forward them to the Office of the University President.
4. The Records Office shall prepare acknowledgment letters and/or attach relevant documents from file to guide the receiving office in responding to requests of clients; draft letters or memorandum pertinent to the communications received.
5. The Records Office shall track documents and remind those concerned especially those requests that require compliance from the University considering that the counting of days within which an application or request shall be acted upon is reckoned from the date of receipt at the Records Office.
6. The Records Office shall release official communications of the University, ensure that attachments are complete, and keep official files for reference purposes.
7. University personnel may follow up actions on applications or requests at the Records Office.

G. PROCEDURES IN ACCEPTING APPLICATIONS AND/OR REQUESTS

1. Employees responsible for receiving communications shall accept written applications, requests, and/or documents submitted by clients.
2. The responsible officer or employee shall acknowledge receipt of such application and/or request by writing or printing clearly his/her name, the unit where he/she is connected with, and the time and date of receipt.
3. The receiving officer or employee shall perform a preliminary assessment of the request so as to promote a more expeditious action on requests, and shall initially determine the sufficiency of submitted requirements for a request or application.

H. PERIOD WITHIN WHICH TO ACT ON APPLICATIONS/REQUESTS

1. Applications and/or requests for frontline services shall be acted upon for a period not longer than five (5) working days for simple transactions, and not more than ten (10) working days for complex transactions.
 - a. Simple transactions refer to submitted requests or applications which only require ministerial actions or those which present only inconsequential issues for resolution by University officials or employees.
 - b. Complex transactions refer to submitted requests or applications which necessitate the use of discretion by University officials or employees in the resolution of complicated issues.
2. The office concerned shall notify the requesting party in writing of the reason for the extension and the final date of release of the frontline service/s required.
3. In case the client disagrees, he/she may resort to grievance or complaint mechanisms of the University.
4. No application or request shall be returned to the client without appropriate action.

I. PROCEDURES IN DENYING APPLICATIONS AND/OR REQUESTS

1. In case an application or request is disapproved the officer or employee who rendered the decision shall send a formal notice to the client within five (5) working days from the receipt of the request and/or application, stating therein the reason for the disapproval.
2. The list of specific requirements which the client failed to submit shall be included in the formal notice.
3. Any denial of request for access to University services shall be fully explained in writing, stating the name of the person making the denial and the grounds upon which such denial is based.
4. Any denial of request is deemed to have been made with the permission or clearance from the University President, or to the Sector Vice President having jurisdiction of the concerned transaction.

J. ADMINISTRATIVE ISSUANCES. The Administrative Services Division assists the Office of the University President in preparing issuances about policies and procedures. Like other government agencies, administrators guide, control and evaluate their respective organizations by means of written policies and procedures, or collectively known as administrative issuances, to achieve consistency in decision-making and uniformity of operations. What a person shall do is a policy and how it shall be done is called a procedure.

An administrative issuance is a form of written communication which contains administrative instructions that are directory, advisory, and informative in nature. These issuances are office instructions, notices, board notices, management statements and circulars that deal with policies and procedures particular to the University. Administrative issuances shall be numbered for easier reference.

1. Classification of Administrative Issuances. Administrative issuances are classified according to scope and subject matter and they are as follows:
 - a. University Circular – is an issuance from the Board of Regents intended for University personnel, officials, or students. It may prescribe rules, requirements or procedures for implementation and relay information from the Board of Regents for the guidance of all.
 - b. Memorandum Circular – is an issuance to relay information from other government agencies like the Civil Service Commission, Commission on Audit, or the Department of Budget and Management that prescribe rules, requirements or procedures for implementation and/or adoption by the University.
 - c. Administrative Order – is an issuance prescribing rules of conduct, office procedures guidelines to be observed involving specific policies of the University.

- d. Office Order – is an issuance addressed to particular offices or employees for temporary designations, reassignments, detail, and other personnel actions taken.
- e. Special Order – is an issuance addressed to a specific person or group of persons giving authority to perform a certain task or assignment for a specific period.

2. Handling Administrative Issuances.

- a. Administrative issuances shall be numbered serially and registered in a logbook or format provided for the purpose after which sufficient copies shall be reproduced for distribution to all concerned. The original copy of any administrative issuance shall be compiled and properly maintained for future use, reference, and preservation.
- b. Numbered issuances shall be written with the calendar year first, i.e. 2008-1 for immediate retrieval.
- c. The Chief of the Records Office and Archives shall be responsible for the maintenance of the number series and a master index to be used as finding aide in the retrieval of information.
- d. Amended or superseded administrative issuances shall be withdrawn and/or removed from current files so that these will not serve as references.

K. RECORDS MAINTENANCE. The safekeeping of records is important but being able to find them promptly is more important. Filing is the classifying and arranging of records in a systematic way so they will not only be safely stored but also quickly retrieved when needed. In filing, the emphasis is more on the “finding” rather than the “storing” aspect for purposes of practicality and convenience.

1. Filing System

- a. A good filing system is one that suits the conditions and situations prevailing in the University and in selecting the appropriate good filing system the following are the requisites:
 - 1. It serves the needs of the office.
 - 2. It has the simplest identification of file contents.
 - 3. Filing and finding any item is easy and fast with minimum references.
 - 4. It uses indexes and codes.
 - 5. It has maximum safeguards against filing errors.
 - 6. It is not dependent on the memory of the file clerk.
- b. The suggested classification system is the “Functional Subject-Alphabetic Classification System.” In this classification system, the records are alphabetically arranged by subject.
 - 1. Records are filed under a major subject subdivided into “primary” classification and subdivided further into more specific subjects that may be termed as “secondary” classification.
 - 2. This system retains the simplicity of the alphabetic arrangement of subject titles and brings together related subjects, illustrated as follows:

Major subject heading:	INSTRUCTION
Primary classification:	Curriculum
Secondary:	Degree
Tertiary:	BSA, BSAEng’g, BSE, BSF, BSN,
Secondary:	Non-degree
Tertiary:	Farm Mechanics

L. RECORDS DISPOSITION. Records disposition is the systematic transfer of records that are no longer needed for every day operations from current files to the storage area, the identification and preservation of records having permanent value, and the destruction or sale of valueless records.

The Chief of the Records Office and Archives shall be responsible in preparing the records disposal program for the approval of the University President, upon the recommendation of the RMIC.

M. RECORDS MANAGEMENT IMPROVEMENT PROGRAM (RMIP). There shall be a Records Management Improvement Program (RMIP) to attain effectiveness, efficiency and economy in the creation, maintenance and disposition of records.

1. The objectives of the RMIP are:
 - a. To create only records that are necessary in the University's operational activities, limiting production to the desired quantity, and by observing the basic principles and accepted practices in records creation;
 - b. To maintain the records created in order to secure the desired utility at the least expense of time, effort, and space by adopting appropriate practices in mailing operations, files management, records retention and preservation.
 - c. To constantly reduce the amount of records in the University to the level of what is normally needed and to dispose of those that are non-current, inactive or disposable in the manner as are consistent with sound disposition practices, and in accordance with existing regulations on the matter.
2. Composition of the Records Management Improvement Committee (RMIC). The RMIC shall be composed of the Vice-President for Administration as Chairperson; the Chief of Administrative Services; Chiefs of HRMO, SPMO, OPDPS, CBOOO and other heads of offices in the Administration Sector, as members; and the Chief of the Records Office and Archives, as member-secretary.
3. Functions of the RMIC. The Records Management Improvement Committee shall plan and formulate the records management improvement program and closely supervise its implementation. It shall also coordinate with the other sectors for to assist them in the improving records management in their sectors.

N. HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEM (HRMIS). The Human Resource Management Office creates miscellaneous documents of employees from recruitment to retirement and are managed, regularly updated, some of which are issued to personnel upon request. The HRMIS Documents/Records in the HRMO some of which may be considered as permanent records pertaining to the employment of personnel:

<u>HRIS</u> <u>DOCUMENT/RECORD</u>	<u>HOW UPDATED</u>	<u>USE</u>
a) Plantilla of Personnel and Salary Adjustment Form	Personnel changes like new appointees, promotions, salary adjustments, step increments, staffing modifications	File and reference of the University, Department of Budget and Management-CAR, Civil Service Commission-CAR, and Commission on Audit-CAR
b) Service Record	Salary adjustments, step increments, promotions, staffing modifications, change of status, corrections in name, date of birth, and address	Permanent file; issued upon request of employee for miscellaneous purposes
c) Leave Ledger	Monthly crediting of 1.25 days vacation and 1.25 days sick leave; posting of absences, tardiness, and undertime, posting of service credits granted	Permanent file; issued annually for monetization; supporting document for terminal leave benefit
d) Profile	Updated yearly	DBM-CHED leveling instrument; Annual Report and briefing purposes
e) Notice of Step Increments	Salary increase of 1 step for every 3 years service in same position; list of employees entitled is prepared	Permanent file; support salary differential; issued to DBM-CAR to support plantilla of personnel

<u>HRIS</u> <u>DOCUMENT/RECORD</u>	<u>HOW UPDATED</u>	<u>USE</u>
	yearly and posted in service record after payment of differential	
f) Loyalty List	List of employees updated yearly after completion of 10, 15, 20, 25, 30, 35, and 40 years service	Basis of yearly award of plaques and cash bonus to employees
g) Report on Appointments Issued	List prepared monthly for all appointments issued	University file; CSC-CAR
h) Report on Absences and Tardiness	List prepared monthly to consolidate all absences and tardiness incurred	Submitted to Payroll Unit as basis for salary deduction; COA-CAR; other BSU Offices
i) Report on Leave Without Pay	List of employees who incur leaves without pay for salary deduction	Payroll unit for salary deduction; COA-CAR; other BSU Offices
j) Selection Board Assessment Forms and Evaluation Report	Every screening	Office of the President; for inspection of CSC Field Office; for reference
k) Report on Accession and Separation	List prepared quarterly on number of new employees and employees separated from the service	CSC-CAR, Annual Report
l) Report on Travels	List prepared quarterly for travels abroad, names of officials, purpose of travel, sponsor, and expenses incurred	CHED, Administrative Council, Annual Report
m) Personnel Committee/ad hoc Proceedings	Minutes of meetings, recommendations for personnel actions	For recommendation to the President; for general reference

O. DOCUMENTATION FEES. Documentation fees shall be collected for the release of personnel records that are used for personal reasons like personal loans, transfer of employment, and as references. Request for issuance of personnel records may be obtained from the Human Resource Management Office. The personnel records are released upon payment of the required fees at the Cashier's Office.

X. PROCUREMENT MANAGEMENT⁸⁵

A. PROCUREMENT MANAGEMENT. It is the policy of Benguet State University to maintain an effective and efficient procurement management system that imbues the basic principles of government procurement consistent with the provisions of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

1. *Purpose.* The purpose, then, of the University Procurement Management System is to promote good governance in the university by an adherence to the principles of transparency, accountability, equity, efficiency and economy in the procurement process.
2. *The University Bids and Awards Committee.* There shall be established a University Bids and Awards Committee constituted pursuant to the provisions of RA 9184 and it's IRR. The Committee shall undertake

⁸⁵ This section is guided by RA 9184 (Government Procurement Reform Act) and its IRR

the functions specified in Section 12 of the IRR of RA 9184 in order to facilitate professionalization and harmonization of procurement procedures and standards.

In line with the standardization of procurement procedures and the thrust towards strengthening the procurement function to increase operational efficiency and effectiveness all procurement activities of the university, whether locally-funded or foreign assisted and whether pertaining to goods, infrastructure projects, or consulting services shall be consolidated and unified.

3. *The Procurement Management Office.* There shall be established in the university a Procurement Management Office that shall, together with University Bids and Awards Committee, take the lead in the management and implementation of the University Procurement Management System. It shall serve as the Secretariat and main support unit of the UBAC and, thus, shall discharge all the functions and responsibilities provided for it under RA 9184 and its IRR⁸⁶, and as may otherwise be provided

B. PROCUREMENT PLANNING. The governing principle is that all procurement should be carefully and judiciously planned and shall be within the approved budget of the University. Hence, only those considered crucial to the efficient discharge of university functions or those required for its day to day operations or is in pursuit of the university's principal mandates shall be considered for procurement.

1. The University Annual Procurement Plan (APP). The University shall have an Annual Procurement Plan prepared pursuant to the guidelines provided by and under Republic Act No. 9184 and its IRR.
 - a. The APP shall be a consolidation of the Project Procurement Management Plans (PPMP) prepared and submitted by the various university end-user units.
 - b. The APP shall bear the approval of the University President or second ranking official designated by him.
 - c. It shall include provisions for foreseeable emergencies based on historical records.
 - d. No procurement shall be undertaken unless it is in accordance with the approved APP for the current year.
 - e. It shall be revised only in accordance with the guidelines set forth in the IRR (Sec. 7.3, IRR)
2. The Project Procurement Management Plan (PPMP). The various university end-users shall prepare their respective PPMP for their different programs, activities, and projects (PAP) in line with their proposed budgets.
 - a. *The Role of the Budget Committee*
 - 1) The Budget Committee, through the sector Vice Presidents, shall inform the respective sectors of their budget for the year based on the Agency Budget Matrix (ABM) issued by the Department of Budget and Management and the Special Trust Fund (STF) Budget approved by the Board of Regents.
 - 2) Certify appropriations/funds for PPMP of the sectors and special projects.
 - b. *The Responsibility of the End-user*
 - 1) Plan the procurement of goods, services and infrastructure for the incoming year in accordance with the approved budget.
 - 2) Determine the complete specifications of the goods avoiding reference to brand names.
 - 3) Conduct market survey of the prevailing prices of goods as basis for the cost estimates.
 - 4) Finalize their respective PPMP, by category to facilitate consolidation by the Office of the Sector Vice-President.
 - c. *The Sector Vice President.* The Sector Vice-Presidents shall review and consolidate the PPMPs into the Sector Annual Procurement Plan (SAPP). They shall submit this to the Budget Office for certification of appropriation/funds, then to the President for approval. They shall furnish a copy of their approved Sector APP to the Procurement Management Office.

⁸⁶ Section 14, IRR, RA 9184

d. *The Procurement Management Office (PMO)*

- 1) In coordination with the different end-user units, the PMO shall refine the specifications of the items and other conditions requested by end-user units, and also consider the timing of the procurement of the items requested;
 - 2) Ensure the completeness of the Sector APP like the package or contract to be procured, procurement method for each procurement package, and procurement timelines;
 - 3) Consolidate the Sector APPs into a proposed University APP for approval by the University President or the designated second highest ranking university official.
 - 4) Perform the functions of the BAC Secretariat and work closely with the Bids and Awards Committee.
3. Updating of the APP (Annual Procurement Plan). The updating of the APP shall be done every six (6) months, or as often as authorized by the University President following the same procedures in procurement planning. Updating of APP shall be allowed in the following instances:
- a. When there is a new allocation available such as when there is supplemental budget for goods, works or consulting services, or a new project has been funded by an outside donor.
 - b. Where a contract package in the prepared APP will not anymore be pursued.

B. EXECUTION OF THE ANNUAL PROCUREMENT PLAN (APP). The timely execution of the APP rests on the Bids and Awards Committee with the support of the PMO, and Technical Working Groups organized by the BAC.

The BAC shall determine the final mode of procurement. However, it should see to it that procurement of infrastructure projects, goods and consulting services should be competitive and transparent. The different modes of procurement are briefly described as follows:

1. **Competitive Bidding.** The rule of thumb is that all procurement shall be done through competitive bidding, except as provided in Rule XVI of the IRR.⁸⁷ Competitive bidding refers to that method of procurement which is open to participation by any interested party and which consists of the following processes: advertisement, pre-bid conference, eligibility screening of prospective bidders, receipt and opening of bids, evaluation of bids, post-qualification, and award of contract. It has the same meaning as public bidding.⁸⁸ The guidelines shall be as contained in the procurement law with the following additions.
 - a. The BAC, through its PMO, shall receive the bids on or before the deadline of the submission of bids.
 - b. The BAC shall open the bids on the scheduled dates and time of opening indicated in the Invitation to Bid, with the PMO taking the minutes of the proceedings.
 - c. The BAC shall evaluate the bids upon opening to determine the Lowest Calculated Bid (LCB) or in case of consulting services, the highest rated bid using the non-discretionary pass and fail criteria.
 - d. The BAC *en banc*, or through a Technical Working Group (TWG), shall undertake a post-qualification process of the LCB or HRB within seven (7) calendar days after the preliminary evaluation.
 - e. Should the bidder fail the post-qualification, the next LCB or HRB shall be post-qualified until the LCRB or the HRRB shall have been determined.
 - f. The PMO shall prepare a resolution containing the decisions of the BAC supported by an abstract of bids. The decision of the BAC shall be submitted for approval of the University President.
2. **Alternative Methods of Procurement.** Subject to the approval of the University President, and whenever justified by conditions provided under the procurement laws, and in order to promote economy and efficiency, the University through its UBAC may resort to any of the recognized alternative methods of procurement:
 - a. *Limited Source Bidding.* Limited source bidding, also known as selective bidding, is a method of procurement of goods and consulting services that involves direct invitation to bid by the University

⁸⁷ Sec. 10, IRR, RA 9184

⁸⁸ Section 5.h, *ibid.*

from the list of pre-selected suppliers or consultants with known experience and proven capability on the requirements of the particular contract.

The following are the procedures for limited source bidding:

- 1) The BAC through the PMO shall send directly to pre-selected bidders the invitation to bid.
 - 2) On the dates and time specified in the invitation, the BAC shall open the bids with the BAC Secretariat taking minutes of the proceedings.
 - 3) The BAC with the assistance of the TWG shall evaluate the bids.
 - 4) The BAC shall then make a resolution of their decision for the approval of the University President.
- b. *Direct Contracting.* Direct contracting or single source procurement is a method of procurement of goods that does not require elaborate bidding documents. The University President shall write the prospective supplier to submit a *pro-forma* quotation or a *pro-forma* invoice together with the conditions of sale.
- c. *Repeat Order.* Repeat order is a method of procurement of goods from the previous winning bidder, whenever there is a need to replenish goods procured under a contract previously awarded through competitive bidding.
- d. *Shopping.* Shopping is a method of procurement of goods whereby the University simply requests for the submission of price quotations for readily available off-the-shelf goods or ordinary/regular equipment to be procured directly from suppliers of known qualifications.
- e. *Negotiated Procurement.* This is a method of procurement of goods, infrastructure projects and consulting services, whereby the University directly negotiates a contract with a technically, legally and financially capable supplier, contractor or consultant.

C. IMPLEMENTATION OF THE PROJECT AND NOTICE OF AWARD. A procurement project shall be implemented through a notice of award or purchase order, as the case maybe. The procurement process from the opening of bids to the award of contract shall not exceed three (3) months. All members of the UBAC shall be on a "jury duty" type of assignment until the "Notice of Award" is issued.

1. Procurement Procedures

- a. End-users prepare Purchase Request (PR) for the quarter indicating the source of fund, purpose of the requested goods, infrastructure, or consulting services, and grouping similar items by prescribed category.
- b. For common-use supplies and materials, the requisitioning office should first undertake the preliminary activity, the supplies availability inquiry, if these are in stock at the Supply and Property Management Office. If not in stock, the Purchase Request (PR) shall be prepared and submitted according to the schedule in the PPMP.
- c. Purchase requests for infrastructure projects, whether new construction or repair of existing structures, should be submitted to the Planning and Development Office for evaluation, preparation of designs and bill of quantities, in coordination with the General Services Office, and for endorsement to the University President for approval and funding.
- d. Submit PR for the quarter to the Sector Vice- President for approval.
 - (1) The submission of PR's should be in accordance with the quarterly schedule in the approved Sector PPMP to be able to procure in bulk the needed goods in each sector.
 - (2) A certified and approved Supplemental PPMP should support the procurement of goods, infrastructure, or services that were not included in the current PPMP.
- e. Submit approved PR to the Procurement Management Office for processing and for PMO to perform procurement-related tasks and work closely with the end-users, Financial Services, Supply and Property Management Office, and others to facilitate the procurement process.

- f. For competitive bidding, the PMO schedules the following activities:
- (1) Pre-bid Conference
 - (2) Preparation of bidding documents
 - (3) Invitation to Bid
 - (4) Receipt and opening of bids
 - (5) Bid evaluation
 - (6) Post-qualification
 - (7) Award, implementation and termination of contract
- g. For the alternative modes of procurement, check PR if included in APP and assist/advise end-users to complete documents.
- (1) BAC resolution authorizing alternative mode of procurement
 - (2) Request for Quotations (RFQ)
 - (3) Abstract of Quotations (AOQ)
- h. Follow-up actions on PR and RFQ (Request for Quotations) and review AOQ (Abstract of Quotations), and other supporting document

XI. SUPPLY AND PROPERTY MANAGEMENT

All property officially received by a University official or employee must be accounted for as government property and must be taken up in the books of the University at acquisition cost or at appraised value.

The Supervising Administrative Officer in the Supply and Property Management Office shall be responsible for an effective property management and shall closely work with the Procurement Management Office.

A. WAYS OF ACQUIRING PROPERTY. The University acquires supplies, materials, equipment, and other property by any of the following: (a) procurement/purchase, (b) construction, (c) contribution, bequests or donation. Like other government agencies it also acquires property by other ways like production, manufacture, confiscation, attachment, or seizure, and transfer.

The bulk of supplies, materials and equipment shall be acquired through procurement/purchase and the following shall be observed:

1. All appropriations for procurement shall be available only for locally manufactured supplies, materials, and equipment except when none is available in the market or when the price of the locally manufactured article exceeds those determined by the Flag Law.
2. Excessive stocking of supplies and materials shall be avoided; the stock on hand shall not, at any time, exceed the normal 3-month requirements.
3. Supplies, materials, or equipment on arrival from the vendor-suppliers shall be inspected to insure that they meet quality, quantity, price and other specifications defined in the contract or purchase order.

B. INSPECTION OF DELIVERIES. The Inspection Officer shall take the lead in implementing the policy guidelines on the inspection of deliveries of procured goods, hence shall be knowledgeable of product specifications.

1. Inspection of deliveries shall always be done on a timely manner.
2. The deliveries are in accordance with the purchase order (PO) or contract as to quantity and specifications and terms of the PO to ensure that all procurements are properly documented.
3. The inspection reports are easily verifiable and are readily available to proper parties of interest to the report.

C. INSPECTION OF INFRASTRUCTURE PROJECTS. Upon notice to proceed for an infrastructure project, the designated Monitoring Committee shall carefully examine implementation of procurement to ensure that they are done in accordance with plans and specifications.

The monitoring committee shall make report of its activities for approval by the University President. The report shall be prepared in three copies for the file of the Committee, the end-user and as attachment to subsequent disbursement voucher.

C. PROCEDURES FOR INSPECTION

1. The Procurement Management Office/End-User Office shall submit the Purchase Order (PO) to the Supply and Property Office for processing and to immediately inform the Inspection Officer of expected deliveries in accordance with the contract/PO.
2. The Inspection Officer shall act within reasonable time, or not later than one (1) day from notification by the Procurement Management Office/End-User Office.
3. The quantity and specifications of goods, and the terms of the purchase order, job order or contract as to time and place of delivery, number of days allowed for delivery, and others must be complied with.
 - a. If a particular inspection procedure is required in the bidding documents, the Committee shall execute the same.
 - b. If a technical expert other than the Inspection Officer is needed, the testing/inspection procedure shall be done with the supervision of the Inspection Officer.
4. The Inspection Officer shall verify whether the following appropriate documents are duly accomplished in accordance with the method of procurement:
 - a. Documents to be provided by End-User Offices
 - 1) Purchase Order/Approved Contract
 - 2) Performance Bond of Supplier
 - 3) Abstract of Bids/Abstract of Quotations, in case of bidding or shopping
 - 4) Requests for Quotations/Tender Offer of Suppliers
 - 5) Purchase request (PR)
 - b. Documents from supplier
 - 1) Sales invoice
 - 2) Delivery receipts
 - 3) Charge invoice
5. The Inspection Officer shall sign the inspection report.
6. Where any exception is noted on any inspection procedure done, the same shall be done in writing and brought to the attention of the Inspection Officer.
7. In case there are partial deliveries by the suppliers, only the actual items delivered shall be listed in the cash invoice and the inspection report; the receiving office/procurement office shall cross out the undelivered items in the purchase request.
8. The Inspection Officer shall adopt a system of filing and numbering inspection reports for easy verification and reference.
9. Upon notice of delivery, the Inspection Officer shall ensure that the deliveries are in accordance with the PO as to quantity and specification. In case a particular inspection procedure is required in the bidding documents, the Inspection Officer shall execute the same.
10. The Inspection Officer shall assign a number to the report and distributes the copies as follows – original, as attachment to the voucher, the second copy to the file of the Inspection Officer, the third and fourth copy to the BAC Secretariat for file and for the supplier.

D. **PROPERTY INSURANCE.** The University President, through the Supply and Property Management Office shall obtain insurances covering all properties of the University from the Government Service Insurance System.

E. **INVENTORIES OF SUPPLIES, MATERIALS, AND EQUIPMENT.** Inventories consist of all expendable commodities which are normally consumed within one year in connection with University operations or used in the process of manufacture or construction.

Physical stock-taking is an indispensable procedure for checking the integrity of property custodianship. It shall be required of all sectors to undertake jointly with the Property Office an annual physical inventory-taking.

F. **CUSTODIANSHIP OF PROPERTY AND ACCOUNTABILITY.** The University President shall be primarily responsible for all University property while the officials or employees entrusted with the possession or custody of the property shall be immediately responsible to the University President without prejudice to the liability of either party to the government.

Every officer or employee of the University whose duties permit or require the possession or custody of government property shall be accountable. Prior to the expiration of the designation or separation from the service of any accountable official or employee, the Chief of the Supply and Property Management Office shall prepare all documents for the turnover of property responsibilities.

G. **ACKNOWLEDGMENT RECEIPT FOR EQUIPMENT.** Equipment issued for official use of officials and employees shall be covered by an Acknowledgment Receipt for Equipment (ARE) and shall be renewed every January of the third year after issue.

Officials and employees shall exercise due care in the use of equipment by giving some reasonable amount of attention for their maintenance and upkeep. They shall be liable for the money value in case of improper or unauthorized use or misapplication thereof. They shall likewise be liable for the losses, damage or deterioration occasioned by negligence in the keeping or use of the property, whether or not it shall be at the time in his actual custody.

H. **PROPERTY REPAIRS.** A pre-inspection report shall be required prior to the approval of the request of end-users for any repair to be undertaken to ascertain the necessity of the repair in order to facilitate the processing that will include the provision of resources like funds, materials, and/or manpower to do the repair.

1. The designated Pre-repair and Inspection Committee shall evaluate and certify the need for the replacement of damaged parts and/or repair work to be undertaken. It shall also accomplish the post inspection report.
2. The designated Building In-Charge and other heads of offices shall include in their PPMP's requests for the repair of buildings, facilities, or other structures within the area of jurisdiction.
3. The Supply and Property Management Office shall closely work with the Procurement Office in gathering all requests for building repairs and prepare the needed documents.
4. The Planning Office shall be involved in the evaluation and prioritization of repairs of buildings, facilities, and other structures in the University.

I. **DISPOSAL OF PROPERTY⁸⁹.** The heads of offices concerned shall initiate the disposal of property under their custody by submitting a request for property disposal to the Supply and Property Management Office.

1. Red-tagging of obsolete, unserviceable property in the different offices is a strategy to easily identify them during inventory-taking.
2. The SPMO shall assist the offices concerned in the preparation of all the requirements for property disposal.

⁸⁹ This section is guided by DBM NBC No. 425 of 28 January 1992 (Manual on the Disposal of Government Property)

3. To guide University officials and all accountable employees, the following conditions constitute disposable property:
 - a. Property which can no longer be repaired or reconditioned;
 - b. Property whose maintenance cost/costs of repair more than outweighs the benefits and services that will be derived from its continued use;
 - c. Property that has become obsolete or outmoded because of technology changes;
 - d. Serviceable property that has been rendered unnecessary due to change in functions or mandate;
 - e. Unused supplies, materials, and spare parts that were procured in excess of requirements; and
 - f. Unused supplies and materials that have become dangerous to use because of long storage or use of which is determined to be hazardous.

1. *The Disposal Committee*⁹⁰. There shall be a duly constituted Disposal Committee that shall recommend to the University President the disposal of unserviceable property of the University to be composed of the following:

Vice President for Administration -	Chairman
Chief Administrative Officer (Administrative) -	Member
Chief, Supply & Property Management Office-	Member
Chief, Accounting Office-	Member
Chief, Internal Audit Service -	Member

a. *Functions and responsibilities:*

- 1) Inspect or authorize the colleges, institutes, or offices and/or other personnel to inspect unserviceable equipment and property to verify justification for disposal.
- 2) Set the final appraised value of all disposable property considering obsolescence, market demand, physical condition and result of previous biddings for similar property.
- 3) Recommend to the University President for approval, the manner of disposal.
- 4) Conduct public biddings for the sale of disposable property on an "as is, where is" basis and to recommend corresponding award.

- b. *The Committee Secretariat.*⁹¹ The staff of the Supply and Property Management Office shall provide secretariat services such as handling the Disposal Committee's technical and administrative matters; and the safekeeping and systematic filing of Committee documents and records.

The Secretariat shall also be responsible in inviting the representative from the Commission on Audit to witness disposal processes and/or activities.

3. *The Appraisal Committee*⁹². There shall be an Appraisal Committee that shall have the following functions and responsibilities:
 - a. Inspect and appraise disposable properties, assess their physical and operational condition, and determine condition rating;
 - b. Seek reference price information such as acquisition costs or current market price of similar property or replacement cost for a similar new property.
 - c. Compute the appraised value of the disposable item considering the following:
 - 1) The property's actual physical condition
 - 2) The relevant reference price information
 - 3) Expected useful life of the property, and

⁹⁰ BSU Admin Memo No. 25, s. 2012

⁹¹ Par. 2.2, *loc. Cit.*

⁹² Paragraph 3, *id.*

- 4) The changes in the value of the property caused by depreciation, obsolescence, and those caused by changes in the value of exchange currency, the peso and also the appreciation in the value of the property occasioned by the reconditioning, major repair or upgrade of property as well as favorable changes in the exchange value of the Philippine peso.
- d. Accomplish the checklist for unserviceable equipment; indicate the individual component/part of the equipment their condition, whether serviceable, missing, etc.
- e. Recommend to the Disposal Committee the appraised value and the condition of the returned property whether this be beyond repair or needs repair including estimated cost of repairs if repairable; and
- f. Approve the pre and post repair inspection report before repairs shall be effected.

XII. TRAVEL POLICIES⁹³

The guidelines governing local and foreign travels of University officials and employees are in line with the continued implementation of the streamlining policy of government to institute prudence in fiscal management.

A. APPROVAL OF TRAVEL. All local and foreign travels, whether official or personal, shall be subject to the approval of the University President upon the recommendation of the dean, department chair or section chief, director or division chief, and the Vice President concerned. The authority to approve local travel orders not exceeding one (1) month shall be delegated to the Sector Vice Presidents for their respective faculty and staff.

Employees traveling abroad shall request a travel authority from the President; if approved, the Human Resource Management Office shall prepare the necessary documents.

B. OFFICIAL TRAVEL

1. The Deans, Directors, Division Chiefs and the vice President concerned shall propose or recommend only those trips that are relevant to the functions of the employee, are urgent and extremely necessary, will involve the minimum in expenditure, and expected to bring immediate benefits to the Benguet State University.
2. Officials and employees shall be authorized to travel on full-time study status to enable them to acquire knowledge and/or skills for the benefit of improved public service or other purposes that are urgent and extremely necessary.
3. In recommending official travel, whether on official business or official time only, the following shall be taken into consideration:
 - a. Purpose or nature of the travel;
 - b. Relevance of the travel to the functions of the official or employee;
 - c. Number of participants
 - d. Duration of travel;
 - e. Source and availability of funds; and
 - f. Proof of prior invitation and acceptance by the University.

C. TRAVEL ON OFFICIAL BUSINESS (OB). These are travels where the cost of travel shall be charged against government funds, including special project such as the following purposes of travel:

1. To attend conferences or seminars sponsored government agencies.

⁹³ This section is guided by Executive Order No. 248, s. 1995 (*Prescribing Rules and Regulations and New Rates of Allowances for Official Local and Foreign Travels of Government Personnel*) as amended by EO 298, s. 2004 and EO 459 s. 2005; and BSU BOR Res. No. 921, November 11, 1999

2. To attend conferences or seminars sponsored by duly accredited private organizations invitations to which have been sent to the Office of the University President.
3. To accompany students for off-campus activities and/or practicum which are part of the curriculum or program of study.
4. To submit important or urgent reports or documents required by government instrumentality.
5. To participate in short courses in certain areas of specialization arranged directly by government agencies with local or foreign institutions of learning.
6. To attend conferences or seminars sponsored by foreign governments or international organizations to which the University is committed or invited to send a representative or participant.
7. Other travels or special assignments authorized by the University President upon the recommendation of the heads concerned.

D. TRAVEL ON OFFICIAL TIME (OT). These are travels where the cost of travel is funded by grants, sponsoring organization or agency such as the following purposes:

1. To serve as resource person, lecturer or facilitator upon the invitation of a foreign country, sponsoring agency or organization, whether local or foreign.
2. To undertake consultancy, expert services or linkaging fully funded by grants or charged against special project funds.
3. To attend conferences or seminars sponsored by foreign governments or local or international organizations.
4. To attend meetings, as officer or member, of organizations like Cooperatives, Boy Scout or Girl Scout Council and other non-government organizations.
5. To undertake authorized ad-hoc assignments or observation trips.

E. TRAVEL WHILE ON VACATION LEAVE OF ABSENCE. These are travels where the inclusive period of travel is offset by vacation leave credits of the official or employee. Officials and employees may be authorized to travel within or outside of the country, with or without pay, depending on the availability of earned vacation leave credits such as the following purposes of travel:

1. To visit or undertake observation trips upon the invitation of family and friends.
2. To travel on one's own the purpose of which is purely personal and in no way directly relevant to the functions of the official or employee.

F. OFFICIAL LOCAL TRAVELS. Official local travels shall be subject to accounting and auditing rules. Officials and employees with approved travel orders shall comply with the following travel requirements.

1. Cash Advance. Expenses for official local travels shall be treated and accounted for as cash advances. The cash advance voucher for official travel shall be supported by the following:
 - a. Approved Travel Order
 - b. Itinerary of Travel detailing the transportation expenses and travel expenses to be incurred as basis for determining the amount of cash advance. When a trip is cancelled, the amount paid in advance shall be refunded in full.
2. Liquidation of Cash Advance. The cash advance for travel shall be liquidated by the official or employee concerned strictly within thirty (30) days after his/her return to his/her official station. The liquidation voucher shall be supported by the following required documents:

- a. certificate of travel completed
- b. bus, plane, boat tickets covering actual transportation fare
- c. certificate of appearance
- d. accomplishment report

G. TRAVEL EXPENSES. The travel expenses shall be granted in accordance with Executive Order No. 248 and existing accounting and auditing rules. Full travel expenses shall be allowed only in cases of absence from the permanent official station for one (1) full day. As a general rule, claims for payment of travel expenses for official local travel in the amount of P800.00 per day shall not require the presentation of bills and receipts.

H. REIMBURSEMENT OF FUEL EXPENSES. Expenses for fuel in connection with approved official travels shall be reimbursed upon submission of duly accomplished trip tickets.

NUMBER OF PARTICIPANTS. The number of participants in a particular conference, seminar, or training course shall be limited to two (2) participants. They shall be required to echo what they have learned upon their return to the University.

J. OFFICIAL TRAVEL ABROAD. All foreign travels shall be expressly authorized by the Office of the University President upon the recommendation of the heads concerned. Officials and employees may be authorized to travel abroad to accept in the interest of public service and in the field of study of work allied to their official duties scholarships, fellowships and training or study grants arranged between the sponsoring organization or agency and the Benguet State University. Travel entitlements shall be subject to existing provisions of law.

1. Pre-departure Expense. The grantee or trainee shall be entitled to the allowable pre-departure allowance of One Thousand five Hundred Pesos (P1,500.00) or at the existing rate to cover miscellaneous/incidental expenses, such as tax, fare, passport photographs, immunization, visa fees, portorage, and airport terminal fees.
2. Clothing Allowance. In cases where funding by the donor agency does not include clothing allowance if in the place of study or training abroad normal Philippine clothing is adequate in accordance with existing laws, accounting and auditing rules.
3. Submission of Report. Every official or employee assigned or authorized to travel abroad shall, within sixty (60) days after his/her return to BSU, submit a report with his/her recommendations, if any on the conference, seminar or training attended or mission undertaken, to the University President.
4. Frequency of Travel. Officials and employees shall be authorized to travel abroad once a year on a full-time status to enable them to acquire knowledge and/or skills for the benefit of improved public service.

K. ACCOMPLISHMENT REPORT AND OTHER COMPLIANCE PROCEDURES

1. Upon consummation of the local or foreign travel all officials and employees shall submit their accomplishment report or evidences of travel outputs to the University President, through their respective Deans, Directors, or heads of offices.
2. Officials and employees must likewise comply with the other requirements of scholarship and training, such as contract, clearance, and re-entry plan.

L. RESPONSIBILITY OF ACCOUNTING OFFICE. The Accounting Office shall monitor the liquidation of cash advances, remind officials and employees to liquidate cash advance claims and submit to the Administrative Office the names of officials and employees whose salaries shall be withheld if they fail to liquidate their cash advance within the prescribed period.

M. PROHIBITIONS PERTINENT TO TRAVEL. To ensure that funds and property are used only for official purposes and to preclude double payment of expenditures, officials and employees shall strictly observe the following:

1. No cash advance shall be granted to any official or employee unless a proper accounting of the previous cash advance for travel is first liquidated and/or settled.
2. The prescribed travel allowance shall not be allowed in cases where the fare paid for transportation includes meals and quarters en route, or where meals and lodging are paid for or furnished by the government, or if the cost of meals and lodging furnished by the government is equal to or exceeds P800.00 per day or at the rate under existing travel provisions.
3. In cases where government vehicles are used in the travel, the officials and employees concerned are not entitled to the transportation expenses.
4. No reimbursement of the cost of gasoline and oil shall be allowed where a private vehicle is used. However, the official or employee concerned shall be entitled to the reimbursement of the equivalent cost of the customary mode of transportation.
5. Under no circumstances shall fuel be issued to privately owned motor vehicles.

XIII. FUEL AND ELECTRICITY⁹⁴

It is declared policy of the government to promote the judicious conservation and efficient utilization of energy resources through adoption of cost-effective options toward the efficient use of energy to minimize environmental impact. Thus, saving fuel and electricity shall be an official policy of the administration in support of the national government's directive that "cutting down on fuel and electricity consumption is an economic imperative, a moral duty, and a global obligation". In this regard management shall implement the government procurement guidelines on energy efficient lighting and appliances based on DOE-certified energy efficiency rating.

Every University official and employee has the moral duty and obligation to follow the pertinent rules and guidelines on this policy. The comments or suggestions from the different sectors to further enhance implementation of this policy are encouraged.

A. RESPONSIBILITY OF GENERAL SERVICES

1. Replace all incandescent bulbs with energy-efficient lights and fixtures;
2. Inspect building wires and outlets, electrical fixtures, equipment, and water pumps, including power lines that are illegally connected, and take appropriate action as maybe called for;
3. Replace faulty electrical lines and outlets, leaking pipes and faucets;
4. Switch off lights, unplug electrical units after cleaning or after office hours, including main switch, if necessary;
5. Call attention of heads concerned regarding observed extraordinary power consumption; and
6. Report to the Office of the Vice President for Administration matters that are unattended to by the heads concerned.

B. RESPONSIBILITY OF THE MOTOR POOL

1. Lead in the conservation of transport fuel by strictly implementing fuel-saving measures and consider the national government's program in improving the efficiency and conservation of fuel use in government vehicles that may include technology adaptations and alternative fuel.
2. Institute carpooling to ensure scheduled group travels.

⁹⁴ This section is guided by Administrative Order No. 103, 31 August 2004 (*Directing the Continued Adoption of Austerity Measures in the Government*); Admin. Order No. 110, 25 October 2004 and its amendments (*Government Energy Management Program*); Admin. Order No. 126, 13 August 2005 (*Strengthening Measures to Address the Extraordinary Increase in World Oil Prices, Directing the Enhanced Implementation of the Government's Energy Conservation Program, and for Other Purposes*)

3. Require officials and employees to submit approved requests to use vehicles at least 3 days before the scheduled official travel.
4. Post schedule of official trips in a conspicuous place, furnish copy, or inform approving officials of travel schedule for the month or week.
5. Padlock the Motor Pool during weekends unless duly authorized by the proper university officials (Vice President for Administration or University President) to undertake repairs, especially when a vehicle is scheduled on a Monday; and
6. Prohibit the use of vehicles for non-official functions and/or vehicle use during weekends. This is also to avoid involving the University in reports of other government entities like the Department of Energy on violations of the government-wide campaign for more prudent use of vehicles.

C. RESPONSIBILITY OF THE SECURITY SERVICES:

1. Require drivers of University vehicles to present approved travel orders or trip tickets when they leave the main gate; and
2. Include in security reports observations of neglect of duty like offices that have lights switched on at night, including office equipment, machines, and other items that are left unnecessarily run by electricity.

D. SECTOR VICE-PRESIDENTS

1. Regulate the use of vehicles for non-official functions;
2. Review and/or disapprove purchase requests by shopping/canvass of price quotations unless items are urgently needed; otherwise, the procurement of supplies, materials, and equipment shall be done through bidding;
3. Exempt use of vehicles to deliver BSU products, provided that the recovery cost for fuel and related expenses is accounted; and
4. Advise officials who are entitled to RATA to use their Traveling Allowances for local trips within the 50-km. radius when the purpose is directly related to their official functions as designated heads.

E. RESPONSIBILITY OF OTHER OFFICES. Offices that are responsible for other essential services that can likewise impact on the policy of saving fuel and electricity shall be actively involved as follows:

1. *Supply and Property Office* – Evaluate properly emergency purchases and schedule shopping/canvass of price quotations on a weekly basis to save on fuel;
2. *ICT Office* – Monitor ICT usage and suggest effective, efficient, most economical use of ICT equipment and supplies;
3. *Colleges/Institutes/Centers/Offices* – Effectively plan procurement and submit PPMP's on time to be consolidated as the University APP in order to avoid wastage of resources resulting from day to day purchases of supplies less than Php10,000.00.

F. INDIVIDUAL CONTRIBUTIONS OF OFFICIALS AND EMPLOYEES. It is a moral duty of every official and employee to observe cost-saving measures in their respective offices, to include but not limited to the following:

1. Report exactly at 8:00 A.M. and 1:00 P.M. so that there will be no extra consumption of electricity after 5:00 P.M.
2. Perform office work within the prescribed work hours and overtime service, with or without pay, shall be thought of judiciously.
3. Request for flexible work hours or deviations from the normal work hours shall be justified with reference to the afore-mentioned cost-saving measures.
4. Switch off lights during lunch break from 12:00 noon and 1:00 P.M. or anytime during the day and after office hours.

5. Unplug office equipment like computers, printers, fans, calculators, radios, and other equipment after 5:00 P.M. and must not allow their children, dependents, and other relatives to use University computers at any time.
6. Refrain from using electric stoves/microwave ovens for cooking food inside offices, however, employees may be allowed to cook lunch with their own LPG-stove, and if the area is safe and/or cooking is done cautiously.

XIV. PROCESSING OF DISBURSEMENTS AND CHECKS

A. AUTHORIZED SIGNATORIES. The following are the designated signatories of the documents that are required in the preparation, processing, and approval of check disbursements:

<u>DOCUMENT</u>	<u>SIGNATORY</u>
(1) Obligation Request (ObR)–Box A (For General Fund)	Sector Vice Presidents
Budget Utilization Request (BUR)–Box A (For Special Trust Fund &Project Funds)	*Alternate for VP-Admin & Finance <i>Chief Administrative Officer- Financial Services Division</i>
(2) Obligation Request (ObR) and Budget Utilization Request (BUR)–Box B	Supervising Administrative Officer (Chief, Budgeting Office)
	*Alternate Signatory <i>Administrative Officer III</i>
(3) Disbursement Voucher (DV)-Box A	Accountant IV (Chief, Accounting Office)
	*Alternate Signatory <i>Accountant III</i>
	<i>Accountant II, for GF and STF</i> <i>Accountant II, for RF</i>
(4) Disbursement Voucher (DV) – Box B Amount & Nature of Transaction	University President -More than Php500,000.00; -Payment for projects/contracts regardless of amount
	*Alternate Signatory <i>Vice President for Admin & Finance</i> <i>-Php500,000.00 and below;</i> <i>-Payrolls for salaries and wages</i> <i>regardless of amount</i>
	Alternate Signatory <i>Chief Administrative Officer- Financial Services Division</i>
(5) Checks	Supervising Administrative Officer (Chief, Cashiering Section)
	*Countersigning Officials same as approving officials for DV

B. DISBURSEMENT FLOW GUIDELINES

1. Notwithstanding the authority delegated to the officers to approve for the University President, all transactions shall always bear the name of the University President. All signing officers shall be jointly accountable for the payment of obligations/expenditures.
2. In the exigency of the service, the alternate signatory automatically becomes the signing officer upon authorization of the head of office concerned due to official travel, approved leave of absence, urgent appointments and/or commitments for at least one day to facilitate the processing of transactions. However, no officer shall sign twice in the same document for purposes of check and balance.
3. The financial transaction flow chart also serves as guide in the processing of financial transactions.

C. RESPONSIBILITIES OF SIGNING OFFICERS

1. The Head of the Requesting Sector shall certify on the necessity and legality of charges to appropriations/allotment under his/her direct supervision and the validity, propriety and legality of supporting documents.
2. The Head of the Budget Unit shall certify the availability of allotment and obligations incurred in the ObR or budget and utilization in the BUR.
3. The Head of the Budget Unit shall maintain Registries of Allotments and Obligations (RAO) under the Manual on the New Government Accounting System⁹⁵ and/or the Registry of Budget and Utilization for income which the University may use.
4. The Head of the Accounting Unit shall certify the availability of cash and completeness of supporting documents in the DV.
5. The Head of the Accounting Unit shall also prepare the Daily Cash Position Report to be submitted to the University President.

D. THREE DAY PROCESSING OF DISBURSEMENTS. As a general rule, the maximum number of days to complete the process from the signing of the ObR/BUR, DV, and check shall be three (3) days. For this purpose and as required in the above-mentioned COA Circular the Budget and Accounting Units shall stamp the date of receipt on the face of the ObR and BUR forms, respectively.

⁹⁵ COA Circular No. 2001-004 of October 30, 2001 effective January 1, 2002

ANNEX A. FORMS

GF 1 - GRIEVANCE FORM

_____ Date Filed

_____ Name of Aggrieved Party _____ College/Division/Section/Office

_____ Position Title _____ Aggrieved Party's Supervisor

_____ Designation, if any

_____ Name of person complained against _____ College/Division/Section/Office

_____ Position/Title _____ Immediate Supervisor

Nature/Subject of Grievance:

Action Desired:

Signature of Aggrieved Party

GF 2 - GRIEVANCE AGREEMENT FORM

Name of Parties to a Grievance:

Complainant/Aggrieved: _____

Person Complained of: _____

Nature of the Grievance:

Steps Toward Settlement:

Agreement/s Reached:

We promise to abide by the above-stated agreement.

Aggrieved Party

Subject of Grievance

Chairman, Grievance Committee

GF 3 - CERTIFICATE OF FINAL ACTION ON THE GRIEVANCE

CERTIFICATE OF FINAL ACTION ON THE GRIEVANCE

College/ Department/Committee

This certifies that the grievance filed by

(Name of Aggrieved Party)

(Position Title)

on _____ against _____ has been acted upon.

Final Action Taken:

Chairman, Grievance Committee

Member

Member

Member

Date: _____

ANNEX B

CHECKLIST OF SUPPORTING DOCUMENTS FOR DISBURSEMENT VOUCHERS

1. SALARY/WAGE PAYMENTS

Checklist of Supporting Documents (Pls. check where applicable)	Admin Office	Budget Office	Account- ing Office
FIRST SALARY/WAGE			
1. Appointment / Contract of Service / Job Order			
2. Certificate of Assumption to Duty			
3. DTR-Daily Time Record / Work Accomplishment Report			
4. SALN-Statement of Assets, Liabilities & Net Worth			
5. Oath of Office			
6. Certificate of deductions, if transferee			
SALARY/WAGE			
1. DTR / JOP Work Accomplishment Report			
2. TO-Travel Order			
3. CS Form 6/ Monthly Report on Absences & Undertimes			
SALARY WHILE ON SCHOLARSHIP, STUDY, SABBATICAL LEAVE			
1. MOA/ Contract			
2. Clearance			
3. Special Power of Attorney			
4. Progress Report, for succeeding pay			
5. Terminal Report & output/ OTR/ certificate, if completed			
SALARY/WAGE DIFFERENTIAL			
1. NOSA/ Wage Adjustment			
2. Legal basis/ DBM Circular			
3. Certificate/ report on LWOP			
PROMOTION			
1. Appointment			
2. Certificate of assumption to duty			
3. DTR			
MATERNITY LEAVE			
1. CS Form 6			
2. Medical Certificate			
3. Short-term Clearance (6 months & below)			
STEP INCREMENT			
1. NOSI			
2. Certified List of Employees Entitled to Step Increment			
LAST SALARY			
1. Acceptance of resignation/retirement			
2. DTR			
3. Terminal Clearance			
4. Memorandum of undertaking, if any			

2. HONORARIA/OVERTIME PAY

Checklist of Supporting Documents (Pls. check where applicable)	Admin Office	Budget Office	Accounting Office
HONORARIA FOR OVERLOAD TEACHING			
1. Approved Faculty Workload Summary indicating Overload			
2. Special Order Authorizing Overload Teaching and Payment of Honoraria			
3. DTR (Daily Time Record)			
4. Approved make-up class, if any			
OVERTIME PAY			
1. Approved Request indicating Personnel, Tasks, Date & Hours of Overtime Service			
2. Special Order Authorizing Overtime Service With Pay			
3. DTR (Daily Time Record)			
4. Accomplishment Report			

3. OTHER COMPENSATION/BENEFITS

Checklist of Supporting Documents (Pls. check where applicable)	Admin Office	Budget Office	Accounting Office
<input checked="" type="checkbox"/> Loyalty/Service Cash awards			
1. Certified List of loyalty awardees showing FDS, Yrs of service, LWOP			
<input type="checkbox"/> PIB			
1. Performance Ratings for 2 rating periods			
2. Certified list of ratings obtained			
<input checked="" type="checkbox"/> Uniform/Clothing Allowance			
1. Authority/ Presidential discretion			
2. Mode of Procurement			
<input checked="" type="checkbox"/> Monetization of Leaves			
1. Special Order/ Memo authorizing monetization of leaves			
2. CS Form 6a			
3. Availability of savings			
<input checked="" type="checkbox"/> CNA Incentive			
1. Authority to Grant CNA Incentive based on availability of savings			
2. Guidelines/Agreements between management and rank and file			
3. Date of Appointment/Leave of Absence w/o Pay			
<input checked="" type="checkbox"/> AWARDS			
1. Certified list of awardees			
2. Evidence of award obtained			
2. Basis of grant/ BOR resolution			

4. TERMINAL LEAVE PAY

Checklist of Supporting Documents (Pls. check where applicable)	Admin Office	Budget Office	Account- ing Office
1. Approved application for terminal leave			
2. Leave ledger			
3. Appointment/ NOSA indicating last salary received			
4. Complete service record			
5. Terminal Clearance			
6. Sworn statement of assets, liabilities & net worth			
7. Notice of disallowances/ memorandum of undertaking			
8. DBM Advice of NCA issued			
9. DBM SARO-			

5. TRAVEL EXPENSES

Checklist of Supporting Documents (Pls. check where applicable)	End-User	Budget Office	Account- ing Office
<input type="checkbox"/> <input type="checkbox"/> Travel Expenses for Cash Advance			
1. Invitation Letter			
2. Travel Order			
3. Itinerary of Travel			
<input type="checkbox"/> <input type="checkbox"/> Travel Expenses for Reimbursement (include items 1-3)			
4. Certificate of Travel Completed			
5. Certificate of Appearance			
6. Fare tickets/Trip Ticket for use of BSU vehicle			
7. Receipts			
8. Accomplishment Report			
9. RER-Reimbursement Expense Receipt, in lieu of receipts not exceeding Php75.00			
<input type="checkbox"/> <input type="checkbox"/> Liquidation of cash advance for travel (Liquidation report) – items 1-9			

6. PURCHASES THRU ALTERNATIVE MODES OF PROCUREMENT

Checklist of Supporting Documents (Pls. check where applicable)	End-User	Budget Office	Acctng. Office
1. Purchase Request (PR)			
2. Certificate of Emergency Purchase			
3. BAC Recommendation for alternative mode of procurement			
4. Request for Quotations (from 3 bona fide dealers)			
5. Abstract of Quotations			
6. Justifications, for preferences if not the lowest quotation			
7. Purchase Order (PO)			
8. Inspection Report and Acceptance (IRA)			

9. Custodian Slip/Acknowledgment Receipt for Equipment (ARE)			
10. Requisition and Issuance Slip/Custodian Slip			
11. Official Receipts/Cash Invoice			
12. Sales Invoice/Charge Invoice			
13. Certificate of Exclusive Distributorship/Contract between BSU & Supplier			
14. Certificate, no sub-dealers selling at lower price and that there are no suitable substitutes available			
15. Result of Test/Analysis, if articles are subject to test			
16. Waste Material Report			
17. Certificate that damage not due to neglect			
18. Pre- and Post-repair inspection/guaranty			

7. WORKING CAPITAL

Checklist of Supporting Documents (Pls. check where applicable)	End-User	Budget Office	Acctng Office
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Cash Advance			
1. Authority to Cash Advance			
2. Estimate of Expenses/Line item budget			
3. Bond No., if applicable			
4. Training Design, Fund Availability included			
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Reimbursement			
1. Cash Invoices/Official Receipts			
2. Requisition and Issue Voucher			
3. Inspection and Acceptance Report			
4. Emergency Purchase Report			
5. Trip tickets for use of BSU vehicle			
6. OR's/RER, for Php75.00 & below			
7. Summary of jeepney fares duly certified by immediate supervisor			
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Liquidation (Liquidation report)			
1. Cash Invoices/Official Receipts			
2. Requisition and Issue Voucher			
3. Inspection and Acceptance Report			
4. Emergency Purchase Report			
5. Trip tickets for use of BSU vehicle			
6. OR's/RER's, for Php75.00 & below			
7. Summary of jeepney fares duly certified by immediate supervisor			

8. OTHERS

Checklist of Supporting Documents (Pls. check where applicable)	End-User	Budget Office	Acctng Office
<input checked="" type="checkbox"/> Telephone Charges			
1. Original Invoices/Bill			
2. Certification that official calls were urgent and absolutely necessary			
3. Certification that there were no service interruption			
4. Xerox copy of previous statement/bill			
<input checked="" type="checkbox"/> Electricity-Water			
1. Billings			
<input checked="" type="checkbox"/> Ads-Subscription			
1. Billings			
2. Proof of ads/materials			
3. Purchase Request			
4. Purchase Order			
5. Advertising contract/ Subscription/ Solicitation			

ANNEX C

Republic of the Philippines
Benguet State University
La Trinidad, Benguet

T.O. # 20 ____ - ____

TRAVEL ORDER

MEMORANDUM TO:

You are hereby directed to proceed to _____
on _____ to undertake the following:

- 1.
- 2.
- 3.

This travel is authorized as OFFICIAL BUSINESS OFFICIAL TIME for _____ day/s inclusive of travel time.

Specify source of fund, if charged to special/outside-funded project:

RECOMMENDING APPROVAL:

(Department Chair/Chief)

(Dean/Director/Division Chief)

APPROVED:

- Public Transportation
- BSU VEHICLE

President

TO BE FILLED BY MOTOR POOL: (For reservation of vehicle, if available)

Name of Driver: _____

Vehicle and Plate Number: _____

TRIP TICKET

(For short-distance trip and/or trip not covered by Travel Order)

NO. 20-____ - _____ Date ____/____/20____

A. TRAVEL AUTHORITY:

1	Name of Driver	
2	BSU Vehicle & Plate Number	
3	Name/s of Authorized Passenger/s -	
4	Destination	
5	Date of Approved Travel	
6	Purpose of Travel -	
7	Name and Signature of Official Authorizing Trip:	

B. CERTIFICATION OF CHIEF OF MOTOR POOL

I certify the road-worthiness and capability of the BSU vehicle to undertake the trip.

Chief, Motor Pool

C. Use of BSU Vehicle

APPROVED:

President

D. DRIVER'S CERTIFICATION: I hereby certify the following:

	Date	Time	
Departure from BSU/Motor Pool			AM - PM
Arrival in destination			AM - PM
Departure from destination			AM - PM
Arrival in BSU/Motor Pool			AM - PM
Distance traveled (to & from destination)			kms
Speedometer reading, if applicable:			
<input type="checkbox"/> At start of trip			miles-kms
<input type="checkbox"/> At end of trip			miles-kms
Gasoline/Diesel			liters
<input type="checkbox"/> Balance in tank			liters
<input type="checkbox"/> Purchased/Issued at start of trip			liters
<input type="checkbox"/> Add: Purchased during trip			liters
<input type="checkbox"/> Total			liters
<input type="checkbox"/> Deduct: Used for trip			liters
<input type="checkbox"/> Balance in tank at end of trip			liters
Other items purchased/issued			
<input type="checkbox"/> Gear Oil			liters
<input type="checkbox"/> Grease			liters
<input type="checkbox"/> Lubricating Oil			liters

I certify that the above information is true and correct. I further certify the following:

- that the vehicle used in this trip was garaged at the Motor Pool in good condition
- that the vehicle has mechanical disorders, if any: _____
- _____

(Driver's Signature)

E. PASSENGER'S CERTIFICATION. I /We certify that I / we used the BSU vehicle for official business as stated above:



Republic of the Philippines
Benguet State University
La Trinidad, 2601 Benguet

April 22, 2013

**UNIVERSITY MEMORANDUM
NO. 22, S. 2013**

TO : ALL UNIVERSITY OFFICIALS, FACULTY, STAFF AND STUDENTS

SUBJECT : NEW APPROVED BSU ORGANIZATIONAL CHART

Be informed that the attached BSU Organizational Chart was approved by the University Board of Regents on their 161st Regular Board Meeting on the 12th day of March 2013 at Banaue Hotel, Banaue, Ifugao with Board Resolution No. 2158, s. 2013. Hence, this Organizational Chart shall take effect immediately.

For wide dissemination.

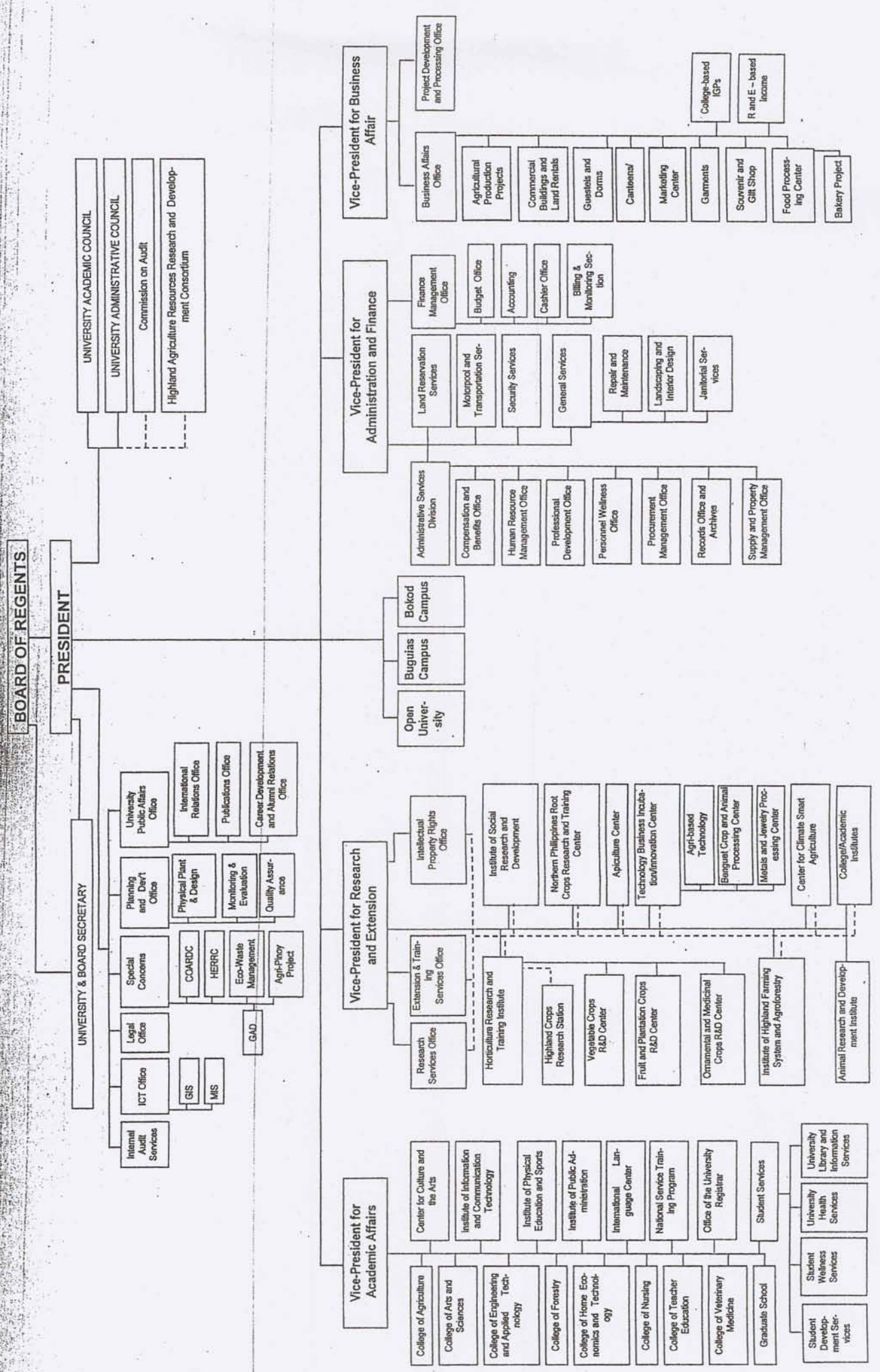


BEN D. LADILAD
President

Copy furnished:
All VP's, Deans & Directors
All Chiefs of Offices
Resident Auditor, COA

UNIVERSITY OF NAARAYANASARAYAN

(March 7, 2013)



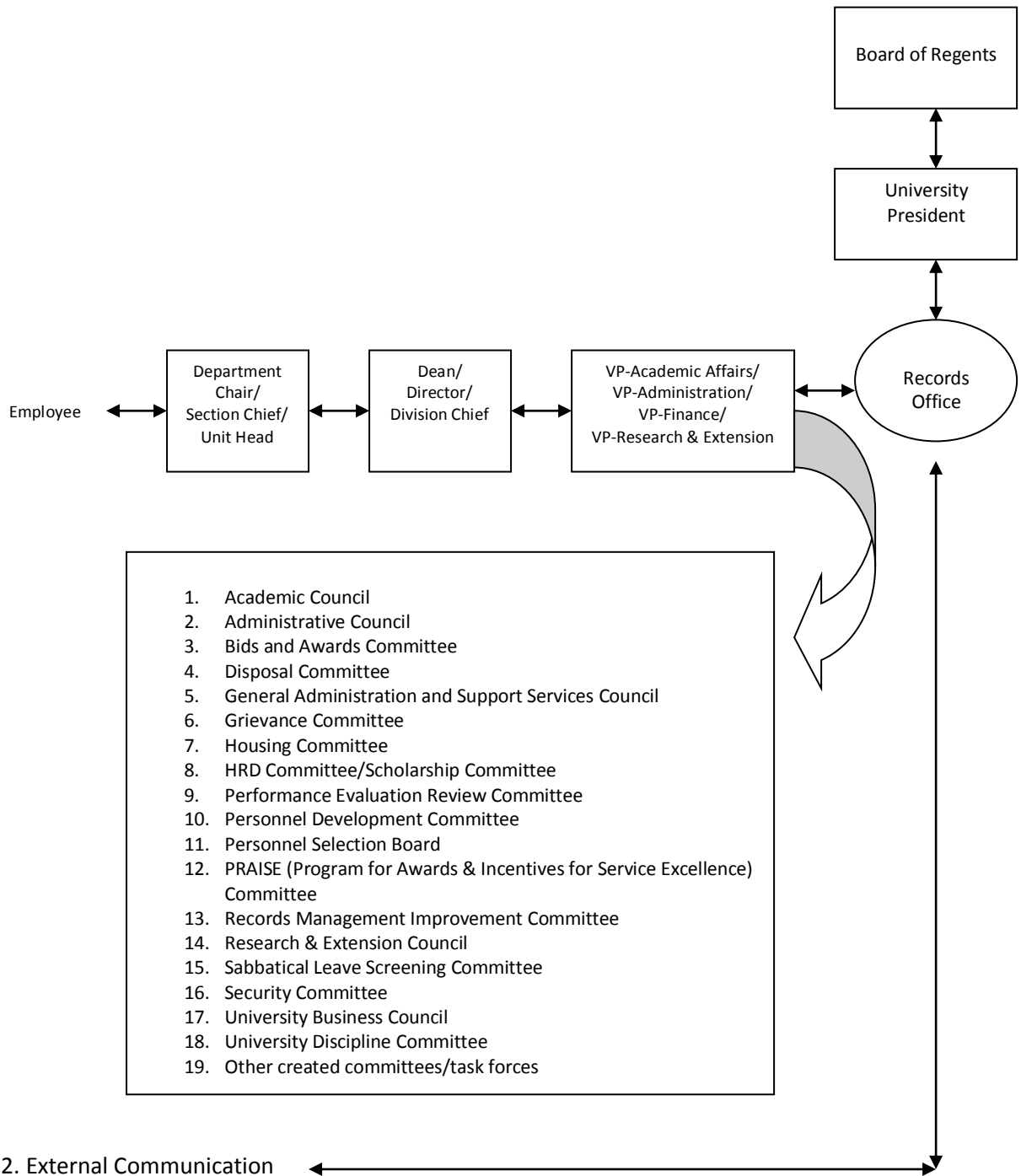
BSU Organizational chart was approved by the University Board of Regents on its 161st Regular Board meeting on the 12th day of March 2013 at Banaue Hotel, Banaue Ifugao with Board Resolution No. 2158, s. 2013.

ANNEX E

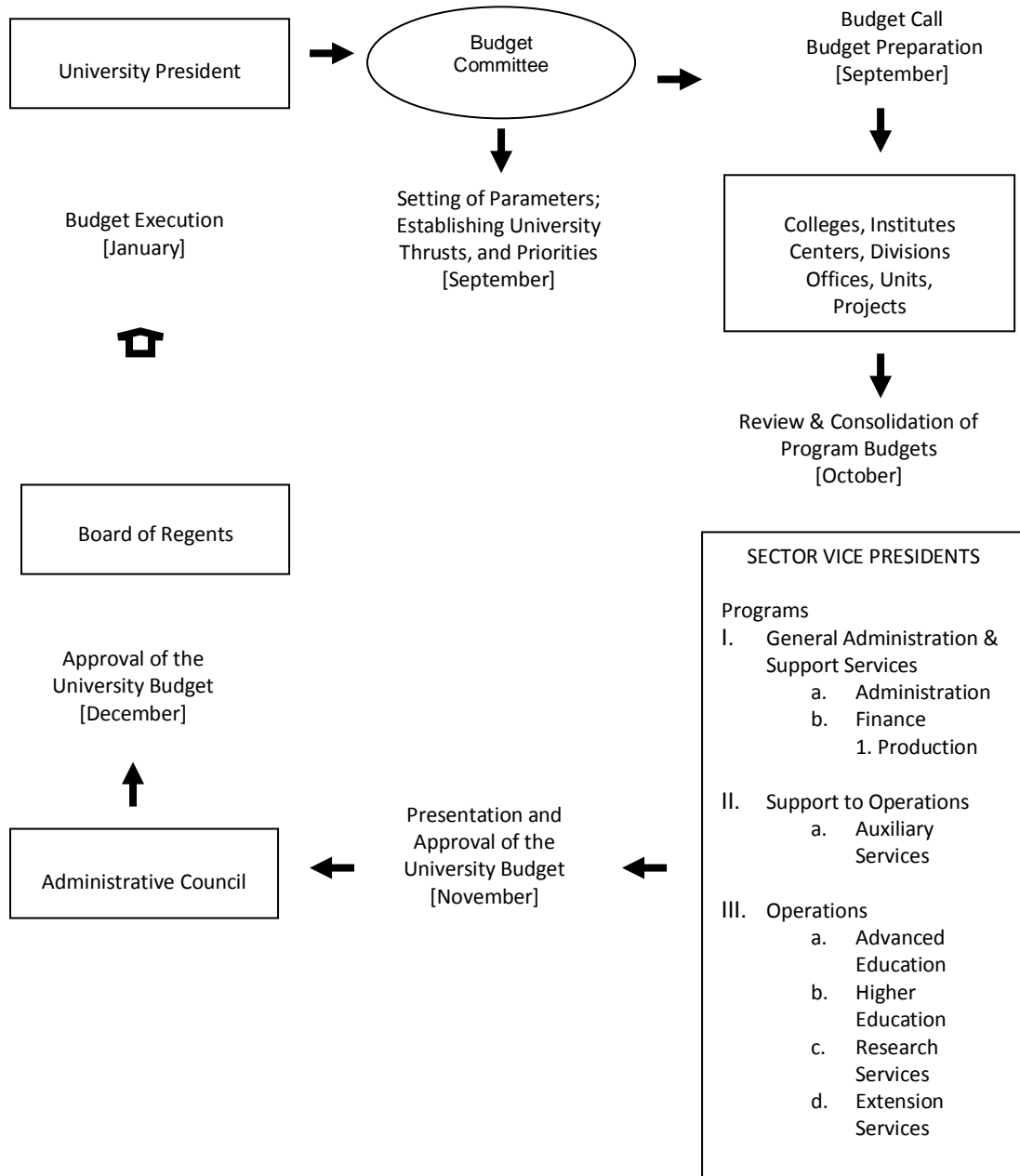
ADMINISTRATIVE FLOW CHARTS

A. COMMUNICATION FLOW

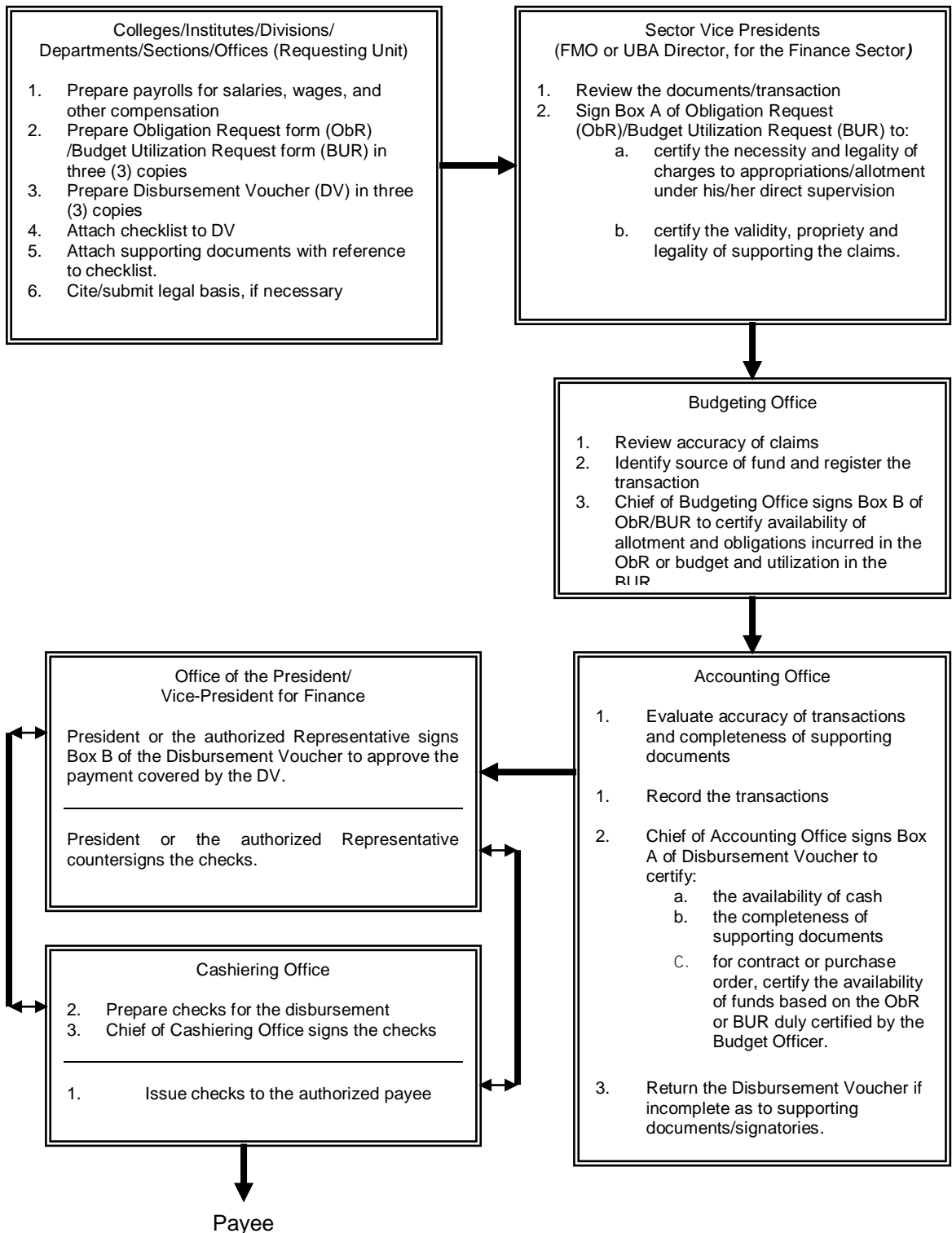
1. Internal Communication



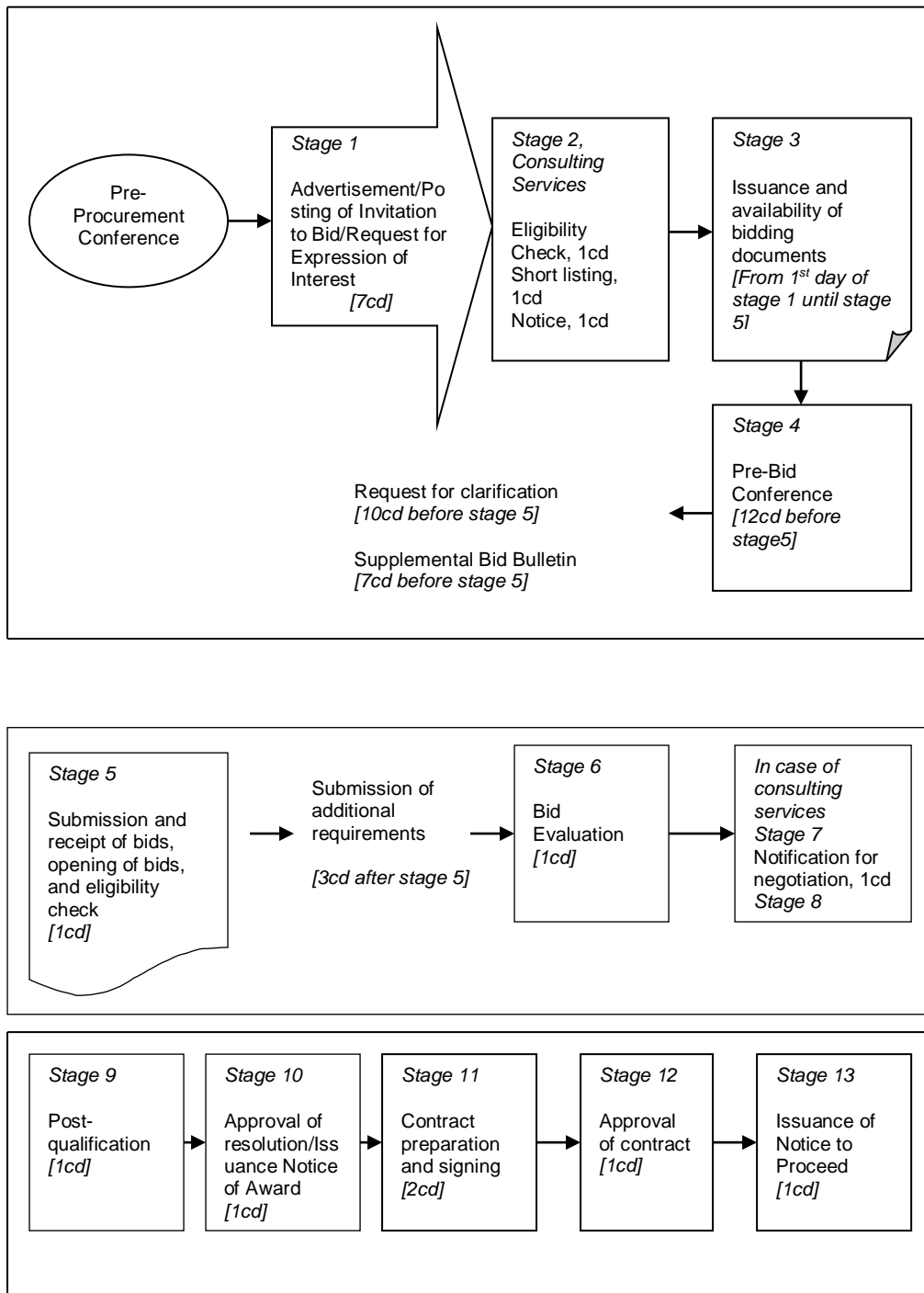
B. BUDGETING PROCESS



C. DISBURSEMENT FLOW



D. STANDARDIZED BIDDING PROCEDURES FOR GOODS



Not to exceed 28 days, at the earliest possible time

E. INFRASTRUCTURE MAINTENANCE FLOW CHART

