

MINDORO STATE COLLEGE OF AGRICULTURE & TECHNOLOGY



FACULTY MANUAL

FOREWORD

This Faculty Manual is directed to faculty members of the Mindoro State College of Agriculture and Technology. It consists, essentially of information, which clarifies the nature and over-all involvement of the faculty in the institution. It also contains a series of statements, which prescribe standards, policies, guidelines and procedures to be observed by all faculty members.

As a higher education institution, MinSCAT has for its aim the improvement of its institutional capabilities to cater to the social, cultural and intellectual, moral and physical needs of its sectoral components – personnel, studentry, community and the larger society.

The different policies and procedures in this Manual have been prepared to guide, direct, encourage and challenge the faculty members in the attainment of the aforementioned aim. Further, these serve to promote professional responsibility among faculty members and achieve clarity and consistence in the discharge of the governing tasks of the college.

This Manual covers all faculty members and it is not possible to define policies and procedures directly relevant to each individual member. For this reason, in cases requiring clarification, queries may be coursed through the faculty member's direct supervisor.

Aside from the norms contained in this Manual, postings in bulletin boards, published and other official declarations are normally utilized in the direction of faculty activities. These serve as ordinary channels for official consultation, communication and coordination among the faculty and between the faculty and other concerned institutional sectors.

BRIEF HISTORY OF THE MINSCAT

The Mindoro State College of Agriculture and Technology is the only state college in the whole province of Oriental Mindoro and the youngest in Region IV-B.

From being a national agricultural school known as the Mindoro National Agricultural School established on August 26, 1951 it became a full-pledged college and was called the Mindoro College of Agriculture and Technology in 1976 until finally it was converted into a state college by virtue of Republic Act No. 8007 on May 25, 1995.

February 12, 2001 marked another milestone in the history of MinSCAT with the integration of the three campuses, the MinSCAT now called the Main Campus, the Bongabong College of Fisheries, now MinSCAT Bongabong Campus and the Polytechnic College of Calapan, now MinSCAT Calapan Campus.

Such integration strengthens the desire of MinSCAT to work harder towards its direction of becoming the only university in Oriental Mindoro dreaming of another new name, the Oriental Mindoro State University or OMSU.

The three campuses offer the following programs:

1. Main Campus

Undergraduate Courses

Bachelor of Science in Agriculture (BSA), Majors in Animal Science and Crop Science

Bachelor of Science in Agricultural Engineering (BSAEn) Ladderized

Bachelor of Science in Agro-forestry (BSAF)

Bachelor of Secondary Education (BSE), Majors in Biological Sciences, Mathematics, English and Filipino

Bachelor of Science in Information Technology (BSIT) Ladderized

Bachelor of Science in Entrepreneurship

Bachelor in Elementary Education (BEEEd)

1.2. Graduate Courses

1.3.1. Master of Science in Agriculture, Major in Crop Science

1.3.2. Master of Arts in Education, Majors in Educational Management, Biological Sciences, and Mathematics

1.3. Secondary Education Program

2. Calapan City Campus

2.3. Undergraduate Courses

2.3.1. Bachelor of Technical Teacher Education (Ladderized)

2.3.2. Bachelor of Secondary Education (BSEd), Majors in Physical Sciences, Mathematics, English and Filipino

2.3.3. Bachelor of Science in Hotel & Tourism Management

2.3.4. Bachelor of Science in Criminology (Ladderized)

2.3.5. Bachelor of Science in Industrial Technology

2.4. Post-Secondary Courses

2.4.1. Associate in Technology (AIT)

2.4.2. Certificate of Technology (COT)

2.5. Secondary Education Program

3. Bongabong Campus

3.3. Undergraduate Courses

3.3.1. Bachelor of Science in Information Technology (BSIT) Ladderized

3.3.2. Bachelor of Science in Hotel & Restaurant Management (Ladderized)

3.3.3. Bachelor of Secondary Education (BSE), Majors in Mathematics, Biology and English

3.3.4. Bachelor in Elementary Education (BEEd)

3.3.5. Bachelor of Science in Hotel & Tourism Management

3.3.6. Bachelor of Science in Criminology (Ladderized)

3.3.7. Bachelor of Science in Fisheries (BSF)

3.4. Post-Secondary Courses

3.4.1. One-Year Seafarer Steward Rating Course

3.5. Secondary Education Program

Guided by the tenets of commitment, productivity and competence, the three campuses chart its development programs towards the direction of technological services and sustainable education responsive to the needs of the time.

The MinSCAT centers on its vision that its four-fold function of instruction, research, extension and production would have constructively harnessed the aspirations of the people of Oriental Mindoro and neighboring provinces for a quality but affordable education and technological discipline which will lead to global competitiveness.

With the able leadership of the president, Dr. Jesse T. Zamora, the MinSCAT hopes to continuously sustain professional unity, commitment and unqualified support in the attainment of its mission, goals and objectives.

INSTITUTIONAL MANDATES

Philosophy

The Mindoro State College of Agriculture and Technology, imbued with positive values, believes in the supremacy of God over His creation, and that man as His special creation has the capacity to learn and can be developed physically, mentally, socially and spiritually. The College strongly upholds education as an indispensable aspect of the changes in the individual. Equipped with functional and more effective education, an individual must strive to maintain an honest and productive life coupled with his duties and obligations to serve humanity and his country and to recognize his responsibility of conserving and developing the rich natural resources for sustainable development.

Vision

A self-reliant center of development in Oriental Mindoro that provides sustained leadership in instruction, research and extension to produce globally competitive professionals and appropriate technologies crucial in helping develop a productive and spiritually and morally upright citizenry in a diverse yet cohesive society.

Mission

The Institution exists to promote quality professional and technological education by intensifying instruction and training, conducting more viable and relevant researches, utilizing knowledge and technology, sustaining income generation through the adoption of feasible state-of-the-art technologies, establishment of extensive and efficient linkages and networking and continuous organizational development.

Goals

Provide and broaden the access to quality education responsive to an ever growing and dynamic society.

Objectives

Strengthen the capabilities of the institution to:

1. Offer quality education;
2. Provide opportunities for the youth to develop their potentials as human beings and as productive members of the society;
3. Expand financial assistance to poor but deserving students toward greater access to education;
4. Maximize productivity to sustain income generation; and
5. Intensify research and extension services which are relevant to the needs of the community.

THE INSTRUCTIONAL PROGRAM

GOALS and OBJECTIVES

Guided by the aforementioned philosophy, vision, mission, goals and objectives of MinSCAT, the following goals and objectives of the instructional program of the college are set forth:

Goals:

1. To promote relevant studies and progressive leadership in agriculture and related fields such as agribusiness, agroforestry and agricultural engineering, as well as in science, technology and mathematics education.
2. To prepare students to become competent professionals and harness their productive potentials and capability toward the full development of the family, community and the larger society.

Objectives:

1. To train students to become professionals with entry-level competencies in technical agriculture through the offering of degree programs such as Bachelor of Science in Agriculture, major in Animal Science and Crop Science, Bachelor of Science in Entrepreneurship, Bachelor of Science in Agroforestry and Bachelor of Science in Agricultural Engineering.
2. To meet the demand for quality teachers in the secondary school through its Bachelor of Secondary Education course program, major in General Science, Biology and Mathematics.
3. To cope with the continuously changing societal thrusts and trends through continuous evaluation and updating of curricular programs, course materials, methods of instruction and other academic concerns.

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Chapter I

RECRUITMENT, SELECTION AND APPOINTMENT

1. Policies on Recruitment, Selection and Appointment

In consonance with the Merit System for Faculty of the College, the policies, rules and procedures to be observed in the recruitment and appointment of faculty in the College are as follows:

1.1. Recruitment and Selection Policies

Opportunity for employment in the faculty position in MinSCAT shall be opened to all qualified individuals. Faculty members shall be selected on the basis of fitness to perform the duties and assume the responsibilities of the position. (Sec. 2, Rule II of the Omnibus Rules and Implementing Book V of Executive Order No. 292).

No religious or political tests shall be required; neither shall religious nor political opinions nor affiliation to be made a matter of examination or inquiry.

Recruitment shall be limited to those who possess at least a master's degree or its equivalent.

The guidelines in the recruitment and selection of faculty in the College shall be as follows:

- 1.1.1. Entry to faculty positions in the College shall be at the lowest sub-rank of the appropriate faculty rank. (Under exceptional cases, the College President may appoint one to a faculty rank deviating from this section).
- 1.1.2. In the absence of the qualified insiders, transferees from other universities and colleges may be admitted at their present faculty ranks subject to final evaluation and recommendation of the Personnel Selection Board.
- 1.1.3 The primary basis for recruitment and selection and classification of faculty shall be the existing rules and regulation of the college, NBC No. 461 s. 1998; and the qualification requirements established under CSC MC No. 40, s. 1998 and CSC MC No. 15, s. 1999.

1.2. Appointment Policies

1.2.1. Rank of Instructor

- 1.2.1.1. Master's degree holder in area of specialization preferably with academic honors such as Summa Cum Laude, Magna Cum Laude, or Cum Laude;
- 1.2.1.2. In the absence of master's degree holders, any or combination of the following may be considered;
 - 1.2.1.2.1. Bachelor's degree holders in the area of specialization preferably with academic honors, e.g. Cum Laude;
 - 1.2.1.2.2. Bachelor's degree holders in the area of specialization who belong to the first fifteen (15) in their respective board examination;
 - 1.2.1.2.3. Bachelor's degree holders in the area of specialization preferred and passed their respective board examination with at least two (2) years active practice of the profession;
 - 1.2.1.2.4. Bachelor's degree holder in the area of specialization preferred, who have been in teaching on the full-time basis or doing research, extension and rural development and agricultural /fishery/industrial/technological/enterprise/project management for at least three (3) years;
 - 1.2.1.2.5. Those who have earned at least 65 points as provided for under the Common Criteria for Evaluation of Faculty, NBC No. 461, s. 1998.

1.2.2. Rank of Assistant Professor

- 1.2.2.1. Doctoral degree holder preferred; or
- 1.2.2.2. Master's degree in the field of specialization preferably with at least five (5) years of successful experience in instruction, research, extension, and rural development

and agricultural/ fishery/ industrial/ technological/ enterprise/ project management;

1.2.2.3. Bachelor's degree holders in the area of specialization preferred with at least 88 points earned based on the Common Criteria for Evaluation and 80 points based on the Qualitative Contribution Evaluation for Faculty, NBC No. 461 s. 1998;

1.2.2.4. Earned MA degree for Assistant Professor II to IV.

1.2.3. Rank of Associate Professor

1.2.3.1. Doctoral degree preferred; or

1.2.3.2. Master's degree in the field of specialization preferably with at least six (6) years of successful experience related to collegiate teaching or eminence in the profession of highly specialized nature; or,

1.2.3.3. Those who have earned at least 124 points under the CCE and a minimum weighted point of 76 under the QCE of NBC No. 461 s. 1998.

1.2.4. Rank of Professor

Doctoral degree holders with at least eight (8) years of successful experience related to teaching of highly specialized nature with at least 159 points under the CCE and a minimum of 61 weighted points under the QCE, NBC No. 461, s. 1998 and complied with Part V of the implementing guidelines of said circular.

1.2.5. Rank of College Professor

1.2.5.1. Doctoral degree holders in the area of specialization preferred with at least ten (10) years of experience related to the collegiate teaching of highly specialized nature;

1.2.5.2. Other Qualifications for appointments to the Rank of College Professor

1.2.5.2.1. He must be an outstanding scholar and scientist as shown in the quality of his publication and

researches in his principal field of study and in allied fields; or he must have manifested performance of his executive leadership role.

- 1.2.5.2.2. He must be known for intellectual maturity and objectivity in his judgment.
- 1.2.5.2.3. He must have expert knowledge in one field or division and familiar with at least one other subject within another division;
- 1.2.5.2.4. He must have a high reputation among his colleagues and other scholars for his mastery of the subject of his specialization.

Recognition and esteem could be manifested in any of the following ways:

- ❖ Their contribution to the advancement of their field are recognized by their colleagues, here and abroad;
- ❖ They have published in the most respected learned journals in their field of specialization.
- ❖ Their works are widely acclaimed and provoke spirited discussions among scholars, often from various disciplines;
- ❖ They are often invited as member of the board, resource speakers, consultants to other universities and scholarly gatherings for the originality of their thought;
- ❖ They are accorded various forms of honors by public and private award giving bodies as recognized by the Department /Agencies.

2. Permanent Appointment

A permanent appointment upon approval shall be issued to a person who meets the qualification standards established for the faculty ran based on the provisions of this Merit System and upon successful completion of the mandatory probationary period defined in Section 4 below.

All members of the faculty shall be appointed by the College President subject to the confirmation of the Board of Trustees.

3. Probationary Period

The first six (6) months of service following an original appointment will be probationary in nature and the probationer may be dropped from the service for unsatisfactory conduct or want of capacity anytime before the expiration of the probationary period, provided that such action is appealable to the CSC. However, if no notice of termination or unsatisfactory conduct is given by the appointing authority to the employee before the expiration of the six month probationary period, the appointment automatically becomes permanent (Rule III, Sec. 4a, of Executive Order No. 292).

4. Criteria for Recruitment and Appointment

The PASUC Common Criteria for Evaluation (CCE) and the pertinent guidelines, rules and procedures relative thereto will be used by the College to supplement policies and guidelines on the recruitment and appointment of faculty as established in the Merit System.

5. Recruitment and Appointment Procedures

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

- 5.1. The College shall have a Personnel Selection Board, herein referred to as the Board. This body shall assist the President in selecting applicants or candidates for appointment to faculty ranks.
- 5.2. The composition of the Board shall be the following:
 - 5.2.1. Agency Head or his Authorized Representative as Chairperson;
 - 5.2.2. Highest official responsible for personnel management;
 - 5.2.3. Division Chief, or his career service representative, of the organizational unit where the vacancy exists;

- 5.2.4. Human Resource Management Officer or the career service employee directly responsible for personnel management; and,
- 5.2.5. Representative of the faculty association who shall be chosen by the duly accredited faculty association in the Campus.

The representative shall participate during the screening of candidates for vacancies in faculty position. The faculty representative shall serve for a period of two (2) years. For continuity of operation, the College accredited faculty association may designate an alternate.

6. Types of Faculty Appointments

On the basis of the nature of the appointment, the members of the faculty are classified as follows:

- 6.1. Permanent – Faculty who meets the requirements for the position to which he is being appointed, including the appropriate eligibility prescribed, in accordance with the provisions of law, rules and standards promulgated in pursuance thereof.

Permanent faculty is further classified on the basis of the amount of time devoted to teaching assignment, to wit;

- 6.1.1. Full time permanent members – those who have 21 units or more of teaching and other special assignments per week; and
 - 6.1.2. Part-time permanent members – those who have less than 21 units of teaching and other special assignments per week.
- 6.2. Non-permanent – include all those given teaching assignment on the basis of a special need for their services, including:
 - 6.2.1. Visiting professor – When there are members of the Faculty invited for several purposes, visiting faculty is practiced. Such instances are as resource speaker, lecturer, demonstrator and the like. The duration of stay in the institution is only until the expertise is needed.

6.2.2. Exchange professor – The College may accept any/some members of the Faculty from other institutions with proper arrangement/coordination with the respective heads of the concerned institution. Exchanging faculty is practiced when the expertise/service of the concerned faculty is requested by the inviting institution. Any remuneration must be received from the mother school of the faculty. Only remuneration like honorarium may be given by the inviting institution. The duration of stay depends upon the agreement of the concerned heads.

Any appointment to a non-permanent or non-plantilla position shall be considered contractual, irrespective of the number of renewals and shall not create presumption of a right to another reappointment or to indefinite tenure.

Chapter II

PROMOTION AND CAREER ADVANCEMENT

Advancement in rank or position of faculty shall be by promotion or appointment to an upgraded or reclassified position, usually accompanied by an increase in salary. The following are the policies and procedures to be observed:

1. Promotion Policies

- 1.1. The primary basis for promotion shall be the guidelines prescribed by NBC No. 461 s. 1998, CSC MC No. 40, s. 1998 and CSC MC No. 15, s. 1999.
- 1.2. Upgrading/Reclassification of the faculty positions shall be undertaken in accordance with the evaluation cycle as per NBC No. 461 s. 1998.
- 1.3. A person shall be promoted to a higher faculty rank/sub-rank according to the degree by which he meets the specific requirements or standards, provided his performance rating during the last two rating periods are *Very Satisfactory*.
- 1.4. The comparative degree of competence and additional qualifications of candidates for promotion shall be determined by the following criteria:
 - 1.4.1. Performance. This shall be based on the rating obtained during the last rating period under an approved performance appraisal system. No faculty and academic staff member shall be considered for promotion unless his last two (2) performance ratings are *Very Satisfactory* even if he meets the required number of points in the NCC Common Criteria for Evaluation (CCE) and Qualitative Contribution Evaluation (QCE).
 - 1.4.2. Educational Qualification. This shall be based on the educational attainment of the faculty or academic member.
 - 1.4.3. Professional Achievements and Honors Received. This shall be based on the person's professional and cultural activities, e.g. published works, research, instruction, extension and rural

- development services, project management and awards and honors received and completion of training grants, etc.
- 1.4.4. Physical Characteristics and Personality Traits. This shall be based on the physical fitness, attitude and traits of the person who have a bearing on the position to be filled or rank to be conferred.
 - 1.4.5. Potential. This shall take into account the person's capability not only to perform the duties of his present job but also to assume the higher responsibilities of the position to be filled.
 - 1.5. In cases where the qualifications of two (2) or more faculty or academic staff are comparatively the same, preference shall be given to the candidate whose specialization is the one required in the unit where the vacancy exists.
 - 1.6. The College adopts the policy of giving preference to insiders whose qualifications and competence are determined to be at par with applicants from outside the College.
 - 1.7. The mere filing of administrative charge shall not constitute a disqualification of promotion. When an employee who is legitimately entitled to promotion is administratively charged, the position to which he should have been promoted shall not be filled, until after the case shall have been finally decided. However, when the exigency of the service requires immediate filling-up of the position/rank, then it shall be filled by a substitute appointment until the administrative case against the employee is finally decided. Should the employee who is administratively charged be exonerated, he shall be promoted to the rank for which he is qualified.
 - 1.8. A faculty/academic staffs who feels aggrieved on the decision on promotion may file a protest within 15 days after the decision on promotion has been made in accordance with pertinent civil service rules.

2. Procedures for Promotion

- 2.1. The ranking Administrative/Personnel Officer of MinSCAT upon approval of the College President shall announce all vacant ranks or positions to be filled.

2.2. The Personnel Selection Board *en banc* shall evaluate the candidates' credentials or documents submitted to it by the Administrative/Personnel Officer and make its recommendations to the President, accordingly informing the candidates of the results of the evaluation through the ranking Administrative/Personnel Officer.

3. Procedures for Upgrading/Reclassification of Rank/Position

3.1. The Personnel Officer shall advise all persons concerned who qualifies for upgrading/reclassification to update their records at the Records Office at the start of the school year based on the guidelines in NBC No. 461.

3.2. The rules and procedures in the CCE pertaining to position or rank, upgrading/reclassification shall be considered.

3.3. The Evaluation Committee shall evaluate the credentials of the faculty concerned and shall officially transmit the evaluated documents to Review Committee.

3.4. The Review Committee in turn shall review the documents and shall officially transmit the documents together with its recommendation to the College President.

3.5. All promotional appointments including upgrading/reclassification of ranks/positions shall be announced throughout the College to enable aggrieved parties to file a protest within 15 days from the date of notice of the promotion upgrading/reclassification.

4. Performance Evaluation System

The Mindoro State College of Agriculture and Technology shall establish a performance appraisal system for faculty positions to be administered in such manner as to continually foster the improvement of individual faculty's efficiency and organizational effectiveness.

It shall be organized as a methodical and standardized system of evaluating faculty to achieve organizational effectiveness.

The performance rating of faculty shall be used as basis for promotion or giving of incentives and rewards.

The institution shall formulate its own performance appraisal system that will suit the requirements of its faculty. Said system shall be

administered in accordance with rules, regulations and standards established by the Board of Trustees.

The performance appraisal system may provide for at least five (5) adjectival ratings:

- 4.1. Outstanding
- 4.2. Very Satisfactory
- 4.3. Satisfactory
- 4.4. Unsatisfactory
- 4.5. Poor

Faculty members who are on approved leave of absence during the particular evaluation period may be promoted by using the performance rating obtained before the granting of leave of absence. Other features and details of the performance appraisal system shall be reflected in the performance appraisal system that the College will adopt as approved by the Board of Trustees.

5. Training and Development

To achieve the main objective of MinSCAT Personnel Development Program in bringing about highly educated and professionalized faculty members, the following policies and procedures are promulgated:

5.1. Policies

- 5.1.1. MinSCAT shall develop and implement a continuing program of training and development for faculty members.
- 5.1.2. MinSCAT shall encourage its faculty members to pursue relevant local and foreign training/scholarship grants, attend seminars, conferences, workshop and related Human Resource Development (HRD) courses.
- 5.1.3. Selection of participants to training programs shall be based on actual needs for specialization and enhancement of competence, taking into consideration institutional priorities.
- 5.1.4. Preference shall be given to candidates with permanent status of appointments.

5.2. Procedures

- 5.2.1. MinSCAT shall create a Faculty and Staff Development Program Committee. The President shall appoint its chairman and members; the Administrative/Personnel Officer shall be the Secretary.

The Committee shall formulate its own rules for approval by the Board of Trustees subject to established policies.

Its main function shall be that of selecting and recommending those who should attend training programs conducted by the college or by other government agencies, whether local or foreign.

- 5.2.2. Each unit head shall determine the training needs of their respective faculty members in accordance with institutional priorities. He shall, in consultation with the faculty, formulate a three (3) year academic human resource development plan and submit to the President through the Faculty and Staff Development Program Committee as basis for annual planning.
- 5.2.3. The Committee, through the ranking Administrative and/or Personnel Officer, shall prepare and update an inventory of schedules of available scholarships, conferences, workshops, etc. and duly inform all faculty members concerned.
- 5.2.4. The beneficiaries of such training grants/scholarship shall submit to the President, thru channels a report and a copy of the training certificate within two (2) weeks after completion. The Administrative Officer shall file this accordingly.
- 5.2.5. The trainee shall also share with his colleagues what he has learned appropriate for as organized by the unit concerned.

6. Program on Awards and Incentives for Excellence (PRAISE)

There shall have established a Program on Awards and Incentives for Excellence (PRAISE) in MinSCAT. To encourage creativity, innovativeness, productivity and integrity in the public service of faculty members, individually or in groups, for their suggestions, inventions,

superior accomplishments and other extraordinary acts or services in the public interest that speed up MinSCAT growth and development or heighten its prestige.

All permanent members of the faculty 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 college who meet the criteria for such specific award shall be entitled to the award.

Guided by established policies, MinSCAT shall create any form, kind or category of awards for each idea or accomplishments in addition to those already adopted by the government.

Any idea or accomplishment that meets the criteria for awards shall be entitled to a corresponding award but only once for each idea or accomplishment may do so.

Recipients of these awards shall be given, other things being equal, preference in the promotion and training grants/scholarship.

MinSCAT shall create a Program on Awards and Incentives for Excellence Committee (PRAISEC) headed by the ranking officer chosen by the President, with the Administrative/Personnel Officer as the Secretary.

The PRAISEC shall formulate its own rules to attain program objectives in accordance to established guidelines.

Any member of the faculty may nominate colleagues for any available award in the prescribed form at any time of the year. Such nomination shall be evaluated annually together with all others.

The PRAISEC shall submit the names of those whose ideas or accomplishments have been found to meet the awards.

The awards may be given during an appropriate occasion preferably during the College Foundation Day or Civil Service Week as recommended by the PRAISEC.

The Administrative/Personnel Officer shall enter into the personal file any award or honor received by any member of faculty.

7. Environment for Achievement or Productivity

To sustain a high level of morale among the faculty members, MinSCAT shall:

- 7.1. Take all steps towards the creation of an atmosphere conducive to the improvement of their morale. It shall make provisions for health, welfare, counseling, recreation and related services;
- 7.2. Make an arrangement for medical and dental services to be available and accessible to all;
- 7.3. Provide system of informing the faculty of their rights and privileges as well as their duties, obligations and responsibilities and rules governing thereof;
- 7.4. Facilitate the dissemination of information to department heads and faculty members the discussion of ideas to encourage their participation in the development of policies, procedures and other matters affecting them in their work; and
- 7.5. Encourage voluntary activities, whether athletic, social, recreational or financial, provided these are conducive to faculty well being and consistent with the objectives of personnel welfare.

Chapter III

FACULTY WORKLOAD GUIDELINES

RATIONALE

In order for the faculty to develop a modicum of understanding and appreciation of their roles, it is an institutional policy to assign corresponding workload units for every task they are assigned to do. Thus, a faculty member may be instructed to perform any of the aforementioned functions or a combination thereof. This is also an effort to ensure fairness and equity in the work environment.

1. Academic Teaching

1.1. Work Loads and Working Hours

1.1.1. Regular Load

The regular workload of a faculty member shall be 21 units per week. Concomitants to the teaching function are student consultation, membership in school committees and preparation of syllabi and instructional materials. Activities in Instruction (I), Research (R), Extension (E), Production (P), Student Affairs Services (SAS) and Administration (A) form part of the workload.

1.1.2. Over load

In excess of 21 workload units, a faculty may be granted overload pay depending on the availability of funds or maybe granted equivalent service credits. In cases where the overload incurred is on activities pertaining to research, extension, production, student affairs services, and administrative/support services, service credits/remuneration may be awarded/given, whichever is appropriate. Designations and other related assignments without the approval of the College President and/or outside the organizational structure shall in no way be used to claim for overload pay. In highly extreme cases where the services of the faculty are badly needed, a maximum of 9 overload units may be granted where unpaid overload units may be converted to service credits in accordance with existing policies and guidelines.

To incur overload with pay, prior approval from the Office of the President is necessary. The Vice-President for Academic Affairs shall recommend payment to the President.

1.1.3. Emergency Load

The workload of any faculty member who retired from the service, on short-term scholarship, on long vacation or sick leave or who has been separated from the service for any cause may be distributed to other faculty members with similar qualifications until a qualified replacement has been hired. These faculty members may be given emergency workload up to a maximum of six units. However, the load shall not be more than two weeks; otherwise, it should be treated as an overload.

1.1.4. Substitution

A substitute faculty shall be hired to perform the workload of any faculty member who is not able to carry out his normal workload for more than one month.

1.2. Outside Teaching Load

Services and other related assignments without remuneration rendered by faculty member outside office hours shall be considered an overload.

1.3. Workload for Instructional Activities

1.3.1. Class Size

For the purpose of workload computation, the number of students in the various classes unless otherwise indicated shall be the following:

1.3.1.1. Graduate Studies

- ❖ Lecture/Laboratory: Not less than 5 up to 25 students

1.3.1.2. Undergraduate Courses

- ❖ Lecture : 15-45 students
- ❖ Laboratory : 10-25 students

1.3.1.3. Secondary Course – 40-60 students

Note:

For graduate and undergraduate courses, class size below the lower limit may be permitted under all the following conditions:

- ❖ The subject is a regular course offering
- ❖ At least one of the students is graduating
- ❖ The enrolled students comprise the total population of the program

1.3.2. Specific Instructional Activities

1.3.2.1. Undergraduate/Secondary

1.3.2.1.1. Lecture

15-45	- 1.0 unit/contact hour
1-14	- 0.87 unit/contact hour
Excess	- 0.02 unit/excess of 45 students
	- 0/04 unit/excess of 60 students

1.3.2.1.2. Laboratory

10-25	- 0.75 unit/contact hour
1 – 9	- 0.65 unit/contact hour
Excess	- 0.015 unit/excess of 25 students
	- 0.03 unit/excess of 35 students

1.3.2.1.3. Preparation

- 0.33 unit after 2nd preparation

1.3.2.2. Graduate

1.3.2.2.1. Lecture

- 1.5 units/contact hour

1.3.2.2.2. Laboratory

- 1.0 unit/contact hour

1.3.2.2.3. Preparation

- 0.5 unit after 2nd preparation

1.3.2.2.4. Excess

- 0.03 unit/excess of 25 students

If team teaching is involved, the workload unit equivalent for the class shall be divided proportionally among the concerned faculty.

1.3.3. Student Advising

The following credit units shall be given to faculty assigned as:

1.3.3.1. Thesis Adviser

- 1.3.3.1.1. 0.6 unit/graduate student up to 5 students
- 1.3.3.1.2. 0.33 unit/undergrad student up to 9 students
- 1.3.3.1.3. 0.05 unit/student in excess of maximum

1.3.3.2. OJT Coordinator, Supervisor of Student Teaching and Other Similar Activities.

- 1.3.3.2.1. 0.15 unit/student up to 20 students
- 1.3.3.2.2. 0.05 unit/student in excess of 20

1.3.3.3. Cooperating Teacher

One-half unit/semester/student teacher to a maximum of three (3) units (If less than one semester, credit units shall be proportionate to the number of contact hours)

2. Academic Non-teaching

2.1. Research Activities (Maximum of 9 units)

- 2.1.1. Program Leader (leads researches in either crops or animals) with more than 5 projects – 9 units (but leader must conduct at least 2 studies) and 3 units for less than 5 projects.
- 2.1.2. Project Leader (leads researches in any of the commodity groups, i.e. vegetables, fruits, ruminants, birds) with more than 5 projects – 6 units (but leader must conduct at least 1 study) and 3 units for less than 5 projects.
- 2.1.3. Study Leader (leads researches in specific commodity, i.e. pechay, rice, durian, swine, chicken) – 3 units/study.

2.2. Extension Activities (Maximum of 9 units)

- 2.2.1. Subject matter specialist earns 3-6 credit units as the case maybe under the supervision of the campuses concerned. (Note: 54-hrs. extension involvement earns 3 units.)
- 2.2.2. Extension activities follow the equivalent workload units of research studies.

2.2.3. A term/semestral designation requires approval of the President.

2.2.4. Participation in short-term non-degree course with 54 cumulated hour actual teaching shall be assigned 3 workload units per semester.

2.3. Production Activities

A faculty member assigned as a project leader or in-charge in any production activity may earn workload points as follows:

A. MAIN CAMPUS

A.1. Based on Return of Investment (ROI)

❖ ROI of 10-20%	-	3 units
❖ ROI of 21-30%	-	4 units
❖ ROI of 31-40%	-	5 units
❖ ROI of 41-50%	-	6 units

A.2. Based on Area Planted (Crops)

❖ 1-5 hectares	-	3 units
❖ 6-10 hectares	-	4 units
❖ 11-15 hectares	-	5 units
❖ > 15 hectares	-	6 units

A.3. Based on Number of Heads (Animals)

A.3.1 Poultry

❖ 300-600 heads	-	3 units
❖ 601-900 heads	-	4 units
❖ 901-1,200 heads	-	5 units
❖ > 1,200 heads	-	6 units

A.3.2. Small Animals

❖ 50-100 heads	-	3 units
❖ 101-150 heads	-	4 units
❖ 151-200 heads	-	5 units
❖ > 200 heads	-	6 units

A.3.3. Large Animals

❖ 30-60 heads	-	3 units
❖ 60-90 heads	-	4 units
❖ 91-120 heads	-	5 units
❖ > 120 heads	-	6 units

B. BONGABONG CAMPUS

B.1. Based on Services Rendered (Catering Services)

❖ 1 Service	-	3 units
❖ 2 – 3 Services	-	4 units
❖ 4 – 5 Services	-	5 units
❖ 6 – 7 Services	-	6 units

B.2. Based on Number of Food Stalls Managed

❖ 1 – 2 Stalls	-	2 units
❖ 3 – 4 Stalls	-	3 units
❖ 5 – 6 Stalls	-	4 units

B.3 Based on ROI

- Bangus and Sugpo Production
- Bagoong Production
- Tilapia Production
- Fishing Boat Operation

❖ 10 – 20%	-	3 units
❖ 21 – 30%	-	4 units
❖ 31 – 40%	-	5 units
❖ 41 – 50%	-	6 units

B.4. Based on Service Fee (Computer Repair)

❖ 100 – 500	-	2 units
❖ 501 – 1,000	-	3 units
❖ 1,001 – 1,500	-	4 units
❖ 1,501 – above	-	5 units

C. CALAPAN CITY CAMPUS

C.1. Based on ROI

- Food Production (Bakery Products & Processed Foods)
- Manufacturing (Metalcraft)
- Service Projects (Canteen, Catering, Merchandizing)

❖ 10 – 20%	-	3 units
❖ 21 – 30%	-	4 units
❖ 31 – 40%	-	5 units
❖ 41 – 50%	-	6 units

C.2. Based on Service Fees (Auto Repair and Maintenance and Repair of Electrical & Electronics Appliances)

❖ P 200 – 500	-	1 unit
❖ P 501 – 800	-	2 units
❖ P 801 – 1,100	-	3 units
❖ P 1,101 – above	-	4 units

2.4. Student Affairs Services

Substantiated by a work plan duly recommended by the Office of Student Affairs and approved by the College President/Campus Administrator, faculty members who are designated to handle academic related activities during the semester shall earn the following units as categorized:

2.4.1. Varsity Coach or Trainer: 1.5 units/team to a maximum of 3 units/semester

2.4.2. College/High School Adviser of the Dramatic Club, Dance Troupe, choirs or any recognized cultural-related organization: 1.50 units/activity to a maximum of 3 units.

2.4.3. Adviser of Recognized Organizations

2.4.3.1. Homeroom

❖ Secondary	-	3 units
❖ Tertiary	-	1 unit

- 2.4.3.2. SBO – 1.5 units
- 2.4.3.3. CSC – 3 units
- 2.4.3.4. Publication (2 issues/semester) – 1.25 units
- 2.4.3.5. Other Recognized Organizations – 1 unit

2.4.4. Publication staff of Research Journal (Maximum of 3 units)

- 2.4.4.1. Editor - 2 units/issue/semester
- 2.4.4.2. Associate Editor - 1 unit/issue/semester
- 2.4.4.3. Contributor - 0.5 unit/issue/semester
- 2.4.4.4. Edit. Board, Member - 0.25 unit/issue/semester

2.5. Administrative Assignments

The equivalent workload units of a faculty on a quasi-designated position shall be as follows:

- 2.5.1. Vice President – 18 units
- 2.5.2. Campus Dean – 18 units
- 2.5.3. Function Director – 15 units
- 2.5.4. Department Chairman/Principal
 - 2.5.4.1. Faculty of 30 and above – 13 units
 - 2.5.4.2. Faculty of 20 to 29 – 12 units
 - 2.5.4.3. Faculty of less than 20 – 10 units
- 2.5.5. Graduate School Coordinator – 3 units
- 2.5.6. Other Administrative Functions
 - 2.5.6.1. Full-time Detail – 12 units
 - 2.5.6.2. Part-time Detail – 6 units
- 2.5.7. For every 2-office/field work hours of non-teaching designations/assignments not included in the foregoing and in the organizational structure – 2.2 units.

3. Other Provisions

- 3.1. Saturday/Outside office hours teaching services are considered overload for faculty members with administrative designations equivalent to 15 workload units except when said services is duly compensated.

- 3.2. Summer teaching in the Graduate Program shall be limited to a 3 unit course per faculty. Exception may be allowed at its exigency.
- 3.3. Activities/designations have proportional workload conditions per term.
- 3.4. In concurrent designations, higher workload equivalent must be considered.
- 3.5. Activities with pay (incentives) would not earn workload units.
 - 3.5.1. Faculty members who serve as thesis/dissertation panelists during an oral defense receive a corresponding honorarium equivalent to four (4) hours of their overload teaching rate.
 - 3.5.2. Services rendered such as proctors and/or checkers of admission examinations may receive a rate as determined by the College.
- 3.6. All unpaid overload units (maximum of 6) shall be given service credits or equivalent in accordance with College approved policies.
- 3.7. In case a faculty member is under-loaded, the following guidelines are adopted:
 - 3.7.1. A faculty member shall be given load in any department within a college to be approved by the College President/Campus Administrator.
 - 3.7.2. A faculty member shall be given load in any college within a campus to be approved by the College President/Campus Administrator.
 - 3.7.3. A faculty member may be given load in any campus of the college to be approved by the College President/Campus Administrator.

Note: Exception may be allowed if there is no available faculty.

4. Formula for Determining Workload for Teaching

$$\text{FWT} = \text{Ch}(\text{Uc}) + \text{E}(\text{Us}) + \text{P}(\text{Up})$$

Where:

FWT	=	Total faculty workload for teaching
Ch	=	Contact hours per week
$U_{c/s/p}$	=	Credit factor (c – contact hours, s – students, p – class preparations)
P	=	Number of class preparations in excess of two (2) subjects taught
E	=	Number of excess students

5. Formula for Determining the Total Faculty Workload (TFW)

$$\text{TFW} = \text{I} + \text{R} + \text{E} + \text{P} + \text{SAS} + \text{A}$$

Where:

TFW	=	Total Faculty Workload (Sum of all components)
I	=	Instruction Activities
R	=	Research Activities
E	=	Extension Activities
P	=	Production Activities
SAS	=	Student Affairs Service Activities
A	=	Administrative Activities

Chapter IV

INSTRUCTIONAL PROCEDURES

1. Academic Calendar and Schedule of Classes

1.1. Academic Calendar

The annual academic calendar in the tertiary and secondary levels shall be prepared by the Director for Instruction and the Principal of the Laboratory High School, respectively in accordance with the issuance of the Commission on Higher Education and the Department of Education, respectively.

The academic calendar for the secondary level shall consist of not less than 40 weeks/year. For the tertiary level, it shall consist of not less than 18 weeks/semester and not less than 6 weeks during summer.

All academic, co-curricular and other activities of the College shall be incorporated in the general school calendar of each year.

During each academic year, the College is authorized to observe its Foundation Day for a maximum of 5 days.

1.2. Course Scheduling

The Registrar in coordination with the Director for Instruction/Director of Graduate Studies shall prepare the schedule of classes in the tertiary and graduate levels and the Principal for the secondary level.

The offering of subjects is based on the Program of Studies of the different curricular offerings of the College, e.g. English 101 will be offered only during the 1st Semester.

In the event that students will request for the offering of subjects not scheduled during the term, it may be granted provided there are at least twenty enrollees in undergraduate or five in graduate courses. Requests of graduating students for the offering of subjects maybe granted provided there are at least 10 enrollees in undergraduate or three in graduate courses.

Classes shall be scheduled during the regular school hours except in the Graduate Program.

1.3. Change of Class Schedule

The schedule of classes maybe changed after approval of the Director of Graduate Studies/Director for Instruction/Principal (Department Head concerned), as the case maybe. Then, the deviation from the approved schedule should be communicated to the Office of the College Registrar.

2. Conduct of Classes

2.1. First Day of Classes

As a general rule, the first day of classes shall not be earlier than the first Monday of June nor later than the third Monday of the same month.

During the first day of classes, faculty members should sign the registration forms of their students and collect their class cards. The class cards serve as evidence that the students are officially enrolled in the class.

A student is considered officially enrolled only after the following steps are satisfied:

- 2.1.1. College Registrar has duly certified the enrollment on the registration cards;
- 2.1.2. College Cashier has stamped on the required forms an acknowledgment of payment of fees; and
- 2.1.3. Professors/instructors have placed their initials or signatures on the registration cards.

The class list, issued by the Office of the College Registrar, provides the name of students, regular or irregular, officially enrolled in a course. Faculty members should get their class lists from the Director for Instruction/Director of Graduate Studies on the first day of classes.

Moreover, faculty members should orient the students about the objectives, contents and requirements of the course, and explain the bases for evaluating students' performance. It is recommended that the students be provided with a copy of the course syllabus.

2.2. Class Meetings and Dismissal of Classes

Punctuality should be observed at all times in the conduct of classes. If the class should start at 7:30 A.M./8:30 A.M., the faculty should be in the classroom at exactly 7:00 A.M./8:00 A.M. Classes should be dismissed at least five (5) minutes before the end of each period to allow students to move and transfer to their next class.

No faculty member shall meet his class at a time, date or place other than that designated for the purpose except when expressly authorized by the department head concerned.

If a faculty member fails to report to his class after 15 minutes, the students shall go to the library or learning center for research work and/or reading.

2.3. Patch-up Classes

All class hours lost due to fortuitous events such as typhoons, etc. shall be patch-up for. Patch-up activities/classes should be for both extra and regular teaching assignments. Patch-up classes, however, should be made known to the department head concerned.

2.4. Substitution

In case of absence by a faculty, the Department Head assigns another faculty to substitute. Priority must be given to a faculty who is competent to teach the course, is yet to complete the maximum number of extra teaching load and whose schedule does not conflict with that of the substitute class. Payment for the substitute faculty should be in accordance with his/her hourly rate.

2.5. Suspension of Classes

Classes shall not be dismissed or suspended without authority from the President of the College. In case of forced suspension, classes in the elementary and high schools may be dismissed/suspended after Typhoon Signal Number Two (2) has been raised by PAG-ASA. If Typhoon Signal Number Three (3) has been raised, classes in all levels are suspended. In case of a sudden suspension of classes as declared by the Office of the President of the College/Campus Administrator, faculty members should stay in their workplace until further instruction has been received.

3. Examination and Quizzes

3.1. Schedule of Examinations

The department heads, i.e. Director for Instruction in the tertiary and Principal in the secondary, shall prepare the schedule of major examinations and approved by the Vice President for Academic Affairs/Campus Administrator. Faculty members should administer their major examinations following this schedule. Any deviation should be communicated to the Director for Instruction or Principal, as the case maybe.

In both levels, the subject teachers are given the liberty to make their own schedule of minor examinations. However, quizzes after each topic and long test after each chapter is preferred.

3.2. Types of Examinations

Student's performance evaluation includes a written examination. There are two types of examinations, the major and minor examination. The major examinations are mid-term and finals for the tertiary and periodical tests in the secondary. The minor examinations are quizzes and long tests.

3.3. Preparation and Reproduction of Examination Questions

The faculty member (subject teacher) shall prepare the test questions for the major examinations and submit the same together with a Table of Specifications to the department head concerned for approval. Approved test questions shall be reproduced at the printing services unit of the college and administered as scheduled.

3.4. Examiners and Proctors

The faculty members shall act as examiners in their respective subjects. The department heads shall assign proctors to assist the examiners in administering examinations to large classes. The examiners and proctors shall administer the examinations as scheduled and ensure that all students are cleared to take the same.

3.5. Guidelines for Reporting Cheating and Other Cases of Dishonesty

Cheating, other cases of dishonesty and violation of the rules and regulations pertaining to examination, recitation or any class work shall be reported in writing by the examiner/proctor/faculty member right after the examination/period to the Board of Student Discipline for proper disposition.

4. Grades

4.1. Grading System

The College adopts the grade point system of grading in the undergraduate level, to wit:

<u>Grade Point</u>	<u>Description</u>	<u>Percentage</u>
1.00	Excellent	97-100
1.25	Outstanding	94-96
1.50	Very Good	91-93
1.75	Good	88-90
2.0	Very Satisfactory	85-87
2.25	Thoroughly Satisfactory	82-84
2.5	Satisfactory	79-81
2.75	Fair	76-78
3.00	Passed	75
5.0	Failed	Below 75%

In the Graduate Level, the grading system adopted follows:

MASTERAL PROGRAM		DOCTORAL PROGRAM	
1.0	Excellent	1.0	Excellent
1.25	Very Good	1.25	Very Good
1.5	Good	1.5	Good
1.75	Fair	1.75	Passed
2.0	Passed	Below 1.75	Failed
Below 2.0	Failed		

No conditional or incomplete (Inc.) grade shall be given. On the other hand, a student who fails to take the final examinations for whatever valid reasons shall be given a *No Final Exam* (NFE) mark if he is passing prior to the final examinations. However, if such student is failing prior to the final examination and is deemed to fail even if he perfects the same, a failing grade shall be given to him.

4.2. Submission of Grades and Class records

Midterm and Final ratings should be submitted to the Department Head concerned during the designated dates and forwarded to the Office of the College Registrar within fourteen days after the last day of the final examinations for the regular non-graduating students. For graduating students, however, their grading sheets should be submitted ahead of the schedule for non-graduating students. The dates for submission of grading sheets are posted on the school calendar. All grade entries should be handwritten.

A clear copy of the class records and the report on ratings should also be submitted and filed at the Department for reference in cases of inquiries regarding computations.

4.3. Changing of Grades

Final grades, once submitted to the College Registrar cannot be altered or modified without written permission of the Director of Graduate Studies/Director for Instruction/Principal. Such permission may be given in only one case, i.e. if the faculty member concerned certifies in writing to his Department Head and the Registrar that he has erroneously entered a grade on the grading sheet or made an error in the computation.

Errors on the Grading Sheets should be corrected clearly and legibly. Rectification of an erroneous grade should be done within one semester following the semester when the student takes the subject. In addition, faculty members should affix their signature for any erasures or correction done.

4.4. Penalties for Late Submission of Grades

Faculty members who fail to submit their grades on time without valid reasons will be reprimanded. Repeated failures will be reported to the College President for proper disposition.

4.5. NFE Mark and Guide for Settlement

All faculty members are required to advise their students who received an NFE mark to take a special examination within one semester from the semester of enrolment, if there is still a chance of passing the subject after computing all other grade components. Failure of students to take the special examination will result in the automatic conversion of the NFE mark into a failing grade.

4.6. Dropping from a Course

Students may be dropped from a course if they have been absent for more than seven (7) consecutive class meetings. In addition, students may be dropped if they have an accumulated absence of at least ten percent (10%) of the total number of class hours in a semester, or an equivalent of nine (9) meetings.

Students may also be allowed to drop in cases found to be meritorious by the faculty. In such a case, the student may drop one week after the mid-term examination.

4.7. Academic Honors and Awards

4.7.1. Academic Honors

The following academic honors are awarded to graduating students who have fulfilled the required residence and whose average grade computed on the basis of units shall be as follows:

- 4.7.1.1 Cum Laude (with praise). If the candidate obtains an average grade between 1.51 – 1.75 in all subjects without a grade lower than 2.5 in any subject. A residence of four semester immediately preceding graduation is required. A candidate for this honor is awarded a bronze medal.
- 4.7.1.2 Magna Cum Laude (with great praise). If the candidate obtains an average grade between 1.26 – 1.50 in all subjects without a grade lower than 2.0 in any subject. A residence of at least six semester immediately preceding graduation is required. A candidate for this honor is awarded a silver medal.
- 4.7.1.3 Summa Cum Laude (with highest praise). If the candidate obtains an average grade between 1.0 – 1.25 in all subjects without a grade lower than 1.75 in any subject, provided that all units required for graduation have been earned at MinSCAT. A candidate for this honor is awarded a gold medal.

The following provisions must also be satisfied:

- Grades in all subjects will be included in the computation.
- Only resident units (units credited in the course completed) are included and computed to two decimal places.
- Academic load should not be less than 18 units per semester. If less than 18 units, the following documents are required:
 - ❖ For health reasons - a medical certificate
 - ❖ For unavailability of subject offerings - certification by the major adviser and copy of schedule of classes
 - ❖ Certification from the College Registrar's Office that the same is prescribed in the program

- No mark of DROPPED in any subject including NSTP
- The candidate must not have been officially reprimanded for disobeying the Code of Student Discipline.

Students who violated the Code of Student Discipline are disqualified from receiving academic honors. For minor offenses committed, students penalized receive a “warning” that commission of another offense shall disqualify him from graduating with honors.

Recognition of extremely difficult situation experienced by a student, such as sickness, accident, maternity, extreme poverty and related conditions within this context, a student may be allowed to graduate with honors with some semestral loads below twelve (12) units provided his academic ratings meet the standards set forth in the policies for graduation with honors and provided he has taken regular semestral loads for at least six (6) semesters.

For non-degree courses, the English equivalents of the honors are used, namely: “With Highest Honors”, “With High Honors” and “With Honors”.

4.7.2. Meritorious Awards

In addition to the academic honors awarded to graduating students, the following meritorious awards may also be given to students who are recommended and at the same time pass the criteria set for the award:

4.7.2.1. Scholastic Awards

Students graduating with honors will be awarded Certificates of Recognition by the College.

The Scholastic Award will be given to graduating students who have obtained the highest grade point average in their respective courses.

4.7.2.2. Special Awards

Students who won in local, regional, national or international competitions would be awarded Certificates of Recognition in appreciation of their efforts in bringing the College at par with other universities or colleges in the country.

Special Awards are categorized into Sports, Arts, Science and Technology, Engineering and others as may be deemed important by the Committee. Examples of these awards are Best Thesis, Best On-the-Job Trainee, Best Practice Teacher, Best Artist, Best Writer, Best Athlete and Loyalty Award.

4.7.2.3. Outstanding Student Leader Award

MinSCAT recognizes the leadership of students who have contributed to its mission/vision in the total development of the student population.

Candidates to this Search should be graduating students who had at least, during their stay in the College, served as officer of any student club/organization including the college student government and the student publication.

Candidates are subjected to interviews and peer and subordinate evaluation. Proofs of leadership are required for deliberation purposes.

The College President/Campus Administrator will create a committee for the purpose of giving the above awards. Their main function will be to set guidelines, screen and deliberate on the possible student awardees. The composition of the committee includes the Course Coordinators, Director for Instruction, Registrar, Sports Coordinator and the Director for Student Welfare Services as Chairman.

5. Advising

5.1. Academic Advising

The Director for Instruction assigns an academic adviser to each class or group of majors. The assigned faculty should monitor students' academic progress and ensure that they live up to the College's standard of excellence. Specifically, academic advisers are expected to:

- 5.1.1. Keep a Cumulative Academic Record (CAR) for each student;
- 5.1.2. Update the CAR every semester by asking the students to enter grades obtained during the previous semester;
- 5.1.3. Post a schedule for consultation at bulletin boards;
- 5.1.4. Advise and sign the registration cards of students during enrolment;

- 5.1.5. Refer to the SWS students who need professional guidance and counseling; and
- 5.1.6. Meet the advisory class on a regular basis.

5.2. Thesis Advising

Faculty members may be designated as thesis adviser, depending on specialization, in both undergraduate and graduate levels. The normal thesis-advising load of a faculty member is nine undergraduate or five graduate students.

5.3. Co-curricular Advising

Each student organization recognized by the College shall have a faculty adviser. For co-curricular clubs, the Director for Instruction shall recommend subject to the approval of the College President/Campus Administrator. In case of interest clubs, College Chapter of national organizations, and curricular year assemblies, the SWS Director shall recommend subject to the approval of the College President/Campus Administrator any qualified faculty member as adviser upon recommendation of the members and officers of the club/organization.

Qualified faculty members maybe also designated by SWS Director as coach or trainer of the different varsity teams, depending on the request of the Sports Coordinator of the College.

5.4. Consultation Hours

Each member of the faculty shall be available for consultation for at least eight hours a week during regular office hours. The Director for Instruction, in consultation with the faculty member, shall determine these hours at the beginning of every semester or term and shall designate the particular students and their number who shall consult with the teacher at the designated hours and room. In place of consultation work, the College President/Campus Administrator may give the faculty member a different assignment, should he considers such assignment necessary.

6. Classroom Regulations and Management

6.1. Students Attendance and Absences

It is the duty of all faculty members to check and report to the Director for Instruction the attendance of students starting the first day of classes and every meeting thereafter. Late enrollees and those who

submit their class cards after the first day of classes shall be marked absent for the days missed.

A student who has incurred unexcused absences exceeding 20% of the total number of days/hours he is supposed to attend classes during a school term shall be dropped from the rolls and given a failing grade. The Registrar and the SWS Director shall, at the same time, be advised of the action taken by the faculty.

If majority of the absences incurred by a student are excused, the student may not be given a grade of FAILED, instead may just be DROPPED from the roll.

A student who comes 15 minutes after the class begins shall be marked "tardy". Three marks of tardiness are equivalent to one absence. A student who leaves the classroom without the professor's permission shall be marked "absent".

6.2. Medium of Instruction

The **English** language shall be extensively used as the medium of instruction except in courses where Filipino is the normal medium of instruction, to wit:

- 6.2.1. Filipino
- 6.2.2. Social Sciences
- 6.2.3. Music and Arts
- 6.2.4. Physical Education
- 6.2.5. Values Education
- 6.2.6. Ethenics
- 6.2.7. Humanities

6.3. Classroom Discipline

It is the duty of each and every faculty member to enforce discipline inside the classroom.

Any student through design, neglect, carelessness or failure to perform his duty, violates rules and regulations, commit acts to the prejudice of good order and discipline, or fails to measure up to the desirable traits of a student shall be adjudged to have committed a delinquency. Such acts should be reported to the Board of Student Discipline for disposition. Students, on the other hand, who commit minor offenses such as littering, shouting while classes are going on, etc., shall be

disciplined by the subject teacher. However, no faculty member should inflict corporal punishment on offending students; nor should he make deductions in their scholastic ratings for acts that are clearly not manifestations of poor scholarship.

6.4. Class Participation

All faculty members are tasked to encourage students to participate in all class activities. In cases of conflict with ones belief or religious affiliation, the students' constitutional rights should be respected. However, they should be required to perform activities of similar nature at a time that is not in conflict with their religious beliefs.

6.5. Evaluating Student Performance

The performance of each and every student should be assessed with the use of examinations and other means. Therefore, every student, regardless of class standing is required to take the scheduled examinations, i.e. the midterm and final examinations. These are aside from the frequent quizzes and other tests given by the professors/instructors. The midterm examinations cover work done during the first half of the semester. The coverage of the final examination depends upon the faculty concerned. The other bases of assessment, if applicable, include projects, term papers, reports, recitation, laboratory activities and attendance.

7. Class Field Trips

Requests for field trips should be submitted to concerned authorities at least three weeks before the scheduled field trip. The field trip, as one of the teaching strategies, must be included in the course syllabus. It should not push through until the request for such has been approved by the appropriate authority.

No field trips should be scheduled within two weeks before major examinations and after the last day of holding class activities. Students should be notified of such field trip at the start of the semester so they could make the necessary arrangements with their class schedules.

One faculty member may be assigned by the Director for Instruction as chaperon for every twenty-five (25) students.

8. Preparation of Course Syllabi/Other Requirements

Before the start of classes, all faculty members are required to submit, for approval, a course syllabus in every subject they are handling to the Director for Instruction or Director of Graduate Studies, as the case maybe. The course syllabi must also be updated periodically for content and reforms. It is their duty also to furnish their students an approved copy of the same at the start of classes. Similarly, they should submit to and seek approval from the Director for Instruction of the instructional and laboratory manuals that they intend to use.

Other requirements that may be required by higher authorities from time to time should also be submitted promptly and religiously.

Chapter V

RESEARCH AND EXTENSION

1. Research and Extension as a Function Unit in the College

Sharing a common goal, the Research and Extension (R & E) Unit in the College, *vis a vis*, work for the development, dissemination and utilization of technologies and information which have short- and long-term impact on the economic, social and environmental welfare of its clientele. This is directed towards the fulfillment of the responsibility of the college to contribute to the total development of the rural communities in the province as well as in the region and the nation as a whole. Research and Extension will then focus on relevant concerns in agriculture, education and socio-economics in line with the priority needs and interest of clientele thereby improving their quality of life.

As a distinct unit of the College Main Campus, the R & E Office, headed by the Director for Research and Extension serves as a staff function to the College President/Campus Administrator with the following functions:

- 1.1. Formulate, review and recommend research and extension policies and guidelines for adoption;
- 1.2. Prepare medium- and short-term plan for research in coordination with other departments in the College;
- 1.3. Consolidate plans, programs and proposals for local and outside funding;
- 1.4. Coordinate the monitoring and evaluation of campus R & E activities;
- 1.5. Prepare periodic reports; and
- 1.6. Establish and strengthen linkages and networking with other agencies and partners in R & E.

Essentially, the achievement of the desired ends for R & E should be in consonance with the institutional MGOs. The primordial task then of R & E is to push the frontiers of knowledge in the different academic disciplines offered by the College in accordance with its mandates and to put this

knowledge into utilization by the intended clientele. It is on this context that the plans and programs for R & E activities are linked with instruction, insofar that research and extension personnel are comprised of academic or instructional staff.

2. Nature of Research and Extension Work

2.1. Basic Conditions for Research and Extension Projects

On the basis of the earlier stated premise that instruction, research and extension should become working partners in the creation and transmission of new knowledge, the nature of the research and extension projects undertaken by the faculty should satisfy all of the following basic conditions:

- 2.1.1. Problem for study must fall within the College department's identified priority, which, in turn, must conform to the institutional R & E thrusts and priorities. The latter are updated with the regional and national RDE agenda with due consideration to the identified problems within the service area.
- 2.1.2. Output of research should benefit a significant sector of the academic community, enhance the professional research competence of the faculty and advance the state of the existing curriculum.
- 2.1.3. Extension projects and activities should be based on results of researches, thus, giving priority to the utilization of research results in support of the social and economic well-being of the clientele.

2.2. Research

Researches primarily undertaken in the College shall be those identified with the following levels in the technology development process such as:

- 2.2.1. Technology Generation (TG) - This entails scientific and experimental studies wherein a component technology or a package of technology is generated.

2.2.2. Technology Verification (TV) - This includes researches conducted in the farmers' field that verify whether an integrated technology can be incorporated in a package of technology that has potential for improving existing farming practices by showing economic and technical feasibility in terms of higher marginal rate of return than that of farmer's practices and perceived as socially acceptable and environmentally safe. A technology is classified for verification if it has been tested for two seasons in TG trials.

2.2.3. Technology Adaptation (TA) - Studies of this kind are conducted in station or farmers' field and involve only a component of technology. A technology for adaptation must likewise show good potential for economic feasibility and good potential for acceptance by farmers and commercial producers.

Researches in agriculture and related sciences are primarily concerned with technologies on production and post-production activities of priority crops and farm animals.

Other researches are those yielding information technologies that may indicate valuable socio-economic and technical databases for policy formulation and follow-up R & D activities.

In the area of education and basic sciences, researches cut across all aspects that support and enhance the instructional process.

2.3. Extension

Extension programs and projects shall be carried out by:

2.3.1. Undertaking training programs with farmers, rural women, out-of-school youths and other clientele groups. Training to be conducted shall (a) be based in clientele's needs, (b) be community-based whenever possible, (c) incorporate values development and entrepreneurial management skills, and (d) be based on the capabilities of the College;

2.3.2. Producing and packaging technological and educational/instructional information for dissemination to end-users such as farmers, trainers, extension workers, students and other types of clientele;

- 2.3.3. Establishment of demonstration projects in various appropriate technologies;
- 2.3.4. Information dissemination through print media and exhibits;
- 2.3.5. Conducting on-farm trials in clientele's field as well as action researches to implement and document agricultural and development work in identified barangays of the municipality, province, or region;
- 2.3.6. Providing staff support to clientele as consultants or resource persons, speakers, lecturers in conferences, seminars, workshops, symposia and others; and
- 2.3.7. Cooperative linkages with government and private agencies engaged in extension and rural development in the pursuit of common goals and objectives.

3. Framework of Operations

The operation of the Research and Extension Unit is enforced through fulfillment of its functions enumerated in the preceding section. Spearheading all the function-related activities is the Director for Research and Extension.

- 3.1. The function of R & E policy formulation and review is done in consultation with the Research Council. Formulated policies are then recommended to higher authorities for approval.
- 3.2. The different academic departments of the college shall implement the R & E activities. This complements the policy that department researches shall be encouraged on top of specialized researches undertaken by the faculty. To implement this, each operating unit shall prepare its development plan and proposal for funding which shall be consolidated by the Office of the Director for Research and Extension. The same process shall be followed in the preparation of reports required for submission.
- 3.3. Areas of priorities for research and extension are planned collaboratively by all concerned in the different operating units.

- 3.4. Activities that are wide in character and scope shall be developed in consultation with the operating unit concerned.
- 3.5. There shall be quarterly meetings for all R & E Coordinators. Special meetings may be called as the need arises.
- 3.6. Information for areas in R & E shall be made available to undergraduate and graduate students who may wish to conduct any of the identified area concerns for their thesis. The Office for Research and Extension may provide assistance to students in the form of funding and other kinds of support for problems duly screened and approved.
- 3.7. The Department Chairman shall submit to the Office of the Director for Research and Extension through the R & E Coordinator the title and a copy of the abstract of student theses in their department every end of the school year for data file.
- 3.8. For researches funded by agencies other than the College, a Memorandum of Agreement (MOA) shall be accomplished between the College and the funding agency.

4. Administration of R & E Programs: Strategies and Concepts

Research and extension in the College shall be carried out in response to the institutional, regional and national development goals with focus on solving specific development needs of the community. The strategies for implementation follows a series of steps that begin with agency RDE planning, actual program implementation and monitoring and evaluation of projects.

4.1. R & E Program Planning

A program consists of a goal, a set of objectives, a research strategy, and resources to achieve these objectives. Program scope, size, and complexity may vary considerably according to the level of disaggregation and specificity of objectives.

The formulation of program shall involve the following stages: (a) studying the environment; (b) setting the priorities; (c) setting the directions for R & E activities; (d) identifying R & E projects for budget allocation; (e) packaging the program; (f) recommending and presenting

for budget allocation; (g) technical appraisal; and (h) recommendation for implementation.

4.2. Organizing and Program Implementation

After the general outline of the program has been laid out, pertinent people – mainly, the researchers/extensionists knowledgeable in their own fields are organized as task groups each responsible for one of the projects. The work procedures are then established so that people can direct their efforts toward the achievement of program goals. Also, a small core of support personnel who are sensitive to the operational requirements of program implementation like purchasing and supply services, transportation services, clerical work, etc. shall be required.

4.3. Monitoring and Evaluation

The system of evaluating R & E projects shall consist of *ex ante* evaluation and *ex post* evaluation. *Ex ante* (before implementation) evaluation starts with the review of research proposals prepared by the proponent researchers. Monitoring (during implementation) involves the monitoring of project activities as they are being implemented. *Ex post* evaluation is undertaken to validate whether the objectives of a specific project have been achieved as planned and to verify whether it has generated technologies, significant information, and findings with potential impact on the target clientele.

The mechanisms for monitoring the progress of on-going as well as outputs of completed projects shall be by:

- 4.3.1. Field evaluation - This shall consist of visits to project sites at specific dates. For externally funded projects, field visits are conducted by an evaluation team composed of technical staff designated by the research consortium, research director, selected commodity team leaders or representatives from funding and implementing agencies, and regional or national commodity program specialists.

The field evaluation shall be geared towards the attainment of the following objectives: (a) To observe the actual conduct of the experiment; (b) To verify information contained in the technical and financial reports; (c) To recommend alternative courses of action to improve project implementation; and (d) To consult with researchers and research managers on possible expansion areas of the project.

4.3.2. Agency In-House Review (AIHR)

The AIHR shall involve the evaluation of all research and extension projects and studies which are completed or on going during the particular year under review as a regular activity carried out by member agencies of the research consortium.

During the review, researchers present the progress/ highlights of their projects in a forum attended by researchers within the College. Regional and national (if necessary) experts representing various disciplines serve as external evaluators.

The major criteria for evaluating the on-going projects are: (a) attainment of the objectives; (b) adherence to the approved methodology; (c) adherence to the approved budget; (d) accomplishments, including status of technology generated/ verified; and (e) actions taken in response to previous evaluation comments.

The objectives of the review shall be: (a) To evaluate completed and on-going projects regarding the attainment of objectives and adherence to the approved program activities; (b) Identify problems met during project implementation and recommend specific courses of action i.e., continuation, extension, modification of planned activities and methodology, suspension, and termination in accordance with the recommendation of the evaluation panel; (c) Identify technologies generated requiring field testing, verification, and piloting; (d) Identify technologies ready for packaging and dissemination; (e) Identify significant results/ information for policy formulation and development planning of the College; (f) Identify new researchable areas; (g) Update agency RDE plans and programs; and (h) Classify status of technologies.

5. Personnel

The personnel of the R & E Unit is composed of faculty researchers from the different academic departments, statisticians, regional research consortium representatives, editorial staff, management and other support staff who are designated as such.

- 5.1. The workload of faculty members in the R & E Office, subject matter specialists, statisticians, and research publication staff shall be computed according to the workload scheme for academic personnel of the College.

- 5.2. A faculty member detailed in the R & E Office shall report to the Director for Research and Extension as specified in his/her schedule of work.
- 5.3. Faculty members with on-going researches and extension projects and who are on teacher's leave basis shall earn service credits proportionate to the number of hours or days rendered by them for the implementation of their project/study during Christmas vacation and/or summer term. The same applies to the services of those who serve as statisticians or subject matter specialists whose expertise shall be employed on "call-on-need" basis. The service credit may be granted by the College President after being approved and endorsed by the Director for Instruction. However, faculty members with five researches or more shall be automatically under VL and SL basis.

6. Funding

Research and extension activities shall be funded through budgetary allocation of the College. Resources from other agencies, locally and abroad are also expanded to augment the institution's appropriation.

The project leader has the authority to use the fund allocated for his study for a given purpose. Proponents exercise full control of the allocations for their specific purposes in accordance with accounting and auditing rules and regulations.

- 6.1. Release of approved budget for any project/study shall be based on the allocation indicated in the operational plan recommended by the Research and Extension Director, and approved by the President.
- 6.2. List of supplies and materials for the project/study should be submitted to the Office of the Director for Research and Extension one month before actual need for bulk processing by the Supply Office.
- 6.3. Emergency purchases of supplies and materials which are not available in the province or cannot be purchased through regular process of requisition, and which are needed immediately may be authorized, provided, it is sanctioned by

proper authorities and it follows usual accounting and auditing rules and regulations.

- 6.4. Project/study leaders shall receive their requisitioned supplies and materials from the Supply Office.
- 6.5. Researchers and research assistants conducting survey are entitled to collect allowable travel expenses subject to the availability of funds.
- 6.6. Travel in connection with R & E activities shall be endorsed by the Director for Instruction/Director for R & E and approved by the President.
- 6.7. All unspent funds for a project/study shall accrue to the R & E Unit. All supplies, materials and equipment acquired from the funds of R & E activities shall become the property of the same unit. However, the proponent may spend whatever balances he may have by re-programming the balances for the next two to three months. In some cases, the amount may be used to finance another approved study upon approval of request for such endorsed by the R & E Director to the College President/Campus Administrator.
- 6.8. In some cases where a suspension or termination of on-going researches due to emergency budget cut as officially notified by the donor agencies occurs, the College President/Campus Administrator shall make the decision based on the merit or recommendation of the Director for R & E. Fund for this purpose may be sourced out from the College's fund.
- 6.9. Proceeds from completed and on-going researches, as in production and IGP shall be deposited and disbursed under the provisions of Fund 104, while proceeds from other government, non-government and foreign-assisted projects shall be deposited and disbursed under the provisions of Fund 101.
- 6.10. Financial report shall be due every end of fiscal year. However, semi-annual reports and other reports as required by other funding agencies shall also be submitted. Researchers are also required to submit quarterly financial report for institutionally-funded projects.

7. Staff Development

To effectively and efficiently perform its R & E functions as well as enhance and widen areas of competence of personnel in the planning, coordination, implementation and evaluation of programs, the College shall provide for a continuing staff development scheme.

- 7.1. The College R & E Unit shall program in-house trainings, seminars, workshops on relevant and perceived work-related needs.
- 7.2. Qualified personnel can avail of opportunities for degree and non-degree training whenever and wherever these are available in accordance with the provisions set forth in the Faculty and Staff Development Program of the College.
- 7.3. The R & E staff whose work is distinctly related to training or degree requirement shall have priority over the others.
- 7.4. Report of trainings undertaken by the staff as well as approved extension activities/trainings conducted by them should be submitted to the College R & E Office (2 copies) for data file.

8. Publication and Communication

The College R & E Unit publishes the MinSCAT Research Journal annually. The following are guidelines for authors who wish to submit articles for publication:

- 8.1. Papers for publication can be:
 - 8.1.1. Previously unpublished and original research papers including thesis/dissertations, full-length articles or research notes advancing the knowledge of agriculture and related sciences, socio-economics, education, etc. Reprints shall be considered only in exceptional cases.
 - 8.1.2. Papers presented by MinSCAT faculty and staff members invited as speakers of symposia, conferences and workshops.

8.2. Instruction to Contributors

Manuscripts should not exceed to 20 pages, including tables and figures and must be written on one side of white 8 ½ x 11 " bond paper, and typing must be double-spaced. Pages should be numbered in the upper right corner and fastened together. Manuscripts should be submitted in duplicate. Brief curriculum vitae of author/s on a separate sheet are required. The following information should be included for all length of research papers:

8.2.1. Title – This should be as brief as possible.

8.2.2. Authors – Placed under the title with number referring at the bottom of the page to their position, institution and its address.

8.2.3. Abstract – This is the summary of the main findings of the work. It should not exceed 250 words, typewritten, double-spaced.

8.2.4. Introduction – This should include a brief statement of the problem and its importance, a short survey of the literature and the objectives of the work to be described in the paper.

8.2.5. Materials and Methods/Methodology – This section includes detailed materials and with a broad outline of the experimental procedure or methodology.

8.2.6. Results and Discussion – The results are usually arranged depending upon the nature of the experiment. Breaking up a section facilitates reading.

Special attention should be given to the preparation of the discussion. Brevity and clarity of arguments must be observed.

The accuracy of statement rests with the authors.

8.2.7. Summary and Conclusion – This section contains an overview of the paper and includes a brief restatement of the problems, procedures, techniques used and findings. Conclusion should be drawn from findings supported by the collected data. Recommendation, if any, should be brief and

relevant. This is an optional part of the research paper.

8.2.8. References – Should be confined to papers cited by the authors and listed alphabetically according to the names of the author. References in the text should be given thus: Surname, Initials of Name, Year, Title of Paper, Journal Source, Address of Publisher/s, volume, Number and Pages.

8.2.9. Others – Avoid the use of footnotes and dashes in the text.

8.3. Submission of Papers for Publication

8.3.1. Papers for Publication shall be accepted at the Research & Extension Office of the College.

8.3.2. The Editorial Staff shall examine and evaluate the manuscript submitted for publication within a period of one month. When provisions are needed, the paper shall be returned to the author for appropriate modifications. The paper then should be with the R & E Office within two weeks after receipt by the author.

8.3.3. Authors whose papers are accepted for publication shall be notified of action taken by the Editorial Staff one month after submitting to the R & E Office.

8.3.4. Authors of the articles or inventions of any gadget, device or any material of interest published in the research journal are solely responsible for any infraction of the laws on intellectual creation.

8.3.5. The Editorial Staff reserves the right to refuse articles submitted for publication in the MinSCAT Journal not conforming to the instruction.

8.4. Published Articles in the MinSCAT Journal

Authors with published articles in the MinSCAT Journal shall be entitled to one complimentary copy each. Extra copies may be availed upon request.

9. Policies and Guidelines for Faculty Research

The following are the policies and guidelines to be observed in the conduct of research by the faculty:

- 9.1. Every faculty member, regardless of faculty rank is eligible to conduct research along his line of specialization and/or teaching assignment.
- 9.2. In accordance with the provisions of NBC 461, faculty members with faculty rank of Associate Professor up are required of research work. Those with faculty rank of Assistant Professor and Instructor are encouraged to conduct research as they would be required of the same in due time.
- 9.3. To assist the faculty member in developing/enhancing his capabilities for research, he is enjoined to participate in trainings, meetings, seminars, workshops, fora or symposia that may from time to time be held within the campus as programmed by the Office for Research. Recommendations for participation of faculty members to similar activities conducted outside the College shall be made by the Research Director.
- 9.4. A faculty member classified new in the job can start with research through investigation on a relatively simple topic such as those which apply only at the class level, an organization at intra-school level, or at the level of the institution.
- 9.5. Those faculty members who have further research capabilities can undertake specialized studies which may generate information and technology outputs that can be utilized or adopted by a larger clientele group or end-users. Investigations of this kind may extend beyond the level of the institution, or may involve subjects, methods, or issues and concerns that pertain to bigger entities/ groups such as those of the larger community, provincial, regional or even national level.
- 9.6. Basically, the nature of the research projects undertaken by the faculty should satisfy all of the following conditions:
 - 9.6.1. Problem for study must fall within the department's identified priority, which, in turn, must conform to the institutional R & E thrusts and priorities.

- 9.6.2. Output of research should benefit a significant sector of the academic community.
- 9.6.3. Research study should enhance the professional/research competence of the faculty.
- 9.6.4. The study should advance the state of the existing curriculum.
- 9.7. All faculty members should participate in the formulation, review and updating of the priority areas for research in their respective departments.
- 9.8. In consonance with the policy that department's researches shall be encouraged on top of specialized researches undertaken by the faculty, faculty researchers have to consult and coordinate with their respective department's research operating unit.
- 9.9. Faculty members may form a team of researchers to conduct a research study. The team may be composed of those with same line of specialization to work on a topic of common interest, or it may be comprised of faculty members with different fields of specialization to work in a problem requiring multidisciplinary approach to investigation.
- 9.10. In seeking approval for the conduct of research by the faculty, the following guidelines are to be observed:
 - 9.10.1. The faculty member informs in writing his direct supervisor/ the Director for Instruction of his intention to conduct research on an identified problem and stating the objectives and significance of the proposed study in the form of a capsule research proposal. (The prescribed capsule proposal format is indicated in Appendix 3.) Said capsule proposal will be referred to with the Subject Matter Specialist who is a member of the Research Council.
 - 9.10.2. The faculty member's immediate supervisor/Director for Instruction advises the faculty member to prepare a detailed outline of his proposed research. Such detailed research proposal shall then be endorsed by the Director for Instruction to the Research Director for subsequent evaluation. (The prescribed format for the detailed research proposal is presented in Appendix 4.)

- 9.10.3. Evaluation shall take place through oral presentation of the research proposal by its proponent(s) before the members of the Research Council. The Research Council, in such case, shall act as an advisory body which would comment and make suggestions for the improvement of the proposal and of the eventual conduct of the research.
- 9.10.4. The Research Council would adopt a set of evaluation criteria different for proposals that would deal with simple investigations to be undertaken by beginning faculty-researchers and for proposals of faculty members who may be competent enough to embark on specialized studies. (Said two sets of criteria are affixed in Appendix)
- 9.10.5. The evaluation of research proposals endorsed to the Research Council shall be made only within the period specified by the Council which would coincide with its scheduled regular quarterly meeting.
- 9.10.6. For clarity and guidance, in case a faculty members' proposition for research did not pass the evaluation, he will be notified through his immediate supervisor of the reasons for such.
- 9.10.7. After evaluation of the proposal and prior to the conduct of the study, the following aspects of the research need be clearly set out::
 - 9.10.7.1. Time and place of the study
 - 9.10.7.2. Facilities needed
 - 9.10.7.3. Budgetary requirements and fund source
 - 9.10.7.4. Collaborating agency (if any)
 - 9.10.7.5. Output requirements
- 9.11. Research proposals which need funding support from the institutional budget or from other sources are to be reviewed by the Research Director prior to recommendation for endorsement by the College President to possible local and outside funding.
- 9.12. On the basis of the specifications set out in the approved research proposal in terms of the time and place of study and some other requirements for the conduct of research, the teaching load of the faculty member concerned may be

reduced as determined by the Research Council and to be recommended to the Director for Instruction. Consequently, there would be definite number of hours identified for research work which is to be accounted to the faculty member's equivalent teaching load or ETL. The faculty member shall be given such ETL to be devoted for the conduct of his research study for the period coinciding with the proposed time frame of study as approved by the Research Council.

- 9.13. The researcher is duty-bound to complete his research study in accordance with the time span set forth in his approved proposal and is required to present the outputs of his research as directed/required by the Research Council.
- 9.14. In case the faculty member fails to complete his research study within the proposed time frame indicated in the proposal for certain valid reason(s), during which time he was given ETL for research work, he would be advised to complete his study outside his hours of regular teaching load.
- 9.15. A duly approved research proposal shall be included in the official list of researches in the college, hence, the conduct of which is subject to periodic monitoring and evaluation by the Director for Research of the College. All necessary communications prepared in relation to the research also become official and have to be coursed through the Research Director.
- 9.16. Initiative and efforts need be expended by the faculty-researcher as to ensuring accuracy and precision in the methods and procedures employed in the course of his research work. The faculty-researcher should undertake each step in the research process including among others, the employment of the research design, gathering and analysis of data, interpretation of results and formulation of conclusions and recommendations.
- 9.17. During the conduct of the research, the services of subject matter specialists, statisticians and support staff within the College may be availed upon request through the Research Director who would endorse such request to the College President for approval.

- 9.18. A research study undertaken by any student, be it a course requirement or not can not be claimed his by a faculty member.
- 9.19. Completed researches are subject to evaluation in an Agency-In-House Review by the local Research Council and/or by the regional R & D consortium.
- 9.20. Worthwhile research results/outputs from faculty's completed studies can qualify for publication in the local Research Journal after passing the requirements set forth by the Editorial Staff for the purpose. The same research results may also be recommended for publication in other/outside publications by the Research Council as opportunities may grant to.

Chapter VI

PERSONNEL BENEFITS AND PRIVILEGES

1. Leave Benefits

1.1. Vacation and Sick Leaves

In general, appointive officials up to the level of heads of executive departments, heads of departments, undersecretaries and employees of the government whether permanent, temporary, or casual who render work during prescribed office hours shall be entitled to 15 days vacation and 15 days sick leave annually with full pay exclusive of Saturdays, Sundays, Public Holidays without limitation as to the number of vacation and sick leave that they may accumulate (Amended by CSC MC Nos. 41 s. 1998 and 14, s. 1999).

Contractual employees are likewise entitled to vacation and sick leave credits including special leave privileges (MC 14 s. 1999). These types of leaves are cumulative and commutable upon retirement, resignation and transfer.

1.1.1. **Vacation leave** – shall be granted to any faculty of the College who may go on leave for personal reasons. It shall be filed at least 5 days before the actual leave and the approval is highly discretionary especially if vacation leave is more than 30 days.

1.1.2. **Sick Leave** – shall be granted only on the account of illness on the part of the employees concerned or his immediate members. Sick leave in excess of five (5) days requires a medical certificate.

1.2 Teacher's Leave

Faculty members on teachers' leave 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 faculty who has rendered continuous service in a school year without incurring absences without pay of not more than 1 ½ days is entitled to 84 days of proportional vacation pay.

The inter-semester period shall not be a vacation for the faculty members on teachers' leave but shall be for the purpose of giving them time to check examination papers, prepare reports of student's grades, clear pending academic and committee work, help in the registration for the following semester, and other related academic activities.

Faculty members on teachers leave who may be required to report while on summer vacation, on holidays and/or with assigned researches or extension projects shall be given service credits based on the number of hours/output rendered.

1.3. Sabbatical Leave/Assignment

A program of sabbatical leave/ assignments is hereby authorized under such rules and regulations as the President may provide, subject to the following standards:

- 1.3.1. The primary aim of sabbatical leave/assignment is to encourage study, investigations and research, and to improve competence of faculty members for service to the college;
- 1.3.2. Such leave/assignments may be made on the bases of a reasonable assurance, under circumstances of record of fulfillment of the foregoing purposes;
- 1.3.3. No faculty member shall be qualified, unless he has served as such for at least seven (7) consecutive years, the last three years of which should be with the rank not lower than Assistant Professor; and,
- 1.3.4. No sabbatical leave shall exceed one year.

1.4. Maternity Leave

Every female faculty who has rendered an aggregate of two (2) or more years of service shall, in addition to vacation and sick leave granted to her, if any, shall be entitled to maternity leave of 60 days with full pay.

Female faculty can avail of the maternity benefits even if delivery period is during summer vacation in which case both maternity benefits and proportionate vacation pay are granted. Maternity leave of those who rendered 1 year or more but less than 2 years shall be compensated in proportion to their length of service.

When she 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 with pay.

1.5. Paternity Leave

Every married male faculty is entitled to paternity leave of seven (7) working days for the first four (4) deliveries of his legitimate spouse who has delivered a child or suffered miscarriage, for purpose of enabling him to take care and support his wife and new born child before, during and after childbirth.

1.6. Study Leave

A study leave not exceeding one (1) school year after seven (7) years of continuous service may be granted to the faculty subject to the approval of the Board of Trustees. However, no faculty shall be allowed to go more than one (1) year of study leave unless he needs an additional semester to finish his thesis for graduate study in education or other allied courses, provided, he shall not be allowed to receive any compensation.

1.7. Special Leave Privileges

In addition to the vacation, sick, maternity and paternity leave, faculty on vacation and sick leave basis are granted the following special leave privileges, which must be applied at least 1 week before the actual leave of absence, subject to the conditions hereunder stated:

- 1.7.1. Personal milestones such as birthdays/wedding/wedding anniversary celebrations and other similar milestones, including death anniversaries.
- 1.7.2. Parental obligations such as attendance in school programs, PTA meetings, graduations, first communion; medical needs, among others, where a child of the government employee is involved.
- 1.7.3. Filial obligations to cover the employee's moral obligation toward his parents and siblings for their medical and social needs.

- 1.7.4. Personal transactions to cover the entire range of transactions an individual does with government and private offices. Such as paying taxes, court appearances, arranging a housing loan, etc.
- 1.7.5. Domestic emergencies such as sudden urgent repairs needed at home, sudden absence of a *yaya* or maid, and the like.
- 1.7.6. Calamity, accident, hospitalization leave pertain to *force majeure* events that affect the life, limb, and property of the employee or his immediate family.

1.8. Five Days Force/Mandatory leave

All faculty members with ten (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 days annually. If not availed, it is automatically forfeited except if the scheduled leave has been cancelled in the exigency of the service. The leave credits will not be deducted from the total accumulated leave.

Those with accumulated leave of less than ten (10) days shall have the option to go on force 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.

1.9. Military Service Leave

Military service leave without pay shall be granted to any faculty of the College who is required by law to report for military service or training.

1.10. Terminal Leave

Terminal leave is applied for by faculty who intends to sever his connection with the College. Accordingly, the filing of application for terminal leave requires as a condition *sine qua non*, the employee's resignation, retirement or separation from the service. It must be shown first that public employment ceased by any of the said modes of severances (provided under CSC MC No. 41, s. 1998).

1.11. Parental Leave to Solo Parents

Parental leave is granted to a solo parent to enable said parent to perform parental duties and responsibilities where physical presence is required. Any individual in the government service who falls under any of the categories embodied in CSC MC No. 08, s. 2004, shall be considered a solo Parent for the availment of Parental Leave. The parental leave of seven (7) days in addition to existing leave privileges shall be granted to any solo parent employee upon securing a Solo Parent identification Card from the City/Municipal Social Welfare and Development Office.

2. Social Security Benefits

The government provides for economic security and social welfare for government employees. These include insurance, medical care, retirement, etc.

2.1. Government Service Insurance System (GSIS)

Republic Act No. 8291, otherwise known as the "Government Service Insurance Act of 1997" enacted in May 30, 1997 provides compulsory membership for all employees receiving compensation, irrespective of employment status, who have not reached the compulsory retirement age at the time of appointment.

An annual dividend may be granted for those whose life insurance is in force for at least one year in accordance with the dividend allocation formula determined by the GSIS.

Subject to the rules and regulations prescribed by the GSIS, an optional insurance or pre-need coverage embracing life, health, hospitalization, education, memorial plans and such other plans as may be designed by the GSIS for himself and/or his dependents. He may likewise apply for group insurance coverage.

Among the benefits derived from membership in the system are: separation benefit, unemployment benefit, retirement, disability benefits, sickness-income benefits, survivorship benefits, death benefits and compulsory life insurance benefits (maturity benefits, cash surrender value, death benefits, insurance loans, accidental death benefits, dividends, waiver of premiums, and others – housing loan)

2.2. PAG-IBIG FUND (Home Development Mutual Fund)

The PAG-IBIG Fund was basically conceptualized to address two of the country's basic concerns: generation of savings and provision of shelter for the workers. By virtue of RA 7742, effective January 1, 1995, membership is mandatory for employees when monthly income is P 4,000.00. However, those below P 4,000.00 are voluntary. The government pays a counterpart contribution for PAG-IBIG Fund.

A PAG-IBIG member's savings enjoy the following features: double or triple monthly savings, annual dividend earnings, portable, tax-free and government guaranteed.

A member shall get back his or her Total Accumulated Value (TAV), consisting of his/her personal contributions, his/her employer counterpart contributions and dividend earnings thereon, upon the occurrence of the following: membership maturity (20 years or 240 monthly contributions) or optional withdrawal after 10 or 15 years, retirement, permanent departure from the country, permanent/total physical disability, insanity, termination from service by reason of health and death of the member.

Other benefits under the PAG-IBIG are the Housing loan and Short Term Loan (Multi-purpose loan). Any active member who has made at least 24 monthly contributions may borrow up to 60% of his/her TAV which can be used for the following purposes: minor home improvement, livelihood, medical, education, etc.

2.3. PHILHEALTH (Medicare)

Under Article III, Sec. 5 of R.A. No. 7875 otherwise known as the National health Insurance Act of 1995, the National health Insurance Program was created to provide health insurance coverage and ensure affordable, acceptable, available and accessible health care services for all citizens of the Philippines, in accordance with the policies and specific provisions of this Act.

All government employees are automatically covered by National Health Insurance Program. Their dependents are covered under the plan benefits of hospitalization.

3. Retirement Benefits

Unless the service is extended by appropriate authorities, retirement is compulsory at sixty-five (65) years of age. The following are retirement plans:

3.1. Under RA 8291 – provides for the retirement age 60 after 15 years of government service. Benefits include 5 year lump sum equivalent to the average salary during the last 3 years and a monthly pension for life after 5 years; survivorship and dependent's benefits. Retirement benefit is either one of the following:

3.1.1. The lump-sum equivalent to sixty (6) months of the Basic Monthly Pension payable at the time of retirement plus an old-age pension benefit equal to the basic monthly pension payable for life, starting upon the expiration of the five-years covered by the lump-sum; or

3.1.2. A cash payment equivalent to eighteen (18) times his/her basic monthly pension plus monthly pension for life payable immediately.

A member shall be entitled to the retirement benefit on condition that he/she has rendered at least fifteen (15) years of service; at least sixty (60) years of age at the time of retirement and is not receiving a monthly pension benefit from permanent total disability.

3.2. Under RA 1616 – a member must be in the service on or before May 31, 1977, must have at least 20 years of service with the government and have no previous record of retirement under RA 1616 or RA 660. Retirement after 20 years of service regardless of age and has served continuously during the last 3 years. The benefit computations are as follows:

- ❖ 20 years service x 1 month salary
- ❖ 20-30 years service x 1.5 /month salary
- ❖ 30 years service and above x 2/month salary

3.2. Under RA 660 – a member must be in the service on or before May 31, 1977 and must meet the age and service requirements as indicated below:

Age	52	53	54	55	56	57	58	59	60	61	62	63	64	65
YCS	35	34	33	32	31	30	28	26	24	22	20	18	16	15

Benefits include either of the following: (a) 5 years lump-sum at age 63-65 plus monthly annuity after the guaranteed 5-year period; (b) 3 years lump-sum at age 60 to below 63 years plus 2 years balance payable on the 63rd birthday, monthly annuity after the guaranteed 5-year period; (c) monthly annuity if below age 60.

3.4. Under RA 1146 – a member must have been in the service as of June 1, 1977, at least fifteen (15) years of creditable service in government, at least 60 years of age and is separated from the service. Old-age benefits include monthly annuity = lump-sum of 60 x Basic Monthly Pension (BMP) and BMP after 5 years

4. Housing

Members of the faculty, upon request and subject to availability/vacancy of occupants, are provided with free cottages inside the campus. The College President assigns a cottage to each faculty member, but if the faculty is a couple or members of a family, they are assigned/entitled to one cottage.

The maintenance and any needed repair of the cottages are the responsibility of the occupants. These cottages are occupied as long as the faculty work in the College but surrenders them when they are not already employed.

5. Faculty Organization

Faculty members of the College shall have the right to organize into organization or association, provided that such organization/ association shall submit a copy of its constitution and by-laws to the College President/Campus Administrator.

The right of the organization/association to participate in decision-making at operative level of the College shall be recognized and ensured.

The Mindoro State College of Agriculture and Technology Faculty Association (MinSCATFA) is an organization which is composed of all teaching personnel of the College. Foremost of its objectives is the promotion of the general welfare of its members, fostering spirit of camaraderie, cooperation and mutual support; and protection, and wholesome relationship.

6. Resignation

A faculty member who wishes to resign from service is required to prepare a voluntary written notice informing the College President/Campus Administrator that he is relinquishing his position. He should also state the date such resignation shall take effect. Action on such application for resignation filed shall be made by the President through written acceptance/rejection of resignation, as the case maybe and should also indicate the effectivity of resignation. This shall be submitted to the Civil Service Commission office for record purposes.

In case a faculty member under administrative investigation wishes to resign, he/she maybe allowed to, pending decision of his case, but it should be without prejudice to the filing of any administrative/criminal case against him for any act committed while still in the service.

7. Privilege of Retired Faculty

Retired faculty shall enjoy the college library privileges to borrow books and shall receive publications of the College, which are furnished to the employees generally. They may also be entitled to such other privileges, which the College is in a position to grant in accordance with the law; and they shall be invited to participate in major College programs and projects.

Chapter VII

GUIDELINES ON ASSIGNMENT UNDER VACATION AND SICK LEAVE BASIS AND THE GRANTING OF SERVICE CREDITS

1. Faculty Member under Vacation and Sick Leave Basis

- 1.1. A faculty member with at least nine workload units in research, extension, production and/or with administrative designation in which his/her services are needed throughout the school year will automatically be on a vacation and sick leave status.
- 1.2. A faculty member assigned to supervise on-the-job training, farm practice, practicum, and other related learning experiences whose service is required on a year-round basis shall be on a vacation and sick leave status.
- 1.3. A faculty member involved in income generating projects where lives of animals are at stake and/or in charge of a nursery whose service required on a year-round basis shall be on a vacation and sick leave status.
- 1.4. A faculty member assigned in the maintenance of school buildings, grounds, gardens, and parks whose service is needed on a year-round basis shall be on a vacation and sick leave status.

2. Granting of Service Credits

- 2.1. A faculty member involved in research, extension and production activities during summer and December shall be entitled to overload pay and/or service credits based on the following formulae:

$$2.1.1. \text{TFW} = \text{IWL} + \text{RWLU} + \text{EWLU} + \text{AWLU} + \text{ARWLU}$$

Where:	TFW	= total faculty workload
	IWL	= instruction workload units
	RWLU	= research workload units
	EWLU	= extension workload
	AWLU	= administration workload units
	SSWLU	= student services workload units

2.1.2. **OLUp = 18 F (AS) (TFW-x)**

Where:	OLUp	= payment of overload unit
	F	= .000781 for undergraduate OLU; .002 to .0015 depending on Degree and experience
	AS	= annual salary
	18	= number of weeks per semester
	TFW-x	= OLU where x is the upper limit of the regular load

2.1.3. **SCOLUp = $\frac{910.8F (AS) (OLU)}{MS}$**

Where:	SCOLUp	= overload pay converted to Service credit
	OLU	= Overload units
	910.8	= constant (22 x 2.3 x 18)
	MS	= monthly salary

- 2.2. A faculty member on teacher's leave status and teaching during summer shall be compensated based on formula 2.1.1.
- 2.3. A faculty member on teachers' leave status with overload units in instruction shall be paid honorarium and/or granted service credits based on formulas 2.1.2 and 2.1.3.
- 2.4. A faculty member on teachers' leave status who is authorized to attend in-service training on official business during summer shall be granted service credit(s) equivalent to one day for every eight hours of attendance.
- 2.5. A faculty member on teacher's leave status who is requested to assist during enrollment in April and May, when authorized by the College President/Campus Administrator shall be granted service credits.

3. Other Provisions

- 3.1. The granting of service credits must be applied for before the conduct of the activity.

- 3.1.1.1. The activities for which service credits may be granted are enumerated below:
 - 3.1.1.2. service during registration and election days;
 - 3.1.1.3. service for calamity assistance and rehabilitation when the College facilities are used as evacuation center;
 - 3.1.1.4. attendance in in-service training courses/seminars during summers and vacations/holidays;
 - 3.1.1.5. teaching in non-formal education classes and the like;
 - 3.1.1.6. service during summer in connection with civic action program; and,
 - 3.1.1.7. services rendered in connection with the early opening of a school year.
 - 3.1.1.8. services rendered one week before opening of classes.
- 3.2. Request/proposals to render service during off periods (Christmas Break/Summer shall be filed through an Application-to-Render-Service during Summer/Christmas Break which shall include the following:
- 3.2.1. Assignment to teach a course which cannot be paid by honorarium.
 - 3.2.2. Approved monthly operational plan of research study/studies (researches with honorarium will not be included).
 - 3.2.3. Assignment as a resource person/instructor on approved training.
 - 3.2.4. In-charge of special projects with designation issued by the College President.
 - 3.2.5. Special assignments to perform a certain task, with expected output, and a computed service credit to be granted/approved by the College President.
- 3.3. Service credits will not be allowed to a faculty for rendering any of the following vacation assignment:

- 3.3.1. Assignment of clerical work, such as checking for and finishing reports commonly required in connection with the opening and closing of school;
 - 3.3.2. Assignment in connection with athletic meets and training of athletes;
 - 3.3.3. Assignment of faculty to duty in another bureau or office;
 - 3.3.4. Assignment in connection with exhibit at a fair;
 - 3.3.5. Postponement of the regular teacher vacation; and
 - 3.3.6. All other assignments similar in nature as enumerated above.
- 3.4. A faculty member shall have a maximum of overload units of three (3) units per semester/term and shall not earn more than sixty-nine (69) service credit per annum (LACE).
 - 3.5. Non-teaching personnel requested to teach shall likewise enjoy the same privilege on overload unit like the faculty counterparts in accordance with existing rules and regulations (Workload Guidelines).
 - 3.6. Payment of overload and/or granting of service credits shall be subject to review by the Office of the Vice-President for Academic Affairs and approved by the President.

The granting of service credits shall be made only by the College President and which shall be based on compliance with the following requirements at the end of the off period:

- 3.6.1. Approved Application-to-Render Service
 - 3.6.2. Accomplishment report
 - 3.6.3. Accomplished time record (DTR) of actual service rendered duly certified by the immediate supervisor
 - 3.6.4. Recommendation of the Dean/Director
- 3.7. The payment of overload shall be subject to availability of funds, accounting and auditing rules and regulations.

4. Formula Application

4.1. A faculty member with a rank of Assistant Professor IV who teaches in the undergraduate level, and incurs an overload of three (3) workload units will be compensated as follows:

4.1.1. Payment of overload units

$$\begin{aligned}\text{OLUp} &= 18 \text{ F (AS) (TFW-x)} \\ &= 18 (.000781) (\text{P } 209,952.00) (3) = \text{P } 8,854.52\end{aligned}$$

4.1.2. Overload pay converted to service credits

$$\begin{aligned}\text{SCOLUP} &= \frac{910.8 \text{ F (AS) (OLU)}}{\text{MS}} \\ &= \frac{910.8 (.000781) (\text{P } 209,952.00) (3)}{\text{P } 17,496.00} \\ &= 25.61 \text{ days}\end{aligned}$$

4.2. A faculty member with a rank of Assistant Professor IV, Ph.D., teaches in the graduated level, and incurs an overload of 3 workload units will be compensated as follows:

4.2.1. Payment of overload units

$$\begin{aligned}\text{OLUp} &= 18 \text{ F (AS) (TFW-x)} \\ &= 18 (.0015) (\text{P } 209,952.00) (3) \\ &= \text{P } 17,006.11\end{aligned}$$

4.2.2. Overload pay converted to service credits

$$\begin{aligned}\text{SCOLUP} &= \frac{910.8 \text{ F (AS) (OLU)}}{\text{MS}} \\ &= \frac{910.8 (.0015) (\text{P } 209,952.00) (3)}{\text{P } 17,496.00} \\ &= 49.18 \text{ days}\end{aligned}$$

Chapter VIII

RIGHTS, PRIVILEGES, DUTIES AND OBLIGATIONS

1. Rights and Privileges

In addition to the rights and privileges provided by law, the following shall be enjoyed by the College faculty:

- 1.1. The right to participate in decision-making shall be recognized and ensured.
- 1.2. The right to free expression of opinions and suggestions and effective channels of communication with appropriate academic and administrative bodies of the College.
- 1.3. The right to be provided with free legal service by the appropriate government office when charged in the administrative, civil and/or criminal cases by parties other than the College for actions committed directly in the lawful discharge of professional duties and/or defense of school policies.
- 1.4. The right to establish, join and maintain associations and/or professional or self regulating organizations of their choice to promote their welfare and defend their interest. An organization or association of faculty and/or administrative staff shall submit to the President for approval a copy of its constitution and by-laws including a list of its officers and members for official recognition;
- 1.5. The right to be free from involuntary contributions except those imposed by their own organization and higher authorities;
- 1.6. The right to be free from compulsory assignments not related to their duties as defined in their appointments and position description form or employment contracts.
- 1.7. The teachers shall be deemed persons in authority when in the discharge of lawful duties and responsibilities and shall therefore be accorded due respect and protection;
- 1.8. The right to be accorded the opportunity to choose alternative career lines either in school administration or in classroom teaching for purposes of career advancement; and

- 1.9. The right to intellectual property in accordance with applicable laws.

2. Duties and Obligations

In addition to those provided by law, all College personnel shall have the following duties and obligations:

- 2.1. Perform his duties to the College by discharging his responsibilities in accordance with the philosophy, goals and objectives of the College.
- 2.2. Be accountable for the efficient and effective attainment of learning objectives in pursuance of national development goals within the limits of available College resources.
- 2.3. Assume the responsibility to maintain and sustain his professional growth and advancement and maintain professionalism in his behavior at all times;
- 2.4. Participate as agents of social, economic, moral, intellectual, cultural and political change in his school and the community within the context of national policies

3. Personnel Discipline

Discipline serves as a mechanism for control of the temperament, interest and action of people within the organization. It helps promote government goals and public interest.

RA 6713 and Rule XIV of Book 5 EO 292 shall govern personnel discipline for both faculty and non-teaching.

4. Personnel Relations and Grievance Machinery

Guided by the provisions of Rule XI Book 5 of EO 292 and other CSC circulars and the principle of democratic participation of freedom of association, the College respects and upholds the rights of faculty and employees to form or join an association of their own choice. The College believes that these organizations are potent vehicles in the formulation of sound policies which are necessary for the efficient realization of its mission and goals of the College. The college has therefore recognized

the Non-teaching Association and Faculty Association as partners in managing the College.

For grievance machinery and procedure, the College adopts Rule XIV of EO 292 and the Revised Grievance Machinery provided by CSC MC No. 02, s. 2001.

5. Office Decorum and Discipline

Any agency expects its personnel to be punctual in reporting to the office. At the opening hours of work, faculty members should be in their respective work place and are actually working. Likewise, they should be in their classes at least 15 minutes earlier than their actual teaching time. This is to assure the public, students and other clientele of efficient and effective delivery of government service.

6. Government Working Hours

CSC MC No. 21. s. 1991 as embodied in Chapter II LACE, serves as the rule regarding working hours at MinSCAT. The circular specifies the required working hours of 40 hours per week, exclusive of lunch time. Faculty members maybe required to work during vacation time in the exigency of the service.

Flexible working hours may be adopted subject to the discretion of the head of agency and provisions of CSC MC No. 14, s. 1999.

7. Acts and Practices Prohibited During Office Hours

In serving the government and the people, public servants must behave in a manner above reproach and worthy of respect and emulation in accordance with the provision on CSC MC No. 3, s. 1994, RA 6713. In the efficient and smooth working of the organization, rules and regulations are promulgated to safeguard the prestige of the office and to maintain the concept of public service to its fullest stature.

The following acts are deemed inimical to the service and be avoided at all times. Commission of such may constitute sufficient cause for disciplinary/administrative action after due process.

- 7.1. Willful and intentional refusal to carry out any reasonable order or instruction given by senior office to perform work designated in the job description.

- 7.2. Falsification of daily time record or any official document.
- 7.3. Habitual tardiness or frequent absences from work without reasonable cause.
- 7.4. Rumor-mongering (gossip that tends to discredit one's integrity or reputation).
- 7.5. Extended coffee, snacks or lunch break
- 7.6. Discourtesy and display of bad manners such as the use of abusive, sarcastic and insulting language in the course of official duties.
- 7.7. Coming to work under the influence of intoxicating liquor or any prohibited drug.
- 7.8. Gambling, betting, card games and playing madjong during office hours.
- 7.9. Attending personal needs during office hours such as manicure or pedicure.
- 7.10. Buying and selling of merchandise, goods and wares during office hours.
- 7.11. Wasteful or uneconomical use of office supplies and facilities like power and vehicle, cooking meals in the office, etc.
- 7.12. Promoting the sale of tickets on behalf of private enterprises that are not intended for charitable purposes.

The aforesaid acts are not exclusive. Violation of the anti-graft and corrupt practice act, the code of ethics and other laws pertaining to civil service discipline and conduct are deemed separate from the above offenses.

8. Grievance Machinery and Dispute Settlement

Pursuant to the CSC MC No. 02, s. 2001, the CSC requires all agencies to revise or establish policies on Grievance Machinery, which is the best way to address grievance between the employee and management in the workplace, thus fostering productivity of

each member. MinSCAT adopts the provisions of MC No. 02, s. 2001, subject to the confirmation of the CSC Field Office.

9. Restrictions and Other Regulations

- 9.1. No officer, faculty or employee of the College shall publish or discuss publicly the proceedings of the Board of Trustees of its decisions before they are released for publication, without the written permission of the President.
- 9.2. No officer, faculty or employee shall publish or discuss publicly, information concerning an Operating Unit not released for publication without written permission from the President.
- 9.3. No faculty member shall enter into an agreement with any student of the College involving money, property or other valuable considerations which might influence the scholastic standing of the student.
- 9.4. No textbook, whether printed or duplicated, shall be required as basic teaching materials for any class unless approved by the proper authorities of the College.
- 9.5. Faculty and employees shall be encouraged to accept invitations to speak at graduation exercises, special convocations, seminars, workshops, conference and similar activities for professional growth and community service, and the time spent in going to and returning from the same shall be considered official.
- 9.6. Any member of the faculty could invite a resource person who is not officially connected with the College to give a lecture or talk on any subject before his class or any group of students with the permission of the President.
- 9.7. Faculty and employees may undertake research work under the auspices of an organization outside the College with the consent of the President; provided however, that in the publication of such research, the College shall be credited together with the sponsoring organization.
- 9.8. Involvement of a faculty or employee in research activities outside of the College should not disrupt nor prejudice the functions and responsibilities of the staff concerned provided however, that such involvement shall be considered as a part of his workload.

10. Other Activities Requiring Faculty Attendance

- 10.1. All faculty members are required to attend Academic Council activities (If qualified), convocations, Foundation Day celebration, commencement exercises, student council/body activities, faculty meetings and faculty and employees assemblies.
- 10.2. The involvement of faculty members in the different Ad-Hoc Committees of the College is also required.

Appendix 1

ILLUSTRATIVE COMPUTATIONS OF FACULTY WORKLOADS

1. Three (3) undergraduate lecture classes (English Plus, English 101, English 102):

3 contact hours per week/subject
45 students each

$$\begin{aligned} \text{FTW} &= \text{Ch (Uc)} + \text{E (Us)} + \text{P (Up)} \\ &= 9(1.00) + 0(0.02) + 1(0.33) \\ &= 9.00 + 0.00 + 0.33 \\ &= 9.33 \end{aligned}$$

1. Three (3) undergraduate laboratory classes (Physics 101, Physics 102, Chemistry 1)

5 contact hours per week/subject
30 students each

$$\begin{aligned} \text{FTW} &= \text{Ch (Uc)} + \text{P (Up)} + \text{E (Us)} \\ &= 15(0.75) + 1(0.33) + 15(0.02) \\ &= 11.25 + 0.33 + 0.3 \\ &= 11.88 \end{aligned}$$

2. Four (4) undergraduate lecture and laboratory classes (Math 101, Math 102, Physics 101, Physics 102)

3 contact hours per week each (lecture)
5 contact hours per week each (laboratory)
25 students each

$$\begin{aligned} \text{FTW} &= \text{Ch (Uc)} + \text{P (Up)} + \text{E (Us)} \\ &= 6(1.00) + 10(0.75) + 2(0.33) + 0(0.02) \\ &= 6 + 7.5 + 0.66 + 0.00 \\ &= 14.16 \end{aligned}$$

3. Three different graduate course preparations (15 students each)

$$\begin{aligned} \text{FTW} &= \text{Ch (Uc)} + \text{P (Up)} + \text{E (Us)} \\ &= 9(1.5) + 1(0.5) + 0(0.3) \\ &= 14.0 \end{aligned}$$

Appendix 2

FORMAT OF SYLLABUS

Republic of the Philippines
MINDORO STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY
Victoria, Oriental Mindoro

S Y L L A B U S

<u>Course Title</u>	<u>Course Code</u>	<u>Credit</u>	<u>No. of Classes</u>	<u>No. of Hours/week</u>
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Course Description:

General Objectives:

1. Cognitive
2. Affective
3. Psycho-motor

COURSE PLAN

COURSE CONTENT	SPECIFIC OBJECTIVES	SUGGESTED TEACHING METHODOLOGY/ STRATEGY & MATERIALS	TIME ALLOTMENT	EVALUATIVE MEASURES AND REQUIREMENTS
<i>Mid-term</i>				
<i>Finals</i>				

Required Textbook:

Suggested Reference Materials:

Electronic References/Websites:

Prepared by:

Approved by:

Date:

Appendix 3

CAPSULE PROPOSAL FORMAT

(For Faculty Research)

- I. Research Title
- II. Name of Proponent
- III. Proponent's Academic Department / Discipline
- IV. Rationale of the Study
- V. Objectives of the Study
 - General
 - Specific
- VI. Expected Outputs
- VII. Duration/Time Frame
- VIII. Cost (Total Budgetary Requirement)

Appendix 4

DETAILED RESEARCH PROPOSAL FORMAT

(For Faculty Research)

Part I. Basic Information

- I. Research Title
- II. Name of Proponent
- III. Faculty Rank/Designation
- IV. Academic Department/Discipline
- V. Site of Implementation of Study
- VI. Duration of Study

Part II. Technical Information

- I. Background/Rationale
- II. Objectives
 - General
 - Specific
- III. Review of Related Literature and Studies
- IV. Conceptual/Theoretical Framework of the Study (as needed)
- V. Methodology
- VI. Working Bibliography
- VII. Work Plan (Use Gantt chart for key activities of the study)
- VIII. Budgetary Requirements and Fund Source
- IX. Expected Outputs/ Impact
- X. Credential of the Key Researcher/Proponent

Appendix 5

CRITERIA FOR EVALUATION OF RESEARCH PROPOSAL (Simple Research Studies for Beginning Faculty-Researchers)

Justification (20%)

The proposed study should be justified in terms of the expected utility or significance of the results for specific concerns. This entails answering the following questions:

- Why does the faculty member propose the research?
- Who are the intended beneficiaries of the research?
- What are the expected benefits from the research?

Technical Soundness (40%)

The proponent should ensure relevance and researchability of the problem for investigation. The research problem should possess novelty, practical value and manageability in terms of availability of data and choice method.

The research objectives must be specific, measurable, attainable, results-oriented and time-bound.

The proponent must also ensure the soundness of the methodology. There must be clarity in the presentation of the research design, test instrument, statistical tool and treatment of data, all of which must show consistency with the objectives of the study.

Feasibility (20%)

The proposal should describe a feasible work schedule with tasks that are clearly-defined and timetable and outputs that are justifiable.

Proponent (20%)

The proponent must be capable of carrying out the research. He should demonstrate knowledge of the current state of the art in his professional field/research topic to be undertaken. He should provide evidence that he is able to carry out his tasks as described in the proposal.

Appendix 6

CRITERIA FOR EVALUATION OF RESEARCH PROPOSAL

(For Faculty Members with Relatively Greater Research Capabilities)

Justification (20%)

The resources allocated for the proposed research should be justified in terms of the expected utility or significance of the results for the following concerns:

- Development of the community/province/region/country
- Contribution within the scientific or artistic domain to which it belongs
- Significance in terms of the identified research thrusts and priorities of the College

Technical Soundness (40%)

The proponent should ensure relevance and researchability of the problem for investigation. The research problem should possess novelty, practical value, manageability in terms of availability of data and choice method.

The research objectives must be specific, measurable, attainable, results-oriented and time-bound.

The proponent must also ensure the soundness of the methodology. There must be clarity in the presentation of the research design, test instrument, statistical tool and treatment of data, all of which must show consistency with the objectives of the study.

Feasibility (20%)

The work plan, budgetary outlay and manpower requirements should justify the amount needed / requested for and the duration of the project.

Proponent (20%)

The proponent should demonstrate competence and expertise in his professional field/research topic. He is assessed in terms of academic qualification and research experiences where both length of experience in research and relevance of research experience to the topic to be

undertaken are considered. In addition, he should be trustworthy, with good leadership and able to provide effective time and available resources for the research project in equity to match requested support.

Appendix 7

Revised Grading System in the College Department

(Approved as per Academic Council Resolution No. 012, s. 2004)

1. General Education subjects without Laboratory

1.1.	Recitation/Participation	-	20%
1.2.	Quizzes	-	40%
1.3.	Midterm/Final	-	30%
1.4.	Term Paper/Portfolio/Journal/etc.	-	<u>10%</u>
	Total	-	100%

2. General Education subjects with Laboratory

2.1.	Recitation/Participation	-	20%
2.2.	Quizzes	-	30%
2.3.	Midterm/Final	-	30%
2.4.	Experiment/Laboratory activity	-	10%
2.5.	Research Paper/Project, etc.	-	<u>10%</u>
	Total	-	100%

3. Engineering subjects

LECTURE (60%)		LABORATORY (40%)	
Recitation/Participation	20%	Quizzes	40%
Midterm/Final	40%	Activity	50%
Quizzes	40%	Experiment	10%
TOTAL	100%	TOTAL	100%

4. Basic Agriculture

4.1.	Quizzes	-	40%
4.2.	Midterm/Final	-	20%
4.3.	Recitation	-	20%
4.4.	Experiment/Laboratory activity	-	10%
4.5.	Research Paper/Term paper/Project	-	<u>10%</u>
	Total	-	100%

5. Other Sciences Like Computer

5.1. Quizzes	-	25%
5.2. Midterm/Final	-	25%
5.3. Recitation	-	10%
5.4. Hands on	-	25%
5.5. Exercises	-	<u>15%</u>
Total	-	100%

6. Major Areas with Non-Laboratory

6.1. Quizzes	-	40%
6.2. Midterm/Final	-	30%
6.3. Recitation	-	20%
6.4. Term Paper	-	<u>10%</u>
Total	-	100%

7. Major Areas with Laboratory

7.1. Quizzes	-	30%
7.2. Midterm/Final	-	30%
7.3. Recitation/Participation	-	20%
7.4. Experiment	-	10%
7.5. Research Paper	-	<u>10%</u>
Total	-	100%

8. Physical Education

8.1. Attendance/Recitation	-	25%
8.2. Written Test	-	25%
8.3. Practical	-	<u>50%</u>
Total	-	100%

9. Technology Subjects

9.1. Laboratory activities	-	40%
9.2. Midterm/Final Examination	-	30%
9.3. Quizzes/Long Test/Homework	-	15%
9.4. Recitation/Class Participation	-	10%
9.5. Attendance/Behavior	-	<u>5%</u>
Total	-	100%

Appendix 8

REVISED ADMISSION/RETENTION POLICIES

1. BS Agricultural Engineering Program

For the first semester of the first year the average grade of students must be 85% with final grade in Math, Science, English and Filipino not lower than 85% in their fourth year.

For the second semester of first year, the general weighted average grade of the student for the first semester should not be lower than 80% with no failing grade. The final grade in Math and Science should not be lower than 83% and 80% in English.

For the first semester of second year, the general weighted average of the first and second semester should not be lower than 83% with no failing grade. The final grade in Math and Science should not be lower than 80%.

For the second semester of second year the general weighted average of first semester should not be lower than 80% with no failing grade.

Beginning from the third year to the last school term of the student in the course, no prescribed grade is to be maintained. The student is allowed to pursue and graduate from the course provided he does not exceed the maximum residence period allowed for the course.

The incoming fifth year students must secure an application form from the Office of the Registrar if he/she wishes to enroll in thesis or field practicum.

The accomplished form shall be submitted to the Advisory Committee before the enrolment period of the coming semester.

Justifications shall be made on why they want to undergo thesis or field of practicum.

2. Bachelor of Secondary Education (BSE) Program

2.1. For Beginning Freshmen

- 4.5.1. For the first semester, the average grade of student must be 85% with no final grade lower than 85% in such subjects as: Math, Science, and English.
- 4.5.2. For the second semester, the general weighted average grades of the student for the first semester should not be lower than 2.0, with no failing grade/deficiency in any subject.
- 4.5.3. The student must pass the interview to be conducted by the Coordinator of the BSE Advisory Committee and/or the Director for Instruction.
- 4.5.4. The student must possess the physical qualifications becoming of a teacher such as considerable height, normal eyesight, normal body parts, good posture and others as well as pleasing personality.

2.2. For Second Year to Fourth Year

- 2.2.1. For the 1st and 2nd semester of the second year, the general weighted average of the student should not be lower than 2.0, with no failing grade/deficiency in any subject.
- 2.2.2. An interview will be conducted by the members of the BSE Advising Committee for those students who intend to major in any subject areas before admission.
- 2.2.3. A student must obtain a grade at least 2.25 in any basic subject leading to his/her choice of specialization.
- 2.2.4. A student who failed twice in a subject will automatically be disqualified to pursue the course.
- 2.2.5. Students may be allowed to stay and take the curricular program with a maximum of five (5) years to gain the degree.

- 2.2.6. For 3rd and 4th year, in case of failure in any subject, the student is allowed to repeat the subject failed, but he/she should lessen the regular load based on the corresponding unit of the subject failed.
 - 2.2.7. Students who qualified in the BSE program after obtaining a 2.0 grade requirement but failed to meet the grade requirement set by the specific major areas are accepted but are given one semester probation period to improve their grades.
 - 2.2.8. Students may transfer to another major area where they qualify in case they could not make it in their first chosen major field.
 - 2.2.9. BSE students who transferred to another course because of disqualification may return to the BSE course only once if they meet the grade requirements.
- 2.3. For Transferees
- 2.3.1. The average grade should not be lower than 2.0 with no failing grade nor deficiency.
 - 2.3.2. In case the transferee did not meet the requirements as stated in Number 2.3.1, he may enroll in any course other than BSE with a minimum load of at least 18 units for the semester.

3. Bachelor of Technical Teacher Education (BTTE) Ladderized

- 3.1. For beginning Freshmen to Second Year
- 3.1.1 Any high school graduate may apply for admission to the Technical Teacher Education Program.
 - 3.1.2. He/she should pass the entrance examination set by the College.
 - 3.1.3. The students must pass the preliminary interview/orientation to be conducted by the assigned committee.
 - 3.1.4. The student who failed in any of the subject is allowed to repeat the subject/s failed, but he/she should lessen the regular load based on the corresponding unit of the subject/s failed.

3.1.5. The student who failed twice in his major field of specialization will be required to shift to another major field of specialization.

3.1.6. Under this program, the students may select any of the following field of specialization:

- Automotive Technology
- Drafting Technology
- Electronic Technology
- Electrical Technology
- Foods Technology
- Garments Technology

3.1.7. After completion of the course requirements for two years of this program, the students may apply to take test set by Technical Education and Skills Development Authority (TESDA) or may pursue to complete the course provided he/she meets the requirements set by the College.

3.1.8. For transfer students, upon submission of the appropriate and void credentials required by the Registrar and endorsed favorably by the same, the applicants shall be subject to same admission/retention policies prescribed for beginning freshmen except, numbers 3.1.1 and 3.1.2.

3.2. For Third Year to Fourth Year

3.2.1 For third year, the general weighted average grade of the student from first to second year should not be lower than 2.5.

3.2.2. The student must pass the interview to be conducted by the chairman of BTTE Advisory Committee.

3.2.3. The student must pass the physical qualifications becoming of a teacher such as considerate heights, normal eyesight, normal body part, good posture and others as well as pleasing personality.

3.2.4. In case of failure in any subject, the student is allowed to repeat the subject failed, but he/she should lessen the regular load based on the corresponding unit of the subject failed.

4. Ladderized Bachelor of Science in Criminology (BSCr) Program

4.1. Admission Policies

4.1.1. A high school graduate who is applying for admission to the BS in Criminology program should have a general average grade of 80% or above.

4.1.2. He must possess the physical qualifications such as height of at least 5'2" for female and 5'4" for male, normal eyesight, normal body parts, good posture and should submit a certificate certifying that he/she is fit to take the course.

4.1.3. He/she should pass the entrance examination set by the College.

4.1.4. A student must pass the preliminary interview/orientation to be conducted by the assigned committee.

4.1.5. For transfer students, upon the submission of the appropriate and valid credentials required by the Registrar and endorsed favorably by the same applicants shall be subject to same admission/retention policies prescribed for beginning freshmen.

4.2. Retention Policies

4.2.1. The student should take the regular load of subjects for the semester and pass the subjects at the end of the term.

4.2.2. The student who failed in any of the subjects is allowed to repeat the subject failed, but he/she should lessen the regular load based on the corresponding units of the subject failed.

4.2.3. The student who failed twice in any of his/her major subjects will be advised to transfer to another course.

4.2.4. After completion of the course requirements in the first and second year of the program, the student will be issued a certificate of completion by the College. Then, he/she may apply to take an assessment test set by the TESDA. Once the student passes the test a certificate of competence will be issued to him/her by the TESDA. He/she may pursue to complete the four year course provided he/she meets the requirements set by the College.

4.2.5. The student may apply for an assessment test in any or all of the following qualifications:

4.2.5.1. Security Service NC I (Security Guard, Watchman)

4.2.5.2. Security Service NC II (Security Bodyguard, Bouncer)

4.2.6. For third year, the general weighted average grade of the students from first to second year should not be lower than 2.5.

4.2.7. He/she must pass the qualifying examination and interview to be conducted by the chairman of the BS Crim Advisory Committee.

4.2.8. In case of failure in any subject, the student is allowed to repeat the subject failed, but he/she should lessen the regular load based on the corresponding unit he/she failed.

5. Bachelor of Science in Hotel and Tourism Management (BS HTM) Program

5.1 For Beginning Freshmen

5.1.1 Any high school graduate with a general average grade of 80% or above may apply for admission in the BS HTM program.

5.1.2. He/she should pass the entrance examination set by the College.

5.1.3. The student must pass the physical qualification requirements such as height of at least 5'2" for female and 5'3" for male, good posture and pleasing personality.

5.1.4. The student must pass the preliminary interview/orientation to be conducted by the assigned committee.

5.1.5. The student who failed in any of the subjects is allowed to repeat the subject failed, but he/she should lessen the regular load based on the corresponding unit of the subject/s failed.

5.1.6. The student who failed twice in any of his/her subjects will be advised to shift to another course.

5.1.7. For transfer students, upon submission of the appropriate and valid credentials required by the Registrar and endorsed favorably by the same, the applicants shall be subject to same admission/retention policies prescribed for beginning freshmen except numbers 5.1.1 and 5.1.2.

5.1.8. In case of failure in any subject, the student is allowed to repeat the subject failed, but he/she should lessen the regular load based on the corresponding unit of the subject failed.

6. Bachelor of Science in Fisheries (BSF) Program

6.1. For Beginning Freshmen

6.1.1. For beginning freshmen, they should pass the physical and medical examination administered by the college clinic personnel in order to be admitted.

6.2. For Third year to Fourth year

6.2.1. For regular third year students, they will undergo OJT during summer wherein they must complete 120 hours for in-campus training and 240 hours off-campus training.

6.2.2. For regular fourth year students, they will be required to undergo thesis in their major field of specialization during the second semester.

7. One-Year Seafarer Rating Course

7.1. Students should submit a medical certificate duly signed by a licensed doctor certifying that the student who wishes to take the course is physically fit.

7.2. Students have to undergo Safety of Life at Sea (SOLAS) at any accredited training center during the second semester. They are required to undergo OJT during summer after their graduations at any inter island vessels navigating from different port calls in the Philippines.

8. Ladderized Bachelor of Science in Information Technology (BSIT) Program

8.1. For beginning freshmen, they should pass the physical and medical examination administered by the College clinic personnel in order to be admitted.

8.2. For second year students, a major subject cannot be enrolled if a fundamental IT subject that needs to be satisfied has not been completed.

8.3. For the third year and fourth year students, higher major subjects cannot be enrolled unless lower major subjects have been satisfied or completed.

8.4. For regular fourth year students, Thesis I should be enrolled in the first semester and Thesis II and OJT during the second semester.

9. Graduate Program

9.1. Admission Policies

9.1.1. To be able to be admitted, an applicant must:

9.1.1.1. Be a holder of Bachelor's Degree in the field of specialization or related field.

9.1.1.2. Have a minimum general average grade of 2.5 in his undergraduate course.

9.1.1.3. For MAEd, have earned at least 18 units of education courses in the undergraduate level (for those who finished the degree other than education or its related field).

9.1.2. An applicant may be admitted on probationary status if his/her general grade falls below 2.5 such that:

9.1.3. His/her grade average is not lower than 2.75.

9.1.4. He must complete 15 units of study with an average not lower than 1.75 in any of the prescribed courses before he can be finally admitted on a regular status.

9.1.5. A letter of application for admission to graduate course program must be submitted together with an Official Transcript of Records.

9.1.6. An applicant must pass the interview to be conducted by an Admission Committee of the Graduate Studies Department of the College. This committee shall be composed of at least two graduate faculty members with specialization in Education (For MAEd) and the Director of Graduate Studies.

9.1.7. An application form for admission to be secured from the Office of the Director for Graduate Studies must be duly accomplished and submitted together with the following documents:

9.1.8. Two (2) letters of recommendation from former professors and/or immediate supervisors.

9.1.9. Approved permit to study from employer/head of agency where employed (for employed applicants only).

9.2. Retention Policies

9.2.1. Evaluation of student records for purposes of retention is guided by the following standards:

<u>% Failure ff:</u>	<u># of units enrolled</u>	<u>Status</u>	<u>Allowable for the Semester</u>
25% - 49% load	Any number of Academic units	Warning	Less 3 units from from normal
50% - 755	6 academic units	Probation	15 units only
765 or more	9 academic units	Dismissal from the College	Not allowed to enroll
100%		Permanent disqualification from the College	

9.2.2. Any student who has received two (2) successive warning shall be placed on PROBATION.

9.2.3. Probation status maybe lifted upon passing all the subjects carried during the term he/she is on probation.

9.2.4. Any student under probation who again fails in 59% or more of the total number of academic units enrolled will be DISMISSED from the College.

9.2.5. Any student dropped from one course shall not be admitted to another course in MinSCAT Bongabong Campus unless in the opinion of the Director for Instruction/Campus Administrator his/her aptitude and interest may qualify him/her in another field of study, in which case, he/she maybe allowed to enroll in appropriate course. Such student shall be placed on probation.

9.2.6. Permanent disqualification does not apply to cases, where on recommendation of the faculty concerned he/she certifies that the grade of 5.0 is due to unauthorized dropping of the student and not to poor scholarship.