

## **Chapter I**

### **ACADEMIC FREEDOM OF FACULTY MEMBERS**

Pursuant to RA 8292 otherwise known as “The Higher Education Modernization Act of 1997” Section 11 and Paragraph 2 Section 5 of Article XIV of the Constitution of the Republic of the Philippines, all institutions of higher learning, public or private, shall enjoy academic freedom and institutional autonomy.

#### **Nature and Scope of Academic Freedom**

The Mindoro State University as an institution of higher learning has the right and responsibility to exercise academic freedom and such shall be extended to the faculty members.

All faculty members whose concern is on instruction, research, extension and production functions of the University whether on full time or part time basis shall exercise academic freedom.

Academic freedom is the right of the faculty members to teach the subject of their specialization according to their expertise; to hold, in other subjects, such ideas as they believe to be right; and, to express their opinions on public questions in a manner that shall not conflict with their duties as members of the faculty or cast doubt to their loyalty to the University that employs them.

#### **Statement of Principles on Academic Freedom**

The Mindoro State University (MinSU) recognizes and protects the right of faculty members to exercise academic freedom provided, however, that in the exercise of the same, they shall be guided by law and established principles.

The MinSU adheres to the following principles on academic freedom of faculty members:

1. Faculty members are entitled to freedom in the exposition of their subject matter in the classroom or in addresses and publications. However, no faculty members may claim as his/her right the privilege to discuss in the classroom controversial topics that are not pertinent and relevant to the course of study assigned to him/her;
2. The University does not place any restraint upon faculty members in the choice of subjects for research and investigation undertaken on their own initiative; provided that the faculty members adhere to the principles and ethics in conducting research.

3. The freedom of faculty members to speak or write outside of the institution on subjects beyond the scope of their field of study shall be recognized, subject to responsibility and accountability exercised by every citizen; and,
4. Faculty members assume sole responsibility for expressing views which are clearly and exclusively their own.
5. If the conduct in his/her classroom or elsewhere, a faculty member should give rise to doubts concerning his/her fitness for his/her position, the question should in all cases be submitted first to a committee of the faculty and in no case should any faculty be dismissed before the normal termination of his/her period of appointment without due process.

## **Chapter II**

### **FACULTY WORKLOAD GUIDELINES**

#### **I. Rationale**

To ensure fairness and equity in the work environment, it is an institutional policy to allocate corresponding workload units for every task the faculty are assigned to do. Thus, a faculty member may be instructed to perform any of the following functions or a combination thereof.

#### **II. General Policies**

The following are general policies which should be adhered to unless otherwise repealed or revoked by subsequent policies.

- A. Regular workload of a faculty shall be 21 workload units per semester. Services and other related assignments on-top of the regular load rendered by faculty member shall be considered an overload.
- B. A faculty may be allowed to have an overload incurred from activities in instruction, research, extension, production, administration, student affairs services, and other academic-related functions duly approved by the University President.
- C. A faculty holding multiple designations shall be given corresponding credit units. The cumulative workload equivalent of the two or more designations of the faculty shall be considered. However only the designation with a highest FTE shall be included in the computation of excess load. Designations and other related assignments without the approval of the University President and/or outside the organizational structure shall in no way be used to claim for overload pay.
- D. A maximum of 9 overload units may be claimed for overload pay. Unpaid overload units shall be converted to service credits in accordance with existing policies and guidelines.
- E. Emergency workload up to a maximum of six (6) units may be distributed to other faculty members with similar qualifications for not more than two weeks in case of faculty retirement, short-term scholarship, extended vacation or sick leave, or separation from the service; otherwise, it should be treated as an overload.
- F. A substitute faculty shall be hired to perform the workload of any faculty member who is not able to carry out his/her normal workload for more than one month.

G. Full time faculty members should devote a maximum of four (4) hours a week for academic counselling (student consultation).

H. A faculty on teachers leave status and who teaches subjects that are regular offerings during summer as listed in the curriculum checklist shall be paid accordingly. The maximum teaching load shall be limited to 9 units.

### **III. Workload Policies**

#### **A. Instructional Activities**

##### **1. Class Size**

###### **1.1. Graduate Studies**

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

###### **1.2. Undergraduate Courses**

- ❖ Lecture : 15-45 students \*

- ❖ Laboratory : 10-25 students \*

\*Applicable for programs without CMO-prescribed number of students

###### **1.3. Basic Education – 15-40 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

##### **2. Specific Instructional Activities**

###### **2.1. Undergraduate Basic Education**

###### **❖ Lecture**

15-45 - 1.0 unit/contact hour

1-14 - 0.87 unit/contact hour

Excess - 0.05 unit/student

###### **❖ Laboratory**

10-25 - 0.9 unit/contact hour

1 – 9 - 0.65 unit/contact hour

Excess - 0.05 unit/students

###### **❖ Preparation - 0.33 unit after 4<sup>th</sup> preparation**

\*Lecture and Laboratory are considered separate preparation.

###### **2.2. Graduate**

- ❖ Lecture - 1.5 units/contact hour

- ❖ Laboratory - 1.0 unit/contact hour

- ❖ Preparation - 0.5 unit after 4<sup>th</sup> preparation
- ❖ 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.

### 3. Student Advising

#### 3.1 Thesis Adviser

- ❖ 0.6 unit/graduate student up to 5 students
- ❖ 0.33 unit/undergrad student up to 9 students
- ❖ 0.05 unit/student in excess of maximum

#### 3.2. On-the-Job Training Coordinator, Student Teaching Supervisor and Other Related Designations.

- ❖ 0.15 unit/student up to 20 students
- ❖ 0.05 unit/student in excess of 20

#### 3.3. Cooperating Teacher

- ❖ 0.5 credit unit for each student teacher per semester.

\*a maximum of three (3) credit units equivalent per semester. If less than one semester, credit units shall be proportionate to the number of contact hours rendered.

### B. Student Affairs and Services

#### 1. Adviser of Recognized Student Organizations - 3.0 units

- ❖ Homeroom (Secondary)
- ❖ Student Body Organization
- ❖ CSC/MFSC
- ❖ Student Publication (2 issues/semester)
- ❖ Other Recognized Organizations/clubs

#### 2. Coordinator in the Student Affairs and Services Unit – 3 units

- ❖ Scholarship Coordinator
- ❖ Student Discipline Coordinator
- ❖ Job Placement Coordinator
- ❖ Student Housing Coordinator

### C. Sports Development, Culture, and the Arts

- ❖ Varsity Coach or Trainer = 1.5 units/team to a maximum of 3 units/semester
- ❖ University/High School Adviser/Coordinator of the socio-cultural or any recognized related organization = 1.50 units/activity to a maximum of 3 units per semester.

#### D. Research Activities

##### 1. Research Involvement

- ❖ Program Leader - 9 units
- ❖ Project Leader - 6 units
- ❖ Study Leader - 3 units

##### 3. Publication Staff of Research Journal (Maximum of 3 units)

- ❖ Editor - 3 units/issue/semester
- ❖ Associate Editor - 1.5 unit/issue/semester
- ❖ Contributor - 0.5 unit/issue/semester
- ❖ Editorial Board Member - 0.25 unit/issue/semester

#### E. Extension Activities

- ❖ Program Leader - 9 units
- ❖ Project Leader - 6 units
- ❖ Lead Extensionist - 3 units

#### F. Workload for Production Activities

- ❖ Project-In-Charge - 6 units
- ❖ Division Manager - 4 units
- ❖ Project Analyst - 3 units
- ❖ Consultants/Specialists - 3 units
- ❖ Assistant Project Manager - 3 units

#### G. Workload for Administrative Assignments

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

| Designation                 | Administrative | Actual Teaching Load (Units) |
|-----------------------------|----------------|------------------------------|
| Vice President              | 18             | 3                            |
| Campus Executive Director   | 15             | 6                            |
| Function Director           | 15             | 6                            |
| Dean                        | 15             | 6                            |
| Deputy Director             | 12             | 6                            |
| Head of Institute/Principal | 12             | 9                            |
| Function Coordinator        | 12             | 9                            |
| Program Chairperson         | 9              | 12                           |
| Admission Officer           | 6              | 15                           |
| Data Privacy Officer        | 6              | 15                           |

All other designations shall also earn a maximum of three (3) provided that the office order is approved and issued by the President.

\*Function Coordinator is a designation given to a faculty who shall implement, administer, and organize projects and programs within a campus and under the direct supervision of the Director concerned.

\*For every 2-office/field workhour of non-teaching designations/assignment not included in the foregoing and in the organizational structure – 2.2 units

#### **IV. Other Provisions**

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.
2. Activities/designations have proportional workload conditions per term.
3. Activities with pay would not earn workload units.
  - a. Faculty members who serve as thesis/dissertation panelists during an oral defense
  - b. Services rendered such as proctors and/or checkers of admission and comprehensive examinations
4. In case a faculty member is under-loaded, the following guidelines are adopted:
  - 4.1. A faculty member shall be given workload in any department/University/institute/campuses to be recommended by the Campus Executive Director/Vice President for Academic Affairs and approved by the University President.

#### **V. Formula for Determining the Total Faculty Workload (TFW)**

$$TFW = I + R + E + P + SAS + A$$

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                      |

(See attached faculty workload form)

## **Chapter III**

### **INSTRUCTIONAL PROCEDURES**

#### **I. Academic Calendar and Schedule of Classes**

##### **A. Academic Calendar**

The annual academic calendar in the tertiary and secondary levels shall be prepared by the Vice President for Academic Affairs in accordance with the issuance of the Commission on Higher Education and the Department of Education. 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 54 hours during summer.

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

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

##### **B. Course Scheduling**

The Registrar in coordination with the Deans/Institute Heads/Program Chairperson shall prepare the schedule of classes for the graduate and undergraduate levels while the Principal prepares for the secondary level.

The offering of courses is based on the Program of Study of the different curricular offerings of the University.

Request for the offering of courses not scheduled during the term may be granted subject to the approval of the Vice President for Academic Affairs based on the recommendations of the Deans/Institute Heads.

Classes shall be scheduled during the regular school hours. Saturday and Sunday classes may be held to address concerns such as conflict of schedule, availability of learning facilities, and the like. In the Graduate Program, classes are scheduled every weekend during regular semester.

##### **C. Conduct of Classes**

Flexible learning is adopted by the University. Flexible learning is the design and delivery of programs, courses and learning interventions that address learners' unique needs in terms of place, pace, process and products of learning. It involves the use of digital and non-digital technology, and covers both face-to-face/in-person learning and out-of-the-classroom learning modes of delivery or a combination of modes of delivery. It ensures the continuity of inclusive and accessible education when the use of traditional mode of

teaching is not feasible, as in the occurrence of national emergencies (CHED, 2020).

### **1. First Day of Classes**

The first day of classes should be any working day within the Month of August and based on the Approved Academic Calendar for a particular Academic Year.

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:

- a. The University Registrar has duly certified the enrollment on the registration cards;
- b. The Professors/Instructors have placed their initials or signatures on the registration cards.
- c. Students not included in the official list issued by the registrar shall be required to secure certificate of enrolment from the registrar.

\*These steps of enrolment maybe altered in instances of emergency/ies affecting the enrolment procedures.

The registrar shall issue to the faculty thru the Deans/Head of Institutes/ Program Chairperson the official lists of enrolled students in each course before the start of classes.

Faculty members shall orient the students about the Vision, Mission, Goal and Objectives, Core Values, course objectives, contents and requirements, and explain the bases for evaluating students' performance. It is recommended that the students be provided with a copy of the course syllabus during the first week of classes.

### **2. Class Meetings and Dismissal of Classes for Flexible Learning**

Class meeting starts at least 5 minutes at the start of the scheduled hour and the class should be dismissed 5 minutes before the time to give students enough time to catch up for the next class.

#### **2.1.1 Conduct of Face-to-Face Classes**

Punctuality should be observed at all times in the conduct of classes. The faculty should be in the class at least 5 minutes before the start of classes. 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.

## **2.2 . Learning Management System**

All faculty shall utilize learning management system prescribed by the university in the conduct of synchronous and asynchronous class.

### **2.2.1. Video Conferencing**

The faculty shall send the link/credentials at least 2 hours before the start of the class. The students should be advised to log-in at least fifteen (15) minutes before the start of classes and shall observe netiquette at all times.

### **2.2.2. Modular**

This shall be applicable only to students without internet connectivity. The faculty using this mode shall prepare the printed module/s for distribution to the students.

### **2.2.3 Television/Radio Broadcasting**

The faculty shall prepare recorded or live lectures and announcements to be aired on specific time slot. The faculty concerned shall coordinate with the Flexible Learning Director for the schedule of airing his/her lectures in accordance with the MOA between MINSU and the Radio or Television Network. The students should be advised in advance of the scheduled airing.

## **3. Make-up Classes**

Make-up classes should be performed for all class hours lost due to unexpected events such as typhoons and other acts of nature or unsubstituted absences of faculty member. Schedule for patch-up classes should be agreed upon by the faculty and students concerned subject to the approval by the Deans/Head of Institutes. However, the parents' letter of consent is required if the patch-up classes will be scheduled outside the regular class hours or weekend.

## **4. Substitution**

Faculty shall accomplish a substitution form prior to his/her official travel/ leave of absence and submit to the Deans/Head of Institutes for approval. A faculty with similar specialization shall be requested to teach the course provided that the schedule is not in conflict with that of the substituted class.

## **5. Suspension of Classes**

Classes shall not be dismissed or suspended without authority from the President of the University. In case of forced suspension, classes in the elementary and high schools may be dismissed/suspended when 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.

Classes at the collegiate level, including graduate school, may be cancelled or suspended at the discretion of local chief executives of Local Government Units and/or heads of HEIs if special circumstances in their area such as flooding, road damage, etc. warrant it. Even without the cancellation or suspension of classes, students who are unable to report to class or participate in scheduled activities such as exams due to inclement weather shall be given consideration and be allowed to make up for the missed class or activity (CMO No. 15, series of 2012 Paragraphs 3 & 5).

## **6. Other Provisions**

No faculty member shall meet his/her class at a time, date, or place other than that designated for the purpose except when expressly authorized by the Dean/Head of Institute concerned to avoid overlapping of scheduled classes.

In the face-to-face classes, a faculty member who fails to report to his/her class due to valid reasons as recognized by the concerned Dean/Head of the Institute shall be required to conduct patch-up class/es as agreed by the concerned faculty and students. However, faculty who failed to meet his/her class without valid reason maybe marked absent or subjected to disciplinary action for repeated conduct.

## **II. Assessment**

### **A. Types of Assessment**

The following types of assessment shall be used for both summative and formative assessments.

#### **1. Off-line Learning**

This includes proctored non-conventional assessment; performance-based assessment (e.g. portfolio, research papers, video recorded students' report/laboratory); project-based or task-based assessment and used of assessment rubrics.

#### **2. Blended Learning**

This includes performance-based assessment (e.g. portfolio, research papers, automated exams with pool/bank of questions, video recorded students' report/laboratory); project-based or task-based assessment and used of assessment rubrics.

#### **3. Online Learning**

This includes performance-based assessment (e.g. portfolio, research papers, video recorded students' report/laboratory); and used of assessment rubrics.

### **B. Schedule of Summative Assessment**

The summative assessment shall be given during Midterm and Finals. The Deans/Institute Heads/Program Chairperson in the tertiary and Principal in the

secondary, shall prepare the schedule of summative assessment and approved by the Vice President for Academic Affairs/Campus Executive Director. Faculty members should administer their assessment as scheduled. Any deviation should be approved by the concerned Dean/Institute Head/Program Chairperson or Principal, as the case may be.

### **C. Preparation and Reproduction of Examination Questions**

The faculty member shall prepare the test questions for the summative assessment and submit the same together with a Table of Specifications to the Dean/Institute Head concerned for approval one week before the scheduled examination. Approved test questions shall be reproduced at the Flexible Learning Unit of the University.

### **D. Grading System**

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

| <b>Grade Point</b> | <b>Description</b>      | <b>Percentage</b> |
|--------------------|-------------------------|-------------------|
| 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:

| <b>Masteral Program</b> |           | <b>Doctoral Program</b> |           |
|-------------------------|-----------|-------------------------|-----------|
| 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    | 2.0                     | Passed    |
| Below 2.0               | Failed    | Below 2.0               | Failed    |

#### **D. Submission of Grades and Class Records**

Midterm and Final ratings shall be submitted to the Dean/Institute Head/Program Chairperson concerned as scheduled and forwarded to the Office of the Registrar within ten days after the last day of the final examinations for the regular non-graduating students. The faculty are required to submit an electronic copy of their final rating sheets and three (3) in hard copies (1 for the Registrar's Office, 1 for the Dean's Office and 1 for the faculty).

#### **E. Changing of Grades**

Final grades, once submitted to the University Registrar cannot be altered or modified without written permission from the Dean/Institute Head/Principal concerned and such modification is only due to **erroneous entry**. Complaint be done two (2) weeks after the issuance of grades will be accommodated.

#### **F. Penalties for Late Submission of Grades**

Faculty members who failed to submit grading sheet/s on time without valid reasons will be reprimanded. Repeated failures shall be a ground for disciplinary action.

#### **G. Incomplete (INC) Mark and Guide for Settlement**

In case a student fails to take a final examination or submit an academic requirement for completion of a course and that the student's scholastic performance is not sufficient to merit a final passing grade, the faculty shall give a failing grade. Provided however, that where the failure to take the final examination or to submit the academic requirements is due to excusable grounds such as sickness, emergency, or accident, the student may be given an incomplete mark or INC. In no case shall an incomplete (INC) mark remain for more than one academic year. Non-compliance after one academic year will automatically fail the course.

#### **H . 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 unexcused absence of at least twenty percent (20%) of the total number of class hours in a semester. 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 midterm examination.

These provisions shall not be applied to online and modular modes of instruction; however, failure to communicate on the status of completion of academic requirements will subject the student to an incomplete mark. Said student may also have the option to drop the course one (1) week after the midterm examination. 'Not in class' students will automatically be dropped one (1) week after the midterm examination.

## **I. Advising**

### **1. Academic Advising**

The Dean/Institute Head 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 University's standard of excellence. Specifically, academic advisers are expected to:

- 1.1 Keep a Cumulative Academic Record (CAR) for each student;
- 1.2 Update the CAR every semester by asking the students to enter grades obtained during the previous semester;
- 1.3 Post a schedule for consultation at bulletin boards;
- 1.4 Advise and sign the registration cards of students during enrolment;
- 1.5 Refer to the SWS students who need professional guidance and counseling; and
- 1.6 Meet the advisory class on a regular basis.

### **2. Thesis/OJT Advisory Committee**

Faculty members may be assigned as members of the Thesis or OJT Evaluation Committee depending on their specialization. Evaluation Committee shall be composed of Chairperson, Thesis or OJT Adviser, Content Specialist, English Critic, and Method Specialist. External Expert and Specialist may be invited when necessary. The faculty may be assigned as Thesis or OJT adviser based on CHED guidelines.

### **3. Co-curricular Advising**

Each student organization recognized by the University shall have a faculty adviser. For co-curricular clubs, the Dean/Institute Head/Director concerned shall recommend subject to the approval of the VP for Academic Affairs. Also, qualified faculty members may be also designated as coach or trainer of the different varsity teams, depending on the request of the Sports Coordinator of the University. SAS Director shall recommend subject for the approval of the University President any qualified faculty member as adviser upon recommendation of the members and officers of the club/organization.

### **4. Consultation Hours**

Each member of the faculty shall be available for consultation for at least three (3) hours a week during regular office hours. The Dean/Institute Head 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.

### **III. Classroom Regulations and Management**

#### **1. Students Attendance and Absences for Face-to-Face/Residential Class**

It is the duty of all faculty members to check and report to their respective Dean/Institute Head 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.

Should a student incur absence, he/she must present an excuse letter/medical certificate duly signed by physician, parent/guardian and secure admission slip from the Guidance Counselor. A student who has incurred unexcused absences exceeding 20% of the total number of days/hours he/she is supposed to attend classes during a school term shall be dropped from the rolls and given a failing grade. The Registrar and the SAS Director shall, at the same time, be advised of the action taken by the faculty.

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 Instructor's permission shall be marked "absent".

#### **2. Medium of Instruction**

The English language shall be extensively used as the medium of instruction except in general education courses where Filipino or English is the normal medium of instruction.

#### **3. Classroom Discipline**

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

Any student through design, neglect, carelessness, or failure to perform his/her duty, violates rules and regulations, commits 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. No faculty member should inflict corporal punishment on offending students; nor should he/she make deductions in their scholastic ratings for acts that are clearly not manifestations of poor scholarship.

#### **4. Class Participation**

All faculty members are tasked to encourage students to participate in all class activities. In cases of conflict with one's 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 belief.

## **5. Student Performance Evaluation**

The performance of every student should be assessed based on the applicable formative and summative assessment as to flexible learning and other **modalities** prescribed.

### **G. Class Field Trips**

Educational tours and/or field trips in general are part of the curriculum enhancement, hence, broadens the students' learning opportunities and a feel of the real world, and therefore serves as a powerful motivator to strengthen the academe-industry linkages.

Higher education students are considered as young adults; thus, they shall assess their capability to undertake such educational tours and/or field trips. The faculty/institution shall adhere to the provisions of the CHED Memorandum Order No. 104 s. 2017 (Student Internship Program in the Philippines (SIPP for All Programs) and the approved University guidelines for such activities.

For students who cannot join the educational tours and/or fieldtrips, they shall be given parallel school activity which provides similar acquisition of knowledge of the required practical competencies and achieves other learning objectives. Learners with special needs such as Persons with Disabilities (PWDs) shall be given due consideration.

When the educational tours and/or field trips require additional cost on the part of the students, prior consultation with concerned students shall be undertaken as much as possible. Hence, all these information shall form part of the student handbook so that the same shall be explained during the General Orientation of Freshmen before the start of classes, including the details of the educational tours and/or field trips (*CMO 17, s. 2012, Section 6, 7, 8 and 11*).

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.

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. Educational tours and/or fieldtrips shall not be made as substitute of a major examination for the purpose of compelling students to participate in educational activities not otherwise compulsory.

## **H. Required Faculty Reports**

The faculty reports form part of the academic and institutional files and are key references for monitoring faculty accomplishment, performance appraisal, accreditation, external collaboration, and institutional accreditation. Hence, the following reports shall be required for every faculty in every semester:

- PDS
- IPCR
- Monthly Accomplishment Report
- Table of Specifications, Major Examinations & Answer Key
- Syllabi/Learning Plan
- Assessment Tools
- Class Records, Final Grading Sheets and Attendance Sheet
- Pictures of Instructional Activities
- Activity Reports undertaken for modular, blended, offline and online classes
- Instructional Materials

## **I. Submission of Faculty Clearance**

BOT Resolution No. 67 series 2011 (Policy Guidelines on the Submission of Agency Clearance) requires that all faculty members shall submit an accomplished faculty clearance every end of the school year.

## **Chapter IV**

### **PERSONNEL BENEFITS AND PRIVILEGES**

#### **A. Leave Benefits**

##### **1. Teachers' Leave**

Teachers leave shall be granted to a faculty who is not designated to an administrative position, or whose designation has an equivalent workload of not less than nine (9) equivalent workload units and whose assignment does not require services during summer and Christmas break.

A faculty on teachers leave status who is requested to render service shall be granted service credits in accordance with existing University and CSC rules and regulations.

A faculty on teachers leave status shall be entitled 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 shall be utilized 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 research or extension projects shall be given service credits based on the number of hours/output rendered subject to CSC provisions in the granting of service credits.

##### **2. Vacation and Sick Leave**

A faculty may be given quasi teaching assignments (teaching – related works). In the interest of the service, he/she may also be designated to perform administrative duties based on his/her qualifications and competence and in conformance to existing government policies, rules and regulations and the provision of existing laws.

A faculty who is designated to an administrative position, or whose designation has an equivalent workload of not less than nine (9) equivalent workload units and whose assignment does not require services during summer and Christmas break shall be on vacation sick leave, provided that his/her designation is approved by the President.

##### **3. Vacation Leave**

Vacation leave shall be granted to any faculty of the University 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.

#### **4. Sick Leave**

Sick leave shall be granted only on the account of illness on the part of the employees concerned or his/her immediate members. It shall be filed immediately upon the faculty's return from such leave. Sick leave in excess three (3) days requires a medical certificate.

#### **5. Sabbatical Leave**

A sabbatical leave is a privilege which may be granted to a qualified and deserving member of the faculty to advance the frontiers of knowledge through investigation, writing, research in the field related to his/her specialization, or as a career break to relieve the stress of the job.

##### **5.1 Requirements**

A faculty member who has rendered at least seven (7) continuous years of service with an academic rank of Associate Professor for three (3) years and Very Satisfactory ratings shall be entitled to sabbatical leave of one (1) year during which period he/she shall undertake research, writing of instruction materials or pursue special fields of study. Career break to relieve from the stress of the job shall be for a period of one (1) month. Such leave shall be governed by the Administrative Council, requires the approval of the Board of Regents and is subject to the following provisions:

1. The application for a sabbatical leave should be filed at least one semester before the intended effectiveness of the sabbatical leave.
2. The start of the sabbatical leave should be synchronized with that of a regular semester or summer, whichever is applicable, that is, August to January, so that the date of the report for service will coincide with, or be close to, the beginning of another semester or summer.
3. The Dean of the College/Program Chairperson shall certify that the services of the applicant could be dispensed with and that there are capable faculty who can temporarily take over the teaching or administrative assignment of the applicant.
4. An application must be accompanied by a proposed program of work and its details therein the activities that will be undertaken within a specific timeframe and where the leave shall be spent.
5. During the leave, the faculty shall receive his/her salary, other benefits in full and privileges subject to existing statutory laws.
6. Upon completion of the sabbatical leave the faculty shall apply for reinstatement to duty. Grantees are given one (1) month following the expiration of their sabbatical leave to submit their final output. Non-

submission of the output would mean suspension of or withholding of salary and other monetary benefits of the grantees.

6. Grantees shall render return service of one (1) year for every year of the sabbatical leave or a fraction thereof, but not less than one (1) month. Failure to comply with the service contract means refunding all salaries and other monetary benefits received by the grantee up to the supposed completion of the requirements.

#### **6. Maternity Leave**

All female faculty shall, in addition to vacation and sick leave granted to them, if any, shall be entitled to maternity leave in accordance to RA 8972 and RA 11210,

#### **7. Paternity Leave**

Every married male faculty member is entitled to the paternity in accordance to the provisions under RA 8187 and CSC MC 1 s. 2016.

#### **8. Study Leave**

A study leave that does not exceed one (1) school year after seven (7) years of continuous service may be granted to the faculty subject in accordance with the provisions of the Faculty and Staff Development Program.

In the case of an external scholarship grant requiring the faculty to study on a full-time basis, they shall be allowed only, as may be prescribed under the scholarship contract.

#### **9. Special Leave Privileges**

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

#### **10. Five Days Forced/Mandatory Leave**

All faculty members with accumulated leaves of less than ten (10) days shall have the option to go on forced leave or not. However, officials and employees with accumulated vacation leave of 15 days and availed of monetization for 10 days will still be required to go on forced leave.

#### **11. Military Service Leave**

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

#### **12. Terminal Leave**

Terminal leave is applied by faculty members who intend to sever their connections with the university. This shall be in accordance with existing laws and regulations.

#### **13. Parental Leave to Solo Parents**

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 to avail Parental Leave.

#### **14. Rehabilitation Privilege**

Officials and employees may be entitled to Rehabilitation Privilege as provided for in CSC and DBM JC No. 01, 2006, as amended by CSC-DBM JC No. 1, s. 2015.

#### **B. Social Security Benefits**

The government provides economic and social welfare to its employees. This includes insurance, medical care, and retirement.

##### **1. Government Service Insurance System (GSIS)**

Republic Act No. 8291, otherwise known as the "Government Service Insurance Act of 1997" enacted on 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.

##### **2. Pag-IBIG FUND (Home Development Mutual Fund)**

Membership to the Pag-IBIG Fund and shall be mandatory and entitles members to the benefits in accordance to RA 7742.

##### **3. PHILHEALTH (Medicare)**

All government employees are automatically covered by National Health Insurance Program of R.A. No. 7875 otherwise known as the National Health Insurance Act of 1995.

##### **4. Retirement Benefits**

Unless the service is extended by appropriate authorities, retirement is compulsory at sixty-five (65) years of age. Retirement plans and packages shall be in accordance with those prescribed by law.

#### **C. Staff Housing Privileges**

All faculty and staff wishing to avail university housing units/lodging rooms may qualify to apply based on a set of criteria provided in the Staff Housing Guidelines/Manual.

#### **D. Faculty Organization**

Faculty members of the university shall have the right to organize into an organization or association, provided that such an organization/association shall submit a copy of its Constitution and By-Laws to the University President/Campus Executive Director for information and guidance.

The right of the organization/association to participate in decision-making at the university's operative level is ensured.

## **E. Resignation**

A faculty member who wishes to resign from the service is required to prepare a voluntary written notice informing the University President/Campus Executive Director that the faculty member is relinquishing the position. The faculty should also state the date on which the resignation will take effect. Action on such applications for resignation filed shall be made by the President through written acceptance/rejection of resignation, as the case may be, and should also indicate the effectivity of resignation. This shall be submitted to the Civil Service Commission Office for recording purposes.

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

## **F. Privilege of Retired Faculty**

Retired faculty shall enjoy the University Library privileges of borrowing books and shall receive publications from the University, which are generally provided to employees. They may also be entitled to other privileges, which the University is in a position to grant under the law, and they shall be invited to participate in major University programs and projects.

## Chapter V

### GUIDELINES ON ASSIGNMENT UNDER VACATION AND SICK LEAVE BASIS AND THE GRANTING OF SERVICE CREDITS/ OVERLOAD PAY

#### A. Faculty Member under Vacation and Sick Leave Basis

1. A faculty member with at least nine (9) workload units in research, extension, development, production, and/or an administrative designation in which services are needed throughout the academic year will be placed on vacation and sick leave status to be approved by the University President.
2. A faculty member assigned to supervise projects whose service is required on a year-round basis should be on vacation and sick leave status. A faculty member involved in income-generating projects designated as Project In-Charge on a year-round basis should be on vacation and sick leave status.

#### B. Granting of Service Credits

1. A faculty member on a teacher's leave basis involved in research, extension, and production activities during Summer/Special Term and December shall be entitled to overload pay and/or service credits based on the following formula:

a.  $TFW = IWL U + RWLU + EWL U + PWLU + AWLU + SSWLU$

Where: TFW= Total Faculty Workload

IWL U = Instruction Workload Units

RWLU = Research Workload Units

EWLU = Extension Workload Units

PWLU = Production Workload Units

AWLU = Administration Workload Units

SSWLU= Student Services Workload Units

b.  $OLUp =$

$$18F (AS) (TFW-x)$$

c.  $SCOLUp = 910.8F (AS) (OLU)$

2. A faculty member on a teacher's leave status and teaching during Summer/Special Term shall be compensated based on the formula stated in a.

3. A faculty member on teachers' leave basis with overload units in instruction shall be paid an honorarium and/or granted service credits based on the formulae stated in b and c.

4. A faculty member on teachers' leave status who is authorized to attend in-service training on official business during summer/special terms shall be granted service credit(s) equivalent to one day for every eight hours of attendance.

5. A faculty member on teacher's leave status who is requested to assist during enrollment, including interviewing the incoming first year, when authorized by the University President/Campus Executive Director/Dean, shall be granted service credits.

### **C. Other Provisions**

1. The granting of service credits must be applied before the conduct of the activity, except in emergency cases that require immediate assignment of an additional workload.

a. The activities for which service credits may be granted are enumerated below.

a.1. Service during registration and election days

a.2. Service for calamity assistance and rehabilitation when university facilities are used as evacuation centers

a.3. Attendance at In-Service Training courses/seminars during summers/special terms and vacations/holidays

a.4. Teaching in non-formal education classes and other related tasks

a.5. Service during summer in connection with civic action program

a.6. Services rendered in connection with the early opening of an academic year; and

a.7. Services were rendered before the opening of the classes.

2. Request/proposals to render service during off-periods (Christmas Break/Summer/Special Term shall be filed through an Application-to-Render-Service during Summer/Christmas Break, which shall include the following:

a. Assignment to teach a course that cannot be paid for by honorarium.

b. The approved monthly operational plan for research study/studies (research with honorarium will not be included).

c. Assignment as a resource person/instructor on approved training.

d. In charge of special projects with designations issued by the University President.

- e. Special assignments to perform a certain task with the expected output and the computed service credit will be granted or approved by the University President.
3. Service credits will not be allowed to a faculty member to render any of the following vacation assignments:
- a. Assignment of clerical work, such as checking for and finishing reports, is commonly required in connection with the opening and closing of the school.
  - b. Assignment in connection with athletic meetings and training of athletes
  - c. Assignment of faculty to duty in another bureau or office.
  - d. Assignment in connection with an exhibit at a fair
  - e. All other assignments were similar in nature, as enumerated above.
4. Non-teaching personnel requested to teach shall enjoy the same privilege on overload units as their faculty counterparts under existing rules and regulations (Workload Guidelines).
5. The Office of the Vice-President for Academic Affairs shall be subject to review by the Office of the Vice-President for Academic Affairs, following the existing policies related hereto and approved by the President.

The granting of service credits shall be approved by the University President and shall be based on compliance with the following requirements at the end of the off period:

- a. Approved Application-to-Render Service
  - b. Accomplishment Report
  - c. Accomplished Daily Time Record (DTR) of actual service rendered duly certified by the immediate Supervisor
  - d. Recommendation of the PC/Dean/Director
6. The total budget allotted for faculty overload was requested from the DBM for funding.

## **Chapter VI**

### **RIGHTS, PRIVILEGES, DUTIES, AND OBLIGATIONS**

#### **A. Rights and privileges, in addition to the rights and privileges provided by law, shall be enjoyed by the University faculty:**

1. The right to participate in decision making shall be recognized and ensured.
2. The right to freely express opinions and suggestions and effective channels of communication with the appropriate academic and administrative bodies of the university.
3. The right to establish, join, and maintain associations and/or professional or self-regulating organizations of their choice to promote welfare and defend their interests. An organization or association of faculty and/or administrative staff shall submit to the University President a copy of its Constitution and By-Laws, including a list of its officers and members for official recognition.
4. 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.
5. The right to avail of opportunities for professional advancement.
6. Provision/Policy on faculty who practice profession outside of the office hours should be indicated in the manual.

#### **B. Duties and Obligations**

In addition to those provided by law, all university personnel have the following duties and obligations.

1. Perform duties to the University by honoring the Goals, Objectives, and Philosophy of Core Values as Resilience, Integrity, Commitment, and Excellence.
2. Be accountable for the efficient and effective attainment of Learning Outcomes in pursuit of national and international development goals within the limits of available university resources.
3. Assume the responsibility to maintain and sustain faculty members' professional growth and advancement and always maintain professionalism in their behavior.
4. Participate as agents of social, economic, moral, intellectual, cultural, and political change in the University and the community within the context of national policies
5. Conscientiously fulfill all the contractual obligations for the period agreed upon.

#### **C. Personnel Discipline/Prohibited Acts**

Discipline serves as a mechanism for controlling the temperament, interests, and actions of people within an organization to achieve a healthy and pleasant working environment. This helps promote government goals and the public interest.

RA 6713 and Rule XIV of Book 5 EO 292 shall govern personnel discipline and outside employment for both faculty and non-teachers, to wit:

Outside Employment and other activities related thereto. – Public officials and employees during their incumbency shall not:

1. Own, control, manage or accept employment as officer, consultant, counsel, broker, agent, trustee or nominee in any private enterprise regulated, supervised or licensed by their office unless expressly allowed by law;
2. Engage in the private practice of their profession unless authorized by the Constitution or law, provided that such practice will not conflict or tend to conflict with their official functions; or
3. Recommend any person to any position in a private enterprise which has a regular or pending official transaction with their office.

These prohibitions shall continue to apply for a period of one (1) year after resignation, retirement, or separation from public office, except in the case of paragraph 2 but the professional concerned cannot practice his profession in connection with any matter before the office he used to be with, in which case the one (1) year prohibition shall likewise apply.

#### On Engagement of Faculty Members in Private Business or Profession

Unless otherwise provided by law, no faculty member shall directly or indirectly engage in any private business or profession without a written permission from the head of agency. Provided that this prohibition will be absolute in the case of those faculty members whose duties and responsibilities require that their time be at the disposal of the government. Provided further, that if any faculty is granted permission to engage in outside activities, the time devoted outside of office hours should be fixed by the head of the agency so that it will not impair in any way the efficiency of the faculty nor pose a conflict or tend to conflict with the official functions.

#### **D. 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 university respects and upholds the rights of faculty and employees to form or join an association of their own choice.

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

1. **Office Decorum and Discipline**  
Any agency expects its personnel to be punctual when reporting to the office. During the opening hours of work, faculty members should be in their respective workplaces and perform their tasks. Likewise, they should be ready at least 5 minutes earlier than their actual teaching time. This is to assure the public, students, and other clientele of the efficient and effective delivery of government services.
2. **Personnel/Office to be consulted in case of sexual harassment to faculty members**  
Complaint for Sexual Harassment should be filed before the Committee on Decorum and Investigation (CODI) of the University chaired by the Head of Office concerned plus Six (6) regular members including the Chief Administrative Officer (CAO) with the following functions:
  1. Receive complaints for sexual harassment
  2. Investigate sexual harassment allegation in accordance with the prescribed procedures
  3. Submit a report of its findings with the corresponding recommendation to the appropriate authority for decision

4. Lead in the conduct of discussion about sexual harassment within the University to increase understanding and prevent incidents of sexual harassment

## **E. Working Hours**

### **General Policy**

Faculty members, except those covered by special laws, shall render no less than eight (8) hours of work a day for five (5) days a week or a total of forty (40) hours a week, exclusive of time for lunch. The forty hours a week shall include time for teaching, student consultation, research and extension work, production, and other activities relevant to teaching, for example, preparation of lessons, checking of papers, etc., which shall be left to the discretion of the governing board of the Mindoro State University.

### **Policies**

1. Mindoro State University shall prescribe its own rules and regulations governing working hours and attendance of its faculty members.
2. It is the duty of the Academic Units' Heads to require all faculty members to strictly observe the prescribed office hours, which may be allocated to teaching hours per week, student consultation per week, lesson preparation per week, and research, extension, and production services.
3. Each Head of the Academic Unit in Mindoro State University shall require a daily record of attendance of all the faculty members to be kept on the proper form and, whenever possible, registered on the Bundy clock or other verifiable recording system. The Head of the Academic Unit shall monitor and evaluate the daily time record of attendance of all faculty members at their discretion.
4. When the interest in public service is required, the daily hours of work of faculty members may be extended by the president, whose extension shall be fixed following the nature of the work. Provided that work is over eight (8) hours must be properly compensated.

## **A. Part-Time Teaching**

The working hours of part-time teaching staff were as follows:

1. Part-time teaching staff may be allowed to render an accumulated twenty (20) hours per week instead of the four-hour continuous service every working day, provided the needs of Mindoro State University are served.
2. The Head of the Academic Unit may, with the approval of the President and in the exigency of the service, further reschedule the time of part-time teaching staff to satisfy the 20-hour workweek requirement, provided that continuous service is available to Mindoro State University at all times during the week.
3. Part-time teaching staff are required to keep records of their attendance in a logbook and accomplish CS Form 48 (DTR) and, whenever possible, register on the Bundy clock or other verifiable recording system for accounting and auditing requirements.
4. Mindoro State University shall establish a mechanism of accountability with appropriate sanctions relative to part-time workers covered by the Contract of Service.

## **B. Flexible-Time Schedule**

Each head of the academic unit may allow flexible working hours for faculty members under their assigned program so that they can perform their four-fold functions of instruction, consultation, research, and extension services, provided that the prescribed forty hours of work per week shall strictly be implemented according to the Civil Service Commission Memorandum Circular No. 06, S. 2022, and pertinent rules and regulations.

## **Acts and Practices Prohibited During Office Hours**

In serving the government and the people, public servants must behave in a manner above reproach and be worthy of respect and emulation under the provision on CSC MC No. 3, S. 1994, RA 6713.

In the efficient and effective working procedure 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 are always avoided. Such a commission may constitute a sufficient cause for disciplinary/administrative action after due process.

1. Willful and intentional refusal to carry out any reasonable order or instruction given by the senior officer to perform the work designated in the job description.
2. Falsification of daily time records or official documents.
3. Habitual tardiness or frequent absences from work without a reasonable cause.
4. Rumor mongering (gossip tends to discredit one's integrity or reputation).
5. Extended coffee, snack, or lunch break
6. Discourtesy and display of bad manners, such as the use of abusive, sarcastic, and insulting languages in the course of official duties.
7. Coming to work under the influence of liquor or any prohibited drug or cigarette smoking in a non-smoking area.
8. Gambling, betting, card games, playing mahjong, or other related activities during office or working hours.
9. Attending personal needs during office hours, such as manicures or pedicures.
10. Buying and selling merchandise, goods, and wares during office or working hours
11. Wasteful or uneconomical use of office supplies and facilities, such as power and vehicles, cooking meals in the office, etc.
12. Promoting the sale of tickets on behalf of private enterprises not intended for charitable purposes.
- 1.3. Posting and sharing status, pictures, and videos on social media and other social networking sites.
  - pornographic

- contains abusive and bad words
- tends to discredit an individual's integrity or reputation.

However, the aforementioned acts are not exclusive. Violation of the Anti-Graft and Corrupt Practice Act, Anti-Sexual Harassment, the Code of Ethics, and other laws on Civil Service Discipline and Conduct are deemed separate from the above offenses.

### **Grievance Machinery and Dispute Settlement**

According to 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 grievances between employees and management in the workplace, thus fostering the productivity of each member. Mindoro State University adopted the provisions of MC No. 02, S. 2001, subject to confirmation by the CSC Field Office.

### **Restrictions and Other Regulations**

1. No officer, faculty, or employee of the university shall publish or publicly discuss the proceedings of the Board of Regents of its decisions before they are released for publication, without written permission from the University President.
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 University President.
3. No faculty member shall agree with any student of the university regarding money, property, or other valuable considerations that might influence the scholastic standing of the student.
4. No textbook, whether printed or duplicated, shall be required as basic teaching material for any class unless approved by the proper authorities of the University.
5. Faculty and employees should be encouraged to accept invitations to speak during graduation exercises, special convocations, seminars, workshops, conferences, and similar activities for professional growth and community service, and the time spent going to and returning from the same shall be considered official.
6. Any member of the faculty could invite a Resource-Person who is not officially connected to the University to give a lecture or talk on any subject before a class or any group of students with written permission from the University President.
7. Faculty and employees may undertake research work under the auspices of an organization outside the University with the consent of the President; provided, however, that in the publication of such research, the University shall be credited with the sponsoring organization. Similarly, the approved MOA of the University and Collaborating agencies must be a reference for the publication of the research.
8. Involvement of a faculty or employee in research activities outside of the University should not disrupt or prejudice the functions and responsibilities of the staff or faculty member concerned; however, such involvement should be considered as a part of the faculty member's workload.

### **Other Activities Requiring Faculty Attendance**

1. All faculty members are required to attend and participate in Academic Council activities (if qualified), Convocations, Foundation Day celebrations, Commencement Exercises, Student Council/Body activities, faculty meetings, and faculty and employee assemblies, Committee works, proctoring examination
2. The involvement of faculty members in the different Ad Hoc Committees of the University is also required. However, membership to an ad hoc committee shall not exceed three (3) committees at a time.
3. All faculty members may be required to attend similar office activities during weekends and holidays, as directed by the higher authorities of the University.
4. In the exigency of the service, a faculty shall be required to render additional hours of service to the University.

Failure to attend or comply with these office activities when directed by higher authorities would be held administratively liable. The faculty may be excused only when the ground/s of their absence is for legal and justifiable reason/s.

#### **F. Issuance of Receipts and Responsibility of Faculty for Issued Personal Property**

Faculty members who were given equipment under their care will be issued and Acceptance Receipt if the equipment value is above Php50,000.00. On the other hand, Inventory Custodian Receipt ICS will be used when equipment value is below Php50,000.00.

Faculty members are responsible for the damage due to mishandling of the equipment but not due to factory defect and wear and tear effect. In any occasion, the faculty member should report to the supply office the status of the equipment upon receipt and upon notice of any signs of malfunction. Also, faculty members are responsible the loss of the equipment/property under their care.

## **Chapter VII**

### **REPEALING CLAUSE**

This manual shall govern all other manuals of the assignment/distribution of equivalent faculty-workload units. Provisions of other manuals inconsistent with the assignment/distribution of faculty workload units, as provided in the Faculty Manual, are deemed superseded.

## Appendix 1

### ILLUSTRATIVE COMPUTATIONS OF FACULTY WORKLOADS

1. Three (3) undergraduate lecture classes (Grammar and Composition, Purposive Communication, Business Communication)

3 contact hours per week/subject must have 45 students in each section

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

1. Three (3) undergraduate laboratory classes (Physics 101, Physics 102, Chemistry 1)  
5 contact hours per week/subject must have 30 students in each section

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

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

3 contact hours per week each (lecture) and 5 contact hours per week each (laboratory) must have 25 students in each section

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

1. Three different graduate course preparations must compose of 15 students in each section

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

**Appendix 2**  
**FORMAT OF SYLLABUS**

Republic of the Philippines  
MINDORO STATE UNIVERSITY  
Victoria, Oriental Mindoro  
Outcomes-Based Course Syllabus  
\_\_\_\_ Semester, A. Y. \_\_\_\_

Program:

Course/Subject:

Course Description:

Number of Units:

Prerequisite:

I. VISION

II. MISSION

III. GOAL

IV. OBJECTIVES

V. PROGRAM OBJECTIVES

VI. PROGRAM OUTCOMES

VII. LEARNING PLAN

    Learning Outcomes (LOs)

    Topics

    Time Allotment

    Teaching Learning Activities (TLAs)

    Assessment

    Strategies

At the end of this unit, the student must have:

VIII. REQUIREMENTS

IX. GRADING SYSTEM

X. LEARNING RESOURCES

XI. COURSE POLICIES

Prepared by: \_\_\_\_\_  
                    Instructor/Professor

Reviewed and Recommended by: \_\_\_\_\_  
                                                    Program Chairperson

Approved: \_\_\_\_\_  
                    Dean

## **Appendix 7**

### **Revised Grading System**

#### 1. Percentage Distribution per Assessment Type

1.1. Written Output (assignment, quizzes, etc. - 30%

1.2. Performance Tasks (Research paper, portfolio,  
laboratory exercises if applicable and others) - 40%

1.3. Midterm/Final - 30%

Total - 100%

1.4. Final Grade= (Midterm Grade + Tentative Final Grade)/2

## Glossary of Terms

**Career break.** This term pertains to a type of sabbatical leave enjoyed by a faculty to be relieve from stress, reinvigorate, focus on mental health and well-being, or to spend time for travel.

**Lead extensionist.** This term refers to a faculty who handles an extension project in-charge **Patch up classes** of the implementation of an approved extension project.

**Not in class students.** This term refers to students who are part of the class list but do not report to class until midterm period

**Patch up classes.** This term pertains to classes conducted by a faculty to cover lessons missed during an absence.

**Program leader.** This term pertains to a faculty who leads a funded research program with more than five (5) research projects

**Project leader.** This term refers to a faculty who leads a funded research project with a minimum of three (3) component researches.

**Study leader.** This term refers to a faculty researcher who leads a team of researchers.