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FACULTY AND STAFF DEVELOPMENT PROGRAM

(Approved thru BOT Res. No. 486, s. 2011)

Rationale

Manpower or human resource is one of the most important assets of any organization because they are the ones mainly responsible to make or unmake it. While human resource development (HRD) programs benefit the recipient employees, the organization benefits more in terms of more effective and efficient delivery of services that will redound to the attainment of its mission and objectives.

As in any educational institution, the delivery of quality education by ISPSC depends largely on the qualification, preparation and capability of its faculty and support staff including its administrators. The extent of ISPSC's success in performing its mandate relies much upon the concerted efforts of its competent, learned and motivated employees.

Hence, this Faculty and Staff Development Program (FSDP) is not only desirable and sensible but indispensable as well to which officials of ISPSC must commit its fiscal resources in order to attain the objectives of this FSDP.

Objectives

Generally, this FSDP seeks to enhance the academic status and reputation of ISPSC through effective and efficient delivery of its four-fold mandate along instruction, research, extension, and production.

Specifically, it aims to:

1. enhance the competencies as well as develop a positive attitude of its faculty and support staff that will not only lead to personal satisfaction but also to better job performance, increased productivity and overall effectiveness;
2. provide them avenue and access to gain more knowledge and necessary skills that will help them perform and contribute their

fair share in the attainment of institutional goals and objectives;
and

3. motivate them towards becoming more effective and efficient service providers.

Human Resource Development Programs

The following are the human resource development (HRD) programs of ISPSC:

1. Degree Programs in the Undergraduate, Graduate and Post-Graduate Levels
 - a. Scholarship Grants
 - b. Fellowship Grants
2. Non-Degree Programs
 - a. Short-term Training Courses
 - b. Conferences/Seminars/Workshops
 - c. Exchange Programs
 - d. Educational Tour
 - e. Sabbatical Leave
3. Personally-Initiated or -Solicited and/or Self-Financed Schooling/Professional Enhancement Programs

Faculty and Staff Development Committee

To implement this HRD program of ISPSC and realize the FSDP objectives, a 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 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.

Policies and Guidelines

Section 1. All HRD programs of ISPSC shall be pursued and/or 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 concerned employee.

Section 2. Except on competitive scholarship, fellowship, training, exchange program, and educational tour grants, presidential discretion may apply in the selection of grantees; provided, the FSDC is informed in writing about the exercise of said discretion for records purposes; provided further, the number of cases shall not exceed ten percent (10%) in a given school year.

Section 3. All scholarship, fellowship, training, exchange program and educational tour grants, 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 the grantee belongs and an immediate member of his/her family and two (2) witnesses who shall be any member of the FSDC.

Section 4. Unless otherwise stipulated in the scholarship, fellowship, training, exchange program and educational tour grant, all necessary incidental expenses incurred by the grantee as stipulated in Item 11 hereof shall be borne by ISPSC.

Section 5. Except on exchange program and educational tour grants, awarding of scholarship, fellowship and training grants shall be governed by and subject to the following conditions:

- a) Grantee shall be on permanent status at the time of the award except on highly technical fields where a contractual employee is qualified and no qualified permanent employee is available; provided the contractual employee 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 be 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 Item 13 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 grants;
- d) Grantee shall be physically and mentally fit as certified by an authorized physician;
- e) Grantee is not a recipient of any grant for the last two (2) years;
- f) The scope of the grant shall be along the field of specialization and/or relevant to the work, position and/or designation of the grantee; and
- g) In case two (2) or more qualified employees are relatively equal in terms of the above conditions 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 HRD programs.

Section 6. After due process, grants awarded shall be withdrawn, suspended, or terminated only when any of the provisions

of the contract is violated by the grantee including other relevant instances, cases, or reasons as defined in the preceding item.

Section 7. 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 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 the 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 items 9 and 12, respectively; and
- e) Other unjustifiable instances, cases, or reasons as may be determined by the FSDC.

Section 8. A delinquent grantee shall be disqualified for future grants and shall be required to reimburse the total value or cost of the grant to ISPSC including necessary incidental expenses received pursuant to Items 4 and 11 hereof except salary and other employment benefits and entitlements received during the duration of the grant.

Section 9. 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 10. Acceptance of any HRD program shall be voluntary hence no employee shall be sanctioned for refusing to accept said program.

Section 11. ISPSC shall pay the salary including other employment benefits and entitlements lawfully due to the grantee during the duration of the scholarship, fellowship, training, exchange program and educational tour grant and may provide 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 12. A grantee may request the College President through the FSDC for deferment of the scholarship, fellowship, training, exchange program or educational tour 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 13. A scholarship, fellowship and sabbatical leave grantee shall be required to render service repayment to ISPSC after the grant is completed and 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 or sabbatical leave enjoyed or fraction thereof. In case of conflict in service repayment with sponsoring agency in fellowship grants, this ISPSC policy shall prevail.

Section 14. Attendance to any of the HRD programs of ISPSC shall be construed as actual service rendered thus a grantee shall earn

the usual leave credits if he/she is under the vacation-sick leave (VSL) status; and other leave benefits due during the duration of the said HRD programs.

Section 15. Upon recommendation by the FSDC, scholarship and fellowship grantees who are contractual with relevant degree shall be given a permanent status subject to the availability of a plantilla item or position 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 16. In cases of personally-initiated or-solicited and/or self-financed schooling/professional enhancement programs, these policies and guidelines shall not apply unless otherwise specifically provided hereof.

Section 17. Self-financed schooling/professional enhancement programs are encouraged and recognized by ISPSC; provided the concerned employee shall seek prior permission and approval by the College President through the FSDC if he/she wishes to enjoy the hereunder privileges.

Section 18. Employees who finance their own schooling or professional enhancement program shall be entitled of the following privileges:

- a. reduced load for faculty;
- b. flexi-time for non-teaching staff;
- c. one (1) day official time during weekdays preferably on Fridays;
and
- d. Thesis/dissertation aid of PhP 7,000 to 10,000 for masteral and PhP 10,000 to 20,000 for doctorate, depending on the scope of the study and as determined by FSDC.

Section 19. Except when specifically identified in the invitation letter, selection of attendees to seminars, conferences, workshops, short-term courses and trainings shall be the sole responsibility of the College President or his duly authorized representative; provided the scope of said seminars, conferences, workshops, short-term courses and trainings is along the field of specialization and/or relevant to the work, position and/or designation of the attendee.

Section 20. Availment of sabbatical leave of one (1) year with full payment of salary including other employment benefits and entitlements lawfully due to faculty members shall be governed by and subject to the following conditions:

- a) The faculty member has demonstrated above average ability in instruction, scholarship, research, or other creative accomplishments as seen in one's publication, teaching, exhibition or performance;
- b) The faculty member is at least Associate Professor who has rendered a minimum of seven (7) years of continuous service;
- c) Services outside of ISPSC are considered part of the 7-year requirement provided they are rendered by the faculty member on secondment to a government institution, either locally or internationally, and that the year immediately before the filing is spent in ISPSC;
- d) The required continuous service for the subsequent sabbatical leave shall be counted from the date of return; and
- e) The sabbatical leave shall be devoted to any one of the following options:
 - ❖ To finish post-graduate studies;
 - ❖ To conduct research;
 - ❖ To write or translate a book in relation to one's field of specialization; or
 - ❖ To write and produce a play or engage in any artistic production.

Section 21. A sabbatical leave grantee shall be required to submit a written report detailing his/her accomplishments in terms of benefits accruing to ISPSC. Said report shall be presented in an appropriate forum.

Section 22. Competitive ISPSC scholarship grants shall be available to all employees subject to the following conditions:

- a. Applicant shall be endorsed by his/her immediate supervisor or by anybody with a higher rank in the Department/Unit where he/she belongs;

- b. Applicant shall file an application letter to the College President through the FSDC at least one (1) academic year prior to the start of the grant;
- c. Grantee shall be on permanent status and not be more than 45 years old at the time of the award;
- d. Grantee shall have rendered at least two (2) continuous years of service in ISPSC in any status or capacity with a very satisfactory performance in the last two (2) evaluation periods before the award is given;
- e. Grantee shall be academically capable as well as physically and mentally fit as certified by an authorized physician;
- f. Grantee shall be a full time scholar with an academic load of not less than 15 units/semester;
- g. Grantee is not a recipient of any grant for the last two (2) years and shall not be eligible for other grants during the duration of the scholarship, except on highly meritorious and justifiable cases as determined by FSDC;
- h) Grantee shall enroll in any of the graduate programs of ISPSC along the field of specialization and/or relevant to the work, position and/or designation of the grantee, except on highly meritorious and justifiable cases as determined by FSDC;
- i) Grantee shall maintain a grade point average (GPA) not lower than 1.75 and 1.5 for masteral and doctorate, respectively. Otherwise, the grantee shall lose the grant and be required to reimburse ISPSC the total cost of the grant incurred; and
- j) All other policies and guidelines pertaining to grants hereof and consistent with the above also apply.

Section 23. Other requirements and criteria in the selection and/or screening of grantees shall be promulgated by FSDC whose decision may be appealed to the College President, whose decision is final.

Section 24. The number of competitive ISPSC scholarship slots shall not exceed ten percent (10%) of the total number of permanent employees at any given time distributed proportionately between faculty and non-teaching staff across the different campuses.

Section 25. Competitive ISPSC scholarship grantees shall have the following benefits and privileges:

- a. Free tuition and other school fees;
- b. Monthly stipend of PhP 3,000.00;
- c. Book allowance of PhP 2,000.00/semester to be liquidated by official receipts;
- d. Actual transportation allowance not to exceed PhP 1,000/semester; and
- e. Thesis/dissertation aid of PhP 7,000 to 10,000 for masterate and PhP 10,000 to 20,000 for doctorate, depending on the scope of the study and as determined by FSDC.

FSDP Preparation Committee

Consultants:

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