

Republic of the Philippines  
**ILOCOS SUR POLYTECHNIC STATE COLLEGE**  
Sta. Maria, Ilocos Sur

**RULES AND REGULATIONS IMPLEMENTING THE COLLECTIVE NEGOTIATION  
AGREEMENT (CNA) ENTERED INTO BY AND BETWEEN ILOCOS  
SUR POLYTECHNIC STATE COLLEGE (ISPSC) AND  
ISPSC FEDERATED FACULTY UNION (IFFU)**

Pursuant to Sec. 1, Art. XIX of ISPSC-IFFU CNA, the following implementing rules and regulations (IRR) are hereby promulgated to enable and govern its implementation.

**RULE I**

**GENERAL PROVISIONS**

Section 1. The ISPSC-IFFU CNA shall be in force and effect until September 15, 2012 and renegotiable/renewable every three (3) years thereafter.

Section 2. Renegotiation for a new CNA shall commence on July 18, 2012.

Section 3. The ISPSC-IFFU CNA shall be open for review and renegotiation until March 15, 2010, after which, amendments/revisions shall not be considered except by mutual consent of both parties.

**RULE II**

**DEFINITION OF TERMS**

Section 1. As used in these rules, the following terms, phrases and acronyms shall mean or refer, thus:

- a) Academic non-teaching personnel – school employees holding academic qualifications and performing academic functions directly supportive of teaching, such as registrars, librarians, guidance counselors, farm demonstrators and similar staff.
- b) Academic rank – the closed career position or classification of faculty into Professor, Associate Professor, Assistant Professor, and Instructor, which is further classified into sub-ranks, such as:

<u>Academic Rank</u>	<u>Sub-Ranks</u>
Instructor	I to III
Assistant Professor	I to IV
Associate Professor	I to V
Professor	I to VI
College/University Professor	

- c) Bona fide member – a member who is of good standing and up-to-date in the payment of union dues, fees, assessments, and other fees.
- d) BOT – refers to the Board of Trustees, the governing board of ISPSC with powers and duties as embodied in RA No. 8292.
- e) Closed career position – any position of the faculty of SUC.
- f) CNA – refers to the collective negotiation agreement between management and employees in the government sector that defines the terms and conditions of employment or improvements

thereof not fixed by law. In this document, the former are school administrators of ISPSC and the latter are the faculty represented by the IFFU.

- g) Contractual – a teaching staff hired through a contract of service or a job order whose work is part-time.
- h) CHED – refers to the Commission on Higher Education, a government agency that regulates higher education institutions.
- i) CSC – refers to the Civil Service Commission, a government agency tasked to implement laws relative to government service.
- j) DBM – refers to the Department of Budget and Management, a government agency tasked to regulate and release funds to government agencies.
- k) Emergency load – a teaching load when no qualified faculty member is available to teach a subject.
- l) Faculty – a plantilla-based set of people of the SUC who are directly engaged in instruction, research, extension, production, and administrative functions.
- m) Fellowship – a study grant awarded to qualified faculty and staff to pursue higher learning sponsored by agencies other than ISPSC where the latter shall provide the salary and other benefits as well as official time during the entire duration of the grant.
- n) FSDC – refers to the Faculty and Staff Development Committee.
- o) HRMO – refers to the Human Resource Management Office.
- p) IFFU – ISPSC Federated Faculty Union with DOLE-CSC Certificate of Registration No. 1692 dated November 3, 2008 and CSC Certificate of Accreditation No. 723 dated January 14, 2009. It is composed of six (6) autonomous campus-based faculty associations or organizations having their own sets of Executive Officers.
- q) IRR – refers to the implementing rules and regulation promulgated by duly authorized body or group to enable and govern the smooth implementation of a law, agreement and similar legal documents.
- r) ISPSC – Ilocos Sur Polytechnic State College, a SUC duly created by virtue of RA No. 8547 with principal office address at Sta. Maria, Ilocos Sur.
- s) Job rotation – sequential or reciprocal movement of a faculty member from one office to another or from one campus to another.
- t) NBC – refers to the National Budget Circulars issued by DBM.
- u) Next-of-kin – refers to the legitimate spouse, and legitimate or illegitimate children or siblings of the employee.
- v) Overload – refers to the extra units or hours of service rendered in excess of the total workload which is paid or compensated either with honorarium or service credit.
- w) Outside teaching load – refers to academic instruction rendered in other universities and colleges.
- x) PASUC – refers to the Philippine Association of State Universities and Colleges, a non-government organization of chartered state universities and colleges nationwide.

- y) Personnel action – any action denoting the movement or progress of personnel in the civil service which includes appointment through certification, promotion, transfer, reinstatement, re-employment, detail, reassignment, demotion, and separation.
- z) PSB – refers to the Personnel Selection Board, is a body constituted which shall assist the appointing authority in the judicious selection of personnel for employment as well as for advancement in the civil service.
- aa) PSLMC – Public Sector Labor-Management Council, created pursuant to Sec. 15 of EO No. 180.
- bb) Qualified dependents – refer to children who are unemployed, financially dependent on and living with the employee under the same roof.
- cc) Responsible school officials – employees whose functions are normally considered policy determining and supervisory having to do with the functions of ISPSC such as instruction, research, extension, production and administration. They include immediate supervisors of rank-and-file employees, coordinators, unit heads, projects-in-charge, directors, deans, vice presidents; and the college president including middle- and higher-level administrative officials with salary grades 18 and above.
- dd) Scholarship – a study grant awarded to qualified faculty and staff to pursue higher learning and sponsored by ISPSC as part of its manpower development program.
- ee) School term – refers to the inclusive division of a school year into 1<sup>st</sup> semester from June to October, the 2<sup>nd</sup> semester from November to March and the summer term from April to May.
- ff) School year – is an academic calendar composed of three school terms such as 1<sup>st</sup> semester, 2<sup>nd</sup> semester, and summer term.
- gg) Senior faculty – member of the faculty occupying an academic rank of Associate Professor or above regardless of age, year of service, and designation or position except Vice President and College President.
- hh) Senior non-teaching personnel - an academic non-teaching personnel with salary grade 18 or above regardless of age, year of service, and designation or position.
- ii) SUC – a chartered state universities or colleges.
- jj) Teaching load – refers to handling a subject and providing classroom instruction to students.
- kk) Training – a short-term manpower development grant with a duration of one (1) month or more.
- ll) Workload – activities of faculty along instruction, research, extension, production and administration including advisorship of student organizations and theses, consultation and counseling and other academic-related expert services.

### **RULE III**

#### **COVERAGE**

Section 1. This IRR shall cover all rank-and-file permanent and contractual faculty who are bona fide members of IFFU on or before September 15, 2009 regardless of academic rank, length of service, designation and position except academic non-teaching personnel usually assigned with teaching loads.

Section 2. It shall also cover non-members who will voluntarily apply and subsequently qualify for membership in the IFFU after the effectivity of the ISPSC-IFFU CNA.

## **RULE IV**

### **EXERCISE OF UNION RIGHTS AND AVAILMENT OF PRIVILEGES**

Section 1. The IFFU shall be the sole and exclusive negotiating unit of the faculty. In accordance with the Rules and Regulations to Govern the Exercise to Right of Government Employees to Self-Organization as amended by PSLMC Res. Nos. 1, s. 1989 and 2, s. 2004, this right is lost when any of the following conditions is present:

- a) A petition for certification election is filed with the CSC by another registered employees' organization; and
- b) Its certificate of registration is canceled.

In such case, all existing agreements, incumbent representatives and other union-related policies, decisions and similar actions shall remain status quo until the exclusivity of negotiating unit is resolved.

Section 2. The IFFU shall be authorized to set up and maintain its offices in all ISPSC campuses and utilize free of charge any available office space, furniture, equipment, communication facilities, office supplies and materials, water, electricity and other amenities necessary for its operations subject to the following conditions:

- a) If the union office is existing prior to the effectivity of ISPSC-IFFU CNA, the College President or his duly authorized representative/s shall be informed about it through a letter specifying the location, description and specifications of the office space as well as an inventory of office furniture and equipment contained therein who, in turn, shall issue corresponding memorandum receipts (MRs) to responsible union officials;
- b) If the union office is to be set up after the effectivity of ISPSC-IFFU CNA, a letter-request shall be forwarded to the College President or his duly authorized representative/s praying for approval of the utilization of an existing office space including furniture and equipment contained therein;
- c) If, in the future, the IFFU needs additional office furniture and equipment and these are available and idle or not in use in other offices, a requisition shall be forwarded to the College President or his duly authorized representative/s who, in turn, shall see to it that said request is promptly and favorably acted upon; and
- d) All renovation, repainting, refurbishing and other forms of civil works including electrical works to be done that may alter the original physical structure and aesthetic appearance of the union office and its immediate vicinity shall be approved by the College President or his duly authorized representative/s.

Section 3. Pursuant to Sec. 8, Art III, the IFFU shall be allowed the use of bulletin boards in all ISPSC campuses measuring at least two feet by three feet (2' x 3') for dissemination of information subject to the following conditions:

- a) They contain no abusive, vulgar, defamatory, or libelous language; and
- b) Hanging of posters and streamer inside the campus is prohibited except in the immediate vicinity of the said bulletin boards.

Section 4. The calendar year referred to in Sec. 3, Art. III shall mean academic/school year insofar as the IFFU's right to hold meetings is concerned.

Section 5. The IFFU shall be authorized and hence entitled to be furnished by the HRMO or other responsible school officials within five (5) working days of the following documents:

- a) copy of personnel action by school officials pursuant to Sec. 9, Art. III;
- b) copy of all reports, minutes of the meeting, and similar records of the proceedings, findings, recommendations and other outputs of committees and similar bodies referred to in Sec. 10, Art. III;
- c) list of career development programs for faculty and/or invitation letters from benefactors as provided for in Sec. 4, Art. VI;
- d) list of faculty members who have been issued new appointments/contracts; and
- e) copy of the plantilla of positions of employees.

Items (d) and (e) above shall be provided only upon proper request and approval of the College President or his duly authorized representative/s as stipulated in Sec. 8, Art. IV.

Section 6. Pursuant to Secs. 4 & 5, Art. I, the IFFU through its Executive Officers at the campus and system-wide levels, whichever is applicable, shall have exclusive authority to appoint or designate its representative/s in all the committees and similar bodies of ISPSC referred to in Sec. 10, Art. III.

Section 7. If requested by IFFU in writing at least five (5) working days prior to utilization, the free use of all or any of ISPSC's physical structures and facilities including service vehicles/shuttle service shall be subject to exigency of the service, necessity, availability and approval by responsible school officials unless provided otherwise in these rules.

Section 8. The IFFU shall be free from harassment for programs, projects and activities undertaken subject to the following conditions:

- a) School officials are informed and their comments and suggestions are solicited and given due consideration but not necessarily their approval; and
- b) Such programs, projects and activities are not prejudicial to the interest of ISPSC or contrary to law, policies, rules and regulations.

Section 9. Should there be internal reorganization or restructuring of ISPSC, whether mandated by law or not, the IFFU shall be informed and consulted through a dialogue and/or general faculty meeting called for the purpose before such plan is finalized and forwarded to the BOT for appropriate action.

Section 10. As partners-in-development, ISPSC and IFFU shall mutually and reciprocally support each other in their respective efforts to establish socio-economic projects for faculty relative to Sec. 11, Art. III, and other concerns pursuant to Secs. 1 & 2, Art. V; Secs. 1, 2, 3, 5, 6 & 7, Art. VI; Secs. 1, 2 & 3, Art. VII; Sec. 3, Art. VIII; Sec. 1, Art. XII, and Sec. 1, Art. XVI.

## **RULE V**

### **UNION RESPONSIBILITIES**

Section 1. IFFU shall recognize the authority and prerogative of ISPSC officials to implement laws and policies governing the terms and conditions of employment, including their efforts to professionalize the civil service.

Section 2. IFFU shall strictly adhere to the principles of fairness, meritocracy and rationality in its decisions, actions and dealings with its members and ISPSC officials through open lines of communication, dialogues and negotiations.

Section 3. IFFU shall enjoin the faculty to render and perform to the best of their ability the duties and responsibilities expected of them as public servants through teamwork, professionalism, discipline and accountability that redound to high degree of harmony, efficiency and effectiveness in the workplace.

Section 4. IFFU shall extend its unconditional assistance to ISPSC administrators and other school officials to attain the following targets:

- a. Punctuality of at least 90 percent of the faculty in attending classes, meetings, programs and other similar activities;
- b. Daily attendance of at least 85 percent of the faculty in reporting to work;
- c. Effective and efficient implementation of the cost saving measures stipulated in Art. XXIII; and
- d. Increased productivity of faculty in terms of the following:
  - frequency and number of consultation hours spent with and other expert services provided to students, thesis advisees and other clientèle served inside and outside of the campus;
  - submission on time of periodic reports, reports of grades and other academic-related reports;
  - frequency and number of hours of overtime work and extended work beyond official office hours; and
  - number of research/extension project proposals and similar intellectual outputs submitted.

## **RULE VI**

### **EXERCISE OF FACULTY RIGHTS AND AVAILMENT OF PRIVILEGES AND OTHER BENEFITS**

Section 1. The faculty shall be free from any form of discrimination for acts performed in accordance with law and/or pursuant to ISPSC-IFFU CNA. This provision governs the relationship between the power holders such as either the school or union officials on one hand against the union members on the other hand; and never vice versa nor between and among individual union members.

Section 2. A union time-off privilege shall be accorded to IFFU officers, members and its duly authorized representatives and hence shall be authorized and allowed to perform and accomplish their union-related duties and responsibilities on official time subject to the following conditions:

- a) Exigency of the service is foremost and public service delivery is paramount to all private and unofficial endeavors including official union-related activities.
- b) If union-related activity is done intermittently inside the campus, permission from responsible school officials is not necessary; and
- c) If union-related activity is done outside the campus and union officers, members and/or its duly authorized representatives have to travel, an approved travel order and request for service vehicle, if necessary, are required.

Section 3. IFFU officers, members and its duly authorized representatives shall be entitled to receive the usual traveling expenses, per diems, allowances, registration fees and other fees incidental to travels whenever they are authorized by school officials to attend on official business union-related

activities referred to in Sec. 3, Art. V including their appearance in court or similar bodies relative to the proceeding section.

Section 4. Provided it is not the plaintiff, ISPSC shall direct its corporate legal counsel and provide his services free of charge or, if not available, hire a private legal counsel of the IFFU member's choice in accordance with Sec. 4, Rule XIII of this IRR to assist and represent any union member in any work- or job-related legal cases or suits and other appearances before any court or similar bodies anytime, anywhere in the Philippines.

Section 5. The next-of-kin of a bona fide IFFU member who is separated from service by retirement, permanent incapacity, or death shall be given first preference to be appointed to a vacant plantilla item or any position in ISPSC subject to the following conditions:

- a) An application letter and other required documents are filed with the HRMO or Office of the College President;
- b) The next-of-kin applicant shall be among the top five (5) ranking candidates and possesses the competence, civil service eligibility and educational qualifications required of the job; and
- c) Such employment depends upon the needs of ISPSC.

Section 6. The provision of Sec. 7, Rule IV of this IRR shall not apply whenever the faculty needs service vehicle/shuttle service during emergency cases and other justifiable reasons as provided for in Sec. 3, Art. XII.

Section 7. Pursuant to Sec. 2, Art. XII, the faculty shall be allowed to stay free of charge in ISPSC dormitories inside the campus and in its extension office in Metro-Manila, if any, subject to the following conditions:

- a) He/she is on travel on either official time or official business with approved travel order;
- b) He/she is necessarily a transient occupant; and
- c) The length of his/her stay is no more than the length of his approved travel order plus two (2) days.

Section 8. When inevitable changes in operations happen resulting from modern technological innovations referred to in Sec. 1, Art XVI and other circumstances beyond the control of both parties including internal reorganization or restructuring, job rotation shall be implemented to accommodate any permanent member of the faculty adversely affected by such change in operations.

Section 9. The faculty shall be entitled to maternity leave or paternity leave subject to the following conditions:

A. Maternity Leave

- a) Married female faculty who has rendered an aggregate of two (2) or more years of service, is entitled to maternity leave of sixty (60) calendar days with full pay over and above the vacation and sick leave granted to her;
- b) If the period of delivery occurs during the long vacation, both the maternity benefits and the proportional vacation pay are due and payable to the faculty concerned;
- c) Maternity leave of those who have rendered one (1) year or more but less than two (2) years of service is computed in proportion to the length of service based on the ratio of sixty (60) days to two (2) years of service; thus

$$X = Y / 12$$

where: X = number of days to be paid  
Y = number of days in the service

- d) Those who have served for less than one (1) year are entitled to 60-days maternity leave with half pay;
- e) Its enjoyment cannot be deferred but it should be availed of either before or after the actual period of delivery, in a continuous and uninterrupted manner, not exceeding sixty (60) calendar days;
- f) It is granted to married female faculty in every instance of pregnancy irrespective of its frequency;
- g) When the faculty wants to report back to duty before the expiration of her maternity leave, she may be allowed to do so; provided she presents a medical certificate that she is physically fit to assume the duties of her position. The commuted money value of the unexpired portion of the leave need not be refunded and that when the employee returns to work before the expiration of her maternity leave, she may receive both the benefits granted under the maternity leave law and the salary for actual services rendered effective the day she reports for work;
- h) Maternity leave with pay is granted even if delivery occurs just a few days before and not more than 15 calendar days after the termination of employee's service;
- i) If already entitled, a female faculty can still avail of sixty (60) days maternity leave with pay even if she is on an extended leave of absence without pay;
- j) A married female faculty is entitled to maternity leave of absence with pay even if she has a pending administrative case; and
- k) A married contractual female faculty whether or not receiving twenty percent (20%) premium on her salary is entitled to maternity leave benefits like regular faculty in accordance with the provisions of item (a), (c), (d) and (e) hereof.

#### B. Paternity Leave

- a) Married male faculty is entitled to paternity leave of seven (7) working days for the first four (4) deliveries of his legitimate spouse with whom he is cohabiting; provided a duly accomplished CSC Form 6 is filed and the child's birth certificate is submitted, or a certificate of miscarriage issued by the attending physician, midwife or other competent medical practitioner, whichever is applicable;
- b) Married male faculty with more than one (1) legal spouse is entitled to avail of paternity leave for an absolute maximum of four (4) deliveries regardless of whichever spouse gives birth.
- c) Paternity leave is non-cumulative and non-convertible to cash; and
- d) It may be enjoyed either in a continuous or in an intermittent manner by the married male faculty on the days immediately before, during or after the childbirth or miscarriage of his legitimate spouse.

Section 10. Qualified dependents of faculty as defined in Sec. 1(bb), Rule II of this IRR shall be granted full free tuition and laboratory fees subject to the following conditions:

- a) The faculty shall be a bona fide member of IFFU for at least six (6) months and occupying a permanent plantilla position;
- b) The number of beneficiaries shall be limited to a maximum of four (4) dependents in any given semester;



- c) Even when both spouses are faculty members and/or employees of ISPSC, items (a) and (b) above shall still apply;
- d) The dependent-beneficiary shall submit electronic copies of documents required by the Office of the Registrar/Coordinator for Admission including other documents to show proof of his/her eligibility;
- e) The dependent-beneficiary shall qualify for admission in any technical/vocational course, baccalaureate degree and graduate studies except cross-enrollment or registration from other institutions of higher learning and enrollment for unit credit purposes; and
- f) Subjects taken with failure or expired incomplete grades shall be paid by the dependent-beneficiary.

Section 11. The faculty shall be entitled to rehabilitation leave subject to the following conditions:

- a) Officials and employees may be entitled to the rehabilitation privilege for a maximum period of six (6) months for wounds and/or injuries sustained while in the performance of official duties. The duration, frequency and terms of availing of the privilege shall be based on the recommendation of a medical authority. Hence, availing of the privilege may be for less than six months, or may be a half-time basis or an intermittent schedule as determined by medical authorities provided that the cumulative total period of availing of the privilege will not exceed 6 months. Illness or sickness resulting from/or aggravated by working conditions or the environment cannot be a basis for availing of the rehabilitation privilege even if the same may be compensable under the laws and regulations of the Employees Compensation Commission (ECC).
- b) For availing oneself of the rehabilitation privilege, performance of duty means situations wherein the official or employee was already at work. The same privilege may be extended to officials and employees in situations wherein the official or employee meets an accident while engaged in activities inherent to the performance of his or her duties, including being on official business outside of his or her work situation, official travel, authorized overtime, detail order, and special assignment orders. Injuries from accidents that occurred while the official or employee was going to work and going home from work are not considered sustained while the performance of official duties.
- c) Absence from work during the period of rehabilitation privilege shall not be deducted from the accumulated vacation or sick leave credits of the official/employee. However, officials and employees while on rehabilitation privilege do not earn and accumulate vacation and sick leave credits.
- d) Officials and employees availing of the rehabilitation privilege shall receive their salaries and regular benefits such as Personnel Economic Relief Allowance (PERA), additional compensation, year-end bonus, and cash gift mandated by law. They are not entitled, however, to benefits and privileges that are enjoyed based on the actual performance of duties of positions entitled to these benefits such as representation and transportation allowances.
- e) Claimants of rehabilitation privilege benefits are entitled to reimbursement by their agency for first-aid expenses, preferably in government facilities. Reimbursement is subject to availability of funds and shall not exceed five thousand pesos (PhP 5,000.00) unless expenditures beyond said amount are necessary as certified by medical authorities and approved by head of agencies. For this purpose, first aid refers to the basic medical treatment immediately given to a person hurt in an accident.

Section 12. In accordance with Sec. 4, Rule XIII of this IRR, the faculty shall be provided and voluntarily undergo free annual medical check-up/examinations and dental services subject to the following conditions:

- a) To implement said provision and fulfill such obligation, a competent medical and dental staff manning a well-equipped clinic shall be prioritized by ISPSC and/or contract a competent clinic and other medical and dental service providers to do the check-up/examinations;
- b) Said clinic and medical and dental service providers shall be capable and competent to conduct the usual and routine medical check-up/examinations such as but not limited to blood pressure, blood sugar, complete blood count (CBC), chest x-ray, urinalysis, fecalysis, electrocardiogram (ECG) and other examinations mandated by law;
- c) The results of such examinations shall be available to the faculty concerned within reasonable time after the check-up/examinations and shall be treated with utmost secrecy within the limits of doctor-patient relationship and without prejudice to the physician's responsibility to inform concerned authorities; and
- d) If the said results require immediate medical attention or treatment as certified by a competent doctor, the faculty concerned shall be accorded all the rights, privileges and benefits as provided for by law, rules and regulations.

Section 13. Faculty members under teachers' leave status can be converted into a vacation-sick leave status subject to the following conditions:

- a) The conversion of leave status is recommended by the Dean and approved by the College President; and
- b) He/she has an approved project along instruction, research, extension and production, or he/she is duly designated to administrative position by higher school authorities.

Section 14. In accordance with Sec. 4, Rule XIII of this IRR, the faculty shall be granted the following inducements such as but not limited to CNA incentive (Sec. 1, Art. XXIV), Professional/Personal Enhancement Benefit/Pay (Sec. 3, Art. XIV), medical assistance, anniversary bonus during milestone anniversary of ISPSC, retirement gift, and welfare fund (Sec. 6, Art. XIV).

Section 15. The faculty shall strictly abide by their commitments to cost saving measures as stipulated in Art. XXIII, diligently perform their duties and responsibilities enunciated in Secs. 3 & 4, Rule V of this IRR as IFFU members, and police their own ranks in the proper implementation of said measures.

Section 16. The retirement papers of faculty shall be processed by the HRMO and submitted to appropriate government agencies not later than one (1) month before the date of retirement; provided all documents required by ISPSC from the prospective retiree are submitted on time.

Section 17. Retiring/retired members of the faculty shall be accorded by either ISPSC or IFFU, whichever is applicable, of the following benefits in the form of training for livelihood projects, college scholarship to one (1) dependent who shall be enrolled in any course in ISPSC, additional retirement benefits; and other programs subject to the following conditions:

- a) Training comes in the form of technical assistance of faculty who is an expert in the field of said livelihood project;
- b) College scholarship refers to existing slots of scholarship grants provided by benefactors other than ISPSC and available to deserving undergraduate students; and
- c) Additional retirement benefits shall be provided by IFFU as authorized by its Executive Officers and concurred in by the majority of members.

## **RULE VII**

### **POLICIES AND GUIDELINES ON FACULTY WORKLOAD AND WORK SCHEDULE**

Section 1. The workload of permanent faculty members shall be in accordance with the following policies and guidelines:

- a) Pursuant to Sec. 2, Art. X, the regular workload shall be eighteen (18) units per week but not less than twenty five (25) hours of service per week, that is, fifteen (15) hours of actual classroom teaching and ten (10) hours of preparation which include among others lesson planning, academic advising, preparing test questions or examinations, checking of test papers, critiquing students' reports and theses, computing and preparing reports of grades, and other similar academic activities;
- b) Activities to constitute the total workload shall include instruction, research, extension, production, administration and other academic-related functions and shall be determined using the formula in Sec. 3(e) hereof;
- c) Members of the faculty duly designated to administrative position by higher school officials, regardless of number of designations, shall be entitled to a reduction of teaching load in accordance with Sec. 3(c) hereof.
- d) Teaching loads shall be, as much as possible, equitably distributed and assigned among the members of the faculty;
- e) Teaching loads from home department or unit shall be not less than fifty percent (50%) of the total workload;
- f) In assigning teaching loads, expertise or field of specialization shall be strictly considered;
- g) Teaching load assignments shall be limited to three (3) preparations only subject to exigency of the service and the condition in item (d) hereof;
- h) Schedule of teaching loads shall be so arranged that, at least, one (1) hour rest period is available in between two (2) lecture classes;
- i) During summer term, faculty on vacation-sick leave (VSL) status shall be given priority in the assignment of teaching loads except when the subject offering requires a faculty with specialization thus faculty on teachers' leave (TL) status shall be considered;
- j) When funds are available and in accordance with Sec. 4, Rule XIII of this IRR, overload shall be paid or compensated with honorarium based on the basic monthly salary of the concerned faculty member during the time said overload is rendered, provided such overload shall be limited to a maximum of three (3) to six (6) units depending on exigency of the service, provided further no faculty member in the same department/unit is underloaded;
- k) In case the budget allocated for honoraria is insufficient, service credit shall be given in lieu of all unpaid or uncompensated overloads;
- l) When funds are not available, overload shall be granted compensatory time-off in lieu of said overtime service rendered without pay in accordance with the Joint CSC-DBM Circular No. 2, s. 2002;
- m) Whenever a faculty member on TL status is required to perform regular functions and/or assigned important tasks/jobs to work on including other emergency assignments on Saturdays, Sundays, holidays or outside of the regular official time by school officials due to exigency of

the service, the faculty shall be granted service credits upon recommendation of the said school officials and approval by the College President;

- n) A faculty member, even when he/she is already overloaded, shall be given preference to teach emergency loads before anybody else from the ranks of the academic non-teaching personnel is considered;
- o) Faculty members with the same qualifications but with lower academic ranks shall be given priority for overload teaching;
- p) An overloaded faculty member shall be assigned three (3) units emergency load only;
- q) Emergency loads shall be justified by the Department/Unit Head in writing and approved by the Dean;
- r) The schedule for emergency load shall be outside of the regular official time;
- s) Substitution is given only to faculty members who shall take over for those on short-term leave such as maternity/paternity leave, vacation/sick leave and on official business;
- t) Substitution is allowed only if arranged and authorized by the Department/Unit Head and Dean thus substitution through internal arrangement between and among faculty members is extremely prohibited;
- u) When duly arranged and authorized, services for substitution shall be considered as part of the teaching load;
- v) Faculty members shall be allowed outside teaching load on part-time basis only;
- w) Those who wish to teach in other universities and colleges shall secure permission from the College President coursed through channels;
- x) The schedule for outside teaching load shall be outside of the regular official time and the time for emergency load;
- y) Outside teaching load shall not be in conflict with the faculty members' duties and responsibilities which are given first and foremost priority; and
- z) For conversion purposes, five (5) contact/service hours shall be equivalent to one (1) day of service credit referred to in items (k) and (m) hereof.

Section 2. The workload of contractual faculty shall be in accordance with the following policies and guidelines:

- a) Contractual appointment may be hired through contract of service or job order;
- b) Contractual faculty shall be required to render an accumulated fifteen (15) hours of actual classroom teaching per week, provided the needs of ISPSC are served;
- c) The Dean may further assign more than the regular teaching loads and extend the teaching time of contractual faculty subject to exigency of the service;
- d) Contractual faculty may not be required to use the biometric attendance monitoring machine but shall be required to keep records of their attendance in a logbook and accomplish CS Form 48 (DTR) consistent with the entries in the logbook for accounting and auditing purposes; and
- e) Upon termination/consummation of contract of service or job order, the contractual faculty shall secure a clearance from concerned offices.

Section 3. Pursuant to Sec. 1, items (b), (j), (l), (n), (p), (r) and (u) hereof, the following guidelines shall apply in the computation of total workload per semester for purposes of determining overload:

a) Instructional Activities (IA)

<b>Function</b>	<b>Roles/Activities</b>	<b>Unit Equivalence</b>	<b>Remark/s</b>
Classroom Instruction	Graduate Studies: Lecture	1.5 units per contact hour plus 0.09 unit per contact hour per student in excess of 20	If team teaching is employed, the load equivalence shall be divided proportionally between and among the faculty members involved.
	Laboratory	1.0 unit per contact hour plus 0.06 unit per contact hour per student in excess of 20	
	Class Preparation	0.5 unit after the 3 <sup>rd</sup> preparation	
	Undergraduate/ LHS: Lecture	1.0 unit per contact hour plus 0.06 unit per contact hour per student in excess of 50	
	Laboratory	0.75 unit per contact hour plus 0.045 unit per contact hour per student in excess of 50	
	Class Preparation	0.33 unit after the 3 <sup>rd</sup> preparation	
Student Advising/ Thesis Advisorship	Graduate Thesis	1.0 unit per thesis	Maximum of 3 units per semester
	Undergraduate Thesis	0.5 unit per thesis	
	Critic Teacher	0.5 unit per semester per student	
	Supervisor/Coordinator of students in OJT, student teaching and similar activities	0.15 unit for 20 & less number of students plus 0.05 unit per student in excess of 20 students	

b) Research, Extension and Production Activities (REPA)

<b>Function</b>	<b>Activities/ Particulars</b>	<b>Unit Equivalence</b>	<b>Remark/s</b>
Research	Program Leader: With 5 or more projects	9 units (leader must conduct at least 1 study)	Maximum of 12 units per semester
	With less than 5 projects	6 units (leader must conduct at least 1 study)	Approved research proposal or MOA shall be required.
	Project Leader: With 5 or more projects	6 units (leader must conduct at least 1 study)	Official designation from the Office of the College President shall be required.
	With less than 5 projects	3 units (leader must conduct at least 1 study)	

	Study Leader	3 units per study	
Extension	Subject Matter Specialist	1 unit per contact hour	Maximum of 9 units per semester
	Extension Program/Project Leader	(same as in research)	Approved extension project proposal or MOA shall be required.
Production	Project-In-Charge of Income Generating Projects (IGP):		Approved production project proposal shall be required.
	ROI below 10%	2 units	Return on Investment (ROI) shall be the actual project performance when the production cycle is finished within the semester or school term. If the project is still on-going at the end of the semester or school term, the immediately preceding ROI of the project shall be used in the computation.  The rules on lower/ upper class limit and ratio and proportion shall apply in the computation.
	ROI of 10% – 20%	3 units	
	ROI of 21% – 30%	4 units	
	ROI of 31% – 40%	5 units	
ROI above 40%	5 units plus 1 unit per 10% in excess of 40%		

c) Administrative Assignments (AA)

Designation	Equivalent Workload (Units)	Additional Load Req't (Units)
Vice President	15	3
Dean/Associate Dean/Director	9	6
Department Chairman	6	12
Project-in-Charge, Unit Head	3	15

d) Academic-related Assignments

Activities	Particulars	Unit Equivalence	Remark/s
Coach/Co-Coach/ Trainor of Sports	Varsity Team (SCUAA)	1.5 units per semester	Maximum of 3 units per school year
	Local Team (Inter-Campus)	0.75 unit per semester	Maximum of 1.5 units per school year
Adviser of Student Cultural Groups	Dramatic Clubs, Dance Troupes, Choirs and similar cultural groups	1.5 units per semester	

Adviser of Recognized Student Organizations	Homeroom (LHS)	2 units per school year	
	Homeroom (tertiary)	1 unit per semester	
	SSC, FFPC	1.5 units per semester	
	SBO, GSBO, FFP/FAHP	1 unit per semester	
	Math-Science, English-Filipino, YESS,FEA, FATE and similar organizations	0.5 unit per semester	
Adviser of School Paper	Highlights	1.5 units per semester	
	Other school organs	1 unit per semester	
Editor/Associate Editor	Research Journal and other technical publications	1 unit per issue	
Contributor	Research Journal and other technical publications	0.5 unit per article per issue	

e) Computation of the Total Workload

$$TW = IA + REPA + AA + ARA$$

where:        IA     =     Instructional Activities  
                  REPA =     Research, Extension and Production Activities  
                  AA     =     Administrative Assignments  
                  ARA =     Academic-related Assignments

Section 4. The payment or compensation for overload referred to in Sec. 1, items (j) & (k) hereof shall be in accordance with Sec. 4, Rule XIII of this IRR.

Section 5. Permanent faculty members shall be allowed flexible working hours subject to the following conditions:

- a) It is allowed only on activities enumerated in Sec. 3(a) hereof along research, extension, production, administration and other academic-related assignments except along instruction;
- b) A permission is sought in writing, endorsed by concerned school officials through channels and approved by the College President;
- c) The letter-request is forwarded not less than thirty (30) calendar days before the start of the requested schedule of flexible working hours;
- d) The requested schedule of flexible working hours as to the time of the day and day of the week shall be fix, regular and definite for a minimum period of one (1) school term and said schedule shall necessarily jibe with the said school term; and
- e) The total number of service hours per week shall not be less than twenty five (25) hours in accordance with Sec. 1(a) hereof.

Section 5. The policies and guidelines hereof inconsistent with and/or not contained in the Faculty Manual (BOT Res. No. 197, s. 2004) regarding faculty workload and work schedule shall be considered approved proposed amendments/revisions of the said Faculty Manual which shall be forwarded to the BOT for appropriate action.

## **RULE VIII**

### **POLICIES AND GUIDELINES ON SCHOLARSHIP, FELLOWSHIP AND TRAINING GRANTS**

Section 1. Pursuant to Sec. 10(g), Art. III and Sec. 1, Art. VI, the Faculty and Staff Development Committee (FSDC) shall be created and composed of the following:

- a) Vice President for Academic Affairs as chairman;
- b) Vice President for Administration as co-chairman;
- c) Supervising Administrative Officer as member;
- d) Senior Faculty representative as member;
- e) Senior Non-Teaching Personnel representative as member;
- f) IFFU representative as member; and
- g) IFNTPU representative as member.

The HRMO shall serve as the Secretary of the FSDC.

The senior faculty and non-teaching personnel representatives shall be elected preferably through secret balloting from among the qualified faculty members and non-teaching personnel as defined in Sec. 1(gg) & (hh), Rule II of this IRR, respectively. To ensure continuity, an alternate representative shall also be elected. The said election shall necessarily coincide with the first IFFU/IFNTPU general assembly called for after the effectivity of the ISPSC-IFFU/IFNTPU CNA and every two (2) years thereafter.

Section 2. The FSDC shall have the following functions, duties, and responsibilities:

- a) Prepare the ISPSC Faculty and Staff Development Program (FSDP) as well as review and update the same when necessary;
- b) Prepare, review, strengthen and strictly implement the policies and guidelines on FSDP;
- c) Act as a review board with powers to screen applicants in and recommend grantees to the said grants including other manpower development-related concerns;
- d) Establish and implement a scheme in monitoring on-going grants;
- e) Review and evaluate requests of grantees for extension and other grant-related matters and recommend appropriate courses of action on said requests to higher authorities;
- f) Formulate its own internal rules and procedures; and
- g) Other functions, duties and responsibilities as may be appropriately fall under its authority and jurisdiction.

Section 3. All scholarships, fellowships, trainings for one (1) month or more and similar development programs, both local and foreign, whether fully or partially funded by ISPSC or by other benefactors shall be pursued and awarded primarily for and in the interest of public service, secondarily in relation to the needs of and impact of the said program to ISPSC, and lastly for professional and personal enhancement of the faculty.



Section 4. Unless otherwise stipulated in the scholarship, fellowship or training grant, all necessary incidental expenses incurred by the grantee shall be borne by ISPSC in accordance with Sec. 4, Rule XIII of this IRR.

Section 5. Pursuant to Sec. 4, Art. VI, the awarding or granting of professional and personal development program grants shall be governed by and subject to the following policies and conditions:

- a) Scholarship, fellowship or training grants shall be awarded only to qualified faculty members in accordance with Sec. 7 hereof;
- b) The scope of the scholarship, fellowship or training grants shall be along the field of specialization and/or relevant to the position and/or designation of the faculty-grantee; and
- c) In case two (2) or more qualified faculty members are relatively equal in terms of the conditions set in items (a) and (b), and when the available slot is limited due to budgetary constraints and other reasons, preference shall be given to the one who has or those who have attended the least number of development programs.

Section 6. Preference mentioned in Sec. 5(c) hereof shall not apply to competitive and personally-solicited and -funded scholarships, fellowships and trainings.

Section 7. To qualify for scholarship, fellowship and training grants, faculty-applicants shall possess or satisfy all of the following qualification requirements and conditions:

- a) Grantee shall be on permanent status at the time of the award except on highly technical fields where a contractual faculty is qualified and no qualified permanent faculty is available provided the contractual faculty grantee shall meet the requirement stipulated in item (c) hereof and shall abide by the conditions and other requirements as may be set by the FSDC to ensure his/her return to ISPSC;
- b) Grantee shall be not more than 45 years old at the time of the award except on highly meritorious cases when the interest of the service so requires provided the grantee is not more than 50 years old, has rendered at least fifteen (15) continuous years of service in ISPSC and, will not retire before the service repayment stipulated in Sec. 16 hereof is complied with;
- c) Grantee shall have served ISPSC for at least two (2) consecutive years in any capacity with a very satisfactory performance in the last two (2) evaluation periods before the award is given except in highly competitive scholarship, fellowship or training;
- d) Grantee shall be physically and mentally fit as certified by an authorized physician;
- e) Grantee is not a recipient of scholarship, fellowship or training grants for the last two (2) years

Section 8. All scholarships, fellowships, trainings for one (1) month or more and similar development programs, both local and foreign, whether fully or partially funded by ISPSC or by other benefactors shall be covered by a contract duly signed by the grantee and the College President together with two (2) guarantors who shall be the Head of the Department or Unit where he/she belongs and an immediate member of his/her family and two (2) witnesses who shall be any member of the FSDC.

Section 9. After due process, grants awarded shall be withdrawn, suspended or terminated only when any of the provisions of the scholarship, fellowship or training contract is violated by the grantee including other relevant instances, cases or reasons as defined in Sec. 10 hereof.

Section 10. After due process, a grantee shall be considered and classified as delinquent in any of the following instances, cases or reasons:

- a) Willful abandonment of the scholarship or fellowship grant without an approved leave of absence or dropping of courses without the approval by the College President;
- b) Failure to render service repayment;
- c) Gross misconduct which puts ISPSC in bad light;
- d) Failure to finish a scholarship or fellowship grant within the allowable period, that is, prescribed duration in the contract plus approved extension and/or deferment, if any, subject to the conditions stipulated in Secs. 12 & 15 hereof, respectively; and
- e) Other unjustifiable instances, cases, or reasons as may be determined by the FSDC.

Section 11. A delinquent grantee shall be disqualified for future scholarship, fellowship or training grants and shall be required to reimburse the total value or cost of the grant to ISPSC including necessary incidental expenses received pursuant to Secs. 4 & 14 hereof except salary and other employment benefits and entitlements received during the duration of the grant.

Section 12. Depending on the merits on a case-to-case basis, an extension for a maximum of one (1) year to two (2) years to finish the scholarship or fellowship grant shall be granted under justifiable instances, cases, or reasons as may be determined by the FSDC provided the grantee shall forward a letter-request to the College President through the FSDC at least one (1) month before the expiry of the prescribed duration with the following attached documents:

- a) an endorsement letter from the thesis/dissertation adviser and approved by responsible school official of the institution where the grantee is enrolled;
- b) a certified true copy of grades from the start to the latest semester enrolled in;
- c) Gantt chart of the remaining schedule of activities; and
- d) other documents as may be required by the FSDC.

Denial or disapproval of said request by FSDC may be appealed to the College President whose decision is final.

Section 13. Acceptance of scholarship, fellowship or training grants shall be voluntary hence no faculty member shall be sanctioned for refusing to accept said grant.

Section 14. ISPSC shall pay the salary including other employment benefits and entitlements lawfully due to the grantee during the duration of the scholarship, fellowship or training grant and may provide in accordance with Sec. 4, Rule XIII of this IRR the pre-departure expenses which include among others clothing allowance, local travel expenses and airport tax, if such are not provided for by the sponsoring agency.

Section 15. A grantee may request the College President through the FSDC for deferment of the scholarship, fellowship or training grant when he/she is injured, sick, ill or pregnant subject to the following conditions:

- a) Deferment shall not be more than one (1) year, otherwise such excess period of rest or recuperation shall be counted as part of the prescribed duration within which to complete the said grant;
- b) Pertinent CSC policies, rules and regulations shall apply; and
- c) Only one (1) request for deferment due to pregnancy is allowed within the prescribed duration of the said grant.

Section 16. Scholars and fellows shall be required to render service repayment to ISPSC after the grant is completed and he/she reports back for duty according to the following schedule:

- a) Three (3) years of service for every year of scholarship enjoyed or fraction thereof; and
- b) Two (2) years of service for every year of fellowship enjoyed or fraction thereof.

In case of conflict in service repayment with sponsoring agency in fellowship grants, the ISPSC policy shall prevail.

Section 17. Attendance to scholarships, fellowships or trainings grants shall be construed as actual service thus grantees shall earn the usual leave credits if the grantee is under vacation sick leave; and other benefits during the duration of the said grants.

Section 18. Upon recommendation by the FSDC and subject to Sec. 4, Rule XIII of this IRR, scholarship and fellowship grantees who are contractual and who finished a relevant advanced degree shall be given a permanent status subject to the availability of an item and in accordance with the requirements per CSC rules and regulations upon completion of the grant and submission of official transcript of records, diploma/certificate of completion, and hard and soft copies of thesis/dissertation including other requirements.

Section 19. In cases of personally-solicited and -funded scholarship, fellowship or training, all limiting policies and guidelines in Secs. 3, 5, 7, 9, 10, 11 & 16 hereof shall be waived in favor of the scholar, fellow or trainee provided the faculty concerned shall seek a prior permission and approval by the College President through the FSDC.

Section 20. The policies and guidelines hereof inconsistent with and/or not contained in the Faculty Manual (BOT Res. No. 197, s. 2004) regarding faculty development shall be considered approved proposed amendments/revisions of the said Faculty Manual which shall be forwarded to the BOT for appropriate action.

## **RULE IX**

### **POLICIES AND PROCEDURE ON RECRUITMENT, SELECTION AND APPOINTMENT OF FACULTY**

Section 1. Pursuant to Sec. 10(a), Art. III, the Personnel Selection Board (PSB) shall be created and composed of the following:

- a) Vice President for Academic Affairs/Vice President for Administration as chairman for faculty and non-teaching personnel, respectively;
- b) Supervising Administrative Officer as member;
- c) College Dean where the applicant will be assigned as member;
- d) Senior Faculty/Senior Non-Teaching Personnel representative as member for teaching and non-teaching staff, respectively;
- e) IFFU representative as member; and
- f) IFNTPU representative as member.

The senior faculty and non-teaching personnel representatives shall be elected preferably through secret balloting from among the qualified faculty members and non-teaching personnel as defined in Sec. 1(gg) & (hh), Rule II of this IRR, respectively. To ensure continuity, an alternate representative shall also be elected. The said election shall necessarily coincide with the first IFFU/IFNTPU general assembly called for after the effectivity of the ISPSC-IFFU/IFNTPU CNA and every two (2) years thereafter.

Section 2. In addition to Sec. 2, Rule X of this IRR, the PSB shall have the following functions, duties, and responsibilities:

- a) Prepare, review, strengthen and strictly implement the policies and guidelines on faculty and staff selection and promotion;
- b) Assist and advise the College President by virtue of its function as a review board with powers to screen and select applicants for appointment and promotion;
- c) Formulate its own internal rules and procedures; and
- d) Other functions, duties and responsibilities as provided for in these rules and may be appropriately fall under its authority and jurisdiction.

Section 3. Selection of personnel for appointment shall be open to all qualified men and women according to the principles of meritocracy and fitness.

Section 4. Pursuant to ISPSC qualification standards for faculty stipulated in Sec. 13 hereof, the minimum educational qualification of faculty for recruitment shall be a master's degree or its equivalent in the appropriate specific field of specialization.

Section 5. In the absence of one who is qualified and in exigency of the service, the following may be recruited in the order of preference provided the appointment shall be contractual until such time the concerned faculty has acquired the requisite qualification within a period of no more than two (2) years:

- a) An outstanding graduate of ISPSC whose field of specialization is required for the vacant position;
- b) A baccalaureate degree holder whose field of specialization is required for the vacant position with at least eighteen (18) appropriate units in education, competency training in technological and technical courses, and units in graduate studies relevant to the said specialization;
- c) A baccalaureate degree holder whose field of specialization is required for the vacant position with units in graduate studies relevant to the said specialization; competency training in technological and technical courses; and
- d) A baccalaureate degree holder whose field of specialization is required for the vacant position with at least eighteen (18) appropriate units in education and competency training in technological and technical courses .

Section 6. Given all other factors equal, a board passer applicant shall be given preference over a non-board passer.

Section 7. All applicants shall be required to perform a demonstration teaching pertaining to the specialization being applied for irrespective of the urgency of the vacancy.

Section 8. Hiring of faculty members shall be primarily based on the needs of the Department or Unit as determined and requested by the Head and reported to higher school authorities.

Section 9. If a faculty member is appointed as SUC President, he/she loses his/her academic rank. However, if it is a mere designation, he/she retains his/her academic rank.

Section 10. The following requirements and conditions of the Publication Law (RA 7041) shall be strictly complied with in filling vacant faculty positions:

- a) Vacant positions shall be transparent and known to everybody through publication;
- b) Vacant positions shall be posted in at least three (3) conspicuous places in all ISPSC campuses for at least ten (10) calendar days;
- c) Filling of vacant positions shall be made after ten (10) calendar days from their publication;

- d) The publication of a particular vacant position shall be valid until filled but not beyond six (6) months reckoned from the date the vacant position was published;
- e) In the issuance of appointments, the requirement for publication is deemed complied with if the process of application and screening started within six (6) months from publication, and if the vacancy is filled not later than nine (9) months from the date of publication; and
- f) Should no appointment is issued within the said 9-month period, HRMO shall cause the re-publication of the said vacant positions.

Section 12. The recruitment, selection and appointment of faculty shall be in accordance with the following procedure:

- a) Publish vacant positions.
- b) The HRMO shall prepare the list of applicants or candidates aspiring for the vacant position, and collate their credentials and qualifications.
- c) The College President through the HRMO shall convene the FSSPB and notify the members as to the time, day and venue the said FSSPB meeting is scheduled. Said notice of meeting shall enclose the documents in item (b) above.
- d) The FSSPB shall make a comparative assessment of the competence and qualifications of candidates based on their documents submitted and deliberate en banc those who will be considered in the selection line-up.
- e) The HRMO shall notify all applicants of the outcome of the preliminary evaluation and schedule for further assessment those who made it in the selection line-up.
- f) If necessary, the HRMO shall administer written examination and/or skills test otherwise, the FSSPSB shall necessarily conduct individual demonstration teaching assessment cum interview.
- g) The individual evaluation sheets of the FSSPSB members for all of the candidates for appointment shall be collated by the HRMO who shall rank them accordingly. Only the top five (5) candidates shall be included in the ranking whose overall point scores are comparatively at par based on the comparative assessment in terms of performance, education and training, experience and outstanding accomplishments, and other relevant criteria. To determine candidates who are comparatively at par, the FSSPSB shall set reasonable differences or gaps between point scores of candidates for appointment.
- h) Based on the results of the evaluation and after an en banc deliberations, the PSB shall prepare and submit a comprehensive evaluation report to the College President for his/her information and guidance. Said evaluation report shall not only specify whether the candidates meet the qualification standards of the position to be filled but shall also include observations and comments on the candidates' competence and other qualifications including information about the candidate's preference of assignment, if any.
- i) The College President shall assess the merits of the PSB's evaluation report and, in the exercise of sound discretion, select one from among the top five ranking candidate deemed most qualified to effectively and efficiently perform the duties and responsibilities of the position to be filled.
- j) The College President shall issue the appointment and submit to the BOT for appropriate action.
- k) The HRMO shall post a notice announcing the said appointment for at least fifteen (15) days in three (3) conspicuous places in all ISPSC campuses a day after the issuance of appointment. The date of posting shall be indicated in the notice.

- l) Finally, a copy of the appointment and other documents shall be submitted to CSC Field Office for records purposes.

Section 13. The minimum educational qualification, salary grade, and point bracket for each academic sub- rank shall be as follows:

<b>Academic Rank</b>	<b>Minimum Educational Qualification</b>	<b>Sub- Rank</b>	<b>Salary Grade</b>	<b>Point Bracket</b>
Instructor	Master's Degree	I	12	65 and below
	Master's Degree	II	13	66 – 76
	Master's Degree	III	14	77 – 87
Asst. Professor	Master's Degree	I	15	88 – 96
	Master's Degree	II	16	97 – 105
	Master's Degree	III	17	106 – 114
	Master's Degree	IV	18	115 – 123
Asso. Professor	Master's Degree	I	19	124 – 130
	Master's Degree	II	20	131 – 137
	Master's Degree	III	21	138 – 144
	Master's Degree	IV	22	145 – 151
	Master's Degree	V	23	152 – 158
Professor	Doctorate Degree	I	24	159 – 164
	Doctorate Degree	II	25	165 – 170
	Doctorate Degree	III	26	171 – 176
	Doctorate Degree	IV	27	177 – 182
	Doctorate Degree	V	28	183 – 188
	Doctorate Degree	VI	29	189 – 194
College Professor	Doctorate Degree		30	195 – 200
University Professor	Doctorate Degree		30	195 – 200

Section 14. In cases where a doctorate degree is not normally part of career preparation or where such doctorate program is rare, the doctorate requirement for professors may be waived provided the candidate has an appropriate master's degree, has at least 159 CCE points, and has earned at least 20 points in the following areas in accordance with NBC 461:

- a) books, monographs, compendiums and major bodies of published work;
- b) scientific articles in publications of international circulation, and other works of similar nature; and
- c) discoveries, inventions and other significant original contributions.

Section 15. The DBM issuances pertaining to compensation and position classification plan for closed career positions in SUCs shall govern the compensation and position classification of faculty in ISPSC.

Section 16. The status of appointment of members of the faculty in ISPSC are, as follows:

- a) Permanent appointment shall be issued to a faculty member who meets the qualification standards set in Sec. 13 hereof and who shall have successfully completed the probationary period of from six (6) months to two (2) years; and
- b) Contractual appointment may be issued to a faculty member when exigency of the service requires, subject to CSC policies, rules and regulations. Such appointment is for a limited period not to exceed one (1) academic/school year. The appointing authority shall indicate the inclusive period covered by the said appointment for crediting services.

Section 17. With reference to Sec. 16(a) hereof, the appointee shall have demonstrated and satisfied all of the following during the probationary period:

- a) Very satisfactory teaching performance as evaluated by students, peers, supervisor and self using the appropriate instrument of NBC 461;
- b) Manifests values and attitudes reflecting the ISPSC mission statement such as but not limited to sense of cooperation and responsibility in academic tasks;
- c) Completion of a master's degree;
- d) Compliance with school policies and regulations including diligent performance of academic responsibilities such as near perfect attendance, punctual in attending school activities, and prompt submission of grades and other reports;
- e) Demonstrate research, extension, production and administrative capability; and
- f) Active participation and membership in department, campus and system-wide committees and activities.

Section 18. Pursuant to Sec. 7, Rule XIII of this IRR, faculty members who opt to voluntarily resign or transfer to other institutions shall secure a clearance from appropriate offices at all levels. Transfer within the semester, however, shall not be allowed except on highly justifiable and extreme cases otherwise sanction shall be imposed as may be determined by the FSPSB.

Section 19. The services of a permanent faculty member shall only be terminated for just cause and after due process.

Section 20. The policies and guidelines hereof inconsistent with and/or not contained in the Faculty Manual (BOT Res. No. 197, s. 2004) regarding faculty recruitment, selection and appointment of faculty shall be considered approved proposed amendments/revisions of the said Faculty Manual which shall be forwarded to the BOT for appropriate action.

## **RULE X**

### **POLICIES AND GUIDELINES ON FACULTY MERIT PROMOTION**

Section 1. Pursuant to Sec. 2, Art. IV, the merit promotion plan for faculty shall be institutionalized and implemented by higher school authorities through the Personnel Selection Board (PSB) as created and composed in Sec. 1, Rule IX of this IRR.

Section 2. In addition to those that are enumerated in Sec. 2, Rule IX of this IRR, the FSPSB shall have the following functions, duties, and responsibilities:

- a) Prepare and develop the Merit Promotion Plan for Faculty and its implementing rules and regulations, and disseminate the same for everybody's information;

- b) Develop a system of screening and ranking of candidates for promotion or upgrading through the mode of presidential discretion;
- c) Supervise the conduct of the CCE/QCE evaluation and review, and resolve conflicts, protests, appeals and other forms of grievances related thereto;
- d) Keep abreast with the latest guidelines of NBC 461 and other relevant DBM circulars or issuances and, if there are changes, amendments or revisions, inform the faculty accordingly;

Section 3. The faculty shall be promoted or upgraded to higher academic rank/sub-rank through the NBC 461 and other circulars or issuances of DBM and other government agencies.

Section 4. The promotion or advancement of faculty is based on the following:

- a) Common Criteria Evaluation (CCE) which is a quantitative evaluation of faculty along educational qualification, experience and length of service, and professional development, achievement, and honors received; and
- b) Qualitative Contribution Evaluation (QCE) which is a qualitative evaluation of faculty in five functional areas such as instruction, research, extension production, and administration.

Section 5. The filing and pendency of an administrative case against a faculty member shall not constitute a disqualification from promotion or advancement.

Section 6. Promotion within six (6) months prior to compulsory retirement shall not be allowed except otherwise provided by law.

Section 7. ISPSC faculty positions under the closed career system of SUCs shall be exempted from the three-salary grade limitation on promotion.

Section 8. Local or foreign scholarship, fellowship or training, maternity/paternity leave, secondment, or similar forms of official leave of absence granted and availed of by the faculty shall not be construed as limiting factors for promotion.

For this purpose, the performance ratings to be considered shall be the two (2) rating periods immediately prior to such official leave of absence.

If promoted, the effectivity date of the promotional appointment shall be after the completion or consummation of the said official leave of absence and upon assumption to duty.

Section 9. Faculty members who have been reprimanded or suspended within the period of evaluation for violation of existing ISPSC policies and/or CSC rules and regulations shall not be considered for promotion.

Section 10. Faculty members without post-baccalaureate or advanced degree shall be given priority to finish their respective graduate programs in a limited time as approved by the BOT.

Section 11. A master list of faculty members by every campus and their respective educational qualifications shall be maintained and updated annually as a basis in granting educational permits and benefits.

Section 12. Promotion or advancement shall be done every two (2) years or as prescribed by a national budget circular and/or other similar issuances without prejudice to interim promotion or advancement on account of presidential discretion due to exemplary accomplishment, achievement, act or behavior earned during the period. In no instance, however, shall a faculty member be promoted within a period of two (2) school terms after the latest promotion or advancement.



Section 13. Pursuant to Sec. 13, Rule IX of this IRR, candidates for promotion to full professorship shall have earned an appropriate doctorate degree and shall undergo screening by a Regional Accreditation Committee and confirmed by a National Accreditation Committee upon payment of the required fees.

Section 14. Pursuant to Sec. 4 hereof, there shall be campus level and system-wide level committees to be created and composed of the following:

A. At Campus Level (CCE/QCE Evaluation Committee)

- a) Dean or his/her authorized representative as chairman;
- b) Campus-based faculty union representative as co-chairman; and
- c) Three (3) faculty members who are knowledgeable on NBC 461 guidelines and who shall be elected preferably through secret balloting from among the faculty members in a general faculty meeting called for the purpose.

B. At System-wide Level (CCE/QCE Review Committee)

- a) Vice President for Academic Affairs as chairman;
- b) IFFU representative as co-chairman; and
- c) One (1) representative from each campus who are necessarily a member of the evaluation committee at the campus level.

Section 15. The Vice President for Academic Affairs through the Deans shall advise all permanent faculty members to update their records and submit pertinent documents to the CCE/QCE Evaluation Committee at the start of the evaluation period.

Section 16. The guidelines and procedures as prescribed in the NBC 461 and/or other circulars and issuances that may be issued from time to time by the DBM and/or other government agencies shall be followed in the CCE/QCE evaluation and review.

Section 17. The CCE/QCE Evaluation Committee shall appreciate the documents submitted by and evaluate the credentials of the faculty and shall transmit the results of the evaluation to the CCE/QCE Review Committee for review. The results of the review shall be transmitted, in turn, to the Zonal Review Center for processing together with the results of the QCE evaluation.

Section 18. Results of the evaluation at the campus level and review at the system-wide level shall be posted for a minimum of five (5) days in at least three (3) conspicuous places in the campus for everybody's information and scrutiny.

Section 19. Should queries, protests and appeals arise from appreciation of documents, and evaluation and review of credentials at campus and system-wide levels, these shall be referred first to the committee concerned and, if needed, elevated to the FSPSB through channels for immediate compulsory resolution. Any adverse decision of the FSPSB to any party shall be appealed to the College President whose decision is final.

Section 20. The appropriate rank or sub-rank of individual faculty members of ISPSC shall be based on the computer printouts issued by the Zonal Review Center.

Section 21. Pursuant to Sec. 18(d), Rule XIV of this IRR, aggrieved parties shall file protests on promotional appointments to the College President through the Grievance Committee within fifteen (15) days from date of notice of the promotion, upgrading, or advancement.

Section 22. The policies and guidelines hereof inconsistent with and/or not contained in the Faculty Manual (BOT Res. No. 197, s. 2004) regarding merit promotion for faculty shall be considered approved proposed amendments/revisions of the said Faculty Manual which shall be forwarded to the BOT for appropriate action.

## **RULE XI**

### **GUIDELINES ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE**

Section 1. Pursuant to Sec. 2, Art. XIV, a scheme to give awards and incentives to deserving faculty shall be implemented through the creation of the **Program on Awards and Incentives for Service Excellence (PRAISE)** Committee composed of the following:

- a) College President or his/her duly authorized representative as chairman;
- b) Supervising Administrative Officer as co-chairman;
- c) Director for Financial Services as member;
- d) Head of the Planning Unit as member;
- e) Senior Faculty/Senior Non-Teaching Personnel representative as member for teaching and non-teaching staff, respectively; and
- f) IFFU/IFNTPU representative as member for teaching and non-teaching staff, respectively.

The senior faculty and non-teaching personnel representatives shall be elected preferably through secret balloting from among the qualified faculty members and non-teaching personnel as defined in Sec. 1(gg) & (hh), Rule II of this IRR, respectively. To ensure continuity, an alternate representative shall also be elected. The said election shall necessarily coincide with the first IFFU/IFNTPU general assembly called for after the effectivity of the ISPSC-IFFU/IFNTPU CNA and every two (2) years thereafter.

Section 2. The PRAISE Committee shall be responsible for the development, administration, and monitoring and evaluation of awards and incentive system of ISPSC. It shall have the following duties:

- a) Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
- b) Formulate, adopt and amend internal rules, policies and procedure to govern the conduct of its activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees;
- c) Determine the form of awards and incentives to be granted;
- d) Monitor implementation of approved suggestions and ideas through feedback and reports;
- e) Prepare plans, identify resources and propose budget for the system on annual basis;
- f) Develop, produce, distribute a system policy manual and orient the employees on the same;
- g) Document best practices, innovative ideas and success stories which shall serve as promotional materials to sustain interest and enthusiasm;
- h) Submit annual reports on awards and incentives system to the CSC on or before the 30<sup>th</sup> day January;
- i) Monitor and evaluate the system's implementation every year and make essential improvement to ensure its sustainability;
- j) Address issues relative to awards and incentives within fifteen (15) days from date of submission;
- k) Recommend appropriate award to be granted to the employee for his idea or suggestions subject to the establish criteria;

- l) Recommend amendments on the system on program for incentives and awards; and
- m) Perform such other related functions which may be necessary.

Section 3. The PRAISE is designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding employees individually or in groups for their suggestions, inventions, superior accomplishments and their other personal efforts which contribute to the efficiency, economy or other improvement in the government service and operations or for other extra ordinary acts or services in the public interest.

Section 4. It shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.

Section 5. It shall give emphasis on the timeliness of giving award or recognition. Aside from the conferment of awards during the traditional or planned awarding ceremonies, the spirit of on-the-spot grant of recognition shall be institutionalized.

Section 6. It shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of employees through formal and informal mode. The President shall, upon recommendation of the respective heads of offices through the PRAISE Committee, may consider an employee for both monetary and non-monetary awards.

Section 7. Under the PRAISE, monetary awards shall be granted only when the suggestions, inventions, superior accomplishments and other personal efforts shall not exceed twenty percent (20%) of the savings generated, where at least five percent (5%) of the Human Resource Development fund shall be allocated for the PRAISE and incorporated in ISPSC's annual work and financial plan and budget.

Section 8. It shall encourage the grant of non-monetary award in recognition of exceptional or meritorious individual or group achievement or accomplishment in the form of medal, certificates, and others. Non-monetary award may be granted independently of, or in addition to the monetary award.

Section 9. The College President or his/her duly authorized representative shall be responsible in overseeing the operation of the PRAISE and the HRMO shall serve as the secretariat.

Section 10. It shall be the basis of the grant of the Productivity Incentive Bonus (PIB), and other awards and incentives. The annual PRAISE shall be submitted by the College to the Civil Service Commission Regional Office/Field Office on or before the 30<sup>th</sup> day of January to qualify for the nomination to CSC sponsored national awards.

Section 11. Issues relative to awards and incentives shall be brought before the PRAISE Committee which shall address the same within fifteen (15) days from the date of submission.

Section 12. Under the PRAISE, any of the following types of contribution shall be entitled to any award:

- a) Idea type - this shall refer to an idea, a suggestion or an invention for improvement to effect economy in operation; to increase efficiency or production; to improve working conditions or services; or other similar acts that benefit the government offices and employees.

Officers and employees who, by nature of their duties and responsibilities, are required to make suggestions, formulate plans or make recommendations to achieve greater efficiency and economy in government operations. To improve working conditions shall not, however, be eligible for awards under this type of contributions.

- b) Performance type contribution - this shall refer to performance of an extraordinary act of service in the public interest in connection with, or related to, one's official employment;

outstanding community service or heroic acts in the public interest; and sustained work performance for a minimum period of one (1) year which is over and above the normal position requirements of the individual or group.

Section 13. Under the PRAISE, award shall consist of honor awards in the national level, agency level, and incentive awards.

a) Honor Award at the National Level

ISPSC shall participate in the search for deserving employees who may be included in the screening for candidates for awards given by other government agencies, private entities, NGO's and other award giving bodies. Officials and employees nominated for the award must:

- have been employed with ISPSC for at least one (1) year at the time of nomination;
- have been rated at least very satisfactory or its equivalent for two appraisal periods immediately preceding the nominations; and
- have not been found guilty of any criminal or administrative offense or does not have pending case against them at the time of nomination.

Honor Award shall consist of:

- i. Presidential or Lingkod Bayan Award - this award is conferred to an individual for consistent dedicated performance exemplifying the best in any profession or occupation resulting in the successful implementation of an idea or performance, which is of significant effect to the public or principally affects national interest, security and patrimony.
- ii. Outstanding Public Official/Employee or Dangal ng Bayan Award - is an award granted to any public official or employee in government who has demonstrated exemplary service and conduct on the basis of his/her observance of the eight (8) norms of behavior described under RA 6713 or the Codes of Conduct and Ethical Standards for Government Official and Employee.
- iii. Civil Service Commission or the Pag-asa Award - is conferred to an individual or group of individuals or team who has demonstrated outstanding teamwork and cooperation, which resulted in the successful achievement of its goal or has greatly improved public service delivery, economy in operation, improved working conditions or otherwise benefited the government in many other ways.
- iv. Other awards given by other government agencies, private institutions or NGO's to an individual or team for contributions of an idea or performance that directly benefited the government.

b) Agency Level Awards

ISPSC shall develop programs, guidelines and initiate the search for deserving employees who may be included in the screening of candidates for incentive awards in the agency level. It shall consist of the following:

- i. Outstanding Teacher/Faculty Member
- ii. Outstanding Researcher - a regular research staff or faculty researcher
- iii. Outstanding Extension Worker - a regular staff or faculty extension worker
- iv. Outstanding Auxiliary Services Worker - a regular staff of the auxiliary services

- v. Outstanding Support Staff for General Administration - academic and general administration staff
- vi. Outstanding Support Staff for Research, Production and Development - research, production and extension services staff
- vii. Gantimpala Award - an award given outright to employees commended by clients for their courtesy, promptness, efficiency or dedication to duty
- viii. Exemplary Behavior Award - an award based on the eight norms of conduct as provided under the RA 6713
- ix. Cost Economy Measure Award - an award granted to an employee or team whose contributions such as ideas, suggestions, inventions, discoveries or performance of functions that results in monetary savings
- x. Best Organizational Unit Award - award granted to the top organizational unit which may be a section, division or office on the basis of meeting the organizations performance targets and other pre-determined criteria
- xi. Service Award - shall be granted on retirees whether under optional or compulsory retirement schemes held during a fitting ceremony on or before the date of their retirement
- xii. Such other incentive awards which the PRAISE Committee may decide to give, for each idea or accomplishment subject to the approval of the College President

c) Incentives Awards

ISPSC shall continuously search, screen and reward deserving employees to motivate them to improve the quality of their performance and instill excellence in public service. Incentive awards shall consist of but not limited to the following:

- i. Loyalty incentive shall be granted to an employee who has completed at least ten (10) years of continuous and satisfactory service in the particular office granting the award. The grant shall be in accordance with CSC rules and regulations. A cash award plus certificates and other tokens may be given.
- ii. Length of service incentive shall be given to an employee who has rendered at least three (3) years of continuous satisfactory service in the same position. The cash award shall be incorporated in the salary adjustment following the joint CSC-DBM Circular No. 1, s. 1990.
- iii. Productivity incentive shall be given to an employee whose performance is at least satisfactory for the year covered in accordance with the agency's CSC-approved PES. This incentive shall follow relevant existing guidelines. The basis of awards shall be the performance rating.
- iv. Career and self-development incentive shall be granted in recognition of an individual who has satisfactorily completed an advanced course or degree within or outside the country at one's own expense. A plaque of recognition shall be given to qualified individual during the ISPSC Foundation celebration.
- v. Retirement Award - a retirement award shall be given to a retiree who had rendered at least fifteen (15) years of satisfactory government service the last five (5) years of which was spent with ISPSC. This award shall be in the form of either a plaque or certificate of recognition.

- vi. College Outstanding Awards - these shall be given to faculty/employees whose ideas or accomplishments have been found to meet the criteria for awards. The names shall be submitted by the PRAISE committee to the College President for approval.
- vii. Other Incentives which the PRAISE Committee may recommend on the basis of innovative approaches to assignments, exemplary service to the public and recognition by an outside group of a particular achievement.

Section 14. Under the PRAISE, the following may be granted in recognition of the contribution made by employees:

- a) Personal Growth Opportunities - incentives which may be in the form of attendance in conferences on official business, memberships in professional organization, books, journals, travel packages, lakbay aral and other learning opportunities;
- b) Trophies, plaques and certificates;
- c) Salu-salo Together - meal hosted by superiors or supervisors for employees who made significant contributions;
- d) Monetary Award - cash award shall be granted in accordance with DBM rules and regulations;
- e) Non- Monetary Award - incentives in kind which may be in the form of certificates, medals, merchandise, and other similar materials;
- f) Other Incentives which may be in the form of recognition posted in streamers, feature in agency publication and others.

Section 15. The nomination, screening and awarding processes shall be done in accordance with the following:

- a) forms and set of criteria for each award category shall be established by the PRAISE Committee;
- b) announcement for nomination shall be given wide publicity to encourage full employee participation;
- c) any official or employee may be nominated for his suggestion, idea, invention for outstanding accomplishment beneficial for government service to any available award in writing on a prescribed form;
- d) all supporting document as may be required by the PRAISE Committee shall be submitted;
- e) nominees shall undergo screening by the PRAISE committee;
- f) the PRAISE Committee shall determine the incentive awards to be granted;
- g) nominees after final selection and evaluation shall be endorsed by the PRAISE Committee to the College President for approval; and
- h) awards may be given during the College Foundation Day or any other appropriate occasion

Section 16. ISPSC shall set aside in its annual budget the necessary appropriations to cover whatever necessary expenses will be incurred in the granting of both monetary and non-monetary awards.

Section 17. The policies and guidelines hereof inconsistent with and/or not contained in the ISPSC PRAISE shall be considered approved proposed amendments/revisions of the said awards and incentives system which shall be forwarded to the BOT for appropriate action.

## **RULE XII**

### **OPERATION OF THE UNION-MANAGEMENT CONSULTATIVE BODY**

Section 1. The UMCB shall be created to be composed of three (3) representatives from each party. In the case of IFFU, Sec. 6, Rule IV of this IRR shall apply insofar as the appointment or designation of its representatives in the said body.

Section 2. The UMCB shall have among others the following functions, duties and responsibilities:

- a. Convene once every six (6) months or as the need arises at such place and time as may be proposed and agreed upon by the parties;
- b. Monitor and resolve any controversy arising from the interpretation and enforcement of this CNA;
- c. Prioritize the implementation of the provisions of the ISPSC-IFFU CNA and this IRR upon approval by the parties;
- d. Discuss and resolve any policy changes on matters pertaining to or affecting the terms and conditions of employment;
- e. Recommend appropriate courses of action to higher authority;
- f. Formulate its own internal rules and procedures; and
- g. Other functions, duties and responsibilities as may be appropriately fall under UMCB's authority and jurisdiction.

## **RULE XIII**

### **EXERCISE OF MANAGEMENT AND ADMINISTRATIVE FUNCTIONS OF ISPSC OFFICIALS**

Section 1. ISPSC officials shall be informed about but shall not interfere with the lawful establishment, operations, and administration of IFFU affairs, programs, projects and activities.

Section 2. ISPSC officials shall strictly adhere to the principles of meritocracy, fitness, equality and fairness in all its management and administrative functions.

Section 3. ISPSC officials shall respect the rights of the faculty.

Section 4. ISPSC officials shall grant the mandatory privileges and benefits of faculty including those that are specifically provided for in the ISPSC-IFFU CNA as well as in this IRR subject to availability of funds and approval, certification, or endorsement of the College President and the Board of Trustees.

Section 5. ISPSC officials shall prioritize the use of savings and other incomes to fulfill its obligations under the preceding section in accordance with law, rules and regulations and subject to existing accounting and auditing rules and regulations. Legacies, gifts and donations received in trust may also be used subject to limitations, directions and instructions of the donor, if any.

Section 6. The Cashier of ISPSC shall be authorized to deduct union dues, assessments, fines, and other deductions from the salaries/wages of IFFU members and remit the said amount to the IFFU Treasurer as soon as possible but not later than ten (10) working days after the deductions are made subject to the following conditions:

- a) The union members have executed an individual written authorization to deduct the said union dues, assessments, fines, and other deductions;
- b) The nature and the corresponding amount of union dues, assessments, fines, and other deductions shall be approved by the IFFU Executive Officers and concurred in by the majority of members; and
- c) The IFFU Treasurer shall submit regularly to the HRMO an official master list of deductions to be made not later than every 8<sup>th</sup> and 22<sup>nd</sup> of the month.

Section 7. ISPSC officials shall require IFFU members who will retire, transfer or resign to secure a clearance from the union.

Section 8. ISPSC officials shall ensure safe, healthy and sanitary working conditions for the faculty in the form of but not limited to the provision of the following in accordance with sec 4, :Art xiii.

- a) clean and potable drinking water with dispenser;
- b) proper air/floor space and office lighting and ventilation;
- c) special facilities for persons with disabilities;
- d) policy requirements for a sexual harassment-free environment;
- e) first aid kits in strategic areas where no medical clinic is located in the premises; and
- f) formation and training of faculty teams in first aid administration.

Section 9. ISPSC officials shall pursue and exert efforts to upgrade positions of faculty in accordance with Rule X of this IRR.

Section 10. ISPSC officials shall procure and make operational the latest biometric machine to monitor and keep records of attendance of employees as soon as possible.

#### **RULE XIV**

##### **POLICIES AND GUIDELINES ON CONCILIATION/ARBITRATION OF GRIEVANCES/DISPUTES**

Section 1. All grievances or disputes between and among faculty and school officials as well as non-renewal of ISPSC-IFFU CNA before its expiration including its interpretation and implementation shall be resolved through Secs. 1 & 2, Art. XXI (Arbitration Committee), Sec. 1, Art. XVIII (Grievance Machinery), or Sec. 2(a), Art. XX (UMCB) of said CNA, whichever is applicable.

Section 2. When the said grievance or dispute has become hardened and irreconcilable and remains unresolved after exhausting all the available remedies, it shall be forwarded by any of the parties to a third party arbitrator for compulsory resolution and disposition in accordance with CSC MC Nos. 45, s. 1989; 47, s. 1990; 55, s. 1990; and 2, s. 2001 and other laws, rules and regulations.

Section 3. The rights of the accused faculty as stipulated in Sec. 12, Art. III and Secs. 5 & 6, Art. IV shall be respected.



Section 4. Pursuant to Sec. 1, Art. XVIII and in accordance with Sec. 1, Rule XIV hereof, the Grievance Machinery shall be institutionalized and implemented through the creation of the Grievance Committees composed of the following:

A. Lowest Organizational Unit Grievance Committee

The composition shall be designated by the responsible school official which shall include representation for both teaching and non-teaching staff.

B. System-wide Grievance Committee

- a) Chairman to be designated by the College President
- b) Supervising Administrative Officer as secretary
- c) One (1) senior faculty
- d) One (1) senior non-teaching personnel
- e) IFFU representative
- f) IFNTPU representative
- g) Dean/Director/Unit Head where the employee-complainant belongs

Section 5. Permanent officials and employees whenever applicable shall be appointed as member of the grievance committee. In their appointment or election, their integrity, probity sincerity and credibility shall be considered.

Section 6. Any complaint or grievance shall necessarily pass through the lowest organizational unit Grievance Committee.

Section 7. The Grievance Committee shall be responsible for carrying out the provisions of the grievance machinery for expeditious, fair and equitable settlement of complaints and grievances of any official or employee of ISPSC. Specifically, they shall:

- a) Conduct investigation and hearing within ten (10) working days from receipt of the grievance and render a decision within five (5) working days after the investigation. Provided, however, that where the object of the grievance is the Grievance Committee, the aggrieved party may submit the grievance to the Office of the College President;
- b) Establish its own internal procedures and strategies;
- c) Interrogate any office, committee or employee who may be involved in a complaint or controversy;
- d) Submit the result of the investigation to the College President recommend any action which the committee deemed necessary and appropriate subject to existing policies and CSC rules and regulations;
- e) Inform the complainant of its decision and recommendation as well as the final action the College President has made about the matter of the complaint or grievance;
- f) Issue the Certification of the Final Action on the Grievance (CFAG) which shall contain among others the history and the final action taken; and
- g) Submit a quarterly report of its accomplishments and status of unresolved grievances to the CSC Field Office through the College President.

Section 8. All employees shall have the right to present their complaints or grievances orally or in writing and have them resolved as expeditiously as possible in the best interest of the employees concerned and the whole academic community.

Section 9. An employee may, without resorting to a formal grievance procedure, discuss informally with his immediate supervisor any problem relating to the conditions of his employment.

Section 10. In presenting a complaint or grievance, the employee shall be assured freedom from coercion, discrimination, refusal and of speedy and impartial resolution of such complaint or grievance.

Section 11. Complaints and grievances shall be resolved at the lowest possible level. An aggrieved party shall present his/her grievance step by step following the hierarchy of positions. However, if the party being complained of is the immediate supervisor, the grievance shall be presented to the next higher supervisor.

Section 12. Grievance proceedings shall not be bound legal rules and technicalities. Even verbal grievance shall be acted upon expeditiously. Employing services of a counsel shall not be allowed.

Section 13. An employee shall have the right to appeal decisions on his/her complaints or grievances to higher level authorities in accordance with Secs. 14 & 20 hereof.

Section 14. All appeals to the committees shall be considered as appeal to the College President. An appeal submitted to the College President shall be coursed through the system-wide committee provided that, for the purpose of computing the periods of decision, the actual date of transmittal to the said committee shall be reckoned with.

Section 15. School officials who refuse to take action on the grievance brought to their attention shall be liable for neglect of duty in accordance with existing civil service law, rules and regulations. If the immediate supervisor of the complainant unreasonably refuses to endorse the complaint or grievance, the complainant may directly file his appeal to the committee indicating therein the reasons for said direct appeal.

Section 16. A complaint against an employee who does not belong to the same college or unit shall be referred to the said employee's immediate supervisor. If the grievance is not resolved within the level of the immediate supervisor, the complainant shall elevate the same to the Grievance Committee who have jurisdiction over the Ground.

Section 17. Complaints and grievances cover the following cases:

- a) Non-implementation of policies, practices and procedures on economic and financial issues and other terms and conditions of employment fixed by law including salaries, incentives, working hours, leave benefits, and other related terms and conditions;
- b) Non-implementation of policies practices and procedures which affect employees from recruitment to promotion, detail, transfer, retirement, termination, lay-off, and other related issues that affect them;
- c) Poor interpersonal relationship and linkages such as unreasonable refusal to give information by one employee to another;
- d) Protest on appointment and other personnel action;
- e) Inadequate physical working condition such as lack of proper ventilation in the workplace, and insufficient facilities/ equipment necessary for the security and protection of employees whose nature and place of work are classified as high risk or hazardous;
- f) Disciplinary cases;
- g) Sexual harassment case as provided for in RA 7877;

- h) Union-related issues and concerns; and
- i) Any and all matters giving rise to employees dissatisfaction.

Section 18. A written grievance/complaint shall contain the following information which the complainant shall fill-up in a form provided for this:

- a) Name of the Complainant
- b) Position/Title
- c) Designation (if any)
- d) Present Section or Division Assignment
- e) Immediate Supervisor
- f) Present Department or Unit of Assignment
- g) Higher Supervisor
- h) Nature/Description of Grievance (brief)
- i) Adjustment desired
- j) Signature of employee
- k) Signature of Association Official/Representative
- l) Date of filing with the lowest level committee

Section 19. Complaints and grievances shall undergo and proceed with the the following step-by-step procedure:

- a) The complainant shall present the grievance to the immediate supervisor. If the object of the grievance is the immediate supervisor, the aggrieved party may bring the grievance to the next higher supervisor.
- b) The complainant shall have to discuss the object of the grievance with the immediate supervisor who shall make a verbal decision right there and then, otherwise, when in doubt, the said immediate supervisor shall conduct his/her own investigation and shall inform the aggrieved party of the corresponding action within three (3) working days from the date of the grievance presentation.
- c) If the aggrieved party is not satisfied with the decision of the immediate supervisor, he/she may submit through the union representative his/her grievance in writing within five (5) working days to the next higher supervisor who shall render decision within five (5) working days from receipt of the grievance, otherwise, the aggrieved party may elevate the case to the Grievance Committee at the lowest organizational unit.
- d) In case the said aggrieved party is still not satisfied with the decision, he/she may elevate the case to the system-wide Grievance Committee who shall take final action over the object of the complaint. The system-wide Grievance Committee, before formally taking cognizant of the complaint, shall determine whether: it has jurisdiction over the matter; it needs further information from the complainant or from the Grievance Committee at the lowest organizational unit; and if other forum or committee is in better position to settle the complaint.
- e) When the system-wide Grievance Committee finds that the complaint/grievance is not within its jurisdiction or finds that another forum or committee is in a better position to settle the object of the complaint, it shall dismiss the same and shall properly endorse the matter to the proper forum. In such case, it shall inform the complainant of its action.
- f) When the system-wide Grievance Committee finds that the complaint/grievance is within its jurisdiction, it shall conduct an investigation and hearing within ten (10) working days from receipt of the grievance and shall render decision within five (5) working days after the investigation. Provided, however, that where the object of the grievance is the Grievance Committee, the complainant may elevate his/her grievance to the College President through the union representative.

- g) If the complainant is still not satisfied with the decision of the College President, either or both parties may request the conciliation/mediation services of the CSC which shall render its decision within ten (10) working days.
- h) If there is a deadlock, either or both parties may appeal to PSLMC through the Office of Personnel Relations which in turn shall submit to PSLMC its comments within five (5) working days after receipt of the complaint. The PSLMC shall render its decision within thirty (30) working days thereafter. The decision of the PSLMC is final, binding and executory unless appeal is brought to the proper courts.
- i) Appeal to the courts shall be in accordance with the Rules of Court.

Section 21. The policies and guidelines hereof inconsistent with and/or not contained in the ISPSC Grievance Machinery shall be considered approved proposed amendments/revisions of the said manual which shall be forwarded to the BOT for appropriate action.

## **RULE XV**

### **EFFECTIVITY**

Section 1. These rules shall take effect immediately upon signing by both parties.

SIGNED and ADOPTED this 15<sup>th</sup> day of December, 2009 in Sunrise Island Resort, Narvacan, Ilocos Sur, Philippines.

**ILOCOS SUR POLYTECHNIC**  
**STATE COLLEGE (ISPSC)**

**ISPSC FEDERATED FACULTY UNION**  
**(IFFU)**

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