Republic of the Philippines
NUEVA ECIJA UNIVERSITY OF SCIENCE AND TECHNOLOGY
ISO 9001:2015 CERTIFIED
Cabanatuan City

NEUST CODE 2019

Preface

The Nueva Ecija University of Science and Technology (NEUST) is an open system and essentially – a social system. Just like an ordinary government institution or any organization for that matter, its operations are affected or influenced by and necessarily interacts with its external environment. These environments include among others, *technological*, *economic*, *politico-legal*, and *socio-cultural*. Changes along these areas of concerns and/or fields of endeavors are continuously emerging and inevitably pervade the NEUST system especially *technological* due to continued technological advancement and *politico-legal* due to frequent change of political leaders and changes in policies, laws, rules and regulations.

For this reason, it is both important and urgent to regularly revisit the existing university policies, rules, and regulations. There is a need to find out, if these are still consistent and relevant to the said changes, which are usually characterized as latest development and trends that one must be kept abreast of.

It is in this light that a committee composed of university officials was created to spearhead the study of the existing NEUST Code and thereafter recommend the necessary amendments thereto. The committee is chaired by VP Honorato P. Panahon with VP Rhodora R. Jugo, VP Rachael R. Moralde, Dr. Manuella P. Gutierez, Atty Bener O. Bauto, Atty/Dr Eric G. Claudio, Acting Finance and Management Officer Lorna N. Ejar, Chief Administrative Officer Andres T. Cruz, and FSU President Arneil G. Gabriel as members. Dr. Janela F. Galac served as the committee secretary.

With the approval of this 2019 NEUST CODE, the undersigned extends her profound thanks and congratulations to the committee for the job well done. Special thanks also to the members of the Administrative Council for its favorable endorsement to the Board of Regents through the Technical Working Group that paved the way to the approval by the Governing Board via Resolution No. 88, Series of 2019, dated December 05, 2019. To all those who have been part of the entire process, your contributions are sincerely appreciated and recognized.

It is hoped that through this updated 2019 NEUST CODE, every personnel, student, and stakeholders of the University will be guided accordingly in their conduct and behavior and in the performance of their duties and functions. Consequently, efficiency and effectiveness in the operations of the university, delivery of services to the clienteles, and in the overall productivity in the workplace may reasonably be expected.

ENGR. FELICIANA P. JACOBA, Ed.D.
SUC President III

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Book One
NEUST GOVERNANCE

TITLE ONE: GENERAL PROVISIONS

Chapter 1
PRELIMINARY MATTERS

Article 1. Title, Coverage and Interpretation

Section 1. This Document shall be known as the 2019 Nueva Ecija University of Science and Technology (NEUST) Code or simply referred to as the "2019 NEUST Code".

Section 2. This Code shall govern and be applied to all campuses of the Nueva Ecija University of Science and Technology (NEUST) with principal address at Gen. Tinio Street, Cabanatuan City, Nueva Ecija, Philippines.

Section 3. This Code shall be liberally construed in favor of the policies and principles promulgated by the Nueva Ecija University of Science and Technology. (R.A. 8612)

Article 2. Declaration of Principles and University Policies

Section 1. The Nueva Ecija University of Science and Technology is a public non-sectarian institution of tertiary and higher learning principally supported by state funds. It includes elementary and secondary levels used as laboratory schools necessary to supplement or reinforce instruction in the tertiary level.

Section 2. The University considers that Public Office is a public trust. 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. (Republic Act No. 6713)

Section 3. The Nueva Ecija University of Science and Technology shall be envisioned as a locally responsive and internationally relevant and recognized University of Science and Technology. (Board Resolution No. 12, series 2017)

Section 4. The University shall have its mission as to develop new knowledge and technologies and transform human resources into productive citizenry to bring about development impact to local and international communities. (Board Resolution No. 12, series 2017)

Section 5. NEUST supports the Sustainable Development Goals (SDGs) to ensure inclusive and equitable quality education and promote lifelong learning opportunities for all and to end poverty, protect the planet and ensure that all people enjoy peace and prosperity. (United Nations Development Programme)

Section 6. NEUST shall aim to attain the following national development goals:

a. To achieve and maintain an accelerating rate of economic development and social progress;
b. To ensure the maximum participation of all the people in the attainment and enjoyment of the benefit of such growth; and,
c. To achieve and strengthen national unity and consciousness and preserve, develop and promote desirable culture, moral and spiritual values in a changing world (BP No. 232-Education Act of 1982)

Section 7. The University shall be guided by learning competency-based system of quality assurance to enhance quality assurance system of Philippine higher education (CMO No. 46, series of 2012).

Section 8. The powers and responsibilities of the University in addition to those provided for in the Constitution of the Philippines shall be those set forth in its charter under R.A. No. 8612, which converted the Central Luzon Polytechnic College into the Nueva Ecija University of Science and Technology on March 27, 1998. It shall have other powers granted under the Republic Act No. 8292(Higher Education Modernization Act of 1997) and those granted to corporations in general under the Corporation Law and such other powers as may be provided by law.

Section 9. The NEUST shall enjoy academic freedom and institutional autonomy. (Philippine Constitution of 1987- Article XIV, Section 5, Paragraph 2; Republic Act No. 8292-Section 11; CMO No. 3, s. 1994, Article 19, Section VI).

Section 10. No student shall be denied admission to the University by reasons of sex, nationality, religion, political affiliation or physical disability (Republic Act No. 8292).

Section 11. The University shall continuously enhance its capability and potential to pursue excellence and leadership in its mandated four-fold functions of instruction, research, extension and training, and production (Republic Act No. 8292-Section 12).

Section 12. Its core values are: **N**ationalism, **E**xcellence, **U**nity, **S**pirituality, and **T**ransparency. Its tagline is "*Transforming Communities through Science and Technology*".

Article 3. Declaration of General Objectives

Section 1. The University shall primarily provide advanced instruction and professional training in arts, science and technology, education and other related fields, undertake research, extension and production services, and provide progressive leadership in these areas.

Section 2. The University shall offer graduate, undergraduate and short-term technical courses within its areas of specification and according to its capabilities, as the Board of Regents may deem necessary to carry out its objectives, particularly in order to meet the needs of the province and the region. The existing high school shall be transferred to the jurisdiction and supervision of the Department of Education. Provided, that the high school shall be allowed to remain within the campus of the University until the students shall have completed their high school education. Provided further, that the University may operate a reasonably-sized laboratory high school, if it has a College of Education.

Section 3. The University shall have the general powers of a corporation set forth in the Corporation Law. The administration of the University and the exercise of its corporate powers shall be vested exclusively in the Board of Regents.

Article 4. University Seal, Colors, and March

Section 1. The seal of the NEUST shall be the design approved by the Board of Regents (Figure 1).

Section 2. The official colors of the University shall be yellow and blue.

Section 3. The lyrics of the NEUST March shall be as follows:

NEUST March

I

Way back in the days gone by
Our school was just a simple one
Now it moves to greater heights
With a symbol that will ever shine
We give a toast to mentors' zeal
Who worked to make a great NEUST

II

O here is the country's pride
the NEUST
It thrives through all the years
Let's forever be loyal and true
O here is the nation's call
for better youth tomorrow
Hail to dear alma matter
Let us all work with our might
Keep achieving for the glory of the
Nueva Ecija University of Science and Technology

(Repeat II)

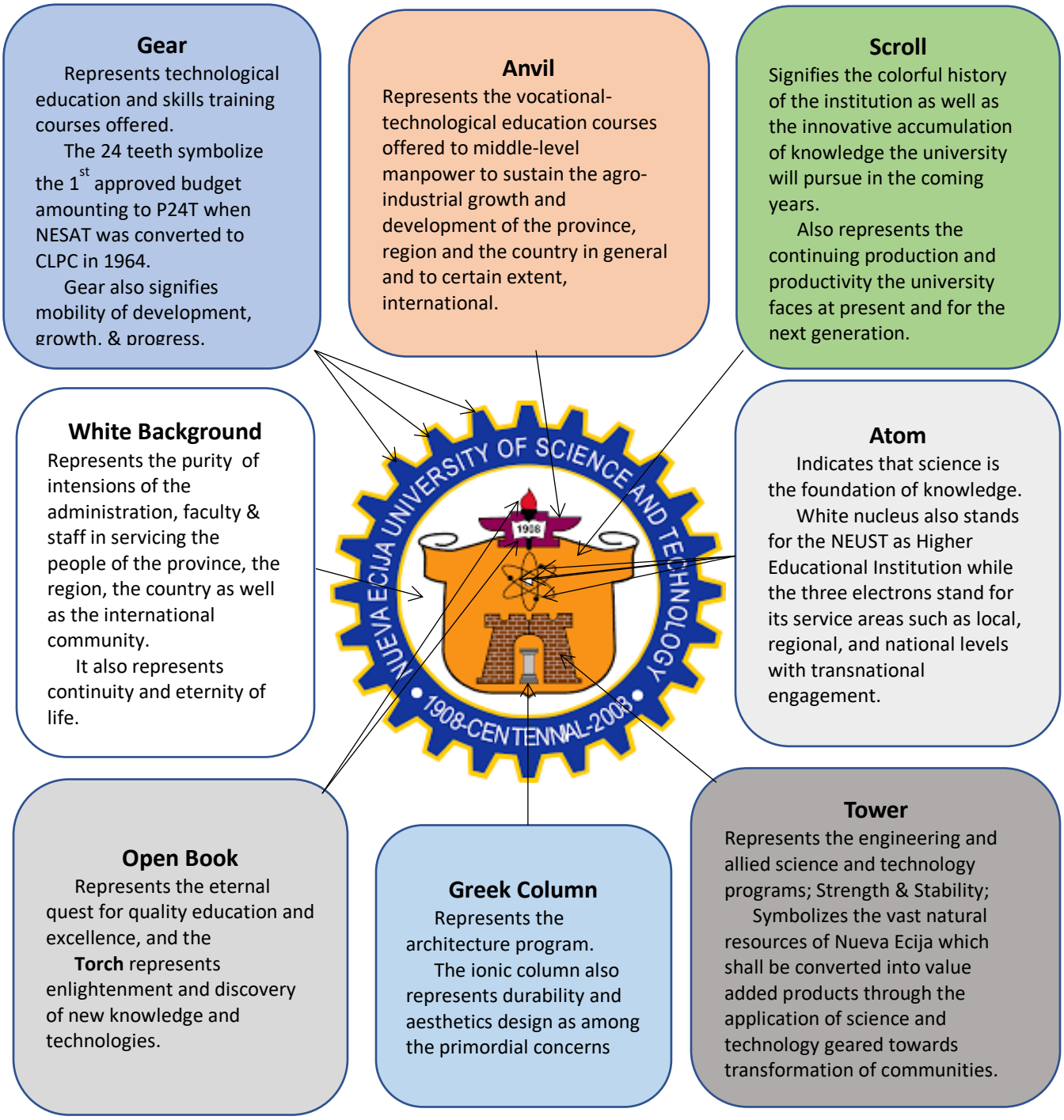

Figure 1. The University Seal with its Meanings

TITLE TWO : THE ORGANIZATIONAL STRUCTURE OF NEUST

Chapter 1
THE BOARD OF VISITORS

Article 5. Composition and Special Functions

Section 1. The President of the Philippines, the Senate President and the Speaker of the House of Representatives shall constitute a Board of Visitors of the University, whose duty shall be to attend the commencement exercises of the University or its campuses or units, and to make visits at such times as they may deem proper; examine the property, course of study, discipline, and the state of finances of the Institution; to inspect all books and accounts of the University; and to make report to the Philippine Senate and House of Representatives of the same with such recommendation as they favor.

Section 2. The Board of Visitors of the University shall make visits to the University, individually or otherwise, at such time and date as they may determine or deem proper, to examine the property, courses of study, accounts and general conditions of the University.

Chapter 2
THE BOARD OF REGENTS

Article 6. The Governing Board

Section 1. Republic Act No. 8292, enacted in 1997, an Act providing for the uniform composition and powers of the governing boards, the manner of appointment and term of office of the president of chartered state universities and colleges, and for other purposes, shall be the basis for the good governance of NEUST.

Section2.Composition – The governing body of NEUST shall be composed of the following:

a. Chairman of the Commission on Higher Education (CHED), as Chairman;
b. President of the University, as Vice Chairman;

c. Chairman of the Senate Committee on Higher, Technical, and Vocational Education;
d. Chairman of the House Committee on Higher and Technical Education, as Member;
e. Regional Director of the National Economic Development Authority (NEDA), Region III, as Member;
f. Regional Director of the Department of Science and Technology (DOST), Region III, as Member;
g. Regional Director of the Department of Agriculture (DA), Region III, as Member;
h. President of the NEUST Faculty and Staff Union, as Member;
i. President of the *Pinag-isang Samahan ng mga Alumni ng NEUST* (PAGASA-NEUST), Incorporated as Member;
j. President of the University Student Government, as member; and
k. Two (2) prominent citizens who have distinguished themselves in their professions or fields of specialization chosen from among the list of at least five (5) persons qualified in the city or the province where the school is located, as recommended by the search committee constituted by the President in consultation with the Chairman of the CHED based on the normal standards and qualifications for the position, as Members.;

Article 7. **Manner of Appointments and Term of Office**

Section 1. The Chairman of the NEUST Board of Regents, the Vice Chairman, and the five (5) *ex- officio* regular members representing the Senate, House of Representatives, DOST, NEDA, and DA have the right to sit as Chairman, Vice Chairman and Members thereof *ipso facto* upon their assumption into office.

Section 2. The duly elected President of the NEUST Faculty and Staff Union (FSU) shall sit as member of the NEUST Board of Regents. The term of office shall be co-terminus with the term of office in such capacity in accordance with the FSU Constitution and By-Laws.

Section 3. The duly elected President of the University Student Government (USG) shall sit as member of the NEUST Board of Regents. The terms of office shall be co-terminus with the term of office in such capacity in accordance with the USG Constitution and By-Laws. In the event the student representative loses his/her status by way of graduation, dismissal, transfer or other causes, he/she shall cease as member of the NEUST Board of Regents.

Section 4. The duly elected President of the *Pinag-isang Samahan ng mga Alumni ng NEUST* (PAGASA-NEUST) *Incorporated* shall sit as member of the NEUST Board of Regents. The term of office shall continue until his/her term of office as President of the PAGASA-NEUST expires.

Section 5. The term of office of the two (2) prominent citizens representing the private sector to the NEUST Board of Regents shall be for the period of two (2) years. They may be re-appointed for another term only.

Section 6. The prominent citizens representing the private sector shall be selected through a Search Committee (SC) to be constituted by the University President and approved by the Chairman of the CHED. The SC shall elect from among themselves their Chair, provided that the faculty and student sectors are represented. The SC shall submit the names of at least five (5) nominees to the NEUST BOR thirty (30) days from the conception of the search in accordance with the procedures laid down by the SC. The NEUST BOR shall select two (2) private sector representatives from among the five (5) recommended by the SC taking into consideration their respective qualifications and the weight of their possible contribution arising from their knowledge, expertise and depth and breadth of experience to the realization of the mission of the university itself.

Section 7. The private sector representatives selected by the Board shall be appointed through a resolution duly adopted by the NEUST BOR. They shall be chosen as members of the NEUST BOR provided they meet the qualifications and/or standards set by the Board.

Article 8. Meetings; quorum –

Section 1. The Board of Regents shall regularly convene at least once every quarter.

Section 2. The Chairman of the Board of Regents may call a special meeting whenever necessary: Provided, that members are notified in writing at least three (3) days prior to said meeting.

Section 3. A majority, 50% plus one (1), of all members holding office shall constitute a quorum for board meetings: Provided, that the Chairman of the CHED who is the chairman of the Board or the president of NEUST is among those present in the meeting.

Section 4. In the absence of the Chairman of the CHED, a commissioner of the CHED, duly designated by him/her, shall represent him/her in the meeting with all the rights and responsibilities of a regular member: Provided, however, That in the said meeting, the president of NEUST as vice chairman shall be the presiding officer: Provided, further, That this proviso notwithstanding, the Chairman of the CHED is hereby authorized to designate a CHED Commissioner the regular Chair to the Board of NEUST, in which case said CHED Commissioner shall act as the presiding officer.

Section 5. If the NEUST BOR members from Congress cannot attend regular or special meetings, they may designate in writing their representatives. The other *ex-officio*

members of the NEUST BOR from the government shall personally attend the NEUST BOR meetings.

Section 6. If a quorum cannot be declared for reason that the attendance does not constitute the majority of the NEUST BOR members, the Chair may convert the meeting into executive session i.e. if the agenda is extremely urgent, provided that the actions taken shall be submitted for confirmation of the NEUST BOR in the subsequent meeting.

Section 7. In case of urgent matters requiring board action/resolution, the NEUST President may secure NEUST BOR decision through a referendum, i.e. if the Board cannot be convened for valid reasons.

Section 8. The NEUST BOR shall promulgate policies pertaining to referendum(s) particularly on their scope and limitation. Generally, the referendum shall be limited to academic and administrative matters.

Section 9. The members shall serve without compensation, but they shall be reimbursed for necessary expense incurred in their attendance of meetings of the Board or in connection with their official business authorities by resolution of the Board.

A**rticle 9. Powers and Duties of Governing Board**

Section 1. The governing board shall have the following specific powers and duties in addition to its general powers of administration and the exercise of all the powers granted to the board of directors of a corporation under Section 36 of *Batas Pambansa Bilang* 68 otherwise known as the Corporation Code of the Philippines;

a. to enact rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the university;
b. to receive and appropriate all sums as may be provided, for the support of the university in the manner it may determine, in its discretion, to carry out the purposes and functions of the university;
c. to receive in trust legacies, gifts and donations of real and personal properties of all kinds, to administer and dispose the same when necessary for the benefit of the university, subject to limitations, directions and instructions of the donors, if any. Such donations shall be exempt from all taxes and shall be considered as deductible items from the income tax of the donor: Provided, however, That the rights, privileges and exemptions extended by this Act shall likewise be extended to non-stock, non-profit private universities and colleges: Provided, finally, That the same privileges shall also be extended to city colleges and universities with the approval of the local government unit concerned and in coordination with the CHED;

d. to fix the tuition fees and other necessary school charges, such as but not limited to matriculation fees, graduation fees and laboratory fees, as it may deem proper to impose after due consultations with the involved sectors.

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

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

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

e. to adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students;
f. to authorize the construction or repair of its buildings, machineries, equipment and other facilities and the purchase and acquisition of real and personal properties including necessary supplies, materials and equipment. Purchases and other transactions entered into by the university through the Board of Regents shall be exempt from all taxes and duties;
g. to appoint, upon the recommendation of the president of the university, vice presidents, deans, directors, heads of departments, faculty members and other officials and employees;
h. to fix and adjust salaries of faculty members and administrative officials and employees subject to the provisions of the revised compensation and classification system and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper; to grant them, at its discretion, leaves of absence under such regulations as it may promulgate, any provisions of existing law to the

contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law;

i. to approve the curricula, institutional programs and rules of discipline drawn by the administrative and academic councils as herein provided;
j. to set polices on admission and graduation of students;
k. to award honorary degrees upon persons in recognition of outstanding contribution in the field of education, public service, arts, science and technology or in any field of specialization within the academic competence of the university and to authorize the award of certificates of completion of non-degree and non-traditional courses;
l. to absorb non-chartered tertiary institutions within their respective provinces in coordination with the CHED and in consultation with the Department of Budget and Management, and to offer therein needed programs or courses, to promote and carry out equal access to educational opportunities mandated by the Constitution;
m. to establish research and extension centers of the SUC where such will promote the development of the latter;
n. to establish chairs in the university and to provide fellowships for qualified faculty members and scholarships to deserving students;
o. to delegate any of its powers and duties provided for hereinabove to the president and/or other officials of the university as it may deem appropriate so as to expedite the administration of the affairs of the university;
p. to authorize an external management audit of the institution, to be financed by the CHED and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;
q. to collaborate with other governing boards of SUCs within the province or the region, under the supervision of the CHED and in consultation with the Department of Budget and Management, the restructuring of said colleges and universities to become more efficient, relevant, productive, and competitive;
r. to enter into joint ventures with business and industry for the profitable development and management of the economic assets of the institution, the proceeds from which to be used for the development and strengthening of the university;
s. to develop consortia and other forms of linkages with local government units, institutions and agencies, both public and private, local and foreign, in furtherance of the purposes and objectives of the institution;
t. to develop academic arrangements for institution capability building with appropriate institutions and agencies, public or private, local or foreign, and to appoint experts/specialists as consultants, or visiting or exchange professors, scholars, researchers, as the case may be;
u. to set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual system,

open learning, community laboratory, etc., for the promotion of greater access to higher education;

v. to establish policy guidelines and procedures for participative decision-making and transparency within the institution;
w. to privatize, where most advantageous to the institution, management and non-academic services such as health, food, building or grounds or property maintenance and similar such other objectives; and
x. to extend the term of the president of the university beyond the age of retirement but not later than the age of seventy (70), whose performance has been unanimously rated as outstanding and upon unanimous recommendation by the search committee for the president of the institution concerned.

Section 2. Promulgation and Implementation of Policies. – The governing board shall promulgate and implement policies in accordance with the declared state policies on education and other pertinent provisions of the Philippine Constitution on education, science and technology, arts, culture and sports; as well as the policies, standards and thrusts of the CHED under Republic Act No. 7722.

Article 10. **The Board Secretary**

Section1. The Board shall appoint a secretary who shall serve as such for both the Board and the university and shall keep all records and proceedings of the Board. He shall communicate to each member of the Board notice of meetings.

Section2. As Secretary of the Board of Regents, he/she shall exercise the following specific duties and functions:

a. To prepare the agenda for all regular and special meetings of the Board of Regents in consultation with the University President and deliver/send the agenda to the Chairman and Members of the Board at least three (3) days before each scheduled meeting;
b. To write out the transcription of the minutes of each meeting; have the same attested by the Chairman/Presiding Officer for the confirmation of the Board in its next meeting;
c. To prepare and pass referendum for appropriate action of the Board of Regents;
d. To prepare and issue excerpts of minutes of meetings of, and/or certifications on certain policies promulgated by the Board; and,
e. To perform such other functions as may be directed by the Board of Regents or the University President.

Article 11. Committees

Section1. The Board of Regents may create committees, as it may deem necessary, for the proper performance of its functions.

Section2. The President of the University shall be ex-officio member of all standing committees of the Board.

Article 12. Annual Report

Section 1. The Board of Regents shall file with the President of the Philippines a detailed report covering the preceding year setting forth the progress and needs of the University.

Chapter 3
THE ADMINISTRATIVE COUNCIL

Article 13. Composition

Section 1. There shall be an Administrative Council of the University consisting of the President of the University, the Executive Vice-President, and the Vice-President(s), Deans, Directors and other officials of equal rank, President of Faculty and Staff Union, President of Non-Teaching Personnel Association and the President of the University Student Government, as members.

Article 14. Powers and Functions

Section1. The Administrative Council shall have the following powers and functions:

a. To recommend to the Board of Regents policies governing the administration, management and development planning of the University for appropriate action;
b. To implement policies approved by the Board of Regents by formulating pertinent rules and regulations to that effect;
c. To exercise disciplinary power over University personnel, within the limits of the rules of personnel discipline prescribed by this University Code and subsequent rules and regulations promulgated by the Board of Regents; and,
d. To perform such other powers and functions as may hereinafter be granted by the Board of Regents and by subsequent laws and regulations.

Article 15. Officers

Section 1. The President of the University shall be the Presiding Officer of the Administrative Council. In his/her absence, the Executive Vice-President/Vice President for Administration, Business, and Finance, shall preside; and in the absence of both, any of the other Vice Presidents maybe designated by the President to take over.

Section 2. The University Secretary shall be the Ex-Officio Secretary of the Council, unless another official is designated by the University President to assume the position. As such, he/she shall discharge the duties and functions provided under this University Code.

Article 16. Meetings and Quorum

Section1. The Administrative Council shall meet at such time as the President may determine, provided, that there shall be at least one regular meeting every month, without prejudice to the promulgation of internal rules setting forth a specific provision on the matter. The President shall call a special meeting whenever necessary or upon the written request of at least one-fifth of the members of the Council.

Section2. Every member of the Council shall be required to attend all its meetings, but any member may be excused from attendance for justifiable reasons. Proxies may be allowed but without voting powers.

Section3. A quorum of the Administrative Council shall consist of a majority of all its members who are holding office at the time, excluding those on official leave or travel, and a majority vote of all its members present shall be required to dispose a question or decide an issue, unless provided otherwise under parliamentary rules.

Article 17. Committees

Section1. The Administrative Council may create committees, as it may deem necessary and at its convenience for the proper performance of its functions.

Chapter 4
THE ACADEMIC COUNCIL

Article 18. Composition of the Academic Council

Section 1. There shall be an Academic Council consisting of the President of the University as Chairman and all members of the instructional staff with the rank of not lower than Assistant Professor as members. (RA 8292)

Section 2. Students shall be represented to the council by the President of the University Student Government or its equivalent in the Academic Council in accordance with existing law. . (Educational Act of 1982)

Article 19. Powers of the Academic Council (RA 8612):

Section 1. The Council shall have the following powers:

a. To prescribe the course of study and rules of discipline, subject to the confirmation of the Board of Regents;
b. To fix the requirements for admission to any college or school of the University;
c. To fix the requirements for graduation and the granting of degrees;
d. To submit for confirmation to the Board of Regents those qualified to be recipient of degrees; and,
e. To exercise disciplinary power over the students, through its President or Executive Committee within the limits of the rules of discipline prescribed by the Council and confirmed by the Board of Regents.

Section 2. The Council shall have additional power to advise the President on matters concerning academic policies; and, to perform such other powers and functions as may hereinafter be granted by the Board and by applicable laws and regulations.

Article 20. Officers

Section 1. The President of the University shall be the presiding officer of the Academic Council. In his/her absence, the Vice President for Academic Affairs shall preside, and in the absence of both, the next ranking officer shall preside.

Section 2. Any qualified member of the Academic Council can be designated secretary of the council by the University President. It shall be his/her duty to issue the notices for meetings of the council, to keep the minutes of its proceedings and to send

to each member of the Council a copy of such minutes and notice of meeting at least three days before a meeting.

Article 21. Meetings

Section 1. The Academic Council shall meet at such time as the President may determine provided, that there shall be one regular meeting each semester. The President shall call a special meeting upon the written request of at least one-fifth of the members of the Council.

Section 2. Every member of the Council shall be required to attend all its meetings, but any member may be excused from attendance for justifiable reasons.

Section 3. Members of the faculty who have to attend Council meetings are authorized to assign some work for their students to do within the meeting times.

Section 4. A quorum of the Council shall consist of a simple majority of its members.

Article 22. Amendments

Section 1. Save as to matters specifically provided for by law, the provision of the Chapter may be amended at any regular meeting by a simple majority vote of council members present.

Article 23. Committees

Section 1. The Academic Council may create an Executive Committee and such other committees, standing or special, as it may deem necessary and convenient for the proper performance of its functions.

Section 2. The President, being the council chair, shall be the ex-officio member of every standing or special committee of the council.

Chapter 5
ADMINISTRATION OFFICIALS

Article 24. Composition

Section 1. The Officers of Administration of the University shall be the President, the Executive Vice President, the Vice President for Academic Affairs, and the Vice

President for Research, Extension, and Training, the Administrative Officer, the Finance and Management Officer, Campus Directors, Deans of Colleges, Heads of Units, Board Secretary, Executive Secretary, Supervising Principal, Directors of different Service Units, Institutes, Programs, Centers, and Offices.

Section 2. All officers of administrative units and offices of the University function primarily for the purpose of serving the educational program of the University. Their relationship with the faculty should, therefore, be on the basis of a sympathetic and intelligent interest in the work of all divisions/departments/units with due consideration to the policies and needs of the University as a center of learning.

Section 3. All administrative officers whose duties are not specifically defined by the Board of Regents shall perform the duties implied by their titles and those assigned by the Board of Regents and the President from time to time.

Article 25. The University President

Section 1. The administration of the University shall be vested in the President of the University who shall render full-time service. He/she shall be appointed/elected by the Board of Regents, upon the recommendation of a duly constituted search committee. He/she shall have a term of four (4) years and shall be eligible for reappointment for another term. (R.A. 8292)

Section 2. The president shall be assisted by a vice president for academic affairs who shall be appointed by the Board upon the former's recommendation without prejudice to the appointment of more than one vice president when so warranted. (R.A. 8292)

Section 3. In case of vacancy by reason of death, resignation, removal for cause or incapacity of the president to perform the functions of his/her office, the Board shall have the authority to designate an officer-in-charge pending the appointment of a new president. (R.A. 8292)

In case of vacancy in the office of the president as mentioned in the immediately preceding paragraph, his/her successors shall hold office for the unexpired term. (R.A. 8292).

Section 4. He/she shall exercise the following specific powers (R.A. 8292):

a. Acceptance of resignation and authorization of transfer of faculty members and employees to be confirmed by the Board of Regents.
b. Grant or denial of leaves of absence with pay and without pay and/or extension of such leaves or delegate the same to a duly authorized officer of the University.
c. Grant or denial of extension of fellowships or scholarships for a period of one (1) academic year if the budget permits and for reasons he/she may deem satisfactory.

d. Approval of the retirement of members of the faculty and employees to be confirmed by the Board of Regents.
e. Authority to renew appointments for not more than one year if the budget permits and the service as necessary to make ad interim appointments when the need of the transferee with proper compensation.
f. Authority to transfer/detail faculty members and employees from department or unit of the University to another in accordance with their specialization, with the consent of the transferee with proper compensation.
g. Authority to appoint, without the necessity of submitting to the Board for approval, qualified members of the faculty as fellows of the University (full or partial) in order to enable them to pursue graduate studies abroad; and to fix the financial assistance to any such fellows in accordance with the rules promulgated by the Board of Regents and within the lump sum appropriated for fellowships.
h. Authority to grant or deny permission for members of the faculty to accept training grants, fellowships, scholarships, assistantship, or invitation to conference sponsored by outside agencies or organizations without any financial obligation on the part of the University outside of the regular salary of the person concerned.
i. Authority to grant monthly gasoline allowance usually allowed to appointees/designees to the position of Deans/Directors/Heads of Departments/Professors and Head of the National Service Training Program, provided he/she has a car and to grant temporary assignment of cars to specified officials of the administration and commutable transportation allowance in lieu of car assignment.
j. Supervision and control, through the Dean/Director of Student Affairs, over extracurricular activities of students; and authority to issue adequate rules for the organization and qualifications of officers thereof; and,
k. Authority to promulgate such rules which in his/her judgment are necessary for the safekeeping and proper disbursement of funds and property of all student organizations officially recognized, designating the persons whom he/she may authorize to examine and audit the account pertaining to such funds or property.

The President shall inform the Board of Regents of the action taken by him/her in accordance with the article; provided, however, that with respect to paragraph (e) and (h), the Board of Regents may take any action that it may deem appropriate in connection therewith.

l. Authority to change the leave status of the faculty from that of teachers leaves to that of vacation/sick leaves or *vice versa*.
m. Hold officers, teachers and employees responsible to the full discharge of their duties. He/she shall, after consultation with the Deans/Directors concerned, initiate the necessary disciplinary action against the erring personnel before an appropriate investigating body in accordance with appropriate civil service rules and regulations.

n. Present an annual report to the Board of Regents on the work of the past year and the needs for the current year.
o. Present to the Board the annual budget of the University with estimates of income and expenditures.
p. Execute and sign in behalf of the University contracts, deeds and other instruments necessary for the proper conduct of the business of the University. However, in regularly recurring undertakings and transactions where his/her action is virtually ministerial, conditions and terms thereof having been fixed in the University's existing regulations, and general laws, he/she may direct through appropriate written instructions that approval in specified cases maybe in his/her behalf by officers of the administration or heads of University offices or unit, subject to such safeguards as he/she may impose. All existing regulations inconsistent herewith are abrogated.
q. Exercise other powers as are elsewhere provided in this Code or by the Charter of the University or as may be especially authorized by the Board of Regents and as such as are usually pertaining to the office of the President of the University. He/she may delegate in writing any of his/her specific functions to any office.

Section 5. He/she shall have general responsibility for the enforcement of discipline in the University and for the maintenance of satisfactory academic standards in all its units.

Section 6. He/she shall have the right to modify or disapprove any action or resolution of any college or school faculty, administrative body, if in his/her sound judgment the greater interest of the University so requires.

Should he/she exercise such power, the President shall communicate his/her decision in writing to the body immediately affected, stating the reason for such action and thereafter shall accordingly inform the Board of Regents which may take any action it may deem appropriate in connection therewith.

Section 7. The President may invite, from time to time, scholars of eminence and other persons of eminence who have achieved distinction in some learned profession or career to deliver a lecture or a series thereof and for this purpose, he/she may authorize giving of honoraria for such service, to be taken from the available fund and at rates determined by him/her, and approved by the Board of Regents.

Section 8. The President of the University is authorized in case of his/her absence for brief periods of time, to designate a ranking officer of the administration who may be any one of the Vice- President(s) to act as officer-in-charge of the Office of the President, who shall carry out the management of the University's affairs in the name of the President, subject to his/her instruction and the policies of the Board.

Section 9. The President's Rights and Obligations (Education Act 1982)

The University President shall:

a. Perform his/her duties to the University by discharging his/her responsibilities in accordance with the philosophy, goals and objectives of the University;
b. Be accountable for the efficient and effective administration and management of the University;
c. Develop and maintain a healthy University atmosphere conducive to the promotion and preservation of academic freedom and effective teaching and learning, and to harmonious and progressive University -personnel relationships;
d. Assume and maintain professional behavior in his/her work andin dealing with students, academic personnel, non-teaching personnel/administrative staff, and parents or guardians;
e. Render adequate reports to academic personnel, non-teaching personnel/non-academic staff of their actual performance and counsel them on ways of improving the same;
f. Observe due process, fairness, promptness, privacy, constructiveness and consistency in disciplining university personnel; and,
g. Maintain adequate records and submit required reports to the Commission on Higher Education.

Section 10. Should a permission or an authorization given to any person to engage in any work or activity within the campus of the University be used by such person to arouse disloyalty to the Government of the Philippines, or to discourage students from attending members or employees or to interfere directly or indirectly with the discipline of the University, the President of the University shall, after due hearing, cancel the privilege granted and thereafter prohibit him/her permanently from staying or remaining on the campus. The President shall thereafter inform the Board of Regents of his/her action and the Board may take any action that it may deem appropriate in connection therewith.

Section 11. He/she shall be the official medium of communication between the teaching force, employees and students of the University on one hand, and the Board of Regents or Visitors, on the other.

Section 12. He/she shall appoint qualified and competent persons to fill all vacancies and new positions as per approved criteria of recruitment of personnel upon recommendation of the appropriate recruitment board; to make such appointment necessary to meet emergencies occurring between meetings of the Board so that the work of the University will not suffer and to make special appointments as are permitted by the Board of Regents.

Article 26. The Secretary of the University

Section 1. The University Secretary shall exercise the following duties and functions:

a. To prepare memoranda, circulars, bulletins and other official communications for the signature of the University President or his/her duly authorized representative;
b. To inform the members of the faculty and the non-teaching staff on various policies, rules and regulations promulgated by the Board of Regents or by the Council as approved by the Board;
c. To keep custody of classified records, issue excerpts or appropriate certifications upon request of authorized officials and employees of the University and other entities;
d. To prepare drafts and correspondences referred to by the University President;
e. To act as Secretary of the Administrative Council. As such, he/she shall issue notices of meetings of the Council and take down the minutes of the proceedings thereof; and,
f. To perform such other related functions as may be directed by the University President. The Board shall appoint a secretary who shall serve as such for both the Board and the university and shall keep all records and proceedings of the Board. He/she shall communicate to each member of the Board notice of meetings.

Article 27. The Treasurer of the Philippines

The Treasurer of the Republic of the Philippines shall be the ex-officio treasurer of the University. All accounts and expenses of the University shall be audited by the Commission on Audit or its duly authorized representative.

Article 28. The Legal Services Office (LSO)

Section 1. The Legal Services Office (LSO) shall provide advice on matters pertinent to legal obligations. It shall be headed by a full time and/or permanent Legal Officer or Attorney.

Section 2. The Legal Services Officer shall perform the following duties and functions:

a. To serve as resource person for informed decision-making and creative problem solving to facilitate the University's mission of instruction, research and extension services, and production;
b. To advise and support the university personnel to ensure excellence in fulfilling NEUST's legal and ethical obligations;

c. To facilitate all legal aspects of transactions at the University as necessary or appropriate;
d. To represent the University as legal counsel in judicial and government proceedings by advocating and defending its interests, where appropriate in the context of legal matters; and,
e. To serve as the point of contact for all interaction with other government agencies from time to time as circumstances warrant.
f. To serve as the Data Privacy Officer of the University.

Article 29. The Civil Security Unit (CSU)

Section 1. A University Security Force shall be maintained by the University. Recruitment/Selection shall be in accordance with the Civil Service Degree and rules.

Section 2. Applicants for the position of security guard shall undergo a thorough physical and mental check-up by the University's health services and should pass a psychiatric examination to be conducted by a competent psychiatrist chosen by the University.

Section 3. The Civil Security Unit (CSU) shall be headed by a Chief and shall be responsible in maintaining peace and order inside the campus and its premises.

Section 4. CSU Chief shall have the following duties and functions:

a. To ensure the enforcement of pertinent laws, rules and regulations for the protection and security of personnel and property, including off-campus facilities, and to detect and prevent attempts by persons to violate the laws;
b. To prepare plans and develop recommendations regarding policy and procedural matters pertaining to the security of the university;
c. To review operational procedures and implement changes;
d. To update and/or prepare new/special orders, instruction and memoranda affecting the overall operations of the campus security;
e. To constantly coordinate with university administrators regarding security matters;
f. To serve as resource person on all security matters for the university and serve on ad hoc committees and security meetings involving the university, local police and other government officials; and,
g. To investigate cases which may have serious effects on the safety of persons or on the property of the university.

Article 30. The Quality Assurance Office - Headed by a Director, the University Quality Assurance Office shall be the coordinating center of all matters regarding accreditation and/or certification of programs/offices especially those conducted by AACCUP, ISO, ISA, etc.

Article 31. The Offices under the President:

Section1. The offices directly under the President shall be the following and as shown in Figure 2 (See Annex A):

a. Planning and Development Office with the following sub-units:
    1) Disaster Risk Reduction Management Unit
    2) Pollution Control and Climate Change Mitigation Unit;
b. Office of the Executive Secretary;
c. International and Domestic Institutional Linkages Office;
d. Infrastructure Development Office;
e. Alumni Affairs Office;
f. Internal Audit Services Unit;
g. Civil Security Unit;
h. Legal Services Office;
i. Management Information System Office;
j. Publication and Media Affairs Unit;
k. Quality Assurance Office;
l. Learning and Development Center;
m. Gender and Development Center
n. Moral Recovery and Spiritual Upliftment Program

Article 32. The Executive Vice President

Section 1. The Executive Vice President shall be elected by the Board of Regents, on recommendation of the President. He/she shall assist the President in carrying out the educational plans and policies of the University and in the supervision of the different academic and non-academic activities of the University.

The Executive Vice President may be designated concurrently in any of the three Vice President's offices.

Article 33. The Vice President for Administration, Business and Finance (VPABF)

Section 1. The Vice President for Administration, Business and Finance shall be appointed/designated by the President of the University confirmed by the Board of Regents. He/she shall be directly responsible for administrative and business operations and financial management.

Section 2. He/she shall exercise the following general powers and functions:

a. Execute policy decisions;
b. Follow-up implemented program;

c. Assume position of Acting President when the University President is absent when so designated; and,
d. Work on special problems.

Section 3. He/she shall exercise the following specific powers and functions:

a. Issue policy memos on administrative matters as decided upon on Administrative Council level and/or on those inherent to his/her general function above mentioned;
b. Coordinate recruitment of faculty and staff;
c. Act on financial transactions below Php50, 000.00;
d. Enter into account/agreement below Php50, 000.00;
e. Decide on conflicts not elevated to the administrative council; and
f. Submit a monthly 2-page memorandum of work progress to the President.

Section 4. He/she shall exercise, among others, the following duties and responsibilities:

a. Approve vouchers and countersign checks below P50,000.00 in amount for Remittances of insurance and retirement premium, withholding tax, salary, policy and real estate loans including amortization of loans of the University;
b. Approve the General Payroll and labor payrolls of casuals and emergency laborers and employees including student assistants;
c. Approve purchase request for books and periodicals;
d. Sign the monthly certificate of service of all non-academic personnel and daily time records of the heads of different offices and units of the University;
e. Sign letter of orders and letter of awards for books and periodicals;
f. Approve for the President Clearance papers of all Administrative personnel, staff members;
g. Approve application of leave of absence of non-academic personnel covering the period from 16-30 days, including directors, head of offices and units;
h. Sign contract of study leave and to take charge of the release of financial support to staff members on scholarships; and
   Submit a written quarterly report (on or before the first week of the fourth month of the first 3 quarter) to the Office of the President on how his/her functions have been carried out. Submit a written summary annual report, fifteen (15) days before the commencement day;
i. Summarizing the issues and recommendations of the first quarterly reports and the remaining last quarter. The following shall be furnished copies:

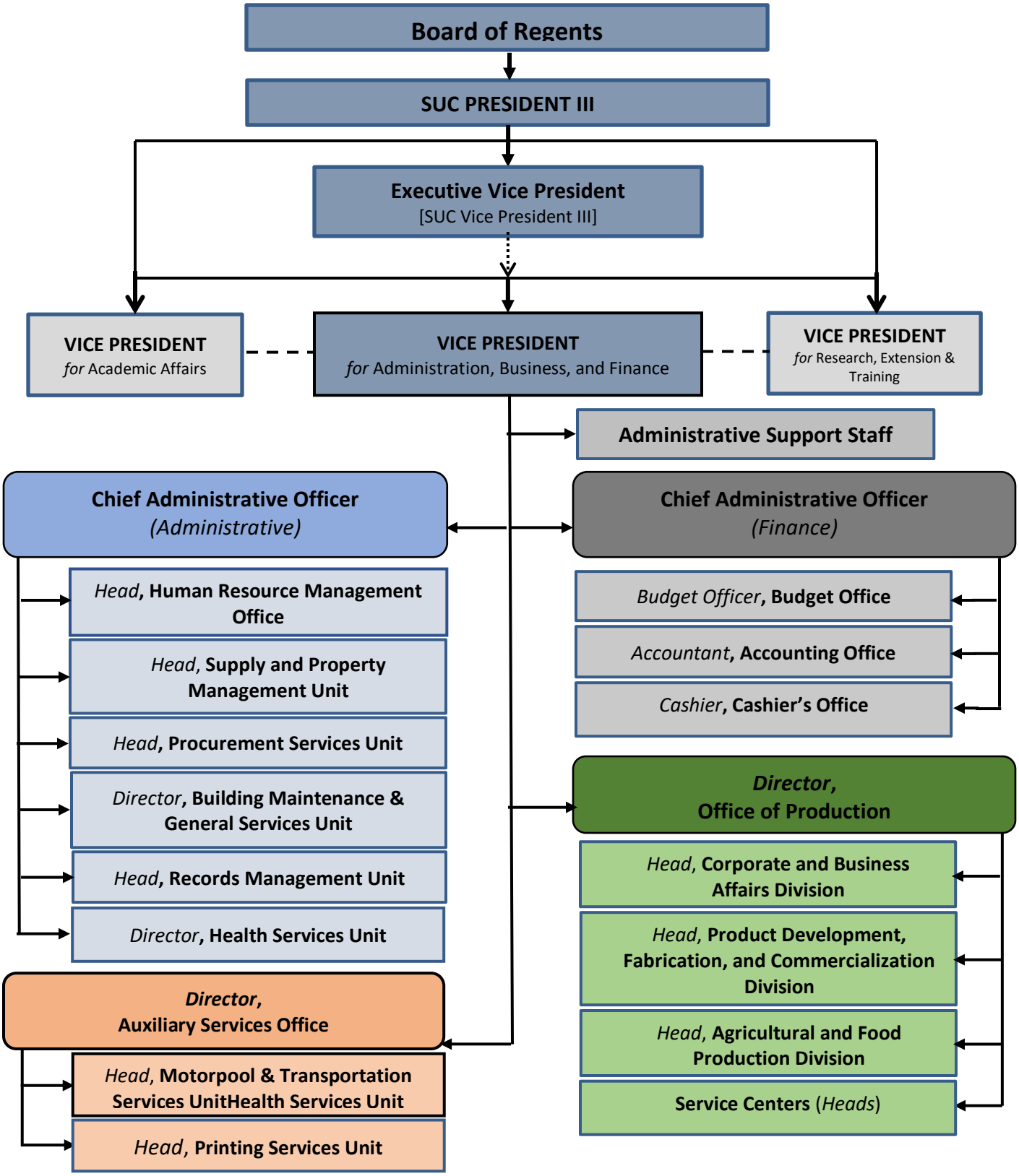

Figure 3. Organizational Structure of the Office of the Vice President for Administration, Business, and Finance

1) University Board Secretary; and,
2) Records

Section 5. The Divisions directly under the Vice President for Administration, Business and Finance (VPABF) shall be the following with the specific units as shown in Figure 3.

a. The Administrative Services;
b. The Financial Management Services;
c. The Office of Production; and
d. The Auxiliary Services Office.

Article 34. The Vice President for Academic Affairs (VPAA)

Section 1. The Vice President for Academic Affairs shall be appointed/designated by the President of the University and to be confirmed by the Board of Regents. He/she shall be responsible to the President for carrying out the education policies and programs of the Institution and in promoting and supervising instructional, students' development and other academic activities of the University.

Section 2. He/she shall direct planning, implementation, monitoring, and evaluation of the instructional programs and activities to ensure effective training and education of students and graduates of different curricular programs for development. Under this general function are the following duties and responsibilities:

a. Serve as ex-officio chairman of the Council of Deans/Directors in formulating viable guidelines affecting the planning, implementing and evaluation of instructional activities;
b. Coordinate the planning and preparation of the proposed annual budget of the different colleges and units in the instructional program; propose the same to the University Budget Committee; and, keep the Dean's Council informed of related decisions on the matter;
c. Initiate efforts to motivate academic personnel to engage in an honest-to-goodness research endeavors consistent with pertinent institutional policies as the research outputs will certainly boost instruction function;
d. Serve as ex-officio chairman of all Standing and/or Ad Hoc Committee which shall study/conduct regular faculty appraisal on performance ratings;
e. Upon consultation with OSA Director, Deans and Department Chairs, create Standing and/or Ad Hoc Committee which shall/supervise student elections, field trips, and such other activities;
f. Approve the yearly program of work of the College Deans and other offices under/attached to VPAA; and
g. Administer the overall execution of policies on instruction formulated by higher authorities.

Section 3. He/she shall coordinate with the other University programs and/or related agencies to ensure inter-program/agency complementation and efficient maximization of available resource through a functional management information system. Under this general function are the following duties and responsibilities:

a. Determine available resources (men & women/money/materials) for efficient use of such resources from within the inter-projects of the academic programs; and for the efficient use of such resources through an inter-program scheme from without.
b. At the beginning of each school year, determine resource needs of the academic programs to be monitored to top-level management for decisions. To monitor such decisions to the Deans' council for implementation and evaluation; and
c. Establish and manage an efficient Management Information System for the academic program that shall continuously monitor needs data and information to top-level management, and other appropriate offices, from within and without, when needed as the case may be.

Section 4. He/she shall represent program in appropriate offices /bodies and cause resolution of conflicts in accordance with established policies sound management and operation practices. Under this general function are the following duties and responsibilities:

a. Represent academic programs in appropriate offices/bodies and cause resolution of conflicts with the Vice President for Administration, Business, and Finance and the University President, as the case may be.
b. Promote harmonious interaction between and among the faculty and staff of the program through regular faculty conference and Directors/Deans Council meetings;
c. Establish and recommend for approval by higher authorities a reward system to maintain/boost faculty morale;
d. Cause resolution of conflicts/problems arising from among Deans/Directors/Department Chairman/Faculty/Students in accordance with existing academic policies/laws, and the like, and consistent with sound management and operations practices;
e. To keep the Administrative Council/higher authorities regularly informed of the type(s) of conflicts/problems which is not within the competence of his/her Office to resolve, and/or based on his/her judgment, shall be resolved through the advice and consent of the Administrative Council and/or higher authorities of the University;
f. Represent the Academic Program of the University from within and from without, as the Vice President for Academic Program. As such, he/she shall continuously cause the promotion and the development of noteworthy academic standards commensurate to a University via regular

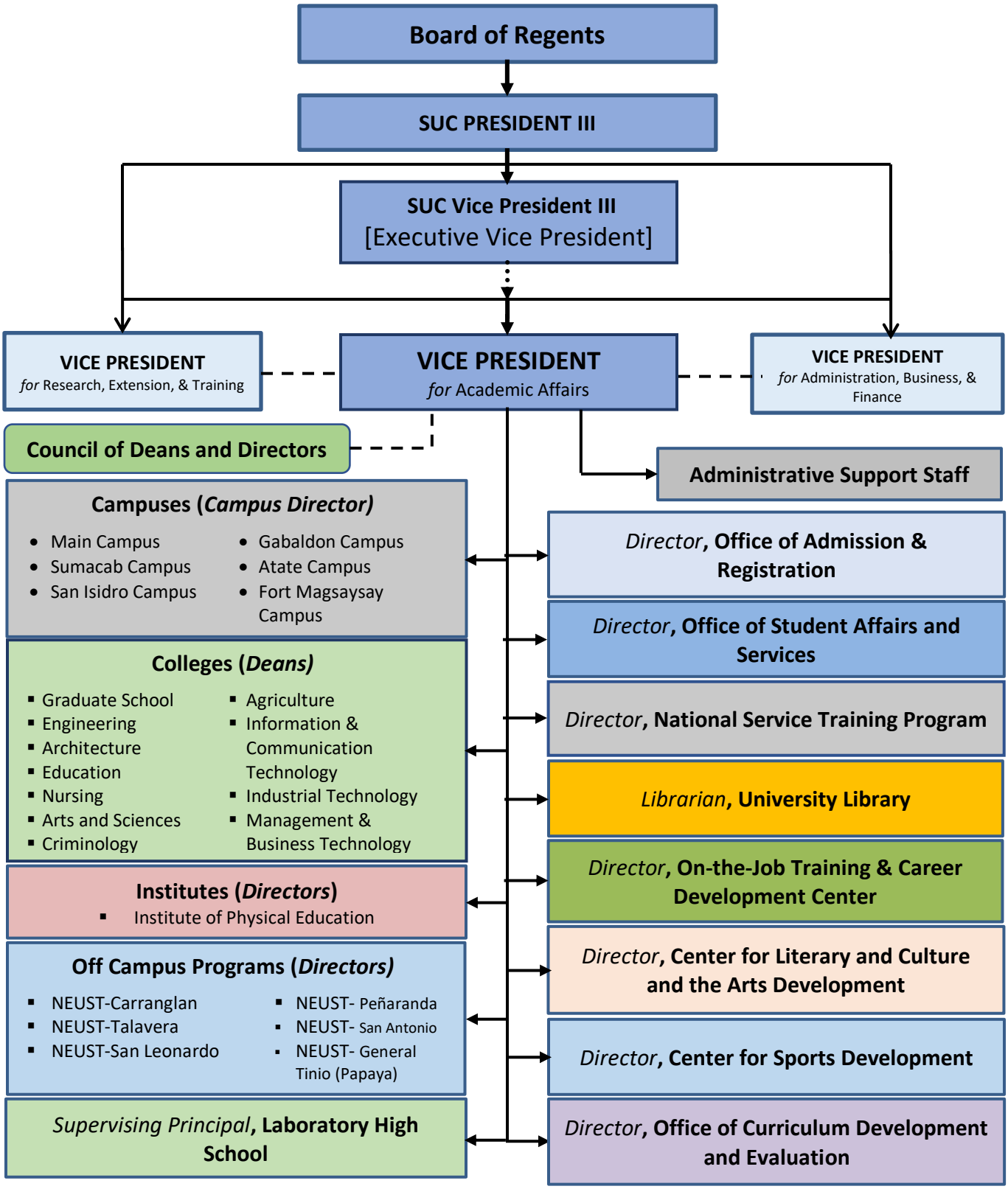

Figure 4. Organizational Structure of the Office of the Vice President for Academic Affairs

g. consultations with outside agencies /institutions/programs similar to his/her; with his/her University Deans/Directors on how best, under circumstances, the academic program can be improved; with the Department Chairs and faculty on how the academic activities can be carried out in the best interest of students; how best their talents can be harnessed for development; and
h. Submit a written quarterly report (on or before the 1st week of the 4th month of the first 3 quarter) to the Office of the President on how his/her functions have been carried out. Submit a written summary annual report, 15 days before the commencement day, summarizing the issues and recommendations of the first quarterly reports and the remaining last quarter. The following shall be furnished copies:

    1) Office of the Vice President Administration, Business and Finance
    2) University Board Secretary; and,
    3) Records

i. Assume the position of Acting President when the University President is absent when so designated.
j. Sign memorandum to students on the decision of student cases involving suspension of classes for two (2) weeks or less.

Article 35. The Offices under the Vice President for Academic Affairs

Section 1. As shown in Figure 4, the offices directly under the Vice President for Academic Affairs shall be the following:

a. Graduate School;
b. Undergraduate Colleges;
c. Institutes;
d. Laboratory High School;
e. Office of Admission & Registration;
f. Office of Student Affairs and Services;
g. University Library;
h. Center for Sports Development;
i. Center for Literary and Culture and the Arts Development;
j. Office for Curriculum Development and Evaluation;
k. National Service Training Program;
l. Center for On-the-Job Training and Career Development; and
m. The Satellite and Off Campuses.

Article 36. The Vice President for Research, Extension and Training (VPRET)

Section 1. The Vice President for Research, Extension and Training shall be appointed/designated by the President of the University and to be confirmed by the Board of Regents.

Section 2. The Vice President for Research, Extension and Training (VPRET) shall be designated by the University President for a term of two (2) years subject to the confirmation by the Board of Regents without prejudice to re-designation.

Section 3. He/she shall be directly responsible to the President on matters pertaining to research, extension services, and training.

Section 4. He/she shall have the following specific functions:

a. Serve as Head of the RET Office;
b. Cause the formulation and integration of annual, medium-term and long-term plans, programs, projects, and budget of the RETO with the participation of all departments/units under this Office;
c. Approve the annual action plan and budget of the college/ departments/ units' research and extension programs;
d. Issue office policy memoranda on matters decided upon in meetings of the administrative and academic councils and/or those inherent to his/her general functions;
e. Establish and manage an efficient planning and management information system for all research and extension programs that shall continuously monitor and evaluate performance and provide needed data and information to top level management, and other appropriate offices, from within and without, when needed, as the case maybe;
f. Enter into research, extension and training contract/agreement involving an amount not exceeding PhP50, 000.00;
g. Recommend approval of requests for recruitment of necessary academic and non-academic staff for the research and extension programs, projects and activities.
h. Prepare and recommend for approval by higher authorities a reward and incentives scheme to maintain and boost academic and non-academic morale within the RETO; Promote harmonious interaction between and among the academic and non-academic staff of the RETO through regular conferences and meetings;
i. Cause resolution of conflicts/problems arising between and/or among directors/area chairman/ academic and non-academic staff/ students within the RETO in accordance with existing policies/laws and the like, and consistent with sound management and operations practices.

j. Decide on conflicts not elevated to the Administrative and Academic Councils.
k. Coordinate with offices within the University and represent the RETO in private and public bodies/committees/offices outside of the University;
l. Submit a monthly progress report to the office of the President through the Office for Planning and Development on all RETO activities listed in the Consolidated RETO Annual Action Plan; and,
m. Submit a written semester report (within one week from closing of the semester) to the Office of the President through the Office of Planning and Development on the performance of the RETO and a written annual report (seven days before the commencement day) summarizing issues and recommendation of the first semester report and the remaining semester.

Section 5. The other duties and responsibilities of the Vice President for Research, Extension and Training are the following:

a. Approve the request for purchase of books and periodicals from departments within the RETO;
b. Sign the monthly certificate of service of all academic and non-academic staff within thereto and the daily time records of the Director and Heads of units under said Office;
c. Approve for the President the clearance papers of all academic and non-academic staff under the RETO;
d. Approve application of leave of absence of all academic and non-academic staff within RETO including director and heads of units;
e. Recommend approval of request and contracts for study leave of all academic and non-academic staff under the RETO;
f. Sign memorandum to students on the decisions of students cases involving suspension of classes for two weeks or less; and,
g. Perform other related duties and responsibilities that may be assigned by the President from time to time.

Article 37. The Divisions under the Vice President for Research, Extension and Training

Section 1. As shown in Figure 5, the divisions directly under the Vice President for Research, Extension and Training shall be the following:

a. Research Services Department;
b. Extension Services Department;
c. Training Services Department;
d. Development Partner NGO;
e. Research Centers;

f. Data Analysis Center; and,
g. Research Publication Center.

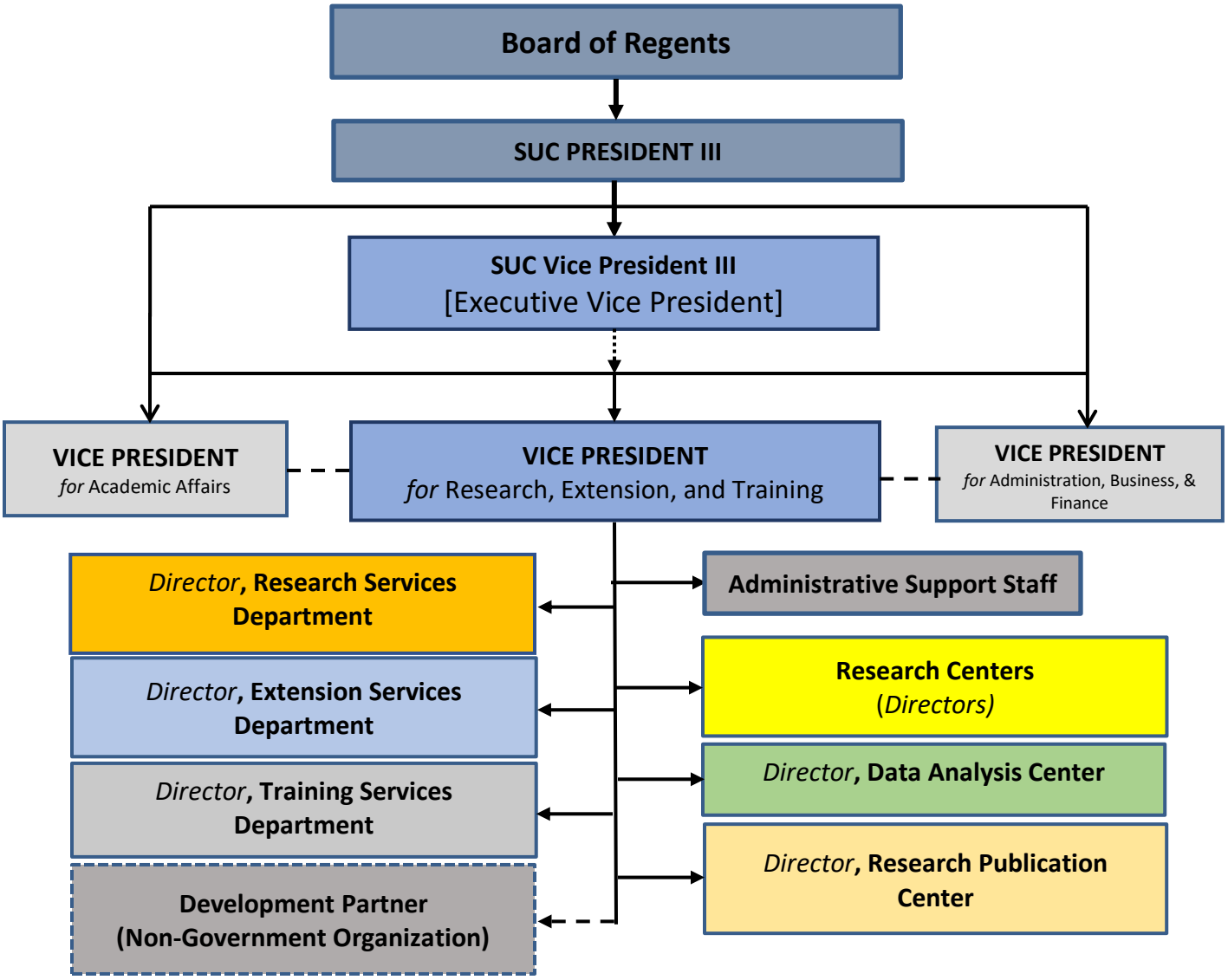

Figure 5. Organizational Structure of the Office of the Vice President for Research, Extension, and Training

TITLE THREE: THE ADMINISTRATION AND ORGANIZATION OF THE UNIVERSITY PROGRAMS

Chapter 1
THE ADMINISTRATION, BUSINESS AND FINANCE SERVICES

Article 38. The Administrative Services Division

Section 1. Headed by the Chief Administrative Officer, the Administrative Services Division shall provide a responsive, relevant organizational complement capable of adapting to emerging demands and trends in the environment and to provide all necessary, implementable welfare programs for all employees of the University.

Section 2. The Chief Administrative Officer shall perform the following duties and functions:

a. To assist the offices of the President and of the Vice President for Administration, Business and Finance in the day-to-day management/ administrative operations of the University;
b. To supervise the activities of the administrative services support staff and ensure the efficient and effective performance of their assigned duties and functions;
c. To coordinate with the various offices performing administrative and financial functions in the performance of his/her duties and functions; and,
d. To perform such other related duties and functions as may be assigned by the President and/or the Vice President for Administration, Business, and Finance.

Section3. The offices under the Administrative Services Department which shall be headed by a Chief are:

a. *The Human Resource Management Office* which shall provide well screened and skillful manpower to all programs; implement realistic, relevant, continuing and effective human resource development programs responsive to the University's institutional vision and goals attuned to the demands of local, regional, national and global development.

b. *Supply and Property Management Unit* which shall provide necessary safeguards and adequate systems and procedures in preserving fix and movable properties of the university;

c. *Procurement Services Unit* which shall provide the necessary physical assistance to all programs in terms of timely procurement of supplies, equipment and other materials for operation;

d. *Building Maintenance & General Services Unit* which shall provide necessary safeguards and adequate systems and procedures in preserving fix and movable properties of the university and shall provide clean, sanitary, environment-friendly surroundings through clean and green activities;

e. *Records Management Unit* which shall ensure the effective implementation, efficient and responsive records management program and dissemination of inter-office communication;

Article 39. The Financial Management Services Division

Section 1. Coordinated/supervised by the Chief Administrative Officer, the Financial Management Services Division shall provide sufficient, efficient, and effective handling of the financial resources of the University.

Section 2. The Chief Administrative Officer for Financial Management Services shall have the following duties and functions:

a. To direct and supervise the work and activities of the finance management officers and support staff;
b. To supervise the preparation of the annual supplemental, special budgets and the like, of the University in consultation with the University President, and in the consolidation of supporting justifications and explanations relative thereto;
c. To supervise the distribution and allocation of funds to the various units, projects and programs of the University in accordance with its duly approved budget;
d. To backstop the University President in the justification of the budget proposals to reviewing authorities during budget hearings and other similar fora;
e. To confer with the officials of concerned government agencies on the release of funds of the University;
f. To prepare and submit reports on finance management matters as required by proper authorities; and,
g. To perform such other related functions as may be assigned by higher officials of the University.

Section3. The offices under the Financial Management Services Division, which shall be headed by a Chief, are:

a. *Accounting Office*, which shall judiciously implement accounting procedures, systems and programs;

b. *Budgeting Office*, which shall be responsible in the preparation and monitoring of budget for the university; and

c. *Cashiering Office*, which shall receive money payments due to the university and to deposit the same to an authorized depository bank and to settle obligations of the university to various creditors.

Article 40. Office of Production

Section 1. Headed by a Director, the Office of Production shall identify, initiate and implement income-generating activities for the University. He/she shall coordinate with the colleges/campuses in the pursuit of opportunities for resource generation including commercialization of research outputs of faculty, staff and students.

Section 2. The Director for the Office of Production shall have the following duties and functions:

a. To assist the Vice President for Administration, Business and Finance (VPABF) in planning, implementation, management, and evaluation of the production programs of the university.
b. To assist the VPABF in the formulation of policies, programs, guidelines and regulations for the profitable development, management and operation of the economic assets/resources of the University, for consideration by the Administrative Council and ultimately the Board of Regents (BOR).
c. To assist the VPABF in determining the investment priorities of the program based on the criteria set by the University's governing board.
d. To assist the VPABF in the formulation of performance-based profit sharing and/or incentive scheme for those directly and indirectly involved in the income generating projects of the program for consideration by the Administrative Council and subject to the BOR approval.

Section 3. The units under the Office of Production which shall be headed by a Chief are:

a. *Corporate and Business Affairs Division* – which takes charge of the overall management operations of income generating projects of the university.

b. *Product Development, Commercialization and Fabrication Division* – engaged in production of various technology-based products including their commercialization and fabrication for purposes of generating income and students' immersion.

c. *Agricultural and Food Production Division* – engaged in the production of agricultural products and foods for income generating purposes and students' immersions.

d. *Service Centers* – engaged in providing technology-based services to the public for income generation and students' immersion.

Section 4. The designated chief (which may be called as Head, Director, etc.) of a unit shall have the following duties and responsibilities:

a. To assume direct responsibility for the overall supervision and administration of all project components under his/her domain to achieve established targets with optimum efficiency;
b. To implement specific policies, programs, and procedures and serve as the link between top level management and lower managerial personnel;
c. To draw comprehensive project plan and budget of the different projects under their jurisdiction and prepare performance reports that may be needed by VPABF and other top level management;
d. To conduct periodic check and review of records and information of the projects within their areas of responsibility;
e. To attend Office meetings and other top-level management meetings as maybe required;
f. To submit regular/progress reports to the Director, Office of Production; and,
g. To perform other related functions as may be required by the Director, Office of Production or VPABF.

Article 41. Office of Auxiliary Services

The Office of Auxiliary Services shall take charge of matters pertaining Food Services, Dormitory Services, Audio Visual Center, Public Address System, Services relative to PWD-Students, IP-Students, and students' economic activities. Under this office are the following units:

a. *Motor pool and Transportation Services Unit* which shall provide safe and efficient transportation system for the university constituents and visitors and proper maintenance of university vehicles; and

b. *Printing Services Unit* which shall provide efficient and quality printing services to the various offices of the university and outside clientele.

Chapter 2
THE ACADEMIC AFFAIRS PROGRAM

Article 42. The Council of Deans (COD)

Section 1. The Council of Deans (COD) assists the VPAA in planning, implementation, management, and evaluation of the various academic programs, including all co-and extra-curricular, and other academic related activities. The council also formulates policies related to the improvement and modernization of the academic and other related programs for consideration by the Academic Council or of the Administrative Council.

Section2. The COD shall be composed of the Vice President for Academic Affairs as Chair, all the Deans, the University Librarian and the Institute/Center/ Program Directors of other related special programs maybe called for concerns regarding their units. The President of the NEUST Faculty and Staff Union, (FSU), Graduate School Student Council (GSSC) and the University Student Government (USG), are the ex-officio members.

Article 43. Goals and Objectives of the Academic Affairs Program

Section1. The goal of the Academic Affairs Program is to provide quality education which highlights among others the following features: strong in science and technology; proactive of future needs; relevant to the region's science and technology and agro-industrial needs, impact on the empowerment of the rural people it serves and contributes towards sustainable development and global competitiveness.

Section2. The objectives are as follows:

a. To develop holistically the students who possess not only academic competence but also lifelong competencies that prepare them to leadership roles in their respective communities;
b. To provide knowledge and skills necessary for individual, community and national development such as entrepreneurship, innovativeness and advocacy among others; and
c. To develop among the students and members of the community a strong sense of nationalism, concern for the environment and civic consciousness.

Article 44. The Academic Personnel

Section 1. The Academic Personnel of the University shall consist of the University President and personnel with academic ranks designated as: Vice President; Campus Director; Deans of Colleges; Directors of Centers, Programs, Offices; Program/Department Chair; Supervising Principal; Principal; College Secretary; Technical Assistant; and those without designations such as full time Professors, Associate Professors, Assistant Professors, Instructors and the non-regular faculty members (e.g. LOHBs).

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

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

Section 3. The non-regular faculty members shall include the following who shall serve in accordance to the terms and conditions of their appointments:

a. Professor Emeritus
b. Affiliate Faculty Members
c. Visiting Faculty Members
d. Exchange Faculty Members
e. Substitute, Part-time and Job Order Faculty Members
f. Lecturer on Hourly Basis (LOHB)

Section 4. The repeated re-designation/reappointment of a non-regular faculty member shall not guarantee the right to another designation or appointment or to a security of tenure.

Article 45. The Academic Units

Section 1. There shall be colleges, institutes, academic service offices and specialized centers, and laboratory high schools necessary to carry out the curricular programs and academic thrusts of the University. Each of the said academic units shall have as many departments as are needed to carry out their mandated functions.

Article 46. The Graduate School (GS)

Section 1. The Graduate School shall implement curricular programs in advance education and research in science and technology, social sciences, and other fields both basic and applied for the promotion of sustainable development.

Section 2. Its goal is to develop globally competitive and highly trained human resources who are imbued with values of professionalism, leadership, discipline and commitment for the modernization and sustainability of agriculture, science and technology and other allied fields.

Section 3. The Graduate School shall be headed by a Dean who shall be a holder of an appropriate doctoral degree, of at least five (5) years teaching experience in the GS; at least three (3) years administrative experience, and with at least an academic rank of Professor I.

Section 4. The Dean shall be designated by the University President upon the recommendation of a search committee duly created for the purpose upon consultation with the faculty of GS and duly endorsed by the VPAA, subject to the confirmation of the Board of Regents. He/she shall serve for a period of two (2) years without prejudice to re-designation.

Section 5. The Dean of the Graduate School shall have the following duties and functions:

a. To coordinate the implementation of the Graduate Program with the other colleges and academic units of the University;
b. To take the lead in the development, implementation, and evaluation of graduate curricular programs;
c. To identify and recommend the designation and termination of graduate faculty members;
d. To prepare a physical and financial plan for the operation of the Graduate School;
e. To act as Chair of the Graduate School Council; and
f. To perform other related functions as may be assigned by higher authorities.

Article 47. The Graduate School Council

Section 1. There shall be a Graduate School Council composed of the Dean of the Graduate School as Chair, and all graduate faculty as members. The council shall have the following powers and functions:

a. To act as a policy-making body for the planning, review and evaluation of policies, curricular programs, projects and other activities pertaining to graduate studies for submission to the Academic Council for final action or recommendation to the Board of Regents for approval, if needed.
b. To implement policies and guidelines governing the implementation and administration of the graduate studies program of the various academic units;
c. To recommend candidates for graduation from the concerned graduate departments;
d. To thresh out issues and problems prior to elevation to Academic Council or to the appropriate higher authorities for final action; and,
e. To perform such other functions as may be prescribed by competent authorities.

Section 2. The Secretary of the Graduate School who is designated by the Dean shall act as the Secretary of the Council who shall record and keep minutes of its meeting.

Section 3. The Council shall meet at least once every semester and at such other time as the Dean may deem necessary.

Article 48. The Undergraduate Colleges

Section 1. Each College shall be headed by a Dean who is designated by the University President in consultation with the Vice President for Academic Affairs, for a term of two (2) years subject to the confirmation by the Board of Regents, without prejudice to re-designation. He/she must possess an appropriate doctoral degree with an academic rank of at least Associate Professor I; with at least five (5) years of experience in teaching; and five (5) years administrative experience.

Section 2. The Dean shall have the following duties and functions:

a. Supervise the implementation of the various curricular, co- and extra-curricular activities of the college in coordination with the Department Chairs, and initiates the regular review of existing course offering;
b. Conduct semesterly and annual evaluation of Department Chairs and review the performance ratings of faculty members;
c. Review and approve the workload of faculty and staff members of the college;
d. Determine the resource needs of the unit, collates and prepares the college financial plan, and programs/monitors their efficient utilization;
e. Develop, review and update the development plan of the college in accordance with the university's vision, mission, goals and objectives;
f. Design and implement programs and activities that will promote harmony, solidarity and unity among the various college constituents; and,

g. Perform other functions as may be assigned by competent authorities.

Article 49. The College Council

Section 1. There shall be a College Council with their respective Deans as Chair and all the faculty of the college as members.

Section 2. The Secretary of the College who is designated by the Dean shall likewise act as the Secretary of the Council.

Section3. The College Council shall have the following powers and functions:

a. To implement academic policies and guidelines governing the implementation and administration of the programs, activities and operations of the college;
b. To plan, formulate and recommend programs and other instruction-related activities to the Council of Deans and Directors through the VP for Academic Affairs then submit to the Academic Council for final action or recommendation to the Board of Regents for approval; and,
c. To recommend candidates for graduation.

Article 50. The Departments

Section 1. The faculty of a department under an academic unit shall consist of all the academic staff of the department who are engaged in instruction activities.

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

Section 3. A department shall be headed by a Chair and shall have a minimum of three (3) Full-time faculty members.

Section 4. The Department Chair shall have the following functions:

a. Supervise curricular and co-curricular activities of students in the department and such other activities assigned to the department by the Dean or Head of the academic unit;
b. Identify textbooks and take the lead in the preparation of course syllabi and other instructional materials for use in specific subjects;
c. Distribute faculty assignments for thesis, field practice or apprenticeship advisement;
d. Initiate and recommend the development and offering of new curricular programs, and cause the revision or abolition of existing courses or curricular programs; and,

e. Implement and supervise other academic and administrative matters in the department.

Section 5. Minimum Qualifications. For a faculty member to be considered for appointment/designation to the position of Department Chairperson, he/she shall meet the following qualifications:

a. Must be a holder of a permanent faculty position;
b. Must have been a member of the Department for at least two (2) years before his/her appointment/designation.
c. Preferably with advanced degree (Masters or Doctorate) whose specialization shall be relevant to the Department he/she will head.
d. For Colleges with certain professional requirement, he/she must have passed the appropriate professional licensure/board examinations.

Section 6. Selection and Nomination Procedures. Although Deans and Directors are given the freehand in choosing the individual whom they think may work well with them in the interest of fair play and to provide equal opportunity for faculty members to have administrative experience, the following procedures shall be observed:

a. The faculty members of the Department shall be consulted and sitting en banc, nominate among themselves at most three (3) nominees for the Chair position subject to the qualifications mentioned above.
b. The nominated faculty for chairpersonship shall present to the Dean within five (5) days his/her vision, plan and programs for the Department.
c. The Dean shall then choose and nominate the faculty appointment/designation as Department Chairperson to the Office of the Vice-President for Academic Affairs, who shall in turn endorse the same to the Office of the University President for approval.
d. The term of office of the designated Chair shall be one (1) year subject to renewal but should not exceed three (3) consecutive years.

Article 51. The College of Agriculture (CoAgri)

Section 1. The mission of the College of Agriculture is to produce highly trained and responsive graduates, and shall generate appropriate agriculture technologies to meet the challenges of the new millennium. (CMO No. 14, s. 2008)

Section 2. It shall be a prime mover in agriculture for equitable growth and sustainable development, by generating and delivering scientific knowledge and technologies for sustained management of the environment and for the future well-being of society.

Article 52. The College of Architecture (CoArch)

Section 1. The College of Architecture (CoArch) envisions to produce competent architects endowed with fundamental design knowledge of buildings from simple residential projects to complex multi-family dwelling structures, multi-story buildings of residential or commercial complexes, institutional buildings like schools, civic centers, religious structures, health facilities, etc. (CMO No. 61, s. 2017)

Section 2. The BS Architecture Program shall be based on Policies, Standards and Guidelines under CMO No. 61, s. 2017.

Article 53. The College of Arts and Sciences (CAS)

Section 1. The College of Arts and Sciences is the main provider of general education in the basics needed by first year students in the pursuit of more advanced and specialized fields of endeavor in the sciences, humanities and technical education.

Section 2. The BS in Environmental Science shall provide students with theoretical knowledge and systematic study of the principles and methods of environmental planning. Its Program shall be based on Policies, Standards and Guidelines under CMO No. 35, s. 2005.

Section 3. The BS Chemistry shall produce graduates who comply with the current qualification requirements of professional chemists for local and overseas employment and entrepreneurship. Its Program shall be based on Policies, Standards and Guidelines under CMO No. 47, s. 2017.

Article 54. The College of Criminology (CoCr)

Section 1. The College of Criminology (CoCr) shall adhere to the provisions under CMO No. 5, s. 2018.

Section 2. The Criminology program shall encourage research and inquiry on the nature, causes, function, or punishment of criminal behavior and how criminal justice agencies function and respond to crime, criminals and victims.

Section 3. The College shall prepare the students for careers in crime prevention, law enforcement, scientific crime detection, correctional administration, public safety and allied field.

Section 4. The College shall foster the value of leadership, integrity, accountability, and responsibility while serving their fellowmen, community and country.

Article 55. The College of Education (CoEd)

Section 1. The College of Education shall develop quality teachers in the elementary and secondary levels of education for people empowerment, global competitiveness and sustainable human resource development.

Section 2. Its main goal is to develop highly motivated and competent teachers specializing in the content and pedagogy for elementary and secondary education. (CMO No. 74-75, s. 2017)

Section 3. The Bachelor in Elementary Education Program shall be based on Policies, Standards and Guidelines under CMO No. 74, s. 2017.

Section 4. The BS Secondary Education Program shall be based on Policies, Standards and Guidelines under CMO No. 75, s. 2017.

Article 56. The College of Engineering (CoEng)

Section 1. The College of Engineering aims to educate students for their careers as engineers and technologists, to enable them to contribute to the developmental effort of the country as entrepreneurs or competent professionals. (CMO No. 86, s. 2017)

Section 2. The BS Mechanical Engineering Program shall be based on Policies, Standards and Guidelines under CMO No. 97, s. 2017.

Section 3. The BS Civil Engineering Program shall be based on Policies, Standards and Guidelines under CMO No. 92, s. 2017.

Section 4. The BS Electrical Engineering Program shall be based on Policies, Standards and Guidelines under CMO No. 88, s. 2017.

Article 57. The College of Industrial Technology (CIT)

Section 1. The College of Industrial Technology (CIT) is tasked to provide quality education in industrial technology and to fill the need for trained manpower, and contribute to sustainable industrial development.

Section 2. It aims to achieve significant contribution to livelihood enhancement with an impact on the attainment of improved management and production of industrial resources of the country.

Article 58. The College of Information and Communications Technology (CICT)

Section 1. The College of Information and Communications Technology curricula shall be based on Policies, Standards and Guidelines under CMO No. 25, s. 2015.

Section 2. BSIT graduates shall be expected to become globally competent, innovative, and socially and ethically responsible computing professional engaged in life-long endeavors. (CMO No. 25, s. 2015)

Article 59. The Laboratory High School (LHS)

Section1. The Laboratory High School aims to promote academic excellence, encourage educational innovation, and develop citizenship for highly motivated, academically talented students.

Article 60. The College of Management and Business Technology (CMBT)

Section 1. The management philosophy of the College of Management and Business Technology is to help sustainable agro-industrial development that leads to the improvement of the quality of life of the people through quality education in business entrepreneurship.

Section 2. Its main objective is to produce competent graduates qualified and ready to assume managerial and leadership roles in the fields of financial management, human resource management, marketing management, business economics, entrepreneurship and hotel and restaurant management.

Section 3. The departments under CMBT are:

a. Business Administration
b. Entrepreneurship
c. Hotel and Restaurant Management

Section 4. The BSBA Program shall be based on Policies, Standards and Guidelines under CMO No. 17, s. 2017.

Section 5. The BS Entrepreneurship Program shall be based on Policies, Standards and Guidelines under CMO No. 18, s. 2017.

Section6. The BSHRM Program shall be based on Policies, Standards and Guidelines under CMO No. 30, s. 2006.

Article 61. The College of Nursing (CoN)

Section 1. The College of Nursing shall aim to develop a professional nurse who is able to assume entry level positions in health facilities or community settings (CMO No. 15, s. 2017).

Section 2. The BS Nursing Program shall be based on Policies, Standards and Guidelines under CMO No. 15, s. 2017.

Article 62. The Office of Student Affairs and Services (OSAS)

Section 1. The Office of Student Affairs and Services, headed by a Director, is the center of services and programs that are concerned with academic support experiences of students to attain holistic student development. Academic support services are: those that relate to student welfare, student development and those that relate to institutional programs and services. (CMO No. 9, s. 2013).

Section 2. The Director of Student Affairs and Services shall be designated/appointed by the President of the University and confirmed by the Board of Regents.

Section 3. The Office shall plan, organize, implement and evaluate programs/activities/projects that will provide the following (CMO No. 9, s. 2013):

a. *Student Welfare Services*– basic services and programs needed to ensure and promote the well-being of students.

b. *Student Development Services* – services and programs designed for the exploration, enhancement and development of the students' full potential for personal development, leadership, and social responsibility through various institutional and/or student-initiated activities.

c. *Institutional Student Programs and Services* - services and programs designed to pro-actively respond to the basic health, food, shelter, and safety concerns of students including students with special needs and disabilities and the school.

Section 4. Unless judicious organizational arrangement is effected, the divisions directly under or administratively coordinated/supervised by the Office of Student Affairs and Services shall be the following:

a. Office of Student Organizations, Activities and Development;
b. Scholarship and Financial Assistance;
c. Guidance and Counseling Center;
d. Students Publication Center;
e. National Service Training Program;
f. Sports Development Center;
g. Literary and Culture and the Arts Development Center; and,
h. OJT and Career Development Center.

Article 63. The Office of Admission and Registration (OAR)

Section 1. The Office of Admission and Registration (OAR), headed by a Director, shall provide the initial and final services to students being the source of curricular and co-curricular guidance.

Section 2. The OAR shall be in-charge of admission, registration, schedule of classes and examinations, scholastic records, preparation of diplomas/awards and certificates, commencements, and University catalogues, directories, and announcements.

Section 3. The OAR shall publish the general catalogues as often as changing academic and other programs of the University which requires a more permanent publicity.

Section 4. The office leads in the preparation of the university academic calendar, and coordinates commencement exercises and the recognition program.

Article 64. The University Library Services

Section 1. The University Library Services, headed by a University Librarian, shall provide services relative to the library needs of the student, faculty members, and other clienteles.

Section 2. It formulates a Library Development Program, coordinates technical services in all the Reading Centers in the University and ensures cooperation and complementation of library services network.

Section 3. It enforces library rules and regulations and, pursuant thereto, exercise the following powers:

a. To impose administrative fines prescribed in accordance with University rules for defacement, mutilation, appropriation, or stealing of any library material or property, or for any other violation of library rules and regulations.
b. To curtail library privileges of any person who makes unnecessary noise or holds loud conversation, eats within library premises, or engages in other behavior disruptive of library operations.
c. To be consistent with University policies, issue implementing rules and regulations as may be necessary for the proper functioning of the Library.
d. To institute disciplinary action, in accordance with general rules on discipline, against any person who violates library rules and regulations.

e. To perform other related duties as may be prescribed by law or assigned by the appropriate authority.

Section 4. Unit Librarians shall exercise the above powers in their respective Reading Centers.

Section 5. The University Librarian shall manage operation of unit activities to ensure that property, library services to the University students, faculty, and staff and outside clientele on the one hand and personal needs of unit personnel on the other are met to induce effective/efficient delivery of services.

Section 6. He/she shall cause continuous enrichment of resources, methodologies, and techniques for the development/ improvement of Unit activities.

Section 7. He/she shall represent the Unit in appropriate bodies/offices, chair staff meeting and cause resolution of conflicts in accordance with established policies and sound management/operation practices.

Article 65. The Library Board

Section 1. There shall be a Library Board which shall consist of the Vice President for Academic Affairs as Chairman and nine (9) members to be appointed/designated for a term of three (3) years by the President from the science and technology, humanities, the physical and biological sciences, other fields of study, the professional schools, and a student representative. The University Librarian shall serve as Member-Secretary.

Section 2. The Library Board shall promulgate policies regarding the acquisition and services program of the University Library and approve the library budget before its submission to the President. It shall meet every three (3) months and at such other times as may be deemed necessary.

Article 66. The Offices, Centers, Programs, and Institutes

Section 1. The Office for Curriculum Development and Evaluation – shall be responsible in overseeing the development of new programs, changes within the program, determine how these changes affect other programs, and ensure the resources are available to implement the changes.

Section 2. The NEUST Review Center–shall be responsible for planning and implementing activities in offering a comprehensive and intensive review including extensive lectures, examination drills, and test taking techniques and strategies.

Section 3. The NEUST Testing and Evaluation Center (TEC) - There shall be a Unit Head for the NEUST Testing and Evaluation Center under the administrative

coordination/supervision by the Office of Admission and Registration. It is envisioned to serve as acentralized venue for psycho-educational testing, performance evaluation, and academic research in support of the academic program. It provides appropriate testing services for screening incoming students and personnel and provides psychological assessment for special cases among students, faculty and staff needing psychological testing.

Section 4. The Center for Indigenous Peoples Education(CIPE) –Headed by a Director**,** shall see to it that the University contributes in the thrust of mainstreaming of the indigenous people. It shall plan, implement, monitor, and evaluate programs and projects pertaining research and development, education and training, and other pertinent activities protective and promotive of the welfare and interest of indigenous peoples.

Section 5. The National Service Training Program (NSTP) - Headed by a Program Director, the National Service Training Program shall be responsible in carrying out the academic policies of the University insofar as they affect the NSTP. The Program Director shall be appointed/designated by the University President from among the nominees submitted by the Vice President for Academic Affairs.

a. The *Coordinator of the Literacy Training Service (LTS)* is in-charge to train the students to teach literacy skills to school children, out-of-school youths and other segments of society in need of their services.

b. The *Coordinator of the Civic Welfare Training Service (CWTS)* is in-charge of activities contributory to the general welfare and the betterment of life for the members of the community and of the enhancement of its facilities, especially those devoted in improving health, education, environment, entrepreneurship, safety, recreation and moral of the citizenry and other social welfare services.

c. The Senior Military Officer detailed by the Armed Forces of the Philippines to the University shall be known, for military purposes, as the Commandant of Cadets and, for academic purposes, as the Coordinator of the Reserved Officer Training Corps Unit (ROTCU). ROTC refers to the program component, institutionalized under Sections 38 and 39 of Republic Act7077, designed to promote military training to tertiary level students in order to motivate, train, organize and mobilize them for national defense, preparedness.

Section 6. The Institute for Physical Education – to take charge of developing professional who will engage in the physical development of the youth or students geared towards their holistic development.

Chapter 3
THE RESEARCH, EXTENSION AND TRAINING (RET) PROGRAM

Article 67. The Council of Directors of Research, Extension and Training (CDRET)

Section 1. The function of the Council of Directors of RET (CDRET) shall be to assist the VP for RET in the planning, implementation, management and evaluation of the various RET programs, including other RET-related activities.

Section 2. The Council of Directors of RET shall be composed of the VP for RET as chair, with the Directors of the different Divisions and Center Directors of Specialized R and D Centers under the RET as members. The Executive Secretary of the OVPRET shall also be the member to represent the administrative staff of the RET.

Section 3. The roles of the Council of Directors of Research, Extension and Training (CDRET) are:

a. To assist the VPRET in the formulation of policies, plans and programs, guidelines and regulations pertinent to the research and extension programs of the entire university;
b. To screen/evaluate and recommend to the VPRET the best graduate and undergraduate theses, a month before the commencement exercises; and,
c. To perform other functions/duties as may be delegated by the VPRET.

Section4. The Chair of CDRET performs the following functions:

a. To preside over all CDRET meetings;
b. To initiate and coordinate the overall R&D/E planning, implementation and evaluation of the RET program of the entire university; and,
c. To perform such other duties for the enhancement of the R and D/E program of the entire university.

Article 68. The Research Services Department

Section 1. Research as one of the four core functions of the University makes a true institution of higher learning. Therefore, the University must contribute to the pool of knowledge through the research efforts of the faculty members.

Section 2. The faculty members of the University should be encouraged to conduct research and be provided with adequate funds, incentives, and other related

support. All researches done by the faculty should pass through the University Research Services Department (URSD) which is under the supervision of the Vice President for Research, Extension and Training (VPRET).

Section 3. In addition to priorities set by government agencies, the University should have its own priority research area.

Section 4. A faculty member may undertake research work under the auspices of an organization outside of the University with the consent of his/her Department/Area Chairman, College Dean/Campus Director, Research Director, Vice President for Research, Extension and Training and the University President. In the publication of such research, the University shall be credited along with the outside sponsoring organization.

Section 5. The Research Services Department shall be headed by a Director who shall be designated by the University President for a period of two (2) years without prejudice to re-designation, subject to the confirmation of the Board of Regents. He/ she shall be a holder of an appropriate doctoral degree in Philosophy (or Science), preferably with at least three (3) years of experience in research and development management, at least three (3) years of administrative experience and an academic rank of at least Associate Professor.

Section 6. The Research Services Department shall serve as a continuing source of appropriate technologies, knowledge, information systems, management schemes, and services on the uniqueness of the University in science and technology, agriculture, and environment that will meet the requirement of agro-industrializing communities.

Section 7. The Research Services Department envisions to attain the following objectives:

a. As the arm in generating, developing, verifying, piloting and commercializing priority technologies and economically feasible, socially acceptable, and environmentally sound science and technology as well as agricultural enterprises.
b. As the key unit in exploring, evaluating and packaging relevant development-based information (factors, structures, processes, systems, paradigms and technologies) and policies;
c. As a relevant facility for providing technical expertise, information and other research related services; and,
d. As a venue for showcasing priority Rand D outputs and efforts.

Section 8. The Research Services Department shall have the following divisions:

a. Institutional Research Division (IRD),
b. Science and Technology Research Division (STRD), and

c. Social Research Division (SRD).

Section 9. The Heads of the IRD, STRD, and SRD are the service arm of the URSO. The common function is to coordinate the research activities of the entire University in the aspect of planning, technical review, evaluation and monitoring and publication of the research results.

Section 10. The specific functions and responsibilities of the IRD, STRD, and SRD are:

a. To coordinate with research unit heads who are based in the college/campus through proper channels in the planning and organization of research and development activities in the respective areas of concern;
b. To identify and recommend research priorities and directions for the University within the specified areas of research concern;
c. To review and evaluate the proposals within the area of concern that was submitted by the researchers from the various colleges/campuses in terms of technical descriptions of the researcher;
d. To plan and carry out activities designed towards the improvement of the competencies of the university faculty in the research process and techniques in the various areas of research concern;
e. To evaluate and monitor researches conducted within the area of concern and submit progress reports; and,
f. To review research reports within the area of concern and to identify those for possible publication and printing.

Article 69. The Extension Department

Section 1. NEUST shall be guided by the mandate to promote the establishment and development of research and extension centers.

Section 2. Extension is one of the fourfold functions of the university functions. The university recognizes the role that extension and trainings play in individual and social transformation; hence, all extension and training programs, projects and activities shall aim to contribute to national, regional, and local development efforts and to the attainment of the university's vision and mission and to be identified as priority funding.

Section 3. All extension programs and projects shall be based on the felt needs, problems, and resources of the clienteles/communities.

Section 4. The University extension and training services shall take into account their lines of expertise, specialization, interests and work load in other mandated functions.

Section 5.. The University shall continuously build the capabilities of faculty in extension and training services. It shall likewise provide incentives to faculty extensionists to encourage high performance, strengthen professionalism, and build strong commitment to extension and training services. To this end, at least one percent of the university income per semester shall be allocated for faculty development and training and incentives of faculty extensionists.

Section 6. The University shall be directed towards the recognition for quality in the delivery of trainings, technical assistance and consultancy services under the Comprehensive Program for Empowerment and Development (COPED) as the flagship institutional extension program.

Section 7. The Extension Services Department (ESD) shall create awareness and develop commitment among faculty members to actively participate in the Extension delivery service; management to fully support the Extension activities of the ESD and all operating units (colleges and campuses) of the University by providing the necessary logistics and resource requirements.

Section 8. In cooperation with the other units of the University and other agencies, the Extension Division shall provide technology services, information services, local governance development, resource linkaging/networking, nutrition and livelihood, micro financing, consultancy and village level infrastructure projects development.

Section 9. The Extension Department shall be headed by a Director who shall be designated by the University President for a period of two (2) years without prejudice to re-designation subject to the confirmation of the Board of Regents. He/she shall be a doctoral degree holder in Philosophy, with an academic rank of at least Associate Professor 1, with at least three (3) years of experience in extension management.

Section 10. The different services under the ESD shall be composed of:

a. Training and Technology Demonstration
b. Technical Assistance
c. Consultancy Services
d. Special Programs/Projects
e. Document Control Officer
f. ISO Internal Quality Auditor

Section 11. Each college or campus of the University shall have an Extension Services Unit (C/CESU) which is headed by a College or Campus Extension Chairperson designated by the College Dean or Campus Director and approved by the University President.

Section 12. College or Campus Extension Chairperson shall be under the technical supervision of the Director, Extension Services Department but administratively under the Dean of the college or director of the campus.

Section 13. The specific functions of the C/CESU are:

a. Plan, develop, and implement extension project/activities, within the COPED framework as the flagship institutional extension program of the University, in partner LGUs and other institutions of the University.
b. Identify partner LGU and conduct social marketing of the Extension services for the buy-in of the program.

Section 14. Every member of the faculty or non-teaching personnel shall be encouraged to engage in the pursuit of the third general function of any college/campus which is extension service.

Section 15. Deans/Directors/Heads of Units shall take semi-annual reports to the President of the University thru channels regarding extension services in their respective college/department/unit.

Article 70. The Training Department

Section 1. The Training Department shall be headed by a Director who shall be designated by the University President for a period of two (2) years without prejudice to re-designation subject to the confirmation of the Board of Regents. He/she shall be a doctoral degree holder in Philosophy, with an academic rank of at least Associate Professor 1, with at least three (3) years of experience in training management/extension management and three (3) years of administrative experience.

Section 2. The University is mandated to conduct training courses on science and technology, agricultural production technology and management for various groups of clienteles. In line with its mandate, the Training Services Department is guided by the following objectives:

a. To determine training needs of target clienteles through survey and/or visits to agencies concerned, consultation meetings, workshops, and other appropriate methods;
b. To develop course designs based on the training needs in collaboration with faculty/staff of the different units of the University;
c. To develop and design appropriate training materials for effective teaching learning process;
d. To administer and/or conduct training programs on management tools, production technology and other allied fields for various groups of clienteles in collaboration with other units of the University and LGUs of Nueva Ecija, and other agencies;

e. To manage trainings accredited by TESDA and other accrediting bodies.
f. To monitor training activities done by RET and other NEUST offices/ units;
g. To evaluate the outputs/effects/impact of training courses/ programs conducted by the Training Office.

Section 3. The divisions under the Training Department shall be composed of:

a. Training Management Division;
b. Training Facilities Management Division; and
c. Institutional Development Division.

Book Two

THE ADMINISTRATION OF PERSONNEL, FINANCES AND PROPERTIES

TITLE FOUR: HUMAN RESOURCE MANAGEMENT

Chapter 1
RECRUITMENT AND APPOINTMENT OF PERSONNEL

Article 71. General Provisions

Section 1. The University shall uphold the Constitutional mandate that appointments in the Civil Service shall be made only according to merit and fitness. (Philippine Constitution, Art. IX-B, Sec. 2)

Section 2. Opportunity for government employment shall be open to all qualified citizens and positive efforts shall be exerted to attract the best qualified to enter the service. Employees shall be selected on the basis of merit and fitness that shall be determined as far as practicable, by competitive examinations to perform the duties and assume the responsibilities of the position. (EO No. 292)

Section 3. There shall be no discrimination in the selection of employees on account of gender, civil status, disability, religion, ethnicity or political affiliation.

Section 4. NEUST shall conform with the CSC in assessing the maturity level of the University's competencies, systems, and practices in four HR systems: (1) recruitment, selection, and placement; (2) learning and development; (3) performance management; and (4) rewards and recognition.(PRIME-HRM-CSC Memorandum Circular No. 3, s. 2012).

Section 5. The preparation, submission of, and actions to be taken on appointments and other human resource actions shall be based on the Omnibus Rules on Appointments and other Human Resource Actions (CSC Memorandum Circular No. 24, s.2017).

Section 6. Vacant positions marked for filling shall be published in accordance with Republic Act 7041 (Publication Law). The published vacant positions shall also be posted in at least three (3) conspicuous places in the University for at least ten (10) calendar days. Other modes of publication shall be considered.

Section 7. The policies and procedures on recruitment and appointment of faculty shall be in accordance with the policies and procedures as set forth in NEUST Board of Regents Resolution No. 94. S. 2007.

Section 8. The University shall create a Faculty Selection and Recruitment Board (FSRB), to assist the University President in selecting applicants or candidates for recommendation to the BOR.

Section 9. The minimum educational qualification for recruitment for teaching position shall be a Master's degree or its equivalent in the appropriate area of specialization. (Board Resolution No. 94, s. 2007)

Section 10. Entry to faculty positions shall be at the lowest sub-rank of lowest faculty rank, i.e. Instructor I. (Board Resolution No. 94, s. 2007)

Section 11. The effectivity of an appointment shall be the date of actual assumption by the appointee but not earlier than the date of issuance of the appointment, which is the date of signing by the appointing authority.

Section 12. No appointment shall be made earlier than the date of issuance, except in the case of change of status.

Section 13. No official or employee shall be required to assume duty without furnishing him/her with a copy of his/her appointment after it is issued and signed by the appointee by signing on a duplicate copy of said appointment.

Section 14. Services rendered by any person who was required to assume the duties and responsibilities of any position without an appointment having been signed by the appointing authority shall not be recognized nor credited.

Section 15. Proposed appointee to vacant positions should have been screened/evaluated/recommended by the Personnel Selection Board, in which case the Chairman of the Board shall sign the certification to this effect at the back of the appointment. The issuance of the appointment shall not be earlier than the date of the final screening/deliberation of the Personnel Selection Board.

Section 16. No person shall be appointed to, or employed in the career service unless he/she shall have passed the appropriate examination for such position. As far as

practicable, career entrance examination shall be required to test capacity and fitness of applicants for positions in the career service.

Section 17. When two or more applicants meet the minimum requirements for the positions, objective criteria must be set to determine who is most fitted and meritorious among all the applicants to ensure that the exercise of management direction is not abused.

Section 18. A person who meets all the requirements of the position including the appropriate civil service eligibility shall be appointed to a position in the first and second levels. However, when the immediate filling of vacancy becomes necessary, taking into account the public interest and a person with appropriate civil service eligibility is not actually and immediately available, a person without appropriate civil service eligibility but who meets the other requirements of the position may be appointed. His/her appointment shall be temporary for a period of not more than 12 months and he/she may be replaced any time with one who has appropriate civil service eligibility.

Section 19. An appointment accepted by the appointee cannot be withdrawn or revoked by the appointing authority and it shall remain in force and in effect until disapproved by the Civil Service Commission. However, an appointment may be void from the beginning due to fraud on the part of the appointee if it was issued in violation of law.

Section 20. An appointment not submitted to the CSC within 30 days from the date of issuance which must be the date appearing on the face of the appointment, shall be ineffective. The appointing authority shall be liable for the salaries of the appointees whose appointment become effective. The appointing authority shall likewise be liable for the payment of salary of the appointee if the appointment is disapproved because the appointing authority has issued it in violation of existing laws, rules, making the appointment unlawful.

Section 21. The appointing authority shall not fill, and the CSC shall not act on any appointment unless the same has been posted by the agency concerned and published by the Commission.

Section 22. An orientation program shall be held and conducted by the HRMO for incoming new faculty members, as well as other interested faculty members.

Chapter 2
COMPENSATION

Article 72. Provisions on Compensation

Section 1. It is a declared policy of the national government to provide equal pay for substantially equal work and to base differences in pay upon substantial differences in duties and responsibilities and qualification requirements of the positions.

Section 2. Members of the faculty shall be paid the corresponding salary based on the existing National Compensation Circular. Lecturers on Hourly Basis (LOHB) shall be paid for each hour of actual service.

Section 3. The Position Classification and Compensation System shall apply to all positions, whether permanent, temporary or emergency in nature, on full or part-time basis now existing or hereafter created in the University. Under the rank classification, positions are classified on the bases of broad levels of responsibility and on the personnel qualifications and competence of the person holding the position. (RA No. 6758)

Section 4. Each class of positions in the Position Classification System shall assign a salary or wage scale. All salaries in the Salary Schedule, expressed in annual or monthly rate, represent full-compensation for full-time employment in a forty-hour work week regardless of where the work is performed.

Section 5. Appointment as a result of voluntary demotion or at the instance of employee or as a result of disciplinary action, he/she shall be allowed only the hiring rate for the lower position: if the demotion is due to exigency of the service, the employee shall be allowed to continue to receive his/her salary in the higher position.

Section 6. An employee who is promoted in the same agency and whose present salary is over the maximum of the grade allocation of the position to which he/she is being promoted, may be allowed to continue to receive his/her present salary.

Section 7. If an employee is promoted from one class to another having an overlapping salary grade, he/she shall be entitled to the step next above that at which he/she was paid in the lower class.

Section 8. Appointment shall be the first step of the salary grade allocation of the position to be occupied by the appointee. In case the appointee has previously received under an approved permanent appointment, a salary higher than the first step of the salary grade allocation, he/she shall be allowed to receive the next higher step. If the present salary is equal to any of the steps, he/she shall be allowed the next higher step; if the present salary is in excess of the maximum or 8th step, he/she shall be allowed to continue to receive his/her present salary with the excess over the 8th step treated as

"transition allowance" which will be deducted from any future salary adjustment of the employee.

Section 9. The rate of daily paid employees shall be computed by dividing the monthly salary rate in the Salary Schedule in effect by twenty-two (22) working days, provided that the total wages received by a daily employee in a month shall not exceed said monthly salary rate.

Section 10. The general requirements for payment of salaries shall be as follows:

a. existence of legally created position with fixed compensation and existence of a lawful and sufficient appropriation.
b. legality of transaction and conformity with existing rules and regulations and rendition of service being paid for;
c. approval of the expense by the chief of office or bureau and authority to receive payment of person to whom delivery of money is made.
d. Submission of proper evidence to establish claim.

Section 11. All members of the faculty and non-teaching personnel shall receive salaries in accordance with the salary schedule issued by the Department of Budget and Management.

Section 12. Non-regular and/or contractual employees shall be entitled to compensation stipulated in their contracts of employment, as prescribed by applicable laws, rules and regulations.

Article 73. Additional Compensation

Section 1. Non-teaching personnel shall be paid for rendering overtime service upon previously approved request by the Chief of the office concerned at rates authorized by applicable laws and regulations subject, however, to existing guidelines and availability of funds for the purpose.

Section 2. All regular employees shall be entitled to other compensations such as allowances, year-end bonus, cash gift and other forms of compensation in accordance with existing laws and regulations.

Section 3. Authorized officials of the University shall be entitled to fixed representation and transportation allowances and other incentives prescribed by existing laws and regulations.

Section 4. Members of the faculty or non-teaching personnel who are designated by the University President to perform other duties and functions in addition to those prescribed in their appointive positions may be entitled or be afforded with such other forms of additional compensation as allowed under existing law and regulations for extra services rendered.

Chapter 3
TERMS AND CONDITIONS OF EMPLOYMENT

Article 74. Working Hours

Section 1. It shall be the duty of the President of the University to require all officers and employees under him/her to strictly observe the prescribed office hours.

Section 2. All members of the faculty and non-teaching personnel shall be required to submit their duly accomplished daily time records or service report to the Human Resource Management Office within three (3) days following the last day of each month. Non-submission of said document shall be a valid reason to hold the salary and other compensation of the employee concerned until he/she submits the same.

Section 3. Falsification/irregularities in the keeping of time records will render the guilty officer or employee administratively liable without prejudice to criminal prosecution as the circumstances may warrant.

Section 4. The academic staff and personnel shall render not less than eight hours of work for five days a week or a total of forty hours a week, exclusive of time for lunch. As a general rule, such hours shall be from eight o'clock in the morning to twelve o'clock noon and from one o'clock to five o'clock in the afternoon on all days except Saturdays, Sundays, and Holidays. (Executive Order No. 292)

Section 5. Flexible working hours may be allowed subject to the discretion of the University President. In no case shall the weekly working hours be reduced in the event the university adopts the flexi-time schedule in reporting for work.

Section 6. Off-setting of tardiness or absences by working for an equivalent number of minutes or hours by which an officer or employee has been tardy or absent beyond the regular or hour approved working hours of the employees concerned, shall not be allowed.

Section 7. When the interest of public service so requires, the daily hours of work for officers and employees may be extended by the Head of the agency, which extension

shall be fixed in accordance with the nature of work. Provided, that work in excess of eight (8) hours must be properly compensated.

Section 8. Full time faculty members shall render a minimum of 30 teaching hours a week, which shall include the actual classroom instruction workload and other teaching related activities, such as, but not limited to lesson and syllabi preparations and consultation with students. The remaining hours shall be consumed for research and extension.

Section 9. Part time members of the faculty shall carry a workload of not more than 12 hours a week and shall also be available for consultation with students.

Section 10. When the exigency of the service so requires, the University President may authorize the extension of the daily working hours or the rendering of overtime services, even during Saturdays, Sundays, and holidays, by any faculty member or non-teaching employee of the University with additional compensation unless otherwise provided for by applicable laws and regulations.

Section 11. Other activities of university personnel include limited practice of profession outside consultancy, special detail to government and other agencies, teaching in other educational and training institutions, and other activities or projects which are not considered integral functions of the university.

Section 12. Permission to engage in outside activities shall be for a period not exceeding one year subject to yearly renewals at the discretion of the President of the University upon the recommendation of the Dean/Director or Head of Office concerned.

Section 13. Outside activities that are over and above the regular work load in the University shall not exceed 12 hours a week.

Article 75. Tenure

Section 1. Tenure is the title performance to the position or grounds on which the faculty may confidently expect to hold on to his/her position until he/she is retired for age or permanent disability or separated for cause after due process.

Section 2. Qualified applicants to academic positions (e.g. Instructor 1) shall be issued a permanent appointment. However, within the first two (2) semesters of service he/she is considered as probationary. During the efficacy of his/her probationary period, he/she shall be subjected to character and efficiency evaluation.

Section 3. Determination of those who will be terminated or retained in service shall rest on the recommendation of the Faculty Selection Board based on the evaluation.

Article 76. Faculty Directory

Section 1. Members of the faculty shall fill out every year or as the need arises a prescribed form for the faculty directory to be kept at the Human Resource Management Office. Whenever possible, such directory shall be published.

Article 77. Physical Examination

Section 1.There shall be at least one complete annual free physical/medical examination of each member of the faculty, officers, and employees under the supervision of the head of the medical-dental unit of the University.

Section 2.Faculty and staff of the University shall be free from paying services fee for dental check-up, general teeth cleaning, cementing of damaged tooth but shall pay the cost of medicines and other dental supplies and materials used.

Chapter 4
CAREER ADVANCEMENT AND OTHER PERSONNEL ACTIONS

Article 78. Advancement in Rank or Position

Section 1. Advancement in rank or position of faculty and non-teaching employees of the University shall either be by promotion to next higher position or by appointment to an upgraded or reclassified position, usually accompanied by an increase in salary.

Section 2. The policies and procedures established in the Merit Promotion Plan and System of Ranking for both faculty and non-teaching personnel of the University shall be strictly observed in the promotion and advancement in rank or position. (CSC MC 03, s. 2001)

Section 3. The Civil Service rules and procedures for promotion of employees in government service shall be supplementary to duly approved Merit Selection Plan of the University.

Section 4. Upgrading and reclassification of positions in the University shall be subject to approval of higher authorities. This shall be based on the Position Classification and Compensation Scheme for Faculty Positions (PCCSFP) which covers all teaching positions involved in instruction, research and extension activities in all SUCs, CHED-Supervised HEIs and TESDA Supervised TEIs. (DBM EO No. 164, s. 1994)

Section 5. Common Criteria for Evaluation (CCE) shall be the primary basis for recruitment, classification and promotion of a faculty. In addition to the CCE, promotions to higher rank and sub-rank shall be subject to Qualitative Contribution Evaluation (QCE). (DBM NBC No. 461).

Section 6. All faculty members of the University shall be entitled to upgrading of their position to higher academic sub-rank. This may be determined and evaluated by the Faculty Evaluation and Review Committee based on the existing National Compensation Circular. This matter is subject to the issuance of a computer print-out confirmation by the Computer Zonal Center of the Bulacan State University and the confirmation by the Department of Budget and Management of the Plantilla of Personnel and Salary Adjustment and the issuance of new appointment.

Article 79. Accreditation of Full Professors

Section 1. All candidates for the rank of Professor shall undergo screening or Accreditation of Full Professors.

Section 2. An Accreditation Committee composed of recognized authorities in their respective disciplines shall be designated by PASUC.

Article 80. Appointment of University Professors

Section 1. Subject to the provisions of applicable laws and regulations, and the confirmation of the Board of Regents, the University President shall appoint at least one (1) University Professor from among the qualified full-pledged professors of the University.

Section 2. To qualify for appointment to University Professor position, a faculty member must have been occupying Professor position duly accredited by the PASUC Accreditation Committee. (DBM NBC No. 461)

Section 3. Candidates to said rank shall be required to undergo screening as stipulated in Section 4.3 of NCC No. 69.

Article 81. Professor Emeritus

Section 1. Minimum Qualifications. A Professor Emeritus is an award granted to a retired faculty member who meets the following criteria:

a. Must have a rank of Full Professor upon retirement.
b. Must have rendered at least 20 consecutive years of active and faithful service to the institution.

c. Must have demonstrated excellence in the service and made meritorious contribution/s to the enrichment of knowledge in the field he/ she has been teaching.
d. Must be a person with integrity be it in the academic community or in the area where he/ she is residing.
e. Must be a Filipino citizen.

Section 2. Selection Guidelines.

a. The search will be managed by a special committee of five (5) members composed of the following:
   1) The Vice-President for Academic Affairs as permanent Chairperson
   2) Two (2) faculty members coming from the same discipline where the nominee is being nominated on
   3) Two (2) faculty members coming from other colleges/ units within the University.
b. The Special Committee shall be appointed by the President through the VPAA upon the recommendation of the Department where the nominee is being recommended.
c. All members of the Special Committee should have a rank of at least Associate Professor.
d. A unanimous decision is required for a nominee's endorsement to the Academic Council.
e. To qualify for the search, a nominator who thinks/ feels that he/she has the right nominee will accomplish a nomination form and submit the same to the search committee. The nominator must come from the college where the professor retired.
f. A professor emeritus is given a teaching load with a remuneration equivalent to the current salary of full professor computed on an hourly basis. The awardee shall also enjoy other privileges enjoyed by a professor, i.e. office space, housing and the like for the duration of his/ her service.
g. Once the title is granted the honor will be for a lifetime but the service is limited to seventy (70) years of age.
h. The Academic Council shall act on the nomination/s for approval by the Board of Regents.

Article 82. Professorial Chair

Section 1. Objectives

a. To recognize faculty members who have made outstanding contribution in their field of specialization with local and national/ international impact.
b. To encourage faculty members to work harder in the academic atmosphere to serve the university and country.

c. To provide a model for budding/ aspiring academicians in the university.

Section 2. Procedures/ Guidelines in Giving the Award

a. Criteria for Selection

1. *Academic Background*. A candidate for a professorial chair should be a full time faculty member, of permanent status with the rank of Assistant Professor or higher; as a general rule, he/she should have served NEUST as faculty member for at least 10 years; and should have taught at least three (3) regular courses, graduate or undergraduate, during the last year immediately preceding the award.

2. *Research/ Publication Output*. This criterion includes any research, publication, creative, scientific or scholarly work done by the candidate. This should have contributed significantly to his/her field of specialization, i.e. the work improved/ contributed to the field of study nationally/ internationally. In applying this criterion, quality, quantity and relevance shall always be considered.

3. *Teaching Competence and/or Administrative Performance*. The candidate should have obtained an outstanding performance in teaching for the last three (3) years.

4. *Service to the University and the Nation via the Field of Specialization*. This criterion includes public service activities (within the University, in other government agencies or in other institutions, community work e.g. training programs, specialist support, extension information and action programs).

5. *Others*. The candidate should have shown exemplary conduct in relation to his/ her dealing with other constituents of the University; he/ she has no pending administrative, civil or criminal cases.

b. Mechanics of Selection

1. A nominee must be endorsed by a senior faculty in his/ her department, Department Chair and College Dean. The endorsement should include outline of the topic/s he/ she will work on.
2. The endorsement is forwarded to an AD HOC screening committee to be created by the Council of Deans (COD) consisting of four (4) members and one (1) Chair. They should come from both the technical and social sciences.
3. After the screening/ reviewing the documents of the nominee, the committee submits its recommendation to the COD for approval.
4. The COD submits its recommendation to the Administrative Council for the final selection of the awardee/s.

c. Conditions of the Award

1. Professorial chairs for each of the following disciplines shall be awarded by the University to any deserving faculty member every year: Biological Sciences (basic or applied), Physical Sciences (basic or applied), Social Sciences (basic and applied) and Humanities.
2. An honorarium of P15,000.00 per annum shall be given to a professorial chair awardee. This will come from general funds. (This does not include professorial chairs supported by special funds).
3. The professorial chair awardee shall be required to give one (1) lecture on his/ her line of specialization during the award year in a university wide seminar. Experts in the field will be invited during the lecture seminar. The honorarium will be paid to the awardee immediately after the lecture.
4. Bound copies of the professorial lecture shall be distributed to the Library and the Blaze for publication.

Article 83. Other Personnel Actions

Section1. Other personnel actions such as transfer, reinstatement, reemployment, detail, secondment, demotion, separation, and other actions shall be governed by existing laws and regulations, and other pertinent policies prescribed by the University.

Chapter 5
PERFORMANCE EVALUATION AND INCENTIVE AWARD SYSTEMS

Article 84. Performance Evaluation System

Section 1. The performance of all University personnel shall be evaluated in accordance with the Strategic Performance Management System (SPMS) adopted by the University, which shall be administered in such manner as to continually foster the improvement of individual employee efficiency and organizational effectiveness. (CSC Memorandum Circular No. 6, series of 2012).

Section 2. The four-stage PMS cycle performance shall include: (1) planning and commitment; (2) performance monitoring and coaching; (3) performance review and evaluation; and (4) performance rewarding and development planning.(CSC Memorandum Circular No. 6, series of 2012).

Section 3. The over-all performance of an organization rests on how the Office Performance Commitment and Review (OPCR) is communicated or cascaded to all the employees. In turn, the OPCR will translate into a Division Performance Commitment and Review (DPCR) and eventually to an Individual Performance Commitment Review (IPCR) for each employee.

Section 4. No employee shall be considered for promotion unless the last performance rating is at least very satisfactory. Performance ratings of officials and employees shall also be the main basis in the granting of the productivity incentive bonus, if available.

Article 85. Employee Suggestions and Incentive Award System

Section 1. The Program on Awards and Incentives for Service Excellence (PRAISE) is adopted to strengthen suggestion and incentive award system in the University. This aims to encourage creativity, innovativeness, efficiency and integrity in the public service. This intends to recognize and reward faculty and non-teaching personnel, individually or in groups for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and the personal efforts which contributes to the efficiency, economy, and improvement in government operations, which lead to organizational productivity. (CSC MC No. 01 S. 2001)

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

Section 3. Recipients of honor awards shall be given preference in promotion and training/ scholarship grants.

Section 4. The University shall create a Suggestions and Incentive Award Committee headed by a ranking officer chosen by the President with the Human Resource Management Office (HRMO) as Secretariat. The Committee shall formulate rules and procedures to attain the objectives of the program in accordance with established guidelines.

Section 5. Guided by established policies, awards shall be in any form, kind or category for each idea or accomplishment in addition to those already adopted by the government.

Section 6. Plaque of Merit and Recognition of Merit shall be presented to members of the academic and non-academic staff for exemplary conduct, loyalty and exceptionally efficient and meritorious services to the University upon their voluntary

resignation/retirement from the service after at least 15 years. The recognition of merit shall be signed by the President and the Board Secretary and issued on date following the last day of active service on an appropriate occasion. Appropriate service pin shall be awarded to faculty and employees of the University in accordance with the Civil Service Law. (20 years, 30 years or 40 years of service).

Section 7. Faculty members who have rendered more than 40 years with the rank of full professor upon retiring shall be given a University 18 carat gold ring upon retirement from government service.

Chapter 6
LEARNING AND DEVELOPMENT CENTER

Article 86. General Provisions

Section 1. In order to achieve the mission of transforming human resources into productive citizenry to bring about development impact to local and international communities, the University shall develop and implement a continuing program of training and development for its faculty and non-teaching personnel.

Section 2. Selection of participants to training and development program shall be based on actual needs of the University for specialization and enhancement of competence, taking into consideration the development program thrusts and development plan of the Institution.

Section 3. The University shall create a Committee on Personnel Career Development, with the Vice President for Academic Affairs as Chairman and the Director of Learning and Development Center as Secretariat. The Committee shall formulate rules to implement the personnel training and development programs of the University. This needs the approval of the University President and confirmation of the Board of Regents, subject to the provisions of established policies and guidelines.

Article 87. Scholarship Grants

Section 1. The University Scholarship Committee (USC) shall be created under the Office of the President. It shall be composed of five(5) members , from the heads of the finance and the learning and development center, president of the faculty and staff union, dean/ director where the faculty applying for scholarship is assigned and faculty representative of the campus of the university where the faculty concerned come from.

Section 2. The committee shall perform the following duties and responsibilities:

a. It shall be responsible in conducting an appraisal of the faculty scholarship applicants. which shall be based on the criteria specified thereof;
b. It shall prepare the endorsement of the list of qualified grantees to the Office of the VPAA;
c. It shall have the custody of the records of the scholarship applicants; and,
d. It shall conduct monitoring and evaluation on the progress and performance of the scholars.

Section 3. Scholarship Eligibility and Other Requirements

a. The applicant must be permanent at the time of application;
b. The degree sought must be within the priority of the college based on the faculty development program and the degree or specialization pursued should be appropriate or vertically aligned (Degree shall be based on MS and BS degree); and,
c. The applicant must have completed the return service from its previous scholarship.

Section 4. The applicants for full scholarship shall comply with the following in addition the provisions mentioned above.

a. The applicant must not be more than 45 years old at the time of application.
b. The applicant must present a notice/certificate of admission from the university/college where he/she intends to enroll;
c. The applicant must first seek admission in state colleges or universities. He / she is only allowed to seek admission in other reputable institutions if the program is not offered by SUCs; and
d. The applicant must be physically fit and should present a medical certificate from the Government Physician.

Section 5. A faculty can avail of Dissertation Grant provided the given provisions are satisfied. The following are additional requirements:

a. The scholar must present a bound copy of the dissertation.
b. The scholar must submit an original copy of his /her Transcript of Records.

Section 6. Tuition Privilege shall be given to the faculty with the following requirements, in addition to the provisions in Section 4 hereof:

a. The applicant must have minimum of 18 units teaching load during the time of application;
b. An application must submit the approved plan of course work and certified true copy of grades if study is ongoing;

c. An application letter with attached certification from the dean for his or her teaching load on the semester applied for.

Section 7. Official Time shall be given to faculty who shall conduct his/her dissertation and shall submit approved dissertation outline certified by the Program Head/Dean of the Graduate School , in addition to the provisions Section 4 hereof.

Section 8. Deloading shall be given to faculty who shall conduct his/her dissertation after complying Section 2 and Section 4 requirements.

Section 9. Externally Sponsored Scholarship (EES) shall be given to a faculty who has availed of scholarship funding outside the University. He/she shall submit:

a. Approved Scholarship Grant;
b. University Clearance; and,
c. University Contract

Section 10. The applicant must also obtain an endorsement from the Dean of college regardless of the type of scholarship.

Section 11. The applicant's choice of course must be listed in the faculty development plan of the college.

Article 88. Scholarship Privileges

Section 1. Full scholarship. A university – sponsored scholar is entitled to the following privileges:

a. Salary and other mandatory benefits and increases as provided for by law;
b. Full tuition and other regular school fees;
c. Book allowance of Php 20,000.00 for regular semester and Php 15,000.00 for summer.
d. Dissertation grant of Php50,000.00. Thirty percent 30% shall be released upon submission of approved outline certified by the Program Head /Dean of the graduate school and the remaining 20% shall be released after submission of the bound copy;
e. Monthly stipend of Php 6,000.00; and
f. One round trip allowance including per diems and other incidental expenses availing the most efficient means of transportation to and from the university and the official station.

Section 2. Dissertation Grant. The grantee is entitled to a one-time dissertation grant of Php 50,000.00

Section 3. Tuition Privileges. The grantee shall be entitled to full tuition fees.

Section 4. Official Privileges. The grantee shall be entitled of study leave with pay.

Section 5. Deloading. The grantee shall be entitled to a teaching load displacement of a maximum of nine (9) units.

Article 89. Scholarship Duration

Section 1. Full scholarship

a. The degree program shall have a duration of three (3) academic years, which is the two (2) summer and six (6) semesters, except when the scholar's program of study calls for a longer period as certified by the adviser or the dean of the school where he/she is studying.
b. In case the grantee is advised by the graduate School to shift to another course, he she shall only be allowed after the first semester of his/her study program.
c. If the grantee cannot finish his /her degree within the regular scholarship time frame, he/she may be given one semester extension with pay but without stipend subject to evaluation and recommendation of the Scholarship Committee.
d. If the grantee fails to complete his/her degree notwithstanding the one semester extension, he/she should immediately be recalled for duty/services. However, if the grantee is still interested to pursue his/her studies, he/she may make an appeal to the Scholarship Committee for further review and assessment of his/her scholarship status in which case, he/she may be given another one semester study leave without pay.
e. In case of failure to finish the degree, the scholar is given three (3) year grace period to finish the degree at his/her own initiative.

Section 2. Scholars are required to render services to NEUST in relation to their studies, local or abroad as:

a. Two (2) years of service for every year of scholarship.
b. For a fraction thereof, equivalent number of days/months of service is required. (i.e.: 1 month = 2 months required service)

Section 3. Service in other agencies/offices of the Republic of the Philippines shall not be considered service in the Nueva Ecija University of Science and Technology for the purpose of this contract, except on the following:

a. When request to transfer is with strong justifications from agency/office of the government, but subject to Board of Regents approval on case to case basis.
b. When officially seconded or detailed with another agency of the government;
c. When elected to a public office. However, if after serving his/her term, the scholar decided to return to NEUST, his/her services shall be counted as part of his/her contract minus the number of years served as elected official.

Section 4. All scholars are given a maximum of five (5) years and seven (7) years from the start of their scholarship grant for the completion of their master's and doctoral degrees, respectively (inclusive of study leave with and without pay).

Section 5. Except in cases beyond the scholar's control, no scholar shall be allowed to carry an academic load below the normal load indicated in his program of study.

Section 6. Scholars must submit the following documents to the HRMO copy furnished their respective Vice-president and Deans/ Directors at the specified time.

a. Program of study immediately after the first semester/trimester prior to enrollment in the following semester/trimester.
b. Progresses report of studies to include official report of grades and adviser's assessment every end of the semester/trimester.

Section 7. Failure of scholars to submit these documents at the specified time shall cause the Administration to withhold scholar's stipend and school fees for the following semester/trimester.

Section 8. Faculty/Staff on University funded scholarship shall not be entitled to university funds for purposes of attending a conference, training/ workshop/ seminar/symposium etc. unless certified by the scholar's program adviser that attendance is part of a course.

Section 9. Within 60 days upon return from his/her scholarship a grantee shall submit:

a. A terminal report to the President, copy furnished the L&DC and his/her Vice-President, Dean/Director.
b. An original copy of his/her thesis/dissertation to the University Librarian through the L&DC.
c. A plan of work to finish his/her degree should the returnee has hot finished his/her degree.

Article 90. Selection Criteria

Section 1. The candidate for scholarship/fellowship must have served the university for at least two (2) years with a performance of "Very Satisfactory".

a. The field of specialization applied for is the same or closely related with the baccalaureate degree (for Master's candidate) or Master's degree (for doctoral candidate); or one, the nature of which is related to the position he/she is programmed to occupy upon return;
b. He/She has potentials for teaching, research, extension and administrative work.
c. He/She manifests institutional loyalty and be willing to sign a service contract with the university upon initiation of the scholarship.
d. He/She has been involved in attendance/participation in University sponsored activities/functions.
e. He/She has never been charged administratively/criminally nor investigated due to poor teaching performance.

Section 2. A faculty/staff who is not programmed for scholarship but has secured outside funding, shall be allowed for scholarship, provided no replacements shall be hired by the department, except when there is sufficient funding for it and provided further, that it conforms to CSC Rules.

Section 3. Should the benefits (stipend, monthly allowance, book allowance, thesis/ dissertation allowance given to NEUST-funded scholars be higher than that given by other agencies to a NEUST Faculty/Staff grantee, the difference will be given by NEUST.

Section 4. Service contracts for degree and non-degree awards shall be cumulative.

a. Services rendered by a grantee in any government offices; agencies/ institutions should not be credited as equivalent service to the NEUST.
b. Grantee who failed to finish a degree should return and serve the University.
c. A grantee who failed to finish his/her degree must return and serve the University as specified in the contract.
d. In the event of failure to return and serve, the grantee must be required to reimburse all the expenses incurred by the University in his/her studies as determined by the L&DC.
e. Cases shall be filed against scholars who violated contract with the assistance of the University Legal Counsel or the Office of the Solicitor General.

Section 5. Not to allow part-time study for scholars/grantees. In no case shall a scholar be allowed to go on part-time study to enable him/her to participate/engage in research, training, seminars, conferences and the like.

Section 6. Scholars who did not enroll during the semester/summer for whatever reason must report for duty.

Article 91. Sabbatical Leave

Section 1. A sabbatical leave is a privilege which may be granted to a qualified and deserving member of the faculty in order to advance the frontiers of knowledge through investigation, writing, or research in the field related to his/her specialization and in consonance with the objective of the University.

Section 2. Qualifications for Sabbatical Leave

a. A member of the faculty with a minimum of a master's degree and with at least the rank of associate professor who has significantly contributed to the country in general and to the University in particular;
b. A faculty member who has served NEUST as a member of the faculty for not less than six consecutive years immediately prior to sabbatical leave.
c. A faculty who has served contract with the University for Scholarship or any award given him.

Section 3. Requirements

a. A faculty member may apply for sabbatical leave in writing to the University President through channels not later than three months before the expected start of the sabbatical leave.
b. The applicant must be recommended by the Department Chairman, Dean/Director and Vice-President concerned to the University President for action by the Administrative Council.
c. Application must be accompanied with a proposed program of work and its details therein the activities that will be undertaken within a specific time frame and where the leave shall be spent.

Section 4. Privileges:

a. A sabbatical leave may be granted for a period of one year but in no case shall it exceed more than eighteen months with full pay effective upon approval of the Board of Regents.
b. While on sabbatical leave, he/she shall be entitled to salary adjustment and other fringe benefits, if any.

c. He/she shall also be entitled to retention of housing privilege if he/she enjoys the same before going on sabbatical leave.

Section 5. Responsibilities of the Grantee

a. Attend full time to his/her sabbatical leave program at the designated place/ institution.
b. Complete his/her research program within the sabbatical leave period approved by the Board of Regents.
c. Submit a written final report of his/her output and Plan of Work to the VP for Academic Affairs and HRMO.
d. Renders return service of one (1) year for every year of sabbatical leave or a fraction thereof but not less than one (1) month. Failure to comply with the service contract shall mean the refund of all salaries and other monetary benefits received by the grantee up to supposed completion of required return service.
e. Complies with other relevant sabbatical leave guidelines/ rules as provided in the L&D Guidelines of the University.
f. Grantees are given one (1) month following the expiration of their sabbatical leave to submit their final output. Non-submission of the output would mean suspension of or withholding of salary and other monetary benefits of the grantee.

Section 6. Participants shall provide the University Library a copy of the materials such as handouts given to participants during the seminar/ convention/ workshop/convention or training.

Section 7. Participant(s) shall echo seminar, convention, workshop, conference training within 8 weeks after attendance in the same.

Section 8. A copy of certificate of attendance, participation to seminars, workshops, conference, convention, must be submitted to L&DC (CSC requires report of participation).

Article 92. Undergraduate Degree and Vocational/ Training Course for Non-Academic Personnel

Section 1. Scope of Coverage and Qualifications. All non-academic personnel of the university are qualified, provided:

a. The area of specialization is very much needed by the Unit as justified by the immediate supervisor.

b. Must have earned "Very Satisfactory Performance" for three (3) consecutive years, immediately preceding the start of scholarship.
c. Request for leave without pay shall be granted only when requested by the concerned faculty/staff at least:
    i. Not over 40 years of age if pursuing bachelor degree
    ii. Not over 45 years of age if pursuing vocational courses not more than two (2) years.
d. Those who started their BS degree program and need only a year of semester shall be granted scholarship, irrespective of age. Provided they can still serve the contract.
e. Not over 50 years of age if pursuing long-term training of not more than one year.
f. Must not have been charged administratively and convicted for any violation of Civil Service rules and/or reasonable office rules and regulations within 5 years before effectivity of scholarships.
g. Must be enjoying permanent status for at least 3 years.

Section 2. Mechanics of Availment

a. Chiefs of Offices/Units must submit program of scholarship for degree/ vocational and/or training, based on actual needs of its concerned Units/Offices.
b. Program for scholarship to be submitted to the concerned Director of the sub-program and to be presented to the Admin Council for deliberation
c. The Administrative Council through the VP for Administration, Business and Finance (ABF) shall collate all proposals and forward them to the office of the President/Chairman of the Admin Council for approval.

Section 3. Internal Rules and Regulations

a. Individual scholars, if and when or where they are going for studies/training shall write his/her immediate superior, who in turn must indorse the same to the VP for ABF through the University Scholarship Committee for further endorsement to the President.
b. Performance of the scholars shall be monitored by the L&DC and transmit information to the President and to the Vice President for ABF every end of semester. Financial support shall be withheld pending submission of report of grades by the scholar.
c. Employee initiated scholarships shall be subject to the following:

    1. Any administrative personnel may seek his/her own sponsor or funding supports, with the approval of the Administrative Council, based on the Office/Unit where the applicant scholars belong, and can carry on the workload without replacement.

2. The grantee of non-NEUST scholarship shall no longer be entitled to regular stipend, book allowance, thesis/case support from the University.

d. The grantee can request the monetization of his/her leave credits:

    1. if still available,
    2. if there will be funds for it, and
    3. in case he/she will need additional funds for his/her studies, subject to the approval of the University President.

e. If an employee who was scheduled to go on scholarship and deferred the same on his/her own volition, he/she will be placed on the last slot, unless a special consideration can be given by all programmed applicants.
f. A grantee shall be given the privilege of enrolling in NEUST but cannot re-enroll in any other school unless, there is an expressed approval of the Administrative Council. If the grantee will insist, even without approval, he/she can be recalled and stripped of all support and may even face administrative sanction.
g. If the scholar is non-NEUST funded, the funding agency must agree to the change of school.
h. Section Head and subprogram superiors must indorse request for extension of study leave which must be filed at least one (1) month before the start of the semester, by the scholar.
i. If the scholar failed to finish his/her degree within the regular period, he/she will be allowed to go on study leave but his/her salary will be chargeable to his/her leave credits, if any. If none, he/she will be on leave without pay.
j. Scholars for bachelor's degree are given a maximum of 6 years for a regular 5-year program and 5 years for a regular 4-year course. If he/she failed to finish, he/she will be recalled and be required to serve his/her contract
k. No extension of grant shall be given to vocational course and/or training.

Section 4. Obligations of Scholars

a. Scholars must sign contract with the University.
b. Scholars must submit their grades regularly after each semester or summer.
c. Scholars must report during semesterly break, unless course work requires, which must be validated by concerned adviser in Department where he/she is enrolled.
d. Scholars must submit entrance program upon return to service.
e. Scholars must always protect the interest and the image of the University in the school where he/she is enrolled, or he/she can be recalled anytime.

f. Must submit proofs of utilization of book allowance and other supports.

Section 5. Benefits of the Scholar

a. Regular salary, stipend, book allowance and other support.
b. Other mandatory benefits, unless specifically disqualified by law.

Section 6. Other Rules

a. All provisions of the existing L&D guidelines and scholarship contract not in conflict with these rules/regulations shall be automatically reckoned with in deciding questions and/or making decisions.
b. Scholarships of administrative personnel for Masters/Doctorate shall be covered by the regular L&D guidelines.

Article 93. Study Grants to NEUST Faculty and Staff Members in the NEUST Graduate School

Section 1. The awarding of study grants to qualified NEUST Faculty and Staff members to attend classes at the Graduate School is in consonance with the democratization of manpower development.

Section 2. The selected faculty/staff members are given the opportunity to grow professionally to be of better service to the University and the community.

Section 3. Equipped with advanced degrees, more venues for social mobility are opened to the selected faculty and staff members.

Section 4. Procedure for Application for Grant

a. The faculty/staff applies in writing to the University President, through channels, at least six (6) months before he/she intends to enroll for action of the Administrative Council.
b. The applicant must be informed of the action on his/her request.

Section 5. Criteria for candidates to study in GS.

a. They must be faculty or staff members (including administrative staff) with permanent appointments and have served the University for at least two (2) years.
b. They must still have sufficient time to serve the University after completion of the sought degree, as stipulated in their contract prior to retirement.
c. They must be qualified for admission to the Graduate School.

d. They must enroll in the fields of study that are within the priority needs of the University.
e. They must have obtained a Very Satisfactory work performance rating in the year preceding the application for the study grant.
f. They must have manifested institutional loyalty.

Section 6. The study grant shall consist of the following:

a. Enrolment for a minimum of six (6) units per semester and a maximum of nine 9 units during summer for faculty members without summer teaching load.
b. Payment of 25% of the total fees except entrance, application and diploma fees which shall be paid by the grantee.
c. Thesis/Research support of P50,000.00 for doctoral and P30,000 for master's degree.

Section 7. Obligations of the grantees

a. To sign an appropriate contract of return service to the University, stipulating one year of grant or a fraction thereof among others.
b. To reimburse the University the equivalent cost of fees for every course where the grade obtained is lower than 2.0.

Section 8. The President reserves the right to terminate the study grant anytime on account of unsatisfactory academic performance or when exigencies so require.

Chapter 7
PERSONNEL RELATIONS AND WELFARE SERVICES

Article 94. Health, Safety and Social Services

Section 1. In order to sustain a high level of productivity and morale among the faculty and staff, the University shall:

a. Take proper steps towards the creation of an atmosphere conducive to management-employee relations and improvement of the morale of the University personnel by making provisions for health, safety, welfare, counseling, recreation and other related services;
b. Keep and maintain workplaces free from hazards that are causing or likely to cause physical harm to employees or damage to property; and
c. Provide security measures for the safety and protection of persons and properties inside the campus.

Section 2. To promote harmony and better management-employee relationship and cooperation, the University shall:

a. Provide a system of informing the faculty and staff of their rights and privileges, as well as the rules governing their duties, obligations and conduct;
b. Facilitate the dissemination of information and the discussion of ideas among the officials and employees. It shall encourage their participation in the development of policies, procedures and other matters affecting them and their works;
c. Encourage voluntary activities, whether athletic, social, recreational or field trips provided that such activities are conducive to the well-being of the faculty and staff and consistent with the objectives of personnel development; and
d. Encourage faculty and staff to form, join or assist employee organizations or work councils of their choice for purposes not contrary to law.

Section 3. A Committee on Decorum and Investigation shall receive, investigate and submit a report of the findings on sexual harassment, with corresponding recommendation to the disciplining authority for decision.

Section 4. Special Leave Benefits for Women may be availed for every instance of gynecological disorder requiring surgery, for a maximum period of two months per year. (RA #9710)

Article 95. Study Privileges for Legitimate Children

Section 1. Legitimate children of regular employees and those who died in line of duty or in the service of the University, shall be entitled to free tuition and other privileges as may be deemed proper, upon enrollment, subject to the admission requirements and other applicable policies and guidelines adopted by the University.

Article 96. Housing Privileges

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

Section 2. The University shall formulate and implement policies, rules and regulations on housing privileges for its personnel. In granting the privilege, priority shall be afforded to permanent employees of the University.

Section 3. A Housing Committee shall be constituted by the University to be headed by a Chair who shall also act as the Housing Administrator, to enforce policies, rules, and regulations promulgated by the University for the Administration of all housing facilities of the University.

Article 97. Legal Services

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

Chapter 8
OTHER EMPLOYEE BENEFITS AND PRIVILEGES

Article 98. Leave privileges shall include but not limited to the following:

a. Vacation/Sick Leave
b. Teacher's Leave
c. Maternity Leave
d. Paternity Leave

e. Parental Leave for Solo Parents
f. Sabbatical Leave
g. Study Leave
h. Terminal Leave
i. Rehabilitation Leave for Job Related Injuries
j. Special Leave Privilege such as funeral/mourning leave, graduation leave, enrollment leave, wedding/anniversary leave, birthday leave, hospitalization leave, accident leave, relocation leave and such other special leave benefits as may be granted by existing and subsequent laws and orders.

Article 99. Vacation/ Sick Leave

Section 1. Officers and employees of the government whether permanent or temporary who render work during the prescribed office hours shall, after six (6) months of continuous, faithful and satisfactory service , be entitled to fifteen (15) days, Sundays and public holidays, without limitation as to the number of days' vacation and sick leave that they may accumulate. (Sec.1, Rule XVI Book V EO 292.)

Section 2. Vacation and Sick leave shall be cumulative and any part thereof which may not be taken within the calendar year in which earned may be carried over the succeeding years. Whenever any officer or employee retires, voluntary resigns or is allowed to resign or is separated from the service through no fault of his/her own, he/she shall be entitled to the commutation of all the accumulated vacation and/or sick leave to his/her credit, provided his/her leave benefits are not covered by special laws. (Sec. 6, Rule XVI, Book V EO 292)

Computation of vacation and sick leave shall be made on the basis of one day vacation and one day sick leave for every 24 days of actual service.

Section 3. Tardiness and under time are deducted from vacation leave credits and shall be charged against sick leave credits, unless the under time is for health reasons supported by medical certification and application for leave.

Section 4. Leave without pay not exceeding one (1) year may be granted, in addition to the vacation and sick leave earned. Leave without pay in excess of one month shall require clearance from the University. If an employee who is on leave without pay fails to report for work at the expiration of one year from the date of such leave, shall be considered automatically separated from the service.

Section 5. An employee who is continuously absent without approved leave for at least thirty (30) working days shall be considered on absence without approved leave(AWOL) and shall be separated from the service or dropped from the rolls without prior notice. He shall however, be informed, at his/her address appearing on his/her 201 files or last known written address, of his/her separation from the service, not later than thirty

(30) working days, a written Return-to-Work Order shall be served to his/her last known written address. Failure on his/her part to report for work within the period stated in order shall be a valid ground to drop him/her from the rolls.

Section 6. All officials and employees with 10 days or more vacation leave credits shall be required to go on vacation leave whether continuous or intermittent for a minimum of five (5) working says annually under the following conditions: (Sec. 25, CSC MC41, S. 1998)

a. The head of agency shall, upon prior consultation with employees, prepare a staggered schedule of the mandatory five-day vacation leave of officials and employees, provided that he/she may, in the exigency of the service, cancel any previous scheduled leave.
b. The mandatory annual five – day vacation leave shall be forfeited if not taken during the year. However, in cases where the scheduled leave has been cancelled in the exigency of the service by the head of the agency, the scheduled leave not enjoyed shall no longer be deducted from the accumulated vacation leave.
c. Retirement and resignation from the service in a particular year without completing the calendar year do not warrant forfeiture of the corresponding leave credits if concerned employees opted not to avail of the required five-day mandatory vacation leave.
d. Those with accumulated vacation leave of less than ten (10) days shall have the option to go on forced leave or not. However, officials and employees with accumulated vacation leave of 15 days who availed of monetization for 10 days, shall still be required to go on forced leave.

Section 7. The mandatory five-day vacation leave shall be forfeited if not taken during the year. However, in cases when the scheduled leave has been cancelled in the exigency of the service by the head of the agency, the scheduled leave not enjoyed shall no longer be deducted from the accumulated vacation leave.

Section 8. Application for vacation leave of absence for one full day or more shall be submitted on the prescribed form for action by the proper chief of agency in advance, whenever possible, of the effective date of such leave.

Section 9. All applications for sick leave of absence for one full day or more shall be on prescribed form and shall be filed immediately upon the employees return from such leave. Notice of absence, however, should be sent to the immediate supervisor and/or to the office head. Application for sick leave in excessive days shall be accompanied by a medical certificate. (Sec. CSC MC. No. 41 s. 1998).

Section 10. In ordinary application for sick leave already taken not exceeding five days, the head of the department or agency concerned may duly determine whether or

not granting sick leave is proper under the circumstances. In case of doubt, a medical certificate may be required.

Section 11. Sick leave shall be granted only on account of sickness or disability on the part of the employee concerned or any member of his/her family. Approval of sick leave, whether with pay or without pay, is mandatory, provided proof of sickness or disability is attached to the application in accordance with the requirements. Unreasonable delay in the approval thereof or non-approval without justifiable reason shall be a ground for appropriate sanction against the official concerned. (Sec. 54 CSC MC No. 41 s. 1998)

Section 12. All absences of an official or employee in excess of his/her accumulated vacation or sick leave credits earned shall be without pay when an employee had already exhausted his/her sick leave credits but not vice- versa. (Sec. 56 CSC MC No.41 s. 1998)

Section 13. For purposes of computing the length of service for the grant of step-increment, approved vacation leave without pay for an aggregate of fifteen (15) days shall not interrupt the continuity of the three-year service requirement for the grant of step increment. However, if the total number of authorized vacation leave without pay included within the three-year period exceeds fifteen (15) days, the grant of one- step increment will only be delayed for the same number of days that an officials or employee was absent without pay. (Sec. 60 CSC MC No. 41 s. 1998)

Article 100. Teacher's Leave

Section 1. Teachers shall not be entitled to the usual vacation and sick leave credits but to Proportional Vacation Pay (PVP) of 70 days of summer vacation plus 14 days of Christmas vacation. A teacher who has rendered continuous service in a school year without incurring absences without pay, of not more than 1.5 days is entitled to 84 days of Proportional Vacation Pay.

Section 2. Teacher's leave of absence during school terms, on account of illness or for other cause, is compensated by the performance of vacation duty for corresponding period. The excess resulting therein is considered vacation service credits, which may be used to offset future absences.

Section 3. Teacher vacation service credits refer to leave credits earned for service rendered on Saturdays, Sundays, and holidays or during school vacations as authorized by proper authorities. These credits are used to offset absences incurred during school days.

Section 4. Once a teacher is able to accumulate vacation service credits, such credits can be converted to vacation and sick leave in case of transfer from the teaching

to the non-teaching profession. Thus, the vacation and sick leave earned under the non-teaching service may be converted to vacation service credit in case of transfer to a teaching position.

Section 5. Faculty members under the teacher's leave basis, who do not earn any vacation or sick leave credits and any absence due to personal reason is without pay.

Section 6. Request to render vacation service must be made in advance by the faculty concerned. The character of the necessity for and extent of the service to be performed must be specified and must be recommended by the immediate superior and Dean/Director and University Vice – President and approved by the University President.

Section 7. In the exigency of the service, all faculty members under the teacher's leave basis can be required to render service during Christmas or summer vacation and must be granted the equivalent vacation service credits of one day for every one (1) of eight hour – service.

Section 8. Service credits may be granted to the faculty members who will get involved in the following activities as approved by the University President: (Board Resolution No. 54, s. 2019):

1. *Services rendered in line with the Instruction function:*

    a. Services rendered in connection with the conduct of remedial classes during the summer or Christmas vacation or outside of regular school days;
    b. Teaching overload not compensated by honoraria;
    c. Services rendered during school sports, literary, culture, arts, skills, quiz competitions held outside of regular school days;
    d. Services rendered in connection with the conduct of review classes during summer or Christmas vacation or outside of regular school days;

2. *Services rendered in line with the Research function;*

    a. Participation in special NEUST programs, projects and activities which are short-term in duration and which are part of or related to the research function of the University, e.g. planning workshop, writing workshop or write shop, data gathering activities, research presentation, etc., if such are held during the long or mid-year vacation, Christmas vacation or during weekends.

3. *Services rendered in line with Extension and Training function:*

a. Services rendered during calamity and rehabilitation when schools are used as evacuation centers;
b. Services rendered during registration and election days as long as these are mandated duties under existing laws;
c. Teaching in non-formal education classes in addition to teaching in formal education classes carrying a normal teaching load;
d. Services rendered by those who train teachers in addition to their normal teaching loads;
e. Participation in special NEUST programs, projects and activities which are short-term in duration and which are part of or related to the extension function of the University, e.g. planning workshop, extension and training materials writing workshop, technical assistance/consultancy services, training activities, etc., if such are held during the long or mid-year vacation, Christmas vacation or during weekends.

4. Services rendered in line with Production and Administrative functions:

a. Conduct of testing activities held outside of school days;
b. Services rendered in connection with early or late opening of the school year;
c. Work done during regular school days if these are in addition to the normal teaching load;
d. Participation in special NEUST programs, projects and activities which are short-term in duration and which are part of or related to the production functions of the University and other administrative concerns, e.g. planning workshop, manual/module writing workshop, business–related activities, activities related to income/resource generation, resource mobilization and other production related activities, if such are held during the long or mid-year vacation, Christmas vacation or during weekends. and
e. Participation in special NEUST programs, projects and activities which are short-term in duration and which are part of or related to the instruction, research, extension and production functions of the University and other administrative concerns, e.g. workshop/write shop, materials preparation, facilities inspections, etc. in preparation for accreditation and certification as the case may be being conducted by the Accrediting Agency of Chartered Colleges and Universities in the Philippines (AACCUP), Institutional Sustainability Assessment (ISA) of CHED, International Organization for Standardization (ISO) and other accrediting and certifying agencies as well as participation in voluntary activities like Project Walk the Talk and others, if such are held during the long or mid-year vacation , Christmas vacation or during weekends.

Each faculty member is entitled to a grant of one day vacation service credit for every day of service with at least eight hours of actual service rendition pursuant to the above enumerations of authorized activities for a maximum of fifteen (15) days' vacation service credit. Vacation service credits can only be used by faculty on teacher's leave status for sick leave and not for vacation leave.

Article 101. Maternity Leave of Absence

Section 1. Married women in the government service who have rendered two (2) years or more of continuous service shall, in addition to the vacation granted to them, be entitled to maternity leave of sixty (60) days with full pay.

Section 2. For those who have rendered less than (2) years of government service at the time of the enjoyment of maternity leave, the computation of their maternity leave shall be proportionate to their length of service, provided, that those who have served for less than one (1) year shall be entitled to 60 days maternity leave with half pay. (Section 12, Rule XVI, Book V EO 292 and Section 11 of CSC MC No. 41, s. 1998).

Section 3. Maternity leave shall be granted to female married employee in every instance of pregnancy irrespective of its frequency.

Section 4. When an employee wants to report back to duty before the expiration of her maternity leave, she may be allowed to do so provided she presents a medical certificate that she is physically fit to assume the duties of her position. The commuted value of the unexpired portion of the leave need not be refunded and that when the employee returns to work before the expiration of her maternity leave law and the salary for actual services rendered effective the day she reports for work. (Section 14 CSC MC No. 41, s. 1998).

Section 5. Maternity leave may be granted in case of an abortion since it (abortion) is a premature delivery of the fetus and that a woman cannot abort unless she is pregnant. (GAO Decision No. 217, July 30, 1941.)

Section 6. A woman employee is entitled to 60 days maternity leave of absence with pay even if at the time she was on the family way that she is not actually working but on an extended leave of absence without pay. (BCS, 2nd Ind. November 27, 1956).

Section 7. Maternity leave with pay may be granted even if delivery occurs just a few days before termination of employee's service. (CSC Endorsement February 24, 1964 – HIPCS)

Section 8. A married woman employee in the government service is entitled to sixty (60) days maternity leave of absence regardless of whether or not she was in the family way, an administrative complaint is pending against her, provided at the time prior

to her application for maternity leave, she has rendered two or more years of actual and continuous service. (PAGUIO, Trinidad C. 1971-1972 CSOR 80).

Section 9. It shall be illegal if female teachers are allowed to enjoy the 60 days maternity leave of absence with interruption or gap because of the in-between summer vacation. The Commission has repeatedly stressed that while maternity leave is a social legislation, the time or period when the benefit can be availed of cannot and in the interest of the service be left to the discretion or whim of the employee – recipient. Thus, its enjoyment cannot be deferred to some later time but must be enjoyed during the actual period of recovery in full, continuous and uninterrupted manner not exceeding 60 days. It the privilege is not availed of by consent or by choice of the female concerned, the privilege is considered waived or forfeited. Ruling in RE: Gap in maternity leave, FRANCISCO, Emelita in a letter date July 24, 1987.

Section 10. A teacher who gives birth during the Christmas or the long vacation period should be granted 60 days maternity leave with full or half pay as the case may be, effective on the date she delivers her child, as well as the proportional vacation pay earned during the school year.

Article 102. Paternity Leave

Section 1. Every male married employee is entitled to paternity leave of seven (7) working days for the first four (4) deliveries of his legitimate spouse with whom he is cohabiting.

The first of the 4 deliveries shall be reckoned from the effectivity of the Paternity Leave Act on July 5, 1996.

Section 2. Married male faculty members with more than one (1) spouse shall be entitled to avail paternity leave for an absolute maximum of four deliveries regardless of whichever spouse gives birth. (Section 19 CSC MC No. 41, s. 1998).

Section 3. Paternity Leave of seven (7) days shall be non-cumulative and strictly non-convertible to cash. The same may be enjoyed in a continuous or in an intermittent manner by the employee on the days immediately before, during and after the childbirth or miscarriage of his legitimate spouse. (Section 20, CSC MC No. 41, 1998)

Article 103. Parental Leave for Solo Parent

Section 1. In addition to leave privileges under existing laws, parental leave of not more than seven (7) working days every year shall be granted to any solo parent employee who has rendered service of at least one (1) year. The seven-day parental leave shall be non-cumulative. (IRR, Republic Act 8972)

Section 2. Conditions for Entitlement of Parental Leave – A solo parent shall be entitled to parental leave provided that:

a. He/She has rendered at least one (1) year of service whether continuous or broken;
b. He/She has notified his/her employer of the availment thereof within a reasonable time period; and
c. He/She has presented a Solo Parent Identification Card to his/her employer.

Article 104. Sabbatical Leave

Section 1. To enhance scholarly pursuits and revitalize their academic competence by conducting investigation and research work as well as to contribute to the reserve knowledge of the University, sabbatical leave shall be granted to permanent members of the academic staff with the provision that he has served the University for less than six consecutive years, the last two years of which the rank not lower than Associate Professor.

Section 2. Sabbatical leave shall not be longer than one (1) year, with full or partial payment of salaries, if in the judgment of the President and the Board of Regents, his/her records as a faculty member or researcher in the University shows a reasonable assurance or fulfillment of the purpose of the sabbatical leave. In addition, if the sabbatical is spent abroad, full transportation payment shall be provided.
The University shall make adequate provisions in its yearly budget to ensure the implementation of the above provisions.

Article 105. Study Leave

Section 1. In addition to the privileges enjoyed by the teachers, they are also entitled to a study leave not exceeding one school year after seven years of continuous service subject to the approval of the University President and the Board of Regents.

During the period of such leave, the teachers shall be entitled to at least 60% of his/her monthly salary. However, no teacher shall be allowed to go on more than one year study leave unless he/she needs an additional semester to finish his/her thesis for graduate study in education or other allied courses, provided, he/she shall not be allowed to receive any compensation for any study leave in excess of one school year.

Section 2. Entitlement to study leave requires the teacher to take the regular study load prescribed by the school and must pass at least 75% of his course. A teacher granted one school year of study leave who fails at least 75% of his/her course will refund the amount paid to him/her which will be made in monthly installments of not less than 20% of his actual monthly salary.

Section 3. In cases, where he/she contracts illness or suffers injury, resulting in his/her inability to continue his/her studies, he/she is not required to refund the salary paid to him/her. However, it should be supported by a medical certificate issued by government physician stating:

a. The nature and extent of the sickness or injury incurred or sustained by the teacher;
b. Facts and actual circumstances surrounding the acquisition of, or giving rise to, the sickness or injury; and,
c. That the illness was not the proximate result of the teacher's misconduct, gross negligence, intemperate use of drugs or alcoholics, liquor or vicious or immortal acts or habits. (Chapter V Manual on Leave Administration Course for Effectiveness p. 39-40, 1995).

Article 106. Terminal Leave

Section 1. Terminal leave is applied by a member of faculty who intends to sever his/her connection with the University. Accordingly, the filing of application for terminal leave requires as a condition sine qua non, the employee's resignation, retirement, separation from the service without any fault on his/her part, and, it must be shown first that public employment ceased by any of the said modes of severances. (Section 35, CSC MC No. 41, s. 1998)

Section 2. Application for commutation of vacation and sick leave in connection with separation through no fault of an academic staff shall be sent to the University President for approval. In this connection, clearance from the Ombudsman is no longer required for processing and payment of terminal leave as such clearance is needed only for payment of retirement benefits. (Section 36, CSC MC No. 41, s. 1998).

Section 3. Any official/employee of the University who retires, voluntarily resigns, or is separated from the service through no fault of his/her own, and who is not otherwise covered by special law, shall be entitled to the commutation of his/her leave credits exclusive of Saturdays, Sundays and Holidays without limitation and regardless of the period when the credits were earned. (Section 37, CSC MC No. 41 s. 1998).

Section 4. Request for payment of terminal leave benefits must be brought within ten (10) years from the time the right of action accrues upon an obligation created by law. (Section 38 CSC MC. 41, s. 1998)

Section 5. Payment of terminal leave for purposes of retirement or voluntary resignation shall be based on the highest monthly salary received at any time during his/her period of employment in the government service and not on his/her latest salary, unless the latter is the highest received by the retiree. (Section 39, CSC MC No. 41, s. 1998).

Article 107. Rehabilitation Leave for Job-Related Injuries

Section 1. Application of academic personnel for leave of absence on account of wounds or injuries incurred in the performance of duty must be made on the prescribed form, supported by the proper medical certificate and evidence showing that the wounds or injuries were incurred in the performance of duty. The University head, shall direct that the absence of the employee during his/her period of disability thus occasioned shall be on full pay, but not to exceed six (6) months. He/She shall also authorize the payment of medical attendance, necessary transportation, subsistence and hospital fees of the injured person. Absence in the contemplated case shall not be charged against sick leave or vacation leave, if there are any. (Sec. 55 CSC MC No. 41, s. 1998)

Article 108. Special Leave Privilege

Section 1. In addition to the vacation, sick, maternity and paternity leave, officials and employees with or without existing Collective Negotiation Agreement (CNA), except teachers and those covered by special leave laws, are granted the following special leave privilege subject to the conditions hereunder stated:

a. Personal milestone such as birthday/wedding/wedding anniversary celebrations and other similar milestone, including death anniversaries;
b. Parental obligations such as attendance in school programs, PTA meetings, graduations, first communion, medical needs, among others where a child of the government personnel is involved;
c. Filial obligations to cover the employee's moral obligation towards his/her parents and siblings for their medical and social needs;
d. Domestic emergencies such as sudden urgent repairs needed at home, sudden absence of a yaya or maid, and the like.
e. Personal transaction to cover the entire range of transactions as individual does with government and private offices such as paying taxes, court appearance etc.
f. Calamity, accident, hospitalization leave pertain to force majeure events that affects the life, limb and property of the employee or his immediate family.

Section 2. An employee can still avail of his/her birthday or wedding anniversary leave if such occasion falls on either a Saturday, Sunday or holiday, either before or after the occasion.

Section 3. A three-day limit for a given year shall be strictly observed; however, an employee can avail of one special privilege for three (3) days or a combination of any of the leave for a maximum of three days in a given year.

Chapter 9
INSURANCE

Article 109. Government Service Insurance System

Section 1. Membership in the Government Service Insurance System shall be compulsory for all employees receiving compensation, who have not reached the compulsory retirement age at the appointment irrespective of employment status.

Section 2. Contractual and other employees with an employer-employee relationship to the University are included under the compulsory coverage, provided that the following conditions that determine an employee-employer relationship exist:

a. The person was selected and engaged by an employer as an individual, rather than as a representative, assignee or agent of another entity;
b. The employer pays the salary to the employee as an individual;
c. The employer has the power of dismissal; and
d. The employer has the power to control the means and the result of the work to be done.

Section 3. All members of the Government Service Insurance System shall be covered with life insurance and social security protection including retirement, disability, survivorship, separation and unemployment benefits, and such other benefits and protection as may be extended to them by the System, subject to the limitations provided by law. A member separated for cause shall automatically forfeit his/her benefits, unless the terms of resignation or separation provide otherwise. In the case of forfeiture of benefits, the separated employee shall be entitled to receive only one-half (1/2) of the cash surrender value of his/her insurance.

Section 4. Subject to the provision of applicable laws and regulations, the University shall also effect the membership, compulsory or otherwise, as the case may be, of its employees in all government-sanction programs for Philhealth, employees' compensation and State Insurance Fund, Pag-Ibig/Home Development Mutual Fund, and other related benefits for their welfare and well-being.

Section 5. The University shall include in its annual budget appropriate funds for its share of the contributions needed for the implementation of this Article.

Section 6. Unless separated for cause, the member separated from the service prior to qualification for retirement benefits shall continue to be a member and shall be entitled to benefits that provide for contingencies (separation, disability and death).

Chapter 10
RETIREMENT PRIVILEGES and AWARD OF MERIT OF ACADEMIC STAFF

Article 110. Retirement Privileges

Section 1. Retired members of the academic and non-academic staff shall enjoy institutional library privileges and shall be free of charge of publications of the University. They may also be entitled to such other privileges which the Institution is in a position to grant in accordance with existing law and they shall likewise be invited to participate in a major institutional program and activities.

Section 2. A retired faculty member with the rank of full Professor may be appointed "Professor Emeritus" subject to the following conditions:

a. He/she must have rendered at least 20 years of active and faithful service to the University.
b. He/she must have achieved marked distinction as a productive scholar, scientist, artist or educator or is widely acknowledged as an effective and dedicated teacher.

Section 3. A special committee, appointed by the University President among members of the faculty in active duty, shall be responsible for evaluating nominations of retired professors for emeritus appointment. The committee shall submit its recommendation(s) through the President to the Board of Regents.

Section 4. In addition to the benefits granted under existing laws, retired members of the academic and non-academic staff shall be afforded the privilege to participate in major University programs and activities. Qualified retirees may be appointed to consultancy and affiliate faculty positions, subject to existing policies and regulations

Article 111. Award of Merit

Section 1. Plaque of Merit and Recognition of Merit shall be presented to members of the academic and non-academic staff for exemplary conduct, loyalty and exceptionally efficient and meritorious services to the University upon their voluntary resignation/retirement from the service after at least 15 years. The recognition of merit shall be signed by the President and the Board Secretary and issued on date following the last day of active service on an appropriate occasion. Appropriate service pin shall be awarded to faculty and employees of the University in accordance with the Civil Service Law. (20 years, 30 years or 40 years of service).

Section 2. Faculty members who have rendered more than 40 years with the rank of full professor upon retiring shall be given a University '18' carat gold ring upon retirement from government service.

Chapter 11
ACCOUNTABILITY OF UNIVERSITY PERSONNEL

Article 112. Code of Conduct and Ethical Standards

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

Section 2. It is incumbent upon every employee of the University to strictly observe and adhere to the rules and regulations promulgated by the Civil Service Commission which aim to promote morale, efficiency, integrity, responsiveness and courtesy in the civil service.

Section 3. Officials and employees of the University shall likewise be expected to abide by the policies, rules and regulations adopted by the Board of Regents and the Councils, and the memoranda or orders issued from time to time by the University President and other competent authorities and to discharge their duties and responsibilities in accordance with the vision, mission, and objectives of the University.

Chapter 12
COMPLAINTS AND GRIEVANCES

Article 113. General Provisions

Section 1. Employees of the University shall have the right to present their complaints or grievances to the management and have them adjudicated as expeditiously as possible in the best interest of the University and the employee concerned. (Omnibus Rules Implementing Book V of EO No. 292)

Section 2. Without necessarily adhering to legal technicalities, employees' complaints and grievances shall be resolved at the lowest possible level in the University and the employee shall have the right to appeal such decision to higher authorities free from any form of reprisal or discrimination.

Section 3. Possible areas for complaints and grievances are working conditions, work assignment, tools and equipment, work processes, job placement, employee tenure, salary rates, transfer of assignment, exercise of discretion, rules and regulations, interpretations of policies and guidelines and other matters involving the morale of employees.

Section 4. The University shall promulgate a Grievance Machinery that shall govern the expeditious, fair and equitable adjudication of complaints and grievances in accordance with the policies enunciated by the Civil Service Commission. Such set of guidelines shall prescribe the composition of the Grievance Committee tasked to implement the provisions of this Article.

Chapter 13
RIGHT TO SELF-ORGANIZATION

Article 114. General Provisions

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

Section 2. High-level employees whose functions are normally considered as policymaking or managerial or whose duties are of highly confidential in nature shall not be eligible to join the organization of rank-and-file employees. They can, however, form and join an association of their own.

Article 115. Protection of the Right to Organize

Section 1. University employees shall not be discriminated against in respect to their employment by reason of their membership in employees' organizations or participation in the normal activities of their organizations. Their employment shall not be subject to the condition that they shall not join or shall relinquish their membership in the employees' organizations.

Section 2. University authorities shall not interfere in the establishment, functioning or administration of employees' organizations through acts designed to place such organizations under the control of any University authority.

Section 3. Subject to the pertinent provisions of the Constitution and applicable laws and regulations on the right of government employees to form associations, the University employees' organizations are encouraged to have constant dialogues with the University administration and as far as practicable, use peaceful means in settling labor-management disputes and not to resort to illegal strikes, demonstrations, mass leaves, walk-outs and other forms of mass actions which will result in stoppage of work or disruption of University functions and operations.

Chapter 14
SEPARATION

Article 116. Resignation and Transfer

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

Section 2. The provision of the immediately preceding Section shall not apply to resignation or transfer due to serious illness or clear and present danger to the life of the concerned employee, or when in the judgment of the University President, it is the interest of the University and the said employee that resignation or transfer be effected immediately.

Section 3. A resignation or request for transfer shall only be approved and effected after the employee concerned shall have been duly cleared from financial and property accountabilities with the University.

Article 117. Other Modes of Separation

Section 1. Other modes of separation from the University such as retirement, expiration of appointment, dismissal, dropping from the rolls, termination, death and disability shall be governed by applicable laws and pertinent rules and regulations.

Chapter 15
DISCIPLINE

Article 118. General Provision

Section 1. No official or employee of the University shall be removed or suspended except for cause as provided by law and after due process. All cases involving NEUST personnel that shall be investigated and adjudicated shall be done in accordance with the Revised Rules on Administrative Cases in the Civil Service.

Article 119. Disciplinary Jurisdiction

Section 1. As provided under existing laws and regulations, the University President shall have concurrent jurisdiction with the Regional Office of the Civil Service Commission to investigate and to hear, through a hearing officer or a committee duly constituted for the purpose and decide matters involving disciplinary actions against officials and employees of the University. Such decision shall be final and executory in case the penalty imposed is suspension for not more than thirty (30) days or fine not exceeding thirty (30) day salary. In case the decision rendered by the University President is appealable to the Civil Service Commission, a motion for reconsideration shall first be filed with the Office of the University President, and if denied, an appeal shall then be lodged with the Commission and pending appeal, the decision shall be executory.

Article 120 Grounds for Disciplinary Action

Section 1. The administrative offenses specified under E.O. 292, and existing Civil Service laws and its implementing rules and regulations on personnel discipline shall be the grounds for disciplinary action.

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

Article 121. Commencement of Administrative Disciplinary Action

Section 1. An administrative disciplinary action shall be commenced at the instance of the University President, or by the filing of the appropriate complaint by any person against any official or employee of the University on any of the grounds prescribed by law and regulations with the Office of the University President. The said complaint shall be in writing and under oath; otherwise, the same shall not be given due course.

Section 2. No action shall be taken on an anonymous complaint unless there is an obvious truth or merit to the allegations thereof. No employee shall be required to answer or comment on an anonymous complaint.

Article 122. Form and Content of Complaint

Section 1. The complaint shall be written in clear, simple, and concise language and in a systematic manner as to the charge against the respondent to enable him to prepare his defense.

Section 2. The complaint shall contain the following:

a. the full name and address of the complainant;
b. the full name and address of the of the person complained of as well as his/her position and office/unit of employment;
c. narration of the relevant and material facts which shows the acts or omissions allegedly committed by the civil servant;
d. certified true copies of documentary evidence and affidavit of his/her witness, if any; and
e. certificate/statement of non-forum shopping.
f. In the absence of anyone of the aforementioned requirements, the case should be dismissed.

Article 123. Effect of Withdrawal of the Complaint

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

Article 124. Committee on Personnel Discipline

Section 1. There shall be a Committee on Personnel Discipline to be constituted by the University President which shall be headed by at least third ranking official of the University and shall include the Legal Officer.

Section 2. The Committee shall formulate the rules in the conduct of administrative investigations in accordance with the Civil Service rules and regulations without necessarily adhering to the technical rules of procedures applicable to judicial proceedings.

Section 3. The Committee shall make the necessary report and recommendation to the University President within the period prescribed by applicable rules and regulations after having duly conducted the investigation of a case brought before it.

Article 125. Preventive Suspension

Section 1. The University President may preventively suspend any University official or employee pending an investigation, if applicable rules so provide.

Section 2. Preventive suspension is not a punishment or penalty for misconduct in office but is considered to be a preventive measure. It shall not be considered part of the actual penalty imposed upon the respondent who is found guilty.

Article 126. Penalties

Section 1. Meeting out punishment shall be in accordance with the Civil Service Rules and Regulations.

Section 2. Subject to the confirmation of the Board of Regents and the provisions of applicable Civil Service rules and regulations, the University President, upon consultation with the Administrative Council, may impose the principal penalty of removal/dismissal from the service, forced resignation with or without prejudice to benefits, demotion in rank, suspension for more than one (1) year without pay, fine in an amount exceeding six (6) months' salary, all without prejudice to the respondent's corresponding criminal or civil liability.

Section 3. A reprimand shall be considered a penalty. However, a warning or admonition shall not be considered a penalty.

Section 4. In the determination of penalties to be imposed, mitigating and aggravating circumstances may be considered. Nevertheless, in the appreciation thereof, the same must be invoked or pleaded by the proper party, otherwise, the said circumstances shall not be considered in the determination of the proper penalty to be imposed against the respondent concerned.

Section 5. If the respondent is found guilty of two or more charges or counts, the penalty imposed shall be that corresponding to the most serious charge or count and the rest may be considered as aggravating circumstances.

Section 6. The penalty of transfer or demotion may be imposed instead of suspension, from one (1) month and one (1) day to one (1) year except in case of fine which shall not exceed six (6) months.

Chapter 16
PROTESTS AND COMPLAINTS INVOLVING OTHER PERSONNEL ACTIONS

Article 127. Protest

Section 1. A question involving an appointment or promotion may be a subject of protest.

Section 2. An aggrieved next-in-rank employee shall first exhaust available administrative remedies in the University by filing a motion for reconsideration with the University President against an appointment to the next higher position made in favor of another.

To be considered a "qualified next-in-rank", the employee should have been appointed to a permanent position previously determined to be next-in rank, and should meet the requirements for appointment thereto as previously determined by the University and approved by the Civil Service Commission.

Section 3. If the protestant is not satisfied with the written special reason or reasons given by the University President for issuing the contested appointment in the reply to the motion for reconsideration, the former may then formally file his/her protest with the Civil Service Commission through the Regional Office, or subject to applicable rules and regulations.

Section 4. A protest shall not render an appointment ineffective but the same shall be subject to the outcome of the protest.

Article 128. Complaints Involving Other Personnel Actions

Section 1. Other personnel actions, such as separation from the service due to unsatisfactory or poor performance, dropping from the rolls, disapproval of appointments, claims for back salaries and other benefits, may be brought to the Civil Service

Commission by means of a formal complaint for the purpose, subject to pertinent rules and regulations.

TITLE FIVE: ADMINISTRATION OF THE UNIVERSITY PROPERTY

Chapter 1
BUILDINGS, FACILITIES AND GROUNDS

Article 129. Supervision of Buildings, Facilities and Grounds

Section 1. The University's buildings, facilities and grounds shall be under the immediate supervision of a Director, Physical Plant and Site Development Services Department or duly designated official who shall be tasked to maintain the University's power utilities, office machines, laboratory apparatus and appliances, grounds, parks, road networks and drainage systems, buildings and physical structures, farm machineries and heavy equipment and transport vehicles.

Section 2. The duties of the Property Custodian shall be those that are provided in job description and the rules and regulations of the University.

Section 3. The President shall promulgate rules and regulations for the use of the buildings and premises of the University by individuals or by outside organizations in accordance with existing laws.

Section 4. The University President through his duly authorized representative shall secure from the Government Service Insurance System directly all insurance and bonds covering properties, contracts, rights of action and other insurance risks of the University, including all those in which the University has insurable interest only.

Article 130. Use of Buildings and Premises

Section 1. It shall be incumbent upon the University officials and employees to exercise due care and diligence in the use of its facilities. In this respect, the University President shall promulgate rules and regulations for the use thereof in accordance with existing rules and laws.

Section 2. The University officials, students, and/or faculty activities shall have priority in the use of school buildings or any other property intended for instructional purposes belonging to the University; provided, however, that the use of facilities shall not be in conflict with more important programs of the University.

Article 131. Maintenance and Repair of Building and other Physical Structures

Section 1. All buildings and other physical structures of the University shall be properly inventoried and insured, and shall comply with the safety requirements provided for in the National Fire and Building Code and other pertinent laws and regulations.

Section 2. The maintenance of grounds and buildings of the University shall be under the immediate supervision of the Director for Physical Plant and Site Development, or any official duly designated by the President, who shall be responsible for the supervision and control of the personnel assigned to maintain buildings and grounds.

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

Section 4. Other University buildings used for other purposes shall be under the direct supervision of the official-in-charge of such buildings who shall be designated accordingly.

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

Section 6. No building shall be demolished unless properly recommended for condemnation by the Appraisal Committee to be composed of authorized representatives from the University and other concerned agencies of the government as prescribed under existing law and regulations, and provided further, that all other requirements are complied with.

Article 132. Solicitation within the University's Buildings or Grounds

Section 1. No solicitation for funds, canvassing for the sale of merchandize, subscription for securities, insurance, publication, sale of tickets, and any other promotional or charity schemes shall be conducted in the University buildings or grounds without the previous approval of the President of the University or his duly authorized representative.

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

Article 133. Responsibility for Movable Property

Section 1. Property officers shall be appointed for each unit to take custody and responsibility of University's movable properties (equipment, supplies, etc.). If there is no employee of such accountability, it shall be the persons who have been issued such property who will be responsible. Property custodian or any administrative official having property responsibility shall be properly bonded in the Fidelity fund in accordance with existing rules and regulations.

Section 2. No property of the University shall be taken from or used without prior written approval of the authorities concerned or his equivalent.

Section 3. Equipment issued by the property officer for official use of University officials and employees shall be covered by Memorandum Receipt (MR) for equipment subject to applicable laws and regulations.

Section 4. Due care shall be exercised in the use of equipment; otherwise, they will deteriorate rapidly. If the equipment is used by several persons, the unit head concerned shall designate one of them to be responsible for its proper care and upkeep.

Section 5. No property shall be used or taken out of the office having accountability of the same without prior written approval of the authorities concerned.

Section 6. Every officer or employee accountable for government property shall be liable for its money value in case of improper unauthorized use or misapplication thereof, by himself or by any person for whose acts he may be responsible.

He shall likewise be liable for all losses, damage or deteriorated occasioned by negligence in the keeping or use of the property, whether or not it be at the time in his actual custody.

Section 7. When the equipment issued to an employee is no longer needed by him the same shall be returned to the property clerk who shall surrender the corresponding original of the Memorandum Receipt to the said employee.

Similarly, unused supplies previously issued from stock when no longer needed for further official use shall also be returned.

Section 8. No equipment shall be dismantled or repaired unless authorized by the President and certified by the Accountant as to availability of funds for such activity, and provided further, the estimated cost per repair shall not exceed fifty percent of its present value.

Article 134. Persons Primarily and Secondarily Accountable for Government Property

Section 1. The President of the University is immediately and primarily responsible for all government property pertaining to the University, and the University officials and employees entrusted with the possession or custody of said property shall be immediately responsible to him without prejudice to the liability of either party to the government.

Section 2. Each head or unit or office of the University shall be primarily accountable of all the government property assigned or issued to his unit or office. The faculty or staff entrusted with the possession or custody of government property under the accountability of head or unit or office shall be immediately accountable to such officer.

Article 135. Recording and Inventories of Supplies, Materials and Equipment

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

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

Section 3. Physical stocktaking is an indispensable procedure for checking the integrity of supplies and properly custodianship and should be regarded with importance.

Article 136. Use and Operation of Government Motor Vehicles

Section 1. In general, all motor vehicles owned and operated by the University shall be constituted into a motor pool under the direct supervision and control of the President or his representative, Provided, that the Board of Regents may authorize alternative mechanism to promote economic use of vehicles.

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

Article 137. Procurement and Requisition

Section 1. All procurements and requisition shall be made in accordance with the provisions of R.A. 9184 and R.A. 9184 IRR, and other implementing guidelines adopted by the University, in accordance with the Commission on Audit's rules.

Section 2. All cases of negotiated purchases and pertinent laws shall govern transactions.

Section 3. All purchases of supplies, materials, and equipment shall comply with the requirements of the Commission on Audit.

Article 138. Bids for University Projects

Section 1. The procurement of Goods, Infrastructure Projects and Consulting Services shall be competitive and transparent, and therefore shall undergo competitive bidding**,** in accordance with existing accounting and auditing rules and regulations.

Section 2. The University shall utilize the Philippine Government Electronic Procurement System (PhilGEPS) in the conduct of procurement of goods, civil works and consulting services. Through the use of the PhilGEPS, transparency in government procurement is enhanced since opportunities to trade with government and the ensuing transactions are provided online.

Article 139. Alternative Methods of Procurement

Section 1. Subject to prior approval of the University President or his/her duly authorized representative, and whenever justified by the conditions provided in R.A. 9184, the University, in order to promote economy and efficiency, resort to alternative methods of procurement. In all instances, the University shall ensure that the most advantageous price is obtained.

a. Limited Source Bidding, also known as selective bidding, is a method of procurement of goods and consulting services, involves the direct invitation to bid by the University from a set of pre-selected suppliers or consultants with known expertise and proven capability on the requirements of the particular contract.
b. Direct Contracting or single source procurement, is a method of procurement of goods that does not require elaborate bidding documents. The supplier is simply asked to submit a price quotation or a pro forma invoice together with the conditions of sale. The offer may be accepted immediately or after some negotiations.
c. 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 a competitive bidding. Repeat orders from the previous winning bidder may be resorted to by procuring entities only in cases where the procured item is clearly superior to the other bids not only in terms of the price quoted but also in terms of equipment reliability, availability of spare parts, after-sales service and delivery period, among others.

d. 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 is a method of procurement whereby the University directly negotiates with a technically, legally and financially capable supplier, contractor or consultant.

Article 140. Bids and Awards Committee (BAC)

Section 1. The University President shall constitute a Bids and Awards Committee (BAC) to decide winning bids and questions of awards on procurement in accordance with the existing laws and regulations. To expedite the procurement process for practical intents and purposes, the University President may create separate BACs where the number and complexity of the items to be procured shall so warrant.

Section 2. The members of the BAC, Technical Working Group (TWG) and BAC Secretariat shall be entitled to the payment of honoraria subject to availability of funds and relevant DBM guidelines.

Article 141. Payment of Contract

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

Section 2. No payment, partial or final, shall be made by the University on a contract entered into, unless all requirements appertaining thereto are complied with.

Article 142. Disposal/Divestment of University Property

Section 1. The disposal/divestment of equipment or any property of the University shall be in accordance with existing laws, rules and regulations. (COA CIRCULAR NO. 89-296, s. 1989)

Section 2. Valueless or unsalable property of the University shall be condemned either by burning, pounding or throwing beyond recovery.

Section 3. Disposable property may also be transferred with or without cost to other government agencies.

Section 4. In exceptional cases and for meritorious reasons, disposable University property may be donated to charitable, scientific and cultural organizations.

Section 5. Properties which are in good and top conditions, but are not and shall never be used by the University may be sold through public auction or negotiation, if deemed to be for the best advantage of the University.

Article 143 Administration of other Related Business Enterprises

Section 1. The operation of business enterprise related to academic objectives of the University including land grants shall be administered in accordance with the rules promulgated by the Board of Regents.

Article 144. University Publications

Section 1. The rate of subscription to University publications shall be recommended to the President or other official designated by him, approved by the Board and the income that may be derived from there shall accrue exclusively to their maintenance and support subject to the approval of the Budget Authority.

Section 2. All exchanges for University publications shall be turned over to the University Library.

Chapter 2
RECORDS MANAGEMENT

Article 145. General Provisions

Section 1. The University shall conduct an inventory of the University's public records. (Republic Act No. 9470 of 2007)

Section 2. The Records Management Unit shall utilize the program that integrates systems of managing records, documents and archives of NEUST. This shall improve the management of digital documents and records. (National Archives and Records Management Information System - NARMIS)

TITLE FIVE: ADMINISTRATION OF UNIVERSITY FINANCES

Chapter 1
UNIVERSITY BUDGET

Article 146. General Provisions

Section 1. The annual budget of the University shall be prepared in accordance with budgetary policies of the government as the Public Financial Management Reforms mandates, consistent with the following key principles:

a. Spending within our means;
b. Investing in the right priorities;
c. Delivering measurable results;
d. Empowering citizens through greater fiscal transparency, accountability and participation; and
e. Deepening and expansion of the Bottom up Budgeting (BuB) approach including direct release of appropriation to LGUs, subject to certain requirements and conditions. (DBM Memo No. 125, s. 2016)

Section 2. The University shall comply with the budget proposal that shall incorporate the latest policy directions and emerging priorities, among others:

a. Geographical focus of the budget to the poorest, lagging and most climate vulnerable areas;
b. The Two-Tier Budgeting Approach (2TBA) initially introduced in the preparation of the FY 2016 budget proposal;
c. Disaggregation of lump-sum amounts within the agency specific budgets, and the minimization of the number of SPFs; and,
d. The Adoption of the Performance Informed Budget (FIB) Structure and the use of the Unified Accounts Code Structure (UACS).

Section 3. The University shall utilize the ongoing reforms in Public Expenditure Management (PEM) and Public Financial Management (PFM), which will provide the tools to strengthen the links between planning, budgeting and implementation.

Section 4. Income from tuition fees, other school charges, land grants, business enterprises and other operating incomes as may be imposed and/or regulated by governing board shall constitute a special trust fund for the use of the University; provided, that such special trust fund shall be deposited in the National Treasury and recorded as a special account in the General Fund, provided, further, that in no case shall such special trust fund be made to create new positions, to augment salaries of regular personnel, to increase allowance beyond those already authorized, or to purchase motor vehicles, without prior approval by the Office of the President of the Philippines pursuant to existing regulations.

Section 5. No transfer of funds shall be authorized, except in emergency cases. However, in these cases, the President of the University, with the approval of the Governing Board, may direct the transfer of funds from one item to another. The amount should not exceed ten per centum of the fund appropriated for such item, except, appropriations intended for personal services need not be limited to 10% subject to the following provisions: provided, that such auditing of funds may be covered by the same calendar year; provided, further, that the creation of new positions or increase of salaries shall not be allowed to be funded from one unit program within the same Institution, the corresponding amount or items appropriated to personal services under such item(s) are also deemed transferred, without however, increasing total outlay for personal services of the University, and provided, finally, that the President of the University may distribute the lump sum appropriation for "Sundry Expense" to the different colleges, schools and other units of the University to supplement deficiencies in their budget allotments.

Section 6. No appropriation for labor shall be spent for other purposes; provided that the rule should apply to services of students.

Section 7. The President is authorized to order in his discretion the closing of accounts finished and dormant projects and to direct the reversion of any balance remaining to the original funds from which they were drawn or to the general unassigned funds of the University.

Article 147. Preparation of Budget Proposal

Section 1. Not later than the end of the first quarter of every year, a duly constituted committee on Budget Preparation shall convene to consolidate and submit to the University President the annual budget proposal of the University for the ensuing year for recommendation and submission to the appropriate higher authorities for approval.

Section 2. The Committee on Budget Preparation shall be composed of the Director for Financial Management Services Division as Chairman, with the head of Budget Section as Vice-chairman, the heads of representatives of the various units of the University as Members.

Section 3. Prior to the convening of the Committee on Budget Preparation, the Chairpersons of the various academic departments and heads of administrative offices of the University shall submit to the Committee, through their respective representative, the annual budgetary requirements of their offices to be prepared in accordance with the prescribed guidelines, which requirements shall be justified on the basis of the actual needs of each office and the development programs of the University. The budgetary requirements shall include the Project Procurement Management Plan (PPMP) for each office which shall be consolidated into an Annual Procurement Plan (APP). The APP includes a listing of supplies, materials, and equipment needed for the ensuing year.

Section 4. Pending approval of the annual budget for the current fiscal year, the University shall operate on the basis of the budget of the preceding year.

Chapter 2
ACCOUNTING SYSTEM

Article 148. General Provisions

Section 1. The Accounting Unit shall take charge of the process of recording, analyzing, classifying, summarizing, communicating and interpreting financial information about the University in aggregate and in detail reflecting transactions and other economic events involving the receipt, spending, transfer, usability and disposition of assets and liabilities.

Section 2. Government Accounting Manual (GAM)shall serve as a basis to the University in in accounting process.

Section 3. The University shall ensure that the required reports are submitted to Government Accounting and Financial Management Information System (GAFMIS) on or before February 14 of each year.

Chapter 3
INTERNAL MANAGEMENT CONTROL UNIT

Article 149. General Provisions

Section 1. An internal management control system shall safeguard assets, analyze and evaluate the reliability and usefulness of financial data and determine the effectiveness of policies in the utilization of funds.

Section 2. The National Guidelines on Internal Control Systems (NGICS) shall serve as a basis to the University in designing, installing, implementing and monitoring a strong and responsive internal control system. (DBM Circular Letter No. 2008-8)

Section 3. The internal management control unit shall be under the direct supervision of the President of the University and independent from other systems as they review the operations of other systems.

Section4. The internal management control unit shall regularly monitor the funds and make to the Office of the President or of the Office or Department recommendation under which the unit has a staff function.

Chapter 4
EXTERNAL AUDIT AND APPROVAL

Article 150. General Provisions

Section1. All accounts and expenses of the University shall be audited by the Commission on Audit, and all disbursement shall be made in accordance with prescribed rules and regulations.

Section2. All vouchers and warrants shall be submitted for approval to the President or his/her authorized representative.

Chapter 5
TRAVELLING EXPENSES

Article 151. General Provisions

Section1. The incurrence of travel expenses for local travel shall be subject to the provisions of existing laws, and rules/regulations pertaining to local travel.

Section2. The President of the University shall provide a lump sum appropriation for the college or school of the University, to spend for "Travelling Expenses of Personnel", the amount, as may be necessary for travel within the country, for purposes of research, extension, community training, observation or study and similar purposes.

Section3. Expenditures for foreign travel shall be governed by existing laws.

Chapter 6
DONATIONS AND ENDOWMENTS

Article 152. General Provisions

Section1. All donations to the University in the amount, to be determined by the Board of Regents, shall be accepted by the President of the University in the name of the Board, unless when the same is onerous, in which case the donation shall be submitted to the Board for approval.

Chapter 7
INVESTMENTS

Article 153. General Provisions

Section1. Idle funds of the University may be invested in government securities or money market placements in government financial institution through a duly authorized body. In order to maintain its liquidity, however, the investments shall be on short term basis only.

Section2. The proceeds of matured investments may, however, be rolled over for as long as the funds are not yet needed, without prejudice to the requirements of the University for adequate school plant/instructional facilities.

Section3. The investments shall be authorized by the President according to the limits prescribed by the Board of Regents.

Section4. The interest earned by these investments may be expended for such purpose as the Board of Regents may authorize in discretion consistent with public interest.

Section5. The Board of Regents shall formulate and implement its own budget which is reflective and supportive of national objectives, strategies, and plans.

Chapter 8
EXPENDITURES

Article 154. General Provisions

Section 1. The University expenditures include all charges against the funds of the University for Current Operating Expenditures, capital outlays, and provisions for retirement and long-term obligations. The charges are both the amounts actually paid and those incurred and recorded as liabilities to be paid in the future.

Article 155. Certification of Availability of Funds

Section 1. No funds shall be disbursed, and no expenditures or obligations chargeable against any authorized allotment shall be incurred or authorized in any unit of the University without first securing the certification of the Chief Accountant as to the availability of funds and the allotment to which the expenditures or obligation may be properly charged.

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

Article 156. Prevention of Irregular, Unnecessary, Excessive, Extravagant or Unconscionable Expenditures

Section 1. University officials and employees are enjoined to prevent irregular, unnecessary, excessive extravagant or unconscionable expenditures as defined by pertinent law and regulations.

Chapter 9
DISBURSEMENTS

Article 157. General Provisions

Section 1. Disbursements constitute all cash paid out during a given period either in currency or by check.

Article 158. Basic Requirements

Section 1. The following basic requirements applicable to all classes of disbursements must be complied with:

a. Certificate of availability of funds;
b. Approval of claim or expenditures by the University President or his/her duly authorized representative;
c. Documents to establish validity of claim;
d. Conformity of the expenditure to existing laws and regulations; and,
e. Proper accounting treatment.

Section 2. Disbursement of University funds shall be governed by the following rules:

a. Revenue funds shall not be paid out of any depository except in pursuance of an appropriation law or other specific statutory authority;
b. Trust fund shall not be paid out of any depository except in the fulfillment of the purpose for which the trust was created and upon authorization of the University President or his/her duly authorized representative, and subject to pertinent laws, rules and regulations;
c. Revenue and trust funds shall not be withdrawn from any depository except upon instruments of withdrawal approved by the University Presidents of his/her duly authorized representatives; and,
d. Temporary investment of investible funds as authorized by competent authorities of the University shall be construed as disbursement of funds.

Chapter 10
CASH ADVANCES

Article 159. General Provisions

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

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

Article 160. Types of Cash Advances

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

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

a. Salaries and wages;
b. Commutable allowances;
c. Honoraria and other similar payments to officials and employees; and,
d. Petty operating expenses consisting of small payments.

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

a. Current operating expenditures of an activity of the University undertaken in the field; and,
b. Foreign travel expenditures.

Article 161. Guidelines in the Granting and Utilization of Cash Advances

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

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

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

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

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

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

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

Article 162. Bonding of Accountable Officers

Section 1. The bonding requirement for accountable officers shall be strictly enforced unless provided for by applicable laws and regulations.

Article 163. Payment of Salaries, Wages and Allowances

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

a. Existence of a legally created position, permanent or contractual, with fixed compensation or emolument attached to the practice;
b. Issuance of valid appointment;
c. Rendition of service being paid; and,
d. Payment to the right person.

Section 2. Salaries and allowances of University employees shall be paid in legal tender of the Philippines or its equivalent in cash through the Cashier's Office or through a government depository bank.

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

Section 4. University officials and employees shall be granted allowances and honoraria only on the basis of specific provisions of law and regulations.

Section 5. Payment of salaries and wages shall be made twice a month, first on or about the 15th and the second on or about the last day of the month.

Article 164. Salary Retention or Deduction

Section 1. It shall be unlawful for a Cashier or other fiscal officer to draw or retain from the salary any amount or contribution or payment of obligation other than those due the government, except as may otherwise be provided.

Section 2. The following forms of deduction are allowable.

a. Withholding tax;
b. Premium for GSIS and retirement insurance, Medicare and PAG-IBIG contributions;
c. Settlement of government claims against the employee;
d. Disallowance from accounts;
e. Allotment of a fixed monthly amount to members of the family or dependent of an employee upon written authorization from the same to the disbursing officer; and,

f. Deposits and repayment of loans owing to government lending institutions or associations organized and managed by the University employees upon written authorization from the same to the disbursing officer.

TITLE SIX: PRODUCTION

Chapter 1
INCOME GENERATING PROGRAM

Article 165. General Provisions

Section 1. The University shall venture into income-generating projects to enhance limited resources and later be self-sufficient and autonomous. NEUST needs to strengthen its fiscal capability as a consequence of the government budgetary cuts for public education. The increase in income generation is expected to offset the yearly decrease in budget for Maintenance and Other Operating Expenses (MOOE) and zero allocation for Capital Outlays (CO). (DBM)

Article 166. Director of Office of Production

Section 1. The designated director shall have the following duties and responsibilities:

a. To assume direct responsibility for the overall supervision and administration of all project components under his/her domain to achieve established targets with optimum efficiency;
b. To implement specific policies, programs, and procedures and serve as the link between top level management and lower managerial personnel;
c. To draw comprehensive project plan and budget of the different projects under their jurisdiction and prepare performance reports that may be needed by the VP and other top-level management;
d. To conduct periodic check and review of records and information of the projects within their areas of responsibility;
e. To attend IGP Council meetings and other top-level management meetings as maybe required;
f. To submit regular/progress reports to the VPABF; and,
g. To perform other related functions as may be required by the VPABF or the University President.

Article 167. Divisions under Office of Production

Section 1. Corporate and Business Affairs Division

Section 2. Product Development, Fabrication and Commercialization Division

Section 3. Agricultural and Food Production Division

Section 4. Service Centers

Article 168. Division Heads

Section 1. Division Heads are the frontline supervisors of the program and are endowed with the following duties and responsibilities:

a. To assume direct responsibility, liability, and accountability of project operations and administration.
b. To plan, organize, direct, control, motivate, train, and effectively communicate with project personnel.
c. To prepare necessary project plan and budget or feasibility study, including specific studies for project's improvement and/or expansion.
d. To accomplish and evaluate income and related business performance and financial records against a set of objectives and standards and make recommendation(s).
e. To continuously develop ways and means of carrying the unit's tasks more efficiently and effectively in their projects.
f. To conduct regular monitoring of project status, checkup of tools and equipment and keep the concerned Directors informed of all events, circumstances, and developments within the Project.
g. To maintain discipline of project personnel.
h. To keep and maintain records and submit regular reports to the Director of the project where he/she is assigned, copy furnished the VPABF.
i. To perform other related functions and duties as maybe delegated by the responsible Director, the VPABF and/or the University President.

Book Three
THE ACADEMIC AFFAIRS

TITLE NINE: ACADEMIC POLICIES

Chapter 1
COVERAGE

Article 169. General Provisions

Section 1. The academic policies and guidelines prescribed under this title shall apply to all the Colleges and Academic Campuses/Institutes of the University.

Section 2. The academic policies and guidelines governing the offering of the secondary, tertiary and graduate curricular programs in the University shall be those promulgated by the Commission on Higher Education, the Department of Education, and other applicable rules and regulations adopted by the University, including those provided in this Code.

Section 3. The University shall adopt and implement the Universal Access to Quality Tertiary Education Act (the Free Tuition Law) with its implementing rules and regulations (IRR). The law covers the tuition and miscellaneous fees such as the cost of utilities, facilities, equipment, among others. (Republic Act No. 10931)

Section 4. Students, who are in good standing, have passed the admission and retention requirements of the universities shall be entitled to the Free Tuition Program. It also covers the fees of Filipino learners in any TESDA-registered Technical-Vocational programs. Minorities, including those with disabilities, indigenous and students from depressed areas will be given separate stipends.

Section 5. The University shall adopt and implement the policies and guidelines on local-off campus activities like internships, educational tours or field trips, field studies, educational linkages, student development activities, non-curricular-based activities such as mission-based, immersion/read out programs, conventions, conferences, trainings,

volunteer work, inter-school competitions, cultural performances and team development activities. (CHED Memo Order No. 63, s. 2017)

Section 6. Students who already have a bachelor's degree, shifting credits, those who ultimately failed to comply with the admission or retention policies, or those who failed to complete the degree within a year after the period prescribed for the program cannot avail of the free tuition and fees in the University.

Article 170. Academic freedom

Section 1. Academic freedom in institutions of higher learning guarantees that the academic staff exercises *de facto* control of the following functions:

a. who may teach;
b. what may be taught;
c. how it should be taught; and
d. who may be admitted to study.

Section 2. Academic freedom guarantees the right of a faculty member to teach the subject of his specialization according to his best lights; to hold in another subjects such ideas as he believes sincerely to be right; provided, however, that no teacher in the University shall attempt either directly or indirectly under the penalty of dismissal by the Board of Regents to influence for attendance at the College for or against any particular church or religious sect, ideology or political party, and to express his opinions on public question in a manner that shall interfere with his duties as member of the faculty or compromise his loyalty to the institution that employs him.

Section 3. In the exercise of academic freedom, the Academic Council of the University shall have the authority to prescribe the curricula and rules and discipline of the University as well as for graduation and the conferring of degree, subject to confirmation by the Board of Regents where there are unit faculties. The Council alone, as the highest academic body, shall have authority to review and approve/disapprove college/campus faculty decision on academic matter.

Chapter 2
ACADEMIC CALENDAR, SCHEDULE AND SIZE OF CLASSES

Article 171. Academic Calendar

Section 1. The academic calendar shall be within the calendar issued by the Commission on Higher Education and the details thereof prepared by the University.

Section 2. Each semester shall consist of at least 18 weeks. Class work in the summer (mid-year) session shall be equivalent to class work in one semester. All class hours lost due to fortuitous events such as typhoons and earthquake shall be made up for.

Section 3. Unless provided, the first semester shall start in August, the second semester in January, and the summer (mid-year) classes in June.

Section 4. In addition to the national and regional/local legal holidays, the University shall also observe its Foundation Day every 27th of March. Graduation days in the collegiate level shall also be considered as special holidays.

Section 5. No student shall be registered in any subject beyond the dates specified in the University Calendar; provided, the student shall be subjected to fine for late registration. Exemptions for payment of late registration fee shall be governed by the University academic regulations and procedures.

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Article 172. Schedule of Classes

Section 1. Schedule of classes shall be prepared by the Registrar, in accordance with the academic calendar, after consulting with Deans and Directors and approved by the President of the University.

Section 2. Copy of the schedule of classes shall be furnished the other college/unit handling service courses for the College, the Office of Admissions, and the Office of the Vice President for Academic Affairs.

Section 3. Classes for all programs start on the first day of the academic term.

Section 4. For the undergraduate programs, the classes shall be scheduled during regular school hours, from 7:00 A.M. to 8:00 P.M., during weekdays.

Section 5. Classes for the National Service Training Program shall be conducted during Saturday mornings.

Section 6. For the graduate programs, classes shall be scheduled, as far as practicable, during regular school hours at daytime and in consideration of available facilities and/or professors.

Section 7. No scheduled class shall be abolished after the last day of late registration except for valid reason and provided, further, that the students enrolled in the class are not prejudiced.

Article 173. Class Size

Section 1. Unless otherwise authorized by the Dean/Director concerned, the laboratory classes in academic and vocational shall not exceed 5 and 30 students, respectively. A minimum of at least 15 students is required to open a laboratory class in academic and vocational programs.

Section 2. An academic class shall not exceed 50 students.

Section 3. Additional class/Section may be opened subject to all the following conditions:

a. At least thirty (30) students may petition for general basic courses, and at least fifteen (15) for major courses;
b. An instructor/professor with the appropriate expertise is available;
c. The required number of students needed for the opening of both basic and major courses, however, may be waived for graduating students or those students who are scheduled to enroll in Practice Teaching/Apprenticeship/Field Practice/OJT in the succeeding semester;
d. The application for petition should be made using the prescribed form which may be obtained from the Office of the Vice President for Academic Affairs; and,
e. Request shall be recommended by the Department Chairperson and approved by the Dean.

Section 4. Deviations from the above standards shall be subject to the approval of the duly constituted authorities of the University upon recommendation of the Dean or Director.

Section 5. When necessary, the University will limit its enrolment.

Section 6. The preceding Sections on class size shall not apply to undergraduate/graduate programs with a small enrollment, for graduating classes, and such other classes as may be authorized by the Vice President for Academic Affairs upon recommendation of the Dean.

Section 7. No graduate class shall be opened unless there are at least three (3) students. However, a Section with only one student may be opened provided that the subject is the only one remaining as shown in the student's approved Individualized Study Program (ISP).

Section 8. No class shall be divided into Sections to suit the personal convenience or to increase the teaching load of the individual instructor/professor.

Section 9. The University/College may limit its enrollment, if reasonably necessary, subject to the approval of the President.

Chapter 3
DISMISSAL OF CLASSES, SUSPENSION OF CLASSES, CHANGE OF SCHEDULE AND CONSULTATION HOURS

Article 174. Dismissal of Classes

Section 1. The instructor/professor is expected to dismiss his/her class 10 minutes before the prescribed time.

Section 2. If the instructor/professor is late for class, students should not leave the classroom until the first quarter fraction of the scheduled class time has passed.

Section 3. Classes in a college or campus shall not be dismissed by the Dean or Director without authority from the President of the University except in cases of fortuitous event for which a report shall be submitted to the President of the University. Unless otherwise specified, dismissal of classes shall not include dismissal of the faculty and other personnel.

Section 4. No faculty member shall meet his class or students for consultation at a time, date or place other than that designated for the purpose except when expressly authorized by the Dean or Director.

Article 175. Suspension of Classes

Section 1. Classes shall be automatically suspended when the appropriate Storm Warning Signal necessitating the suspension of classes is raised by PAGASA.

Section 2. Classes in a college or campus shall not be dismissed by the Dean or Director without authority from the President of the University, except in cases of fortuitous event for which a report shall be submitted to the President of the University. Unless otherwise specified, dismissal of classes shall not include dismissal of the faculty and other personnel.

Section 3. Classes shall be automatically suspended upon the decision made by proper government authorities.

Section 4. No class shall be suspended for any reason other than those provided in the preceding three

Sections unless authorized by the University President or his duly authorized representative.

Section 5. All class hours lost due to fortuitous events such as typhoons and earthquake shall be made up for.

Article 176. Change of Schedule

Section 1. No change in the official class schedule shall be allowed, nor shall the instructors/professors meet their students for class or term/final examination except at the officially designated time and place, unless for a valid reason and without prejudice to the students enrolled in the class. Request to change the class schedule shall be made by the instructor/professor not later than the last day for adding of subjects. It shall be recommended for approval by the concerned Department Chair and approved by the Dean. Copy of the approved request shall be provided to the Office of the Vice President for Academic Affairs and the Office of Admission and Registration.

Section 2. No instructor/professor shall meet his/her students for a special/make-up class, except when expressly authorized by the Dean concerned.

Article 177. Consultation Hours

Section 1. The instructor/professor shall allot at least 2 hours per week for consultation hours.

Section 2. The schedule of consultation hours shall be prepared by the instructor/professor and disseminated to his/her students upon the recommendation of his/her Department Chair and approval of the Dean concerned, not later than the last day for adding.

Section 3. No faculty member shall meet his class or students for consultation at a time, date or place other than that designated for the purpose, except when expressly authorized by the Dean or Director.

Chapter 4
ADMISSION and REGISTRATION

Article 178. Entrance Requirements

Section 1. Entrance requirements shall be as prescribed by the faculty of the College or Campus offering the program, subject to the approval of the Academic Council and the Board of Regents.

Section 2. Every applicant for admission shall meet all entrance requirements prescribed by the University.

Section 3. No student shall be denied admission to the university by reason of race, age, gender, socio-economic status, religious belief, physical disabilities, political affiliation, conviction, or ideology. However, the University may allocate admission to foreign students subject to existing laws, and regulations and after all qualified applicants shall have been admitted.

Article 179. Classification of Students

Section 1. Students are those who are enrolled in and who regularly attend an educational institution or secondary or higher level or a person engaged in for formal study. (Education Act of 1982)

Section 2. Students are classified as follows:

a. A full-time student is one who is registered for formal academic credits and who carried the full load for a given semester under the curriculum in which he/she is enrolled including the cases of graduating students who may carry less than full load for the purpose of completing the requirements of the curriculum.
b. A part-time student is one who is registered for formal credits but who carries less than the full load for a given semester under the curriculum in which he/she is enrolled.
c. A transfer student is one who comes from another institution where he/she started studying for a course and who is now registered in the University after qualifying for admission.
d. A working-student is one who is employed on a full-time or part-time basis in/or outside the institution.
e. A foreign student is one who is not a citizen of the Philippines.
f. A special student is one who is not earning credits for his/her work. He/she shall not be allowed to enroll for more than (9) units per semester nor to

register for more than two (2) years except by the permission of the College Dean/Director concerned. His/her work shall be marked "satisfactory" or "unsatisfactory".

Article 180. New/Beginning Freshman Students

Section 1. Every applicant for admission in the Laboratory High School must meet the following requirements:

a. Must have no grade lower that 80% in all subjects from 1st grading up to the 4th grading period and must have at least a general average of 85%;
b. Must pass the entrance examination given by the NEUST Testing Center.

Section 2. Any applicant for admission in the college level must meet the following requirements:

a. Must pass NEUST- College Admission Test (NEUST-CAT);
b. Must have a Grade 12 general average of 85% (no grade below 80% in subjects like English, Math and Science). Subject to the requirements in paragraph a and c hereof, for non-Board courses, applicants with a grade below 85% in Grade 12 may be admitted;
c. Must be of good moral character as certified by the school head or the guidance counselor of the school.

Section 3. Students must meet all the prescribed admission requirements of the University/College:

a. Must qualify in the NEUST-CAT;
b. Must qualify in the physical or health examinations conducted by the medical and dental unit of the University or any agency of the Department of Health;
c. Must have complete and valid credentials:
    i. Form 138 or Grade 12 report card or equivalent, as the case may be;
    ii. Copy of birth certificate;
    iii. Two "2x2" colored ID pictures;
d. Must present a duly accomplished application form; and,
e. Others, as may be prescribed by the concerned College.

Section 4. Students must pledge to abide by and comply with all the rules and regulations of the University/College.

Section 5. Students enrolled in vocational courses or those not leading to a degree program are admitted as beginning freshmen.

Article 181. Transferees

Section 1. Transfer of students from a recognized institution of higher learning to the University shall be allowed under certain limitations:

a. the weighted average grade is 2.5 or better without failing in any subjects for undergraduates, and 1.75 for graduate students;
b. after the student has completed not more than 50 percent of the unit requirements of the course; and
c. the transferee complies with requirements for admission of the University.

Section 2. Applicants must meet all the prescribed admission requirements of the University and the concerned College.

a. Must qualify in the NEUST-CAT if at least 36 credit units of college courses have not yet been completed;
b. Must have complete and valid credentials:
    i. Copy of birth certificate
    ii. Two, 2"x2" colored ID pictures
    iii. Certificate of good moral character
    iv. Certificate of honorable dismissal/ transfer credential
    v. Copy of grades signed by the Registrar or official transcript of records;
c. Must qualify in the physical and health examination conducted by the University physician;
d. Must present a duly accomplished application form; and,
e. Others, as prescribed by the concerned College.

Section 3. Applicants must not have more than 25% failure in all units taken during the last semester.

Section 4. Only students who have enrolled in any course leading to a degree program are admitted as transferees.

Section 5. Transferees from SUC institutions shall be admitted and treated as regular students in accordance with the existing policies of the University/College.

Section 6. Official Transcript of Records (OTR) shall be submitted prior to admission for the following semester: otherwise, enrollment will not be permitted.

Section 7. Transferees must pledge to abide by and comply with all the rules and regulations of the University/College.

Section 8. Admission of transferee is subject to availability of slot

Section 9. Admission of transferee is recommended by the concerned Department/College.

Section 10. Transferees must comply with the provisions on accreditation/validation of courses.

Article 182. Cross-Registration

Section 1. No student shall be registered in any other college or campus in the same institution without the prior permission of the Dean or Director of the college or campus in which the student is primarily enrolled.

Section 2. No student enrolled in one institution shall be admitted to other Institutions without a written permit from the Office of Registrar. The permit shall state the total number of units in which the student is registered and the subject(s) that he is authorized to cross-register in.

Section 3. The total number of units of credits for which a student may register in two or more colleges or campuses in the university shall not exceed the maximum allowed on academic load.

Section 4. Transfer credits shall be given to course taken by the student in a recognized institution on recommendation of the Dean or Director concerned, subject to the approval by the Office of the Registrar of the institutions to which credits are being transferred and in accordance with existing rules and regulations of the institutions governing the same.

Section 5. Cross-registration should be done within the period of registration.

Section 6. A graduating student or a student who is scheduled to enroll in practice teaching/ field practice/apprenticeship/OJT in the succeeding semester may be allowed to cross register in other state-owned or government-recognized private educational institution for one subject, provided that the subjects is:

a. Needed for graduation;
b. Not offered during that semester/mid-year term or is offered but the student cannot enroll due to conflict in schedule which cannot be resolved;
c. Of the same course description and satisfies the required number of units.

Section 7. A copy of the approved application for cross registration is submitted to the Office of Admission for the issuance of permit to cross register and for the subject to be given credit by the University.

Section 8. No student is allowed to cross register in two or more schools outside the University.

Section 9. A student of other institution may be allowed to cross-register within the registration period only and with a permit to cross-register from his/her Registrar and subject to availability of slot.

Article 183. Returning Students

Section 1. A returning student is one who is not enrolled in the University in the preceding semester/s.

Section 2. Admission of a returning student is dependent on his/her previous scholastic standing.

Section 3. He /She must qualify in the physical/health examination administered by the University.

Section 4. He/ She must pledge to abide by and comply with all the rules and regulations of the University/College.

Article 184. Student Shifter

Section 1. A student shifter is one who wishes to shift or transfer to another curriculum in the University.

Section 2. He/She must meet the admission requirements for that curriculum.

Section 3. The request to change curricular program should be made by using the prescribed form. This should be recommended for approval by the concerned College Registrars and Department Chairpersons, and presented for approval of the concerned Deans.

Section 4. He/She must pledge to abide by and comply with all the rules and regulations of the University/College.

Article 185. Non-degree Students

Section 1. A degree holder or undergraduate student who is not currently enrolled in any other institution of higher learning may be allowed to take credit courses, provided that, he/she satisfies the admission requirements of the concerned college.

a. He/ She must have complete and valid credentials as:
    i. Official transcript of records;
    ii. Two 2”x2” colored ID picture;

iii. Physical/ Health examination certificate issued by the University physician and showing that the applicant is not suffering from a dangerous communicable disease or physically unfit;
iv. Copy of birth certificate;
v. Certificate of good moral character;

b. Must present a duly accomplished application form; and,
c. Others, as prescribed by the College.

Section 2. He /She shall not be allowed to enroll for more than nine units per semester, or to register for more than two years, except with permission from the Dean of the concerned college.

Section 3. A non-degree student is not a prospective candidate for graduation for any degree in the University since he/she does not have any organized program of study to follow.

Section 4. His /Her admission is approved by the Dean of the Office of Admission upon recommendation by the Dean of the concerned college.

Section 5. He/ She must pledge to abide by and comply with all the rules and regulations of the University/College.

Article 186. Students in Short- Term Course

Section 1. For Special Course, applicant must present certificate of graduation from elementary school.

Section 2. For Vocational/Technical Course, applicant must present certificate of graduation from high school.

Section 3. He/she must have complete and valid credentials:

a. Copy of birth certificate;
b. Two 2"x2" colored ID pictures;
c. Duly accomplished application form;
d. Physical/Health examination certificate issued by the University Physician and showing that the applicant is not suffering from a dangerous communicable disease or physically unfit; and
e. Certificate of good moral character.

Section 4. He /She must pledge to abide by and comply with all the rules and regulations of the University/College.

Article 187. Foreign Students

Section 1. Applicants must meet all the prescribed admission requirements of the University/ College and the program/course applied for:

a. Must qualify in the University/College Admission Test;
b. Must have complete and valid credentials:
    i. Copy of birth certificate;
    ii. Two 2"x2: colored ID pictures;
    iii. Certificate of completion of a secondary curriculum;
    iv. Original transcript of records;
    v. Personal history statement;
    vi. Affidavit of support;
    vii. Alien certificate of registration (ACR);
    viii. Student visa;
    ix. Certificate of Proficiency in English issued by the NEUST Department of Linguistics and Literaturefor a fee, for students who come from countries where English is not the medium of instruction;
    x. Security clearance from his/her embassy;
c. Must pay a non-refundable application fee;
d. Must qualify in the physical or health examination conducted by the University Physician;
e. Must present an approved application for admission; and,
f. Others, as prescribed by the concerned College.

Section 2. Applicants must meet all the prescribed requirements by the Department of Foreign Affairs (DFA), the Bureau of Immigration and Deportation (BID) and the Commission on Higher Education (CHED).

Section 3. A foreign student may be admitted based on availability of slot in the course applied for.

Section 4. He/she must pledge to abide by and comply with all the rules and regulations of the University/College.

Article 188. Admission Procedures in the Graduate Program

Section 1. Admission Procedures in the Graduate School

a. Applicant writes a letter of application to the GS Dean.
b. An applicant fills out NEUST-GS form students and to submit the same with all the requirements to the GS Dean.
c. The Dean forwards the applicant's papers to the Department Chair concerned for evaluation and recommendation.

d. Applicants are notified of the status of their application. They shall be admitted only to the program in which they were evaluated. If they want to change their program, they are required to go through the entire process of application again.
e. Once admitted, an applicant may register.

Chapter 5
REGISTRATION

Article 189. General Policies

Section 1. Registration of all students, except those in Special Course shall be on the regular registration period indicated in the academic calendar.

Section 2. Admission slip is required as credential for enrolment.

Section 3. A student is considered officially enrolled when he/she has submitted his/her registration form to the Registrar.

Section 4. A student must be officially registered in order to receive credit for course work.

Section 5. A student is not allowed to enroll simultaneously in more than one degree program during his/her stay in the University.

Section 6. Rules in sequencing of subjects (prerequisites) in the curriculum must be followed strictly during enrolment.

Section 7. Late registration is permitted within the late registration period set in the academic calendar.

Article 190. Academic Load

Section 1. One unit of credit shall be at least eighteen (18) full hours of instruction per semester in the form of lecture, discussion, seminar, tutorial, or equivalent field/laboratory work or any combination of these forms within the semester; provided, that a substantial equivalent shall be observed for other terms such as trimestral or quarterly system. Each two- and-a-half to three-hour period of laboratory or fieldwork is credited as one unit.

Section 2. The total number of units a student may register shall be in accordance with the curricular program the student is enrolled in.

Section 3. During the summer term, the normal load shall be nine (9) units, but in justifiable cases, the Dean or director may allow a higher load not exceeding twelve (12) units to graduating students.

Section 4. The Dean or Director in consultation with the Office of the Registrar shall limit the academic load of students who are employed, whether full-time or part-time.

Section 5. For graduating students during a given semester, the maximum academic load shall be 28 units for all courses except teacher education courses where a maximum of 6 units overload is allowed.

Section 6. Load of transfer students shall be limited only to those subjects without prerequisite until such time the prerequisite subject(s) had already been validated/accredited/repeated.

Article 191. Academic Overload

Section 1. Any student may be allowed to carry an overload of not more than six units provided, however, that he/she has a grade point average (GPA) of not lower than 2.25 in all courses taken.

Section 2. A senior student, regardless of his/her general weighted average in all subjects taken, may be allowed to carry extra load of not more than six.(6 units of courses specified in the degree program.

Section 3. University and college scholars may carry an extra load of not more than six (6) units.

Section 4. A graduating student may be permitted to carry an extra load of not more than nine units.

Section 5. Students who are scholastically delinquent are not allowed to have overload.

Section 6. Request to carry academic overload should be made in writing and subject to approval by the Adviser and concerned Department Chair and Dean.

Section 7. Copy of the approved request must be submitted to the Office of Admissions for filing and recording purposes.

Article 192. Course Work and Credit in the Graduate Program

Section 1. For the Master of Arts (MA) degree, the minimum course requirement is 36 units inclusive of six (6) units thesis work with comprehensive examination.

Section 2. For the Master of Professional Studies (MPS), a minimum of 46 academic units inclusive of apprenticeship and comprehensive examination shall be required.

Section 3. For the Doctor of Philosophy (PhD) program, a minimum of 60 units of course work, a qualifying examination and a comprehensive examination shall be required. A dissertation of 12 units is inclusive of this minimum requirement.

Section 4. The full-time student shall carry a regular load of 12 units per semester and 6 units in summer. Should part of the student's load be made up of "non-credit" courses that (i.e., undergraduate courses that are not intended for graduate accreditation but which nonetheless are required of a student to cover for deficiencies in his academic preparation), the maximum load one could enroll is 15 units per semester and 9 units per summer.

Section 5. Part-time student shall not carry more than 6 units per semester.

Section 6. Research and teaching fellows of the University shall be governed by a separate policy.

Article 193.Changing/Adding/Dropping a Subject

Section 1. Changing/Adding/Dropping a subject shall be allowed within three-fourths of the total class hours prescribed thereof.

a. A student may be allowed to change/add/drop a subject by filling out a prescribed form.
b. Changing/Adding/Dropping of subject shall be made only for valid reasons and with the consent of his/her instructor/professor, recommended for approval by the Registration Adviser, and approved by the Dean.
c. Changing/Adding of subjects may be allowed within two weeks from the first day of classes during the semester or within the first three days of classes during mid-year.
d. Properly processed form for changing/adding/dropping of subjects must be submitted to the Office of Admission and Registration for filing and recording purposes.
e. Dropping of subjects shall be allowed within two (2) weeks after the last day of the scheduled second term examination during the semester and within one week after the second term examination during the mid-year term. No dropping of any subject will be permitted after said period unless with valid reasons as determined by the Dean.

f. Subjects changed/added unofficially or without prior approval by the Dean shall not be given credit.
g. Total load carried by a student including the additional subject/s must not exceed the maximum under the rule on academic load or that which is prescribed for his/her curriculum year during the term/semester.
h. A subject changed shall be cancelled and, therefore, shall not be considered as dropped subject.

Section 2. After the three-fourths period, a student may be allowed to drop a course only by reason of illness, duly certified by a physician or other reasons such as transfer of residence elsewhere, locally or aboard.

Section 3. Substitution of subjects maybe allowed, provided that it does not involve subject under the same department, and provided further, that the student needs a required subject not offered in the major department, but which subject the student has already taken in another department. Substitution may be allowed in non-prescribed requirement of the course provided that subjects to be substituted have equal credit units.

Section 4. Change of sections shall be allowed subject to the approval of the Dean or Director concerned upon recommendation of the teacher concerned.

Article 194. Petition to Offer Subjects/Courses

Section 1. Petitioned subject/course may be offered if the following conditions are met:

a. At least twenty (20) students may petition for general or basic subjects and ten (10) for major subjects. For graduating students and those who shall undergo Field Practice, Practice Teaching, Apprenticeship, OJT the succeeding semester after completion of the petitioned subjects, at least ten (10) student shall sign for both basic and major courses being petitioned.
b. If less than ten graduating students are petitioning for a subject; they may be allowed to cross-enroll the subject in other government recognized schools if necessity warrants it.

Section2. The petitioning students should qualify as:

a. Graduating students whose only deficiency is the subject being petitioned;
b. Students who, after completion of the petitioned subject(s), shall be allowed to enroll in the Field Practice/ Practice Teaching/ Apprenticeship/On-the-Job Training the succeeding semester; or
c. Irregular students petitioning for their course deficiencies or for a subject that is prerequisite in the semester prescribed in their academic year level.

Section3. An instructor is available in the Department where the petitioned subject is being offered/ handled.

Section4. The Department Chair approves the opening of petitioned subject after conditions defined in implementing rules and regulations have been satisfied.

Section5. The petitioned subject(s) will not result to overloading of the students beyond that prescribed for their academic year level, except for graduating and senior students who may be covered by appropriate policies governing overloading of units.

Section6. The filing of petition should be done within the set dates for adding/changing of subjects as stated in the academic calendar.

Article 195. **Withdrawal of Registration**

Section 1. Request for withdrawal of registration shall be made in writing by the student duly noted by his/her parent/guardian, recommended by the concerned Dean, and approved by the Dean of the Office of Admission.

Section 2. A student who withdraws his/her registration shall be entitled to full refund of fees paid, except registration and entrance fees.

Section 3. A new student who withdraws his/her registration shall be entitled to withdraw his/her credentials submitted as requirement for enrolment.

Section 4. No withdrawal of registration shall be made after the first week of classes. The rules for dropping shall apply, including the schedule for refund of fees.

Article 196. Deferment of Enrollment

Section 1. Qualified freshman applicants who, for a valid reason cannot enroll during the semester originally applied for, may apply for deferment of enrollment to the succeeding school year by writing to the Dean of Admissions. Such applicants must not take any academic college subject prior to enrollment.

Section 2. These applicants shall be given priority among those wait-listed applicants for admission for the succeeding school year.

Article 197. National Service Training Program (NSTP)

Section 1. NSTP refers to the program aimed at enhancing civic consciousness and defense preparedness in the youth, by developing the ethics of service and patriotism while undergoing training in any of the three (3) program components, specifically designed to enhance the youth's active contribution to the general welfare.

Section 2. All students, male and female, enrolled in any baccalaureate and in at least two (2) year technical-vocational or associate course, are required to complete one (1) NSTP component of their choice.

Section 3. The NSTP shall have the following components which the students can choose from:

a. Reserve Officers' Training Corps (ROTC)
b. Literacy Training Service (LTS)
c. Civic Welfare Training Service (CWTS)

Section 4. Each of the NSTP components shall be undertaken for an academic period of two (2) semesters. It shall be credited for three (3) units per semester, for fifty-four (54) to ninety (90) training hours per semester.

Chapter 6
VALIDATION/ACCREDITATION

Article 198. Transfer Credit in the Undergraduate Program

Section 1. All subjects and units taken from any SUC within the last five (5) years at the time of transfer may be credited, provided, they are prescribed in the curriculum and have the same course content and number of units and subject to residency requirements.

Section 2. All subjects and units taken from any private institutions within the last five (5) years at the time of transfer with courses duly accredited by any accrediting agency under the Federation of Accrediting Agencies of the Philippines (FAAP) may be accredited provided that they are prescribed in the curriculum and have the same course content and number of units and subject to residency requirement.

Section 3. Transferees from other private institutions with courses not yet accredited by any accrediting agency under the FAAP should undergo validation of subjects as prescribed in the accreditation process.

Section 4. Transfer students with subjects taken from private institutions and with ratings lower than 2.00 shall be required to take the validation examination for said subjects.

Section 5. Transfer student must take the validation examination for every subject he/ she would like to be validated for advanced credits. A validation fee for each subject has to be paid.

Section 6. Only subjects earned toward a degree program taken by transferees shall be validated and accredited.

Section 7. Validation/ accreditation should be done within the period of three (3) semesters from the date of admission to the University.

Section 8. Subjects to be accredited must not exceed 30% of the total number of units prescribed in the curriculum.

Section 9. Transfer student will not be allowed to enroll in a subject the prerequisite/s of which, taken elsewhere, have not been validated/accredited or repeated.

Section 10. If the number of units earned outside the University is less than the prescribed units for the course, the student should enroll the course as offered in the University.

Article 199. Transfer Credit in the Graduate Program

Section 1. No more than nine (9) units of graduate/undergraduate courses of training experience may be credited for a graduate degree.

Section 2. Undergraduate courses in the senior level may be credited for the MS program, provided:

a. The course has not been previously credited for any BS degree as certified by the Dean or Registrar of the College where a student graduated;
b. The grade in course obtained is 2.0 or better

Section 3. Graduate courses taken in other college and/or universities need to be validated if the grades are lower than 1.5 before they could be transferred and credited.

Section 4. Maximum of nine (9) units shall be credited for students whose program had lapsed.

Section 5. Attendance in advanced non-degree training within the 5-year period prior to graduation may be given a maximum of 3 credit units for seminar course.

Evaluation of these courses and training experience for accreditation is made by the advisory committee of the student subject to the following:

a. One unit may be given for every 18 hours of lecture or 54 hours of laboratory work.
b. An authentic certification of the sponsoring training institution/agency as to the actual training course and satisfactory performance of the applicant shall be presented before credit could be given.

Section 6. Students who are transferring from Graduate School (GS) residential degree program should satisfy the residency requirement of four (4) semesters for Doctorate and two (2) semesters for Master's degree.

Chapter 7
EVALUATION

Article 200. Classification

Section 1. For undergraduate students:

a. A regular student is one who carries the full load in any given semester as specified in the curriculum.
b. An irregular student is one who carries less than the full load specified in the curriculum.

Section 2. For graduate students:

a. *Regular Graduate Student*. An applicant who has complied with the following requirements is a regular student:

    i. Sufficient academic background for the chosen field of study;
    ii. Grade point average of 2.00 or better in the highest degree obtained;
    iii. Submission of all pertinent papers/requirements at the time of registration.

b. *Probationary Graduate Student*. An applicant is a probationary student if his/her GWA is 2.00 for Masteral student and 1.75 for Doctoral student or better, but he/she does not possess insufficient academic background.

    i. A probationary student must obtain a GWA of 2.00 or better for Masteral and 1.8 or better for Doctoral in the first 9 units he/she took at the GS and should have completed the requirements;
    ii. A probationary status should be changed into regular status within two semesters;

iii. A student on probationary status may be allowed to enroll 15 units of undergraduate courses.

Article 201. Curricular Level Placement of Undergraduate Students

Section 1. Freshman – has not finished the prescribed subjects of first year or has not completed 25% of total number of units required in his/her course.

Section 2. Sophomore – completed his/her first year course work or has finished 25% but not more than 50% of the total number of units required in his/her course.

Section 3. Junior – completed the first 2 years of his/her course, or has finished 50% but not more than 75% of the total number of units required in his/her course.

Section 4. Senior – completed at least 75% of the total number of units required in his/her course, or has completed all the prescribed units less the equivalent number of units prescribed during the last year.

Section 5. Graduating – Enrolled in the final semester/term of his/her course work.

Article 202. Class Attendance

Section 1. Students are required to attend classes punctually and regularly

Section 2. Time lost by late enrollment shall be considered as time lost by absence.

Section 3. A student may be marked absent if he/she leaves the class earlier than the prescribed time.

Section 4. If the instructor/professor is late for class, students should not leave the classroom until the first quarter fraction of the scheduled class time has passed.

Section 5. The instructor/professor is expected to dismiss his/her class 10 minutes before the prescribed time.

Section 6. Any student with three consecutive absences from his/her class must obtain ,class readmission slip from his/her Dean (or representative) to be presented to the instructor(s) before he/she can be admitted to class.

Section 7. When the student's absences in a subject in one semester have reached 20 percent of the required number of hours of recitation, lecture, laboratory or

any other scheduled work, and the absences are unexcused, the student shall be unofficially dropped from the class and given a grade of 5.0.

Section 8. Absences due to the following reasons are considered excused:

a. Students sent on official business by the University to attend athletic meets, literary-musical competitions, conferences and other similar cases, or who joined approved class field trips. Approved itinerary of travel/certification concerning field trip should be attached to the application form for excused absences.
b. Students who had gone out of the campus and could not return due to unavoidable circumstances.
c. Students who have been ill or/and confined for hospitalization provided a certificate to this effect is issued by the University Hospital or a certificate of illness issued by other licensed physician as attested to by the University physician.
d. Others, as determined by the Dean concerned.

Section 9. Excuses are only for time missed. All work covered by the class during absence shall be made up to satisfy the requirements missed within the semester/ summer before any final grade is given.

Section 10. For excused absence, the student is required to get an excuse slip from the Office of the Dean.

Section 11. Accomplished excuse slip should be presented to the instructors/professors by the student upon his/her return.

Article 203. Resident Credits

Section 1. Resident credits refer to all academic subjects and units earned in the University including those earned in other institutions that are required for a particular degree and had already been validated/ accredited in the University.

Section 2. Only resident credits are considered in evaluating subjects and units for a particular curriculum.

Article 204. Residence Requirement

Section 1. Residence refers to the number of years or terms required of a student to finish a program.

Section 2. Residence Requirement for Undergraduate Students:

a. An undergraduate student must finish the requirements of a program within a maximum period of actual residence; otherwise he/she shall not be allowed to re-enroll further in that course.
b. The maximum actual residence period prescribed for a program is as follows:

    i. 6 years for a 4-year course;
    ii. 8 years for a 5-year course; and
    iii. 10 years for 6-year course.

c. No student shall graduate from the University unless he/she has completed at least two years or 50% of residence work. The two years or 50% residence work referred to above must be done immediately prior to graduation.

Section 3. Residence Requirement for Graduate Students

a. The minimum residence is two semesters for Master's and four semesters for Doctorate at the University devoted wholly or partly to graduate work. A satisfactory completion of at least 21 units for Master's and 33 units for Doctorate is required, respectively.
b. The Master's degree must be completed within five calendar years and seven years for the Doctorate degree (excluding leaves) from the start of matriculation (Maximum Residency Rule).
c. Any student who fails to finish the degree within the specified period should get 9 units of refresher courses to be completed within a year together with the thesis/dissertation. This is allowed only to students who have taken and passed the comprehensive examination.

Article 205. Prerequisite/s of Subjects

Section 1. The rules on sequence of subjects in the curriculum of the program being taken must be followed.

Section 2. Enrolling in and attendance in a course without passing its prerequisite/s shall not be given academic credit.

Section 3. A senior student who shall enroll in Practice Teaching/Field Practice/Apprenticeship/ On-the-Job Training in the succeeding semester, or a graduating student may enroll two subjects concurrently, one of which is a prerequisite to the other, provided he/she does not exceed the maximum allowable load for the period prescribed in the course as certified by his/her Registration Adviser. This should be approved by the Dean and the Vice President for Academic Affairs. However, if the student failed the prerequisite subject, the higher subject shall not be given credit.

Section 4. Subjects common to all colleges must have the same prerequisite/s unless otherwise specified in the curriculum.

Article 206. Enforcing a New Curriculum

Section 1. When a new curriculum is enforced, only new students or freshmen shall be covered.

Section 2. A student shall follow the same curriculum that he/she started within the maximum length of time allowed for residence.

Section 3. No substitution shall be allowed for a subject prescribed in a curriculum in which the student has failed, except when the subject is no longer offered, provided, that the proposed substitution substantially covers the same subject matter as the required subject.

Section 4. Petition for substitution must be recommended by the Chair of the Department and approved by the Dean and the VP for Academic Affairs.

Section 5. Copy of the approved petition must be submitted to the Office of Admission and Registration for recording and filing purposes.

Article 207. Examination and Grades

Section 1. Examinations are integral component of instruction and shall be administered by the teacher subject to University policies /rules for the purpose of evaluation.

Section 2. The academic performance of students shall be evaluated and graded at the end of the term in accordance with the prescribed grading system.

Section 3. The teacher has the sole authority to determine and give grades to his students.

Section 4. Two scheduled examinations shall be given per semester as follows:

a. Mid-Term Examination
b. Final Examination

Section 5. An examination permit is required of each student before he/she is allowed to take final examination.

Section 6. A special examination is given to a student who incurred an excused absence during a scheduled final/term examination. Special term examination shall be given within the period preceding the next term examination; special final examination shall be given not beyond the immediately following academic year.

Section 7. No Instructor/ Professor shall be required to submit his report of grades in any course more than twice a semester or term to the Offices of the Dean/Director and the Registrar.

Section 8. The grades of students shall be released through the Office of the Management Information System.

Section 9. No student of the University shall directly or indirectly influence teacher(s) to give him a certain grade or ask another person to influence teacher(s) to give him a certain grade or ask another person to influence teacher(s) similarly. Any student violating this rule shall lose credit in the subject(s) concerned.

Article 208. Grading System

Section 1. The grading system shall be uniform using number grades from "1" to "5" where "1" is highest. Whereas, the word INC, indicates an incomplete grade.

Section 2. For the Undergraduate Program, the work of students will be graded as:

Excellent	- 97 - 100	1
	94 - 96	1.25
	91 – 93	1.5
Very Good	- 88 - 90	1.75
	85 - 87	2
	82 - 84	2.25
Good	- 79 – 81	2.5
Fair	- 76 - 78	2.75
Passing	- 75	3.00
Incomplete	-	INC
Unofficially Dropped	-	UD
In Progress	-	IP
Conditional	-	4.00
Failed	-	5.00

Section 3. A grade of 4 .00 means conditional; a removal examination is required.

a. Removal of grade of 4.00 and Incomplete (Inc.) must be done within one (1) academic year from the date the grade has been incurred, otherwise

the grade becomes 5.00. The prescribed period of one (1) academic year does not include the period during which the student is on leave of absence.

b. Students may remove a grade of 4.00 by taking the removal examination for the concerned subject.
c. Students who pass the removal examination are given a grade of 3.00; if they fail, a grade of 5.00. d. Only one removal examination is allowed.

Section 4. The grade of INC is given if the student, whose class standing throughout the semester is passing, fails to complete other requirements for the course, due to illness or other valid reasons. In case the class standing is not passing and the student fails to take the final examination for any reason, a grade of 5.00 is given.

Section 5. There shall be a specified period for completing the grade of INC. Such a grade may no longer be improved after the end of one school year.

Section 6. The INC grade must be completed within the prescribed time by taking final examination or satisfying the requirements of the course, after which the student shall be given a final grade based on his/her overall performance.

Section 7. A grade of 4.00 received after removing the INC grade must be removed within the remaining portion of the prescribed period for removing the original grade of Inc**.**

Section 8. Grade after completion/ re-examination must be submitted by the faculty to the Office of Admission and Registration (OAR) within two weeks from the date of completion/reexamination; otherwise the faculty shall be sanctioned by the Dean before the grade is submitted to the OAR.

Section 9. Incomplete grades in subjects that are prerequisites to other subject/s must be removed before enrollment of the latter subjects can be made.

Section 10. The grade in undergraduate thesis shall be expressed numerically following the grading system, if the work is completed; otherwise a grade of IP is given if work is still in progress.

Article 209. Submission of Grades

Section 1. Faculty members are required to submit their report of grades not later than ten (10) working days for graduating students or 12 working days for non-graduating students after the last day of the final examination period at the end of each semester/term.

Section 2. Faculty members who fail to meet the deadline for submission of grades should be reported by the Department Chairperson to their Dean.

Section 3. Faculty members who fail to submit their report of grades within the prescribed period are penalized by:

a. Payment of fine of P100 for each day of delay for every subject, payable to the concerned College, and
b. Issuance of warning by the Dean to the concerned faculty for his/her grades not submitted 3 days after the deadline. A reprimand by the University President, upon recommendation by the Dean and the Vice President for Academic Affairs, shall be instigated should the warning be ignored by the faculty concerned.

Section 4. Late submission of grades without penalty can be considered for valid reasons. This should be favorably endorsed by the Department Chair and the Dean, and approved by the Vice President for Academic Affairs.

Section 5. No faculty member shall change any grade after the report of grades has been filed with the Office of Admission and Registration (OAR), except when an error has been committed.

The faculty member may request authority to make the necessary change in grade from the Vice President for Academic Affairs with favorable endorsement from the concerned Department Chair and Dean. If the request is granted, a copy of the approved request of the faculty authorizing the change in grade shall be forwarded to the OAR for recording and filing purposes.

However, in no case shall grades be changed beyond one (1) year after the initial filing; nor shall any change operate to the prejudice of the student.

Article 210. Rules on Scholastic Standing

Section 1. The faculty of the University who are members of the University Academic Council shall promulgate suitable and effective provisions governing undergraduate and graduate delinquent students.

Section 2. Any student who dropped from one college/campus or school shall not ordinarily be admitted to another college/campus of the university unless in the evaluation of a competent authority, natural aptitude or interest may qualify him/her in another field of study in which case he/she shall be allowed to enroll in the appropriate college.

Article 211. Permanent Disqualification

Section 1. Any student who at the end of the semester or term, fails in 9 academic units in which he/she is officially enrolled for credit shall be permanently barred from re-admission to the University.

Section 2. Permanent disqualification does not apply to cases where on the recommendation of the instructors concerned, the faculty certifies that the grades of "5" were due to the student's unauthorized dropping of the subjects and not to poor scholarship. However, if the unauthorized withdrawal takes place after the mid-semester and the student's class standing is poor, his grade of "5" shall be counted against him. The Dean or Director shall deal with these cases on their individual merit in the light of the recommendations of the Dean of Students Affairs; provided that in no case of readmission to the same or another college or school shall the action be lighter than probation.

Section 3. A mark of "Incomplete" is not to be included in the computation, unless it is replaced by a final grade in which case said grade shall be included in the grades during the semester in which the removal was made.

Section 4. Required courses in which a student has failed shall take precedence over other courses in his succeeding enrolment.

Article 212. Honorable Dismissal

Section 1. A student in good standing who desires to sever his connection with the University shall present a written petition to this effect, signed by his parent or guardian to be presented to the Registrar through the University Guidance Counselor. If the petition is granted, the student shall be given honorable dismissal. Without such petition and favorable action, no record of honorable dismissal shall be issued. The student is also required to submit the standard student clearance.

Section 2. Honorable dismissal is voluntary withdrawal from the University with the consent of the Registrar or equivalent official duly authorized by the President of the University. All the indebtedness to the University must be settled before the statement of honorable dismissal will be issued. The statement indicates that the student withdraws in good standing as far as character and conduct are concerned. If the student has been dropped from the rolls on account of poor scholarship, a statement to that effect shall be added to the honorable dismissal.

Section 3. A student who leaves the College by reason of expulsion due to disciplinary action shall not be entitled to honorable dismissal.

Article 213. Leave of Absence

Section 1. Prolonged leave of absence shall require a written petition to the Dean/Registrar stating the reason for the leave and shall specify the period of the leave which shall not exceed one academic year. The University, through the Dean/Registrar or their duly authorized representative, shall notify the parents/guardian of the student a granted leave of absence and of money refunded to the student if any.

Section 2. Students who withdraw from a College or University without formal leave of absence may have his/her registration curtailed or entirely withdrawn.

Article 214. Graduation Requirements

Section 1. No student shall be recommended for graduation unless he has satisfied all academic and other requirements prescribed for graduation.

Section 2. Candidates for graduation who began their studies under a curriculum of more than 10 years shall be governed by the following rules:

a. Those who had completed all the requirements of the curriculum but did not apply for, nor were granted the corresponding degree or title, shall have their graduation; and
b. Those who had completed all but three subjects or less required by the curriculum may follow any of the curricula in force from the time they first attended the University up to the present.

Section 3. During the first three (3) weeks after the opening of classes in each semester each Dean/equivalent official or his duly authorized representative, shall certify to the registrar a list of candidates for graduation at the next commencement exercises. The Registrar, in consultation with the departments or area, shall examine the academic record of each candidate with a view of ascertaining whether any candidate in such a list has any deficiency or whether he has fulfilled all requirements which qualify him to be a candidate for graduation; Provided, however, that if there should be any question regarding a candidate for graduation, footnotes to that effect shall be given. Ten weeks before the end of the semester, the Registrar shall publish a complete list of duly qualified candidates for graduation for that semester.

Section 4. All candidates for graduation shall have their deficiencies cleared and their records completed no later than (5) weeks before the end of their last semester, except in those subjects both academic and non-academic in which a student is enrolled during that last semester.

Section 5. No student shall graduate from the University unless he has completed at least one year of residence immediately prior to graduation.

Section 6. No student that does not pay the required graduation fee shall be issued a diploma, certification or transcript of records.

Article 215. Graduation with Honors

Section 1. Students who complete their courses with the following range of weighted averages, computed to the second decimal place, shall graduate with honor but should not receive any failing grade in any academic/non-academic subjects.

Summa Cum Laude ---------- 1.00 to 1.2
Magna Cum Laude ---------- 1.21 to 1.45
Cum Laude ---------- 1.46 to 1.75

Provided, that the grades in all academic subjects prescribed in the curriculum shall be included in the computation of the weighted average; and provided, further, that in case of students graduating with honors in courses the prescribed length of which is less than four years, the English equivalents, namely "With Honors," "With High Honors," and "With Highest Honors," shall be used instead.

Section 2. Students who are candidates for graduation with honors must have completed in the College at least seventy-six percent (76%) of the total number of academic units or hours required for graduation and must have been in residence therein for at least two years immediately prior to graduation.

Section 3. In the computation of final weighted average of students who are candidates for graduation with honors, only resident credits shall be included.

Section 4. Students who are candidates for graduation with honors must have taken during each semester not less than fifteen (15) units of credits and no grades below 2.5 in any academic and non-academic subjects, or the normal is less than fifteen (15) units, unless the taking of a lighter load was due to justifiable causes, such for instance, for reasons of health or due to the fact that the candidate was a working student, which reason must as much as possible be certified to by the proper authority at the time the under load was incurred.

Article 216. Commencement and Baccalaureate Exercises

Section 1. The University Registrar shall be responsible for the commencement and baccalaureate exercises and may call upon other offices for assistance in the carrying out of the plans.

Section 2. The commencement exercises for graduating students of the University except those who are to receive titles below the bachelor's degree shall be held on the same day and on the dates fixed for graduation in the calendar.

Section 3. The commencement exercises for the colleges/campuses not included in the general commencement exercises shall be held on such dates in such places as shall be fixed by the President of the University on the recommendation of the College/Campus Dean/Director.

Section 4. Attendance at general commencement exercises shall be required. Graduating students who choose not to participate in the general commencement exercises shall inform their respective Deans/Directors or the Office of the Registrar at least ten days before the commencement exercises.

Section 5. A recognition program shall be held to present and recognize candidates for graduation with academic honors, including those with Special Awards granted in accordance with the rules and regulations of the University.

Section 6. Graduating students who absent themselves from the commencement exercise shall not be given their diplomas, transcript of records and other credentials from the office of the Registrar unless they comply with the previsions of the preceding article and upon presentation of the receipt of payment of graduation fees and their student's clearance.

Section 7. The names of graduating students who are candidates for graduation with honors and those to be awarded certificates of recognition and medals for outstanding performance in leadership, sports, social functions and etc. shall be included in the commencement program.

Section 8. The diploma shall bear only the date which shall be the date of the commencement exercises.

Article 217. Academic Costumes

Section 1. Candidates for graduation with degrees or titles which require no less than four years of collegiate instruction shall be required to wear academic costumes during the baccalaureate service and commencement exercises in accordance with the rules and regulations of the University.

Article 218. Transcript and Other School Credentials

Section 1. Student records are confidential and information is released only at the request of the student or of appropriate institutions.

Section 2. "Partial" transcripts are not issued.

Section 3. The Registrar or Dean of the Office of Admission and Registration, the College Dean and the University President must be the signatories in the diploma.

Section 4. Application for transcript of records should be accompanied by a student clearance. The clearance should be applied for immediately after the last semester/summer of enrollment.

Chapter 8
POLICY ON THESIS/FIELD PRACTICE/ON-THE-JOB TRAINING

Article 219. Undergraduate Thesis/Field Practice/On-the-Job Training

Section 1. An undergraduate thesis/field practice/on-the-job training is a partial fulfillment of the requirements for graduation with a bachelor's degree.

Section 2. Thesis/Field practice/on-the-job training may be enrolled in two or more semesters or terms/one semester or one summer term, as indicated in the curriculum being pursued by the student, provided that the total units does not exceed the required number of units.

Section 3. An approval deadline schedule sheet set by the Dean of the College concerned should be followed strictly by the students as well as the approving officials.

Section 4. When the manuscript fails to meet the deadline, the subject should be reenrolled without unit during the next term. The student shall not be charged the tuition/ laboratory fee but instead will pay flat rate which includes all other prescribed enrolment fees and the student should pay a flat rate. If the student wishes to carry other subjects in addition to thesis/ field practice/ on the-job training, he/ she should pay the corresponding tuition and laboratory fees.

Section 5. At the end of each semester that the student is working on his/her thesis, a grade of IP (in progress) should be assigned if the work is still unfinished.

Section 6. Thesis/Field Practice/On-the-job training shall be given credit if completed within the maximum residency requirements.

Section 7. The faculty adviser shall submit the grade for thesis/field practice following the grading system prescribed in Article 197.

Article 220. Conduct of Graduate Thesis/Dissertation

Section 1. Students are ready to conduct their thesis if the following requirements are met:

a. Finished all their subjects, including special problem and seminar;
b. Passed both qualifying examination and comprehensive examination; defended their thesis outline in a seminar, and submitted the same as corrected to the Department Chair and to the Dean.

Section 2. Students shall conduct their thesis personally.

Section 3. A thesis visitation/supervision/follow-up may be made by the adviser and/or the advisory committee not earlier than the pre-testing of the questionnaire or establishment of the experiment, and not later than the completion of data collection.

Section 4. A co-adviser from another agency/institution may be selected by a student with the approval of the Advisory Committee, Department Chair and the Dean.

The co-adviser may be designated as a member of the defense panel and shall be acknowledged accordingly.

Section 5. Students shall be allowed to conduct their thesis/case study/dissertation researches outside the Philippines only if they satisfy the following conditions:

a. For students who are enjoying a scholarship grant and the sponsoring agency allows them to conduct research in their home country, the requirements are:
    i. Shall submit an application to the Dean's Office (with endorsement from sponsoring agency) with recommendation from the Chair of the Advisory committee and approval of the Dean.
    ii. Shall submit a program of activities covering the duration of the research (not less than three months) together with the financial requirement properly evaluated and approved by the Advisory Committee and noted by the concerned Department Chair. Assurance of funding support to cover actual conduct of the research and supervisory cost of the adviser or any member of the advisory committee who shall visit and evaluate the conduct of research of the student, the adviser shall submit.
    iii. A written report of visitation/evaluation certifying that the research was conducted in accordance with the approved outline of thesis/ dissertation/case study.
b. For students who are not a recipient of scholarship, but using their personal resources, the requirements are:

i. Shall file an application to the Dean's Office requesting that they be allowed to conduct thesis/case study/dissertation research in their home country.
ii. In case the student is an employee of private/government agency he/ she shall submit a certification indicating that the concerned agency is permitting him/her to use the experimental area and/or laboratory facilities in the conduct of research. Moreover, if the student is a fresh graduate and is not employed, the same requirement is also invoked. The student shall conduct the field experiment in an appropriate government area being maintained by an educational or research institution.

c. For the student who shall conduct research in home country without the benefit of visitation/evaluation of adviser or any member of Advisory Committee, the requirements are:
   i. Shall impose the designation of a co-adviser from the home country whose expertise and qualification are in consonance with student's field of specialization and fluent in the English language or past professor of the student.
   ii. The co-adviser shall submit a letter certification, indicating therein that the experiment was conducted in accordance with the approved outline of study, accompanied by evidences in the forms of photographs/ video tapes/slide pictures/LCD (for power point presentation).
   iii. During the final defense of the student, the co-adviser shall be invited to attend and participate and serve as a voting member of the final defense panel.

Article 221. Graduate Thesis/Dissertation Defense

Section 1. Thesis/Dissertation defense is an oral examination administered to a candidate for an Master's or doctoral degree.

Section 2. Graduate students may defend their thesis if they have:

a. Completed all formal course work for the degree as certified by the GS/OAR;
b. Passed the comprehensive examination;
c. Had their thesis manuscript approved by their Advisory Committee, a copy of which has been filed with the GS beforehand;
d. Submitted to the GS copy of their manuscript two weeks before the scheduled date of defense;
e. Presented the approved thesis manuscript in a graduate seminar.

Section 3. Procedure for thesis defense

a. Students shall submit the application duly signed by the adviser to the office of the Dean at least two weeks before the planned time of examination.
b. The application shall be filed with:
    i. The approval sheet bearing the signature of the Advisory Committee
    ii. The information of the proposed tentative date for the defense
c. The student shall apply for final defense after incorporating all the suggestions made by the Advisory Committee.
d. All members of the Advisory Committee must be present during the final defense, which shall be a closed-door examination.

Section 4. A majority vote of the members of the Advisory Committee is needed to pass/fail a student. Simple majority is required in the determination of the student's rating. The thesis/dissertation shall have a descriptive grade.

Section 5. Submission of thesis/dissertation

a. A circulating copy reflecting all corrections and signed by the members of the Advisory Committee and the English/Format Editor should be presented to the Dean before printing the final copy.
b. Once approved, the thesis/dissertation/case study shall be reproduced following the GS format. The submitted thesis manuscripts are the bases for a recommendation to be made by the Graduate Council to the University Academic Council for the conferment of the sought degree.

Article 222. Advisory Committee for Graduate Program

Section 1. The Department Chairperson serves as the student's temporary adviser during his/her first semester in the program the end of the first semester and during the second semester of their residency for Doctorate. The Advisory Committee shall be composed of three members for the Master's degree, and five for PhD. A member of the advisory committee may be tapped from outside the University in special cases.

a. For the Master's students, two members of the Advisory Committee must come from the department of the student's major field, and one from the cognate field.
b. For PhD students, four of the committee members should come from their major department and one from their cognate field.

Section 2. Terms of Reference of Advisory Committee members

a. Major Adviser

    i. Provides guidance to the advisee in the preparation of the student's program of study and thesis/dissertation

ii. Convenes the committee to discuss matters relating to the academic program of the student-advisee.
iii. Monitors the progress of his/her advisee.

b. Members of the Advisory Committee

i. Assist and suggest courses to be included in the student's program of study.
ii. Attend and actively participate during meetings called by the major adviser.
iii. Help in the preparation and completion of thesis/dissertation.

Article 223. Program of Study

Section 1. This is a listing of courses and other requirements to be taken or accomplished by the student to enable him to earn the degree being pursued residency for PhD, students in consultation with their major advisers, prepares their programs of study which shall include the title of their proposed thesis/ dissertations. No student shall be allowed to enroll in the succeeding semester without an approved program of study.

Section 2. The program of study, bearing the signature of the Advisory Committee members shall be distributed as follows: one copy each for the advisory committee members, chairperson of the department concerned, GS file, the student, and the University Registrar.

Section 3. No changes in the program of study shall be allowed without prior approval by the Advisory Committee.

a. Change in the program of study refers to any amendment in the content of the duly approved program deletion of courses.
b. The change in the program of study can only be allowed three times.
c. Application for such must be filed at the IGS/OU Registrar's Office.

Section 4. Comprehensive Examination

a. The comprehensive examination is written, but the re-examination could be written or oral at the option of the student.
b. A student applying for comprehensive examination must have finished all the academic courses and has no incomplete grade in any subject taken.
c. Even if a student is in the process of completing, he/she is not allowed to take the comprehensive examination. All subjects for comprehensive examination are those listed in the approved study program except seminar ,special problem and other subjects taken by the student that are not part

of the approved study program. Additional required subjects taken by the student shall not be included in the comprehensive examination.

d. A student intending to take the comprehensive examination must file his/her application upon the recommendation of his/her advisory committee and endorsement of the Department Chair subject to the approval of the Dean.
e. Deadline for filing of application for comprehensive examination shall be within two weeks after the first day of classes.
f. The comprehensive examination period shall be in May and December.
g. The Department Chair shall be the overall coordinator of the comprehensive examination.
h. The functions of the Department Chair are as follows:

    i. Solicit questions from the professors of the student. In the absence of the faculty concerned (on sabbatical/study leave, retirement, death, and others) the Department Chair in consultation with the professor presently teaching the course shall prepare questions of the subject concerned.
    ii. Returns the answered/unanswered questions to the professors for checking after the comprehensive examination
    iii. Collect the corrected comprehensive examination papers
    iv. Prepare the report of the results

i. Students who fail to take the comprehensive examination on the scheduled dates shall write a letter together with a certification to justify failure to take the examination addressed to the examining committee, requesting for a re-scheduling of the comprehensive examination. The letter must clearly state the justification for the said request. Justifiable reasons include health reasons and death of immediate family member.
j. The student should get a satisfactory performance to pass the comprehensive examination. A minimum rating of 75 percent is needed to pass in each subject. The final grade of the student in the comprehensive examination is either pass or fail.
k. Results of the comprehensive examination are submitted to the office of the Dean not later than one month after the last day of examination. Re-examination should be taken within the semester, to be submitted one week after.
l. If the student does not perform satisfactorily in a subject, he/she shall take either a written or an oral reexamination.
    i. The written re-examination shall be administered by the Department Chairperson; the professor(s) of the subject(s) in which the student failed shall provide the questions. The schedule of the re-examination shall be set by the GS Office. For oral re-examination, the Department

Chair and the professor concerned should be present during the oral examination.

ii. Failure in the aforesaid re-examination means that the student will take audit course, and then take another examination. The faculty who handled the audit course shall prepare the comprehensive examination questions. Failure in this examination will mean dismissal of the student from the University.

Chapter 12
MISCELLANEOUS RULES/REGULATIONS

Article 224. Orientation

Section 1. The Office of the Vice President for Academic Affairs, through the Council of Deans and with the Office of Student Affairs as the lead unit, shall coordinate and conduct an Opening and Orientation Program for all new students within the first week of the first semester to facilitate adjustment to the University environment.

Section 2. A set of psychological tests for freshman students is provided for by the Office of Student Affairs for guidance purposes.

Article 225. Wearing of ID and Uniform

Section 1. As specified by their respective college/department where uniforms are required, students could be penalized by the concerned authority for non-wearing of uniform during prescribed periods/days.

Section 2. Wearing of the University ID shall be required of all students. Students shall be given a minimum of one week from the start of classes before such regulation shall be enforced. Students who fail to wear their IDs shall be subjected to appropriate University rules and regulations.

Article 226. Honor's Day

Section 1. Honor's Day is a special day set in the Academic Calendar, every first semester of the academic year, to give recognition to all students who qualified as academic scholars (as university/college scholars) based on their GPA during the preceding academic year.

Section 2. Academic scholars are presented with a Certificate of Merit signed by the Dean of the Office of Admission, the Vice President for Academic Affairs, and the University President.

Section 3. Students who qualified as University scholars for three consecutive semesters are given a Presidential Medal.

Section 4. The Office of the Vice President for Academic Affairs, through the Council of Deans and with the Office of Student Affairs and the Office of Admission as the lead units, shall coordinate and conduct the holding of Honor's Day.

Book Four
STUDENT AFFAIRS AND SERVICES

Article 227. The University shall provide services and programs that are concerned with academic support experiences of students to attain holistic student development. Academic support services are: those that relate to student welfare, student development and those that relate to institutional programs and services. (CHED Memo Order No. 09, s. 2013)

TITLE TEN: STUDENT WELFARE SERVICES

Article 228. The University shall promote Student Welfare Services which are basic services and programs needed to ensure and promote the well-being of students.

Chapter 1
INFORMATION AND ORIENTATION SERVICES

Article 229. Information and Orientation Services

Section1. The University shall provide information materials on institutional mission, vision and goals, academic, rules and regulations, student conduct and discipline, student programs, services and facilities and such other information necessary for student development. (CHED Memo Order No. 09, s. 2013)

Section2. The University shall conduct a regular comprehensive orientation program held for new and continuing students responsive to their needs, including orientation on the dynamics and nature of persons with disabilities, and relevant laws and policies affecting persons with disabilities.. (CHED Memo Order No. 09, s. 2013)

Section3. There shall be organized, updated, and readily available educational, career, and personal/social materials in different accessible formats. Information materials include statutes affecting students such as (a) R.A.9262 or Anti Violence Against Women and Children Act;(b) guidelines on drug abuse prevention and control, (c) R.A. 7877 or the Anti-Sexual Harassment Act of 1995, d) HIV AIDS awareness, (e) self-care and healthy lifestyle and (f) R.A. 9442, particularly on the provision on public ridicule and vilification against persons with disabilities.. (CHED Memo Order No. 09, s. 2013)

Article 230. Guidance and Counseling Services

Section 1. The University shall make available the guidance services using an integrated approach to the development of well – functioning individuals and primarily by helping them to utilize their potentials to the fullest.. (CHED Memo Order No. 09, s. 2013)

Section 2. The University shall provide counseling for individual and/or group intervention designed to facilitate positive change in student behavior, feeling, and attitudes.

a. Gender sensitive individual and group counseling shall be provided by a licensed counselor. The acceptable ratio of counselor to students' population is at least 1:1,000.
b. A counseling room shall be provided to ensure the privacy and confidentiality of counseling sessions. The records and/or counseling notes are maintained and kept confidential.
c. Appropriate and pro-active intervention programs and strategies may be adopted by HELs to ensure that every student's need for guidance and counseling and psycho-social services may be provided in a timely manner.

Section 3. Appraisal shall be undertaken to gather information about students through the use of psychological tests and non-psychometric devices.

a. The guidance office shall maintain student's cumulative records which contain relevant information about the student e.g. family background, test data, disability records, etc.
b. There shall be provision for a well-planned assessment program for students with appropriate standardized psychological tests administered, scored and interpreted to students, teachers, and concerned individuals e.g. parents.

Section 4. A systematic monitoring (follow-up) shall be conducted to determine the effectiveness of guidance activities, in general, and placement in particular.

Article 231. Career and Job Placement Services

Section 1. The University shall institute valid appraisal data of students for career and job placement. They shall have continuous follow-up and monitoring of students placements conducted on regular basis. (CHED Memo Order No. 09, s. 2013)

Section 2. The University shall maintain active networking with school, community, alumni, and other relevant agencies for career and job placement of students.

Section 3. Informative materials in accessible formats on career and job opportunities shall be provided and skills development programs shall be made available.

Section 4. The University shall conduct regular career seminars and job placements services for the students.

Section 5. There shall be mechanisms to institutionalize the link with industries.

Section 6. The students shall be informed of timelines for the concerned University's assistance in seeking career and job placement at least until a specified period of time.

Article 232. **Economic Enterprise Development**

Section 1. The University shall provide services and programs that would cater to the other economic needs of students such as but not limited to:

a. student cooperative,
b. entrepreneurial,
c. income generating projects, and
d. Saving.

Section 2. If in case the University opted to organize cooperative, the same must be organized / registered with the Cooperative Development Agency (CDA) subject to the existing laws and guidelines of the said Agency.

Section 3. The University shall establish mechanisms to promote and develop student economic enterprises but not limited to academic activities.(CHED Memo Order No. 09, s. 2013)

Article 233. **Student Hand book Development**

Section 1. The University shall set-up mechanisms to achieve and retrieve previous student handbook for purposes of improving the same. Updates shall be made into accessible formats (such as but not limited to electronic, large print, media, braille, and sign language) for dissemination, information and guidance of students and university stakeholders. (CHED Memo Order No. 09, s. 2013)

Section 2. There shall be representative from the student body that must be included in the development and revision of student handbook.

TITLE ELEVEN: STUDENT DEVELOPMENT

Article 234. The University shall institute programs and activities designed for the enhancement and deepening of leadership skills and social responsibility, which include student organization and activities professional organization or societies, special interests

leadership training programs, student council/Government, student Discipline, Student Publication/Media. (CHED Memo Order No. 09, s. 2013)

Chapter 1
STUDENT DEVELOPMENT

Article 235. Student Activities

Section 1. The University shall conduct supervision, recognition, and monitoring of student organizations and their activities such as leadership programs, student publication, student organizations, sport development, volunteerism, peer helper program, etc. (CHED Memo Order No. 09, s. 2013)

Article 236. Student Organization and Activities

Section 1. The University shall give recognition /accreditation, supervision and monitoring of student groups including the evaluation of their activities. (CHED Memo Order No. 09, s. 2013)

Section 2. The University shall have a system of accreditation, re-accreditation, monitoring and evaluation using participatory institutional procedures and processes in recognition of basic rights of students to organize. Requirements and procedures for recognitions /accreditation of students group shall be widely disseminated.

Section 3. The University shall provide accredited students organizations adequate office space and other institutional support.

Section 4. The Constitution and by-laws of student organization shall provide for and require participation in activities on anti-drugs abuse, and awareness and drug abuse prevention initiated by Government and Non –government Organizations. There shall be mechanisms to coordinate with the school administration relative to treatment and rehabilitation of students with drug-related problems.

Section 5. The University -wide student organization shall be one whose members belong to two or more units; a unit organization shall be one whose members belong exclusively to one unit of the University; and a class organization shall be composed of members of a class in the University.

Section 6. The University-wide student organization shall be directly under the control and supervision of the Committee on Student Organization and Activities (CSOA)

or its equivalent. University or school's student organization and class organization shall be under the Dean or Director of the corresponding unit of the University.

Section 7. The Committee on Student Organization and Activities (CSOA) shall have its ex-officio chairman, the Dean/Director of Student Affairs. The Committee shall exercise direct supervision over the University-wide student organizations; provided, however, that it may delegate to the Dean of Student Affairs matters which are not policy-making in nature.

Section 8. The University-wide student organization shall have one or more faculty advisers recommended by such organizations and approved by the Dean of Student Affairs. No student organization may hold any meeting or undertake any activity for any purpose whatsoever, except that of adopting a constitution, before its adviser or advisers appointed and have assumed office as such.

Section 9. No University-wide student organization shall be allowed to function without a constitution which has been previously approved by the Committee on Student Organizations and Activities (CSOA) or its equivalent.

Section 10. Appeals from the decisions of the Committee may be made within72 hours from the time the decision is made known to the head or acting head of the organization. Appeals should be submitted to the President of the University whose decision shall be final.

Article 237. **Leadership Training**

Section 1. The University shall provide programs and opportunities to develop and enhance leadership effectiveness in the personal level and student organizations. (CHED Memo Order No. 09, s. 2013)

Section 2. The University shall ensure that the leadership training programs are provided and opportunities for interaction with counterparts from other institutions.

Article 238. **Students Council / Government**

Section 1. The University shall provide a student body which is duly organized and elected at large by the students themselves, with due recognition and authority from the University, as the student's official representative in matters affecting them. (CHED Memo Order No. 09, s. 2013)

Section 2. The University shall recognize the right of the students to govern themselves as a student body, to be transparent and accountable to their constituents; and be represented in various fora where the students need to be consulted.

Section 3. The University shall ensure transparency in the development /revision of guidelines and procedures for the student council /government.

Section 4. There shall be a University Student Government (USG) with the following duties;

a. to develop school spirit among the ranks of students and promote their general welfare;
b. to organize and direct student activities of the nature described;
c. to inform the President of the University on student matters and activities;
d. to adopt its own by-laws for its own internal and general and,
e. to exercise such powers and perform such other functions in accordance with existing laws and regulations.

Section 5. The composition of the USG, its officers, and the matter of electing its members and officers shall be in accordance with the rules and regulations promulgated by the Committee on Student Organization and Activities of Deans or Heads of Units and a student representative, to be designated by the Council. The President of the Student Government shall be ex-officio member of the Administrative/Academic Council during his/her term.

Section 6. The University-wide student organization shall be one whose members belong to two or more units; a unit organization shall be one whose members belong exclusively to one unit of the University; and a class organization shall be composed of members of a class in the University.

Section 7. The University-wide student organization shall be directly under the control and supervision of the Committee on Student Organization and Activities (CSOA) or its equivalent. University or school's student organization and class organization shall be under the Dean or Director of the corresponding unit of the University.

Section 8. The Committee on Student Organization and Activities (CSOA) shall have its ex-officio chairman, the Dean/Director of Student Affairs. The Committee shall exercise direct supervision over the University-wide student organizations; provided, however, that it may delegate to the Dean of Student Affairs matters which are not policy-making in nature.

Section 9. The University-wide student organization shall have one or more faculty advisers recommended by such organizations and approved by the Dean of Student Affairs. No student organization may had any meeting or undertake any activity for any purpose whatsoever, except that of adopting a constitution, before its adviser or advisers appointed and have assumed office as such.

Section 10. No University-wide student organization shall be allowed to function without a constitution which has been previously approved by the Committee on Student Organizations and Activities (CSOA) or its equivalent.

Section 11. Appeals from the decisions of the Committee may be made within 72 hours from the time the decision is made known to the head or acting head of the organization. Appeals should be submitted to the President of the University whose decision shall be final.

Chapter 2
RIGHTS OF STUDENTS

Article 239. Rights of Students

In addition to other rights, and subject to the limitations prescribed by law and regulations, students shall enjoy the following rights: (Education Act of 1982)

a. The right to receive, primarily through competent instruction, relevant quality education in line with national goals and conducive to their full development as persons with human dignity;
b. The right to freely choose their field of study and subject to existing curricula and to continue their course therein up to graduation, except in cases of academic deficiency, or violation of disciplinary regulations;
c. The right to university guidance and counseling services for making decisions and selecting the alternatives in fields of work suited to his potentialities;
d. The right to access to his own University records, the confidentiality of which the University shall maintain and preserve;
e. The right to the issuance of official certificates, diplomas, transcript of records, grades, transfer credentials and other similar documents within thirty days from request;
f. The right to publish a student newspaper and similar publications, as well as the right to invite resource persons during assemblies, symposium and other activities of similar nature;
g. The right to free expression of opinions and suggestions, and to effective channels of communication with appropriate academic and administrative bodies of the University;
h. The right to form, establish, join and participate in organizations and societies recognized by the University to foster their intellectual, cultural, spiritual and physical growth and development, or to form, establish, join and maintain organizations and societies for purposes not contrary to law;

i. The right to be free from involuntary contributions, except those approved by their own organizations or societies;
j. The right to participate in the formulation and development of policies affecting the school in relation to the locality/region, and nation through representation in the appropriate body/bodies of the University to be determined by the Governing Board;
k. The right to receive reasonable protection within the University premises;
l. The right to be informed of the rules and regulations affecting him;
m. The right to participate in curricular and co-curricular activities;
n. The right to due process of law;
o. The right to be assisted by his University through current and adequate information on work opportunities; and
p. The right to receive medical and dental services as well as first-aid services. Every student shall be provided limited medical supplies for simple medication and has to provide for himself medicine in case of major illness.

Article 240. **Duties and Responsibilities of Students**

Every student, regardless of circumstances of his birth, sex, religion, social, and economic status shall: (Education Act 1982)

a. Exert his/her utmost to develop his potentialities for service, particularly, by under-going an education suited to his abilities, in order that he may become an asset to his family and to society;
b. Uphold the academic integrity of the university and endeavor to achieve academic excellence and abide by the rules and regulations governing his/her academic responsibilities and moral integrity;
c. Promote and maintain the peace and tranquility of the University by observing the rules of discipline, and by exerting efforts to attain harmonious relationships with fellow students, the teaching and academic staff and other personnel;
d. Participate actively in civic affairs and in promotion of the general welfare, particularly in the social economic and cultural development of his community and in attainment of a just, compassionate and orderly society;
e. Exercise his rights responsibly in the knowledge that he/she is answerable for any infringement or violation of the public welfare and of the rights of others;
f. Strive to lead an upright, virtuous and useful life;
g. Love, respect, and obey his parents, and cooperate with them to maintain the family solidarity;
h. Respect the customs and traditions of our people, the duly constituted authorities, the laws of our country and the principle of democracy;
i. Help in the observance and exercise of individual and social rights, the strengthening of freedom everywhere, the fostering of cooperation among nations in the pursuit of progress, prosperity and world peace; and

j. Respect and cooperate with teachers, fellow students and University authorities in the attainment and preservation of order in University and in the society.

Chapter 2
STUDENT DISCIPLINE

Article 241. Student Discipline

Student Discipline shall refer to the judicious implementation of institutional rules and regulations governing student behavior and conduct.(CHED Memo Order No. 09, s. 2013)

Section 1. The University shall have gender and disability sensitive rules and regulations formulated in consultation with students and faculty and published in student manual that is accessible and disseminated to students including students disabilities, faculty and concurred in by parents. The rules regulations define appropriate student conduct and prescribed sanctions for misconduct such as but not limited to acts of vandalisms , exaggerated utterances ,irresponsible and libelous statements and other negative acts of militancy that threaten peace and order and private and public properties inside and outside the HEI's .

Section 2. A discipline committee shall be established in the University to ensure due process in dealing with student misconduct.

Section 3. There shall be timely mechanisms to address student grievance.

Article 242. Norms of Conduct

Section 1. The provisions of this Code shall apply to all *bona fide* students of the University, for offenses committed within the University jurisdiction; the provisions of this Code shall apply whenever applicable, otherwise, the laws of the land shall apply.

Article 243. Moral Character. A student is imbued with moral character if among other qualities:

a. He/She has learned to act, live and think as a person whose values, attitudes and convictions are in accord with the Universal Ethical Norms of Right Reason and the accepted values and approved levels of conduct in the society where he lives;
b. He/She is honest to himself/herself, accepting his/her shortcomings, striving to improve and change;
c. He/She is fair and just in his/her dealings with his/her fellowmen;

d. He/she lives by the precepts of love, justice, compassion and concern for others; and
e. He/She respects the rights of others as he/she would want his/her own rights to be respected.

Article 244. Personal Discipline. A student is imbued with personal discipline, if among other qualities:

a. He/She devotes himself/herself to the fulfillment of his/her obligations and considers rights as means to or rewards for the same;
b. He/She learns to forego the enjoyment of certain rights and privileges that others may be benefited and for the greater good of society;
c. He/She resolves his/her problem and conflicts without prejudicing others;
d. He/She is tolerant of others, and humble to accept what is better than his/her;
e. He/She has developed temperance and propriety in words and in actions, especially against vices, e.g., gambling, drinking, drugs, sexual excesses and aberrations, etc.; and
f. Right reason guides and controls his/her life, actions, and emotions.

Article 245. Civic Conscience and Patriotism. A student is imbued with civic conscience and patriotism, if among other qualities:

a. He/She devotes himself/herself to the growth and development of the Philippines;
b. He/She puts the welfare of the entire country above his/her personal family and regionalistic interest;
c. He/She respects and obeys all duly constituted authorities and laws, rules and regulations;
d. He/She settles all disputes, problems, and conflicts through the channels provided by law and society; and
e. He/She strives to bring about necessary changes through peaceful means.

Article 246. Basis of Discipline

Section 1. Every student shall observe/follow/abide by all the laws of the land and all the policies and regulations adopted by the University. The investigation, disposition and corresponding sanction on student disciplinary cases shall follow the procedures set in this Code.

Section 2. The maintenance of student conduct and discipline shall be anchored on the willful acceptance by the students of all policies, rules and regulations prescribed by the University as signified by their enrollment pledge and the guidance and counseling provided by the faculty who shall be exercising substitute parental authority.

Section 3. All University personnel shall be mandated to enforce and supervise overall compliance to the Code in their respective areas of responsibility. For the purpose of implementing University policies, rules and regulations and the provisions of this Code, the president, Vice President(s), Deans, Directors, Chairman, High School Principal and members of the faculty and the security force are all deemed to be persons in authority except the members of the security force who are deemed agents of persons in authority.

Article 247. Disciplinary Action

Section 1. A student shall be subject to disciplinary action for any of the following offenses with corresponding penalties:

A. Stealing or any attempt thereof

First Commission : Restoration of the property or equivalent amount, reprimand and written apology jointly signed by the parents or guardian.

Second Commission : Restoration of the property or equivalent amount, plus fine twice the amount of the stolen property and one semester suspension.

Third Commission : Restoration of the property or equivalent amount, plus fine three times the amount of the stolen property and from one year suspension to dismissal.

B. Dishonesty

1. Intellectual Dishonesty

First Commission : Sanction ranging from letter of apology and reprimand plus one month to one semester suspension.

Second Commission : One semester to one-year suspension.

Third Commission : One-year suspension to dismissal from the University.

2. Cheating in examination and/or quizzes.

First Commission : Decrease of grade from the lowest allowable to automatic grade of "5".

Second Commission : Automatic grade of "5" or suspension for one semester.

Third Commission : Automatic grade of "5" in the subject and suspension of one-year or dismissal from the college.

C. Oppression

1. Threatening another with infliction upon his person, honor or property or any act tantamount to crime deceit or wrong:

First Commission : Two weeks to one semester suspension.

Second Commission : One semester to one-year suspension.

Third Commission : One-year suspension to dismissal from the Institution.

Provided, however, that the threat against the life of another shall be punished with expulsion even in the first commission.

2. Fighting resulting to physical force or violence:

First Commission : One-month to one semester suspension.

Second Commission : One semester to one-year suspension.

Third Commission : One-year suspension to dismissal from the University.

Provided, however, that fighting resulting to death shall be punished with expulsion even in first commission.

3. Direct attack upon the person of any student, member of faculty, administration or non-teaching staff or any person vested with authority or any member of the academic community:

First Commission : One-month to one semester suspension.

Second Commission : One semester to one-year suspension.

Third Commission : One-year suspension to dismissal from the Institution.

D. Misconduct

1. Deliberate disruption of the academic function or school activity; etc:

First Commission : One-month to one semester suspension.

Second Commission : One semester to one-year suspension.

Third Commission : One-year suspension to dismissal from the University.

2. Unauthorized or illegal possession or use of prohibited drugs or the possession of any deregulated drugs without proper prescription.

First Commission : One month to one semester suspension.

Second Commission : One-year suspension to dismissal from the University.

Third Commission : Dismissal from the University to expulsion.

3. Unauthorized possession of and/or drinking of alcohol beverages within the school building and the immediate premises; or entering or being in the school premises and off campus activities in a state of intoxication.

   First Commission : One-week suspension to one semester suspension.

   Second Commission : One semester suspension to one-year suspension plus reprimand.

   Third Commission : One-year suspension to dismissal from the University.

4. Willful disregard or violation of established policies and regulations.

   First Commission : One semester to one-year suspension.

   Second Commission : One-year suspension to non-admission to the University.

   Third Commission : Non-admission to the institution plus suspension to expulsion.

5. Malicious or unfounded accusations against any member of the Academic Community.

   First Commission : One-month to one semester suspension.

   Second Commission : One semester to one-year suspension.

   Third Commission : One-year suspension to non-admission

E. Disgraceful, immoral, fraudulent and/or unlawful conduct:

1. Acts of lewdness, commission of any act of immorality or the display or distribution of pornographic materials within the University.

   First Commission : One semester to one-year suspension.

   Second Commission : One semester to one-year suspension.

   Third Commission : One-year suspension to non-admission to the University.

2. Illicit relation

   First Commission : One semester to one-year suspension.

   Second Commission : One-year suspension to non-admission to the University.

   Third Commission : Non-admission to the University to expulsion.

3. Indecent or indiscreet acts:

First Commission : One-month to one semester suspension.

Second Commission : One semester to one-year suspension.

Third Commission : One-year suspension to non-admission to the University.

4. Impersonating or giving fictitious names with malicious intent:

First Commission : One-month to one semester suspension.

Second Commission : One semester to one-year suspension.

Third Commission : One-year suspension to non-admission to the University.

5. Intentionally making false statement of any material facts or practicing or attempting to practice any deception or fraud for such purpose as admission or registration in or graduation from the University.

First Commission : One semester to one-year suspension.

Second Commission : One year suspension to dismissal from University.

Third Commission : Dismissal from the University to expulsion.

6. Acts of bribery to corrupt standards of the University.

First Commission : One semester to one-year suspension.

Second Commission : One year suspension to dismissal from University.

Third Commission : Dismissal from the University to expulsion.

F. Unauthorized solicitation of funds or promoting sale tickets.

First Commission : Reprimand plus one week suspension to reprimand with one-month suspension.

Second Commission : Reprimand plus one-month suspension to reprimand plus one semester suspension.

Third Commission : One semester suspension plus reprimand to one-year suspension.

G. Falsification of official documents.

First Commission : One-year suspension plus reprimand to one-year suspension.

Second Commission : One-year suspension to dismissal from Institution.

Third Commission : Dismissal from the University plus suspension to expulsion

H. Frequent unexcused absences or tardiness incoming class.

First Commission : Reprimand plus written apology jointly signed by parents.

Second Commission : Reprimand plus written apology jointly signed by parents to dropping.

Third Commission : Dropping to dismissal from the University.

I. Gambling of any form within the premises of the Institution.

First Commission : Reprimand plus written apology jointly signed by parents to reprimand plus one-week suspension.

Second Commission : One-week to one-month suspension.

Third Commission : One-month to one semester suspension.

J. Willful refusal to pay just debts.

First Commission : Reprimand plus written apology jointly signed by parents.

Second Commission : Sanction ranging from reprimand plus written promise to one-week suspension plus written promissory notes.

Third Commission : One-week to one semester suspension plus cleared debt before lifting of suspension.

K. Insubordination

First Commission : Reprimand plus written apology jointly signed by parents.

Second Commission : One-week suspension plus reprimand to one-month suspension.

Third Commission : One-month to one semester suspension.

L. Conduct prejudicial to the best interest of the University

First Commission : One-week suspension plus reprimand to one-month suspension plus reprimand.

Second Commission : One-month suspension plus reprimand to one semester suspension plus reprimand.

Third Commission : One semester suspension plus reprimand to one-year suspension.

M. Abuse of Authority, Rights and Privileges.

First Commission : Reprimand plus written apology to one-month suspension.

Second Commission : One-month suspension plus reprimand to one semester suspension plus reprimand.

Third Commission : One semester suspension plus reprimand to one-year suspension.

Section 2. Coming late to class, i.e., 15 minutes after the start of the class shall be punishable by unexcused absence and non-admission to class.

1st commission.....Warning with letter of excuse;
2nd commission.....Inform parents;
3rd commission.....Unexcused but to be admitted; and
Subsequent commission.....Dropped from the subject.

Section 3. Cutting/uprooting/stoning/picking of fruit tress/ornamental plants and unauthorized fishing with the entire University jurisdiction shall be punishable as follows:

1st commission.....Suspension for one (1) week;
2nd commission.....Suspension for two (2) weeks;
Subsequent commission.....Suspension for one (1) month.

Section 4. The raising of animals without permission from the proper authorities shall be punishable by:

Confiscation of the animal(s) and to be returned only to the owner after payment of a fifty (P50.00) pesos fine.

Section 5. For purpose of keeping order and promoting decorum in classes, a teacher is empowered to exclude a student for ungentlemanly conduct from his class and immediately thereafter to make a report of such action to the Dean or Director. In case the student is registered in another unit of the University, the Dean or Director shall transmit the case to the Dean or Director of the other unit for disciplinary action.

Section 6. Any student who makes unnecessary noise that disturbs and disrupts classroom activities or other similar proceedings in the University premises shall be suspended by the Dean or Director of the unit for a period not exceeding one week, and for the second offense, the case of the student shall be elevated to the Dean of Student Affairs who shall recommend to the President of the University for appropriate action.

Section 7. No smoking shall be allowed in offices, classrooms, laboratories, libraries, canteen, wards, conference rooms, theaters, halls, hallways, corridors, on shops, grounds, or in any other place in the University premises where dangers of fire may exist.

Section 8. The University need not take any action or complaints regarding ordinary debts or students to private parties. However, if the case clearly involves the moral character of the student, the Dean of Students Affairs or his representatives, may take disciplinary action. If it is a case of indebtedness to the University, the existing rules such as withholding of grades or barring from the examination shall be applied, without prejudice to the authorities taking further action as the circumstances may warrant.

Article 248. PENALTIES AND OPERATIVE EFFECTS

1. The penalties that maybe imposed are classified as major and minor penalties. Major penalties shall consist of suspension, dismissal or dropping, or expulsion from the Institution. Minor penalties shall consist of warning, reprimand, summon with parents/guardian or written apology from the offender.

2. Suspension as a penalty can range from a minimum of one week to a maximum of two semesters. The following rules shall govern the penalty of suspension:

   a. During the period of suspension, the student shall be deemed divested of his privileges as a student of the institution and shall not be allowed to enter the premises of any campus of the University nor use of any facilities of the university. His/her ID issued by any office of the University shall be confiscated and deposited to the Office of the Dean of Student Affairs upon execution of order. Discipline officers of their equivalent shall be properly notified of students being served with penalty of suspension.

   b. After serving the period of suspension, the student shall be issued an order lifting the penalty and subsequently clearing him of the penalty thereof. Once cleared, his privileges as a student are restored and the Dean of Student Affairs returns his ID to him./her

   c. Where the suspension is for one semester of more, the student who resides inside the University Campus shall move out of the University jurisdiction within 24 hours after the suspension order took effect. Any student whose suspension covers the final examination period will have to miss the final examination. In all cases of suspension, a written promise of future exemplary conduct by the student countersigned by his parents or guardian is required as a condition for readmission.

3. The penalty of dropping shall consist of either dropping from the University or dropping from the subject. Dropping from the University shall consist of the total ban of the student from enrolling in any course offered by the institution. Dropping from the subject shall consist of dropping him from the subject without prejudice to his enrolling in the same subject but in another semester/year as the case maybe. The Registrar shall be duly notified of this penalty imposed on the student.

4. Expulsion shall carry with it the total ban of the student from enrolling in any course offered by any educational institution in the country within a period of one year from the date the order became final and executory. The Registrar shall be correspondingly notified of the student/s who is/are imposed with this penalty.

5. Aggravating, mitigating, and alternative circumstances of any kind as provided by law in the commission of the act/s shall be considered in the imposition of the penalty

6. The nature and extent of participation of the respondent in the offense charged shall be considered in the imposition of the penalty.

7. The penalties of warning, reprimand and written apology shall be executed strictly in accordance with the decision of the case.

Article 249. Student Discipline Board

Section 1. There shall be a Student Discipline Board composed of a chairman, who shall be a member of the bar or shall have some legal background, and two (2) members to be appointed for a period of one (1) year, from among the faculty and other staff of the University. In any disciplinary case before the Committee, a respondent may request that the two (2) students be appointed to sit without right to vote, with the committee.

Section 2. The Board shall be under the general supervision of the dean of student affairs, who shall designate, whenever requested, the student members to sit with the Committee.

Autonomous units of the University, if there be any, shall set up their own Committee on Student Discipline in accordance with these rules.

Article 250. Jurisdiction

Section 1. All cases involving discipline of students under these rules shall be subject to the jurisdiction of the Student Discipline Board, except following case which shall fall under the jurisdiction of the appropriate unit:

a. Violation of the University or unit rules and regulations by students of the units;
b. Misconduct committed by students of the University /unit within its classroom or premises in the course of an official activity. Provided that units/branches of the University if there be any shall have original jurisdiction over all cases involving students of such units.

Article 251. Filing of Charges

Section 1. A disciplinary proceeding shall be instituted motupropio by the appropriate authority upon the filing of a written charge specifying the acts or commissions constituting the misconduct and subscribed to by the complaint, or upon submission of an official report of any violation of existing rules and regulations upon the filing of said charge or any violation of existing rules and regulations. Upon the filing of the said charge or report with the Student Discipline Board or the Office of the Dean, as the case may be, an entry shall be made in an official entry kept for the purpose, specifying the person or persons charged the complaint(s) his witnesses, if any, the date of filing, and the substance of the charge.

Section 2. Preliminary Inquiry. – Upon receipt of the complaint for report, which should be under oath, the committee or the Dean of the University/Unit as the case may be, shall determine whether such complaint or report is sufficient to warrant formal investigations. Notice to the respondent(s) is required but the presence of the respondent(s) during the preliminary investigations may be waived. In case where the complaint or report is found sufficient, formal charge(s) shall be filed and served upon each respondent and his parents/ guardians.

Section 3. Answer. - Each respondent shall be required to answer in writing within three (3) days from receipt of the charge(s). Formal investigation shall be held on notice as provided below.

Section 4. Notice of Hearing. - All parties concerned shall be notified of the time, date set for the hearing at least two (2) days before such hearing. Notice to counsel of record or duly authorized representative of a party shall be considered sufficient notice to such party for the purpose of this article.

Section 5. Hearing – Hearing shall begin no later than one (1) week after receipt of the respondent's answer or after the expiration of the period within which the respondent shall answer.

Section 6. Duration of Hearing – No hearing on any case shall last beyond two (2) calendar months.

Section 7. Failure to Appear at Hearing - In case either complainant or respondent fails to appear at the place set for the initial hearing after due notice and without sufficient justifications, this fact shall be noted and the hearing shall proceed ex parte without prejudice to the party's right of appearance in subsequent hearings.

Section 8. Postponement. – Application for postponement may be granted for good cause for such period as the ends of justice and the rights of parties to a speedy hearing require; Provided, That no more than three (3) postponements per party to the litigation shall be allowed.

Article 252. Board Report

The University/Unit investigation committee shall forward to the Dean concerned within fifteen (15) days after the termination of the hearing, the complete record of the

case, with its report and recommendations. The report signed by at least a majority of the members of the committee shall state the findings of fact, conclusion(s) and recommendation and the regulations on which the decision is based.

Section 1. *Decision by the Dean*. - The Dean shall within ten (10) days after receipt of the committee report, transmit the report, together with his decisions to the President of the University.

Section 2. *Decision by the Student Discipline Board*. - The Board shall decide each case within fifteen (15) days after final submission. The decision shall be in writing and signed by at least a majority of its members. It shall contain a brief statement of the findings of fact, conclusion(s) and recommendation(s) and the specific regulations on which the decision is based.

Article 253. Finality of Decision

A decision of the Student Discipline Board or a Dean, other than expulsion, permanent disqualification from enrolment, or suspension for more than thirty (30) calendar days, shall become final and executory fifteen (15) days after receipt thereof, unless a motion for reconsideration of the same is filed in which case, the decision shall be final fifteen (15) days after receipt of the denial of the motion for reconsideration.

Article 254. Appeal to the President

In all cases in which all final decision is not conferred on the Dean or the Board on Student discipline, the respondent may file an appeal with the President, on recommendation coming from the Dean or appeal from the decision of a Dean or the Committee on Student Discipline shall be rendered within ten (10) days after the receipt of the appeal.

Section 1. In all cases of expulsion, the President shall consult the Administrative Council. Decisions of the President in all cases specified in the next succeeding section may be appealed to the Board of Trustees within ten (10) days after respondents receive a copy of such decision.

Section 2. Action of the President - Action of the President of the University on a recommendation coming from the Dean or appeal from the decision of a Dean or the Committee on Discipline shall be rendered within ten (10) days after receipt of the appeal. Decisions of the President in cases specified in the next succeeding article may be appealed to the Board of Trustees within ten (10) days after respondent received a copy of such decision.

Article 255. Decision by the Board

The Board of Regents shall review on appeal decisions of the President of the University when the penalty imposed is expulsion, suspension for more than one (1)

calendar year, or any other penalty of equivalent severity and render final judgment thereof.

Article 256. **Rights of Respondents.** Every respondent shall enjoy the following rights;

a. To be subjected to any disciplinary penalty only after the requirements of due process shall have been fully complied with;
b. To be convicted only on the basis of substantial evidence(s) the- burden of proof being with the person filing the charge; ,
c. To be convicted on the basis of evidence(s) introduced at the proceedings or of which the respondent has been property appraised and given the opportunity to rebut the same;
d. To enjoy, pending final decision on the charges, all his rights and privileges as a student, subject to the power of the Dean or the Board on Student Discipline to order the preventive suspension of the respondent not more than fifteen (15) days where suspension is necessary to maintain the security of the University; and
e. To defend himself personally or by counsel, or by representative of his own choice. If the respondent desires, but is unable to secure the services of counsel, he shall manifest that fact at least two (2) days before the date of hearing and request the Board on Student Discipline or the Investigating Committee to designate a counsel for him from among the faculty members and staff of the University.

Article 257. Summary Investigation by the Dean

Notwithstanding the provisions of the foregoing articles, a Dean may proceed summarily against students of his University for any of these acts:

a. Violation of rules and regulations issued by the Dean of the units; and
b. Misconduct committed in the presence of a faculty member or any official of the university within the classroom or premises of a College/unit or in the course of an official function sponsored by the College/Unit.

The respondent shall be summoned to appear before the Dean of the College of the charge(s) against him, and afforded the opportunity to present his side,

Every decision rendered under this Article shall be in writing, stating the facts of the case and the basis of the penalty imposed. Such decision shall .be final and executory immediately after the issuance of the order. The penalty of the suspension, if imposed, shall not exceed fifteen (15) days.

Article 258. Effectivity

Decision(s) shall take effect as provided in these rules; Provided, that the final decisions of suspension or dismissal rendered within thirty (30) days prior to any final examination, shall take effect during the semester immediately subsequent to the semester/summer in which such decision was rendered; provided, Further, that when the respondent is graduating, in which case the penalty shall take effect immediately.

Article 259. Records

All proceedings before any Committee or Student Committee on Student Discipline shall be taken down in writing. Original records pertaining to student discipline shall be under the custody of the Dean of Student Affairs. Such records are hereby declared confidential and no person shall have access to the same for inspection or copying unless he is officially involved therein, unless he has a legal right which cannot be protected or vindicated without access to or copying such records. Any official or employee of the university who shall violate the confidential nature of such records shall be subject to disciplinary action.

Article 260. Offenses and Penalties for Non-Faculty and Non-Student and Non-Staff Campus Residents

Section 1. A non-student or non-staff campus resident shall be subject to disciplinary action for committing any of the offenses/penalties applicable to him.

To the extent practicable and appropriate, all offenses and penalties listed under Articles on Discipline (Art. 365 to Art. 367) of this Code shall apply to non-student or non-staff campus resident of the university, and the procedure of investigation and disposition of cases are substantially the same as those for students.

Section 2. Refusal to submit to jurisdiction of the university by any person not enrolled at the time a charge against him is filed shall prejudice his future enrollment in any university/unit of the university.

Section 3. For the offenses of non-student and non-staff campus residents and where the provision of this Code cannot be applied, the case shall be brought to the appropriate court of justice.

Section 4. Definition. - The following terms shall have the meaning set forth below for purpose of these regulations:

a. "Branches" refers to units outside the main campus of the mother unit which are not autonomous,
b. "Students" include any person enrolled in any academic unit of the university on a regular or part-time basis at the time of the commission of the offense, regardless of whether or not he is enrolled in any unit of the university at the time of the filing of the charge(s) or during the dependency of the disciplinary proceedings against him.

c. "Laws of the land" refer to general enactment in force in the Philippines; and
d. "Official Report" includes any factual narration in writing, report duly submitted to any proper authority in the university by a faculty member, any member of the University Security Force, any officer of a college or unit, or any officer of the university.

Chapter 3
STUDENT PUBLICATION / YEAR BOOK

Article 261. General Provisions

Section 1. Freedom of expression which subsumes free speech, press, and assembly is an inalienable and cherished right that is enshrined and guaranteed by the Philippine Constitution and existing laws as well as national policies and democratic traditions.

Section 2. Freedom of expression is the mother of all human rights and for as long as this freedom subsists violation or vitiation of rights can be protested and denounces and thus rights are protected and preserved; without this freedom, democracy will atrophy and die.

Section 3. Freedom of expression like other human rights, however, is not absolute or unbounded; the right imposes the correlative duty to exercise it responsibly with due regard for the rights of others in the larger interest of harmony and welfare of society; and to preclude mob rule.

Section 4. The University shall support the established and implementation of student publication as provided for in R.A.7079, otherwise known as "Campus Journalism Act of 1991 " and other media forms within the framework of self-management.

Section 5. There shall be mechanism to ensure the provisions under Campus Journalism Act are complied with.

Section 6. There shall be mechanisms to encourage other media and yearbook.

Article 262. Organization and Recognition

Section 1. There shall be student publications which shall be the official organ of the students of the University, anchored on the principle of freedom of the press.

Section 2. Student publications and mechanism for implementation shall be established, organized, and maintained in the University campus only after prior recognition and authorization have been obtained from the University administration.

Section 3. The student publication shall define its mission orientation, goals and objectives for the information and guidance of the student body, members of the academic community of the University and general public.

Section 4. The mission orientation, goals and objectives of the student publication shall aim to support the University in the quest for educational excellence particularly in the improvement of instruction, promotion of research and involvement in meaningful activities of the community and production.

Section 5. The student publication shall maximize its leadership and influence to poster and enhance the attainment of the goals of national development.

Article 263. Selection and Qualification Standards

Section 1. The editor-in-chief, associate editor, section editors and business/circulation manager shall be the chief staff members of the student publication.

Section 2. The reporter, art/layout staff, typists, among others, composed the support personnel of the publications who shall assist the senior staff members in the performance of their official functions.

Section 3. The Senior Staff members of the publication shall be chosen through interviews and competitive examinations to be conducted by a Committee on Student Publication composed of five headed by the Head of Student Publications, recommended by the Director of Student Affairs approved by the Vice President of Academic Affairs and copy furnished the Office of the President.

Section 4. The Committee shall exert positive effort to avail of all appropriate means in monitoring/publicizing the dates as well as the venues of the interviews and competitive examinations for the information and guidance of all interested parties.

Section 5. The announcement shall indicate the date, time and venue of the interviews and examinations and all other matters for the benefit of the examinees.

Section 6. The interviews shall be scheduled after competitive examinations to screen and assess the personality, academic standing, character and integrity, and work experience/training of the candidates.

Section 7. To qualify for the examination, the committee shall determine a general weighted academic average requirement for all candidates and shall include a

proviso that the candidates shall have no failing grades. Further, good and unblemished character and reputation and potential experience in campus journalism shall be considered by the Committee.

Section 8. In the event of vacancy in the above-mentioned positions by reasons of illness, transfer, removal from office, resignation and/or similar causes, the same shall be filled immediately according to the next in-rank rule. In cases where the next-in-rank rule cannot apply, the screening and appointment shall be made by the Editor-In-Chief. He/she shall serve the remaining term within the school year.

Article 264. Powers, Duties and Privileges of the Staff

Section 1. The power, duties, and privileges of the staff, including disciplinary actions against them shall be the subject of policy guidelines to be formulated by the Office of the Director of Student Affairs and shall be confirmed by the Administrative Council. However, if the case clearly involves the moral character of the student, the Dean of Students Affairs or his representatives, may take disciplinary action. If it is a case of indebtedness to the University, the existing rules such as withholding of grades or barring form the examination shall be applied, without prejudice to the authorities taking further action as the circumstances may warrant.

TITLE TWELVE: INSTITUTIONAL STUDENT PROGRAMS AND SERVICES

Article 265. The University shall offer programs and activities to facilitate the delivery of essential services to students that include Admission, Scholarship and financial Assistance, Food, Health, Security and Safety, Housing and Residential Services, Multi-Faith, Foreign/International Students, services for students with special Needs and other programs such as : culture and arts, sports, social and community involvement.(CHED Memo Order No. 09, s. 2013)

Chapter 1
ADMISSION SERVICES

Article 266. The University shall deliver Admission Services that shall take care of the processing of students' entrance and requirements. (CHED Memo Order No. 09, s. 2013)

Section 1. Requirement and procedures for admission shall be in place with consideration/reasonable accommodation for those applicants and/or persons with disabilities as stipulated in R.A. 7277.

Section 2. Stakeholders shall be properly informed of the guidelines of the University.

Section 3. List of tuition and other school fees and educational visits and field trips must be posted in conspicuous places.

Chapter 2
SCHOLARSHIP AND FINANCIAL ASSISTANCE

Article 267. Scholarship and Financial Assistance (SFA)

Section 1. There shall be student scholarship and financial assistance in various forms and accessible modalities available to students with appropriate screening and monitoring procedures, and guidelines understood by applicants and recipients. (CHED Memo Order No. 09, s. 2013)

Section 2. There shall be structure to provide access to scholarship and financial assistance instituted. Availability, qualification requirements, and procedures for availment of scholarships and financial aids should be widely and promptly disseminated in various media.

Section 3. There shall be mechanisms for the University to institutionalize more compassionate policies and guidelines particularly for those students belonging to the vulnerable and/or marginalized sector of our country. The University shall provide access on any financial assistance in cases where the stated students cannot pay on the particular moment.

Article 268. Student Assistantship

Section 1. To help able, deserving and promising students and to develop faculty material, on the recommendation of the Deans or Directors of the various units of University and the Dean of Students or its equivalent who shall examine student applicants as to their character and scholarship, the President of the University or the Vice President for Academic Affairs or his equivalent behalf, or the Dean of the Graduate School in the case of graduate students, may appoint students as assistant, assign them to the various units, and grant them compensation commensurate with the nature and scope of their responsibilities. The working hours, academic load and compensation of such students shall be in accordance with rules of the University.

Section 2. A student Loan Board/Bank or its equivalent shall be organized to assist students needing financial aids. Students who are indebted to the student loan board/bank shall be notified with their sureties and parents that such indebtedness must be paid in full before the final semesterly examination begins.

Section 3. If a student fails to settle his account at the time herein provided, the faculty members concerned shall allow him to take the examinations but shall withhold his grades until the account is fully settled. If the account is not settled by the opening of the following semester, the students shall not be allowed to register or to transfer. Graduating student, must settle their accounts before graduation; otherwise their transcript of records shall be withheld.

Article 269. Student's Fiduciary Fund

Section 1. Parents or guardians of students shall be allowed to deposit with the school funds for safekeeping and disbursements. Said fund shall be known as the "Students Fiduciary Fund and shall be administered by the Vice President for Administration and Business Affairs or its equivalent in accordance with the following rules:

a. With the consent of the parents/guardians, the fund shall be deposited in a reputable bank; and
b. The instructions of parents or guardians as to the amount of money to be paid to the student each month or to be paid directly to the person with whom the student boards and lodges shall be strictly observed. Students depositing funds on their own account may not make more than three (3) withdrawals in a month except when absolutely necessary.

Article 270. Food Services

Section 1. The University shall set the criteria for safety and sanitary conditions and food choices of food outlets within the compound of the institution. They shall

coordinate with local government for the safety of food service outside the school premises.(CHED Memo Order No. 09, s. 2013)

Section 2. The University shall periodically inspect food outlets for sanitation and hygiene. The Certificate to Operate should be displayed in a prominent area of the food outlet.

Article 271. Health Services

Section 1. The University shall provide primary health care services administered by licensed medical, dental and allied professional to all students. (CHED Memo Order No. 09, s. 2013)

Section 2. There shall be adequate facilities for health care and updated health records including disability records for students with disabilities that are kept and maintained as required by the department of health and other related agencies.

Section 3. The University shall provide policy and environment to enable the practice of healthy lifestyle.

Section 4. There shall be compliance with the relevant and existing health and related laws, rules and regulations.

Article 272. Safety and Security Services

Section 1. There shall be safe, accessible (for persons with disabilities) and secure environment, buildings and facilities that shall comply with government standards. Licensed and competent security personnel shall ensure safety and security of students and their belongings.(CHED Memo Order No. 09, s. 2013)

Section 2. There shall be mechanisms to address disaster risk reduction and management concerns to include persons with disabilities need in compliance with R.A. #10121, otherwise known as the "Philippine Disaster Risk Reduction and Management Act of 2010.

Section 3. There shall be a regular conduct of earthquake and fire drills involving majority of students and teaching and non-teaching personnel.

Section 4. There shall be a contingency plan for each campus of the University in compliance with R.A. #10121.

Section 5. There shall be established mechanisms for students help in crime prevention, safety and security of the University.

Article 273. Student Housing and Residential Services

Section 1. The University shall provide mechanisms, assistance and /or list of acceptable student dormitories and housing facilities that are safe, clean, affordable, accessible to students with disabilities, and conducive to learning.(CHED Memo Order No. 09, s. 2013)

Section 2. The University shall as much as possible maintain residence halls/dormitories for students where they are expected to reside. Students not living in the University residence hall/dormitories shall reside in homes or dormitories included in the approved list in the Office of the Dean of Student Affairs or equivalent office.

Section 3. The Residence hall/dormitory shall be administered in accordance with the following rules:

a. Each residence hall/dormitory shall have a full time Resident Adviser who shall be responsible for the maintenance of order and discipline of the resident students and the improvement of their personal behavior and academic work. The Resident Adviser shall have one or more assistants drawn from the faculty or senior or mature members of the studentry appointed by the President of the University on recommendation of the Resident Advisor. The Resident Advisor and his staff serve in accordance with such rules and regulations as may be prescribed by the President of the University. They shall be under the supervision of the Dean of Student Affairs or equivalent office to which all breaches of discipline and misconduct shall be reported.
b. Each Residence Hall/Dormitory shall have a House Manager and such assistants, as may be needed in the performance of his housekeeping and custodial responsibilities. The financial operation and administrative direction of the residence shall be the responsibility of the House Manager, who shall be under the supervision of the Dean of Student Affairs to whom all budgetary requests for administrative positions, appointments, and other housekeeping matters shall be submitted;
c. The Dean of Student Affairs shall be responsible for the assignment of students to the different residence halls and shall see it that only students with proper character certification are admitted; and
d. The Dean of Student Affairs shall exercise general supervision over the work of the University Health Services related to the health and welfare of the students.

Article 274. Multi-Faith Services

Section 1. The University shall provide an environment conducive to free expression of one's religious orientation in accordance with institutional principles and policies.(CHED Memo Order No. 09, s. 2013)

Section 2. The University shall ensure that the right of religion is respected.

Section 3. The University shall provide mechanisms for the use of facilities.

Article 275. Foreign / International Students Services

Section 1. An integrated service program that caters to the socio-psycho-cultural, academic and non-academic needs shall be made available to all international students.(CHED Memo Order No. 09, s. 2013)

Section 2. The University shall provide a liaison officer to assist international students with the government agencies like CHED, Department of Foreign Affairs and Bureau of Immigration.

Section 3. There shall be a regular submission of the list of foreign students and compliance reports as required by the concerned government agencies.

Section 4. There must be a code of conduct that will govern foreign students while they are inside the country in compliance with prescribed rules and regulations.

Section 5. Adequate quota between Filipino and Foreign students should be established within the University considering local and national security in accordance with prescribed rules and regulations.

Article 276. Services For Students with Special Needs and Persons with Disabilities

Section 1. There shall be programs and activities designed to provide equal opportunities to person with disabilities (PWDs), indigenous peoples, solo parents, etc. (academic accommodation for learners with special needs).(CHED Memo Order No. 09, s. 2013)

Section 2. The University shall ensure that the academic accommodation is made available to persons with disabilities and learners with special needs with proper consultation and conference with students with disabilities themselves, together with their teachers, parents/guardian/s, personal assistant/s and other concerned professionals, whenever necessary.

Section 3. There shall be provisions/programs for life skills training e.g. conflict management and counseling or testing referrals shall be done whenever necessary.

Section 4. There shall be regular submissions of the list of students with disabilities detailing the intervention programs to the CHEDRO's in order to build up the database of University's Accommodating PWDs.

Article 277. Cultural and Arts Program

Section 1. There shall be set of activities designed to provide opportunities to develop and enhance talents, abilities and values for appreciation, promotion and conservation of national culture and multi-cultural heritage.(CHED Memo Order No. 09, s. 2013)

Section 2. The University shall provide opportunities for appreciation of culture and arts.

Section 3. There shall be mechanisms to promote Philippine Culture and Arts in coordination with other government agencies.

Section 4. The University shall provide an office for culture and the arts.

Article 278. Sports Development Program

Section 1. The University shall provide opportunities for physical fitness and well-being of students.(CHED Memo Order No. 09, s. 2013)

Section 2. There shall mechanism to promote national, sectoral and cultural sports activities and development in coordination with other agencies. Example: arnis (national), sports for persons with disabilities, and sipa (cultural).

Section 3. There shall be a regular conduct of sports programs supporting school athletes and the whole studentry.

Section 4. Every student duly registered in any of the units of the University, shall, upon payment of the athletic fee, be a member of the University Athletic Association. The government of this association shall be vested in a Board of Athletic Affairs which shall be composed of the following:

a. The Vice President for Academic Affairs or is equivalent;
b. The Physical Education Director or his equivalent, ex-officio member and secretary;
c. The Dean of Student Affairs, ex-officio member;
d. One representative from the Alumni Association; and

e. One representative from the students to be designated by the University Student Government, who shall serve for one year.

The representative of the alumni association shall be appointed by the President of the College upon recommendation by the President of the Alumni Association for a term of one year.

Section 5. The Board of Athletic Affairs or its equivalent shall lay down the board athletic policies of the University and administer the financial requirements of athletic and similar co-curricular activities of the University.

Article 279. Social and Community Involvement Programs

Section 1. The University shall ensure opportunities for meaningful socio-civic involvement of students which include among others volunteerism, environment protection, etc.(CHED Memo Order No. 09, s. 2013)

Section 2. The University shall ensure that the students are insured in their field work days.

Article 280. Other Related Program and Services

Section 1. There shall be appropriate mechanisms established to inform the students and stakeholders regarding the other related programs and services not cited in this CHED Memorandum.(CHED Memo Order No. 09, s. 2013)

Article 281. Research on Student Affairs and Services

Section 1. The University shall conduct research on Student Affairs and Services Programs.(CHED Memo Order No. 09, s. 2013)

Section 2. Research results and outputs shall be disseminated and utilized.

Article 282. Monitoring and Evaluation

Section 1. There shall be mechanisms for regular monitoring and evaluation on the implementation of Student Services and submission of reports regarding the same to CHEDROs.(CHED Memo Order No. 09, s. 2013)

Section 2. There shall be mechanisms to ensure sustainability of effective programs and submission of reports on students' affairs and services to the CHEDROs for the purpose of improving existing policies, guidelines and procedures dealing with student affair and services.

Section 3. Evaluation results and output shall be disseminated and utilized.

Section 4. Monitoring and evaluation instruments shall be developed and issued.

Article 283. Rewards and Incentives

Section 1. There shall be Institutional rewards on excellence in Student affairs and Services. (CHED Memo Order No. 09, s. 2013)

Section 2. The University shall adopt mechanisms for provision of incentives and rewards for proper implementation and execution of students' affairs and services.

Book Five
RESEARCH, EXTENSION & TRAINING SERVICES

TITLE: RET Programs

Article 284. General Provisions

Section 1. The University shall support the universal call to action to end poverty, protect the planet and ensure that all people enjoy peace and prosperity. (SDGs)

Section 2. The University is mandated to become platform for research and development, innovation and extension in pursuit of inclusive social and economic development. (Republic Act No. 7722)

Section 3. The University shall link to the pathways to equity, relevance and advancement in research, innovation and extension in Philippine Higher Education. (CHED Memo No. 52, s. 2016)

Section 4. The University shall uphold the Harmonized National Research and Development Agenda (HNRDA) 2017-2022 to ensure that results of S&T endeavors are geared towards and are utilized in areas of maximum economic and social benefit for the people. (DOST,HNRDA 2017-2022)

Section 5. The University shall sustain its four-fold functions as instruction, research, extension and production.

Chapter 1
RESEARCH SERVICES DEPARTMENT

Article 285.General Statements of the University Research Program

Section 1. The University shall ensure that the academic environment nurtures and supports Filipino research talents.

Section 2. Research thrives in an environment characterized by the free flow of information, honest and analytical exchange of ideas, and supportive administrative

structures. The University policies shall enhance individual's capacity to conduct productive researches.

Section 3. Research is one of the main functions of the University. NEUST is expected to lead in the conduct of technology-directed and innovative/creative researches which are locally responsive and globally competitive.

Section 4. The University shall support the HNRDA which is aligned with AmBisyonNatin 2040: matatag, maginhawa at panatagnabuhayparasalahat. It has three pillars: Malasakit (enhancing the social fabric), Pagbabago (reducing inequality) and Kaunlaran (increasing potential growth). AmBisyonNatin 2040 and the three pillars form the foundation for more inclusive growth, a high-trust and resilient society and a globally competitive knowledge economy. (DOST,HNRDA 2017-2022)

Article 286.Research Policies

Section 1. The NEUST research program is governed by the following policies as contained in the University Faculty Code:

a. Research as one of the four-fold functions of the University makes it a true institution of higher learning; therefore, the University must contribute to the pool of knowledge through the research efforts of its faculty members.
b. The faculty members of the University should be encouraged to conduct research and be provided with adequate funds, incentives, and other related support.
c. In addition to priorities set by government agencies, the University should have its own priority research areas.
d. A faculty member may undertake research work under the auspices of an organization outside of the University with the consent of his Department/Area Chairman, Dean/Director and the University President. In the publication of such research, the University shall be credited along with the outside sponsoring organization.
e. A research mechanism shall be set up and made functional to operationalize the active involvement of the faculty member in the formulation, implementation and evaluation of research policies and activities of the University.

Article 287.Research Goals

Section 1. Research and development at NEUST is directed by the following goals:

a. Develop and implement an effective mechanism for forecasting, planning, policy making, financing, management and assessment of research and

development activities of the university.

b. Push the frontiers of knowledge across all the identified higher education disciplines in the different campuses, colleges, departments, and units in the university;
c. Enhance instruction through original contributions in specialized disciplines thereby encouraging faculty and students to become creative, innovative, and productive individuals;
d. Develop unifying theories or models which can be translated into mature technologies for the purpose of improving the quality of life of the Filipinos;
e. Uphold the protection, transfer and commercialization of intellectual property rights and develop linkages with government and industrial partners in the utilization of generated technologies with major economic and societal impact.

Article 288. Research Objectives

Section 1. To realize the stated goals for research and development, the objectives are:

a. Set the research and development directions of the university;
b. Enhance research capability of faculty and students through attendance to various seminars, trainings, and related fora;
c. Develop research linkages for technical and funding assistance;
d. Utilize resources in the university for production, income-generation and sustainability of research programs and activities;
e. To disseminate research outputs in any form which are accessible and adaptable to the community.

Article 289. Strategies of Implementation

Section 1. To ensure that all the R & D Programs at NEUST are consistent with the Institutional Objectives, the following strategies of implementation are put in place:

a. Establish a University network for R& D activities of planning, packaging, implementation and dissemination to ensure that the limited resources for research are utilized properly and the researches are matched with the directions, thrusts and priorities of the University;
b. Focus R & D activities towards the enhancement of science and technology, engineering, identification, evaluation and development of products, processes and services needed; and to package R & D programs that are within the competence and leadership of NEUST;
c. Provide a systematic program of manpower development for R & D, continually train and encourage highly qualified researchers in the university through appropriate programs and incentives such as awards, scholarships,

travel grants, and financial support to participation in national and international fora.

d. Establish linkages with government and private agencies in the educational, research and industrial sectors to augment funds and other resources for research and to avail of other capabilities which will strengthen the university's R & D programs.
e. Publish a refereed research journal that is examined by external experts who are properly compensated subject to existing auditing rules.

Article 290.University Research, Extension and Training Council (URETC)

Section1. Composition. At the helm of the organization is the President of the University as the Chairman and the Vice President for Research, Extension, and Training as Vice-Chairman. The Vice President for Academic Affairs, the Vice President for Administration, Business and Finance, and the Finance and Management Officer sit as members of the Council. Working directly under the Office of the Vice-President for Research Extension and Training are the Directors for Research Extension and Training and the University Research and Technical Committee.

Section2. Functions. The University Research, Extension and Training Council shall:

a. Serve as the policy – making body for all research and development extension and training concerns within the institution;
b. Collaborate with various government and non-government organizations in the formulation of research agenda and policies; extension programs and faculty and staff development programs;
c. Evaluate the substantive aspects of research projects within their areas of specialization or competence;
d. Establish linkages to regional, national and international industry, government and academic sectors to ensure research outputs that are of the highest quality and responsive to the emerging demands of society;
e. Approve budget for research activities; and
f. Review and recommend to the Board of Regents for approval any amendments to the existing research policies and guidelines.

Section 3. Duties and Responsibilities of the URETC Members

a. President

The President of the University as the Chairman of the URETC shall provide leadership in developing a high level of research culture and in enhancing the capability of the committed researchers from the different colleges and extension campuses to carry out research functions efficiently and effectively.

b. Vice President for Research, Extension, and Training

1. Functions as the Vice Chairman of the University Research, Extension and Training Council.
2. Act on behalf of the President during his/her absence or his/her inability to dispense his/her obligations as Chairman of the Council and undertake additional duties and responsibilities as may be assigned by the President.

c. Members of the URETC

1) Evaluate research proposals submitted by the Office of the Research Director for internal funding.
2) Evaluate the university budget allotted for research and related activities.

Section4. Meetings

The URETC will have periodic meeting to evaluate and approve research proposals for internal funding. Likewise, completed researches will also be evaluated to develop strategic plan and agenda for a unified research direction. A special meeting may be called by the Chairman as the need arises.

Article 291.Office of the Vice President for Research Extension and Training (VPRET)

Section1. The over-all coordination of policy implementation shall be the responsibility of the Office of the Vice President for Research Extension & Training. He/she shall oversee all research programs/projects and activities of the University and handles linkage work for research and development, technical and funding assistance.

Section2. Duties and Responsibilities

a. Report directly to the President and serve as the head of the Research Extension and Training Office (RETO) that directs and supervises the Research, Extension, and Training Directors and Coordinators of the colleges and departments in the University;
b. Execute policy decisions affecting the RETO;
c. Direct the formulation and integration of annual, medium-term and long term plans, programs, projects and budget of the RETO with the

participation of all departments/ units under this Office;

d. Approve the annual action and budget plan of the colleges/department/units' research and extension program;
e. Establish research collaborations/linkages with local, regional, national, and international industry, private and public organization, and academic institution;
f. Provide leadership in monitoring and evaluation of research related activities including collaborations and linkages;
g. Play a dynamic role in recommending and coordinating policies and protocols in protecting the intellectual property rights of the NEUST constituents.

Article 292.Research Services Department.

Section 1. The Research Services Department (RSD) shall serve as the central coordinating body in monitoring and evaluating the implementation of the various research projects and studies. It is headed by a Director who also heads the Secretariat of the University Research Technical Committee (URTC), and has direct supervision over the College and Campus Research & Development units.

Section 2. Functions. The Research Services Department is the implementing and coordinating body of the University research program and activities and has the following functions:

a. Operates a mechanism that will facilitate the identification of the university research thrust and priorities and in the formulation of the institution's research agenda;
b. Responsible for implementing programs to encourage the University faculty members and personnel to conduct quality researches and develop research culture;
c. Implements the policies, guidelines and protocol in the conduct of research;
d. Establishes and strengthens linkages with local, regional, national, and international private and public institutions including industries, which may provide the necessary resources that will enhance the research capability of the university.
e. Establish and manage an efficient planning and management information system that shall continuously monitor and evaluate the performance of all research and extension programs and provide needed data and information to top level management when needed;

Section 3. Duties and Responsibilities of the Research Director

a. Plan for University research programs, projects and activities;
b. Coordinate, monitor and evaluate research activities of all the colleges and departments of the University;

c. Supervise and coordinate all staff and research coordinators of different Colleges/Campuses of the University;
d. Maintain, update and disseminate information on completed, on-going and proposed researches of the faculty, staff and students;
e. Coordinate with other deans and directors in the University and link up with the research directors of other colleges and universities;
f. Develop a functional planning structure and management information system for the department and produce as well as disseminate department data whenever necessary for university- wide planning;
g. Coordinate the activities of different units under the department through regular meetings, consultations and fora;
h. Chair meetings of the staff in the department in accordance with established university policies, rules and regulations;
i. Represent the department in the Administrative Council and in bodies/committees within and outside of the University on matters relating to the department's functions and concerns.
j. Submit to the University President, through the Vice President for Research, Extension and Training, monthly, quarterly and annual reports on the performance of the Research Services Department;
k. Submit to the University President, through the Vice President for Research, Extension and Training monthly, quarterly and annual reports on the performance of the department and furnish the Office of Planning and Development with copy of the same; and
l. Perform other related duties and responsibilities as necessary.

Article 293.University Research Technical Committee (URTC)

Section1. To support the Research Services Department in different research undertakings, a University Research Technical Committee (URTC) is created with the Vice President for Research Extension & Training as the Chairman, and the Research Director as Vice-Chairman.

Section2. Duties and Responsibilities of the Members of the URTC

a. Evaluates researches conducted by faculty members and students;
b. Facilitate the dissemination and publication of research outputs in institutional, regional, national and international refereed journals;
c. Assist the Research Director in the accreditation of the university research journal;
d. Help the Research Director in the evaluation of research proposals and completed researches;
e. Perform related tasks as necessary.

Section 3. Each member of the Committee shall be entitled to a reduced one

(1) teaching load.

Article 294.University Research Ethics Committee (UREC)

Section 1. To ensure the ethical conduct of research involving animals and human subject, a University Research Ethics Committee composed of a chair, a secretary, and 4 members, with one member coming from the laity who is not an employee of the university.

Section 2. Duties and Responsibilities of the UREC

a. Evaluate the conduct of research in the university in accordance with international and national guidelines, local laws, standards of professional conduct and practice, and community morals, values, and needs;
b. Promote research integrity by identifying and resolving conflicts of interest;
c. Establish appropriate mechanisms in all stages of the research in order to:
    1. ensure the safety, protect the rights, and promote the welfare and well-being of research participants;
    2. provide counsel to research participants, including proponents and researchers;
    3. ensure prompt reporting of changes in the protocol and unanticipated problems;
    4. ensure the proper documentation of, and adherence to, the confidentiality rule and policy on informed consent; and
    5. monitor the progress of on-going researches;
d. Report to the institutional authorities any matter that affects the conduct and ethics of research which in its view may affect the rights and safety of research participants.
e. Keep a systematic and organized record of all proposals reviewed, including actions taken and other pertinent information;
f. Submit an annual report to the Philippine Health Research Ethics Board, through the Director of Research and Vice President for Research, Extension, and Training, to the DOST—PCHRD, that contains the following:
    1. the composition of the UREC, including a short curriculum vitae (name of the person, educational attainment, most recent ethics training/seminars attended), and term of office of each member;
    2. names of members of the UREC secretariat, office and email addresses, and contact numbers;
    3. number of meetings held during the year, including the date and venue;
    4. number of researches reviewed by the UREC during the year, categorized as follows:
        a. researches approved without changes;

b. researches for which the UREC required modifications or revisions before approval;
c. researches disapproved; and
d. any other information as may be required by PHREB.

Article 295.Sections of the URDO

Section 1. The three coordinating SECTIONS of the URDO namely: 1) Science and Technology; 2) Technology Education Research; and 3) University Policy Research.

Section 2. The specific service functions of the SECTION Heads of the URDO are:

a. To provide technical assistance to researchers with respect to research designs, statistical data gathering, treatments and computer system.
b. To establish standard patterns and procedures for the university wide computer-based data operation system in research.
c. To process data inputs from the campuses pertaining to research.
d. To develop computer software programs suitable for selected information concerning research in the University.
e. To develop a centralized computer system for research and other sectors of the University.

Article 296.University Intellectual Property Committee (U-IPC)

Section 1. To supervise the implementation of the IP policy and commercialization of University IP assets, a University Intellectual Property Committee (U-IPC) shall be created with the following composition, duties and responsibilities:

Section 2. The U-IPC shall be composed of the following members: The Research Director as the Chair; an IPC Coordinator as the Vice Chair; an IP Officer for Technology Licensing, an IP Officer for Copyrights and a Legal Officer.

Section 3. The U-IPC shall have the following duties and responsibilities:

a. Administer and monitor the implementation of the university Intellectual Property Policy;
b. Evaluate the potential of the works and/or inventions submitted for commercialization;
c. Facilitate with university officials relative to the development of independently owned technologies after a determination of their commercial potential for purposes of registration, licensing or joint venture agreements;

1) Manage the University's patent portfolio including the drafting, filing and

prosecution of applications with the Intellectual Property office of the Philippines (IP-Philippines) as well as the maintenance of granted patents and registered trademarks;
2) Facilitate the allocation and release of funds for patenting and activities related to the protection and commercialization of the University IP;
3) Negotiate and manage contracts for the production, distribution and marketing of the University's IP assets;
4) Spearhead the preparation of business and marketing plans, and in securing financial assistance for any commercialized IP assets;
5) Facilitate payments derived from any commercialized IP assets;
6) Negotiate all license agreements for the University IP;
7) Review and settle disagreements that may arise from royalty distribution or sharing in accordance with the provisions of this guidelines; and
8) Undertake activities such as workshops and symposia in coordination with the constituent colleges to familiarize NEUST personnel with these guidelines as well as to continually solicit feedback on its directions and implementation.

Article 297. College/Campus Research & Development Committee (CRDC)

Section 1. Each college and campus shall have a Research and Development Committee (CRDC) with the Dean/Campus Director as the Chair and the College/Campus Research Unit Head as the Vice-Chair. All Area Research Coordinators sit as members of the committee.

Section 2. Functions of the CRDC

a. Assist faculty members and students in the submission of research proposals and outputs to the URTC;
b. Facilitate the conduct of Research In-house Reviews at the college and campus levels;
c. Assist the RSD in the implementation and monitoring of research activities being conducted by faculty and students in their respective units;
d. Undertake faculty development programs to strengthen research capability of their personnel;
e. Capacitate and help build research capabilities of students; and
f. Upgrade their research hardware and software capabilities, laboratory and other physical facilities necessary to produce a quality research output.

Article 298.Duties and Responsibilities of the College/ Campus Research Unit Head

Section 1. The College/Campus research unit heads are the service arms of the university R & D program. Their main function is to coordinate the research activities of their respective colleges/campuses.

Section 2. The specific duties and responsibilities of the research unit heads are as follows:

a. Coordinate with the dean and the research director in the planning, organization, implementation, and dissemination of R& D activities in their respective areas/colleges/campus
b. Identify and recommend research priorities and directions of their college/campus;
c. Review research proposal in their college/campus and endorse the same to the Dean, then to the Research Director;
d. Plan and carry out activities in their college/campus designed towards the improvement of the competencies of faculty members in the research process and techniques;
e. Monitor the implementation of the research project within their college/campus and submit progress reports to the Office of the Research Director; and
f. Review completed researches in their college/campus and recommend those fit for publication.

Article 299. All faculty members, regardless of appointment, are required to conduct research and engage in related activities.

Section 1. Research proposals, to be considered for internal funding, must be in line with the university thrusts and priorities, particularly in developing products that can be utilized in the countryside.

Section 2. Research proposals for external funding must be recommended by the Office of the VPRET and must be endorsed by the University President to the Funding Agency.

Section 3. The university through the URETC and the Research Services Department shall periodically review its research agenda to determine if they are in line with the national and international research priorities.

Section 4. Each college/campus is required to submit its annual research implementation plan to the Office of the Vice-President for Research Extension and Training through the Research Services Department on a school year basis.

Section 5. The conduct of research in different colleges and campuses of the university whether it is internally or externally funded must be governed by the provisions of the NEUST Research Manual**.**

Article 300. The release of the research budget to the respective units of the University will be based on the itemized budgets that were submitted and approved for each study or project. Research budget allocation and releases are dependent on the research proposals that are submitted and approved for funding.

Chapter 1
EXTENSION SERVICES DEPARTMENT

Article 301. Definition - Extension refers to an educational institutions' act of communicating, persuading, and assisting specific sectors or target clienteles (as distinguished from those enrolled in formal degree programs and course offerings) to enable them to effectively improve productivity, community and/or institutions, and quality of life.

Article 302. A mandate - Extension is one of the fourfold functions of the university. The university recognizes the role that extension and trainings play in individual and social transformation; hence, all extension and training programs, projects and activities shall aim to contribute to national, regional, and local development efforts and to the attainment of the university's vision and mission and to be identified as priority funding.

Article 303. Assessment - All extension programs and projects shall be based on the felt needs, problems, and resources of the clienteles/communities.

Section 1. The University extension and training services shall take into account their lines of expertise, specialization, interests and work load in other mandated functions.

Section 2. The University shall continuously build the capabilities of faculty in extension and training services. It shall likewise provide incentives to faculty extensionists to encourage high performance, strengthen professionalism and build strong commitment to extension and training services. To this end, at least one percent of the university income per semester shall be allocated for faculty development and training and incentives of faculty extensionists.

Article 304. Goals of the Extension Service Department (ESD):

Section 1. The Extension Service Department (ESD) shall have the following goals:

a. To contribute significantly in the attainment of local sustained and inclusive growth of partner Local Government Units, civil society organization and community-based associations through technical advisory and technology transfer in the different areas of production, governance and management;
b. To develop globally competitive, responsible and resilient professionals and middle-level manpower.
c. To help the marginalized and vulnerable sectors such as women, youth, senior citizens and persons with disability access social and economic services by organizing them and capacitating them through the different training programs pursued by the University.
d. To forge and maintain strong partnership with local government units, local industry, CSO, to contribute significantly to local economic and social development.
e. To help develop, effective, responsive and transparent local leaders

Article 305. ESD Objectives:

Section 1. The Extension Service Department (ESD) shall have the following objectives:

a. To create awareness and develop commitment among faculty members to actively participate in the Extension delivery service management, to fully support the Extension activities of the ESD and all operating units (colleges and campuses) of the University by providing the necessary logistics and resource requirements.
b. To assist partner LGUs establish the Community Enterprise Development Program through training, technical assistance, consulting services in entrepreneurship, product development, agribusiness, using the capability of the University.
c. To assist in organizing, strengthening and capacitating livelihood associations and cooperatives to undertake viable and feasible business enterprise.
d. To mobilize more faculty members and students to engage in Extension activities.
e. To develop highly employable technical and vocational skilled workers.
f. To establish Local Governance Center in partnership with concerned agencies and conduct continuing training and capacity building of elected and appointed local officials in the province and the region.
g. To educate and equip clientele with skills in agriculture, entrepreneurship, livelihood, environmental and resource management, human rights and social justice, local development management and other related fields through the conduct of non-degree trainings.
h. To generate financial and other resources from external sources to finance and sustain extension projects and activities.

Article 306. ESD Specific Function

Section 1. The Extension Service Department (ESD) shall have the following functions:

a. Plan and develop extension programs, projects and activities in accordance with the development direction of the University and the Philippine Higher Education Reform Act.
b. Coordinate and consolidate college and campus level planned extension programs, projects and activities with that of the University.
c. Oversee the implementation of planned extension programs, projects and activities by the colleges and campuses of the University.
d. Conduct regular monitoring, documentation, and appraisal of on-going and completed extension projects respectively.
e. Formulate and recommend policies for the improvement and enhancement of extension projects and services.
f. Undertake linkages with concerned public and private entities for funding and other resources in pursuance of the University's Extension targets and undertakings.

Article 307. ESD Director

Section 1. The University Extension Services Department shall be headed by a Director, who shall be under the Office of the Vice President for Research, Extension and Training.

Section 2. The Extension Director shall have the following duties and responsibilities:

a. Manage the implementation of the Comprehensive Program for Empowerment and Development (COPED) as the flagship extension program of the University.
b. Ensure smooth operation of the Extension Services Department;
c. Review and recommend the approval of extension program/project proposals of college/campus extension unit heads;
d. Oversee the smooth implementation, monitoring, and evaluation of programs/projects of the different colleges/campuses' extension units;
e. Conduct social marketing of the extension programs and services of the University to concerned sectors, local government units, government agencies as potential partners of the University;
f. Undertake linkages and networking efforts with local, national and international entities for the purpose of generating necessary resources for the successful implementation of the projects under the COPED.

Article 308. Services under ESD

Section 1. The ESD shall be composed of the following services:

a. Training and Technology Demonstration
b. Technical Assistance
c. Consultancy Services
d. Special Programs/Projects
e. Document Control Officer
f. ISO Internal Quality Auditor

Section 2. The Division Heads shall have the following duties and responsibilities:

a. Assist the Extension Director on the following:

    1. Identification, planning, implementation, monitoring and evaluation of extension programs/projects of the University;
    2. Review and evaluation of submitted programs/project proposals and other extension reports;
    3. Maintenance of close partnership and coordination with the colleges and campuses as lead or service providers in the different partner entities (LGU, NGO, GA) for a more effective program/project integration and execution;
    4. Preparation of project proposals to be submitted to funding institutions, and in conceptualizing extension interventions as a means of generating resources.
    5. Monitoring and evaluating implemented programs/projects of the college extension service providers, and
    6. Formulation of policies and guidelines for smooth operations of the University Extension Services Department.
b. Provide required technical assistance to the College/Campus Extension Unit Heads on program/project development;
c. Develop and implement programs/projects in accordance with the functions of their division.
d. Conduct regular/periodic review and evaluation of projects undertaken and formulate recommendations for improvement and smooth implementation of the project; and
e. Prepare and submitted required reports.

Article 309.College/Campus Extension Services Unit (CESU)

Section 1. Organizational Structure

a. Each college or campus of the University shall have an Extension Services Unit which is headed by a College or Campus Extension Chairperson designated by the College Dean or Campus Director and approved by the University President.
b. College or Campus Extension Chairperson shall be under the technical supervision of the Director, University Extension Services Department but administratively under the Dean of the College or Director of the campus.

Section 2. The specific functions of the C/CESU

a. Plan, develop, and implement extension project/activities, within the framework of COPED, the latter being the flagship extension program of the University, and as necessary, in collaboration with other colleges/campuses/departments in the University and in partnership with LGUs and other agencies and institutions.
b. Identify partner LGU and conduct social marketing of the Extension services for the buy-in of the program.
c. Serve as lead college in the delivery of extension services in partner locality/community to ensure sustainability of the extension program/projects.
d. Serve as service providers when a project or activities of other colleges in partner localities/institutions/associations require their expertise.
e. Identify and qualify the extension service providers necessary for successful delivery of services of approved extension programs/projects and submit to the Office of the President through the ESD for the issuance of Special Order.
f. Recommend policies, systems and procedures for the continual improvement of the delivery of extension services.

Book Six
GENERAL AND FINAL PROVISIONS

TITLE THIRTEEN: FINAL PROVISIONS

Chapter 1
AMENDMENT, REPEALING AND EFFECTIVITY PROVISIONS

Article 310. Amendment Clause. Save as to matters specifically provided by law, any provision in this Code may be amended at any regular meeting of Academic and Administrative Council and/or the Board of Regents.

Article 311. Separability Clause. – If, for any reason, any part or provision of this Act is declared invalid or unconstitutional, the remaining parts or provisions not affected thereby shall remain in full force and effect.

Article 312. Repealing Clause. Any provision of this Code or any part thereof that are found to be contrary to or inconsistent with existing laws, decrees, rules and regulations are deemed null and void

Article 313. Effectivity. This NEUST Code (Revised) shall take effect upon the approval by the Board of Regents.

Article 314. Transitory Provision. Changes made and new provisions and rules laid down in this code which may prejudice or impair vested or acquired rights under previously existing rules shall have no retroactive effect.

Approved as per Board of Regents Resolution Number 88, Series 2019;
Dated December 05, 2019.

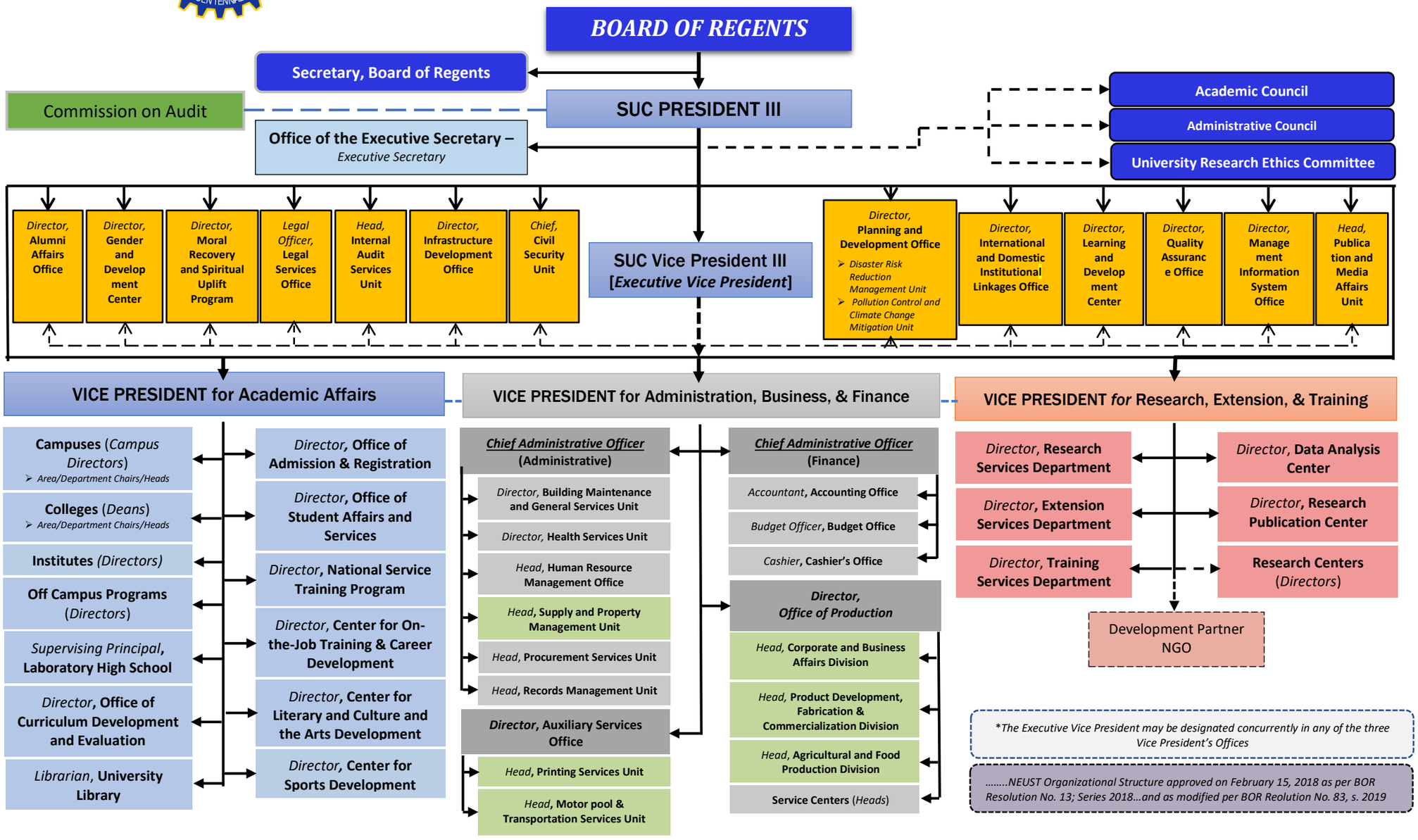
TASK FORCE 2019 NEUST CODE

Chairman	Dr. HONORATO P. PANAHON
Members:	
Academic Affairs	Dr. RHODORA R. JUGO Dr. MANUELLA P. GUTIEREZ
Research, Extension and Training	Dr. RACHAEL R. MORALDE
General Administration	Mr. ANDRES T. CRUZ Dr. ARNEIL G. GABRIEL
Financial Management	Ms. LORNA N. EJAR
Legal Bases	Atty. BENER O. BAUTO Atty. ERIC G. CLAUDIO
Secretariat	Dr. JANELA F. GALAC

Under the supervision of:

Dr. FELICIANA P. JACOBA
University President

NUEVA ECIJA UNIVERSITY OF SCIENCE AND TECHNOLOGY

ORGANIZATIONAL STRUCTURE

ANNEX **A**